

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 1, 2018 10:02 AM
To: Kane, Meghan M CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: New Cross Gov't Request

I don't see any issues.

Thank you,
Jackie

From: Kane, Meghan M CITZ:EX
Sent: Thursday, February 1, 2018 9:05 AM
To: Hendry, Jackie PREM:EX; FOI Coordinator FIN:EX
Subject: New Cross Gov't Request

Please see New Cross gov't request below and let me know if you have any questions or concerns that you would like raised at the next cross-government meeting. Thx!

Request Records

Specific Records Requested:

All records (drafts and final) including but not limited to emails (with attachments), text messages, BBMs, backgrounders, briefing notes, and fact sheets on the \$2 million funding announced in 2017 to the Knowledge Network for the Lions of the Sea film. (<http://www.metronews.ca/news/vancouver/2017/04/09/bc-helps-fund-feature-film-about-komagata-maru-incident.html>)

From:

07/18/2017

To:

01/31/2018

Preferred method of access to records:

Via Email

Ministry or Agency

Select Ministry or Agency

- Finance
- Government Communications and Public Engagement
- Jobs, Trade and Technology
- Office of the Premier
- Tourism, Arts and Culture

Meghan M Kane | Team Lead | Information Access Operations | Ministry of Citizens' Services

Ph: 250-387-7989 | **e:** meghan.kane@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 1, 2018 10:01 AM
To: Kane, Meghan M CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: New Cross Gov't Request

I don't see any issues.

Thank you,
Jackie

From: Kane, Meghan M CITZ:EX
Sent: Thursday, February 1, 2018 9:04 AM
To: FOI Coordinator FIN:EX; Hendry, Jackie PREM:EX
Subject: New Cross Gov't Request

Please see New Cross gov't request below and let me know if you have any questions or concerns that you would like raised at the next cross-government meeting. Thx!

Request Records

Specific Records Requested:

All communications, including but not limited to, emails, BBMs, text messages, briefing notes, handwritten notes, internal and external correspondence mentioning Jodie Wickens

From:

07/18/2017

To:

01/31/2018

Preferred method of access to records:

Via Email

Ministry or Agency

Select Ministry or Agency

- Advanced Education, Skills and Training
- Finance
- Government Communications and Public Engagement
- Office of the Premier

Meghan M Kane | Team Lead | Information Access Operations | Ministry of Citizens' Services

Ph: 250-387-7989 | **e:** meghan.kane@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 1, 2018 10:03 AM
To: Kane, Meghan M CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: New Cross Gov Request

I don't see any issues.

Thank you,
Jackie

From: Kane, Meghan M CITZ:EX
Sent: Thursday, February 1, 2018 9:03 AM
To: Hendry, Jackie PREM:EX
Subject: New Cross Gov Request

Hi Jackie!

Please see New Cross gov't request below and let me know if you have any questions or concerns that you would like raised at the next cross-government meeting. Thx!

Request Records

Specific Records Requested:

All records on any presentations and meetings on BC Agrifood and Seafood during the trade mission to China, including but not limited to any agendas (draft and final) and minutes, all emails, texts, BBMs, all briefing notes (draft and final), internal and external correspondence regarding any meetings and presentations, copies of presentation materials, handwritten notes and post-meeting report summaries

From:

08/01/2017

To:

01/30/2018

Preferred method of access to records:

Via Email

Ministry or Agency

Select Ministry or Agency

- Agriculture
- Jobs, Trade and Technology
- Office of the Premier
- Tourism, Arts and Culture

Meghan M Kane | Team Lead | Information Access Operations | Ministry of Citizens' Services

Ph: 250-387-7989 | **e:** meghan.kane@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 1, 2018 10:26 AM
To: Nash, Amber PREM:EX; Higgins, Keira PREM:EX; Wensink, Alison PREM:EX
Subject: FW: RESPONSE REQUIRED: Proactive Disclosure - Request for Calendar Records - January 2018

Hi –

Please provide January calendars no later than February 7.

Thank you,
Jackie

From: CITZ OPEN INFOGROUP CITZ:EX
Sent: Thursday, February 1, 2018 10:23 AM
To: FIN OI CALENDAR CFR
Cc: CITZ OPEN INFOGROUP CITZ:EX
Subject: RESPONSE REQUIRED: Proactive Disclosure - Request for Calendar Records - January 2018

Regarding Ministerial Directive 02-2016: **DISCLOSURE OF MINISTERS' AND DEPUTY MINISTERS' CALENDARS**

Please send your ministers', deputy ministers' and associate deputy ministers' calendar(s) for the month of January 2018

Please send the calendar(s) and harms assessment information by reply email or to the FIN OPEN INFOGROUP (Open.InfoGroup@gov.bc.ca) by February 9th, 2018

Please also provide the name or email address of who the approver(s) will be for each calendar you submit

What You Need to Do?

1. **Create a PDF of the calendar records**
2. **Conduct a harms assessment and provide those details**

**Detailed instructions are below*

Reminder: Calendars must be provided to IAO not later than 10 calendar days after the end of the month.

What Happens Next?

Upon receipt of the calendar(s), the Open Information analysts will review the records and remove any information that requires redaction. The analysts may contact you if they have any questions about possible harms associated with the records. The records will then be sent for review and approval by your ministry approver.

Distribution Lists:

We look forward to working with you and hope that we've captured the right people on our distribution list. If any names need to be added or deleted, please let us know.

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
Dean Chan
Neil Frelick
Matthew Prodan, A/Manager

Link to [Open Information](#)

DETAILED INSTRUCTIONS AND REDACTION INFORMATION

1. Produce a PDF of the calendar records

- Open the calendar you want to print*
- Select File
- Select Print
- Select Print Options
- Select 'Adobe PDF' as your printer. If this is not available, print the calendar, scan and email the PDF
- Select 'Calendar Detail Style' from the Print Style options
- Select the date range (In the Print Range fields)
- Check the box for 'Hide details of private appointments'
- Select Print
- Save resulting PDF

** For minister's calendars, produce only the minister's calendar; Specific MLA or constituency-related duties need not be included.*

2. Conduct a harms assessment and provide those details

- Prepare and attach one clean copy of the records (no marks, hand written notes, sticky notes or highlighting);
- Prepare and attach one marked copy of the records where any harms are indicated:
- Indicate any personal information contained within any entries not marked Private
- Mark any Cabinet or Treasury Board entries. IAO needs to know if the entry pertains to an item that was prepared for cabinet/treasury board and if it ever went, or will go, to Cabinet or Treasury Board.
- Identify any legal advice or entries that might reveal solicitor-client privilege
- Other

3. Redaction Details:

While the calendars are not being redacted under FOIPPA, any redactions must reflect exceptions permitted under FOIPPA. In addition, entries previously considered "not responsive" (e.g. reservation numbers, teleconference information), based on agreement with an FOI applicant, will no longer be deemed not responsive. Instead, any information that would attract an exception permitted under FOIPPA will be redacted with any other information being removed. The below verbiage will be 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

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 1, 2018 10:58 AM
To: IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: OOP-2017-73997 Records

Still waiting on one staff. We are sending another reminder right now.

From: IAO CentralTeam CITZ:EX
Sent: Thursday, February 1, 2018 10:54 AM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: OOP-2017-73997 Records

Hi Jackie,

Checking in on this request – when the records were sent to IAO it was noted that a few people were still being canvassed. Are there any additional records to provide, or can you confirm that everyone in OOP has been canvassed for this request with no additional records located?

Thanks,
Neal Yonson | FOI Specialist
Central Team, Information Access Operations
neal.yonson@gov.bc.ca | 778-698-2378

From: Wensink, Alison PREM:EX
Sent: Wednesday, December 20, 2017 10:06 AM
To: IAO CentralTeam CITZ:EX
Cc: Hendry, Jackie PREM:EX
Subject: FW: OOP-2017-73997 Records

Sorry forgot to attach the CFR as well!

From: Wensink, Alison PREM:EX
Sent: Wednesday, December 20, 2017 9:58 AM
To: IAO CentralTeam CITZ:EX
Cc: Hendry, Jackie PREM:EX
Subject: OOP-2017-73997 Records

Hello,

Here are the records we have so far for 73997. Still waiting for responses from a few people.

Thank you,

Alison Wensink, Executive Administrative Coordinator

*Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987*

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 1, 2018 12:27 PM
To: Barbon, Tyler CITZ:EX
Cc: Bejcek, Ken CITZ:EX; Wensink, Alison PREM:EX
Subject: FW: Consultation IRR-2017-74056 Due: February 9, 2018
Attachments: Consult IRR-2017-74056 to OOP.pdf

This is on line:

<https://www2.gov.bc.ca/assets/gov/government/ministries-organizations/premier-cabinet-mlas/minister-letter/fraser-mandate.pdf>

From: Barbon, Tyler CITZ:EX
Sent: Thursday, January 18, 2018 11:05 AM
To: Hendry, Jackie PREM:EX
Subject: Consultation IRR-2017-74056 Due: February 9, 2018

Hello OOP,

IRR received this FOI request from a Researcher:

A copy of all Estimates binders - draft and final - prepared for the Minister for the Budget Estimates debate 2nd session, 41st Parliament. (Date Range for Record Search: From 07/18/2017 To 11/29/2017)

They identified the attached document(s) as responsive records and wish to get your views on disclosure. If you need help determining harms, please see the attached harms assessment or contact me directly.

Your program area's response is due February 2, 2018.

IAO may take one to two business days to apply any severing.

Your executive sign off response is due February 9, 2018.

If you are not able to respond by this date, we are required to continue processing this file without your recommendations.

1. Ministry Program Harms Assessment:

Please indicate which applies:

- 1. There are no harms in these records. They can be released in full.*
- 2. There are harms in releasing all of these records. They should be withheld in their entirety.*
- 3. There are harms in portions of the records. Please give details so that IAO can apply the appropriate sections of FOIPPA. Please feel free to write directly on the attached records and send back to IAO. If you are unsure of why it is harmful please call the IAO to discuss the appropriate severing.*

Program Area Approval Authority:
Name, Title, Program

2. IAO's review of harms assessment and recommendations on release

Comments/Recommendations:

IAO will assess the program area's harms and recommend full release, withhold in its entirety or partial release.

3. Ministry Executive approval for release

Comments/Recommendations:

Please indicate which applies:

1. *Approved for release with no changes.*
2. *Approved for release with the following changes... (insert changes).*
3. *Not approved for release and why.*

Ministry Executive (Delegated Signoff):

Name, Title

Note that all general FOI request records that are released to an applicant should be published on the Open Information website unless the exemption criteria apply. The exemption criteria can be found on page 11 of the [Open Information and Open Data Policy](#). Consultations from outside provincial public bodies are not published on the Open Information website.

Exercise of Discretion:

The *Freedom of Information and Protection of Privacy Act* (FOIPPA) contains both mandatory and discretionary exceptions to disclosure. Sections 13 to 20 are the discretionary exceptions. Where Information Access Operations (IAO) has advised the head that a discretionary exception may apply, it is important that the head consider the possibility of releasing the information despite the fact that an exception may apply.

Factors relevant to the exercise of discretion include:

- the general purposes of the legislation: public bodies should make information available to the public; individuals should have access to personal information about themselves;
- the wording of the discretionary exception and the interests which the section attempts to balance;
- whether the individual's request could be satisfied by severing the record and by providing the applicant with as much information as is reasonably practicable;
- the historical practice of the public body with respect to the release of similar types of documents;
- the nature of the record and the extent to which the document is significant and/or sensitive to the public body;
- whether the disclosure of the information will increase public confidence in the operation of the public body;
- the age of the record;
- whether there is a sympathetic or compelling need to release materials;
- whether previous orders of the Commissioner have ruled that similar types of records or information should or should not be subject to disclosure; and
- when the policy advice exception is claimed, whether the decision to which the advice or recommendations relates has already been made.

Thank you,

Tyler Barbon, Senior FOI Analyst
Resource Team
Information Access Operations

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 1, 2018 2:36 PM
To: Elbahir, Cindy CITZ:EX; Kane, Meghan M CITZ:EX; McCowan, Dwayne CITZ:EX
Subject: RE: IM117 Training

Great! Thank you.

Jackie

From: Elbahir, Cindy CITZ:EX
Sent: Thursday, February 1, 2018 2:27 PM
To: Hendry, Jackie PREM:EX; Kane, Meghan M CITZ:EX; McCowan, Dwayne CITZ:EX
Subject: RE: IM117 Training

Thanks! We (not sure who yet) will be there with bells on :0)

CE

From: Hendry, Jackie PREM:EX
Sent: Tuesday, January 30, 2018 2:19 PM
To: Elbahir, Cindy CITZ:EX; Kane, Meghan M CITZ:EX; McCowan, Dwayne CITZ:EX
Subject: IM117 Training

Hi –

We have secured the next IM117 training session for February 23 from 1:30 – 3:00 in Chambers. If one, some, or all of you could attend as well that would be appreciated as specific FOI questions tend to come up throughout the session.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 1, 2018 3:59 PM
To: Cavanagh, Judy PREM:EX
Subject: FW: Bob Dewar Invoice for processing
Attachments: Bob Dewar - Supplier S.22 Jan 2018.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Hi Judy,

Is it possible for Elizabeth Parkinson to be responsible for processing these payments? I know Alison entered the contract to assist and expedite the process, but I was under the impression that all the processing of invoices for payment etc., would be handled by the Exec office moving forward. I fear with all the other payments Alison is in charge of, as well as the high volume of FOI, it will be difficult for her to maintain this task as well. Unfortunately, Alison ends up putting in a lot of extra time in to keep up with the FOI load as it is. It would be a good idea to have Elizabeth trained in this process to be available for any future contract expenses incurred by Exec.

I am happy to discuss further.

Thanks so much Judy.

Jackie

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 1, 2018 2:20 PM
To: Wensink, Alison PREM:EX
Cc: Parkinson, Elizabeth PREM:EX; Poldrugovac, Saija FIN:EX
Subject: Bob Dewar Invoice for processing

Hi Alison,

Bob Dewar has submitted his first invoice. As you entered the contract, it is my understanding that you will process the invoices and expenses for payment.

I've signed the billing amount. Geoff Meggs signed that the work was done.

Elizabeth will be sending you receipts for expenses. For this contract, government pays for the airfare, taxis, transport while Mr. Dewar is in Victoria. However, if he required to travel elsewhere for government, he is reimbursed expenses at the Group 2 full travel .

Saija's aware of all of the above and is available for any support, if required.

Thanks to everyone, in helping sort this out and make it smooth for processing.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: judy.cavanagh@gov.bc.ca

From: Poldrugovac, Saija FIN:EX
Sent: Thursday, February 1, 2018 11:27 AM
To: Cavanagh, Judy PREM:EX
Subject: BD Airfare

Hi Judy,
I spoke to Cindy regarding coding his airfare.

The airfare purchase card should be coded to 004.36A10.36200.6102.3600000.

The admin that is handling the invoices will need to put the airfare cost against his contract as well. I will leave it up to you guys how that gets communicated.

Please let me know if you have any questions.
~S

Saija Poldrugovac
Executive Financial Clerk, Ministers' Office Support Services
Corporate Financial and Facilities Services Branch
Ministry of Finance
Phone: (778) 678-3496 **Fax:** (250) 356-7326
E-mail: Saija.Poldrugovac@gov.bc.ca
Website: <http://www.fin.gov.bc.ca/>
Serving all Ministers' Offices and the Office of the Premier

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 2, 2018 8:57 AM
To: IAO CentralTeam CITZ:EX; McCartney, Angela PREM:EX
Cc: Wensink, Alison PREM:EX; Powell, Charlotte PREM:EX
Subject: RE: OOP-2018-80354

Yes, I believe this would just be Cab Ops.

Thank you,
Jackie

From: IAO CentralTeam CITZ:EX
Sent: Friday, February 2, 2018 8:40 AM
To: Hendry, Jackie PREM:EX; McCartney, Angela PREM:EX
Cc: Wensink, Alison PREM:EX; Powell, Charlotte PREM:EX
Subject: RE: OOP-2018-80354

Good morning,

The applicant for OOP-2018-80354 has revised the request wording and narrowed the date range. The revised request is for

All records that document the cabinet decision to direct the Ministry of Health to add a 35% surcharge to hospital rates being charged to ICBC. Date range for record search: From 01/01/1980 to 12/31/1982.

Jackie and Alison, I canvassed Exec/DMO for the initial request but I think this is just CabOps, right? Angela, should I send you a revised CFR form or is this email sufficient?

Thank you,

Peggy King | FOI Specialist | Information Access Operations | Ministry of Citizens' Services
Ph: 778 698-2673 | **e:** Peggy.King@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: IAO CentralTeam CITZ:EX
Sent: Tuesday, January 30, 2018 11:14 AM
To: Hendry, Jackie PREM:EX; McCartney, Angela PREM:EX
Cc: Wensink, Alison PREM:EX; Powell, Charlotte PREM:EX
Subject: OOP-2018-80354

Good morning,

Yesterday I sent a call for records for OOP-2018-80354. Please hold off on searching for anything at the moment. I chatted with Angela yesterday about the need for clarification and I am now waiting for some more information from the Ministry of Health related to this applicant's previous requests. I believe that the request can be narrowed significantly before proceeding. I hope to have more details very soon.

Thank you,

Peggy King | FOI Specialist | Information Access Operations | Ministry of Citizens' Services
Ph: 778 698-2673 | **e:** Peggy.King@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 2, 2018 10:13 AM
To: McCartney, Angela PREM:EX
Subject: RE: Sign Off OOP-2017-72705

Hi Angela –

Just want to confirm that the 14 pages you're referring to are actually pages 209-222?

Thanks –Jackie

From: McCartney, Angela PREM:EX
Sent: Friday, January 26, 2018 1:47 PM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: FW: Sign Off OOP-2017-72705

Hi Jackie,

Cab Ops reviewed the 14 pages located in our offices for this file (pgs 209-211) and Elizabeth approved. I've checked the pages again in the revised redline David sent today and there were no changes.

Angela

From: Trudel, David [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Wednesday, January 24, 2018 3:05 PM
To: Hendry, Jackie PREM:EX; McCartney, Angela PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: Sign Off OOP-2017-72705

Please see attached sign off package for public body approval. In order to expedite this request, the redline is also currently being reviewed by Ken Bejcek.

Sign off due: Friday January 26, 2018.

Legislated due date of file: January 29, 2018

Thank you,

David Trudel, FOI Analyst
Central Agency Team
Information Access Operations

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 2, 2018 3:37 PM
To: IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: OOP-2017-72451 Approval
Attachments: OOP-2017-72451 - Approval.pdf

Please see attached approval for OOP-2017-72451.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 2, 2018 3:38 PM
To: IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: OOP-2017-72705 Approval
Attachments: OOP-2017-72705 - Approval.pdf

Please see attached approval for OOP-2017-72705.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 2, 2018 3:42 PM
To: IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: OOP-2017-73062 Approval
Attachments: OOP-2017-73062 - Approval.pdf

Please see attached approval for OOP-2017-73062.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 2, 2018 3:46 PM
To: Hannah, Matt GCPE:EX
Subject: OOP-2017-72451
Attachments: OOP-2017-72451 - Approval.pdf; Amended redline OOP-2017-72451.pdf

Hello Matt,

This FOI request was signed off and returned to IAO today. Please see attached the approval form and a redline version of the records.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 2, 2018 4:04 PM
To: Hannah, Matt GCPE:EX
Subject: OOP-2017-72705
Attachments: OOP-2017-72705 - Approval.pdf; Feb 2 amended redline OOP-2017-72705 (2)_Redacted.pdf

Hello Matt,

This FOI request was signed off and returned to IAO today. Please see attached the approval form and a redline version of the records. Personal privacy has been removed.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 2, 2018 5:02 PM
To: Hannah, Matt GCPE:EX
Subject: OOP-2017-73062
Attachments: OOP-2017-73062 - Approval.pdf; Revised ammended redline Jan 31 OOP-2017-73062_Redacted.pdf

Hello Matt,

This FOI request was signed off and returned to IAO today. Please see attached the approval form and a redline version of the records. Personal privacy has been removed.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 7, 2018 8:56 AM
To: Hannah, Matt GCPE:EX
Subject: RE: Requests to be Published

Good Morning,

Sorry for the delay s.22

This request was sent to the applicant on December 14 and was published on February 2.

Jackie

From: Hannah, Matt GCPE:EX
Sent: Monday, February 5, 2018 5:52 PM
To: Hendry, Jackie PREM:EX
Subject: FW: Requests to be Published

Hi Jackie, do you know if the first request below has gone out? Thx

From: Ingram, Ben GCPE:EX
Sent: Friday, February 2, 2018 8:50 AM
Cc: GCPE Comm Directors; GCPE Comm Managers; GCPE Strategic Issues Team; Hannah, Matt GCPE:EX; Kristianson, Eric GCPE:EX; Lowe, Mike GCPE:EX; Plan, Jakelene GCPE:EX; Watson, Andy PSSG:EX; Zaharia, Sarah GCPE:EX
Subject: Requests to be Published

Good morning,

Today we are publishing **2** requests:

OOP-2017-72393 - A copy of all emails sent and received by Geoff Meggs; A copy of all emails sent and received by Sage Aaron. (Date Range for Record Search: From 07/18/2017 To 07/21/2017)
Applicant Type: Media

PSS-2017-73643 - XGR-2017-73619 - A summary document showing the cliff number, date and title/issue of all briefing notes, issues note and advice to the Minister/Minister of State that were prepared between July 18, 2017 to Present [November 1, 2017]
Applicant Type: Researcher

Proactive Disclosure:

We are also publishing the monthly Deputy Minister travel expense summaries for December.

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 7, 2018 9:07 AM
To: Cavanagh, Judy PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: training for Elizabeth

That sounds great. Thanks so much, Judy.

Jackie

From: Cavanagh, Judy PREM:EX
Sent: Monday, February 5, 2018 4:19 PM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: training for Elizabeth

Hi Jackie,

Preveen is meeting with Elizabeth today regarding training. She will train, I believe, on processing the invoice. Let's hope it works well.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** judy.cavanagh@gov.bc.ca

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 7, 2018 9:18 AM
To: 'jaccard@sfu.ca'
Subject: FW: Reimbursement of Expenses for Cabinet Meeting

Good Morning, Mark,

Apologies for the delay in the processing of your reimbursement. The process proved to be a bit more involved than first expected.

I see Alison from our office has ensured all is in order for you.

Thank you, and again sorry for the delay.

Jackie Hendry
Director, Executive Operations
Office of the Deputy Minister to the Premier
Desk: 250.387.5894
Cell: 250.893.7467

From: Wensink, Alison PREM:EX
Sent: Tuesday, February 6, 2018 9:52 AM
To: 'Mark Jaccard'
Cc: Hendry, Jackie PREM:EX
Subject: RE: Reimbursement of Expenses for Cabinet Meeting

Thank you so much Mark. I've now submit this to Finance for payment.

Kind regards,

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

From: Mark Jaccard [<mailto:jaccard@sfu.ca>]
Sent: Monday, February 5, 2018 4:45 PM
To: Wensink, Alison PREM:EX
Cc: Hendry, Jackie PREM:EX
Subject: Re: Reimbursement of Expenses for Cabinet Meeting

Hi Alison

Here is the signed and scanned expense claim. Please confirm receipt in good order.

All the best and thanks

Mark

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 7, 2018 9:44 AM
To: IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: FW: Call for Records OOP-2018-80388 Due February 13, 2018
Attachments: CFR- OOP-2018-80388.pdf

Is TNO considered responsive to this request?

From: Chan, Sarah [mailto:IAOCentralTeam@gov.bc.ca]
Sent: Monday, January 29, 2018 7:51 AM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: Call for Records OOP-2018-80388 Due February 13, 2018

Hello,

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

Provide copies of any communications or briefing material in the Minister's Office that mention any of the following, in relation to the by-election: Kelowna West, Shelly Cook, or Ben Stewart. (Date Range for Record Search: From 11/01/2017 To 01/19/2018) Date Format is MM/DD/YYYY

Applicant Type: Political Party
Records Due: February 13, 2018
Legislated Due Date: March 7, 2018
IAO Contact: Sarah Chan

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,

Sarah Chan, FOI Analyst
Central Agency Team
Information Access Operations

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 7, 2018 9:45 AM
To: King, Peggy CITZ:EX
Subject: FW: Call for Records OOP-2018-80239 Due January 30, 2018
Attachments: Integrated Call for Records Form.pdf

Is TNO responsive to this request?

From: King, Peggy [mailto:IAOCentralTeam@gov.bc.ca]
Sent: Tuesday, January 16, 2018 4:00 PM
To: Rochon, Jake PREM:EX; Hendry, Jackie PREM:EX
Cc: Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Wensink, Alison PREM:EX
Subject: Call for Records OOP-2018-80239 Due January 30, 2018

Hello,

Peggy King will be the analyst processing the above noted request and can be reached at 778 698-2673.

Please see the attached Call for Records form. This is a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The wording of the request is as follows:

s.22

Please complete the attached Call for Records form and return to the Central Team mailbox at IAOCentralTeam@gov.bc.ca by January 30, 2018.

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 to prove that they have conducted an adequate search for relevant records.

Please do not hesitate to contact your analyst to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- whether staff would be available to discuss the request with the applicant, if the applicant is agreeable;
- any other questions or concerns relating to this request.

Thank you,

Peggy King, FOI Analyst

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 7, 2018 10:02 AM
To: IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-80190 Records Due February 1, 2018

There are no further Office of the Premier records for this request other than what was provided by Cabinet Operations.

Thank you,
Jackie

From: IAO CentralTeam CITZ:EX
Sent: Wednesday, February 7, 2018 8:29 AM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-80190 Records Due February 1, 2018

Hello Jackie and Alison,

This is a reminder that the CFR for this file was due back by Feb. 1st.

Thank you,

Chelsea Fern | FOI Senior Analyst | Information Access Operations | Ministry of Citizens' Services
Ph: 778-698-2740 | **e:** chelsea.fern@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

From: Fern, Chelsea [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Thursday, January 18, 2018 8:39 AM
To: McCartney, Angela PREM:EX; Hendry, Jackie PREM:EX
Cc: Powell, Charlotte PREM:EX; Wensink, Alison PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX
Subject: Call for Records OOP-2018-80190 Records Due February 1, 2018

Hello,

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

Agenda and Minutes of the Mental Health and Addictions working group in Cabinet. (Date Range for Record Search: From 07/18/2017 To 01/16/2018) Date Format is MM/DD/YYYY

Applicant Type: Researcher
Records Due: February 1, 2018
Legislated Due Date: February 28, 2018
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, Senior FOI Analyst
Central Agency Team
Information Access Operations

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 7, 2018 10:58 AM
To: IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: OOP-2017-74559 some records not responsive?

I agree with removing the pages in question as not responsive due to date range.

Thank you,
Jackie

From: IAO CentralTeam CITZ:EX
Sent: Friday, February 2, 2018 9:01 AM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: OOP-2017-74559 some records not responsive?

Good morning,

s.13

Thanks,

Peggy King | FOI Specialist | Information Access Operations | Ministry of Citizens' Services
Ph: 778 698-2673 | **e:** Peggy.King@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 7, 2018 11:17 AM
To: IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: Sign Off OOP-2018-80021

Hi Peggy –

I agree that the records are not responsive to the request. Please proceed with the NRR process.

Thank you,
Jackie

From: King, Peggy [mailto:IAOCentralTeam@gov.bc.ca]
Sent: Tuesday, February 6, 2018 2:21 PM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: Sign Off OOP-2018-80021

Hi Jackie and Alison,

Please see attached sign off package for public body approval. As we have discussed, I am not sure that the records provided are responsive to the request. They were created prior to the specified date range and while staff of one of the specified companies are mentioned in the records, they are not obviously related to the request. Because the request is due in six business days, I am moving the request through to you to determine the responsiveness of the records and to sign off.

Legislated due date of file: February 15, 2018

Thank you,

Peggy King | FOI Specialist | Information Access Operations | Ministry of Citizens' Services
Ph: 778 698-2673 | **e:** Peggy.King@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 7, 2018 3:49 PM
To: Kane, Meghan M CITZ:EX
Subject: New Cross Gov't Requests
Attachments: New Cross Gov't Request; New Cross Gov't Request; New Cross-gov't Request

These three requests are directed to the Premier and his staff. We typically interpret that to mean Exec/ DMO only. One, however, mentions MA/ Senior MA and EA specifically. OOP doesn't have an MA or Senior MA. There are a couple of EA positions in Exec and VCO. Should we interpret it to mean all of Exec and DMO as the others? Or, does this require further clarification with the applicant?

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 7, 2018 3:49 PM
To: Kane, Meghan M CITZ:EX
Subject: New Cross Gov't Requests
Attachments: New Cross Gov't Request; New Cross Gov't Request; New Cross Gov't Request; New cross-Gov't Request

Can you please confirm for all of these requests that TNO/ media clippings etc., are not included?

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 8, 2018 9:42 AM
To: McCartney, Angela PREM:EX
Subject: Redline OOP-2017-73397.pdf
Attachments: Redline OOP-2017-73397.pdf

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 8, 2018 11:21 AM
To: IAO CentralTeam CITZ:EX; IGRS FOI IGRS:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: Urgent Call for Records OOP-2018-80048 Records Due February 7, 2018

Hi Toyoko,

There are no further records beyond what you have already received from IGRS.

Thank you,
Jackie

From: Doyle, Toyoko [mailto:IAOCentralTeam@gov.bc.ca]
Sent: Wednesday, January 31, 2018 11:56 AM
To: IGRS FOI IGRS:EX
Cc: Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX
Subject: Urgent Call for Records OOP-2018-80048 Records Due February 7, 2018

Hello,

Due to pressing timeline on this file, we are requesting the records due date to be February 7, 2018.

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

A copy of the ceremony program, script and agenda for the swearing in ceremony for Premier John Horgan on July 18, 2017. Date Format is MM/DD/YYYY

Applicant Type: Individual
Cross Government Number: N/A
Request also directed to: N/A
Records Due: February 7, 2018
Legislated Due Date: February 16, 2018
IAO Contact: Toyoko Doyle

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, and apologies for this urgent request.

Toyoko Doyle | FOI Analyst | Information Access Operations | Ministry of Citizens' Services

Ph: 778-698-2376 | **e:** Toyoko.Doyle@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 8, 2018 2:35 PM
To: Lee, Bonnie FIN:EX
Subject: RE: Request for Approval - John-Michael McColl - Access to JTST Archive Folder

Hi Bonnie,

We will need John-Michael McColl's IDIR ID.

Thanks –
Jackie

From: Lee, Bonnie FIN:EX
Sent: Thursday, February 8, 2018 2:28 PM
To: Hendry, Jackie PREM:EX
Subject: Request for Approval - John-Michael McColl - Access to JTST Archive Folder
Importance: High

Hi Jackie,

I have a request from Jacqueline Louie to grant John-Michael McColl access to the JTST Archive folder, as he requires access to the copy of Kathie Currie's mailbox. Please advise if this is approved.

Thanks,
Bonnie

Bonnie Lee
A/Service Desk Team Lead

Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Telephone: 9-250-387-8912
E-mail: FIN IMB Service Desk (78912) FIN:EX
Web Site <http://gwww.fin.gov.bc.ca/>



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Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 8, 2018 2:35 PM
To: de Sousa, Jacob FIN:EX
Subject: RE: s.22

Hi Jacob,

Oh that's great. I thought it would likely be David's group.

Thanks –
Jackie

From: de Sousa, Jacob FIN:EX
Sent: Thursday, February 8, 2018 2:32 PM
To: Hendry, Jackie PREM:EX
Subject: RE: `s.22

Hi Jackie,

I believe you can disregard my email below; I have heard back from David Henry.

Thank you,

Jacob de Sousa
Acting Senior Service Desk Analyst
FIN IMB Service Desk
Information Management Branch
Supporting the Ministry of Finance, the Office of the Premier, all Minister's Offices, and various other
Agencies, Boards & Commissions
Tel. 9-250-387-8912 (for internal calls) 250-387-8912 (for external calls)

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From: de Sousa, Jacob FIN:EX
Sent: Thursday, February 8, 2018 1:32 PM
To: Hendry, Jackie PREM:EX
Subject: FW: s.22

Hi Jackie,

s.22

s.22

approval is required for s.22

know if we should direct these requests for approval to someone else and I will update our notes.

Our notes indicate PREM
Also, please let me

Thank you,

Jacob de Sousa
Acting Senior Service Desk Analyst
FIN IMB Service Desk
Information Management Branch
Supporting the Ministry of Finance, the Office of the Premier, all Minister's Offices, and various other
Agencies, Boards & Commissions
Tel. 9-250-387-8912 (for internal calls) 250-387-8912 (for external calls)

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From: de Sousa, Jacob FIN:EX
Sent: Thursday, February 8, 2018 1:26 PM
To: Brosz, Corinne M ENV:EX
Subject: RE: s.22

Hi Corinne,

Not to worry, s.22
s.22

I will forward this to Jackie Hendry for approval and will cc you.

Cheers,

Jacob de Sousa
Acting Senior Service Desk Analyst
FIN IMB Service Desk
Information Management Branch
Supporting the Ministry of Finance, the Office of the Premier, all Minister's Offices, and various other
Agencies, Boards & Commissions
Tel. 9-250-387-8912 (for internal calls) 250-387-8912 (for external calls)

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From: Brosz, Corinne M ENV:EX
Sent: Thursday, February 8, 2018 11:16 AM
To: de Sousa, Jacob FIN:EX
Subject: RE: s.22

s.22

Cheers,

Corinne Brosz
Administrative Assistant to the **Honourable George Heyman**
Minister of Environment and Climate Change Strategy

From: de Sousa, Jacob FIN:EX
Sent: Thursday, February 8, 2018 10:45 AM
To: Brosz, Corinne M ENV:EX
Subject: RE: s.22

Hi Corinne,

Quick question regarding this request: s.22

Please let me know.

Thank you,

Jacob de Sousa
Acting Senior Service Desk Analyst
FIN IMB Service Desk
Information Management Branch
Supporting the Ministry of Finance, the Office of the Premier, all Minister's Offices, and various other
Agencies, Boards & Commissions
Tel. 9-250-387-8912 (for internal calls) 250-387-8912 (for external calls)

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From: Corinne.Brosz@gov.bc.ca [<mailto:Corinne.Brosz@gov.bc.ca>]
Sent: Wednesday, February 7, 2018 3:20 PM
To: FIN IMB Service Desk (78912) FIN:EX; Brosz, Corinne M ENV:EX
Subject: s.22

Checkout Information

On-Site Address: Room 112 501 Belleville St Victoria BC V8V 1X4
On-Site Contact Name: Corinne Brosz
On-Site Contact Phone: (250)387-1187
Account: PREM-MINISTER OF ENVIRONMENT & CLIMATE CHANGE STRATEGY
Ministry Number: 022
Responsibility Centre: 32085
Service Code: 34097
Project Number: 3210427
Expense Authority: Gordon McLean

Service Requests

s.22

First Name: Corinne
Last Name: Brosz
IDIR: cbrosz

Requestor: Brosz, Corinne M ENV:EX

Email: Corinne.Brosz@gov.bc.ca

Time: 2018-02-07 15:19:47

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 8, 2018 3:39 PM
To: Youdale, Trevor CITZ:EX
Subject: FOI/ Records Training Session

Hi Trevor,

I have an FOI training session scheduled for February 16 from 2:30 – 3:30 for the Deputy Minister to the Premier and staff. Cindy Elbahir and one of her Team Leads will be in attendance to cover the FOI portion, and I thought it would be helpful to have Records expert there as well. Over the course of the past few months, there have been questions coming up here and there regarding FOI and Records Management. The staff have attended the IM117 session, but I feel that a more involved session on FOI and Records would be beneficial.

I inquired with Terrence to see if he could attend, but unfortunately he is not available. Can you suggest who else could attend in his place?

The expectation is not to have a formal presentation, but to be available if questions come up pertaining specifically to records.

Please contact me to discuss further.

Thank you,

Jackie Hendry
Director, Executive Operations
Office of the Deputy Minister to the Premier
Desk: 250.387.5894
Cell: 250.893.7467

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 8, 2018 4:04 PM
To: Youdale, Trevor CITZ:EX
Cc: Vander Beesen, Elizabeth H CITZ:EX; McKenny, Terrence CITZ:EX
Subject: RE: FOI/ Records Training Session

Thank you.

From: Youdale, Trevor CITZ:EX
Sent: Thursday, February 8, 2018 4:03 PM
To: Hendry, Jackie PREM:EX
Cc: Vander Beesen, Elizabeth H CITZ:EX; McKenny, Terrence CITZ:EX
Subject: RE: FOI/ Records Training Session

Hi Jackie, I can attend.

Trevor.

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 8, 2018 3:39 PM
To: Youdale, Trevor CITZ:EX <Trevor.Youdale@gov.bc.ca>
Subject: FOI/ Records Training Session

Hi Trevor,

I have an FOI training session scheduled for February 16 from 2:30 – 3:30 for the Deputy Minister to the Premier and staff. Cindy Elbahir and one of her Team Leads will be in attendance to cover the FOI portion, and I thought it would be helpful to have Records expert there as well. Over the course of the past few months, there have been questions coming up here and there regarding FOI and Records Management. The staff have attended the IM117 session, but I feel that a more involved session on FOI and Records would be beneficial.

I inquired with Terrence to see if he could attend, but unfortunately he is not available. Can you suggest who else could attend in his place?

The expectation is not to have a formal presentation, but to be available if questions come up pertaining specifically to records.

Please contact me to discuss further.

Thank you,

Jackie Hendry
Director, Executive Operations
Office of the Deputy Minister to the Premier
Desk: 250.387.5894
Cell: 250.893.7467

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 9, 2018 4:41 PM
To: Hannah, Matt GCPE:EX
Subject: FW: FOI Request OOP-2017-74268

Hello Matt,

Just to inform you that this file has been taken off hold and we have supplied records to IAO to start processing.

Please contact me to discuss further if need be.

Thank you,
Jackie

From: Hendry, Jackie PREM:EX
Sent: Friday, January 26, 2018 11:14 AM
To: Hannah, Matt GCPE:EX
Subject: FW: FOI Request OOP-2017-74268

FYI

Thanks –
Jackie

From: Hendry, Jackie PREM:EX
Sent: Friday, January 26, 2018 11:14 AM
To: Wong, Tamarra PREM:EX
Subject: RE: FOI Request OOP-2017-74268

Hi Tamarra,

I had informed Matt Hannah and Don Wright about this fee for Issues Management purposes, but didn't think to include Geoff as well. My apologies.

This is a request for *All correspondence received by the Office of the Premier related to Site C. (Date Range for Record Search: From 12/06/2017 To 12/11/2017) Date Format is MM/DD/YYYY*

s.13

When a fee estimate is issued, the request is put on hold allowing an opportunity to negotiate with the applicant in effort to reduce or eliminate the fee. Options have been offered to the applicant, if the applicant chooses to discuss further.

Please contact me if you have any questions.

Thank you,
Jackie

From: Wong, Tamarra PREM:EX
Sent: Friday, January 26, 2018 10:49 AM
To: Hendry, Jackie PREM:EX
Subject: Fwd: FOI Request OOP-2017-74268

Hi Jackie,

Can you please provide some background for Geoff on how the fee was assessed?

Thank you,

Tamarra Wong
Executive Coordinator to the Chief of Staff
Office of the Premier
E: tamarra.wong@gov.bc.ca
Tel: 250-356-2785 | Cell: 250-208-3085

s.22

----- Forwarded message -----

From: Chan, Sarah <IAOCentralTeam@gov.bc.ca>
Date: Wed, Jan 24, 2018 at 3:23 PM
Subject: FOI Request OOP-2017-74268
To: s.22

Please see the attached regarding your FOI request.

Thank you.

Information Access Operations

Ministry of Citizens' Services
PO Box 9569 Stn Prov Govt Victoria BC V8W 9K1
Phone: 250 387-1321
Fax: 250 387-9843
www.gov.bc.ca/freedomofinformation

--

s.22

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 9, 2018 4:55 PM
To: Elbahir, Cindy CITZ:EX
Subject: FOI Presentation - modified february 9 2018.pptx
Attachments: FOI Presentation - modified february 9 2018.pptx

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 13, 2018 9:29 AM
To: Kane, Meghan M CITZ:EX
Subject: RE: New Cross Gov't Request

No concerns.

Thank you,
Jackie

From: Kane, Meghan M CITZ:EX
Sent: Tuesday, February 13, 2018 9:23 AM
To: Hendry, Jackie PREM:EX; CITZ FOI Requests CITZ:EX; FOI Coordinator FIN:EX
Subject: New Cross Gov't Request

Hi,

Please find a new Cross-gov't request below. Let me know if you have any questions or concerns raised at the next Cross-government meeting.

Request Records

Specific Records Requested:

All emails, text messages, blackberry message, slack message, WhatsApp messages, sent between all Assistant Deputy Ministers and their Executive/Administrative assistants (if those positions exist and were staffed at the time)

From:

08/01/2017

To:

08/31/2017

Preferred method of access to records:

Via Email

Ministry or Agency

Select Ministry or Agency

- Advanced Education, Skills and Training
- Agriculture
- Attorney General
- BC Public Service Agency
- Children and Family Development
- Citizens' Services
- Education
- Energy, Mines and Petroleum Resources
- Environment and Climate Change Strategy
- Environmental Assessment Office
- Finance
- Forests, Lands, Natural Resource Operations and Rural Development

- Government Communications and Public Engagement
- Health
- Indigenous Relations and Reconciliation
- Jobs, Trade and Technology
- Labour
- Mental Health and Addictions
- Municipal Affairs and Housing
- Office of the Premier
- Public Safety and Solicitor General
- Social Development and Poverty Reduction
- Tourism, Arts and Culture
- Transportation and Infrastructure

Meghan M Kane | Team Lead | Information Access Operations | Ministry of Citizens' Services

Ph: 250-387-7989 | **e:** meghan.kane@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 13, 2018 9:30 AM
To: Kane, Meghan M CITZ:EX
Subject: RE: New Cross Gov't Request

No concerns.

Thank you,
Jackie

From: Kane, Meghan M CITZ:EX
Sent: Tuesday, February 13, 2018 9:22 AM
To: Hendry, Jackie PREM:EX; CITZ FOI Requests CITZ:EX; FOI Coordinator FIN:EX
Subject: New Cross Gov't Request

Hi,

Please find a new Cross-gov't request below. Let me know if you have any questions or concerns raised at the next Cross-government meeting.

Request Records

Specific Records Requested:

All communication between Adam Olsen and the Minister/Minister of State/Premier or their staff

From:

08/01/2017

To:

08/31/2017

Preferred method of access to records:

Via Email

Ministry or Agency

Select Ministry or Agency

- Advanced Education, Skills and Training
- Agriculture
- Attorney General
- Children and Family Development
- Citizens' Services
- Education
- Energy, Mines and Petroleum Resources
- Environment and Climate Change Strategy
- Finance
- Forests, Lands, Natural Resource Operations and Rural Development
- Health
- Indigenous Relations and Reconciliation
- Jobs, Trade and Technology

- Labour
- Mental Health and Addictions
- Municipal Affairs and Housing
- Office of the Premier
- Public Safety and Solicitor General
- Social Development and Poverty Reduction
- Tourism, Arts and Culture
- Transportation and Infrastructure

Meghan M Kane | Team Lead | Information Access Operations | Ministry of Citizens' Services

Ph: 250-387-7989 | **e:** meghan.kane@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 13, 2018 9:30 AM
To: Kane, Meghan M CITZ:EX
Subject: RE: New Cross Gov't Request

No concerns.

Thank you,
Jackie

From: Kane, Meghan M CITZ:EX
Sent: Tuesday, February 13, 2018 9:21 AM
To: Hendry, Jackie PREM:EX; CITZ FOI Requests CITZ:EX; FOI Coordinator FIN:EX
Subject: New Cross Gov't Request

Hi,

Please find a new Cross-gov't request below. Let me know if you have any questions or concerns raised at the next Cross-government meeting.

Request Records

Specific Records Requested:

Copies of all e-mails sent by the Minister/Minister of State/Premier or the staff of the Minister/Minister of State/Premier, relating to the updating of the capital plans as referenced by the Minister of Finance in the Legislature.

From:

09/01/2017

To:

02/09/2018

Preferred method of access to records:

Via Email

Ministry or Agency

Select Ministry or Agency

- Advanced Education, Skills and Training
- Agriculture
- Attorney General
- Children and Family Development
- Citizens' Services
- Education
- Energy, Mines and Petroleum Resources
- Environment and Climate Change Strategy
- Finance
- Forests, Lands, Natural Resource Operations and Rural Development
- Health
- Indigenous Relations and Reconciliation

- Jobs, Trade and Technology
- Labour
- Mental Health and Addictions
- Municipal Affairs and Housing
- Office of the Premier
- Public Safety and Solicitor General
- Social Development and Poverty Reduction
- Tourism, Arts and Culture
- Transportation and Infrastructure

Meghan M Kane | Team Lead | Information Access Operations | Ministry of Citizens' Services

Ph: 250-387-7989 | **e:** meghan.kane@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 13, 2018 9:52 AM
To: Williams, Laurel FIN:EX
Cc: CFFSHELP, FIN FIN:EX
Subject: RE: Jan 2018 - Office of the Premier Direct Awards - Reply required

Hi Laurel,

I have reviewed and approve release to IAO.

Thank you,
Jackie

From: Williams, Laurel FIN:EX
Sent: Tuesday, February 13, 2018 8:03 AM
To: Hendry, Jackie PREM:EX; Banister, Lori FIN:EX
Cc: Kuckreja, Kanwaljeet FIN:EX; Zoeller, Sonja GCPE:EX
Subject: RE: Jan 2018 - Office of the Premier Direct Awards - Reply required

Good morning,

I am still requiring a response back to my email below. I need a response today.

Thanks so much. Laurel

Laurel Williams
Financial Systems & Management Analyst
Corporate Services Division
Ministry of Finance
Phone: 250 208-4006

<mailto:Laurel.Williams@gov.bc.ca>

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From: Williams, Laurel FIN:EX
Sent: Thursday, February 1, 2018 2:36 PM
To: Hendry, Jackie PREM:EX; Banister, Lori FIN:EX
Cc: Kuckreja, Kanwaljeet FIN:EX; Zoeller, Sonja GCPE:EX
Subject: Jan 2018 - Office of the Premier Direct Awards - Reply required
Importance: High

Hello,

I am responsible for reporting all of the Direct Awards for the Ministry of Finance and our Supported Entities. Every month I will run a report to see which program area has any direct awards that have yet to be reported to the

Information Access Operations (IAO) office. I will provide you a summary with the contract information and details so that you can review and conduct a harms assessment before I report the information to the Information Access Operations (IAO) office. Just to be clear, the Direct Awards directive does NOT include reporting on any amendments made to the original direct award issued.

This is a government wide initiative and it is mandatory that we meet our deadlines.

Due date Feb 9, 2018 – Please review these contracts and complete a harms assessment (including confirming the description of the contract). Once I have your reply email, I will report this contract information to the Information Access Office so that they can proactively release the directly awarded summaries. When you reply with your email, please send it to myself with a cc to CFFSHELP@gov.bc.ca

Thanks for your assistance. If you have any questions, please do not hesitate to contact me.

Laurel Williams

Financial Systems & Management Analyst
Corporate Services Division
Ministry of Finance
Phone: 250 208-4006

<mailto:Laurel.Williams@gov.bc.ca>

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Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 13, 2018 12:43 PM
To: Parte, Maura PSA:EX
Subject: Possible Clerk 9 and 11 employees

Hello Maura,

I hope you had a wonderful long weekend.

After we met the other day regarding the challenges of filling Clerk 9 and at times Clerk 11 positions, I thought of a couple of people that are currently looking s.22

s.22

s.22

. I believe she would be suitable for the position I have here, or be considered for any other Clerk 11 positions you may have. I will send an introduction email to the two of you so she can send you her resume.

s.22

s.22 I know she would be perfect in one of the Clerk 9 or 11 positions. s.22 I could easily "hit the ground running". With your permission, I'd like to do an email introduction as well so she can provide you with her resume.

Thank you so much! I think you'll be impressed with these two individuals! ☺

Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 13, 2018 3:59 PM
To: Farmer, Susan PREM:EX; Rochon, Jake PREM:EX; Uzdevinys, Titas PREM:EX
Subject: FOI Overview Session

Hi –

Just letting you know that we're having IAO come on Friday from 2:30 – 3:30 to give the DMO staff an FOI overview session. I know you're not new to FOI, but thought it might be helpful to have a refresher. Please let me know if you'd like to join us and I will forward the invitation.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 13, 2018 4:15 PM
To: IAO CentralTeam CITZ:EX
Subject: RE: OOP-2017-74268

Hello Sarah,

Yes we are proceeding without a fee. Give me a call when you have a chance.

Thank you,
Jackie

From: IAO CentralTeam CITZ:EX
Sent: Tuesday, February 13, 2018 12:21 PM
To: Hendry, Jackie PREM:EX
Subject: OOP-2017-74268
Importance: High

Hi Jackie,

Can I just confirm we will not be proceeding with a fee for this request now?

Much thanks,

Sarah Chan | FOI Analyst | Information Access Operations | Ministry of Finance
Ph: 250-387-1497 | **e:** Sarah.Chan@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 14, 2018 8:40 AM
To: Farmer, Susan PREM:EX
Subject: RE: FOI Overview Session

s.22

And, yes, please join if you're up to it on Friday. ☺

From: Farmer, Susan PREM:EX
Sent: Wednesday, February 14, 2018 6:44 AM
To: Hendry, Jackie PREM:EX
Subject: Re: FOI Overview Session

Hi Jackie - s.22 depending on the workload level in the office, I might like to go, too.

Sent from my Samsung Galaxy smartphone.

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

From: "Hendry, Jackie PREM:EX" <Jackie.Hendry@gov.bc.ca>
Date: 2018-02-13 3:59 PM (GMT-08:00)
To: "Farmer, Susan PREM:EX" <Susan.Farmer@gov.bc.ca>, "Rochon, Jake PREM:EX" <Jake.Rochon@gov.bc.ca>, "Uzdavinys, Titas PREM:EX" <Titas.Uzdavinys@gov.bc.ca>
Subject: FOI Overview Session

Hi –

Just letting you know that we're having IAO come on Friday from 2:30 – 3:30 to give the DMO staff an FOI overview session. I know you're not new to FOI, but thought it might be helpful to have a refresher. Please let me know if you'd like to join us and I will forward the invitation.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 14, 2018 12:29 PM
To: Fern, Chelsea CITZ:EX
Subject: RE: OOP-2018-80475 Clarification

Yes, canvass IGRS.

Thanks
Jackie

From: Fern, Chelsea CITZ:EX
Sent: Thursday, February 8, 2018 11:10 AM
To: Hendry, Jackie PREM:EX; McCartney, Angela PREM:EX
Cc: Wensink, Alison PREM:EX; Powell, Charlotte PREM:EX
Subject: OOP-2018-80475 Clarification

Hello Jackie and Angela,

I just heard back from the applicant on this request: *Copies of any documents (excluding cabinet-related records) including e-mails, text or instant messages, in the Premier's office, that reference the Kinder Morgan TransMountain Pipeline. (Date Range for Record Search: From 08/03/2017 To 01/26/2018) Date Format is MM/DD/YYYY*

The applicant has confirmed they are not looking for public correspondence or TNO records.

Therefore, I will not canvass Correspondence. Jackie, do you recommend I still canvass IGRS?

Thank you,

Chelsea Fern | FOI Senior Analyst | Information Access Operations | Ministry of Citizens' Services
Ph: 778-698-2740 | **e:** chelsea.fern@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 14, 2018 12:34 PM
To: Sanderson, Kristen CITZ:EX; IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX; Rochon, Jake PREM:EX
Subject: FW: Call for Records OOP-2018-80700 Records Due February 22, 2018
Attachments: Integrated Call for Records Form.pdf

Hi Kristen,

The wrong file number was put on this call for records form. Can you please send a corrected version?

Thank you,
Jackie

From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]
Sent: Wednesday, February 7, 2018 3:33 PM
To: Rochon, Jake PREM:EX; Hendry, Jackie PREM:EX
Cc: Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Wensink, Alison PREM:EX
Subject: Call for Records OOP-2018-80700 Records Due February 22, 2018

Hello,

Toyoko Doyle will be the analyst processing the above noted request and can be reached at 778 698-2376.

Please see the attached Call for Records form. This is a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The wording of the request is as follows:

s.22

Please complete the attached Call for Records form and return to the Central Team mailbox at IAOCentralTeam@gov.bc.ca by February 22, 2018. ***The legislated due date for this request is March 22, 2018.***

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 to prove that they have conducted an adequate search for relevant records.

Please do not hesitate to contact your analyst to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;

- whether staff would be available to discuss the request with the applicant, if the applicant is agreeable;
- any other questions or concerns relating to this request.

Thank you,

Toyoko Doyle, FOI Analyst
Central Agency Team
Information Access Operations

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 14, 2018 12:40 PM
To: Kane, Meghan M CITZ:EX
Subject: RE: New Cross Gov't Requests

Thank you, Meghan.

That said, what wording should we use for our request 80698 in order to send out our call for records to not confuse our staff? Does wording need to be approved by the applicant?

From: Kane, Meghan M CITZ:EX
Sent: Thursday, February 8, 2018 9:04 AM
To: Hendry, Jackie PREM:EX
Subject: RE: New Cross Gov't Requests

Hey Jackie,

Sorry the wording of the request is confusing. Yes, please interpret it to mean all of Exec and DMO.

I have passed your email on to our intake team and they are keeping it as a reminder to ensure this sort of wording is not used for OOP files in the future.

Thx!

Meghan M Kane | Team Lead | Information Access Operations | Ministry of Citizens' Services
Ph: 250-387-7989 | **e:** meghan.kane@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 7, 2018 3:49 PM
To: Kane, Meghan M CITZ:EX
Subject: New Cross Gov't Requests

These three requests are directed to the Premier and his staff. We typically interpret that to mean Exec/ DMO only. One, however, mentions MA/ Senior MA and EA specifically. OOP doesn't have an MA or Senior MA. There are a couple of EA positions in Exec and VCO. Should we interpret it to mean all of Exec and DMO as the others? Or, does this require further clarification with the applicant?

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 14, 2018 4:35 PM
To: Kane, Meghan M CITZ:EX
Subject: RE: OOP-2018-80468

So far no records. We are still waiting responses from a few individuals. We are sending out a reminder now.

From: Kane, Meghan M CITZ:EX
Sent: Wednesday, February 14, 2018 4:15 PM
To: Hendry, Jackie PREM:EX
Subject: OOP-2018-80468

Hey Jackie,

Do you know if you're expecting any records for OOP-2018-80468?

Description:

All records relating to Horgan's 'best bid' policy (<http://vancouver.sun.com/opinion/columnists/vaughn-palmer-horgan-likely-to-make-good-on-no-bs-promise-to-unionized-building-trades>). (Date Range for Record Search: From 10/01/2017 To 01/22/2018)

Meghan M Kane | Team Lead | Information Access Operations | Ministry of Citizens' Services

Ph: 250-387-7989 | **e:** meghan.kane@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 15, 2018 10:46 AM
To: Williams, Laurel FIN:EX
Cc: Banister, Lori FIN:EX; Kuckreja, Kanwaljeet FIN:EX
Subject: RE: Jan 2018 - Office of the Premier Direct Awards - Reply required

Hi Laurel

Description:

"High level strategic advice through the Chief of Staff to the Premier on government priorities and major policy issues."

From: Williams, Laurel FIN:EX
Sent: Thursday, February 15, 2018 9:50 AM
To: Hendry, Jackie PREM:EX
Cc: Banister, Lori FIN:EX; Kuckreja, Kanwaljeet FIN:EX
Subject: RE: Jan 2018 - Office of the Premier Direct Awards - Reply required

Hello Jackie,

The IAO office has advised me that your current description is not sufficient for this contract. Please provide an updated more detailed description as to what this contract is for.

Thanks, Laurel

Laurel Williams
Financial Systems & Management Analyst
Corporate Services Division
Ministry of Finance
Phone: 250 208-4006

<mailto:Laurel.Williams@gov.bc.ca>

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From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 13, 2018 9:52 AM
To: Williams, Laurel FIN:EX
Cc: CFFSHELP, FIN FIN:EX
Subject: RE: Jan 2018 - Office of the Premier Direct Awards - Reply required

Hi Laurel,

I have reviewed and approve release to IAO.

Thank you,
Jackie

From: Williams, Laurel FIN:EX
Sent: Tuesday, February 13, 2018 8:03 AM
To: Hendry, Jackie PREM:EX; Banister, Lori FIN:EX
Cc: Kuckreja, Kanwaljeet FIN:EX; Zoeller, Sonja GCPE:EX
Subject: RE: Jan 2018 - Office of the Premier Direct Awards - Reply required

Good morning,

I am still requiring a response back to my email below. I need a response today.

Thanks so much. Laurel

Laurel Williams
Financial Systems & Management Analyst
Corporate Services Division
Ministry of Finance
Phone: 250 208-4006

<mailto:Laurel.Williams@gov.bc.ca>

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From: Williams, Laurel FIN:EX
Sent: Thursday, February 1, 2018 2:36 PM
To: Hendry, Jackie PREM:EX; Banister, Lori FIN:EX
Cc: Kuckreja, Kanwaljeet FIN:EX; Zoeller, Sonja GCPE:EX
Subject: Jan 2018 - Office of the Premier Direct Awards - Reply required
Importance: High

Hello,

I am responsible for reporting all of the Direct Awards for the Ministry of Finance and our Supported Entities. Every month I will run a report to see which program area has any direct awards that have yet to be reported to the Information Access Operations (IAO) office. I will provide you a summary with the contract information and details so that you can review and conduct a harms assessment before I report the information to the Information Access Operations (IAO) office. Just to be clear, the Direct Awards directive does NOT include reporting on any amendments made to the original direct award issued.

This is a government wide initiative and it is mandatory that we meet our deadlines.

Due date Feb 9, 2018 – Please review these contracts and complete a harms assessment (including confirming the description of the contract). Once I have your reply email, I will report this contract information to the Information Access Office so that they can proactively release the directly awarded summaries. When you reply with your email, please send it to myself with a cc to CFFSHELP@gov.bc.ca

Thanks for your assistance. If you have any questions, please do not hesitate to contact me.

Laurel Williams

Financial Systems & Management Analyst
Corporate Services Division
Ministry of Finance
Phone: 250 208-4006

<mailto:Laurel.Williams@gov.bc.ca>

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Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 15, 2018 12:20 PM
To: IAO CentralTeam CITZ:EX; IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-80538 Records Due February 15, 2018

Office of the Premier would like to initiate a full transfer to JTT.

Thank you,
Jackie

From: Fern, Chelsea [mailto:IAOCentralTeam@gov.bc.ca]
Sent: Wednesday, January 31, 2018 11:29 AM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: Call for Records OOP-2018-80538 Records Due February 15, 2018

Hello,

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

The final and draft delegate list for the Premier's current trade mission – individuals/representatives for and companies/organizations/associations etc. that attended and for what portion of the trip they attended. (Date Range for Record Search: From 08/01/2017 To 01/30/2018) Date Format is MM/DD/YYYY

Applicant Type: Political Party
Cross Government Number: XGR-2018-80497
Request also directed to: JTT-2018-80537;TAC-2018-80539;GCP-2018-80536
Records Due: February 15, 2018
Legislated Due Date: March 14, 2018
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, Senior FOI Analyst
Central Agency Team
Information Access Operations

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 15, 2018 3:29 PM
To: Fern, Chelsea CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: OOP-2017-74114 Consult Delay

I agree to not proceed with the consultation. There is some s.13 but otherwise the emails are innocuous.

From: Fern, Chelsea CITZ:EX
Sent: Wednesday, February 14, 2018 11:17 AM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: OOP-2017-74114 Consult Delay

Hello Jackie and Alison,

I would like to ask for OOP opinion on how to proceed with this file. I sent a consult off to Global Affairs Canada (please see attached) on Jan. 22, and requested they respond by Feb. 5th. They have just advised me now that they will not be able to respond before April 23rd. The legislative due date of this file is March 5th.

s.13 . Could you please advise whether you would like us to wait for this consult response (and likely go overdue), or if we should proceed and advise the federal government that we cannot wait for their response?

Thank you,

Chelsea Fern | FOI Senior Analyst | Information Access Operations | Ministry of Citizens' Services
Ph: 778-698-2740 | **e:** chelsea.fern@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 16, 2018 8:37 AM
To: Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; Canitz, Shelley L PREM:EX; Farmer, Leila PREM:EX; Papik, Stephanie PREM:EX; Robinson, Jon PREM:EX; Higgins, Keira PREM:EX; Wensink, Alison PREM:EX; Mulloy, Eleanor PREM:EX; Farmer, Susan PREM:EX; Rochon, Jake PREM:EX; Brubacher, Kelly IGRS:EX; Robertson, Glenda J IGRS:EX
Subject: Reminder of FOI Session

Good Morning,

This is a reminder about the FOI session scheduled for this afternoon from 2:30 – 3:30 in Chambers. The manager of the Central Agency Team, Information Access Operations Cindy Elbahir and her Team Lead Meghan Kane, will be giving us an informal FOI briefing. As well, I have invited Trevor Youdale, Client Services Manager, Government Records Services, to join to answer any questions you may regarding records management, transitory records, retention of emails etc.

This is a small informal session to allow for open dialogue and questions. Please consider some of the questions you may have regarding FOI and records management to bring to the session to discuss.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 16, 2018 12:50 PM
To: IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: OOP-2017-74532 Approval
Attachments: OOP-2017-74532 - Approval.pdf

Hello,

Please see attached approval for OOP-2017-74532.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 16, 2018 12:52 PM
To: Hannah, Matt GCPE:EX
Subject: OOP-2017-74532
Attachments: OOP-2017-74532 - Approval.pdf; OOP-2017-74532 Redline.pdf

Hello Matt,

Please see attached the approval and redline for OOP-2017-74532.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 16, 2018 12:54 PM
To: IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: OOP-2017-74016 - Approval
Attachments: OOP-2017-74016 - Approval.pdf

Hello,

Please see approval for OOP-2017-74016.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 16, 2018 1:02 PM
To: Hannah, Matt GCPE:EX
Subject: OOP-2017-74016
Attachments: OOP-2017-74016 - Approval.pdf; OOP-2017-74016_Redacted.pdf

Hello Matt,

Please see attached the approval and redline for OOP-2017-74016. Some information was severed to protect personal privacy.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 16, 2018 1:05 PM
To: IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: OOP-2018-80158 - Approval
Attachments: OOP-2018-80158 - Approval.pdf

Hello,

Please see attached approval for OOP-2018-80158.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 16, 2018 1:17 PM
To: Brubacher, Kelly IGRS:EX
Subject: RE: Reminder of FOI Session

Sounds good, Kelly!

Jackie

From: Brubacher, Kelly IGRS:EX
Sent: Friday, February 16, 2018 1:06 PM
To: Hendry, Jackie PREM:EX
Subject: RE: Reminder of FOI Session

Hi Jackie,

Thank you for the email. I won't be attending after all and have declined the invite from Alison.

Thank you for extending the invitation to us. I will follow-up with Glenda afterwards for a debrief.

Kelly

From: Hendry, Jackie PREM:EX
Sent: Friday, February 16, 2018 8:37 AM
To: Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; Canitz, Shelley L PREM:EX; Farmer, Leila PREM:EX; Papik, Stephanie PREM:EX; Robinson, Jon PREM:EX; Higgins, Keira PREM:EX; Wensink, Alison PREM:EX; Mulloy, Eleanor PREM:EX; Farmer, Susan PREM:EX; Rochon, Jake PREM:EX; Brubacher, Kelly IGRS:EX; Robertson, Glenda J IGRS:EX
Subject: Reminder of FOI Session

Good Morning,

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This is a small informal session to allow for open dialogue and questions. Please consider some of the questions you may have regarding FOI and records management to bring to the session to discuss.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 16, 2018 1:19 PM
To: Hannah, Matt GCPE:EX
Subject: OOP-2018-80158
Attachments: OOP-2018-80158 - Approval.pdf; Redline OOP-2018-80158_Redacted.pdf

Hello Matt,

Please see attached the approval and redline for OOP-2018-80158. Some information was severed to protect personal privacy.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 16, 2018 1:22 PM
To: IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: OOP-2017-74009 - Approval
Attachments: OOP-2017-74009 - Approval.pdf

Hello,

Please see attached approval for OOP-2017-74009.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 16, 2018 1:24 PM
To: Hannah, Matt GCPE:EX
Subject: OOP-2017-74009
Attachments: OOP-2017-74009 - Approval.pdf; Redline - OOP-2017-74009_Redacted.pdf

Hello Matt,

Please see attached the approval and redline for OOP-2017-74009. Some information was severed to protect personal privacy.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 16, 2018 1:29 PM
To: IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: OOP-2017-73997 - Approval
Attachments: OOP-2017-73997 - Approval.pdf

Hello,

Please see attached approval for OOP-2017-73997.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 16, 2018 1:31 PM
To: Hannah, Matt GCPE:EX
Subject: OOP-2017-73997
Attachments: OOP-2017-73997 - Approval.pdf; Redline - OOP-2017-73997.pdf

Hello Matt,

Please see attached the approval and redline for OOP-2017-73997.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 16, 2018 2:14 PM
To: IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX; IGRS FOI IGRS:EX
Subject: RE: OOP-2017-74532 Approval

There is an email included with the approval form indicating Pierrette's approval. Often Pierrette doesn't sign, but provides approval via email.

From: IAO CentralTeam CITZ:EX
Sent: Friday, February 16, 2018 2:12 PM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX; IGRS FOI IGRS:EX
Subject: RE: OOP-2017-74532 Approval

Hey,

I don't have Pierrettes signature on this. Will I be receiving another sign form with it ?

Thanks,

Kristen

From: Hendry, Jackie PREM:EX
Sent: Friday, February 16, 2018 12:50 PM
To: IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: OOP-2017-74532 Approval

Hello,

Please see attached approval for OOP-2017-74532.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 16, 2018 3:53 PM
To: IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: OOP-2018-80048 - Approval
Attachments: OOP-2017-80048 - Approval.pdf

Hello,

Please see attached approval for OOP-2018-80048.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 16, 2018 3:56 PM
To: Hannah, Matt GCPE:EX
Subject: OOP-2018-80048
Attachments: OOP-2017-80048 - Approval.pdf; Redline OOP-2018-80048_Redacted.pdf

Hello Matt,

Please see attached the approval and redline for OOP-2018-80048. Some information was severed to protect personal privacy.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 16, 2018 4:07 PM
To: Henry, David A FIN:EX
Subject: FW: computer set up

Hi David, can you or someone from you team assist with this perhaps Monday?

Thank you.
Jackie

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 15, 2018 3:06 PM
To: Henry, David A FIN:EX
Subject: computer set up

Hi David –

I have received the Surface Pro 4. No rush, but can you help with the set up when you're free?

I'm leaving today just after 4:00. Free all morning tomorrow, then a couple meetings after 12:00 tomorrow afternoon. Next week is pretty open.

Thanks
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 16, 2018 4:52 PM
To: IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-80733 Records Due February 23, 2018

Hello,

Office of the Premier would like to fully transfer this request to Ministry of Agriculture.

Thank you,
Jackie

From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]
Sent: Thursday, February 8, 2018 9:37 AM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: Call for Records OOP-2018-80733 Records Due February 23, 2018

Hello,

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

All documents and communications, including texts and electronic messages, related to the Tuesday, Jan 30, 2018 meeting at Canada Place with First Nations representatives regarding fish farms. (Date Range for Record Search: From 01/01/2018 To 02/05/2018) Date Format is MM/DD/YYYY

Applicant Type: Political Party
Cross Government Number: N/A
Records Due: February 23, 2018
Legislated Due Date: March 20, 2018
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, Senior FOI Analyst
Central Agency Team
Information Access Operations

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Monday, February 19, 2018 3:07 PM
To: Doyle, Toyoko CITZ:EX
Subject: OOP-2017-73419 - Approval
Attachments: OOP-2017-73419 Approvals.pdf

Hello Toyoko,

Please see approval for OOP-2017-73419.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Monday, February 19, 2018 3:09 PM
To: Doyle, Toyoko CITZ:EX
Subject: OOP-2017-73434 - Approval
Attachments: OOP-2017-73434 Approval.pdf

Hello Toyoko,

Please see approval for OOP-2017-73434.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Monday, February 19, 2018 3:14 PM
To: Doyle, Toyoko CITZ:EX
Subject: OOP-2017-73414 - Approval
Attachments: OOP-2017-73414 - Approval.pdf

Hello Toyoko,

Please see approval for OOP-2017-73414.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Monday, February 19, 2018 4:07 PM
To: Dewar, Bob PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RESPONSE DUE NOW - REQUEST FOR RECORDS OVERDUE- OOP-2017-74085

Importance: High

Hello Bob,

We are still waiting on your records for the following FOI request:

Records of all emails including replies and calendar invites, text messages, Blackberry messages, slack messages, WhatsApp messages, excluding attachments, sent from Bob Dewar - limit email search to sent folders. (Date Range for Record Search: From 06/30/2017 To 07/31/2017) Date Format is MM/DD/YYYY

Your response is overdue. Office of the Premier is legally required to respond to this FOI request by the legislated due date as per the *Freedom of Information and Protection of Privacy Act*. We need your response now.

Please contact me directly if you have any questions or concerns regarding this FOI request.

Jackie Hendry
Director, Executive Operations
Office of the Deputy Minister to the Premier
Desk: 250.387.5894
Cell: 250.893.7467

From: Wensink, Alison PREM:EX
Sent: Thursday, February 8, 2018 11:30 AM
To: Dewar, Bob PREM:EX
Cc: Hendry, Jackie PREM:EX
Subject: FW: Document3 OOP-2017-74085

Hi Bob,

Were you able to find any emails that you sent in July?

Thanks so much,

Alison

From: Wensink, Alison PREM:EX
Sent: Wednesday, January 31, 2018 11:54 AM
To: Dewar, Bob PREM:EX
Subject: Document3

Hi Bob,

Just wanted to follow up on the below.

Thanks so much!

Alison

From: Wensink, Alison PREM:EX
Sent: Friday, January 26, 2018 11:28 AM
To: Dewar, Bob PREM:EX
Subject: RE: Document3

Hi Bob,

I've just noticed the emails in the attached document were all sent in August. Do you have any sent emails for July?

Thanks so much!

Alison

From: Dewar, Bob PREM:EX
Sent: Thursday, January 25, 2018 9:31 AM
To: Wensink, Alison PREM:EX
Subject: Document3

Hi Alison,

Here are my sent emails from July 18th to July 31st.

Thanks,
Bob

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 20, 2018 9:46 AM
To: IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: OOP-2018-80304 Fee Estimate
Attachments: OOP-2018-80304 Fee Estimate.pdf

Please see attached fee estimate for OOP-2018-80304.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 20, 2018 10:18 AM
To: IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: Call for records reminder - OOP-2017-74085

Hi Neal,
I sent him another reminder yesterday. Hoping to hear from him today.

Thanks –
Jackie

From: IAO CentralTeam CITZ:EX
Sent: Tuesday, February 20, 2018 9:38 AM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Cc: Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>
Subject: Call for records reminder - OOP-2017-74085

Hi Jackie,

Hoping to put this request on your radar again, seeking Bob Dewar's sent email in June and July 2017, as IAO is still awaiting records.

This request has already had a 30-day extension and we're now 6 days away from the revised LDD of Feb 28.

Cheers,
Neal Yonson | FOI Specialist
Central Team, Information Access Operations
neal.yonson@gov.bc.ca | 778-698-2378

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 21, 2018 11:24 AM
To: Dicks, Erin L FIN:EX
Subject: New Hire within DMO

Hi Erin,

We are in the process of hiring a new Clerk 11 (step 2) for the DMO. This was a position originally designated for the Priorities and Accountabilities team. Start date is tentatively set for March 5. This will be a 6 month temporary appointment with the ability to renew upon agreement of both parties.

Please let me know what other information you may need from me.

Thank you,

Jackie Hendry
Director, Executive Operations
Office of the Deputy Minister to the Premier
Desk: 250.387.5894
Cell: 250.893.7467

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 21, 2018 11:44 AM
To: PREM Tech; Henry, David A FIN:EX
Subject: second computer in my office

Oh sheesh... I have been locked out of my "second" computer as it needs a new password. Assistance needed when you have a moment. Not a huge rush.

Thanks –

Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 21, 2018 2:17 PM
To: Dicks, Erin L FIN:EX
Cc: Tsang, Diana FIN:EX; Manak, Nicky FIN:EX
Subject: RE: New Hire within DMO

Hi Erin –

Can you check what pay level position 00116280 is at in playlist 004-0034 ?

From: Dicks, Erin L FIN:EX
Sent: Wednesday, February 21, 2018 12:04 PM
To: Hendry, Jackie PREM:EX
Cc: Tsang, Diana FIN:EX; Manak, Nicky FIN:EX
Subject: RE: New Hire within DMO

Hi Jackie... a few quick questions. Can you let us know which playlist and position number this was within PREM and had this position been forecasted to be filled? Will the person hired be on a PREM or DMO playlist, and who will bear the costs?

Thanks.

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 21, 2018 11:24 AM
To: Dicks, Erin L FIN:EX
Subject: New Hire within DMO

Hi Erin,

We are in the process of hiring a new Clerk 11 (step 2) for the DMO. This was a position originally designated for the Priorities and Accountabilities team. Start date is tentatively set for March 5. This will be a 6 month temporary appointment with the ability to renew upon agreement of both parties.

Please let me know what other information you may need from me.

Thank you,

Jackie Hendry
Director, Executive Operations
Office of the Deputy Minister to the Premier
Desk: 250.387.5894
Cell: 250.893.7467

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 21, 2018 2:46 PM
To: Henry, David A FIN:EX; Wensink, Alison PREM:EX
Cc: PREM Tech
Subject: RE: MARCHIVE account update

Thanks!
s.15,s.22

From: Henry, David A FIN:EX
Sent: Wednesday, February 21, 2018 2:29 PM
To: Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX
Cc: PREM Tech
Subject: MARCHIVE account update

Good afternoon Jackie and Alison,

Account password reset now to: s.15

I tried to set the security questions but it would not let me so am following up on that.

Will advise once done. 😊

Cheers,
David

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 21, 2018 2:49 PM
To: Henry, David A FIN:EX; Wensink, Alison PREM:EX
Cc: PREM Tech
Subject: RE: MARCHIVE account update

Just tried it and it said "the referenced account is currently locked out and may not be logged on to."

From: Henry, David A FIN:EX
Sent: Wednesday, February 21, 2018 2:29 PM
To: Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX
Cc: PREM Tech
Subject: MARCHIVE account update

Good afternoon Jackie and Alison,

Account password reset now to: **s.15**

I tried to set the security questions but it would not let me so am following up on that.

Will advise once done. 😊

Cheers,
David

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 21, 2018 3:07 PM
To: Kane, Meghan M CITZ:EX
Subject: RE: new X-gov't request

Hi Meghan –

The Premier doesn't have a Ministerial Assistant.

From: Kane, Meghan M CITZ:EX
Sent: Wednesday, February 21, 2018 1:06 PM
To: Kane, Meghan M CITZ:EX
Subject: new X-gov't request

Hello,

Please see new X-gov't request below. Let me know if you have any questions/concerns that you would like raised at the next X-gov't meeting.

Request Records

Specific Records Requested:

Scanned images of all pages in all notebooks used by used by the Minister's Ministerial Assistant, where that position exists and was staffed during the time period

From:

07/18/2017

To:

07/31/2017

Preferred method of access to records:

Via Email

Ministry or Agency

Select Ministry or Agency

- Advanced Education, Skills and Training
- Agriculture
- Attorney General
- Children and Family Development
- Citizens' Services
- Education
- Energy, Mines and Petroleum Resources
- Environment and Climate Change Strategy
- Finance
- Forests, Lands, Natural Resource Operations and Rural Development
- Health
- Indigenous Relations and Reconciliation
- Jobs, Trade and Technology

- Labour
- Mental Health and Addictions
- Municipal Affairs and Housing
- Office of the Premier
- Public Safety and Solicitor General
- Social Development and Poverty Reduction
- Tourism, Arts and Culture
- Transportation and Infrastructure

Meghan M Kane | Team Lead | Information Access Operations | Ministry of Citizens' Services

Ph: 250-387-7989 | **e:** meghan.kane@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 21, 2018 3:07 PM
To: Kane, Meghan M CITZ:EX
Subject: RE: new X-gov't request

Hi Meghan,

I don't see an issue with this request.

From: Kane, Meghan M CITZ:EX
Sent: Wednesday, February 21, 2018 1:01 PM
To: Kane, Meghan M CITZ:EX
Subject: new X-gov't request

Hello,

Please see new X-gov't request below. Let me know if you have any questions/concerns that you would like raised at the next X-gov't meeting.

Request Records

Specific Records Requested:

All communications between BC Green caucus staff and the Minister and/or Minister's staff

From:

07/18/2017

To:

08/31/2017

Preferred method of access to records:

Via Email

Ministry or Agency

Select Ministry or Agency

- Advanced Education, Skills and Training
- Agriculture
- Attorney General
- Children and Family Development
- Citizens' Services
- Education
- Energy, Mines and Petroleum Resources
- Environment and Climate Change Strategy
- Finance
- Forests, Lands, Natural Resource Operations and Rural Development
- Health
- Indigenous Relations and Reconciliation
- Jobs, Trade and Technology
- Labour
- Mental Health and Addictions

- Municipal Affairs and Housing
- Office of the Premier
- Public Safety and Solicitor General
- Social Development and Poverty Reduction
- Tourism, Arts and Culture
- Transportation and Infrastructure

Meghan M Kane | Team Lead | Information Access Operations | Ministry of Citizens' Services

Ph: 250-387-7989 | **e:** meghan.kane@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 21, 2018 3:19 PM
To: Aaron, Sage PREM:EX
Subject: New Message Tracking Request

Hi Sage,

Information Access Operations has received a new FOI request pertaining to the Message Tracking Log for any government email address(es) you may have. Can you please provide to me as soon as possible.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 21, 2018 3:11 PM
To: Kane, Meghan M CITZ:EX
Subject: RE: New X-gov't request

Hi Meghan,

The previous request (73664) timeframe was from July 18, 2017 to Nov 1, 2017. Should this request start Nov 2, 2017 or does that overlap of one day matter?

From: Kane, Meghan M CITZ:EX
Sent: Wednesday, February 21, 2018 12:54 PM
To: Kane, Meghan M CITZ:EX
Subject: New X-gov't request

Hello,

Please see new X-gov't request below. Let me know if you have any questions/concerns that you would like raised at the next X-gov't meeting.

Request Records

Specific Records Requested:

Copies of all correspondence, excluding attachments, received by the Premier's/Minister's/Minister of State's Office from BC NDP MLA's, including cabinet Ministers/the Premier acting in their capacities as an NDP MLA.

From:

11/01/2017

To:

02/20/2018

Preferred method of access to records:

Via Email

Ministry or Agency

Select Ministry or Agency

- Advanced Education, Skills and Training
- Agriculture
- Attorney General
- Children and Family Development
- Citizens' Services
- Education
- Energy, Mines and Petroleum Resources
- Environment and Climate Change Strategy
- Finance
- Forests, Lands, Natural Resource Operations and Rural Development
- Health
- Indigenous Relations and Reconciliation

- Jobs, Trade and Technology
- Labour
- Mental Health and Addictions
- Municipal Affairs and Housing
- Office of the Premier
- Public Safety and Solicitor General
- Social Development and Poverty Reduction
- Tourism, Arts and Culture
- Transportation and Infrastructure

Meghan M Kane | Team Lead | Information Access Operations | Ministry of Citizens' Services

Ph: 250-387-7989 | **e:** meghan.kane@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 21, 2018 3:20 PM
To: Wong, Tamarra PREM:EX
Subject: Message Tracking Request

Hi Tamarra,

Information Access Operations has received a new FOI request pertaining to the Message Tracking Log for any government email address(es) Geoff Meggs may have. Can you please provide to me as soon as possible.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 21, 2018 3:45 PM
To: Aaron, Sage PREM:EX
Subject: RE: New Message Tracking Request

Hi Sage –

All you need to do at this time is provide any government email address that you use. I will provide that information to Information Access Operations which they supply to Ministry of Citizens' Services to create the "Message Tracking Log" in a spreadsheet. That document will show all your sent and received emails for the timeframe specified. Once the document is created, I will come back to you to discuss harms. The timeframe is 11/01/2017 To 02/21/2018.

Thanks
Jackie

From: Aaron, Sage PREM:EX
Sent: Wednesday, February 21, 2018 3:20 PM
To: Hendry, Jackie PREM:EX
Subject: RE: New Message Tracking Request

Hi Jackie,
I don't know how to do that. Can you walk me through?

Sage
778-678-0832

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 21, 2018 3:19 PM
To: Aaron, Sage PREM:EX
Subject: New Message Tracking Request

Hi Sage,

Information Access Operations has received a new FOI request pertaining to the Message Tracking Log for any government email address(es) you may have. Can you please provide to me as soon as possible.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 21, 2018 4:00 PM
To: Aaron, Sage PREM:EX
Subject: RE: New Message Tracking Request

Thank you! ☺

From: Aaron, Sage PREM:EX
Sent: Wednesday, February 21, 2018 3:52 PM
To: Hendry, Jackie PREM:EX
Subject: Re: New Message Tracking Request

Sure. This email is my only government email.

Sage
778-678-0832
Sent from my mobile device

On Feb 21, 2018, at 3:45 PM, Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca> wrote:

Hi Sage –

All you need to do at this time is provide any government email address that you use. I will provide that information to Information Access Operations which they supply to Ministry of Citizens' Services to create the "Message Tracking Log" in a spreadsheet. That document will show all your sent and received emails for the timeframe specified. Once the document is created, I will come back to you to discuss harms. The timeframe is 11/01/2017 To 02/21/2018.

Thanks
Jackie

From: Aaron, Sage PREM:EX
Sent: Wednesday, February 21, 2018 3:20 PM
To: Hendry, Jackie PREM:EX
Subject: RE: New Message Tracking Request

Hi Jackie,
I don't know how to do that. Can you walk me through?

Sage
778-678-0832

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 21, 2018 3:19 PM
To: Aaron, Sage PREM:EX
Subject: New Message Tracking Request

Hi Sage,

Information Access Operations has received a new FOI request pertaining to the Message Tracking Log for any government email address(es) you may have. Can you please provide to me as soon as possible.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 21, 2018 4:00 PM
To: Wong, Tamarra PREM:EX
Subject: RE: Message Tracking Request

Thank you! ☺

From: Wong, Tamarra PREM:EX
Sent: Wednesday, February 21, 2018 3:54 PM
To: Hendry, Jackie PREM:EX
Subject: RE: Message Tracking Request

Hi Jackie,

Geoff just has one email address and it's Geoff.meggs@gov.bc.ca.

Tamarra

Tamarra Wong

Executive Coordinator to the Chief of Staff
Office of the Premier
E: tamarra.wong@gov.bc.ca
Tel: 250-356-2785 | Cell: 250-208-3085

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 21, 2018 3:20 PM
To: Wong, Tamarra PREM:EX
Subject: Message Tracking Request

Hi Tamarra,

Information Access Operations has received a new FOI request pertaining to the Message Tracking Log for any government email address(es) Geoff Meggs may have. Can you please provide to me as soon as possible.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 21, 2018 4:03 PM
To: Sanderson, Kristen CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: Email Addresses required for new Message Tracking requests

Hi Kristen,

Both Sage and Geoff have only their one government email address:

Sage Aaron: Sage.Aron@gov.bc.ca
Geoff Meggs: Geoff.Meggs@gov.bc.ca

Thank you,
Jackie

From: Sanderson, Kristen CITZ:EX
Sent: Wednesday, February 21, 2018 2:27 PM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: Email Addresses required for new Message Tracking requests

Hello,

Can you please provide all government email addresses associated to the following individuals:

Sage Aaron

Geoff Meggs

I will require this information to move forward with these new requests.

Thanks,

Kristen Sanderson | Jr.FOI Analyst | Information Access Operations | Shared Services BC
t: 250.387.5423 | **e:** kristen.sanderson@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC
V8V 1S2

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 21, 2018 4:16 PM
To: Sanderson, Kristen CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: Regarding your question - Message Tracking

Thanks.

Jackie

From: Sanderson, Kristen CITZ:EX
Sent: Wednesday, February 21, 2018 4:13 PM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: Regarding your question - Message Tracking

Hello,

When message tracking records are pulled, it will include any double deleted information as well according to Meghan.

Let me know if you have any further questions.

Regards,

Kristen Sanderson Jr.FOI Analyst| Information Access Operations | Shared Services BC
t: 250.387.5423 | **e:** kristen.sanderson@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC
V8V 1S2

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 21, 2018 4:21 PM
To: Yonson, Neal CITZ:EX
Subject: OOP-2017-70005 Reconsideration Approval WITH REVISIONS
Attachments: OOP-2017-70005 Reconsideration Approval WITH REVISIONS.pdf; Redline - Reconsideration - OOP-2017-70005.pdf

Hi Neal,

Please see attached approval for OOP-2017-70005- Reconsideration. Please note, the Deputy Minister has approved s.13 on the attached. No other changes were requested.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 22, 2018 9:01 AM
To: Henry, David A FIN:EX
Subject: RE: VPN instructions

Hi David – Thanks for this. I have just tried it and I’m still not able to log on. Has VPN not been added yet?

From: Henry, David A FIN:EX
Sent: Thursday, February 22, 2018 8:26 AM
To: Hendry, Jackie PREM:EX
Subject: VPN instructions

Good morning Jackie, below are the instructions to run VPN to give you access to network drives etc.

David

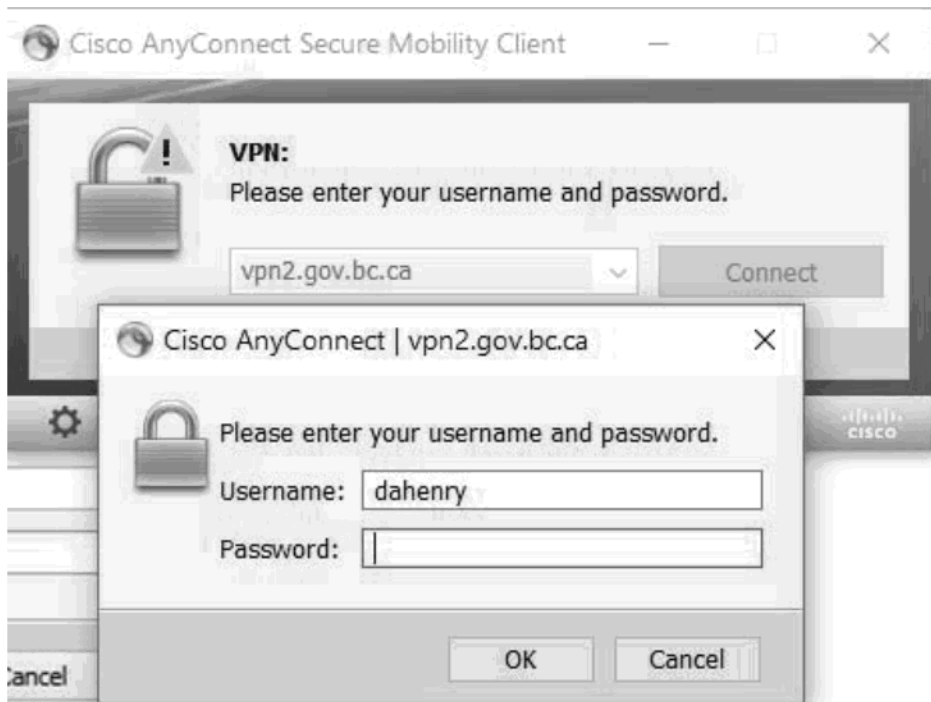
1. To run VPN on a Government PC:

- Open the program Cisco AnyConnect from the right lower corner icons.

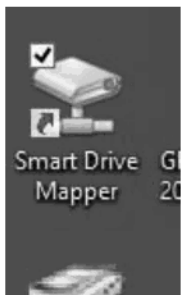
(if you don’t see the icon, then click on [START] then type in cisco and select “Cisco AnyConnect”)



- Click the “Connect” and it prompt you for the Username and password. Then, click OK to connect.



Connect to Outlook or other government resources. If you need the network share drive, like H: or J:, you will need to run "Smart Drive Mapper" on your desktop.



Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 22, 2018 9:39 AM
To: Trudel, David CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: FW: Call for Records OOP-2018-81016 Due March 6, 2018
Attachments: Call for Records - OOP-2018-81016.pdf

We have been advised that the majority of the deleted emails are TNO. Can you confirm with the applicant if they would agree to not include TNO? If not, we're looking at a large volume.

From: Trudel, David [mailto:IAOCentralTeam@gov.bc.ca]
Sent: Tuesday, February 20, 2018 11:55 AM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: Call for Records OOP-2018-81016 Due March 6, 2018

Hello,

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

The current contents of the Deleted Items folder for any email address associated with Geoff Meggs. (Date Range for Record Search: From 02/16/2018 To 02/16/2018) Date Format is MM/DD/YYYY

Applicant Type: Political Party
Cross Government Number:
Request also directed to:
Records Due: March 6, 2018
Legislated Due Date: April 3, 2018
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

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 22, 2018 9:42 AM
To: Hannah, Matt GCPE:EX
Subject: OOP-2017-70005 Reconsideration
Attachments: OOP-2017-70005 Reconsideration Approval WITH REVISIONS.PDF; Redline - Reconsideration - OOP-2017-70005 (2)_Redacted.pdf

Hi Matt,

Please see attached the approval and the redline for OOP-2017-70005 – Reconsideration that was sent to IAO yesterday. Personal privacy has been redacted on your redline.

This is a request that went to the OIPC and is now in inquiry. Part of the process is having the public body provide a “reconsidered” package to the applicant. If the request still proceeds to inquiry, it would be based on the reconsidered package.

Please contact me if you have any questions.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 22, 2018 11:39 AM
To: Dewar, Bob PREM:EX
Subject: FW: RESPONSE DUE NOW - REQUEST FOR RECORDS OVERDUE- OOP-2017-74085

Importance: High

We need a response from you as soon as possible to not go into deemed refusal for this request. Please contact me if you have any questions at all regarding this request.

Thank you very much,
Jackie Hendry

From: Hendry, Jackie PREM:EX
Sent: Monday, February 19, 2018 4:07 PM
To: Dewar, Bob PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RESPONSE DUE NOW - REQUEST FOR RECORDS OVERDUE- OOP-2017-74085
Importance: High

Hello Bob,

We are still waiting on your records for the following FOI request:

Records of all emails including replies and calendar invites, text messages, Blackberry messages, slack messages, WhatsApp messages, excluding attachments, sent from Bob Dewar - limit email search to sent folders. (Date Range for Record Search: From 06/30/2017 To 07/31/2017) Date Format is MM/DD/YYYY

Your response is overdue. Office of the Premier is **legally required** to respond to this FOI request by the legislated due date as per the *Freedom of Information and Protection of Privacy Act*. We need your response now.

Please contact me directly if you have any questions or concerns regarding this FOI request.

Jackie Hendry
Director, Executive Operations
Office of the Deputy Minister to the Premier
Desk: 250.387.5894
Cell: 250.893.7467

From: Wensink, Alison PREM:EX
Sent: Thursday, February 8, 2018 11:30 AM
To: Dewar, Bob PREM:EX
Cc: Hendry, Jackie PREM:EX
Subject: FW: Document3 OOP-2017-74085

Hi Bob,

Were you able to find any emails that you sent in July?

Thanks so much,

Alison

From: Wensink, Alison PREM:EX
Sent: Wednesday, January 31, 2018 11:54 AM
To: Dewar, Bob PREM:EX
Subject: Document3

Hi Bob,

Just wanted to follow up on the below.

Thanks so much!

Alison

From: Wensink, Alison PREM:EX
Sent: Friday, January 26, 2018 11:28 AM
To: Dewar, Bob PREM:EX
Subject: RE: Document3

Hi Bob,

I've just noticed the emails in the attached document were all sent in August. Do you have any sent emails for July?

Thanks so much!

Alison

From: Dewar, Bob PREM:EX
Sent: Thursday, January 25, 2018 9:31 AM
To: Wensink, Alison PREM:EX
Subject: Document3

Hi Alison,

Here are my sent emails from July 18th to July 31st.

Thanks,
Bob

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 22, 2018 11:50 AM
To: Henry, David A FIN:EX; Wensink, Alison PREM:EX
Cc: PREM Tech
Subject: RE: MARCHIVE account update

s.15,s.22

From: Henry, David A FIN:EX
Sent: Thursday, February 22, 2018 11:07 AM
To: Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX
Cc: PREM Tech
Subject: MARCHIVE account update

Good morning Jackie and Alison,

Account password reset now to: s.15

I think we are good now.. give it a try when you have moment?



Cheers,
David

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 22, 2018 12:03 PM
To: Dewar, Bob PREM:EX
Subject: RE: RESPONSE DUE NOW - REQUEST FOR RECORDS OVERDUE- OOP-2017-74085

Much appreciated. Thank you.

Jackie

From: Dewar, Bob PREM:EX
Sent: Thursday, February 22, 2018 12:02 PM
To: Hendry, Jackie PREM:EX
Subject: Re: RESPONSE DUE NOW - REQUEST FOR RECORDS OVERDUE- OOP-2017-74085

I will have something for you tomorrow. Bob

Sent from my iPhone

On Feb 22, 2018, at 2:38 PM, Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca> wrote:

We need a response from you as soon as possible to not go into deemed refusal for this request. Please contact me if you have any questions at all regarding this request.

Thank you very much,
Jackie Hendry

From: Hendry, Jackie PREM:EX
Sent: Monday, February 19, 2018 4:07 PM
To: Dewar, Bob PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RESPONSE DUE NOW - REQUEST FOR RECORDS OVERDUE- OOP-2017-74085
Importance: High

Hello Bob,

We are still waiting on your records for the following FOI request:

Records of all emails including replies and calendar invites, text messages, Blackberry messages, slack messages, WhatsApp messages, excluding attachments, sent from Bob Dewar - limit email search to sent folders. (Date Range for Record Search: From 06/30/2017 To 07/31/2017) Date Format is MM/DD/YYYY

Your response is overdue. Office of the Premier is **legally required** to respond to this FOI request by the legislated due date as per the *Freedom of Information and Protection of Privacy Act*. We need your response now.

Please contact me directly if you have any questions or concerns regarding this FOI request.

Jackie Hendry

Director, Executive Operations
Office of the Deputy Minister to the Premier
Desk: 250.387.5894
Cell: 250.893.7467

From: Wensink, Alison PREM:EX
Sent: Thursday, February 8, 2018 11:30 AM
To: Dewar, Bob PREM:EX
Cc: Hendry, Jackie PREM:EX
Subject: FW: Document3 OOP-2017-74085

Hi Bob,

Were you able to find any emails that you sent in July?

Thanks so much,

Alison

From: Wensink, Alison PREM:EX
Sent: Wednesday, January 31, 2018 11:54 AM
To: Dewar, Bob PREM:EX
Subject: Document3

Hi Bob,

Just wanted to follow up on the below.

Thanks so much!

Alison

From: Wensink, Alison PREM:EX
Sent: Friday, January 26, 2018 11:28 AM
To: Dewar, Bob PREM:EX
Subject: RE: Document3

Hi Bob,

I've just noticed the emails in the attached document were all sent in August. Do you have any sent emails for July?

Thanks so much!

Alison

From: Dewar, Bob PREM:EX
Sent: Thursday, January 25, 2018 9:31 AM
To: Wensink, Alison PREM:EX
Subject: Document3

Hi Alison,

Here are my sent emails from July 18th to July 31st.

Thanks,
Bob

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 22, 2018 12:09 PM
To: Henry, David A FIN:EX
Subject: RE: MARCHIVE account update

Now outlook, on the marchive computer, is telling me that I don't have access to all the previous administration outlook folders (which I had before).

From: Henry, David A FIN:EX
Sent: Thursday, February 22, 2018 11:07 AM
To: Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX
Cc: PREM Tech
Subject: MARCHIVE account update

Good morning Jackie and Alison,

Account password reset now to: s.15

I think we are good now.. give it a try when you have moment?



Cheers,
David

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 22, 2018 12:16 PM
To: Henry, David A FIN:EX
Subject: RE: MARCHIVE account update

That worked. Thanks –

From: Henry, David A FIN:EX
Sent: Thursday, February 22, 2018 12:13 PM
To: Hendry, Jackie PREM:EX
Subject: RE: MARCHIVE account update

Hey Jackie,
They were doing some work on the share..
Try exiting out of outlook and back in..?

Thanks,
David

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 22, 2018 12:09 PM
To: Henry, David A FIN:EX <David.Henry@gov.bc.ca>
Subject: RE: MARCHIVE account update

Now outlook, on the marchive computer, is telling me that I don't have access to all the previous administration outlook folders (which I had before).

From: Henry, David A FIN:EX
Sent: Thursday, February 22, 2018 11:07 AM
To: Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX
Cc: PREM Tech
Subject: MARCHIVE account update

Good morning Jackie and Alison,

Account password reset now to: s.15

I think we are good now.. give it a try when you have moment?



Cheers,
David

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 22, 2018 2:29 PM
To: Clark, Layne PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: Consultation GCP-2017-74266.pdf
Attachments: Consultation GCP-2017-74266.pdf

Hi Layne,

GCPE is processing a request for *Regarding the announcement and news release of Dec. 11, 2017 related to Site C involving Premier John Horgan, Ministers Michelle Mungall and George Heyman: The Event Proposal including Visual Messages, Written Messages, Rollout, Media Plan, Strategic Communications, Media Relations, Q&As and Event Information/Speaking Notes; Records about the scheduling of the news release and news conference, and the creation of quotes contained in the news release. (Date Range for Record Search: From 12/01/2017 To 12/11/2017)*

Contained within their responsive records are records that they are seeking Office of the Premier views concerning disclosure. Please see attached and provide your harms, or let me know who I should discuss with. Please note pages 5-11 I did find online.

Please note that these pages are also forming part of Office of the Premier response for request OOP-2017-74267 and severing will be consistent.

If I could get your views as soon as possible that would be very appreciated.

Thanks so much.

Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 22, 2018 3:32 PM
To: Morita, Kelly CITZ:EX
Cc: Kane, Meghan M CITZ:EX
Subject: OOP-2017-72974 - Approval
Attachments: OOP-2017-72974 - Approval.pdf

Hello,

Please see attached approval for OOP-2017-72974.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 22, 2018 3:35 PM
To: IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: OOP-2017-73705 - Approval
Attachments: OOP-2017-73705 - Approval.pdf

Hello,

Please see attached approval for OOP-2017-73705.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 22, 2018 3:38 PM
To: IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: OOP-2018-80190 - Approval
Attachments: OOP-2018-80190-Approval.pdf

Hello,

Please see attached approval for OOP-2018-80190.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 22, 2018 4:06 PM
To: Clark, Layne PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: Consultation GCP-2017-74266.pdf

Thank you for the quick reply!

I also reviewed with Don and he agrees. s.13
s.13

Thanks again,
Jackie

From: Clark, Layne PREM:EX
Sent: Thursday, February 22, 2018 4:04 PM
To: Hendry, Jackie PREM:EX
Subject: RE: Consultation GCP-2017-74266.pdf

Great. s.13

Layne

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 22, 2018 2:29 PM
To: Clark, Layne PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: Consultation GCP-2017-74266.pdf

Hi Layne,

GCPE is processing a request for *Regarding the announcement and news release of Dec. 11, 2017 related to Site C involving Premier John Horgan, Ministers Michelle Mungall and George Heyman: The Event Proposal including Visual Messages, Written Messages, Rollout, Media Plan, Strategic Communications, Media Relations, Q&As and Event Information/Speaking Notes; Records about the scheduling of the news release and news conference, and the creation of quotes contained in the news release. (Date Range for Record Search: From 12/01/2017 To 12/11/2017)*

Contained within their responsive records are records that they are seeking Office of the Premier views concerning disclosure. Please see attached and provide your harms, or let me know who I should discuss with. Please note pages 5-11 I did find online.

Please note that these pages are also forming part of Office of the Premier response for request OOP-2017-74267 and severing will be consistent.

If I could get your views as soon as possible that would be very appreciated.

Thanks so much.

Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, February 22, 2018 4:09 PM
To: Meggs, Geoff PREM:EX
Cc: Wong, Tamarra PREM:EX; Wensink, Alison PREM:EX
Subject: MOE-2018-80379 consultation with OOP
Attachments: Documents for Consultation.pdf

Hi Geoff,

The Ministry of Environment & Climate Change Strategy is processing a request for:

Provide copies of any communications or briefing material in the Minister's Office that mention any of the following, in relation to the by-election: Kelowna West, Shelly Cook, or Ben Stewart. (Date Range for Record Search: From 11/01/2017 To 01/19/2018)

Contained within their responsive records is this one page (see attached). Can you please review and let me know if you have any concerns regarding disclosure?

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 23, 2018 8:58 AM
To: Meggs, Geoff PREM:EX
Subject: RE: MOE-2018-80379 consultation with OOP

Thanks so much ☺

From: Meggs, Geoff PREM:EX
Sent: Thursday, February 22, 2018 5:57 PM
To: Hendry, Jackie PREM:EX
Subject: Re: MOE-2018-80379 consultation with OOP

Jackie, thanks, no problem

Geoff

Sent from my iPhone

On Feb 22, 2018, at 4:08 PM, Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca> wrote:

Hi Geoff,

The Ministry of Environment & Climate Change Strategy is processing a request for:

Provide copies of any communications or briefing material in the Minister's Office that mention any of the following, in relation to the by-election: Kelowna West, Shelly Cook, or Ben Stewart. (Date Range for Record Search: From 11/01/2017 To 01/19/2018)

Contained within their responsive records is this one page (see attached). Can you please review and let me know if you have any concerns regarding disclosure?

Thank you,
Jackie

<Documents for Consultation.pdf>

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 23, 2018 9:05 AM
To: Parte, Maura PSA:EX
Subject: Connecting re: Clerk 11

Hi Maura,

Just connecting to ensure everything is on track to get s.22 confirmed in her position. Please let me know what else you may need from me. s.22

I am in the office today until noon s.22 . I will be checking my emails periodically.

Thanks so much,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 23, 2018 9:21 AM
To: Everitt, Marc MTIC:EX
Cc: Wensink, Alison PREM:EX
Subject: FW: Consultation MOE-2018-80379 Due: 19 February, 2018
Attachments: Documents for Consultation.pdf

Good Morning,

Office of the Premier has no concerns with the release of the attached record.

Thank you,

Jackie Hendry
Director, Executive Operations
Office of the Deputy Minister to the Premier
Desk: 250.387.5894
Cell: 250.893.7467

From: Everitt, Marc CITZ:EX
Sent: Wednesday, February 14, 2018 3:38 PM
To: Hendry, Jackie PREM:EX
Subject: Consultation MOE-2018-80379 Due: 19 February, 2018

Hello Office of the Premier,

The Ministry of Environment & Climate Change Strategy **received** this FOI request from a/an Political Party:
Provide copies of any communications or briefing material in the Minister's Office that mention any of the following, in relation to the by-election: Kelowna West, Shelly Cook, or Ben Stewart. (Date Range for Record Search: From 11/01/2017 To 01/19/2018)

They identified the attached document(s) as responsive records and wish to get your views on disclosure. If you need help determining harms, please see the attached harms assessment or contact me directly.

Your program area's response is due **19 February, 2018**.

IAO may take one to two business days to apply any severing.

Your executive sign off response is due **19 February, 2018**.

If you are not able to respond by this date, we are required to continue processing this file without your recommendations.

1. Ministry Program Harms Assessment:

Please indicate which applies:

1. *There are no harms in these records. They can be released in full.*
2. *There are harms in releasing all of these records. They should be withheld in their entirety.*
3. *There are harms in portions of the records. Please give details so that IAO can apply the appropriate sections of FOIPPA. Please feel free to write directly on the attached records and send back to IAO. If you are unsure of why it is harmful please call the IAO to discuss the appropriate severing.*

Program Area Approval Authority:

2. IAO's review of harms assessment and recommendations on release

Comments/Recommendations:

IAO will assess the program area's harms and recommend full release, withhold in its entirety or partial release.

3. Ministry Executive approval for release

Comments/Recommendations:

Please indicate which applies:

- 1. Approved for release with no changes.*
- 2. Approved for release with the following changes... (insert changes).*
- 3. Not approved for release and why.*

Ministry Executive (Delegated Signoff):

Name, Title

Note that all general FOI request records that are released to an applicant should be published on the Open Information website unless the exemption criteria apply. The exemption criteria can be found on page 11 of the [Open Information and Open Data Policy](#). Consultations from outside provincial public bodies are not published on the Open Information website.

Exercise of Discretion:

The *Freedom of Information and Protection of Privacy Act* (FOIPPA) contains both mandatory and discretionary exceptions to disclosure. Sections 13 to 20 are the discretionary exceptions. Where Information Access Operations (IAO) has advised the head that a discretionary exception may apply, it is important that the head consider the possibility of releasing the information despite the fact that an exception may apply.

Factors relevant to the exercise of discretion include:

- the general purposes of the legislation: public bodies should make information available to the public; individuals should have access to personal information about themselves;
- the wording of the discretionary exception and the interests which the section attempts to balance;
- whether the individual's request could be satisfied by severing the record and by providing the applicant with as much information as is reasonably practicable;
- the historical practice of the public body with respect to the release of similar types of documents;
- the nature of the record and the extent to which the document is significant and/or sensitive to the public body;
- whether the disclosure of the information will increase public confidence in the operation of the public body;
- the age of the record;
- whether there is a sympathetic or compelling need to release materials;
- whether previous orders of the Commissioner have ruled that similar types of records or information should or should not be subject to disclosure; and
- when the policy advice exception is claimed, whether the decision to which the advice or recommendations relates has already been made.

Thank you,

Marc Everitt, Senior FOI Analyst
Team Name
Information Access Operations

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 23, 2018 9:22 AM
To: Everitt, Marc CITZ:EX
Subject: Consultation MOE-2018-80379 Due: 19 February, 2018
Attachments: Documents for Consultation.pdf

Good Morning,

Office of the Premier has no concerns with the release of the attached record.

Thank you,

Jackie Hendry
Director, Executive Operations
Office of the Deputy Minister to the Premier
Desk: 250.387.5894
Cell: 250.893.7467

From: Everitt, Marc CITZ:EX
Sent: Thursday, February 22, 2018 11:14 AM
To: Hendry, Jackie PREM:EX
Subject: FW: Consultation MOE-2018-80379 Due: 19 February, 2018

Hi Jackie,

Just checking in. Any issues with this one pager?

Thanks

Marc Everitt, CIAPP-P, Senior Analyst FOIPP | Information Access Operations | Ministry of Citizens' Services
Ph: 250 387-7996 **e:** marc.everitt@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Everitt, Marc CITZ:EX
Sent: Wednesday, February 14, 2018 3:38 PM
To: Hendry, Jackie PREM:EX
Subject: Consultation MOE-2018-80379 Due: 19 February, 2018

Hello Office of the Premier,
The Ministry of Environment & Climate Change Strategy received this FOI request from a/an Political Party:
Provide copies of any communications or briefing material in the Minister's Office that mention any of the following, in relation to the by-election: Kelowna West, Shelly Cook, or Ben Stewart. (Date Range for Record Search: From 11/01/2017 To 01/19/2018)
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2. There are harms in releasing all of these records. They should be withheld in their entirety.
3. There are harms in portions of the records. Please give details so that IAO can apply the appropriate sections of FOIPPA. Please feel free to write directly on the attached records and send back to IAO. If you are unsure of why it is harmful please call the IAO to discuss the appropriate severing.

Program Area Approval Authority:

Name, Title, Program

2. IAO's review of harms assessment and recommendations on release

Comments/Recommendations:

IAO will assess the program area's harms and recommend full release, withhold in its entirety or partial release.

3. Ministry Executive approval for release

Comments/Recommendations:

Please indicate which applies:

1. Approved for release with no changes.
2. Approved for release with the following changes... (insert changes).
3. Not approved for release and why.

Ministry Executive (Delegated Signoff):

Name, Title

Note that all general FOI request records that are released to an applicant should be published on the Open Information website unless the exemption criteria apply. The exemption criteria can be found on page 11 of the [Open Information and Open Data Policy](#). Consultations from outside provincial public bodies are not published on the Open Information website.

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- the historical practice of the public body with respect to the release of similar types of documents;
- the nature of the record and the extent to which the document is significant and/or sensitive to the public body;
- whether the disclosure of the information will increase public confidence in the operation of the public body;
- the age of the record;
- whether there is a sympathetic or compelling need to release materials;
- whether previous orders of the Commissioner have ruled that similar types of records or information should or should not be subject to disclosure; and
- when the policy advice exception is claimed, whether the decision to which the advice or recommendations relates has already been made.

Thank you,

Marc Everitt, Senior FOI Analyst
Team Name
Information Access Operations

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 23, 2018 9:43 AM
To: Begley, Rhianna CITZ:EX; Reed, Matt CITZ:EX
Cc: Biggs, Jackie CITZ:EX; Wensink, Alison PREM:EX
Subject: RE: IM117 Training

Good Morning,

Just confirming the IM117 session scheduled for today at 1:30 – 3:00 in Chambers, West Annex. Cindy Elbahir and Meghan Kane will also be in attendance from Information Access Operations. Unfortunately, I will not be in attendance due to a scheduling conflict. Alison from my office will be there to open Chambers for you and our attendees.

Please let me know if any questions and/ or concerns arise that will require my follow up.

Thank you,
Jackie

From: Begley, Rhianna CITZ:EX
Sent: Tuesday, January 30, 2018 2:30 PM
To: Hendry, Jackie PREM:EX; Reed, Matt CITZ:EX
Cc: Biggs, Jackie CITZ:EX
Subject: RE: IM117 Training

Hi Jackie,

Thanks for this. I have confirmed the time in both David and Matt's calendars.

Thank you,
Rhianna

From: Hendry, Jackie PREM:EX
Sent: Tuesday, January 30, 2018 2:12 PM
To: Reed, Matt CITZ:EX; Begley, Rhianna CITZ:EX
Cc: Biggs, Jackie CITZ:EX
Subject: FW: IM117 Training

Hello,

We have secured Chambers for the IM117 Session scheduled for February 23 at 1:30 – 3:00. Staff from Vancouver Cabinet Office will be involved via telepresence.

Thank you,
Jackie

From: Reed, Matt CITZ:EX
Sent: Thursday, January 18, 2018 9:11 AM
To: Hendry, Jackie PREM:EX

Cc: Biggs, Jackie CITZ:EX
Subject: RE: IM117 Training

Hi Jackie,

Thanks for the additional details. Yes, I would like to have David in the loop on this one still – I've CCed Jackie Biggs from his office here.

-m

From: Hendry, Jackie PREM:EX
Sent: Thursday, January 18, 2018 9:03 AM
To: Reed, Matt CITZ:EX
Subject: RE: IM117 Training

Hi Matt,

I have been informed that Geoff Meggs, Chief of Staff, has already taken the training, so won't be in attendance. I do believe we will still have ADM Christine Kennedy there. The rest of the staff are the Premier's Press Secretary/ Communications Director/ Deputy Communications Director etc., as well Executive Assistants. Also, there are two staff (Executive Assistant and Receptionist) from the Vancouver Cabinet Office that will need to call in.

I think a number of questions will come up, similar to our last session, so probably best to allow for the regular time. Perhaps we won't need it all, but best to be ready. Hopefully we will have good attendance.

I have informed IAO about the training so we can have Cindy there, as well as one of her Team Leads. Given the audience, do you still want me to loop in David?

We'll work on a meeting room. I'm hoping we can use Chambers again as it is easy to loop in the VCO staff.

I'll update you with time and location as soon as we get that organized.

Thanks-
Jackie

From: Reed, Matt CITZ:EX
Sent: Wednesday, January 17, 2018 10:32 PM
To: Hendry, Jackie PREM:EX
Subject: RE: IM117 Training

Hi Jackie,

As you are booking this, I should also say that if this is for the executive OOP audience, then we only need one hour, as we won't drill down into the granular process as we do for the ministerial assistants, etc.

-m

From: Hendry, Jackie PREM:EX
Sent: Wednesday, January 17, 2018 8:50 AM
To: Reed, Matt CITZ:EX
Subject: RE: IM117 Training

This is mainly for the Executive staff and possibly one ADM from the Deputy Minister's Office. The Chief of Staff will likely be in attendance.

Jackie

From: Reed, Matt CITZ:EX
Sent: Tuesday, January 16, 2018 8:25 PM
To: Hendry, Jackie PREM:EX
Subject: RE: IM117 Training

Hi Jackie,

Apologies for the slow reply – yes, this date/time will work. I will let Rhianna confirm the exact time with you.

Can you confirm which group within OOP it will be? Anyone over the ED level in attendance?

Thanks,
-m

From: Hendry, Jackie PREM:EX
Sent: Tuesday, January 16, 2018 4:08 PM
To: Reed, Matt CITZ:EX
Subject: FW: IM117 Training

What do you think of this date for training?

From: Hendry, Jackie PREM:EX
Sent: Monday, January 15, 2018 3:07 PM
To: Reed, Matt CITZ:EX
Subject: IM117 Training

Hi Matt,

Would February 23, after 1:30 work for you for training for the remaining OOP staff?

Thanks –
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 23, 2018 9:47 AM
To: Manak, Nicky FIN:EX; Dicks, Erin L FIN:EX
Cc: Tsang, Diana FIN:EX; Canitz, Shelley L PREM:EX
Subject: RE: New Hire within DMO

Hello Nicky and Erin,

What I want to accomplish is an Admin Assistant 11 to start March 5. Start day could be later in March, i.e. March 19. What strain on our budget would that be to have this happen?

From: Manak, Nicky FIN:EX
Sent: Thursday, February 22, 2018 8:40 AM
To: Hendry, Jackie PREM:EX; Dicks, Erin L FIN:EX
Cc: Tsang, Diana FIN:EX
Subject: RE: New Hire within DMO

Hi

This position is under DMO and is an Admin Assistant – clerk 9 (1714.19). It is currently vacant and not forecast to be hired until the new fiscal year.

Nicky

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 21, 2018 2:17 PM
To: Dicks, Erin L FIN:EX
Cc: Tsang, Diana FIN:EX; Manak, Nicky FIN:EX
Subject: RE: New Hire within DMO

Hi Erin –

Can you check what pay level position 00116280 is at in playlist 004-0034 ?

From: Dicks, Erin L FIN:EX
Sent: Wednesday, February 21, 2018 12:04 PM
To: Hendry, Jackie PREM:EX
Cc: Tsang, Diana FIN:EX; Manak, Nicky FIN:EX
Subject: RE: New Hire within DMO

Hi Jackie... a few quick questions. Can you let us know which playlist and position number this was within PREM and had this position been forecasted to be filled? Will the person hired be on a PREM or DMO playlist, and who will bear the costs?

Thanks.

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 21, 2018 11:24 AM
To: Dicks, Erin L FIN:EX
Subject: New Hire within DMO

Hi Erin,

We are in the process of hiring a new Clerk 11 (step 2) for the DMO. This was a position originally designated for the Priorities and Accountabilities team. Start date is tentatively set for March 5. This will be a 6 month temporary appointment with the ability to renew upon agreement of both parties.

Please let me know what other information you may need from me.

Thank you,

Jackie Hendry
Director, Executive Operations
Office of the Deputy Minister to the Premier
Desk: 250.387.5894
Cell: 250.893.7467

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 23, 2018 10:01 AM
To: Parte, Maura PSA:EX
Subject: RE: Connecting re: Clerk 11

Hi –

Yes, for sure. I have asked her to get references and I will forward to you. I'm working with Finance to see what is our best start date for our budget. I hope to hear back from them this morning.

Thank you, again for all your work in getting this set up for us. I so appreciate your time.

Jackie

From: Parte, Maura PSA:EX
Sent: Friday, February 23, 2018 9:22 AM
To: Hendry, Jackie PREM:EX
Subject: RE: Connecting re: Clerk 11

Hi Jackie,

Yes, s.22

I was taking time to confirm the rules were being followed because it is a direct hire.

I would like to check her references this morning before I send the offer letter as part of our due diligence.

Would it be possible for her to provide two references?

Thank you,
Maura

From: Hendry, Jackie PREM:EX
Sent: Friday, February 23, 2018 9:05 AM
To: Parte, Maura PSA:EX
Subject: Connecting re: Clerk 11

Hi Maura,

Just connecting to ensure everything is on track to get s.22 confirmed in her position. Please let me know what else you may need from me. s.22

I am in the office today until noon s.22

I will be checking my emails periodically.

Thanks so much,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 23, 2018 10:35 AM
To: Parte, Maura PSA:EX
Subject: s.22

Hi Maura –
Please see below, references for s.22

Thank you,
Jackie

From: s.22
Sent: Friday, February 23, 2018 10:31 AM
To: Hendry, Jackie PREM:EX
Subject: References

Hello Jackie,

Here are my references as discussed:

s.22

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 23, 2018 10:46 AM
To: IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: CFR OOP-2018-80475 - Fee estimate.pdf
Attachments: CFR OOP-2018-80475 - Fee estimate.pdf

Please see attached fee estimate for OOP-2018-80475.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 23, 2018 10:52 AM
To: Oreck, Mira PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RESPONSE DUE NOW - OVERDUE - Reminder: Call for Records OOP-2018-80340 Records Due February 7, 2018
Attachments: Canvassing smartphones for SMS.PDF
Importance: High

Hello Mira,

Please respond ASAP to this Call for Records email. The records were to be provided to Information Access Operations by **FEBRUARY 7!** The Office of the Premier is **legally required** to respond by the legislated due of date of **March 7** as per the *Freedom of Information and Protection of Privacy Act*.

Please contact me directly if you have any questions or concerns.

Thank you,

Jackie Hendry
Director, Executive Operations
Office of the Deputy Minister to the Premier
Desk: 250.387.5894
Cell: 250.893.7467

From: Wensink, Alison PREM:EX
Sent: Friday, February 23, 2018 10:44 AM
To: Hendry, Jackie PREM:EX
Subject: FW: Please response asap: Reminder: Call for Records OOP-2018-80340 Records Due February 7, 2018
Importance: High

From: Wensink, Alison PREM:EX
Sent: Tuesday, February 20, 2018 10:21 AM
To: Oreck, Mira PREM:EX
Cc: Hendry, Jackie PREM:EX
Subject: Please response asap: Reminder: Call for Records OOP-2018-80340 Records Due February 7, 2018
Importance: High

Hi Mira,

Another reminder we are still waiting for your response to this request ☺

Thanks so much!

Alison

From: Wensink, Alison PREM:EX
Sent: Tuesday, February 13, 2018 12:01 PM
To: Oreck, Mira PREM:EX
Subject: Reminder: Call for Records OOP-2018-80340 Records Due February 7, 2018

Hi Mira,

Just a reminder for this request 😊

Thanks so much!

Alison

From: Wensink, Alison PREM:EX
Sent: Friday, January 26, 2018 10:35 AM
To: Oreck, Mira PREM:EX
Subject: Call for Records OOP-2018-80340 Records Due February 7, 2018

Hi Mira,

*Please see the second round of the below request (**please note the different date range**), and please provide responsive records by February 7th :*

For email records:

- *Go to Sent Items folder and scroll down to date range*
- **Option 1:** *Drag and drop emails into a separate email to send to me. Depending on how many emails you have within this date range, you may need to break them up and send them in multiple parts*
- **Option 2:** *Highlight all emails, click on File – Save as Adobe PDF. The conversion can take a few minutes. I would recommend doing this in 2 or 3 sections*
- **Option3:** *Drag all responsive emails onto a USB stick and provide the stick to me*

For text message records:

- *Take screenshots of all conversations containing responsive records. Please see attached instructions for this*

If you have any issues with compiling these records, please let me know and I will be happy to help!

Records of any and all emails (excluding attachments), text messages, BBMs, slack messages, and WhatsApp messages sent from Mira Oreck.

(Date Range for Record Search: From 08/01/2017 To 08/31/2017) Date Format is MM/DD/YYYY

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you for your assistance with this request!

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, February 23, 2018 10:54 AM
To: Oreck, Mira PREM:EX
Cc: Wensink, Alison PREM:EX; Loubert, Danny PREM:EX
Subject: RE: RESPONSE DUE NOW - OVERDUE - Reminder: Call for Records OOP-2018-80340 Records Due February 7, 2018

Much appreciated. Thank you!

Jackie

From: Oreck, Mira PREM:EX
Sent: Friday, February 23, 2018 10:53 AM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX; Loubert, Danny PREM:EX
Subject: Re: RESPONSE DUE NOW - OVERDUE - Reminder: Call for Records OOP-2018-80340 Records Due February 7, 2018

I am working on it now, with Danny's help. I will have it today.

Thank you, and apologies.

Mira Oreck
s.17

On Feb 23, 2018, at 10:51 AM, Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca> wrote:

Hello Mira,

Please respond ASAP to this Call for Records email. The records were to be provided to Information Access Operations by **FEBRUARY 7!** The Office of the Premier is **legally required** to respond by the legislated due of date of **March 7** as per the *Freedom of Information and Protection of Privacy Act*.

Please contact me directly if you have any questions or concerns.

Thank you,

Jackie Hendry
Director, Executive Operations
Office of the Deputy Minister to the Premier
Desk: 250.387.5894
Cell: 250.893.7467

From: Wensink, Alison PREM:EX
Sent: Friday, February 23, 2018 10:44 AM
To: Hendry, Jackie PREM:EX
Subject: FW: Please response asap: Reminder: Call for Records OOP-2018-80340 Records Due February

7, 2018

Importance: High

From: Wensink, Alison PREM:EX
Sent: Tuesday, February 20, 2018 10:21 AM
To: Oreck, Mira PREM:EX
Cc: Hendry, Jackie PREM:EX
Subject: Please response asap: Reminder: Call for Records OOP-2018-80340 Records Due February 7, 2018
Importance: High

Hi Mira,

Another reminder we are still waiting for your response to this request ☺

Thanks so much!

Alison

From: Wensink, Alison PREM:EX
Sent: Tuesday, February 13, 2018 12:01 PM
To: Oreck, Mira PREM:EX
Subject: Reminder: Call for Records OOP-2018-80340 Records Due February 7, 2018

Hi Mira,

Just a reminder for this request ☺

Thanks so much!

Alison

From: Wensink, Alison PREM:EX
Sent: Friday, January 26, 2018 10:35 AM
To: Oreck, Mira PREM:EX
Subject: Call for Records OOP-2018-80340 Records Due February 7, 2018

Hi Mira,

*Please see the second round of the below request **(please note the different date range)**, and please provide responsive records by February 7th :*

For email records:

- Go to Sent Items folder and scroll down to date range
- **Option 1:** Drag and drop emails into a separate email to send to me. Depending on how many emails you have within this date range, you may need to break them up and send them in multiple parts
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(Date Range for Record Search: From 08/01/2017 To 08/31/2017) Date Format is MM/DD/YYYY

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you for your assistance with this request!

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

<Canvassing smartphones for SMS.PDF>

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 27, 2018 9:00 AM
To: Henry, David A FIN:EX
Cc: Wensink, Alison PREM:EX; PREM Tech
Subject: RE: Resolved: Jackie Hendry - VPN

Thanks David. I was able to log onto VPN, but I don't see our J drive.

From: Henry, David A FIN:EX
Sent: Friday, February 23, 2018 4:25 PM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX; PREM Tech
Subject: FW: Resolved: Jackie Hendry - VPN

Jackie, it seems you were listed to have VPN, but it was not on the server. Supposed to be now.

When convenient, please test and advise.
Thanks and have great weekend!
David

From: Lee, Bonnie FIN:EX
Sent: Friday, February 23, 2018 2:59 PM
To: Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>
Cc: Andruz, Dean FIN:EX <Dean.Andruz@gov.bc.ca>; Henry, David A FIN:EX <David.Henry@gov.bc.ca>; Piotrowicz, Eddie P FIN:EX <Eddie.Piotrowicz@gov.bc.ca>
Subject: Resolved: Jackie Hendry - VPN

Hi Alison,

Attached is confirmation that this has been resolved.

Thanks, and have a great weekend!
Bonnie

From: Lee, Bonnie FIN:EX
Sent: Thursday, February 22, 2018 2:45 PM
To: Wensink, Alison PREM:EX
Cc: Andruz, Dean FIN:EX; Henry, David A FIN:EX; Piotrowicz, Eddie P FIN:EX
Subject: RE: Jackie Hendry - VPN

Hi Alison,

Ticket #SR2509305 has been opened to resolve this issue. Attached is VPN confirmation for Jackie, which we received back in July.

I will let you know when this has been resolved (I have indicated this is urgent).

Thanks,
Bonnie

Bonnie Lee
A/Service Desk Team Lead

Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Telephone: 9-250-387-8912
E-mail: FIN IMB Service Desk (78912) FIN:EX
Web Site <http://gwww.fin.gov.bc.ca/>

Corporate
Services Division
Ministry of
Finance



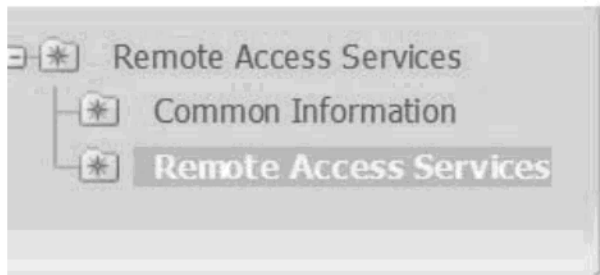
This email, including any attachments, may include confidential information and may be protected by law. If you have received this communication in error, please notify me immediately and delete the message, including any attachments without disclosing or using it.

From: Lee, Bonnie FIN:EX
Sent: Thursday, February 22, 2018 2:14 PM
To: Wensink, Alison PREM:EX
Subject: RE: VPN/DTS access for DMO staff

Information

- A Remote Access service was found for 'JHENDRY' in your organization. Duplicate services ca

Remote Access Services



Service Type ☒ Add Remote Access S
☐ Change Remote Acce

E-Mail account to receive
service detail completion
notification

Authentication Type ☒ IDIR
☐ SPAN

IDIR ID JHENDRY

GAL Display Name Hendry, Jackie

Ministry / Company Name Office of the Premier

Department Office of the Premier

Note: Your service can

Static IP Address ☐ Yes

Bonnie Lee
A/Service Desk Team Lead

Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Telephone: 9-250-387-8912
E-mail: FIN IMB Service Desk (78912) FIN:EX
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Ministry of
Finance



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From: Wensink, Alison PREM:EX
Sent: Thursday, February 22, 2018 2:00 PM
To: Lee, Bonnie FIN:EX
Subject: RE: VPN/DTS access for DMO staff

Hi Bonnie,

Jackie Hendry has been having issues logging on to VPN, and Dean from Finance was here and called Shared Services who said that Jackie does not have VPN, although you had mentioned below that she does have VPN. Hoping you can help clarify this for us?

Thanks so much!!

Alison

From: Lee, Bonnie FIN:EX
Sent: Wednesday, January 17, 2018 4:39 PM
To: Wensink, Alison PREM:EX
Cc: Canitz, Shelley L PREM:EX
Subject: RE: VPN/DTS access for DMO staff

Hi Alison,

Here is the information you have requested.

NOTE: David Henry has advised that all PREM/MO staff should be set up with VPN – this may have been after Keira started with PREM, as I know she's been there for a few years.

Name	VPN	DTS
Alison Wensink ALWENSIN	Y	N
Keira Higgins KHIGGINS	N	N
Eleanor Mulloy EMULLOY	Y	N
Christine Kennedy CHKENNED	Y	N
Jackie Hendry JHENDRY	y	Y
Okenge Yuma Morisho OYUMAMOR	y	Y
Suzanne Christensen SCHRISTE	y	Y
Shelley Canitz SLCANITZ	y	Y
Don Wright	y	Y

Please let me know if you have any questions about this.

Bonnie Lee
Senior Service Desk Analyst

Information Management Branch
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E-mail: FIN IMB Service Desk (78912) FIN:EX
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From: Wensink, Alison PREM:EX
Sent: Wednesday, January 17, 2018 3:52 PM
To: Lee, Bonnie FIN:EX
Cc: Canitz, Shelley L PREM:EX
Subject: VPN/DTS access for DMO staff

Hi Bonnie,

I'm not sure if this is something I should direct to you – but I'm looking to see if someone can confirm if all staff in the Deputy Minister to the Premier's Office have VPN or DTS access?

The list of staff is:

- Alison Wensink
- Keira Higgins
- Eleanor Mulloy
- Christine Kennedy
- Jackie Hendry
- Okenge Yuma Morisho
- Suzanne Christensen
- Shelley Canitz
- Don Wright

Thanks so much for your help!

Alison Wensink, Executive Administrative Coordinator

*Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987*

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 27, 2018 9:23 AM
To: Kingston, Charlotte PREM:EX
Cc: Viaud, Chantille PREM:EX
Subject: RE: FOI questions

Good Morning, Charlotte,

Thank you for connecting. And yes, I am the correct person to contact regarding FOI for Office of the Premier. I would be happy to have a meeting to discuss. What is your availability like?

Thank you,
Jackie

From: Kingston, Charlotte PREM:EX
Sent: Monday, February 26, 2018 12:46 PM
To: Hendry, Jackie PREM:EX
Cc: Viaud, Chantille PREM:EX
Subject: FOI questions

Hi Jackie,

I hope I am in the right place...Chantille and I have a number of questions about FOI requests and I was hoping we might be able to have a brief meeting to discuss. Are you the right person for that request? Let me know if Richard Barlow is a better contact for our office.

Thanks very much,
Charlotte

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 27, 2018 9:42 AM
To: Parte, Maura PSA:EX
Subject: RE: Connecting re: Clerk 11

Good Morning, Maura,

I s.22 am just catching up on emails and such today.

Were you able to get the draft letter ready? We won't be able to do a March 5th start date, and I would like to change it to March 19th. Also, I just want to confirm to ensure I am advising s.22 correctly, that she is to officially resign her current position, in order for us to hire her under an OIC?

As always, I appreciate all your hard work and assistance in getting this position filled.

Thank you,
Jackie

From: Parte, Maura PSA:EX
Sent: Friday, February 23, 2018 10:06 AM
To: Hendry, Jackie PREM:EX
Subject: RE: Connecting re: Clerk 11

Thanks Jackie.

I will send a draft letter today.

Maura

From: Hendry, Jackie PREM:EX
Sent: Friday, February 23, 2018 10:01 AM
To: Parte, Maura PSA:EX
Subject: RE: Connecting re: Clerk 11

Hi –

Yes, for sure. I have asked her to get references and I will forward to you. I'm working with Finance to see what is our best start date for our budget. I hope to hear back from them this morning.

Thank you, again for all your work in getting this set up for us. I so appreciate your time.

Jackie

From: Parte, Maura PSA:EX
Sent: Friday, February 23, 2018 9:22 AM

To: Hendry, Jackie PREM:EX
Subject: RE: Connecting re: Clerk 11

Hi Jackie,

Yes s.22

I was taking time to confirm the rules were being followed because it is a direct hire.

I would like to check her references this morning before I send the offer letter as part of our due diligence.

Would it be possible for her to provide two references?

Thank you,
Maura

From: Hendry, Jackie PREM:EX
Sent: Friday, February 23, 2018 9:05 AM
To: Parte, Maura PSA:EX
Subject: Connecting re: Clerk 11

Hi Maura,

Just connecting to ensure everything is on track to get s.22 confirmed in her position. Please let me know what else you may need from me. s.22

I am in the office today until noon s.22 . I will be checking my emails periodically.

Thanks so much,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 27, 2018 10:08 AM
To: Oreck, Mira PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: FOR YOUR REVIEW: OOP-2017-74114
Attachments: OOP-2017-74114.pdf

Good Morning, Mira,

Please see attached the "red line" version of the records pertaining to FOI request OOP-2017-74114 for *Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages sent from Mira Oreck. (Date Range for Record Search: From 06/30/2017 To 07/31/2017) Date Format is MM/DD/YYYY* for your review.

Please let me know if you would like any additional severing, if you would like any changes to the recommended severing, or if you are agreeable to the proposed severing.

I am meeting with Don tomorrow at 2:30 to get his approval and sign off. If you could get back to me **as soon as possible** to ensure any changes are made before that meeting, that would be very appreciated.

Please don't hesitate to contact me if you have any questions.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 27, 2018 10:34 AM
To: IAO CentralTeam CITZ:EX; McCartney, Angela PREM:EX; Rochon, Jake PREM:EX
Cc: Powell, Charlotte PREM:EX; Wensink, Alison PREM:EX; Wensink, Alison PREM:EX; Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-81294 Records Due March 12, 2018

Hello Chelsea,

My understanding is that we interpret "Premier's office" to mean Exec/ DMO only and not Correspondence, Cab Ops or IGRS. Please confirm.

Thank you,
Jackie

From: Fern, Chelsea [mailto:IAOCentralTeam@gov.bc.ca]
Sent: Monday, February 26, 2018 4:13 PM
To: McCartney, Angela PREM:EX; Rochon, Jake PREM:EX; Hendry, Jackie PREM:EX
Cc: Powell, Charlotte PREM:EX; Wensink, Alison PREM:EX; Hendry, Jackie PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Wensink, Alison PREM:EX
Subject: Call for Records OOP-2018-81294 Records Due March 12, 2018

Hello,

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

All records, excluding communications with Federal government officials/staff, in the Premier/Minister's office related to the current trade dispute with Alberta. (Date Range for Record Search: From 01/01/2018 To 02/21/2018) Date Format is MM/DD/YYYY

Applicant Type: Political Party
Cross Government Number: XGR-2018-81257
Request also directed to: MOE-2018-81293;MAG-2018-81292;AGR-2018-81291;GCP-2018-81178
Records Due: March 12, 2018
Legislated Due Date: April 6, 2018
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, Senior FOI Analyst
Central Agency Team
Information Access Operations

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 27, 2018 10:37 AM
To: Holmwood, Jen PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: FW: Message Tracking Request - Jen Holmwood

Hello Jen,

Information Access Operations has received a new FOI request pertaining to the Message Tracking Log for any government email address(es) you may have. Can you please provide to me as soon as possible.

Thank you,
Jackie

From: IAO CentralTeam CITZ:EX
Sent: Tuesday, February 27, 2018 9:32 AM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: Message Tracking Request - Jen Holmwood

Hello,

Can you please provide any and all email addresses related to Jen Holmwood for a recent message tracking request.

Thank you,

Kristen Sanderson | Jr. FOI Analyst | Information Access Operations | Shared Services BC
t: 250.387.5423 | **e:** kristen.sanderson@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC
V8V 1S2

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 27, 2018 10:42 AM
To: Fern, Chelsea CITZ:EX; McCartney, Angela PREM:EX; Rochon, Jake PREM:EX
Cc: Powell, Charlotte PREM:EX; Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-81294 Records Due March 12, 2018

Thanks Chelsea.

Jackie

From: Fern, Chelsea CITZ:EX
Sent: Tuesday, February 27, 2018 10:40 AM
To: Hendry, Jackie PREM:EX; McCartney, Angela PREM:EX; Rochon, Jake PREM:EX
Cc: Powell, Charlotte PREM:EX; Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-81294 Records Due March 12, 2018

Hello Jackie,

Yes, I believe you have the correct interpretation of this, and I apologize for incorrectly sending out the CFR. I knew it wouldn't go to IGRS, but I thought perhaps the other areas should be canvassed.

I am now withdrawing my CFR from Correspondence and Cab Ops.

Thank you, and I have made note of this.

Chelsea Fern | FOI Senior Analyst | Information Access Operations | Ministry of Citizens' Services
Ph: 778-698-2740 | **e:** chelsea.fern@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 27, 2018 10:34 AM
To: IAO CentralTeam CITZ:EX; McCartney, Angela PREM:EX; Rochon, Jake PREM:EX
Cc: Powell, Charlotte PREM:EX; Wensink, Alison PREM:EX; Wensink, Alison PREM:EX; Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-81294 Records Due March 12, 2018

Hello Chelsea,

My understanding is that we interpret "Premier's office" to mean Exec/ DMO only and not Correspondence, Cab Ops or IGRS. Please confirm.

Thank you,
Jackie

From: Fern, Chelsea [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Monday, February 26, 2018 4:13 PM
To: McCartney, Angela PREM:EX; Rochon, Jake PREM:EX; Hendry, Jackie PREM:EX
Cc: Powell, Charlotte PREM:EX; Wensink, Alison PREM:EX; Hendry, Jackie PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Wensink, Alison PREM:EX
Subject: Call for Records OOP-2018-81294 Records Due March 12, 2018

Hello,

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

All records, excluding communications with Federal government officials/staff, in the Premier/Minister's office related to the current trade dispute with Alberta. (Date Range for Record Search: From 01/01/2018 To 02/21/2018) Date Format is MM/DD/YYYY

Applicant Type: Political Party

Cross Government Number: XGR-2018-81257

Request also directed to: MOE-2018-81293;MAG-2018-81292;AGR-2018-81291;GCP-2018-81178

Records Due: March 12, 2018

Legislated Due Date: April 6, 2018

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, Senior FOI Analyst
Central Agency Team
Information Access Operations

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 27, 2018 10:44 AM
To: Kane, Meghan M CITZ:EX
Subject: RE: New Cross-gov't request

Hi Meghan,

What is "action request tracking and cover sheets"?

Thank you,
Jackie

From: Kane, Meghan M CITZ:EX
Sent: Monday, February 26, 2018 2:39 PM
To: Hendry, Jackie PREM:EX
Subject: New Cross-gov't request

Hey Jackie,

Let me know if you have any questions or concerns with the following new Cross-gov't request:

Request Records

Specific Records Requested:

I request all records relating/referring to the Alberta Government's ban on BC wine.

Please include but do not limit records to: briefing notes, memorandum, action request tracking and cover sheets, presentation slides (including presenter's notes), 'advice to minister' or 'advice to deputy minister' notes, timelines or summaries of the process, requests for decision, business cases, meeting agendas, reports, reviews, records of decision, directives, plans, frameworks, as well as email (including attachments and forwards), and letters.

Please note that duplicates and drafts may be excluded. Where there is no final copy, I request the current draft be considered responsive. In addition, email may be restricted to final strings where the final string shows the entirety of the conversation.

From:

12/01/2017

To:

02/26/2018

Preferred method of access to records:

Via Email

Ministry or Agency

Select Ministry or Agency

- Attorney General
- Government Communications and Public Engagement
- Jobs, Trade and Technology

- Office of the Premier

Meghan M Kane | Team Lead | Information Access Operations | Ministry of Citizens' Services

Ph: 250-387-7989 | **e:** meghan.kane@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 27, 2018 10:49 AM
To: Farmer, Leila PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: Consult - IRR-2017-73845.pdf

Hi Leila,

Thank you for your response. Actually, you and I had discussed this email about a month ago and I provided IAO a response already.

Thank you so much for following up.

Jackie

From: Farmer, Leila PREM:EX
Sent: Monday, February 26, 2018 4:28 PM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: Consult - IRR-2017-73845.pdf

Hi Jackie,

Apologies for the delay in my response to this email. I don't have any concerns with the disclosure of this email.

Thanks,
Leila

From: Hendry, Jackie PREM:EX
Sent: Wednesday, January 24, 2018 10:49 AM
To: Farmer, Leila PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: Consult - IRR-2017-73845.pdf

Hi Leila,

The Ministry of Indigenous Relations and Reconciliation received this FOI request from a Researcher:
Regarding the August 09, 2017 Meeting with Adam Olsen, as mentioned in the Minister's calendar: The agenda and minutes, all emails, all briefing notes, internal and external correspondence regarding the meeting, copies of presentation materials, handwritten notes and post-meeting report summary. (Date Range for Record Search: From 08/01/2017 To 11/14/2017)

Contained within their records is the attached email. Please take a look at the email you authored and let me know if you have any concerns with disclosure.

Thank you!
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 27, 2018 11:23 AM
To: Kingston, Charlotte PREM:EX
Cc: Viaud, Chantille PREM:EX
Subject: RE: FOI questions

Hi Charlotte,

I have a meeting tomorrow from 2:30 – 3:00, otherwise, free.

From: Kingston, Charlotte PREM:EX
Sent: Tuesday, February 27, 2018 11:19 AM
To: Hendry, Jackie PREM:EX
Cc: Viaud, Chantille PREM:EX
Subject: Re: FOI questions

Hi Jackie,

We are around all week. How is tomorrow for you?

Thanks,
Charlotte

Sent from my iPhone

On Feb 27, 2018, at 9:22 AM, Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca> wrote:

Good Morning, Charlotte,

Thank you for connecting. And yes, I am the correct person to contact regarding FOI for Office of the Premier. I would be happy to have a meeting to discuss. What is your availability like?

Thank you,
Jackie

From: Kingston, Charlotte PREM:EX
Sent: Monday, February 26, 2018 12:46 PM
To: Hendry, Jackie PREM:EX
Cc: Viaud, Chantille PREM:EX
Subject: FOI questions

Hi Jackie,

I hope I am in the right place...Chantille and I have a number of questions about FOI requests and I was hoping we might be able to have a brief meeting to discuss. Are you the right person for that request? Let me know if Richard Barlow is a better contact for our office.

Thanks very much,
Charlotte


Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 27, 2018 1:13 PM
To: Henry, David A FIN:EX
Subject: This can wait until you're back tomorrow

Hi David – yes, I ran the SmartDrive Mapper. I do have my H drive and I have the Cab Ops J Drive (which, as mentioned to you last week, I should probably no longer have access to) just not the DMO or Exec Drive. I renamed my J drives to 'DMO' (J:) and 'Exec' (W:) for my purposes– not sure if that will pose a problem or not.

The DMO name is:

DMO:  Computer > S68123 (\\SFP.IDIR.BCGOV\S168) (J:)

Not sure of the name for Exec but found this under properties:

Exec:  \\olive.idir.bcgov\S68100

Thanks
J

From: Henry, David A FIN:EX
Sent: Tuesday, February 27, 2018 11:30 AM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX; PREM Tech
Subject: RE: Resolved: Jackie Hendry - VPN

Hi Jackie,

Did you run the SmartDrive Mapper?



If you would – next time at work – write down the share name info for your J: drive.
i.e. here is mine:

 S05016 (\\SFP.IDIR.BCGOV\S105) (J:)

If the Smartdrive mapper does not work after VPN is connected, give me a call from home and can help you out.

David
250-888-8803

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 27, 2018 9:00 AM
To: Henry, David A FIN:EX <David.Henry@gov.bc.ca>
Cc: Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>
Subject: RE: Resolved: Jackie Hendry - VPN

Thanks David. I was able to log onto VPN, but I don't see our J drive.

From: Henry, David A FIN:EX
Sent: Friday, February 23, 2018 4:25 PM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX; PREM Tech
Subject: FW: Resolved: Jackie Hendry - VPN

Jackie, it seems you were listed to have VPN, but it was not on the server. Supposed to be now.

When convenient, please test and advise.
Thanks and have great weekend!
David

From: Lee, Bonnie FIN:EX
Sent: Friday, February 23, 2018 2:59 PM
To: Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>
Cc: Andrutz, Dean FIN:EX <Dean.Andrutz@gov.bc.ca>; Henry, David A FIN:EX <David.Henry@gov.bc.ca>; Piotrowicz, Eddie P FIN:EX <Eddie.Piotrowicz@gov.bc.ca>
Subject: Resolved: Jackie Hendry - VPN

Hi Alison,

Attached is confirmation that this has been resolved.

Thanks, and have a great weekend!
Bonnie

From: Lee, Bonnie FIN:EX
Sent: Thursday, February 22, 2018 2:45 PM
To: Wensink, Alison PREM:EX
Cc: Andrutz, Dean FIN:EX; Henry, David A FIN:EX; Piotrowicz, Eddie P FIN:EX
Subject: RE: Jackie Hendry - VPN

Hi Alison,

Ticket #SR2509305 has been opened to resolve this issue. Attached is VPN confirmation for Jackie, which we received back in July.

I will let you know when this has been resolved (I have indicated this is urgent).

Thanks,
Bonnie

Bonnie Lee
A/Service Desk Team Lead

Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Telephone: 9-250-387-8912
E-mail: FIN IMB Service Desk (78912) FIN:EX
Web Site <http://gwww.fin.gov.bc.ca/>

Corporate
Services Division
Ministry of
Finance



This email, including any attachments, may include confidential information and may be protected by law. If you have received this communication in error, please notify me immediately and delete the message, including any attachments without disclosing or using it.

From: Lee, Bonnie FIN:EX
Sent: Thursday, February 22, 2018 2:14 PM
To: Wensink, Alison PREM:EX
Subject: RE: VPN/DTS access for DMO staff

Information

- A Remote Access service was found for 'JHENDRY' in your organization. Duplicate services ca

Remote Access Services



Service Type ☒ Add Remote Access S
☐ Change Remote Acce

E-Mail account to receive
service detail completion
notification

Authentication Type ☒ IDIR
☐ SPAN

IDIR ID JHENDRY

GAL Display Name Hendry, Jackie

Ministry / Company Name Office of the Premier

Department Office of the Premier

Note: Your service can

Static IP Address ☐ Yes

Bonnie Lee
A/Service Desk Team Lead

Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
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Ministry of
Finance



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From: Wensink, Alison PREM:EX
Sent: Thursday, February 22, 2018 2:00 PM
To: Lee, Bonnie FIN:EX
Subject: RE: VPN/DTS access for DMO staff

Hi Bonnie,

Jackie Hendry has been having issues logging on to VPN, and Dean from Finance was here and called Shared Services who said that Jackie does not have VPN, although you had mentioned below that she does have VPN. Hoping you can help clarify this for us?

Thanks so much!!

Alison

From: Lee, Bonnie FIN:EX
Sent: Wednesday, January 17, 2018 4:39 PM
To: Wensink, Alison PREM:EX
Cc: Canitz, Shelley L PREM:EX
Subject: RE: VPN/DTS access for DMO staff

Hi Alison,

Here is the information you have requested.

NOTE: David Henry has advised that all PREM/MO staff should be set up with VPN – this may have been after Keira started with PREM, as I know she's been there for a few years.

Name	VPN	DTS
Alison Wensink ALWENSIN	Y	N
Keira Higgins KHIGGINS	N	N
Eleanor Mulloy EMULLOY	Y	N
Christine Kennedy CHKENNED	Y	N
Jackie Hendry JHENDRY	y	Y
Okenge Yuma Morisho OYUMAMOR	y	Y
Suzanne Christensen SCHRISTE	y	Y
Shelley Canitz SLCANITZ	y	Y
Don Wright	y	Y

Please let me know if you have any questions about this.

Bonnie Lee
Senior Service Desk Analyst

Information Management Branch
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From: Wensink, Alison PREM:EX
Sent: Wednesday, January 17, 2018 3:52 PM
To: Lee, Bonnie FIN:EX
Cc: Canitz, Shelley L PREM:EX
Subject: VPN/DTS access for DMO staff

Hi Bonnie,

I'm not sure if this is something I should direct to you – but I'm looking to see if someone can confirm if all staff in the Deputy Minister to the Premier's Office have VPN or DTS access?

The list of staff is:

- Alison Wensink
- Keira Higgins
- Eleanor Mulloy
- Christine Kennedy
- Jackie Hendry
- Okenge Yuma Morisho
- Suzanne Christensen
- Shelley Canitz
- Don Wright

Thanks so much for your help!

Alison Wensink, Executive Administrative Coordinator

*Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987*

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 27, 2018 1:31 PM
To: Viaud, Chantille PREM:EX; Kingston, Charlotte PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: FOI questions

Hi Charlotte and Chantille,

I'm looking forward to meeting both of you as well!

There are a few ways we can arrange this and I want to make sure I am providing the support you need and the answers to your questions.

I am more than happy to have a conference call with you and Chantille (I don't think telepresence is needed at this point) to go over FOI processes and answer questions you may have such as: What records are considered responsive? What records are considered transitory? How Office of the Premier responds to FOI requests? What information is protected? Etc.

And/ or I could arrange to have the Manager and Team Leads from Information Access Operations (IAO) provide their FOI session to you and Chantille and whomever hasn't received that briefing as yet via telepresence.

Approximately one month ago I arranged an FOI briefing with the folks from IAO for the Exec staff, and held another session a couple weeks ago for the DMO staff. The staff involved found it quite informative.

Let me know what you think, Please feel free to give me a call to discuss further.

Thank you,
Jackie
250.387.5894

From: Viaud, Chantille PREM:EX
Sent: Tuesday, February 27, 2018 1:21 PM
To: Kingston, Charlotte PREM:EX; Hendry, Jackie PREM:EX
Subject: RE: FOI questions

Works for me! Thanks for setting up Charlotte. Looking forward to meeting Jackie!
-Chantille

From: Kingston, Charlotte PREM:EX
Sent: Tuesday, February 27, 2018 11:31 AM
To: Hendry, Jackie PREM:EX
Cc: Viaud, Chantille PREM:EX
Subject: Re: FOI questions

How about tomorrow at 3:30 in the telepresence room?

Sent from my iPhone

On Feb 27, 2018, at 11:22 AM, Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca> wrote:

Hi Charlotte,

I have a meeting tomorrow from 2:30 – 3:00, otherwise, free.

From: Kingston, Charlotte PREM:EX
Sent: Tuesday, February 27, 2018 11:19 AM
To: Hendry, Jackie PREM:EX
Cc: Viaud, Chantille PREM:EX
Subject: Re: FOI questions

Hi Jackie,

We are around all week. How is tomorrow for you?

Thanks,
Charlotte

Sent from my iPhone

On Feb 27, 2018, at 9:22 AM, Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca> wrote:

Good Morning, Charlotte,

Thank you for connecting. And yes, I am the correct person to contact regarding FOI for Office of the Premier. I would be happy to have a meeting to discuss. What is your availability like?

Thank you,
Jackie

From: Kingston, Charlotte PREM:EX
Sent: Monday, February 26, 2018 12:46 PM
To: Hendry, Jackie PREM:EX
Cc: Viaud, Chantille PREM:EX
Subject: FOI questions

Hi Jackie,

I hope I am in the right place...Chantille and I have a number of questions about FOI requests and I was hoping we might be able to have a brief meeting to discuss. Are you the right person for that request? Let me know if Richard Barlow is a better contact for our office.

Thanks very much,
Charlotte

Charlotte Kingston,
Manager of Stakeholder Relations

Office of the Premier
Mobile: 604-816-7207

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 27, 2018 3:07 PM
To: Oreck, Mira PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: FOR YOUR REVIEW: OOP-2017-74114
Attachments: OOP-2017-74114.pdf

Thank you, Mira.

s.13

I have included the changes on the attached.

Thank you again for your quick response.

Jackie

From: Oreck, Mira PREM:EX
Sent: Tuesday, February 27, 2018 2:25 PM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: FOR YOUR REVIEW: OOP-2017-74114

Hi Jackie –

A couple of minor additions.

s.13

Thank you,
Mira

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 27, 2018 10:08 AM
To: Oreck, Mira PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: FOR YOUR REVIEW: OOP-2017-74114

Good Morning, Mira,

Please see attached the "red line" version of the records pertaining to FOI request OOP-2017-74114 for *Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages sent from Mira Oreck. (Date Range for Record Search: From 06/30/2017 To 07/31/2017) Date Format is MM/DD/YYYY* for your review.

Please let me know if you would like any additional severing, if you would like any changes to the recommended severing, or if you are agreeable to the proposed severing.

I am meeting with Don tomorrow at 2:30 to get his approval and sign off. If you could get back to me **as soon as possible** to ensure any changes are made before that meeting, that would be very appreciated.

Please don't hesitate to contact me if you have any questions.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 27, 2018 3:10 PM
To: IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: Sign Off OOP-2017-74114 (110 pgs), LDD: March 5th
Attachments: OOP-2017-74114.pdf

Hi Chelsea,

Just a couple of additions on the severing for this file. Specifically:

s.13

Please make changes and provide an updated red line as soon as possible.

Thank you,
Jackie

From: Fern, Chelsea [mailto:IAOCentralTeam@gov.bc.ca]
Sent: Monday, February 26, 2018 9:27 AM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: Sign Off OOP-2017-74114 (110 pgs), LDD: March 5th

Please see attached sign off package for public body approval. Note that I have still not heard back from Global Affairs Canada regarding their consultation response. Therefore, I am proceeding with putting this file into sign off to avoid missing the LDD.

Legislated due date of file: March 5, 2018

Thank you,

Chelsea Fern, Senior FOI Analyst
Central Agency Team
Information Access Operations

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 27, 2018 3:33 PM
To: Oreck, Mira PREM:EX
Subject: FW: FOR YOUR REVIEW: OOP-2017-74114
Attachments: OOP-2017-74114.pdf

Just another quick question – s.13
s.13

The distinction will reflect what section of the Act we protect the number under.

Thanks so much!

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 27, 2018 3:07 PM
To: Oreck, Mira PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: FOR YOUR REVIEW: OOP-2017-74114

Thank you, Mira.

I will recommend the areas you have mentioned below be protected s.13
s.13

I have included the changes on the attached.

Thank you again for your quick response.

Jackie

From: Oreck, Mira PREM:EX
Sent: Tuesday, February 27, 2018 2:25 PM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: FOR YOUR REVIEW: OOP-2017-74114

Hi Jackie –

A couple of minor additions.

s.13

Thank you,
Mira

From: Hendry, Jackie PREM:EX
Sent: Tuesday, February 27, 2018 10:08 AM
To: Oreck, Mira PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: FOR YOUR REVIEW: OOP-2017-74114

Good Morning, Mira,

Please see attached the "red line" version of the records pertaining to FOI request OOP-2017-74114 for *Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages sent from Mira Oreck. (Date Range for Record Search: From 06/30/2017 To 07/31/2017) Date Format is MM/DD/YYYY* for your review.

Please let me know if you would like any additional severing, if you would like any changes to the recommended severing, or if you are agreeable to the proposed severing.

I am meeting with Don tomorrow at 2:30 to get his approval and sign off. If you could get back to me **as soon as possible** to ensure any changes are made before that meeting, that would be very appreciated.

Please don't hesitate to contact me if you have any questions.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 28, 2018 9:02 AM
To: IAO CentralTeam CITZ:EX; Sanderson, Kristen CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: OOP-2018-81011 Transfer Request

Good Morning,

Office of the Premier would like to fully transfer OOP-2018-81011 to the Ministry of Attorney General.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 28, 2018 10:55 AM
To: Ritchie, Katherine CITZ:EX
Cc: Wensink, Alison PREM:EX; Vanzetta, Maxine CITZ:EX
Subject: FW: ASite C Speaking Notes
Attachments: GCP-2017-74266.pdf

These pages are also contained in the consultation you have already sent us under file number GCP-2017-74397. We will be providing a response as soon as possible which you can then apply to these pages.

From: Wensink, Alison PREM:EX
Sent: Tuesday, February 27, 2018 1:05 PM
To: Hendry, Jackie PREM:EX
Subject: FW: ASite C Speaking Notes

From: Ritchie, Katherine CITZ:EX
Sent: Tuesday, February 27, 2018 1:02 PM
To: Wensink, Alison PREM:EX
Subject: ASite C Speaking Notes

Hi Alison,

Thanks for taking a quick look at these!

Katherine Ritchie FOI Analyst | First Aid Attendant
MA BSW | Health Education Team, Information Access Operations | EMBC TEAMS
Katherine.Ritchie@gov.bc.ca | 778-698-2671 | PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 28, 2018 11:18 AM
To: Parte, Maura PSA:EX
Subject: RE: Letter

Hi Maura – looks awesome. The only thing is the start date needs to be changed to March 19. Can I go ahead and change that on my end and proceed with the signing etc?

Thanks!
Jackie

From: Parte, Maura PSA:EX
Sent: Wednesday, February 28, 2018 11:14 AM
To: Hendry, Jackie PREM:EX
Subject: Letter

Pls find attached. Please send signed copy back to me. Pls double check the title, office, start date, etc.
Thank you

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.213.6377
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 28, 2018 11:37 AM
To: Parte, Maura PSA:EX
Subject: A couple more things regarding s.22 Offer Letter

I forgot that we need to mention in the letter that this is a temporary appointment with the ability to extend upon mutual agreement. I altered the first paragraph to this:

Subject to an Order in Council being signed by the Lieutenant Governor in Council, I am offering you a temporary appointment to the role of Administrative Assistant in the Office of the Deputy Minister to the Premier, effective March 19, 2018 to September 30, 2018. This appointment may be extended upon mutual agreement.

Does that sound ok? Also, do you initiate the OIC?

Thanks again!

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 28, 2018 11:18 AM
To: Parte, Maura PSA:EX
Subject: RE: Letter

Hi Maura – looks awesome. The only thing is the start date needs to be changed to March 19. Can I go ahead and change that on my end and proceed with the signing etc?

Thanks!
Jackie

From: Parte, Maura PSA:EX
Sent: Wednesday, February 28, 2018 11:14 AM
To: Hendry, Jackie PREM:EX
Subject: Letter

Pls find attached. Please send signed copy back to me. Pls double check the title, office, start date, etc.
Thank you

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.213.6377
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 28, 2018 11:51 AM
To: Ritchie, Katherine CITZ:EX
Cc: Wensink, Alison PREM:EX; Vanzetta, Maxine CITZ:EX
Subject: FW: Consultation EDU-2018-80658 Due: March 14, 2018
Attachments: Documents for Consultation.pdf

There are no emails authored by Office of the Premier staff contained in these records. The email was authored by the Ministerial Assistant (at the time) to the Minister of Education. The PREM email was used just after the swearing in as there were so many new staff to set up.

From: Ritchie, Katherine CITZ:EX
Sent: Wednesday, February 28, 2018 11:31 AM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX; Ritchie, Katherine CITZ:EX
Subject: Consultation EDU-2018-80658 Due: March 14, 2018

Hello OOP,

The EDU received this FOI request from a Political Party:

Regarding portables: All emails, texts, MLA letters, and/or electronic messages excluding TNO e-mails to and from the Minister and their direct staff, including to and from the Premier's Office and/or staff. (Date Range for Record Search: From 06/30/2017 To 09/30/2017)

They identified the attached document(s) as responsive records and wish to get your views on disclosure. If you need help determining harms, please see the attached harms assessment or contact me directly.

Your program area's response is due **March 14, 2018**.

IAO may take one to two business days to apply any severing.

If you are not able to respond by this date, we are required to continue processing this file without your recommendations.

1. Ministry Program Harms Assessment:

Please indicate which applies:

1. *There are no harms in these records. They can be released in full.*
2. *There are harms in releasing all of these records. They should be withheld in their entirety.*
3. *There are harms in portions of the records. Please give details so that IAO can apply the appropriate sections of FOIPPA. Please feel free to write directly on the attached records and send back to IAO. If you are unsure of why it is harmful please call the IAO to discuss the appropriate severing.*

Program Area Approval Authority:
Name, Title, Program

2. IAO's review of harms assessment and recommendations on release

Comments/Recommendations:

IAO will assess the program area's harms and recommend full release, withhold in its entirety or partial release.

3. Ministry Executive approval for release

Comments/Recommendations:

Please indicate which applies:

1. *Approved for release with no changes.*
2. *Approved for release with the following changes... (insert changes).*
3. *Not approved for release and why.*

Ministry Executive (Delegated Signoff):

Name, Title

Note that all general FOI request records that are released to an applicant should be published on the Open Information website unless the exemption criteria apply. The exemption criteria can be found on page 11 of the [Open Information and Open Data Policy](#). Consultations from outside provincial public bodies are not published on the Open Information website.

Exercise of Discretion:

The *Freedom of Information and Protection of Privacy Act* (FOIPPA) contains both mandatory and discretionary exceptions to disclosure. Sections 13 to 20 are the discretionary exceptions. Where Information Access Operations (IAO) has advised the head that a discretionary exception may apply, it is important that the head consider the possibility of releasing the information despite the fact that an exception may apply.

Factors relevant to the exercise of discretion include:

- the general purposes of the legislation: public bodies should make information available to the public; individuals should have access to personal information about themselves;
- the wording of the discretionary exception and the interests which the section attempts to balance;
- whether the individual's request could be satisfied by severing the record and by providing the applicant with as much information as is reasonably practicable;
- the historical practice of the public body with respect to the release of similar types of documents;
- the nature of the record and the extent to which the document is significant and/or sensitive to the public body;
- whether the disclosure of the information will increase public confidence in the operation of the public body;
- the age of the record;
- whether there is a sympathetic or compelling need to release materials;
- whether previous orders of the Commissioner have ruled that similar types of records or information should or should not be subject to disclosure; and
- when the policy advice exception is claimed, whether the decision to which the advice or recommendations relates has already been made.

Thank you,

Katherine Ritchie, FOI Analyst
Health Education Team
Information Access Operations

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 28, 2018 11:54 AM
To: Parte, Maura PSA:EX
Subject: RE: A couple more things regarding s.22 Offer Letter

Thanks! And do you take care of the OIC?

From: Parte, Maura PSA:EX
Sent: Wednesday, February 28, 2018 11:46 AM
To: Hendry, Jackie PREM:EX
Subject: RE: A couple more things regarding s.22 Offer Letter

Thanks for catching that Jackie! All good

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 28, 2018 11:37 AM
To: Parte, Maura PSA:EX
Subject: A couple more things regarding s.22 Offer Letter

I forgot that we need to mention in the letter that this is a temporary appointment with the ability to extend upon mutual agreement. I altered the first paragraph to this:

Subject to an Order in Council being signed by the Lieutenant Governor in Council, I am offering you a temporary appointment to the role of Administrative Assistant in the Office of the Deputy Minister to the Premier, effective March 19, 2018 to September 30, 2018. This appointment may be extended upon mutual agreement.

Does that sound ok? Also, do you initiate the OIC?

Thanks again!

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 28, 2018 11:18 AM
To: Parte, Maura PSA:EX
Subject: RE: Letter

Hi Maura – looks awesome. The only thing is the start date needs to be changed to March 19. Can I go ahead and change that on my end and proceed with the signing etc?

Thanks!
Jackie

From: Parte, Maura PSA:EX
Sent: Wednesday, February 28, 2018 11:14 AM
To: Hendry, Jackie PREM:EX
Subject: Letter

Pls find attached. Please send signed copy back to me. Pls double check the title, office, start date, etc.
Thank you

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.213.6377
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 28, 2018 1:01 PM
To: Fogg, Bruce PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: FOR YOUR REVIEW: OOP-2017-74181.pdf
Attachments: OOP-2017-74181.pdf

Importance: High

Hello Bruce,

You had requested the opportunity to review the records responsive to the following FOI request for:
Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages sent from Bruce Fogg.
(Date Range for Record Search: From 10/16/2017 To 10/31/2017) Date Format is MM/DD/YYYY

If you could please review and let me know if you have any additions or changes to the proposed severing, or if you are in agreement with the recommended severing as is.

Please respond as soon as possible to allow time for any edits prior to my review with Don Wright.

Thank you,

Jackie Hendry
Director, Executive Operations
Office of the Deputy Minister to the Premier
Desk: 250.387.5894
Cell: 250.893.7467

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 28, 2018 2:16 PM
To: King, Peggy CITZ:EX
Cc: Wensink, Alison PREM:EX; Kane, Meghan M CITZ:EX
Subject: FW: Sign Off OOP-2017-73809
Attachments: OOP-2017-73809.pdf

Hi Peggy –

I have noticed some inconsistencies with this sign off package and two previous requests 72448 and 73062. Please see comments on the records. Can you please compare these records with previous releases to ensure consistent?

Thank you,
Jackie

From: King, Peggy [mailto:IAOCentralTeam@gov.bc.ca]
Sent: Wednesday, February 28, 2018 12:38 PM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: Sign Off OOP-2017-73809

Please see attached sign off package for public body approval.

Legislated due date of file: March 2, 2018

Thank you,

Peggy King, FOI Specialist
Central Agency Team
Information Access Operations

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 28, 2018 3:25 PM
To: IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: OOP-2017-74085 - Approval
Attachments: OOP-2017-74085 - Approval.pdf

Hello,

Please see attached approval for OOP-2017-74085.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 28, 2018 3:26 PM
To: Hannah, Matt GCPE:EX
Subject: OOP-2017-74085
Attachments: OOP-2017-74085 - Approval.pdf; Redline OOP-2017-74085.pdf

Hello Matt,

This FOI request was signed off and sent to IAO just now. Please see attached approval form and records.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 28, 2018 3:28 PM
To: IAO CentralTeam CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: OOP-2018-80291 - Approval
Attachments: OOP-2018-80291 - Approval.pdf

Hello,

Please see attached approval for OOP-2018-80291.

Thank you,
Jackie

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, February 28, 2018 3:29 PM
To: Hannah, Matt GCPE:EX
Subject: OOP-2018-80291
Attachments: OOP-2018-80291 - Approval.pdf; Redline OOP-2018-80291.pdf

Hello Matt,

This FOI request was signed off and sent to IAO just now. Please see attached approval form and records.

Thank you,
Jackie