

Minister, FIN FIN:EX

From: Minister, FIN FIN:EX
Sent: Wednesday, August 23, 2017 5:42 PM
To: Spilker, Robyn PREM:EX
Subject: FW: Budget update lockup request

From: Minister, AEST AEST:EX
Sent: Wednesday, August 23, 2017 4:00 PM
To: FIN OFFICE FIN:EX
Cc: Minister, AEST AEST:EX
Subject: FW: Budget update lockup request

Good afternoon,

I understand the Minister of Finance's office is responsible for managing invitations to the budget lockup.

Can your Ministry please respond to the author below?

Thank you,

Jeremy Oaten, CIAPP-C
Manager, Business Services & Ministerial Correspondence and Research Unit
Office of the Deputy Minister
Ministry of Advanced Education
T: 250 356-6284
C: 250 217-6951
F: 250 356-5468

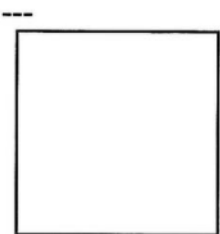
From: Patrick Meehan [<mailto:organizer@csu.bc.ca>]
Sent: Wednesday, August 23, 2017 8:43 AM
To: Minister, AEST AEST:EX
Subject: Budget update lockup request

Hello,

On behalf of the Capilano Students' Union, I would like to request to be able to send 2 people, myself and Noah Berson, to the budget update lockup on September 11th.

Please let us know if there's anything you need from us to help the process along.

Thanks,



Patrick Meehan
Organizer, Capilano Students' Union
ph: (778) 668-1101 | www.csu.bc.ca

Spilker, Robyn FIN:EX

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 8:34 AM
To: Currie, David GCPE:EX
Subject: RE: Minister James - photo

Thanks for looking after this. Appreciated!

Robyn

From: Currie, David GCPE:EX
Sent: Tuesday, August 22, 2017 7:25 PM
To: Spilker, Robyn PREM:EX
Subject: Fwd: Minister James - photo

Fyi

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

From: "Keller, James" <JKeller@globeandmail.com>
Date: 2017-08-22 17:58 (GMT-08:00)
To: "Currie, David GCPE:EX" <David.Currie@gov.bc.ca>
Subject: RE: Minister James - photo

Hi David, We've updated it with a more recent photo: <https://beta.theglobeandmail.com/news/british-columbia/british-columbia-ends-fiscal-year-with-27-billion-surplus/article36055088/?0>

Thanks,

James Keller | Assistant B.C. Editor | The Globe and Mail
p: 604.631.6614 | c: 604.347.6536 | t: @ByJamesKeller | pgp: [DA5190F2](#)

From: Currie, David GCPE:EX [<mailto:David.Currie@gov.bc.ca>]
Sent: Tuesday, August 22, 2017 5:29 PM
To: Keller, James
Subject: RE: Minister James - photo

Hi James – in Wendy's absence, would you consider changing Minister James' photo?

From: Currie, David GCPE:EX
Sent: Tuesday, August 22, 2017 5:27 PM
To: 'wcox@globeandmail.com'
Subject: Minister James - photo

Hi Wendy,

The picture you have up of Minister James in your fiscal year surplus story is quite dated.

<https://beta.theglobeandmail.com/news/british-columbia/british-columbia-ends-fiscal-year-with-27-billion-surplus/article36055088/>

Would you consider updating it with the attached?

Many thanks,

David Currie

Communications Director

Ministry of Finance

Government Communications and Public Engagement

p: 250.387.2707 | c: 250.361.6953

Spilker, Robyn FIN:EX

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 8:38 AM
To: FIN OFFICE FIN:EX
Subject: RE: PO log 690623 s.22

Let's make it a BN. Do you want me to reach out to Jenn to get one?

Robyn Spilker
Ministerial Assistant
Minister of Finance and Deputy Premier
250-952-7627

From: FIN OFFICE FIN:EX
Sent: Tuesday, August 22, 2017 5:37 PM
To: Spilker, Robyn PREM:EX
Cc: FIN OFFICE FIN:EX
Subject: RE: PO log 690623 s.22

Hi Robyn,

Are you looking for more of a BN for information or bullets for a response?

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance
[FIN FOI SharePoint site](#)
phone 250 387-3513

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From: Minister, FIN FIN:EX
Sent: Tuesday, August 22, 2017 5:13 PM
To: FIN OFFICE FIN:EX
Subject: FW: PO log 690623 s.22

Hello,

Could we get bullets on the LIF pension issue? I know it's an ongoing one that we should be aware of at the MO.

Thanks,
Robyn

Robyn Spilker
Ministerial Assistant
Minister of Finance and Deputy Premier
250-952-7627

From: Rochon, Jake PREM:EX
Sent: Tuesday, August 22, 2017 11:45 AM

To: Minister, FIN FIN:EX
Subject: PO log 690623s.22

Hello! I have another incoming here regarding LIF (not the same writer I inquired about earlier). Would you please respond to this one as well? Thank you!

Jake Rochon

Correspondence Coordinator
Office of the Premier
(250) 356-1906

Spilker, Robyn FIN:EX

From: FIN OFFICE FIN:EX
Sent: Wednesday, August 23, 2017 9:16 AM
To: Spilker, Robyn PREM:EX
Subject: 359765 Routledge / s.22 - pending consent form

Importance: High

Hi Robyn,

Staff are drafting the response and have asked for a consent form.

Thank you,

Céline Anderson

Correspondence Coordinator
Correspondence Unit | Deputy Minister's Office
Ministry of Finance
(604) 775-0693



359765 MLA
Routledge / s.22

Spilker, Robyn FIN:EX

From: Gillies, Jessica FIN:EX
Sent: Tuesday, August 8, 2017 11:43 AM
To: Gillies, Jessica FIN:EX
Subject: 359765 MLA Routledge ^{s.22} - HOG for seniors penalty
Attachments: Scan_20170808.pdf



Community Office:
Janet Routledge, MLA
Burnaby North
c/o 5234 Rumble Street
Burnaby, BC V5J 2B6

Legislative Office:
Janet Routledge, MLA
Burnaby North
Parliament Buildings
Victoria, BC V8V 1X4

MINISTER OF FINANCE

REFERRAL NUMBER: _____

REFER TO: MIN ☐ DM ☐ MA ☐ AC ☐

RECEIVED: **AUG - 3 2017**

DRAFT ☐ REPLY ☐ INFO ☐ FILE ☐

REMARKS: _____

August 1, 2017

Honourable Carole James
Minister of Finance and Government House Leader
PO BOX 9048 STN PROV GOVT
Victoria BC V8W 9E2

Dear Minister James:

Please find enclosed a copy of an e-mail I received from my constituent, s.22
s.22

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Janet Routledge", followed by a horizontal line.

Janet Routledge, MLA
Burnaby North

Enclosure

PC: s.22

JR: cj

bcgeu.

Routledge.MLA, Janet

From: s.22
Sent: July 18, 2017 5:14 PM
To: Routledge.MLA, Janet
Subject: Fwd: Homeowners grant for Seniors

First let me congratulate you on your win! After being a NDP member s.22 I was getting discouraged we would win ever again.
Unfortunately my first correspondence with you is somewhat negative about the provincial government and one of their mandates.
Could you please read the following messages and let me know your take on this procedure is?
I know this is somewhat confusing but I keep trying to find an email address that goes through. If you start by reading the last then the next to last which is the response from Bby city.
Thanks s.22

Sent from my iPad

Begin forwarded message:

From: s.22
Date: July 18, 2017 at 3:54:50 PM PDT
To: info@bcndp.ca
Cc: denise.letkeman@burnaby.ca
Subject: Fwd: Homeowners grant for Seniors

Could you please read the following emails. s.22

s.22

s.22

I would be very interested in having someone contact me regarding this matter?
This does not even take into account how much lower our homeowners grant in greater Vancouver is to many parts of the province yet our houses are so much more expensive.
I am appalled at this whole situation.
Respectfully but not being treated respectfully

s.22

Sent from my iPad

Begin forwarded message:

From: "Letkeman, Denise" <Denise.Letskeman@burnaby.ca>
Date: July 18, 2017 at 3:26:42 PM PDT
To: s.22
Subject: RE: Homeowners grant for Seniors

Hi^{s.22}

Thank you for your email.^{s.22}

s.22

Home Owner Grants (HOG's) are administered by the Province of BC. The City collects HOG's on behalf of the Province as well as school taxes and taxes levied by other taxing authorities. The City must forward these taxes and HOG's to each applicable taxing authority by August 1st, even if we have not collected all the taxes. HOG's are more than a declaration of age. They are a declaration that you are living on the property as your primary residence and that you are eligible for the HOG each year. HOG's also have a monetary value, they are not just a piece of paper. The basic HOG is up to \$570 and the additional HOG is up to \$845.

Not all taxpayers are eligible for a HOG each year just because they own the property. Some taxpayers choose to rent out their property and they are not eligible for the HOG. The City and the Province have no way of knowing what changes have taken place during the year. That is the reason for an annual declaration. If an owner is eligible for the HOG and does not claim it by the tax due date it is considered taxes outstanding and penalties must apply.

The Province of BC has created the Community Charter which is the legislation in place that sets out all the regulations for cities and municipalities in BC as to how to levy and collect taxes as well as a mandatory 10% annual penalty on the tax due date. The Province gives each municipality the opportunity to have a bylaw to change the penalty collection to any alternate scheme but must be a total of 10% annually. The City of Burnaby has chosen 5% on the tax due date and 5% on the second business day in September. The legislation for penalties is quite clear. It "must" be applied. There is no discretion for waving penalties. Burnaby has never waived a penalty for any reason. It is against the law to do so.

s.22

there is no ability to waive this penalty. There is no department manager or even the Mayor that can waive this penalty as this is legislated by the Province of BC. If you wish to take this higher, you will need to contact your MLA and ask them to go to Victoria and request a change to this legislation when the government starts their fall session in parliament.

Sincerely

Denise Letkeman | Manager, Revenue & Taxation Services
Tax Office | Revenue Services | Finance Department
City of Burnaby | City Hall - 1st Floor | 4949 Canada Way, Burnaby BC V5G 1M2
www.burnaby.ca | denise.letkeman@burnaby.ca | Office 604-294-7902

Please consider the environment before printing this email. The contents of this message are solely the writings, thoughts, and / or ideas of the account holder and may not necessarily reflect those of the City of Burnaby. If you have any concerns regarding inappropriate use of this account, please email postmaster@burnaby.ca

-----Original Message-----

From: s.22

Sent: July-15-17 9:38 AM

To: Letkeman, Denise

Subject: Homeowners grant for Seniors

s.22

Now since I was told that this is mandated from the Provincial Government I wish to be sent the name, position, supervisor/manager email of said person responsible for this so I can send an email.

s.22

It seems to me that in hindsight this is an undue hardship being placed on the seniors. Once a declaration is made there should be no further necessity for us to fill out each and every year. After all we just keep aging.

I would appreciate it if you could also send this up the line in City Hall. Right up to the Mayor and all those along the way.

s.22

Spilker, Robyn FIN:EX

From: FIN OFFICE FIN:EX
Sent: Wednesday, August 23, 2017 9:33 AM
To: Spilker, Robyn PREM:EX
Subject: Update: 359765 Routledge / s.22 - pending consent form
Importance: High

If a response is only to be sent to the constituent, then a for is not needed. Please confirm if you would like a response be sent to the MLA though.

Thanks!

Céline

Hi Robyn,

Staff are drafting the response and have asked for a consent form.

Thank you,

Céline Anderson

Correspondence Coordinator

Correspondence Unit | Deputy Minister's Office

Ministry of Finance

(604) 775-0693



359765 MLA
Routledge, s.2

Spilker, Robyn FIN:EX

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 9:42 AM
To: FIN OFFICE FIN:EX
Subject: RE: Update: 359765 Routledge / s.22 - pending consent form

Thanks Céline. I'll check in with MLA Routledge's office and let you know.

Robyn Spilker
Ministerial Assistant
Minister of Finance and Deputy Premier
250-952-7627

From: FIN OFFICE FIN:EX
Sent: Wednesday, August 23, 2017 9:33 AM
To: Spilker, Robyn PREM:EX
Subject: Update: 359765 Routledge / s.22 - pending consent form
Importance: High

If a response is only to be sent to the constituent, then a for is not needed. Please confirm if you would like a response be sent to the MLA though.

Thanks!

Céline

Hi Robyn,

Staff are drafting the response and have asked for a consent form.

Thank you,

Céline Anderson
Correspondence Coordinator
Correspondence Unit | Deputy Minister's Office
Ministry of Finance
(604) 775-0693

<< Message: 359765 MLA Routledge, s.22 - HOG for seniors penalty >>

Spilker, Robyn FIN:EX

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 9:47 AM
To: 'Megan Lailey'
Subject: RE: Welcome from the Vancouver Art Gallery

Hi Megan,

No worries about the error. Thanks for your note.

Best wishes,

Robyn Spilker
Ministerial Assistant
Minister of Finance and Deputy Premier
250-952-7627

From: Megan Lailey [<mailto:Mlailey@vanartgallery.bc.ca>]
Sent: Wednesday, August 23, 2017 9:38 AM
To: Minister, FIN FIN:EX; James.MLA, Carole A LASS:EX
Cc: Spilker, Robyn PREM:EX; Johanie Marcoux
Subject: RE: Welcome from the Vancouver Art Gallery

Good Morning Minister James,

I would like to apologize for the error in yesterday's email. I drafted the message on Kathleen's behalf and failed to double-check the copy.

I hope you have a lovely end of summer and we look forward to welcoming you to the Gallery.

Kind regards,

Megan

**ART
MAKES
US**

Megan Lailey, Executive Assistant, Capital Campaign
Vancouver Art Gallery
750 Hornby Street Vancouver BC V6Z 2H7
604.662.4700 x 2438 email: milailey@vanartgallery.bc.ca

From: Kathleen Bartels
Sent: August-22-17 3:48 PM
To: 'FIN.Minister@gov.bc.ca' <FIN.Minister@gov.bc.ca>; 'Carole.James.mla@leg.bc.ca' <Carole.James.mla@leg.bc.ca>
Cc: 'Robyn.Spilker@gov.bc.ca' <Robyn.Spilker@gov.bc.ca>; Johanie Marcoux <jmarcoux@vanartgallery.bc.ca>
Subject: Welcome from the Vancouver Art Gallery

Dear Minister Fleming,

I am pleased to email you the attached letter. Thank you for your consideration of this request. I look forward to meeting you and would be delighted to welcome you to the Gallery.

With my very best wishes,

Kathleen Bartels

**ART
MAKES
US**

Kathleen S. Bartels, Director
Vancouver Art Gallery
750 Hornby Street Vancouver BC V6Z 2H7
604.662.4704 email: ksbartels@vanartgallery.bc.ca

Spilker, Robyn FIN:EX

From: Marquis, Yvette FIN:EX
Sent: Wednesday, August 23, 2017 10:10 AM
To: Spilker, Robyn PREM:EX
Cc: Banfield, Elena GCPE:EX
Subject: RE: Budget Lock Up - BC Fruit Growers Association

Hi Robyn,
Elana called for you. She asked about the list. As soon as they have the list they can send the invites out. Maybe you can give her a call to discuss the status of that guest list. She is at 604 842-0984

-----Original Message-----

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 9:48 AM
To: Banfield, Elena GCPE:EX; Marquis, Yvette FIN:EX
Subject: RE: Budget Lock Up - BC Fruit Growers Association

Hi Elena,

As lock up and the invites are being coordinated by GCPE, I think it's your call. Earlier the better in my opinion.

Available this morning if you want to discuss.

Thanks,
Robyn

Robyn Spilker
Ministerial Assistant
Minister of Finance and Deputy Premier
250-952-7627

-----Original Message-----

From: Banfield, Elena GCPE:EX
Sent: Wednesday, August 23, 2017 9:34 AM
To: Marquis, Yvette FIN:EX
Cc: Spilker, Robyn PREM:EX
Subject: Re: Budget Lock Up - BC Fruit Growers Association

Hi Yvette, Robyn,

Thanks for this. I'm wondering what our deadline for getting invitations out to guests?

Thanks,

Elena

Sent from my iPhone

> On Aug 23, 2017, at 9:28 AM, Marquis, Yvette FIN:EX <Yvette.Marquis@gov.bc.ca> wrote:
>
> Hi Elena,
> I received the email below from Minister Popham's office with regard to Budget lockup.
> Thank you.
>
> -----Original Message-----
> From: Johnson, Lisa E AGRI:EX
> Sent: Wednesday, August 23, 2017 9:04 AM
> To: Marquis, Yvette FIN:EX
> Subject: Budget Lock Up
>
> Hi Yvette
> The following Agriculture stakeholder would like to be considered for Budget lock up
> Contact:
> Glen Lucas, GM
> BC Fruit Growers Association
> 1473 Water St
> Kelowna BC V1Y 1J6
> Cell (250) 212-8828
>
> Thanks
> LJ

Spilker, Robyn FIN:EX

From: Roe, Sandra PSA:EX
Sent: Wednesday, August 23, 2017 11:24 AM
To: Spilker, Robyn PREM:EX
Cc: Marquis, Yvette FIN:EX; Parte, Maura PSA:EX; Quelch, Barbara PSA:EX; Stonnell, Jennifer FIN:EX
Subject: RE: Ministry of Finance - MO Assistance

OK – thanks Robyn. We'll stand down on this unless we hear otherwise from you.

S

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 10:29 AM
To: Roe, Sandra PSA:EX
Cc: Marquis, Yvette FIN:EX; Parte, Maura PSA:EX; Quelch, Barbara PSA:EX
Subject: RE: Ministry of Finance - MO Assistance

Hi Sandra,

Thank you for looking into administrative support options with the DMO. For now let's hold off as we've been able to make an offer to an administrative assistant to come in as a TA. I believe she will start at the end of this week. If for any reason this plan falls through, I will be in touch to see if we can temporarily bring someone in from the Ministry to help with Budget Day preparations.

Many thanks,
Robyn

Robyn Spilker
Ministerial Assistant
Minister of Finance and Deputy Premier
250-952-7627

From: Roe, Sandra PSA:EX
Sent: Wednesday, August 23, 2017 9:56 AM
To: Spilker, Robyn PREM:EX
Cc: Marquis, Yvette FIN:EX; Parte, Maura PSA:EX; Quelch, Barbara PSA:EX
Subject: FW: Ministry of Finance - MO Assistance

Good Morning Robin –

I understand that you are looking for some administrative support to assist Yvette until we have the administrative assistant TA in place.

Below are a couple of options that your DMO has suggested. Let me know if you'd like to proceed with getting one of these ladies over to your office for a short time.

Thanks,
Sandra

Sandra Roe, A/Manager, Executive Operations
Office of the Deputy Minister | BC Public Service Agency
4th Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2
Ph: (250) 356-5415 | Fax: (250) 356-7074
www.gov.bc.ca/myhr/contact | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

From: Stonnell, Jennifer FIN:EX
Sent: Wednesday, August 23, 2017 9:33 AM
To: Roe, Sandra PSA:EX
Cc: Wanamaker, Lori FIN:EX
Subject: Ministry of Finance - MO Assistance

Hi Sandra,

Following up to our phone call, please find below list of individuals in our Ministry who have been identified as possibly being able to assist in the MO for the short term.

Name	Supervisor	Availability
s.22		

If you need any additional information, or have any questions, please let me know.

Thanks,

Jennifer Stonnell
A/Director, Executive Operations and Strategic Initiatives | Ministry of Finance
Tel. 250-356-6696 | Email: Jennifer.Stonnell@gov.bc.ca

CERTIFICATE OF AUTHORITY TO OBTAIN PERSONAL INFORMATION

This completed form constitutes the Certificate of Authority that complies with the provisions of section 33.2(g) of the (FOIPPA), which allows a public body to disclose personal information inside Canada "to a member of the Legislative Assembly who has been requested by the individual the information is about to assist in resolving a problem".

To: **Ministry of Finance**

From: **Cate Jones**

For the purposes of the *Freedom of Information and Protection of Privacy Act*, I certify the following:

1. **Janet Routledge** ("MLA"), in whose office I am employed as a constituency assistant, has been asked by the constituent whose name and address are set out below to assist that constituent in resolving the problem described below;
2. I have explained to the constituent that, in order to assist the constituent, I and the other individuals named below, all of whom are employed in the MLA's office, may need to obtain the constituent's personal information from your ministry/public body;
3. I have explained to the constituent that personal information disclosed to us may be of a sensitive nature;
4. Personal information you disclose to us is necessary for the purpose of assisting the constituent to resolve the problem described below and will be used only for that purpose; and
5. I have explained to the individual that this form only authorizes the release of their own personal information. Third party personal information cannot be released based on this certificate. I have referred the constituent to the Guidelines for MLAs and Constituency Assistants obtaining personal information from a public body.

If the constituent is acting on the behalf of another individual, consent from that individual is required. See the Guidelines for MLAs and Constituency Assistants obtaining personal information from a public body for more information.

The information below is to be completed on behalf of the constituent and is provided in order to support the public body in locating the appropriate information for disclosure:

☐ The constituent is acting on their own behalf.

Name of constituent: s.22

Constituent's address and contact information: s.22
s.22

CERTIFICATE OF AUTHORITY TO OBTAIN PERSONAL INFORMATION

For Health Related Services Only		
PHN	or	Date of Birth

The venue in which records may be found (city and site): ***e.g. name of school, hospital or medical facility***

The problem for which the constituent has requested the MLA's assistance is s.22
s.22

MLA employees covered by this certification: ***Cate Jones***

August 23, 2017; Burnaby, BC


Cate Jones

Spilker, Robyn FIN:EX

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 11:45 AM
To: Jones, Cate LASS:EX
Subject: RE: consent form

Terrific, thanks!

Robyn Spilker
Ministerial Assistant
Minister of Finance and Deputy Premier
250-952-7627

From: Jones, Cate [<mailto:Cate.Jones@leg.bc.ca>]
Sent: Wednesday, August 23, 2017 11:33 AM
To: Spilker, Robyn PREM:EX
Subject: consent form

As per our telephone conversation.

Cate Jones
Constituency Assistant
Janet Routledge, MLA
Burnaby North

From: ricohmfd@leg.bc.ca [<mailto:ricohmfd@leg.bc.ca>]
Sent: August 23, 2017 11:04 AM
To: Jones, Cate <Cate.Jones@leg.bc.ca>
Subject: RicohScan

Spilker, Robyn FIN:EX

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 11:47 AM
To: FIN OFFICE FIN:EX
Subject: RE: Update: 359765 Routledge / S.22 - pending consent form

Hi Céline,

Here is the consent. Thank you!



Routledge
s.22 conse...

Robyn Spilker
Ministerial Assistant
Minister of Finance and Deputy Premier
250-952-7627

From: FIN OFFICE FIN:EX
Sent: Wednesday, August 23, 2017 9:33 AM
To: Spilker, Robyn PREM:EX
Subject: Update: 359765 Routledge / S.22 - pending consent form
Importance: High

If a response is only to be sent to the constituent, then a for is not needed. Please confirm if you would like a response be sent to the MLA though.

Thanks!

Céline

Hi Robyn,

Staff are drafting the response and have asked for a consent form.

Thank you,

Céline Anderson
Correspondence Coordinator
Correspondence Unit | Deputy Minister's Office
Ministry of Finance
(604) 775-0693

<< Message: 359765 MLA Routledge / s.22

· HOG for seniors penalty >>

Spilker, Robyn FIN:EX

From: Marquis, Yvette FIN:EX
Sent: Wednesday, August 23, 2017 12:26 PM
To: Spilker, Robyn PREM:EX
Subject: FW: Meeting with Minister James

Minister Morneau is looking for a phone call with our Minister. I'm trying to find out the subject but in the meantime... should I try and set up for Friday?

From: Chalke, Allie (FIN) [<mailto:allie.chalke@canada.ca>]
Sent: Wednesday, August 23, 2017 10:45 AM
To: Marquis, Yvette FIN:EX
Subject: Meeting with Minister James

Hello Yvette,

I got your contact information from my colleague Sharan Kaur.

Could give me a call sometime, so we can set up a meeting between Ministers Morneau and James?

My direct line is 613.369.3296. I'm in and out of meetings today, but we can try to find a time via email if you don't catch me at my desk.

Thanks so much,

Allie

Allie Chalke

Office of the Minister of Finance | Cabinet du ministre des Finances

allie.chalke@canada.ca

Telephone | Téléphone 613-369-5696 / Facsimile | Télécopieur 613-369-3343



Office of the Minister
of Finance

Cabinet du ministre
des Finances

Canada

Spilker, Robyn FIN:EX

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 12:44 PM
To: Stonnell, Jennifer FIN:EX
Subject: BN request

Importance: High

Hi Jenn,

MO would like a briefing note of the issue of locked-in pension funds. We've had a number of letters like the one below and want to be informed before we send responses. If we can get it within 10 business days that would work well.

Thanks,
Robyn

Robyn Spilker
Ministerial Assistant
Minister of Finance and Deputy Premier
250-952-7627

Sent: Tuesday, August 15, 2017 12:21 PM
To: OfficeofthePremier, Office PREM:EX
Cc: Weaver.MLA, Andrew LASS:EX; Minister, FIN FIN:EX
Subject: Re-Sending: Help Right a Liberal Wrong - LIF Pensions
Importance: High

Re-sending. Previously sent July 26, August 02 and August 09, 2017.

Attention: Premier John Horgan, Andrew Weaver, Carol James

Hello Honourable Premier Horgan;

First of all, please accept my sincere congratulations on your successful campaign and for attaining the position of Premier for this great province.

I know you must be incredibly busy with the daunting task at hand, so I will get straight to business here in my e-mail.

Several years ago, the ruling Liberal party implemented a regulation that unfairly restricted access to the private retirement funds of thousands of British Columbia residents. The funds, significant amounts in many cases, were quietly slipped into what is known as a LIF (Locked In Fund) which completely limited many people from accessing what is in fact, their own money.

The LIF is a common investment program utilized in most provinces across Canada, however both Alberta and Ontario have allowed retirees and the disabled to access up to 50% of their LIF fund on a one-time basis.

I have requested the same flexibility from the previous Liberal government here in BC to no avail. Please indulge me and allow me to provide my full background on this situation.

s.22

Other provinces, specifically Alberta and Ontario, allow owners of LIF packages a one-time access of up fifty percent of their plan value. I am therefore asking for a special, one time dispensation so I can access fifty percent of my plan value

s.22

If this was done as a sweeping provincial change for all BC resident LIF owners, your Government could put a smile on a lot of faces and release money into the economy while reaping tax revenues.

s.22

Three things need to be understood:

- Thousands of British Columbia residents have LIF accounts that they simply cannot reasonably access.
- Thousands of people may view voting for the NDP more favorable due to your attention to this matter.

s.22

Please help right this Liberal wrong and give my request a fair assessment.

Sincerely;

Spilker, Robyn FIN:EX

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 12:48 PM
To: Devereux, Rick GCPE:EX; Nash, Amber PREM:EX
Subject: RE: Budget day

Thanks Rick,

I looked into it further, and the usual reception is coffee, tea, punch and desserts (tarts and squares), so quite simple.

Robyn

From: Devereux, Rick GCPE:EX
Sent: Wednesday, August 23, 2017 10:03 AM
To: Nash, Amber PREM:EX; Spilker, Robyn PREM:EX
Subject: RE: Budget day

Will do. I will be in touch soon. I think a very low key simple reception is what we will go with, but need to confirm. I will be back in touch by the end of the day.

Thanks
Rick

From: Nash, Amber PREM:EX
Sent: Wednesday, August 23, 2017 10:02 AM
To: Spilker, Robyn PREM:EX
Cc: Devereux, Rick GCPE:EX
Subject: RE: Budget day

Hi Rick,

Can you advise Robyn on what you'd like to do for Budget Day Reception?

A

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 9:43 AM
To: Nash, Amber PREM:EX
Subject: Budget day

Hi Amber,

Was it decided if we should order food for budget day, as is customary? If yes we need to know this week.

Thanks,
Robyn

Robyn Spilker

Ministerial Assistant
Minister of Finance and Deputy Premier
250-952-7627

Spilker, Robyn FIN:EX

From: FOI Coordinator FIN:EX
Sent: Wednesday, August 23, 2017 1:17 PM
To: Spilker, Robyn PREM:EX
Cc: FOI Coordinator FIN:EX
Subject: FW: FIN - July Calendar - James
Attachments: James, Carole.pdf; Calendar Proactive Approval Form - July.docx

Hi Robyn,

Over to you for approval please with a due date of August 28th if possible.

Thank you,
Marika Anderson

From: FIN OPEN INFOGROUP FIN:EX
Sent: Tuesday, August 22, 2017 10:44 AM
To: FOI Coordinator FIN:EX
Cc: FIN OPEN INFOGROUP FIN:EX
Subject: FIN - Approval needed by August 29 - July Calendar - James

Thank you for sending your calendar(s) to Open Information for the month of July 2017. Your calendar(s) has been reviewed by an Open Information analyst and any information that required redaction has been removed.

Please review and approve the attached redline version of your calendar(s).

Please reply to this email to FIN OPEN INFOGROUP (Open.InfoGroup@gov.bc.ca) by August 29, 2017 indicating your approval for publication. If you identify any redaction revisions, please indicate this in your email.

For your convenience, the attached approval form is available to you. Alternatively, you may indicate your approval by replying directly to this email.

If you have any questions or concerns, please contact any member of the Open Information team directly or through reply to this email address.

Many thanks,

IAO Open Information Team

Ryan Schumm
Kara Beach
Neil Frelick
Katherine Ritchie
Matthew Prodan, A/Manager



PROACTIVE DISCLOSURE - APPROVAL FORM

Please return approval form to Open.InfoGroup@gov.bc.ca

Proactive Disclosure-Calendars: July 2017

Select your Ministry

Name of Calendar owner:

Redaction Details:

While the calendars are not being redacted under FOIPPA, any redactions must reflect exceptions permitted under FOIPPA. The below verbiage has been used where information is removed:

Severing Verbiage	FOIPPA Section
Cabinet Confidences	12
Advice/Recommendations	13
Legal Communications	14
Security Concern	15
Intergovernmental Communications	16
Government Financial Information	17
Personal Security	19
Business Information	21
Personal Information	22

Ministry Executive
Name:

Signature:

Date:

Comments:

Spilker, Robyn FIN:EX

From: FOI Coordinator FIN:EX
Sent: Wednesday, August 23, 2017 1:28 PM
To: McKinstry, Cindy D FIN:EX; Spilker, Robyn PREM:EX
Cc: Anderson, Willow P FIN:EX; FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX
Subject: FW: Call for Records FIN-2017-72871
Attachments: CFR FIN-2017-72871.pdf

Good afternoon,

Over to your Unit's for action please with a due date of September 4th.

Thank you,
Marika Anderson

From: Fern, Chelsea [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Wednesday, August 23, 2017 11:54 AM
To: FOI Coordinator FIN:EX
Cc: Stonnell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Subject: Call for Records FIN-2017-72871 Records Due September 7, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

Records showing the total and estimated costs for all renovations, office improvements and furniture purchases made for each Minister's Office and the Premier's Office. (Date Range for Record Search: From 07/18/2017 To 08/21/2017) Date Format is MM/DD/YYYY

Applicant Type: Researcher
Records Due: September 7, 2017
Legislated Due Date: October 3, 2017
IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete **only** Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the IAO by the Fee Estimate Due date noted above. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.

Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Please do not hesitate to contact IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Chelsea Fern, FOI Analyst
Central Agency Team
Information Access Operations



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Choose One	August 21, 2017	Chelsea Fern		September 7, 2017

REQUEST DETAILS:

Records showing the total and estimated costs for all renovations, office improvements and furniture purchases made for each Minister's Office and the Premier's Office. (Date Range for Record Search: From 07/18/2017 To 08/21/2017)

Section 1: Initial Records Assessment

Do you hold responsive records? If no, please provide an explanation that can be given to the applicant (if applicable): YES ☐ NO ☐

Are you aware of other records that may be responsive to this request within your Ministry? YES ☐ NO ☐

Are you aware of other records that may be responsive to this request held by another public body? YES ☐ NO ☐

If yes, specify:

NO RECORDS RESPONSE APPROVAL:

Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.

Final Public Body Approval (Full name, Title)	Signature:	Date:

Section 2: Fee Estimate — General Request only (if this is a Personal Request skip to Section 3)

Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

Search

Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

Producing records

Tasks may include:

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours

Actual Hours

Volume

Electronic files (in pages):

*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages Actual Pages

Email with attachments:

Estimated Pages Actual Pages

*Other documents

Estimated Pages Actual Pages

Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
 - If in legal sized folders - 1,800 pages
 - If in letter sized folders - 2,200 pages

Estimated Pages Actual Pages

Preparation

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours Actual Hours

Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.

--

Could release of any/all of the responsive records potentially cause harm?

YES ☐

NO ☐

***Harm** – Disclosure of the records would significantly harm the ministry's position, or a third party's interests on a given topic. The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. (Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your ministry executive and/or Government Communications and Public Engagement office.)

If yes which information, if released, may cause harm?

- Please reference the applicable records and information of concern, the harms, and associated page numbers below.
- If any of these records have been prepared for, or used to inform, a decision of Cabinet or any of its committees, section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise: (1) what is the status of the issue? and (2) has the decision been made public or implemented?

--

(GENERAL REQUEST ONLY)-

Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government's Open Information Website. If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst.

--

Section 4: Contact Information

Who completed this form? (Full Name, Title):

Phone Number:

Date:

--	--	--

Harms assessment completed by (Full Name, Title)

Program Area:

--	--

Harms assessment approved by (Full Name, Title)

--

Spilker, Robyn FIN:EX

From: FOI Coordinator FIN:EX
Sent: Wednesday, August 23, 2017 1:47 PM
To: Spilker, Robyn PREM:EX
Cc: FOI Coordinator FIN:EX
Subject: FW: Call for Records FIN-2017-72721 Due August 23, 2017
Attachments: Browsing History Instructions.docx; CFR - FIN-2017-72721.pdf

A kind reminder about this one.

From: Gillies, Jessica FIN:EX
Sent: Tuesday, August 22, 2017 2:15 PM
To: FOI Coordinator FIN:EX
Cc: Spilker, Robyn PREM:EX
Subject: FW: Call for Records FIN-2017-72721 Due August 23, 2017

Here is the CFR from the MO. No harms were indicated but Robyn, please let us know if you identified any harms and I can update the CFR.

As requested in the email below, we are not sending the records.

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance

[FIN FOI SharePoint site](#)

phone 250 387-3513

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender immediately. Any unauthorized copying, disclosure or distribution of the e-mail or the information it contains is strictly forbidden.

From: Craib, Patrick [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Wednesday, August 9, 2017 2:27 PM
To: FOI Coordinator FIN:EX
Cc: Stonnell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Subject: Call for Records FIN-2017-72721 Due August 23, 2017

Hello -

Government (all Ministries) has received an FOI request for the following records.

A copy of the browser Internet history for political staff in the Minister's/Premier's office (Date range: July 18, 2017 – July 31, 2017)

In the attached document, you will find instructions for how to create and retain the requested records in Internet Explorer, Google Chrome and Firefox. If you use any other browsers, please create and retain the requested records in that browser as well.

We recognize that there could be personal privacy concerns related to the disclosure of this information and the processing of this access request. Given those privacy concerns, we have decided that it would be appropriate for each employee to retain the requested records relating to themselves in their own office for a period of time rather than following the typical process of forwarding the responsive records to Information Access Operations for processing. As such, you are not required at this time to send the requested records to Information Access Operations. However, you must create and retain the requested records that relate to you in a secure location and await further instruction from our office.

We will only ask you to forward the requested records to our office if and when it is required to comply with the requirements of the Freedom of Information and Protection of Privacy Act. It may not be necessary for us to make such a request. Nevertheless, there is a

legal requirement for the Ministry to create the requested records at this time and to retain them for the purposes of processing the access request, including dealing with a potential request that the Information and Privacy Commissioner review the Ministry's ultimate response to the request. In addition, those records must be retained in order to comply with the requirements of the Information Management Act.

I have been designated as the single point of contact for these requests so feel free to reach out with any questions you may have.

Please send your completed call for records responses direct to my inbox at my contact information below.

Patrick Craib

A/Team Lead | Information Access Operations | Ministry of Citizens' Services

Ph: 250-387-7620 | **e:** Patrick.Craib@gov.bc.ca

This e-mail message may contain privileged or confidential information. You may not disclose, use, distribute, or copy this message or attachment in any way without permission from the sender. If you received this e-mail message in error, please delete the e-mail and any attachments.

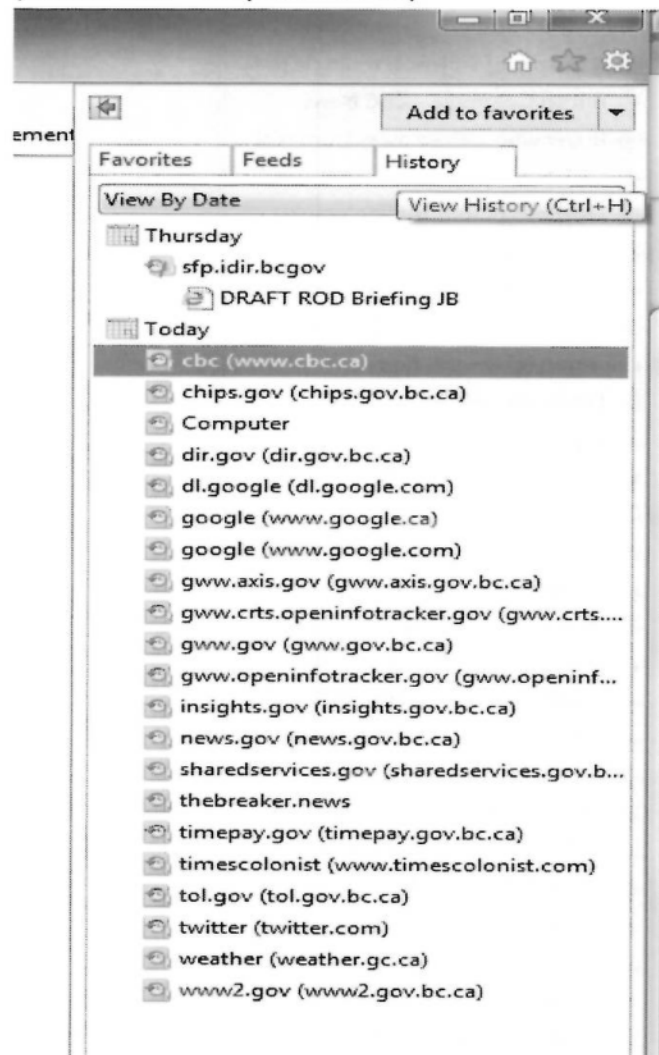
Browsing History Instructions

What you will need:

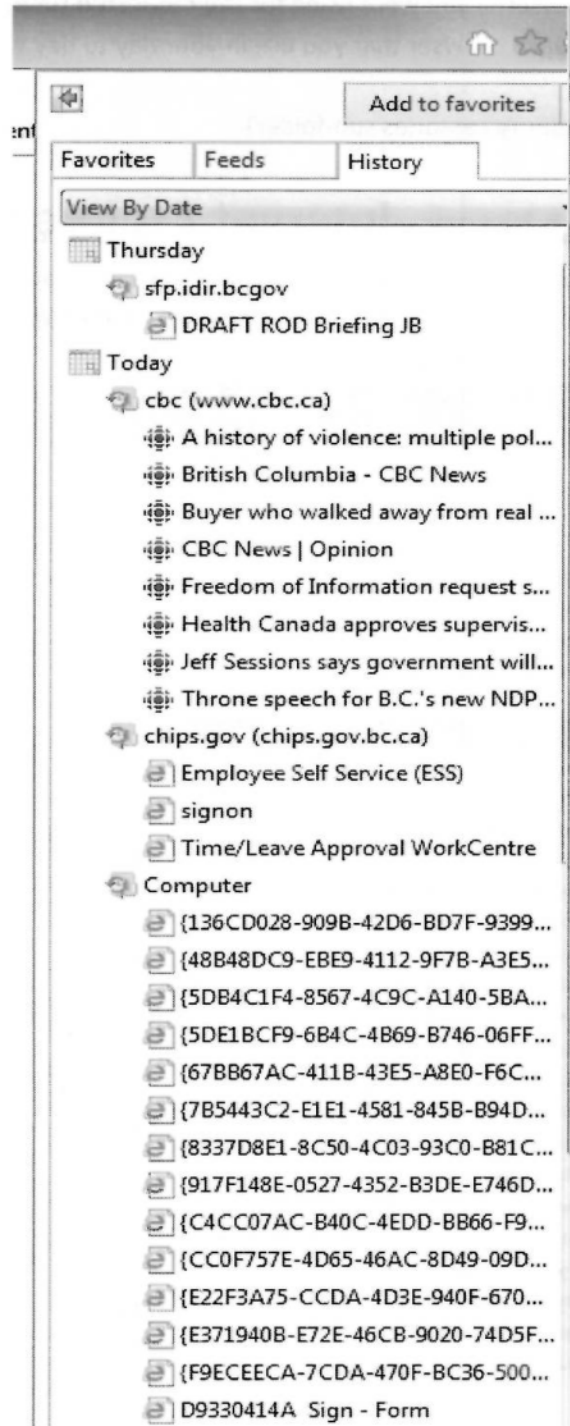
- 1) Determine which web browser(s) you were using for the requested timeframe – you will need to pull the history logs from each browser that you use in your day to day work.
- 2) Microsoft Paint (found under Accessories sub-folder)

Instructions for pulling web history – Internet Explorer

- 1) To pull your internet history for Internet Explorer (v. 11) – please follow these steps
 - a. Open internet explorer – your browser history will be found under your favourites tab (the star icon – see picture below)



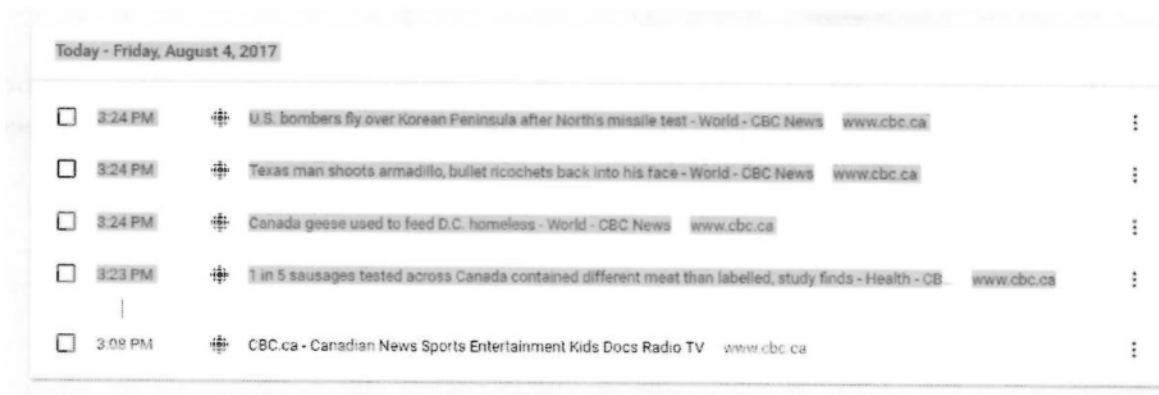
- b. You will need to click each “main” website individually to expand upon the browsing history for that website.



- c. When all sites within the required dates have been expanded, you will need to take screenshots of your browser with the history being displayed. Depending on how extensive your history is, this may require multiple screenshots.
 - i. To take a screenshot of your screen, simply press the “Print Screen” button, typically found along the top row of your keyboard
- d. When you have taken your screenshot – open up your Microsoft Paint application, and either press “Ctrl + V”, or select the “Paste” button on the top toolbar of the application.
 - i. When the screenshot has been pasted, and you are satisfied with what it has captured, save the file to create the record.
 - ii. You may wish to “crop” the image in the paint application to only show the browser history
 - iii. Repeat steps c-d for as many times as is necessary to capture all relevant browsing history in the timeframe requested
- e. Store these records in a secure location until further direction is received from Information Access Operations

Instructions for pulling web history – Google Chrome

- 1) Open Google Chrome web browser
- 2) Press Ctrl + H to bring up your complete browser history
- 3) Highlight all web entries over the requested timeframe (you may need to do this multiple times depending on how extensive your history is)



- 4) Press Ctrl + P to open the Print Menu
 - a. Click “More Settings”
 - b. Under options – check the Headers and Footers box, and Selection Only
 - c. Under Destination – Change to Adobe PDF, or Save as PDF (If Adobe PDF not accessible)
 - d. Click “Print” (or Save if “Save as PDF”)
 - e. Save record in an easy to find location
 - f. Repeat steps 3-4 as necessary until time-frame has been fulfilled

- 5) Store records in a secure location until further direction is received from Information Access Operations

Instructions for pulling web history – FireFox

- 1) Open the main Firefox Menu, and Select History:



- 2) The history will appear on the left hand side – as with the instructions for internet explorer, you will need to expand upon each date required for the timeframe request – you won't need to expand upon the websites selected.



- 3) You will then need to take screenshots of your browser with the history being displayed. Depending on how extensive your history is, this may require multiple screenshots.
 - a. To take a screenshot of your screen, simply press the “Print Screen” button, typically found along the top row of your keyboard
 - b. When you have taken your screenshot – open up your Microsoft Paint application, and either press “Ctrl + V”, or select the “Paste” button on the top toolbar of the application.
 - c. When the screenshot has been pasted, and you are satisfied with what it has captured, save the file to create the record. You may also wish to crop the image to just the browsing history.
 - d. Repeat steps a-c for as many times as is necessary to capture all relevant browsing history in the timeframe requested
- 4) Store these records in a secure location until further direction is received from Information Access Operations



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Researcher	07/31/2017	Patrick Craib		23-AUG-2017

REQUEST DETAILS:

A copy of the browser Internet history for political staff in the Minister's/Premier's office (Date Range for Record Search: From 07/18/2017 To 07/31/2017)

Section 1: Initial Records Assessment

Do you hold responsive records? If no, please provide an explanation that can be given to the applicant (if applicable): YES ☒ NO ☐

Are you aware of other records that may be responsive to this request within your Ministry? YES ☐ NO ☒

Are you aware of other records that may be responsive to this request held by another public body? YES ☐ NO ☒

If yes, specify:

NO RECORDS RESPONSE APPROVAL:

Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.

Final Public Body Approval (Full name, Title)	Signature:	Date:

Section 2: Fee Estimate — General Request only (if this is a Personal Request skip to Section 3)

Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

Search

Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

Producing records

Tasks may include:

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours

Actual Hours

Volume

Electronic files (in pages):

*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages Actual Pages

Email with attachments:

Estimated Pages Actual Pages

*Other documents

Estimated Pages Actual Pages

Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
 - If in legal sized folders - 1,800 pages
 - If in letter sized folders - 2,200 pages

Estimated Pages Actual Pages

Preparation

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours Actual Hours

Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.

Note from Robyn Spilker, MA, on Aug 18, 2017: "I have save the browser history that possibly falls within the time period. In doing the search, I learned that these computers only keep browser history from the past three weeks."

Could release of any/all of the responsive records potentially cause harm?

YES ☐

NO ☐

***Harm** – Disclosure of the records would significantly harm the ministry's position, or a third party's interests on a given topic. The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. (Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your ministry executive and/or Government Communications and Public Engagement office.)

If yes which information, if released, may cause harm?

- Please reference the applicable records and information of concern, the harms, and associated page numbers below.
- If any of these records have been prepared for, or used to inform, a decision of Cabinet or any of its committees, section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise: (1) what is the status of the issue? and (2) has the decision been made public or implemented?

(GENERAL REQUEST ONLY)-

Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government's Open Information Website. If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst.

Section 4: Contact Information

Who completed this form? (Full Name, Title):

Phone Number:

Date:

Jessica Gillies, Mgr, FOICU

250-387-3513

August 22, 2017

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

Spilker, Robyn FIN:EX

From: FOI Coordinator FIN:EX
Sent: Wednesday, August 23, 2017 1:49 PM
To: Anderson, Willow P FIN:EX
Cc: Gillies, Jessica FIN:EX; FOI Coordinator FIN:EX; McKinstry, Cindy D FIN:EX; Spilker, Robyn PREM:EX
Subject: RE: Call for Records FIN-2017-72871

Hi Willow,

I will update the FOI Contacts sheet accordingly. I appreciate you letting us know.

Thank you,
Marika

From: Anderson, Willow P FIN:EX
Sent: Wednesday, August 23, 2017 1:47 PM
To: FOI Coordinator FIN:EX; McKinstry, Cindy D FIN:EX; Spilker, Robyn PREM:EX
Cc: Gillies, Jessica FIN:EX
Subject: RE: Call for Records FIN-2017-72871

Hi all,
Can you please send our FOI requests directly to Melinda Hollefreund. She will be tracking them and will send to Cindy McKinstry as appropriate.

Thank you,

Willow Anderson
Manager, Divisional Operations
Corporate Services Division

Phone (250)-514-9924
Location: 3rd Floor – 617 Government Street, Victoria, BC

From: FOI Coordinator FIN:EX
Sent: Wednesday, August 23, 2017 1:28 PM
To: McKinstry, Cindy D FIN:EX; Spilker, Robyn PREM:EX
Cc: Anderson, Willow P FIN:EX; FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX
Subject: FW: Call for Records FIN-2017-72871

Good afternoon,

Over to your Unit's for action please with a due date of September 4th.

Thank you,
Marika Anderson

From: Fern, Chelsea [mailto:IAOCentralTeam@gov.bc.ca]
Sent: Wednesday, August 23, 2017 11:54 AM
To: FOI Coordinator FIN:EX
Cc: Stonnell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Subject: Call for Records FIN-2017-72871 Records Due September 7, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

Records showing the total and estimated costs for all renovations, office improvements and furniture purchases made for each Minister's Office and the Premier's Office. (Date Range for Record Search: From 07/18/2017 To 08/21/2017) Date Format is MM/DD/YYYY

Applicant Type: Researcher
Records Due: September 7, 2017
Legislated Due Date: October 3, 2017
IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete **only** Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the IAO by the Fee Estimate Due date noted above. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.

Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Please do not hesitate to contact IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Chelsea Fern, FOI Analyst
Central Agency Team
Information Access Operations

Spilker, Robyn FIN:EX

From: Marquis, Yvette FIN:EX
Sent: Wednesday, August 23, 2017 2:26 PM
To: Spilker, Robyn PREM:EX
Subject: FW: s.22
Attachments: s.22


They wanted Minister to have a copy but I think it is more appropriate for you to have that copy. Thanks!

From: Bright, Dorothy J HLTH:EX
Sent: Wednesday, August 23, 2017 12:01 PM
To: Marquis, Yvette FIN:EX
Subject: s.22

Hello, Yvette. It was good to speak with you on the phone today. s.22
s.22

Regards,
Dorothy

Dorothy Bright | Manager, Operations and Strategic Initiatives
Office: 250.952-1325

 OFFICE OF THE
SENIORS ADVOCATE
1st Floor, 1515 Blanshard Street
PO Box 9651 STN PROV GOVT
Victoria BC V8W 9P4

Toll Free: 1-877-952-3181
www.seniorsadvocatebc.ca

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Page 49 to/à Page 50

Withheld pursuant to/removed as

s.22

Spilker, Robyn FIN:EX

From: McKinstry, Cindy D FIN:EX
Sent: Wednesday, August 23, 2017 2:52 PM
To: FOI Coordinator FIN:EX; Spilker, Robyn PREM:EX
Cc: Anderson, Willow P FIN:EX; Gillies, Jessica FIN:EX; Hollefreund, Melinda FIN:EX
Subject: RE: Call for Records FIN-2017-72871

Hi Marika,

This one will need to be transferred to OOP. Minister's office renovations are handled by the Sergeant of Arms in the Parliament Buildings. The Office of the Premier renovations, furniture etc. was previously done by Michelle Leamy. The new contact is Jackie Hendry. I can run reports on furniture purchases made by Minister's offices but again that is usually handled by the Sergeant of Arms.

Thanks,
Cindy

From: FOI Coordinator FIN:EX
Sent: Wednesday, August 23, 2017 1:28 PM
To: McKinstry, Cindy D FIN:EX; Spilker, Robyn PREM:EX
Cc: Anderson, Willow P FIN:EX; FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX
Subject: FW: Call for Records FIN-2017-72871

Good afternoon,

Over to your Unit's for action please with a due date of September 4th.

Thank you,
Marika Anderson

From: Fern, Chelsea [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Wednesday, August 23, 2017 11:54 AM
To: FOI Coordinator FIN:EX
Cc: Stonnell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Subject: Call for Records FIN-2017-72871 Records Due September 7, 2017

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Records showing the total and estimated costs for all renovations, office improvements and furniture purchases made for each Minister's Office and the Premier's Office. (Date Range for Record Search: From 07/18/2017 To 08/21/2017) Date Format is MM/DD/YYYY

Applicant Type: Researcher
Records Due: September 7, 2017
Legislated Due Date: October 3, 2017
IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete **only** Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the IAO by the Fee Estimate Due date noted above. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.

Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Please do not hesitate to contact IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Chelsea Fern, FOI Analyst
Central Agency Team
Information Access Operations

Spilker, Robyn FIN:EX

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 3:25 PM
To: FOI Coordinator FIN:EX
Subject: RE: Call for Records FIN-2017-72721 Due August 23, 2017

Thanks for the reminder. There is some personal information in the browser history. Let me know if you need more detail.

Robyn Spilker
Ministerial Assistant
Minister of Finance and Deputy Premier
250-952-7627

From: FOI Coordinator FIN:EX
Sent: Wednesday, August 23, 2017 1:47 PM
To: Spilker, Robyn PREM:EX
Cc: FOI Coordinator FIN:EX
Subject: FW: Call for Records FIN-2017-72721 Due August 23, 2017

A kind reminder about this one.

From: Gillies, Jessica FIN:EX
Sent: Tuesday, August 22, 2017 2:15 PM
To: FOI Coordinator FIN:EX
Cc: Spilker, Robyn PREM:EX
Subject: FW: Call for Records FIN-2017-72721 Due August 23, 2017

Here is the CFR from the MO. No harms were indicated but Robyn, please let us know if you identified any harms and I can update the CFR.

As requested in the email below, we are not sending the records.

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance

[FIN FOI SharePoint site](#)

phone 250 387-3513

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender immediately. Any unauthorized copying, disclosure or distribution of the e-mail or the information it contains is strictly forbidden.

From: Craib, Patrick [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Wednesday, August 9, 2017 2:27 PM
To: FOI Coordinator FIN:EX
Cc: Stonnell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Subject: Call for Records FIN-2017-72721 Due August 23, 2017

Hello -

Government (all Ministries) has received an FOI request for the following records.

A copy of the browser Internet history for political staff in the Minister's/Premier's office (Date range: July 18, 2017 – July 31, 2017)

In the attached document, you will find instructions for how to create and retain the requested records in Internet Explorer, Google Chrome and Firefox. If you use any other browsers, please create and retain the requested records in that browser as well.

We recognize that there could be personal privacy concerns related to the disclosure of this information and the processing of this access request. Given those privacy concerns, we have decided that it would be appropriate for each employee to retain the requested records relating to themselves in their own office for a period of time rather than following the typical process of forwarding the responsive records to Information Access Operations for processing. As such, you are not required at this time to send the requested records to Information Access Operations. However, you must create and retain the requested records that relate to you in a secure location and await further instruction from our office.

We will only ask you to forward the requested records to our office if and when it is required to comply with the requirements of the Freedom of Information and Protection of Privacy Act. It may not be necessary for us to make such a request. Nevertheless, there is a legal requirement for the Ministry to create the requested records at this time and to retain them for the purposes of processing the access request, including dealing with a potential request that the Information and Privacy Commissioner review the Ministry's ultimate response to the request. In addition, those records must be retained in order to comply with the requirements of the Information Management Act.

I have been designated as the single point of contact for these requests so feel free to reach out with any questions you may have.

Please send your completed call for records responses direct to my inbox at my contact information below.

Patrick Craib

A/Team Lead | Information Access Operations | Ministry of Citizens' Services

Ph: 250-387-7620 | **e:** Patrick.Craib@gov.bc.ca

This e-mail message may contain privileged or confidential information. You may not disclose, use, distribute, or copy this message or attachment in any way without permission from the sender. If you received this e-mail message in error, please delete the e-mail and any attachments.

Spilker, Robyn FIN:EX

From: FOI Coordinator FIN:EX
Sent: Wednesday, August 23, 2017 3:46 PM
To: Spilker, Robyn PREM:EX
Cc: FOI Coordinator FIN:EX
Subject: FW: Send to MO ASAP: Call for Records FIN-2017-72685
Attachments: Call for Records - FIN-2017-72685.pdf

Importance: High

Hi Robyn,

My apologies for the rush; however, you were missed on the initial e-mail below. Over to your area for rush action please.

Thank you,
Marika

From: FOI Coordinator FIN:EX
Sent: Wednesday, August 9, 2017 2:00 PM
To: Nicholson, Riley FIN:EX; Anderson, Willow P FIN:EX; Olson, Lianna FIN:EX; FIN IAAS Action FIN:EX; Posch, Petra FIN:EX; Bergthorson, Sheena PSEC:EX; FIN REV RD FOI FIN:EX; Bacon, Tracey FIN:EX; Ringma, Shalegh FIN:EX; Morgan, Melissa FIN:EX; Stonnell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Cc: FOI Coordinator FIN:EX
Subject: FW: Call for Records FIN-2017-72685

Good afternoon,

Over to your areas for action please with a due date of August 21.

Thank you,
Marika

From: Trudel, David [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Wednesday, August 9, 2017 9:13 AM
To: FOI Coordinator FIN:EX
Cc: Stonnell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Subject: Call for Records FIN-2017-72685 Due August 23, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

Copies of all documents, including e-mails, memos, briefing notes, backgrounders, Power Point presentations, Q&As, manuals, etc., regarding training sessions for new staff on Freedom of Information rules and procedures. (Date Range for Record Search: From 07/18/2017 To 07/28/2017) Date Format is MM/DD/YYYY

Applicant Type: Researcher
Cross Government Number: XGR-2017-72671

Request also directed to: TRA-2017-72699;TAC-2017-72698;MSD-2017-72697;PSS-2017-72696;OOP-2017-72694;MAH-2017-72693;MHA-2017-72692;LBR-2017-72691;JTT-2017-72690;IRR-2017-72689;HTH-2017-72688;GCP-2017-72687;FNR-2017-72686;EAO-2017-72684;MOE-2017-72683;EMP-2017-72682;EDU-2017-72681;CTZ-2017-72680;CFD-2017-72679;PSA-2017-72675;MAG-2017-72674;AGR-2017-72673;AED-2017-72672

Records Due: August 23, 2017

Legislated Due Date: September 12, 2017

IAO Contact: David Trudel

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete **only** Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the IAO by the Fee Estimate Due date noted above. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.

Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Please do not hesitate to contact IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

David Trudel, FOI Analyst
Central Agency Team
Information Access Operations



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Researcher	July 28, 2017	David Trudel	August 16, 2017	August 23, 2017

REQUEST DETAILS:

Copies of all documents including: e-mails; memos, briefing notes, backgrounders, Power Point presentations, Q&As, manuals etc regarding training sessions for new staff on Freedom of Information rules and procedures. (Date Range for Record Search: From 07/18/2017 To 07/28/2017)

Section 1: Initial Records Assessment

Do you hold responsive records? If no, please provide an explanation that can be given to the applicant (if applicable):	YES <input type="radio"/> NO <input type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?	YES <input type="radio"/> NO <input type="radio"/>
Are you aware of other records that may be responsive to this request held by another public body?	YES <input type="radio"/> NO <input type="radio"/>
If yes, specify:	

NO RECORDS RESPONSE APPROVAL:

Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.

Final Public Body Approval (Full name, Title)	Signature:	Date:

Section 2: Fee Estimate — General Request only (if this is a Personal Request skip to Section 3)

Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

Search

Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours	<input type="text"/>
Actual Hours	<input type="text"/>

Producing records

Tasks may include:

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours	<input type="text"/>
Actual Hours	<input type="text"/>

Volume

Electronic files (in pages):

*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages	<input type="text"/>	Actual Pages	<input type="text"/>
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Email with attachments:

Estimated Pages	<input type="text"/>	Actual Pages	<input type="text"/>
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*Other documents

Estimated Pages	<input type="text"/>	Actual Pages	<input type="text"/>
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Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
 - If in legal sized folders - 1,800 pages
 - If in letter sized folders - 2,200 pages

Estimated Pages	<input type="text"/>	Actual Pages	<input type="text"/>
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Preparation

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours	<input type="text"/>	Actual Hours	<input type="text"/>
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Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.

--

Could release of any/all of the responsive records potentially cause harm?

YES ☐

NO ☐

***Harm** – Disclosure of the records would significantly harm the ministry's position, or a third party's interests on a given topic. The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. (Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your ministry executive and/or Government Communications and Public Engagement office.)

If yes which information, if released, may cause harm?

- Please reference the applicable records and information of concern, the harms, and associated page numbers below.
- If any of these records have been prepared for, or used to inform, a decision of Cabinet or any of its committees, section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise: (1) what is the status of the issue? and (2) has the decision been made public or implemented?

--

(GENERAL REQUEST ONLY)-

Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government's Open Information Website. If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst.

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Section 4: Contact Information

Who completed this form? (Full Name, Title):

Phone Number:

Date:

--	--	--

Harms assessment completed by (Full Name, Title)

Program Area:

--	--

Harms assessment approved by (Full Name, Title)

--

Spilker, Robyn FIN:EX

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 4:07 PM
To: Scambler, Teresa LASS:EX
Subject: Quick call

Hi Teresa,

I understand you are covering in the whip's office ^{s.22} . Do you have time this week to give me a quick call
at ^{s.17}

Thank you,
Robyn

Robyn Spilker
Ministerial Assistant
Minister of Finance and Deputy Premier
250-952-7627

Spilker, Robyn FIN:EX

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 4:18 PM
To: Derksen, Lory D LASS:EX
Cc: Frenkel, Nadine H LASS:EX
Subject: RE: PST for Real Property Contractors

Hi Lory,

Here are some points that should answer your constituents' questions on PST bulletins and notices:

- Ministry publications such as bulletins or notices are intended as guides to the legislation. They do not have the force of law and they do not replace the legislation itself.
- In the case of any conflict between a ministry publication and legislation, the wording of the legislation prevails.
- In situations where a taxpayer believes there may be a conflict between a ministry publication and the legislation, the taxpayer is encouraged to contact the ministry for further guidance.
- For general questions regarding the *Provincial Sales Tax Act*, taxpayers may contact the ministry by telephone toll-free at 1-877-388-4440.
- For specific questions regarding a particular situation, taxpayers are encouraged to request a written ruling by emailing ctbtaxquestions@gov.bc.ca. The ministry will provide a written ruling that outlines the ministry's interpretation and application of the *Provincial Sales Tax Act* based on the information provided by the taxpayer. This is a free service.

Hope this information is helpful.

Best regards,
Robyn

Robyn Spilker
Ministerial Assistant
Minister of Finance and Deputy Premier
250-387-3751

From: Derksen, Lory [<mailto:Lory.Derksen@leg.bc.ca>]
Sent: Tuesday, August 15, 2017 9:38 AM
To: Minister, FIN FIN:EX; Spilker, Robyn PREM:EX
Cc: Frenkel, Nadine H LASS:EX
Subject: FW: PST for Real Property Contractors

Re: PST for Real Property Contractors,

We have constituents express concern over the unclear guidelines and rules in the PST notices & bulletins. Information in some of the PST bulletins and notices doesn't match the Provincial Tax Act. Which one are the contractors obliged to follow? The PST notices & bulletins or the actual Personal Sales Tax Act

Can you please have someone from staff clarify this for our office.

Thank you for your help.

Regards,



Lory Derksen
Constituency Assistant to;
MLA John Rustad
Nechako Lakes
183 First Street, PO Box 421
Vanderhoof, British Columbia V0J 3A0
Office: (250) 567-6820
E-mail: Lory.Derksen@leg.bc.ca

Spilker, Robyn FIN:EX

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 4:32 PM
To: Marquis, Yvette FIN:EX
Subject: FW: Send to MO ASAP: Call for Records FIN-2017-72685
Attachments: Call for Records - FIN-2017-72685.pdf

Importance: High

Hi Yvette,

On the rush FOI below, do you have any records? I imagine no as it's related to new staff.

Thanks,
Robyn

Robyn Spilker
Ministerial Assistant
Minister of Finance and Deputy Premier
250-952-7627

From: FOI Coordinator FIN:EX
Sent: Wednesday, August 23, 2017 3:46 PM
To: Spilker, Robyn PREM:EX
Cc: FOI Coordinator FIN:EX
Subject: FW: Send to MO ASAP: Call for Records FIN-2017-72685
Importance: High

Hi Robyn,

My apologies for the rush; however, you were missed on the initial e-mail below. Over to your area for rush action please.

Thank you,
Marika

From: FOI Coordinator FIN:EX
Sent: Wednesday, August 9, 2017 2:00 PM
To: Nicholson, Riley FIN:EX; Anderson, Willow P FIN:EX; Olson, Lianna FIN:EX; FIN IAAS Action FIN:EX; Posch, Petra FIN:EX; Bergthorson, Sheena PSEC:EX; FIN REV RD FOI FIN:EX; Bacon, Tracey FIN:EX; Ringma, Shalegh FIN:EX; Morgan, Melissa FIN:EX; Stonnell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Cc: FOI Coordinator FIN:EX
Subject: FW: Call for Records FIN-2017-72685

Good afternoon,

Over to your areas for action please with a due date of August 21.

Thank you,
Marika

From: Trudel, David [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Wednesday, August 9, 2017 9:13 AM
To: FOI Coordinator FIN:EX
Cc: Stonnell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Subject: Call for Records FIN-2017-72685 Due August 23, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

Copies of all documents, including e-mails, memos, briefing notes, backgrounders, Power Point presentations, Q&As, manuals, etc., regarding training sessions for new staff on Freedom of Information rules and procedures. (Date Range for Record Search: From 07/18/2017 To 07/28/2017) Date Format is MM/DD/YYYY

Applicant Type: Researcher

Cross Government Number: XGR-2017-72671

Request also directed to: TRA-2017-72699;TAC-2017-72698;MSD-2017-72697;PSS-2017-72696;OOP-2017-72694;MAH-2017-72693;MHA-2017-72692;LBR-2017-72691;JTT-2017-72690;IRR-2017-72689;HTH-2017-72688;GCP-2017-72687;FNR-2017-72686;EAO-2017-72684;MOE-2017-72683;EMP-2017-72682;EDU-2017-72681;CTZ-2017-72680;CFD-2017-72679;PSA-2017-72675;MAG-2017-72674;AGR-2017-72673;AED-2017-72672

Records Due: August 23, 2017

Legislated Due Date: September 12, 2017

IAO Contact: David Trudel

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete **only** Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the IAO by the Fee Estimate Due date noted above. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.

Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Please do not hesitate to contact IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

David Trudel, FOI Analyst
Central Agency Team
Information Access Operations



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Researcher	July 28, 2017	David Trudel	August 16, 2017	August 23, 2017

REQUEST DETAILS:

Copies of all documents including: e-mails; memos, briefing notes, backgrounders, Power Point presentations, Q&As, manuals etc regarding training sessions for new staff on Freedom of Information rules and procedures. (Date Range for Record Search: From 07/18/2017 To 07/28/2017)

Section 1: Initial Records Assessment

Do you hold responsive records? If no, please provide an explanation that can be given to the applicant (if applicable): YES ☐ NO ☐

Are you aware of other records that may be responsive to this request within your Ministry? YES ☐ NO ☐

Are you aware of other records that may be responsive to this request held by another public body? YES ☐ NO ☐

If yes, specify:

NO RECORDS RESPONSE APPROVAL:

Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.

Final Public Body Approval (Full name, Title)	Signature:	Date:

Section 2: Fee Estimate — General Request only (if this is a Personal Request skip to Section 3)

Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

Search

Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

Producing records

Tasks may include:

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours

Actual Hours

Volume

Electronic files (in pages):

*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages Actual Pages

Email with attachments:

Estimated Pages Actual Pages

*Other documents

Estimated Pages Actual Pages

Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
 - If in legal sized folders - 1,800 pages
 - If in letter sized folders - 2,200 pages

Estimated Pages Actual Pages

Preparation

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours Actual Hours

Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.

Could release of any/all of the responsive records potentially cause harm?

YES ☐

NO ☐

***Harm** – Disclosure of the records would significantly harm the ministry's position, or a third party's interests on a given topic. The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. (Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your ministry executive and/or Government Communications and Public Engagement office.)

If yes which information, if released, may cause harm?

- Please reference the applicable records and information of concern, the harms, and associated page numbers below.
- If any of these records have been prepared for, or used to inform, a decision of Cabinet or any of its committees, section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise: (1) what is the status of the issue? and (2) has the decision been made public or implemented?

(GENERAL REQUEST ONLY)-

Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government's Open Information Website. If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst.

Section 4: Contact Information

Who completed this form? (Full Name, Title):

Phone Number:

Date:

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

Spilker, Robyn FIN:EX

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 4:37 PM
To: FIN OPEN INFOGROUP FIN:EX
Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX
Subject: RE: FIN - July Calendar - James
Attachments: july calendar.pdf

Hi Ryan,

Thanks for clarifying. In that case we're good to go. Approval is attached.

Regards,

Robyn Spilker
Ministerial Assistant
Minister of Finance and Deputy Premier
250-952-7627

From: FIN OPEN INFOGROUP FIN:EX
Sent: Wednesday, August 23, 2017 4:07 PM
To: Spilker, Robyn PREM:EX
Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX; FIN OPEN INFOGROUP FIN:EX
Subject: RE: FIN - July Calendar - James

Hi Robyn,

Per our OI calendar severing guidelines (attached) we recommend releasing entries related to constituency business unless there is a specific concern for harm.

Would releasing the entry cause harm in any way?

Please advise.

Thank you,

Ryan Schumm, B.A. | Jr. FOI Analyst | Information Access Operations | p: (778) 698-3285 | e: ryan.schumm@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please phone or e-mail the sender immediately and delete the message.

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 3:58 PM
To: FIN OPEN INFOGROUP FIN:EX
Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX
Subject: FW: FIN - July Calendar - James

Hello,

I realized that the meeting on July 31, 2017 from 1:00-1:20pm should not have been included as it was constituency business for the Minister (Minister James was meeting with another Minister to discuss an issue in her constituency). Is it possible to sever that meeting?

Thank you,
Robyn

Robyn Spilker
Ministerial Assistant
Minister of Finance and Deputy Premier
250-952-7627

From: FOI Coordinator FIN:EX
Sent: Wednesday, August 23, 2017 1:17 PM
To: Spilker, Robyn PREM:EX
Cc: FOI Coordinator FIN:EX
Subject: FW: FIN - July Calendar - James

Hi Robyn,

Over to you for approval please with a due date of August 28th if possible.

Thank you,
Marika Anderson

From: FIN OPEN INFOGROUP FIN:EX
Sent: Tuesday, August 22, 2017 10:44 AM
To: FOI Coordinator FIN:EX
Cc: FIN OPEN INFOGROUP FIN:EX
Subject: FIN - Approval needed by August 29 - July Calendar - James

Thank you for sending your calendar(s) to Open Information for the month of July 2017. Your calendar(s) has been reviewed by an Open Information analyst and any information that required redaction has been removed.

Please review and approve the attached redline version of your calendar(s).

Please reply to this email to FIN OPEN INFOGROUP (Open.InfoGroup@gov.bc.ca) by August 29, 2017 indicating your approval for publication. If you identify any redaction revisions, please indicate this in your email.

For your convenience, the attached approval form is available to you. Alternatively, you may indicate your approval by replying directly to this email.

If you have any questions or concerns, please contact any member of the Open Information team directly or through reply to this email address.

Many thanks,

IAO Open Information Team

Ryan Schumm
Kara Beach
Neil Frelick
Katherine Ritchie
Matthew Prodan, A/Manager



PROACTIVE DISCLOSURE - APPROVAL FORM

Please return approval form to Open.InfoGroup@gov.bc.ca

Proactive Disclosure-Calendars: July 2017

Select your Ministry

Name of Calendar owner:

Redaction Details:

While the calendars are not being redacted under FOIPPA, any redactions must reflect exceptions permitted under FOIPPA. The below verbiage has been used where information is removed:

Severing Verbiage	FOIPPA Section
Cabinet Confidences	12
Advice/Recommendations	13
Legal Communications	14
Security Concern	15
Intergovernmental Communications	16
Government Financial Information	17
Personal Security	19
Business Information	21
Personal Information	22

Ministry Executive

Name: *Robyn Spilker*

Signature:

R Spilker

Date:

AUG 23, 2017

Comments:

Spilker, Robyn FIN:EX

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 4:40 PM
To: FOI Coordinator FIN:EX
Cc: Gillies, Jessica FIN:EX
Subject: RE: Send to MO ASAP: Call for Records FIN-2017-72685

Hi Marika,

I'm happy to try to complete this today, but I need some advice. Could you or Jessica give me a call?

Thanks,

Robyn Spilker
Ministerial Assistant
Minister of Finance and Deputy Premier
250-952-7627

From: FOI Coordinator FIN:EX
Sent: Wednesday, August 23, 2017 3:46 PM
To: Spilker, Robyn PREM:EX
Cc: FOI Coordinator FIN:EX
Subject: FW: Send to MO ASAP: Call for Records FIN-2017-72685
Importance: High

Hi Robyn,

My apologies for the rush; however, you were missed on the initial e-mail below. Over to your area for rush action please.

Thank you,
Marika

From: FOI Coordinator FIN:EX
Sent: Wednesday, August 9, 2017 2:00 PM
To: Nicholson, Riley FIN:EX; Anderson, Willow P FIN:EX; Olson, Lianna FIN:EX; FIN IAAS Action FIN:EX; Posch, Petra FIN:EX; Bergthorson, Sheena PSEC:EX; FIN REV RD FOI FIN:EX; Bacon, Tracey FIN:EX; Ringma, Shalegh FIN:EX; Morgan, Melissa FIN:EX; Stonnell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Cc: FOI Coordinator FIN:EX
Subject: FW: Call for Records FIN-2017-72685

Good afternoon,

Over to your areas for action please with a due date of August 21.

Thank you,
Marika

From: Trudel, David [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Wednesday, August 9, 2017 9:13 AM

To: FOI Coordinator FIN:EX
Cc: Stonnell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Subject: Call for Records FIN-2017-72685 Due August 23, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

Copies of all documents, including e-mails, memos, briefing notes, backgrounders, Power Point presentations, Q&As, manuals, etc., regarding training sessions for new staff on Freedom of Information rules and procedures. (Date Range for Record Search: From 07/18/2017 To 07/28/2017) Date Format is MM/DD/YYYY

Applicant Type: Researcher

Cross Government Number: XGR-2017-72671

Request also directed to: TRA-2017-72699;TAC-2017-72698;MSD-2017-72697;PSS-2017-72696;OOP-2017-72694;MAH-2017-72693;MHA-2017-72692;LBR-2017-72691;JTT-2017-72690;IRR-2017-72689;HTH-2017-72688;GCP-2017-72687;FNR-2017-72686;EAO-2017-72684;MOE-2017-72683;EMP-2017-72682;EDU-2017-72681;CTZ-2017-72680;CFD-2017-72679;PSA-2017-72675;MAG-2017-72674;AGR-2017-72673;AED-2017-72672

Records Due: August 23, 2017

Legislated Due Date: September 12, 2017

IAO Contact: David Trudel

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete **only** Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the IAO by the Fee Estimate Due date noted above. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.

Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Please do not hesitate to contact IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

David Trudel, FOI Analyst

Spilker, Robyn FIN:EX

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 4:53 PM
To: Marquis, Yvette FIN:EX
Subject: RE: Send to MO ASAP: Call for Records FIN-2017-72685

If it's possible you have records about trainings I received, here are the search terms I used: records management, FOI, training

Robyn

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 4:32 PM
To: Marquis, Yvette FIN:EX
Subject: FW: Send to MO ASAP: Call for Records FIN-2017-72685
Importance: High

Hi Yvette,

On the rush FOI below, do you have any records? I imagine no as it's related to new staff.

Thanks,
Robyn

Robyn Spilker
Ministerial Assistant
Minister of Finance and Deputy Premier
250-952-7627

From: FOI Coordinator FIN:EX
Sent: Wednesday, August 23, 2017 3:46 PM
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Cc: FOI Coordinator FIN:EX
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Sent: Wednesday, August 9, 2017 2:00 PM
To: Nicholson, Riley FIN:EX; Anderson, Willow P FIN:EX; Olson, Lianna FIN:EX; FIN IAAS Action FIN:EX; Posch, Petra FIN:EX; Bergthorson, Sheena PSEC:EX; FIN REV RD FOI FIN:EX; Bacon, Tracey FIN:EX; Ringma, Shalegh FIN:EX; Morgan, Melissa FIN:EX; Stonnell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Cc: FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-72685

Good afternoon,

Over to your areas for action please with a due date of August 21.

Thank you,

Marika

From: Trudel, David [<mailto:IAOCentralTeam@gov.bc.ca>]

Sent: Wednesday, August 9, 2017 9:13 AM

To: FOI Coordinator FIN:EX

Cc: Stonnell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-72685 Due August 23, 2017

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Cross Government Number: XGR-2017-72671

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- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

David Trudel, FOI Analyst
Central Agency Team
Information Access Operations

Spilker, Robyn FIN:EX

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 5:11 PM
To: FOI Coordinator FIN:EX
Subject: RE: Send to MO ASAP: Call for Records FIN-2017-72685
Attachments: FIN-2017-72685 - Harms.pdf; FIN-2017-72685 - records.pdf

Hi Marika,

I've attached the records and a second document where I flagged one harm on page 15 of the records.

Have a good evening,

Robyn Spilker
Ministerial Assistant
Minister of Finance and Deputy Premier
250-952-7627

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- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

David Trudel, FOI Analyst

Spilker, Robyn FIN:EX

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 5:14 PM
To: Banfield, Elena GCPE:EX; Marquis, Yvette FIN:EX
Cc: Nash, Amber PREM:EX; Devereux, Rick GCPE:EX
Subject: RE: Budget Lock Up - BC Fruit Growers Association

Hi Elena,

There may be some confusion. For budget speech each MLA gets to invite 2 guests and the PO gets 10 additional seats.

The list of 300+ names I provided to Amber is the lock-up list. She said that was forwarded to Rick and Mira.

Thanks,
Robyn

Robyn Spilker
Ministerial Assistant
Minister of Finance and Deputy Premier
250-952-7627

-----Original Message-----

From: Banfield, Elena GCPE:EX
Sent: Wednesday, August 23, 2017 4:47 PM
To: Spilker, Robyn PREM:EX; Marquis, Yvette FIN:EX
Subject: RE: Budget Lock Up - BC Fruit Growers Association

Hi Robyn,

I spoke with Rick, and it appears the list he was reviewing was the budget speech invite list, and he has not seen the stakeholder invite list for the lock-up. Do you know who might have ended up with the most recent version of the stakeholder list?

Thanks,
Elena

Elena Banfield | Event Coordinator
Government Communications and Public Engagement
604-842-0984 (cell) | elena.banfield@gov.bc.ca

-----Original Message-----

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 10:45 AM
To: Marquis, Yvette FIN:EX
Cc: Banfield, Elena GCPE:EX
Subject: RE: Budget Lock Up - BC Fruit Growers Association

Hi Elena,

I confirmed that Rick and Mira currently have the list.

Cheers,
Robyn

Robyn Spilker
Ministerial Assistant
Minister of Finance and Deputy Premier
250-952-7627

-----Original Message-----

From: Marquis, Yvette FIN:EX
Sent: Wednesday, August 23, 2017 10:10 AM
To: Spilker, Robyn PREM:EX
Cc: Banfield, Elena GCPE:EX
Subject: RE: Budget Lock Up - BC Fruit Growers Association

Hi Robyn,
Elana called for you. She asked about the list. As soon as they have the list they can send the invites out. Maybe you can give her a call to discuss the status of that guest list. She is at 604 842-0984

-----Original Message-----

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 9:48 AM
To: Banfield, Elena GCPE:EX; Marquis, Yvette FIN:EX
Subject: RE: Budget Lock Up - BC Fruit Growers Association

Hi Elena,

As lock up and the invites are being coordinated by GCPE, I think it's your call. Earlier the better in my opinion.

Available this morning if you want to discuss.

Thanks,
Robyn

Robyn Spilker
Ministerial Assistant
Minister of Finance and Deputy Premier
250-952-7627

-----Original Message-----

From: Banfield, Elena GCPE:EX
Sent: Wednesday, August 23, 2017 9:34 AM
To: Marquis, Yvette FIN:EX
Cc: Spilker, Robyn PREM:EX
Subject: Re: Budget Lock Up - BC Fruit Growers Association

Hi Yvette, Robyn,

Thanks for this. I'm wondering what our deadline for getting invitations out to guests?

Thanks,

Elena

Sent from my iPhone

> On Aug 23, 2017, at 9:28 AM, Marquis, Yvette FIN:EX <Yvette.Marquis@gov.bc.ca> wrote:

>

> Hi Elena,

> I received the email below from Minister Popham's office with regard to Budget lockup.

> Thank you.

>

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

> From: Johnson, Lisa E AGRI:EX

> Sent: Wednesday, August 23, 2017 9:04 AM

> To: Marquis, Yvette FIN:EX

> Subject: Budget Lock Up

>

> Hi Yvette

> The following Agriculture stakeholder would like to be considered for Budget lock up

> Contact:

> Glen Lucas, GM

> BC Fruit Growers Association

> 1473 Water St

> Kelowna BC V1Y 1J6

> Cell (250) 212-8828

>

> Thanks

> LJ

Spilker, Robyn FIN:EX

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 5:21 PM
To: FIN OFFICE FIN:EX
Subject: RE: Completed: 360006 Medical premiums, acct # s.22

Thanks

Robyn

From: FIN OFFICE FIN:EX
Sent: Wednesday, August 23, 2017 5:19 PM
To: Spilker, Robyn PREM:EX
Cc: FIN OFFICE FIN:EX
Subject: Completed: 360006 Medical premiums, acct # s.22

Hi Robyn,

Here is the outcome from staff:

s.22 returned my phone call this morning. He s.22 has strong opinions about how MSP premiums should be collected by government and thinks that MSP should be deducted each month on his pension cheque the same way that income tax is. Customer Care previously corresponded with s.22 in May 2017, CLIFF ID 358330.

I had a lengthy conversation with s.22 explaining the billing on his MSP account and why he is receiving overdue notices. I explained to him how he can bring his account up to date and make sure the correct amount is being remitted each month through his bank. He apparently set up monthly payments based on the premium rate in 2015 and did not take into consideration annual premium increases. He thanked me for my time and explanation. I consider the matter closed.

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

[FIN FOI SharePoint site](#)

phone 250 387-3513

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender immediately. Any unauthorized copying, disclosure or distribution of the e-mail or the information it contains is strictly forbidden.

From: Spilker, Robyn PREM:EX
Sent: Friday, August 18, 2017 4:02 PM
To: Anderson, Celine FIN:EX
Subject: FW: 360006 Medical premiums, acct # s.22

Hi Céline,

Another complaint to direct to staff for a phone call. Please let me know the result.

Thanks,
Robyn

Robyn Spilker

Ministerial Assistant

Minister of Finance and Deputy Premier

250-952-7627

From: s.22

Sent: Thursday, August 17, 2017 9:25 PM

To: Minister, FIN FIN:EX

Subject: 360006 Medical premiums, acct #s.22

This problem has been ongoing for quite sometime, and the Liberal government couldn't seem to do anything about it. Now that we got them kicked out of office, perhaps the NDP government can resolve the problem for this NDP voter.

s.22

Then I assume that the Liberals decided they weren't squandering enough money, so they ceased deducting medical premiums from pension cheques. We then had to send a cheque by mail, go to the bank, or whatever to pay them.

s.22

I finally went to my bank, and set up an automatic monthly payment from my bank account. This worked just fine, for awhile, then they started whining because they weren't getting their payment. I went to the bank, and checked, the payments were withdrawn every month. Now they're whining because they're not getting enough money.

Most of my bills are automatic withdrawals, and the payments are made on time, the correct amounts, and no problems. Now my question is this, who screwed up the payments? It's hard to fix a problem, when you don't know where it is or what it is.

When I tried to resolve this problem before, no one seemed interested in finding out who screwed up the payments, and even more importantly, how they screwed them up. Hopefully, this government will be able to help me fix the problem.

I still maintain the best way to make sure payments are correct, and on time is to deduct the payments from the pension cheques just like income tax, and would save a considerable amount of money, by not printing up monthly statements, and saving the postage to mail them out.

s.22

Spilker, Robyn FIN:EX

From: Gillies, Jessica FIN:EX
Sent: Wednesday, August 23, 2017 5:28 PM
To: Spilker, Robyn PREM:EX
Cc: Gibbs, Chantal FIN:EX
Subject: RE: Writing campaign: cycling infrastructure & PST on e-bikes

Hi Robyn,

Yes, we should be able to locate them in CLIFF and/or FIN Minister. If that were something we were interested in doing we might want to run it by the privacy folks to ensure there are no problems with using the email addresses we have collected from writers over time.

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance
[FIN FOI SharePoint site](#)
phone 250 387-3513

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From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 5:17 PM
To: Gillies, Jessica FIN:EX
Cc: FIN OFFICE FIN:EX
Subject: RE: Writing campaign: cycling infrastructure & PST on e-bikes

Hi Jessica,

Thanks for checking in. Will we be able to pull up all the e-bike emails if there's a policy change and we want to notify them down the road?

Robyn

From: Gillies, Jessica FIN:EX
Sent: Friday, August 18, 2017 11:08 AM
To: Spilker, Robyn PREM:EX
Cc: FIN OFFICE FIN:EX
Subject: Writing campaign: cycling infrastructure & PST on e-bikes

Hi Robyn,

We have been receiving writing campaign emails for over a year requesting that government invest in cycling infrastructure and remove the PST on e-bikes. We've been FYing them but I wanted to bring them to your attention so you are aware. The cycling infrastructure ones are not FIN-related but the PST ones are.

I'll continue FYling them in FIN Minister unless you advise otherwise. They are addressed to the Premier, MLA Weaver, MLA Coleman, and the Ministers of Finance and Energy, Mines & Petroleum Resources. They are cced to the Minister of Transportation, MLA Olsen, MLA Sturdy, MLA Glumac, HUB Cycling, and the BC Cycling Coalition.

I've attached some recent samples for you.

Jessica Gillies

Manager, FOI & Correspondence Unit

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance

[FIN FOI SharePoint site](#)

phone 250 387-3513 | email Jessica.Gillies@gov.bc.ca

 Please consider the environment before printing this email | *VISION: Trusted financial and economic leadership for a prosperous province*

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Spilker, Robyn FIN:EX

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 5:43 PM
To: FIN OFFICE FIN:EX
Subject: FW: Budget update lockup request

Hello,

I've marked the email below as an FYI as MO will handle.

Thanks,

Robyn Spilker
Ministerial Assistant
Minister of Finance and Deputy Premier
250-952-7627

From: Minister, AEST AEST:EX
Sent: Wednesday, August 23, 2017 4:00 PM
To: FIN OFFICE FIN:EX
Cc: Minister, AEST AEST:EX
Subject: FW: Budget update lockup request

Good afternoon,

I understand the Minister of Finance's office is responsible for managing invitations to the budget lockup.

Can your Ministry please respond to the author below?

Thank you,

Jeremy Oaten, CIAPP-C
Manager, Business Services & Ministerial Correspondence and Research Unit
Office of the Deputy Minister
Ministry of Advanced Education
T: 250 356-6284
C: 250 217-6951
F: 250 356-5468

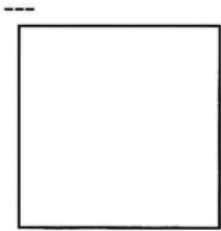
From: Patrick Meehan [<mailto:organizer@csu.bc.ca>]
Sent: Wednesday, August 23, 2017 8:43 AM
To: Minister, AEST AEST:EX
Subject: Budget update lockup request

Hello,

On behalf of the Capilano Students' Union, I would like to request to be able to send 2 people, myself and Noah Berson, to the budget update lockup on September 11th.

Please let us know if there's anything you need from us to help the process along.

Thanks,



Patrick Meehan
Organizer, Capilano Students' Union
ph: (778) 668-1101 | www.csu.bc.ca

Spilker, Robyn FIN:EX

From: Spilker, Robyn PREM:EX
Sent: Wednesday, August 23, 2017 5:59 PM
To: FOI Coordinator FIN:EX
Subject: RE: Send to MO ASAP: Call for Records FIN-2017-72685

Hi again Marika,

I forgot to note that:

We searched all written and electronic correspondence from July 18, 2017 to July 28, 2017. Attached are the records we found.

Yvette Marquis searched her emails.
Robyn Spilker searched her emails and files.
Robyn Spilker searched the Ministers' emails.

Search terms: records management, FOI, training

Robyn Spilker
Ministerial Assistant
Minister of Finance and Deputy Premier
250-952-7627

From: Spilker, Robyn PREM:EX
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To: FOI Coordinator FIN:EX
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Importance: High

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Applicant Type: Researcher

Cross Government Number: XGR-2017-72671

Request also directed to: TRA-2017-72699;TAC-2017-72698;MSD-2017-72697;PSS-2017-72696;OOP-2017-72694;MAH-2017-72693;MHA-2017-72692;LBR-2017-72691;JTT-2017-72690;IRR-2017-72689;HTH-2017-72688;GCP-2017-72687;FNR-2017-72686;EAO-2017-72684;MOE-2017-72683;EMP-2017-72682;EDU-2017-72681;CTZ-2017-72680;CFD-2017-72679;PSA-2017-72675;MAG-2017-72674;AGR-2017-72673;AED-2017-72672

Records Due: August 23, 2017

Legislated Due Date: September 12, 2017

IAO Contact: David Trudel

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200

pages, complete **only** Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the IAO by the Fee Estimate Due date noted above. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.

Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Please do not hesitate to contact IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

David Trudel, FOI Analyst
Central Agency Team
Information Access Operations