

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 3, 2018 10:37 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: is this us?

Yes. Our upgrade will be happening in December. I had a meeting with the “leads” as well as David Henry and Gordon McLean on June 13 and so far this is what has been arranged:

- I am the contact for the DMO, Kate for Exec and will be the initial contact for the Minister’s offices, and Danny for VCO.
- There will be Techs coming through our office around mid to late August to take inventory of our current equipment and devices.
- I have set up a board room from September 25 to 27 for the team to set up the UC and Workstation devices for people to view and ask questions to better enable them to make decisions on what is suitable for their needs.
- During the three days in September, the team will also have two “formal” training/ information sessions available for people to sign up for if they wish. I suggested this to allow for people to make a choice to have it better suit their schedule. These sessions are not imperative, as there will be a lot of information sharing during the three days, but just wanted to have the option of something more formal.

Jackie

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, July 3, 2018 10:21 AM
To: Hendry, Jackie PREM:EX
Subject: is this us?

<https://gww.gov.bc.ca/news/2018/0703/workstation-refresh>

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 3, 2018 2:04 PM
To: Wright, Don J. PREM:EX
Subject: Accepted: MEETING: Don and Jackie - FOI

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 3, 2018 2:04 PM
To: Wright, Don J. PREM:EX
Subject: Accepted: MEETING: Don and Jackie - FOI

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, July 4, 2018 8:16 AM
To: Wright, Don J. PREM:EX
Subject: Re: MEETING: Don and Jackie - FOI

Of course! I'll check in with Keira to reschedule.
Jackie
Sent from my iPhone

On Jul 4, 2018, at 7:57 AM, Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca> wrote:

Hi Jackie,
Premier meeting has been scheduled over this. Can we book an alternative time?
Thanks.
Don

From: Don.J.Wright@gov.bc.ca
When: 1:30 PM - 2:00 PM July 4, 2018
Subject: MEETING: Don and Jackie - FOI
Location: Don's Office

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, July 4, 2018 11:28 AM
To: Wright, Don J. PREM:EX
Subject: Accepted: MEETING: Don and Jackie - FOI

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, July 4, 2018 1:09 PM
To: MYHR PSA:EX
Subject: FW: Change an employee's work schedule [Incident: 180628-000933]

From: Hendry, Jackie PREM:EX
Sent: Friday, June 29, 2018 4:16 PM
To: MYHR PSA:EX
Subject: RE: Change an employee's work schedule [Incident: 180628-000933]

Hi Jennie,
Thank you for your reply. Can this employee make this change on her own behalf? Or am I to do it as her leave approval?

Thank you,
Jackie

From: MyHR [<mailto:myhr@gov.bc.ca>]
Sent: Friday, June 29, 2018 9:26 AM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Subject: Change an employee's work schedule [Incident: 180628-000933]

Hi Jacqueline,

We are pleased to respond to your recent inquiry.

All schedule changes must be processed through the online *Employee Information Form*, located in the [Time Pay Portal](#) under the Forms tab. A **Schedule Request** form will need to be completed. Once the form has been submitted and approved it can take up to two full pay periods to process.

Once the form has been processed and completed on our end, an overnight refresh will need to occur before the schedule change will be reflected in time and leave.

Please Note: When submitting a schedule request, the submitter will receive three e-mail notifications: once after it has been submitted, after it has been approved for processing and a final notification when processing has been completed.

If there has been a change to her standard hours, we will also require a letter detailing this change to update the employee's standard hours in our Peoplesoft system.

Thank you for contacting the BC Public Service Agency.

Visit [AskMyHR](#) to create, update or track your service requests.

Jennie Carlson

BC Public Service Agency

AskMyHR

MyHR 250.952.6000 | Toll Free 1.877.277.0772

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OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, July 4, 2018 1:13 PM
To: s.22
Subject: FW: Change an employee's work schedule [Incident: 180628-000933]

From: Hendry, Jackie PREM:EX
Sent: Friday, June 29, 2018 4:16 PM
To: MYHR PSA:EX
Subject: RE: Change an employee's work schedule [Incident: 180628-000933]

Hi Jennie,
Thank you for your reply. Can this employee make this change on her own behalf? Or am I to do it as her leave approval?

Thank you,
Jackie

From: MyHR [<mailto:myhr@gov.bc.ca>]
Sent: Friday, June 29, 2018 9:26 AM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Subject: Change an employee's work schedule [Incident: 180628-000933]

Hi Jacqueline,

We are pleased to respond to your recent inquiry.

All schedule changes must be processed through the online *Employee Information Form*, located in the [Time Pay Portal](#) under the Forms tab. A **Schedule Request** form will need to be completed. Once the form has been submitted and approved it can take up to two full pay periods to process.

Once the form has been processed and completed on our end, an overnight refresh will need to occur before the schedule change will be reflected in time and leave.

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If there has been a change to her standard hours, we will also require a letter detailing this change to update the employee's standard hours in our Peoplesoft system.

Thank you for contacting the BC Public Service Agency.

Visit [AskMyHR](#) to create, update or track your service requests.

Jennie Carlson

BC Public Service Agency

AskMyHR

MyHR 250.952.6000 | Toll Free 1.877.277.0772

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OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, July 5, 2018 9:18 AM
To: s.22
Subject: FW: Change an employee's work schedule [Incident: 180628-000933]

Good Morning s.22

Information from MyHR re submitting your schedule request.

Thank you,
Jackie

From: MyHR [<mailto:myhr@gov.bc.ca>]
Sent: Thursday, July 5, 2018 8:12 AM
To: Hendry, Jackie PREM:EX
Subject: Change an employee's work schedule [Incident: 180628-000933]

Hi Jacqueline,

s.22

I apologize for my delay in responding. Yes, the employee can submit this Schedule Request form directly.

Thank you for contacting the BC Public Service Agency.

Visit [AskMyHR](#) to create, update or track your service requests.

Jennie Carlson
BC Public Service Agency
[AskMyHR](#)
MyHR 250.952.6000 | Toll Free 1.877.277.0772

▪

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, July 5, 2018 9:51 AM
To: Banister, Lori FIN:EX
Subject: RE: FY19 Q1 Over \$10,000 Contracts and Amendments - REPLY required - Office of the Premier

Hi Lori – I don't believe we have either. I respond to Laurel with a Nil Report.

Thanks,
Jackie

From: Banister, Lori FIN:EX
Sent: Wednesday, July 4, 2018 9:41 AM
To: Hendry, Jackie PREM:EX
Subject: FW: FY19 Q1 Over \$10,000 Contracts and Amendments - REPLY required - Office of the Premier
Importance: High

Hi Jackie,

I don't believe we've done any contracts or amendments valued at \$10k or more for PREM in the last quarter.

Vanessa Geary requested that I make a start on a contract with ^{s.22} but it did not proceed to signatures and is on HOLD for now.

Just let me know if you think I've missed something, thanks. Lori

Lori Banister
Procurement Specialist, CFFS
BC Ministry of Finance
778 698 3049
Lori.Banister@gov.bc.ca

From: Williams, Laurel FIN:EX
Sent: Wednesday, July 4, 2018 9:22 AM
To: Hendry, Jackie PREM:EX; Banister, Lori FIN:EX
Cc: Kuckreja, Kanwaljeet FIN:EX
Subject: FY19 Q1 Over \$10,000 Contracts and Amendments - REPLY required - Office of the Premier
Importance: High

Hello,

As you are aware, a directive came into effect on **April 1, 2017** that requires all ministries to proactively disclose quarterly contract information on the following:

Quarterly summaries of contracts awarded under **STOBs 60, 61, 63 and 80**, where

- the contract value is \$10,000 or more,
- an amendment modifies the initial value of a contract to an amended contract value that is \$10,000 or more, or
- an amendment of \$10,000 or more is made to a contract.

**** Please note that this directive does not include any directly awarded contracts as those are reported under a separate directive

These summaries will be made available to the public on the Open Information website. The directive can be found at: http://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/initiatives-plans-strategies/open-government/open-information/directive_07-2016.pdf

I am responsible for reporting all of these contracts for the Ministry of Finance and our Supported Entities. Every quarter end, I will run a report to identify the contracts that have an initial contract value over \$10,000 . 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.

Regarding amendments, the Corporate Financial System (CFS) currently does not have the functionality to directly provide us with information on amendments. To assist with meeting the reporting requirements, we request that program areas provide the amendment information by completing the attached template and submitting to CFFSHELP@gov.bc.ca.

If you are receiving this email, I have not identified any contracts over \$10,000 for your area but you are still required to report back to me on the Contract Amendments. Please find the instructions below.

Quarter 1 (Apr 1, 2018 to Jun 30, 2018) - Action Required

Amendments :

- Please complete the template attached for amendments made during FY 19 - Quarter 1
- Please note that all amendments made during this quarter, even to contracts that have started before April 1, 2017, need to be reported.
- When sending back this information, please ensure that **Harms Assessments** have been completed and the submitted information has been deemed acceptable for public release.
- If there is nothing to report, please submit the template indicating **NIL to report**.
- TIP: the BCPO010 Report – Purchase Order Detail which is available in the CFS may assist you in compiling the information.

The due date for your reply is **July 10, 2018**. Please send your reply to myself with a 'cc to CFFSHELP@gov.bc.ca.

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

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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OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, July 5, 2018 9:51 AM
To: Williams, Laurel FIN:EX; Banister, Lori FIN:EX
Cc: Kuckreja, Kanwaljeet FIN:EX
Subject: RE: FY19 Q1 Over \$10,000 Contracts and Amendments - REPLY required - Office of the Premier

Hi Laurel,

Nil to Report.

Thank you,
Jackie

From: Williams, Laurel FIN:EX
Sent: Wednesday, July 4, 2018 9:22 AM
To: Hendry, Jackie PREM:EX ; Banister, Lori FIN:EX
Cc: Kuckreja, Kanwaljeet FIN:EX
Subject: FY19 Q1 Over \$10,000 Contracts and Amendments - REPLY required - Office of the Premier
Importance: High

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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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OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, July 5, 2018 3:00 PM
To: Trimble, Brett FIN:EX
Cc: Ussery, Camas AG:EX
Subject: FW: PSSG MO Archive Access
Attachments: AG MO Archive Request

Hello Brett,

Please provide access to Camas.

Thank you,
Jackie

From: Ussery, Camas AG:EX
Sent: Thursday, July 5, 2018 2:43 PM
To: Trimble, Brett FIN:EX ; Hendry, Jackie PREM:EX
Subject: RE: PSSG MO Archive Access

Thank you very much Brett and Jackie, my original request with A/Deputy Minister approval is attached should either of you need it.

Many thanks,

Camas Ussery
FOI Coordinator
Deputy Attorney General's Office
Tel: 778 698 8033

From: Trimble, Brett FIN:EX
Sent: Thursday, July 5, 2018 2:40 PM
To: Hendry, Jackie PREM:EX; Ussery, Camas AG:EX
Cc: Hendry, Jackie PREM:EX; PREM Tech
Subject: RE: PSSG MO Archive Access

Hi Camas,
Sorry I've not seen any request for the AG MO Archive. I can put one in, but will need Jackie to approve it first.

Hi Jackie,
May I proceed with getting this access granted?

Regards, Brett

Brett Trimble

Systems Analyst
Premier's Office Technology Support
@: prem.tech@gov.bc.ca
Tel: 250-953-5151
Cel: 250-634-4966

From: Ussery, Camas AG:EX
Sent: July 3, 2018 11:08 AM
To: Trimble, Brett FIN:EX <Brett.Trimble@gov.bc.ca>
Cc: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>
Subject: RE: PSSG MO Archive Access

Hi Brett,

Thank you very much for providing access. I had submitted a similar request for the AG MO archives – is that one in progress as well?

Many thanks,

Camas Ussery
FOI Coordinator
Deputy Attorney General's Office
Tel: 778 698 8033

From: Trimble, Brett FIN:EX
Sent: Tuesday, June 26, 2018 10:57 AM
To: Ussery, Camas AG:EX
Cc: Hendry, Jackie PREM:EX; PREM Tech
Subject: PSSG MO Archive Access

Good Morning Camas,
We have been advised the request for access to Minister office archive is done. Please "Sign Out/Log Off" of your computer then sign in again and try accessing the below link.

SHARE LOCATION

DMO requested that the share remain **READ only** as it is the only archive of this information.

To access, you will need to copy the appropriate files to your local network share or equivalent. Then open each .PST file in Outlook.

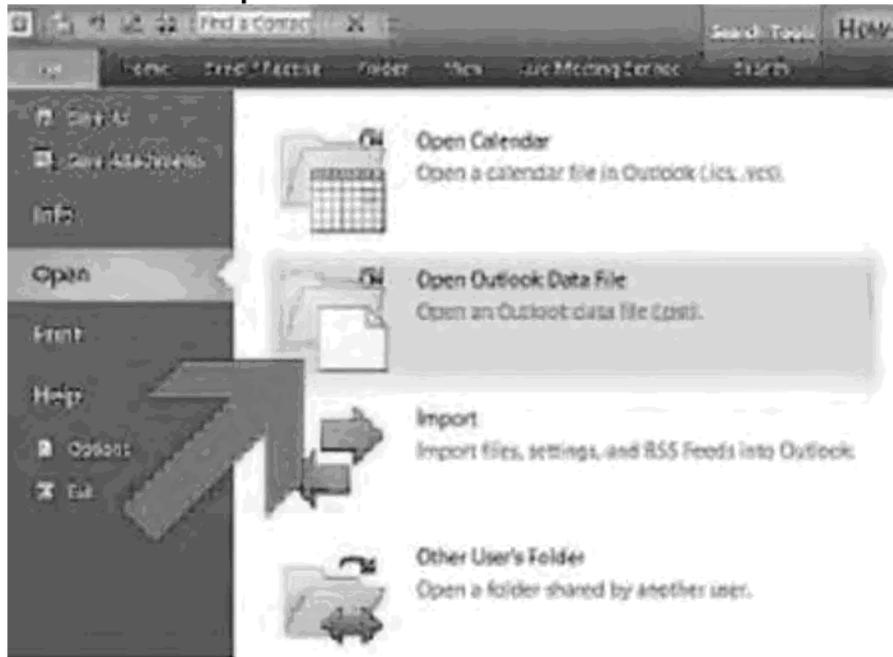
See below for how-to access the share and folder for the archive in question, as well a how-to on process to open the .PST file in Outlook.

+ on the link above to access the share. Copy the file(s) required to a network location you have access to. (i.e. create a new folder on your J:\ shared drive for instance)
Now, follow the instructions below to add the folder to your Outlook for access.

How to add personal folder (.pst) information to Outlook

Open Outlook

Click <File> -> <Open> -> <Outlook DataFile>

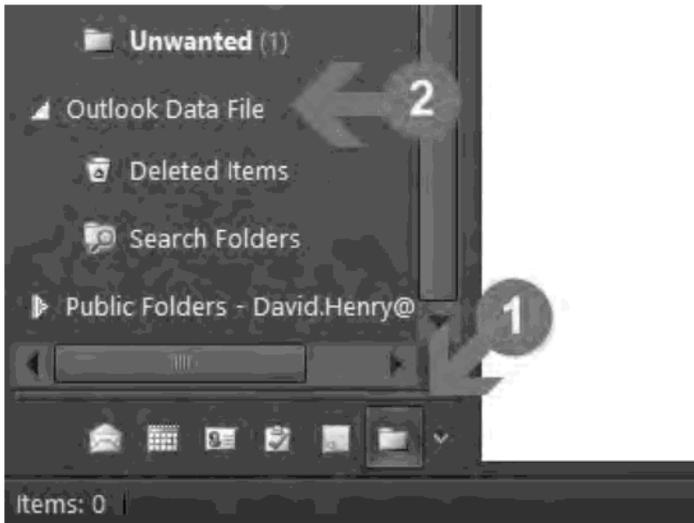


Browse to the location of the .PST file and select the appropriate file and click <OK> [for you it is in the recently copied network share and folder as you did above]



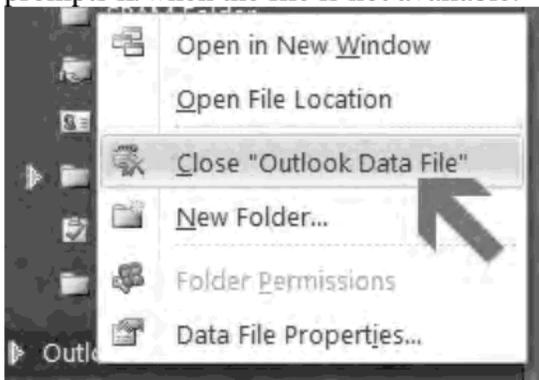
For instance, I am going to open: **Outlook Data File - pc.pst**

1. Go to the **FOLDER LIST** view on the left side and navigate to the added personal folder
2. You will now see that folder and archived information etc..



NOTE: Once done using the file:

Right click on the FOLDER in the left window and select **CLOSE** or you will get error messages and prompts if/when the file is not available.



Any questions/issues or assistance required don't hesitate to contact:

Premier's Office Technology Support

@: Prem.tech@gov.bc.ca

Tel: 250-953-5151

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 6, 2018 9:16 AM
To: Canitz, Shelley L PREM:EX; Mulloy, Eleanor PREM:EX
Subject: RE: what dates did Lucy bill for work?

Happy to join.
Thanks –
J

From: Canitz, Shelley L PREM:EX
Sent: Friday, July 6, 2018 9:15 AM
To: Mulloy, Eleanor PREM:EX
Cc: Hendry, Jackie PREM:EX
Subject: Fwd: what dates did Lucy bill for work?

E - would you please set up a call with Lucy Watson - Mackenzie does her schedule. Lori Banister can also attend - could she and I use the arise Room? Jackie, do you want to join us?

Begin forwarded message:

From: <Mackenzie.Doll@parl.gc.ca>
Date: July 5, 2018 at 2:29:09 PM PDT
To: <Shelley.Canitz@gov.bc.ca>
Subject: RE: what dates did Lucy bill for work?

Hi Shelley,

How does Monday at 1 pm Ottawa time work for you?

Thanks,

Mackenzie

From: Canitz, Shelley L PREM:EX [<mailto:Shelley.Canitz@gov.bc.ca>]
Sent: July 5, 2018 4:32 PM
To: Doll, Mackenzie
Subject: RE: what dates did Lucy bill for work?

Mackenzie – can we book a time to talk with Lucy about getting the invoice together and submitted? Would there be any time next week for a conference call?

From: Mackenzie.Doll@parl.gc.ca [<mailto:Mackenzie.Doll@parl.gc.ca>]
Sent: Thursday, July 5, 2018 1:08 PM

To: Canitz, Shelley L PREM:EX
Subject: FW: what dates did Lucy bill for work?

Hi Shelley,

Please see below for the hours of work that Lucy has filled out. Please let me know if you require any additional information.

Thank you!

Mackenzie

From: Canitz, Shelley L PREM:EX [<mailto:Shelley.Canitz@gov.bc.ca>]
Sent: June 21, 2018 4:41 PM
To: Doll, Mackenzie
Subject: what dates did Lucy bill for work?

Mackenzie – while I hope we can meet with Lucy in July, in the interim, could she advise if she billed/work on these days and if so, how many hours? She can just type the answers into the rows below,

July 4 - 8 hours

5 - 8 hours

6 - 10 hours

7 - 10 hours

8 - 8 hours

9 - 8 hours

10 - 12 hours

11 - 12 hours

12 - 11 hours

13 - 10 hours

14 - 8 hours

15 - 4 hours

16 - 5 hours

17 - 10 hours

18 - 12 hours

19 - 13 hours

20 - 10 hours

21 - 8 hours

Thanks

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 6, 2018 2:08 PM
To: Clark, Layne PREM:EX
Subject: RE: Note

Hi Layne,

Sorry for the delay in responding.

The only request that we currently have open pertaining to you is OOP-2018-83785. That is the request for:

Copies of all sent emails – excluding attachments – from Kate Van Meer Mass, Layne Clark, Suzanne Christensen, and Stephanie Papik. Date range: June 30, 2017 to November 30, 2017/ Copies of all sent emails – excluding attachments – from Don Bain. Date range: January 1, 2018 to February 28, 2018.

For this request, we are using the records that have already been restored, reviewed by you, and signed off by Don. You will not be required to do any further review as the severing will be consistent. Every other file pertaining to you has been closed.

Yes, we will need to have someone review your inbox after you leave. Perhaps you can discuss this with Kate to decide who is best suited to do that on your behalf. Something to consider is to choose someone who will have the time to perform the adequate search and who will be able to provide a harms assessment. Once that person has been decided, please let us know, and connect with PremTech to allow the access. Any other documents, files etc. you may have in your personal drive should either be deleted as transitory, or filed appropriately in the J drive.

Thank you,
Jackie

From: Clark, Layne PREM:EX
Sent: Wednesday, July 4, 2018 11:42 AM
To: Hendry, Jackie PREM:EX
Subject: Note

Hey Jackie,

Just a note that my last day is July 17th. Is there any way to get my final red line to approve before then? Also – should I be tasking someone with my inbox for future FOI requests?

Layne

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 6, 2018 2:34 PM
To: Talalaeva, Dinara CITZ:EX
Subject: RE: Informal consult (possible harms?) MAH-2018-83429 (1 page)

What is the wording of the request?

From: Talalaeva, Dinara CITZ:EX
Sent: Friday, July 6, 2018 2:03 PM
To: Hendry, Jackie PREM:EX
Subject: Informal consult (possible harms?) MAH-2018-83429 (1 page)

Hello Jackie,

As it was discussed over a phone, please see the attached record. I would appreciate receiving your opinion on its disclosure.

Thank you very much for your help.

Best regards.

Dinara Talalaeva,
Senior FOI Analyst, Information Access Operations, Ministry of Citizen's Services
ph: 778-698-2373, email: Dinara.Talalaeva@gov.bc.ca, PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1



INFORMATION
ACCESS OPERATIONS

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 6, 2018 2:35 PM
To: Nash, Amber PREM:EX
Subject: REDLINE MAH-2018-83429.pdf
Attachments: REDLINE MAH-2018-83429.pdf

Importance: High

Hi Amber,

As stated in my voice message, this is a request that MAH is processing and they have already passed their due date. If you could please take a look at the emails you authored and let me know if you have any concerns regarding disclosure, as soon as possible s.13 would appreciate your thoughts.

Thanks so much,

Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Monday, July 9, 2018 9:08 AM
To: Yonson, Neal CITZ:EX
Subject: RE: Redline OOP-2017-74200.pdf

Ok, sounds good. Thanks Neal.

Jackie

From: Yonson, Neal CITZ:EX
Sent: Friday, July 6, 2018 4:34 PM
To: Hendry, Jackie PREM:EX
Subject: RE: Redline OOP-2017-74200.pdf

Jackie,

s.13

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

From: Hendry, Jackie PREM:EX
Sent: Friday, July 6, 2018 4:10 PM
To: Yonson, Neal CITZ:EX
Subject: Redline OOP-2017-74200.pdf

Hi Neal,

Re: pages 178-179 – were you able to find this on line? I looked and what I could find isn't exactly the same as these pages.

Thank you,
Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Monday, July 9, 2018 9:36 AM
To: Canitz, Shelley L PREM:EX
Subject: Accepted: Transition Team - Invoice Review

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Monday, July 9, 2018 2:04 PM
To: Wensink, Alison PREM:EX
Subject: RE: RESPONSE REQUIRED: Proactive Disclosure - Request for Calendar Records - June 2018

I'll send her a reminder. thanks

From: Wensink, Alison PREM:EX
Sent: Monday, July 9, 2018 2:03 PM
To: Hendry, Jackie PREM:EX
Subject: RE: RESPONSE REQUIRED: Proactive Disclosure - Request for Calendar Records - June 2018

I sent Don and Okenge's but haven't seen anything from Premier/Amber

From: Hendry, Jackie PREM:EX
Sent: Monday, July 9, 2018 2:03 PM
To: Wensink, Alison PREM:EX
Subject: FW: RESPONSE REQUIRED: Proactive Disclosure - Request for Calendar Records - June 2018

Have we received these calendars yet?

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 3, 2018 9:29 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: RESPONSE REQUIRED: Proactive Disclosure - Request for Calendar Records - June 2018

Hi –

Please provide calendars for the month of June 2018 to me by **July 9**.

Thank you,
Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Monday, July 9, 2018 2:43 PM
To: IAO CentralTeam CITZ:EX; Yonson, Neal CITZ:EX
Cc: Shortt, Amanda PREM:EX
Subject: OOP-2018-81518
Attachments: OOP-2018-81518 - Approval.pdf

Please see attached the approval for OOP-2018-81518.

Thank you,
Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 10, 2018 8:40 AM
To: Wright, Don J. PREM:EX
Subject: Accepted: MEETING: Don and Jackie - FOI

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 10, 2018 8:49 AM
To: Nash, Amber PREM:EX
Subject: RE: RESPONSE REQUIRED: Proactive Disclosure - Request for Calendar Records - June 2018

Thanks, Amber! 😊

From: Nash, Amber PREM:EX
Sent: Monday, July 9, 2018 4:16 PM
To: Hendry, Jackie PREM:EX
Subject: RE: RESPONSE REQUIRED: Proactive Disclosure - Request for Calendar Records - June 2018
Attached!

From: Hendry, Jackie PREM:EX
Sent: Monday, July 9, 2018 2:05 PM
To: Nash, Amber PREM:EX
Subject: FW: RESPONSE REQUIRED: Proactive Disclosure - Request for Calendar Records - June 2018
Importance: High
Hi Amber,
Just a reminder we need the Premier's calendar for June 2018 by today.
Thank you,
Jackie

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 3, 2018 9:29 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: RESPONSE REQUIRED: Proactive Disclosure - Request for Calendar Records - June 2018
Hi –
Please provide calendars for the month of June 2018 to me by **July 9**.
Thank you,
Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 10, 2018 4:57 PM
To: Wensink, Alison PREM:EX
Subject: Accepted: FOI

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, July 11, 2018 2:05 PM
To: CFFSHELP, FIN FIN:EX
Subject: FW: Keira Higgins PCard - 03-July-2018
Attachments: Copy of HIGGINSK s.17 03JUL18.xlsx; Receipts Keira Higgins PCard - 03-July-2018.pdf

Approved.

Thank you,
Jackie

From: Higgins, Keira PREM:EX
Sent: Wednesday, July 11, 2018 1:57 PM
To: Hendry, Jackie PREM:EX
Subject: Keira Higgins PCard - 03-July-2018

Keira Higgins, Executive Administrative Coordinator
Office of the Premier, Deputy Minister
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
Ph: (250) 356-2206

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, July 11, 2018 3:05 PM
To: Parte, Maura PSA:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: List of Parliamentary secretaries

Thanks so much!

Jackie

From: Parte, Maura PSA:EX
Sent: Wednesday, July 11, 2018 3:04 PM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: List of Parliamentary secretaries

Yes, that's all seven of them.

From: Hendry, Jackie PREM:EX
Sent: Wednesday, July 11, 2018 2:51 PM
To: Parte, Maura PSA:EX
Cc: Wensink, Alison PREM:EX
Subject: FW: List of Parliamentary secretaries

Hi Maura,
Is this the complete list of the PS staff?

Thank you,
Jackie

From: Henry, David A FIN:EX
Sent: Wednesday, July 11, 2018 2:49 PM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>; Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>
Subject: List of Parliamentary secretaries

Hi Alison and Jackie,

Do you know if there are more than the following list of P.S. staff?

- Mitzi Dean
- Anne Kang
- Rick Glumac
- Bowinn Ma
- Jen Rice
- Mable Elmore
- Ravi Kahlon

Trying to follow-up on the P.S. to see what GOV services they have.

Thanks,
David Henry
Service Manager
Offices of the Premier | Ministry of Finance
Cell: 250-888-8803

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, July 11, 2018 3:06 PM
To: Henry, David A FIN:EX; Wensink, Alison PREM:EX
Subject: RE: List of Parliamentary secretaries

Hi David,

That is the complete list of Parliamentary Secretaries.

Thanks –
Jackie

From: Henry, David A FIN:EX
Sent: Wednesday, July 11, 2018 2:49 PM
To: Hendry, Jackie PREM:EX ; Wensink, Alison PREM:EX
Subject: List of Parliamentary secretaries

Hi Alison and Jackie,

Do you know if there are more than the following list of P.S. staff?

- Mitzi Dean
- Anne Kang
- Rick Glumac
- Bowinn Ma
- Jen Rice
- Mable Elmore
- Ravi Kahlon

Trying to follow-up on the P.S. to see what GOV services they have.

Thanks,
David Henry
Service Manager
Offices of the Premier | Ministry of Finance
Cell: 250-888-8803

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, July 12, 2018 9:09 AM
To: Yuma Morisho, Okenge PREM:EX; Wensink, Alison PREM:EX; Higgins, Keira PREM:EX; Shortt, Amanda PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX
Subject: RE: TODAY

I think that sounds pretty reasonable! 😊 Enjoy!!^{s.22}
s.22

J

From: Yuma Morisho, Okenge PREM:EX
Sent: Thursday, July 12, 2018 8:28 AM
To: Wensink, Alison PREM:EX ; Higgins, Keira PREM:EX ; Shortt, Amanda PREM:EX ; Canitz, Shelley L PREM:EX ; Christensen, Suzanne PREM:EX ; Hendry, Jackie PREM:EX
Subject: TODAY

s.22

I am reachable on my cell however.

s.22

Cheers!

oym

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, July 12, 2018 9:35 AM
To: Shortt, Amanda PREM:EX
Subject: RE: Job Profile

Hi Good Morning! Are you free at 1:00 this aft?

From: Shortt, Amanda PREM:EX
Sent: Wednesday, July 11, 2018 3:19 PM
To: Hendry, Jackie PREM:EX
Subject: FW: Job Profile

Hi Jackie – let me know if you have time to discuss.

Thanks 😊

From: Parte, Maura PSA:EX
Sent: Wednesday, July 11, 2018 3:15 PM
To: Shortt, Amanda PREM:EX
Subject: Job Profile

Hi Amanda,

Attached is the job profile for Clerk 11 – Administrative Assistant.

s.13

If you want to do that please check my calendar for an open time next week.

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, July 12, 2018 11:38 AM
To: Wright, Don J. PREM:EX
Subject: Accepted: MEETING: Don and Jackie - FOI

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 13, 2018 10:59 AM
To: PREM Tech
Cc: Lewthwaite, Jennifer TRAN:EX
Subject: FW: Question about FOI requests of emails and staff departure

Hi,

Please provide access for Jennifer to search the archived mailbox for Lindsey B Jackson for the purposes of FOI searches. Jen's IDIR: JLEWTHWA.

Thank you,
Jackie

From: Lewthwaite, Jennifer TRAN:EX
Sent: Friday, July 13, 2018 10:46 AM
To: Hendry, Jackie PREM:EX
Subject: FW: Question about FOI requests of emails and staff departure

From: Jackson, Lindsey B TRAN:EX
Sent: Monday, June 25, 2018 1:40 PM
To: Lewthwaite, Jennifer TRAN:EX
Subject: FW: Question about FOI requests of emails and staff departure

FYI

Regarding any future FOI requests and MO emails for departing staff.

From: Tsang, Robin FIN:EX
Sent: Monday, June 25, 2018 1:01 PM
To: Jackson, Lindsey B TRAN:EX
Cc: PREM Tech
Subject: RE: Question about FOI requests of emails and staff departure

Hi Lindsey:

When you submit the Service Request to terminate your IDIR account, you can specify in the same request to archive your mailbox for FOI requests purpose. Then, it will be saved to a network location.

Ministry wants to access the archive will need to send a request to the mailbox "OOP FOI PREM:EX" for approval from Premier Office.

Thanks,

Robin Tsang - System Analyst, PREM Tech Support
Ministry of Finance, Corporate Services, Information Management Branch
Supporting Finance, Office of the Premier and various agencies, boards and commissions
PREM Tech Support Phone: 250-953-5151; E-mail: PREM.Tech@victoria1.gov.bc.ca
Cell:(250)508-0872 Fax:(250)356-1494



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: Jackson, Lindsey B TRAN:EX
Sent: Monday, June 25, 2018 12:33 PM
To: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: Question about FOI requests of emails and staff departure

Hi,

My employment is ending ^{s.22} . My Ministry was asking how to access my historical email after I am no longer employed with the BC Public Service. My email would still be part of FOI requests. How do they go about doing that?

Best Regards,
Lindsey

Lindsey Jackson
Administrative Coordinator to the Honourable Claire Trevena
Minister of Transportation and Infrastructure
[250-953-4848](tel:250-953-4848)
Lindsey.B.Jackson@gov.bc.ca

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OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 13, 2018 11:24 AM
To: McLean, Gordon FIN:EX
Subject: FW: PREM UC/Workstation Integrated Refresh: Inventory Dates

Hi! How is everything?^{s.13}

s.13

J

From: Wensink, Alison PREM:EX
Sent: Wednesday, July 11, 2018 4:05 PM
To: Hendry, Jackie PREM:EX
Subject: FW: PREM UC/Workstation Integrated Refresh: Inventory Dates

FYI – not sure if you need any of this info

From: PREM Refresh PREM:EX
Sent: Wednesday, July 11, 2018 3:43 PM
To: Higgins, Keira PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: PREM UC/Workstation Integrated Refresh: Inventory Dates

Hi Keira,

Thank you for taking the time to discuss this with me today.

As discussed, I've added your office to the schedule for August 10th. Once this is confirmed by the techs I'll send you a confirmation email.

For more details on the inventory process please see the email below.

Please make sure there are as many workstations (and peripheral devices) on-site on the day as possible. Other than this, there are no requirements from your staff prior to conducting the inventory.

Thank you,
Charlynn Gustafson
PREM UC/Workstation Refresh Team
PREM.Refresh@gov.bc.ca

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Hello,

The PREM Integrated UC/Workstation Refresh project is in the process of refreshing your workstations and replacing your phone lines with UC. In order to accomplish this we will need to be on site to conduct an inventory.

Below is what you can expect from our on-site visit, with some communication back and forth for clarification throughout the process.

We will need:

- A window of time to conduct the inventory (preferably over the span of a week)
- As many workstations on site as possible
- Help from our contact to identify active phone lines, people and positions

NOTE: We will not need staff to be at their desk while we conduct the inventory

The inventory will take an average of 30 minutes per office and consist of a team on site verifying the following:

- PCs (W#)
- Printers (both network and personal)
- Peripheral devices (model types)
- Monitors (size and model)
- Active phone lines
- People and positions associated with the active phone lines

Please let me know if you have any questions.

Thank you,
Charlynn Gustafson
PREM UC/Workstation Refresh Team
PREM.Refresh@gov.bc.ca

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OOP FOI PREM:EX

Subject: Lunch
Location: TBD

Start: Tue 2018-07-24 12:00 PM
End: Tue 2018-07-24 1:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hendry, Jackie PREM:EX
Required Attendees: McLean, Gordon FIN:EX

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 13, 2018 2:45 PM
To: Wansbrough, Joe FIN:EX
Cc: Andruz, Dean FIN:EX
Subject: RE: iStore # 883214 - 60502 - Jennifer Lewthwaite - LAN Access

Thank you!

Jackie

From: Wansbrough, Joe FIN:EX
Sent: Friday, July 13, 2018 2:38 PM
To: Hendry, Jackie PREM:EX
Cc: Andruz, Dean FIN:EX
Subject: iStore # 883214 - 60502 - Jennifer Lewthwaite - LAN Access

Good Afternoon Jackie,

As requested, Jennifer Lewthwaite's LAN access has been submitted under iStore #883214.

These types of requests are typically completed within one day. If you have any further questions or concerns, please contact us at any time.

Regards,

Joe Wansbrough

Senior Service Desk Analyst

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://www.fin.gov.bc.ca/>

From: Dean.Andruz@gov.bc.ca [<mailto:Dean.Andruz@gov.bc.ca>]
Sent: July 13, 2018 2:01 PM
To: FIN IMB Service Desk (78912) FIN:EX <78912@gov.bc.ca>; Andruz, Dean FIN:EX <Dean.Andruz@gov.bc.ca>
Subject: Service Request Form

Checkout Information

Account: PREM-DEPUTY MINISTER'S OFFICE
Ministry Number: 004
Responsibility Centre: 36B10
Service Code: 36205
Project Number: 3600000
Expense Authority: Jacqueline Hendry

Service Requests

Access - LAN Access

First Name: jennifer

Last Name: lewthwaite

IDIR: JLEWTHWA

Access By: File Path

Path: \\sfp.idir.bc.gov\S168\S68057\TRAN

Existing User: n/a

Comments: Please give READ ONLY access to share above. Approved by Deputy Premier's Office and David Henry Service Manager for Premier

Please email the iStore number to Jackie Hendry, cc to Dean Andruz

Requestor: Andruz, Dean FIN:EX

Email: Dean.Andruz@gov.bc.ca

Time: 2018-07-13 14:01:23

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 13, 2018 3:04 PM
To: OOP FOI PREM:EX
Subject: RE: OOP-2018-83981 Question

Yes, please do. Thanks.
Jackie

From: OOP FOI PREM:EX
Sent: Friday, July 13, 2018 9:08 AM
To: Hendry, Jackie PREM:EX
Subject: FW: OOP-2018-83981 Question

Hi Jackie,

I believe this is the last email (attached) from Angela in regards to this matter. Is it okay to get back to Toyoko with her response?

-Amanda

From: IAO CentralTeam CITZ:EX
Sent: Friday, July 13, 2018 8:57 AM
To: OOP FOI PREM:EX
Subject: RE: OOP-2018-83981 Question

Good morning Amanda,

Just wondering if you have any update on the question below. Please let me know.

Thank you.

Toyoko Doyle | Sr. 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

From: IAO CentralTeam CITZ:EX
Sent: Wednesday, June 27, 2018 1:54 PM
To: OOP FOI PREM:EX
Subject: RE: OOP-2018-83981 Question

Hi Amanda,

I am following up on this question from IRR as the legislated due date is in 8 days.
Please let me know how OOP would like us to respond to IRR so they can proceed with our consultation request.

Thank you.

Toyoko Doyle | Sr. 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

From: OOP FOI PREM:EX
Sent: Tuesday, June 19, 2018 9:39 AM
To: IAO CentralTeam CITZ:EX
Cc: McCartney, Angela PREM:EX
Subject: RE: OOP-2018-83981 Question

Hi Toyoko,

I will forward this on to Angela for follow up. Thanks,

-Amanda

From: IAO CentralTeam CITZ:EX
Sent: Tuesday, June 19, 2018 9:37 AM
To: OOP FOI PREM:EX
Subject: RE: OOP-2018-83981 Question

Hi Amanda,

Thank you for your email below.

I am just wondering if you have any update on this. If you do, please let me know.

Thank you.
Toyoko

From: OOP FOI PREM:EX
Sent: Thursday, June 14, 2018 11:27 AM
To: IAO CentralTeam CITZ:EX
Subject: RE: OOP-2018-83981 Question

Thanks Toyoko,

Alison is sending this to Angela with Cabinet Operations to confer and we will get back to you on that.

-Amanda

From: IAO CentralTeam CITZ:EX
Sent: Thursday, June 14, 2018 11:24 AM
To: OOP FOI PREM:EX
Subject: RE: OOP-2018-83981 Question

Hi Amanda,

I am consulting with IRR on the records, and they wish to find out if Cabinet confidence is applicable. Based on the information provided by the applicant, it is my understanding that the document didn't go to Cabinet. Is this something OOP would be able to confirm? Please let me know.

Thank you.

Toyoko Doyle | Sr. 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

From: OOP FOI PREM:EX
Sent: Friday, June 8, 2018 12:13 PM
To: IAO CentralTeam CITZ:EX
Subject: OOP-2018-83981

Hello,

Please find attached CFR and records for 83981. Please note that this record was saved as^{NR}
NR in the previous administration's records.

Thank you,
-Amanda

Page 050

Withheld pursuant to/removed as

s.22

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 13, 2018 4:22 PM
To: King, Peggy CITZ:EX
Subject: Requests to discuss

Hi Peggy –

Can we discuss OOP-2018-83754, OOP-2018-83750 and OOP-2018-83747 on Tuesday morning?

Thank you,
Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 17, 2018 10:32 AM
To: LP PO Deputy Minister
Subject: FW: PREM UC/Workstation Integrated Refresh: Inventory July 17-18

Importance: High

Apologies! The Refresh Team had been reaching out to more than one person in our office and created confusion in what date the inventory was going to occur.

The inventory for the Deputy Minister's Office is **August 10th**.

Again, so sorry for the confusion.

Jackie

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 17, 2018 10:14 AM
To: LP PO Deputy Minister
Subject: FW: PREM UC/Workstation Integrated Refresh: Inventory July 17-18

Good Morning,

Please see the email below. Techs will be on site today and tomorrow performing an inventory of our devices. You do not need to be at your desk for the inventory to happen, this is more of an FYI.

The refresh for our office will not be happening until late November/ early December. There will be more information shared with staff within the next couple of months.

Please feel free to connect with me if you have any questions or concerns.

Thank you,

Jackie

From: PREM Refresh PREM:EX
Sent: Monday, July 16, 2018 8:19 AM
To: Campbell, Sue LBR:EX <Sue.Campbell@gov.bc.ca>; Duncan, Kate EMPR:EX <Kate.Duncan@gov.bc.ca>; Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>; Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>; Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>; Hahn, Andra EDUC:EX <Andra.Hahn@gov.bc.ca>; Holding, Marina TAC:EX <Marina.Holding@gov.bc.ca>; Johnson, Lisa E AGRI:EX <Lisa.Johnson@gov.bc.ca>; McKnight, Valerie SDPR:EX <Valerie.McKnight@gov.bc.ca>; Nanninga, Tanera AG:EX <Tanera.Nanninga@gov.bc.ca>; Neilson, Kirsten ENV:EX <Kirsten.Neilson@gov.bc.ca>; Reid, Heidi FIN:EX <Heidi.Reid@gov.bc.ca>; Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>; Roberts, Connie A IRR:EX <Connie.Roberts@gov.bc.ca>; Silverio, Lisa FLNR:EX <Lisa.Silverio@gov.bc.ca>; White, Christine MAH:EX <Christine.White@gov.bc.ca>; White, Emily MCF:EX <Emily.White@gov.bc.ca>; Wilson, Cherie MCF:EX <Cherie.Wilson@gov.bc.ca>
Cc: PREM Refresh PREM:EX <PREM.Refresh@gov.bc.ca>; Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-

Mass@gov.bc.ca; Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>; Henry, David A FIN:EX <David.Henry@gov.bc.ca>; McLean, Gordon FIN:EX <Gordon.x.McLean@gov.bc.ca>

Subject: PREM UC/Workstation Integrated Refresh: Inventory July 17-18

Hello Everyone,

You're receiving this email because your office informed the Refresh Team of a flexible availability or that this week would work best for our tech team to conduct inventory.

Thank you for the time you've taken to help organize the Workstation and Phone Line inventory with us. We have taken your offices' availability into consideration during these two deployment days.

Below are the details:

The team will be onsite starting at: 9:00am July 17th and 18th.

There will be multiple teams that will be comprised of 2 of the following techs:

- Jay Prost
- Mindy Corser
- Liz Cox
- Jesse Connors
- Tim Wynans
- Randy Seitz
- Eric Seiferling

Randy is familiar with the location.

Please make sure there are as many workstations (and peripheral devices) on-site on the day as possible. Other than this, there are no requirements from your staff prior to conducting the inventory.

If you have any questions please contact me.

Thank you,
Charlynn Gustafson
PREM UC/Workstation Refresh Team
PREM.Refresh@gov.bc.ca

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Hello,

The PREM Integrated UC/Workstation Refresh project is in the process of refreshing your workstations and replacing your phone lines with UC. In order to accomplish this we will need to be on site to conduct an inventory.

Below is what you can expect from our on-site visit, with some communication back and forth for clarification throughout the process.

We will need:

- A window of time to conduct the inventory (preferably over the span of a week)
- As many workstations on site as possible

- Help from our contact to identify active phone lines, people and positions

NOTE: We will not need staff to be at their desk while we conduct the inventory

The inventory will take an average of 30 minutes per office and consist of a team on site verifying the following:

- PCs (W#)
- Printers (both network and personal)
- Peripheral devices (model types)
- Monitors (size and model)
- Active phone lines
- People and positions associated with the active phone lines

Please let me know if you have any questions.

Thank you,
Charlynn Gustafson
PREM UC/Workstation Refresh Team
PREM.Refresh@gov.bc.ca

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OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 17, 2018 10:46 AM
To: Nash, Amber PREM:EX
Subject: RE: OOP - Harms Question - June Calendar - Horgan

Thanks so much!

From: Nash, Amber PREM:EX
Sent: Tuesday, July 17, 2018 10:24 AM
To: Hendry, Jackie PREM:EX
Subject: RE: OOP - Harms Question - June Calendar - Horgan

Linked to Cabinet. 😊

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 17, 2018 10:16 AM
To: Nash, Amber PREM:EX
Subject: FW: OOP - Harms Question - June Calendar - Horgan

Hi Amber,

Please see below question from the open info group regarding an entry in the Premier's calendar. It appears the entry is linked to cabinet and if so, must be protected. Can you clarify if that is the case?

Thanks so much,
Jackie

From: CITZ OPEN INFOGROUP CITZ:EX
Sent: Monday, July 16, 2018 12:36 PM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Cc: CITZ OPEN INFOGROUP CITZ:EX <Open.InfoGroup@gov.bc.ca>
Subject: OOP - Harms Question - June Calendar - Horgan

Hello,

Please find my question below.

June 5 @ 10:30am – TB Submission ^{s.12}
• Linked to cabinet. Any harm?

Thank you,

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

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OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 17, 2018 10:47 AM
To: CITZ OPEN INFOGROUP CITZ:EX
Subject: RE: OOP - Harms Question - June Calendar - Horgan

Hello Ryan,

Yes, that entry is linked to cabinet and should be protected under cabinet confidence.

Thank you,
Jackie

From: CITZ OPEN INFOGROUP CITZ:EX
Sent: Monday, July 16, 2018 12:36 PM
To: Hendry, Jackie PREM:EX
Cc: CITZ OPEN INFOGROUP CITZ:EX
Subject: OOP - Harms Question - June Calendar - Horgan

Hello,

Please find my question below.

June 5 @ 10:30am – TB Submission –s.12

- Linked to cabinet. Any harm?

Thank you,

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

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OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 17, 2018 11:27 AM
To: Shortt, Amanda PREM:EX
Subject: RE: ars653.pdf

I think you are. Can you contact Terrance to check in on the appropriate steps? Just let him know that we have FOI requests and consultations from July 2017 in hard copy and electronic form that we would like to apply for destruction.

From: Shortt, Amanda PREM:EX
Sent: Tuesday, July 17, 2018 11:13 AM
To: Hendry, Jackie PREM:EX
Subject: ars653.pdf

Hi Jackie,

I started to fill out the attached form to request July OOP FOI requests to be destroyed.

Let me know if I am on the right track, thanks.

-Amanda

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, July 18, 2018 9:49 AM
To: IAO CentralTeam CITZ:EX
Subject: RE: OOP-2018-82022 Query

Hi Rene,

s.13

That's great, thank you for the information.

s.13

Please send back those pages with the revisions

Thank you,
Jackie

From: IAO CentralTeam CITZ:EX
Sent: Wednesday, July 18, 2018 8:48 AM
To: Hendry, Jackie PREM:EX
Subject: OOP-2018-82022 Query

Hi Jackie,

s.13

Thank you.

Rene Sorboe | FOI Analyst
Central Team, Information Access Operations
Rene.Sorboe@gov.bc.ca | 778-698-2394

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, July 18, 2018 10:18 AM
To: Kennedy, Christine PREM:EX
Subject: RE: Confidentiality Agreement for Contracts

Hi Christine,

I will check with Finance to see if there is any additional requirement other than what is in the standard General Service Agreement.

Will get back to you asap,
Jackie

From: Kennedy, Christine PREM:EX
Sent: Wednesday, July 18, 2018 10:01 AM
To: Hendry, Jackie PREM:EX
Subject: Confidentiality Agreement for Contracts

Jackie do we have a standard confidentiality agreement to send to a contractor prior to engaging them in work? If we don't have something on the shelf I will get the one that JTT uses.

I will be getting Donnie Wing to provide analysis and advice on several industrial items, in preparation for review by Cabinet. In order to engage him in those, I would need an executed confidentiality agreement. If you have one, I will send it to him and then we can get the contract in place afterwards.

His contact information is

Donnie Wing
s.22

Telephone ^{s.22}
E-mail ^{s.22}
Rate \$150.00 / hour

Thank you!!

Christine

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, July 18, 2018 3:19 PM
To: Chan, Sarah CITZ:EX
Subject: Redline OOP-2017-74262 Part 1 & 2 - with revisions.pdf
Attachments: Redline OOP-2017-74262 Part 2 - with revisions.pdf; Redline OOP-2017-74262 Part 1 (002) -with revisions.pdf

s.13

Thank you,
Jackie

Page 062

Withheld pursuant to/removed as

s.22

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, July 18, 2018 3:33 PM
To: Appleton, Natalie CITZ:EX; Yonson, Neal CITZ:EX
Subject: RE: New Cons OOP-2018-83793 due July 9

Thanks so much for the clarification, Natalie!

Jackie

From: Appleton, Natalie CITZ:EX
Sent: Wednesday, July 18, 2018 3:01 PM
To: Hendry, Jackie PREM:EX ; Yonson, Neal CITZ:EX
Subject: RE: New Cons OOP-2018-83793 due July 9

Hi Jackie,

s.13

Sincerely,

Natalie Appleton | Team Lead | Central Team | Information Access Operations | Ministry of Citizens' Services
Ph: 250 356-9164 | *e:* Natalie.Appleton@gov.bc.ca | *m:* PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1



INFORMATION
ACCESS OPERATIONS
A BRANCH of SHARED SERVICES BC

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 17, 2018 4:08 PM
To: Appleton, Natalie CITZ:EX; Yonson, Neal CITZ:EX
Subject: FW: New Cons OOP-2018-83793 due July 9

Hi Natalie and Neal –

s.13

Thanks –
Jackie

From: Christensen, Suzanne PREM:EX
Sent: Tuesday, July 17, 2018 3:23 PM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Subject: FW: New Cons OOP-2018-83793 due July 9

Jackie

As discussed a referral from FLNR FOI. I have no concerns with emails I authored.

Suzanne

From: FLNR FOI FLNR:EX
Sent: July 17, 2018 10:32 AM
To: Christensen, Suzanne PREM:EX <Suzanne.Christensen@gov.bc.ca>
Cc: FLNR FOI FLNR:EX <flnr.foi@gov.bc.ca>
Subject: FW: New Cons OOP-2018-83793 due July 9

Good Morning Suzanne,

I am just following up on the review of this consult.

Its due date was July 9 and we would appreciate a response as soon as possible please.

Thanks,

Ruth

From: Fernandes, Ruth FLNR:EX
Sent: Thursday, June 28, 2018 8:25 AM
To: Christensen, Suzanne PREM:EX
Cc: FLNR FOI FLNR:EX
Subject: New Cons OOP-2018-83793 due July 9

Hello,

We have received an FOI **Consultation** with regard to records that originated from your program and are included in the Office of the Premier's response to an FOI request.

Note: you are NOT required to produce records.

Original request:

Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages sent from Suzanne Christensen. (Date Range for Record Search: From 11/01/2017 To 11/30/2017)

Please review the attached records and reply to me via email to indicate which of the following applies by July 9:

- There are no harms in these records; they may be released in full.
- There are harms in releasing all of these records; they should be withheld in their entirety.
- There are harms in portions of these records; please note your concerns

The following guide is available to assist you:

- Harms Assessment - Quick Guide to Exceptions to Disclosure

Thank you for your assistance. Please contact me if you have any questions or concerns.

Ruth Fernandes, FOI Coordinator, Deputy Minister's Office

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, July 18, 2018 4:47 PM
To: Kennedy, Christine PREM:EX
Subject: FW: Confidentiality Agreement for Contracts
Attachments: GSA template July 31 2017.docx; A UNDERTAKING OF CONFIDENTIALITY Transition Team 2017.pdf

Hi Christine,

Please see below information from Finance regarding the confidentiality agreement and if you feel we need legal to assist in revising the language on the standard GSA, use the Undertaking of Confidentiality used for the previous Transition Team, or draft a new Undertaking of Confidentiality.

Let me know your thoughts.

Thanks –
Jackie

From: Banister, Lori FIN:EX
Sent: Wednesday, July 18, 2018 11:06 AM
To: Hendry, Jackie PREM:EX
Subject: RE: Confidentiality Agreement for Contracts

Hi Jackie,

Confidentiality is addressed in our standard **GSA at item 5.3 (attached)**.

When a more comprehensive confidentiality provision is required, we can ask the contractor to sign an **Undertaking of Confidentiality** (in addition to their GSA). For example, copy of the Undertaking of Confidentiality signed by the 2017 Transition Team members is attached. Each Transition Team member signed both a GSA and Undertaking of Confidentiality.

Legal can help us determine what type of information can be characterized as confidential, and they may revise the confidentiality language in our standard GSA or draft a new Undertaking of Confidentiality.

Best, Lori

Lori Banister
Procurement Specialist, CFFS
BC Ministry of Finance
778 698 3049
Lori.Banister@gov.bc.ca

From: Hendry, Jackie PREM:EX
Sent: Wednesday, July 18, 2018 10:25 AM

To: Banister, Lori FIN:EX

Subject: FW: Confidentiality Agreement for Contracts

Hi Lori,

I have been asked if there is a standard confidentiality agreement for contractors that is required prior to engaging them in work... or, is that covered in our standard GSA?

ADM Christine Kennedy will be setting up an individual to provide analysis and advice on several industrial items, in preparation for review by Cabinet. In order to engage the contractor in those, she would need an executed confidentiality agreement. If we have one that is used, Christine will send to him and then get the contract in place afterwards.

Thanks Lori!

Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, July 19, 2018 9:34 AM
To: Canitz, Shelley L PREM:EX
Subject: s.22

Hi Shelley,
s.22
s.22
Jackie

Of course I am always available if you need me!
have a wonderful weekend. 😊

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, July 19, 2018 10:56 AM
To: King, Peggy CITZ:EX
Subject: OOP-2018-83747
Attachments: Possible Records.pdf

Hi Peggy – as discussed, please see attached pertaining to OOP-2018-83747.^{s.13}
s.13

Thank you,
Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, July 19, 2018 12:05 PM
To: McLean, Gordon FIN:EX
Subject: RE: PREM Contacts - Ensuring we keep the right people in the loop

Exactly...

From: McLean, Gordon FIN:EX
Sent: Thursday, July 19, 2018 11:00 AM
To: Hendry, Jackie PREM:EX
Subject: RE: PREM Contacts - Ensuring we keep the right people in the loop

I know!

Does the output make sense? Can you see how if Charlyne had been told about Keira and Alison and then looked at the list she would have seen that someone was directing her to the wrong contact she could have contacted you and Kate first to get back on track?

Regards,

Gordon

s.22

From: Hendry, Jackie PREM:EX
Sent: July 19, 2018 10:57 AM
To: McLean, Gordon FIN:EX <Gordon.x.McLean@gov.bc.ca>
Subject: RE: PREM Contacts - Ensuring we keep the right people in the loop

That worked! Funny that I was showing as with Finance! ^{s.22}

J

From: McLean, Gordon FIN:EX
Sent: Thursday, July 19, 2018 10:35 AM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Subject: RE: PREM Contacts - Ensuring we keep the right people in the loop

Darn, I wonder if it is because it still shows you with Finance 😊

Here it is.

Regards,

Gordon

From: Hendry, Jackie PREM:EX
Sent: July 19, 2018 9:06 AM
To: McLean, Gordon FIN:EX <Gordon.x.McLean@gov.bc.ca>
Subject: RE: PREM Contacts - Ensuring we keep the right people in the loop

Thank you, Gordon. Unfortunately, I wasn't able to open the link. And, when I tried to save it on my desk top, it said I didn't have permission?

J

From: McLean, Gordon FIN:EX
Sent: Thursday, July 19, 2018 8:50 AM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: PREM Contacts - Ensuring we keep the right people in the loop

Good morning Jackie,

The spreadsheet linked below is a process I've put together so that the Service Desk and staff (like Charlyne) can determine who to keep in the loop when someone is identified within the IM/IT world. If I'd had this in place for when Keira and Alison were identified it would have enabled Charlyne to see that they should not have been identified to the Minister's offices group.

<\\fin.gov.bc.ca@SSL\DavWWWRoot\cbm\SharedContacts\Shared Documents\PREM\LPContacts.xlsm>

It should also help to illustrate to new staff how the reporting structure works. Kate, Susan and Danny also have access and unless you have a concern I'll follow up with an email to them later.

Regards,

Gordon

Gordon McLean - Client Business Manager
Ministry of Finance, Corporate Services, Information Management Branch
Supporting Finance, Office of the Premier and Government House
Cell: 250-216-1641 FAX: 250-356-1494

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, July 19, 2018 12:54 PM
To: Chan, Sarah CITZ:EX
Subject: RE: Redline OOP-2017-74262 Part 1 & 2 - with revisions.pdf

Yes, thank you.
Jackie

From: Chan, Sarah CITZ:EX
Sent: Thursday, July 19, 2018 12:51 PM
To: Hendry, Jackie PREM:EX
Subject: RE: Redline OOP-2017-74262 Part 1 & 2 - with revisions.pdf

Great. Did you want another redline sent over now for sign off?

From: Hendry, Jackie PREM:EX
Sent: Thursday, July 19, 2018 12:51 PM
To: Chan, Sarah CITZ:EX
Subject: RE: Redline OOP-2017-74262 Part 1 & 2 - with revisions.pdf

Hi Sarah,

Ok, we will proceed as per previous release for GCP and your rationale below. Just wanted to ensure we were being consistent.

Thank you,
Jackie

From: Chan, Sarah CITZ:EX
Sent: Thursday, July 19, 2018 10:58 AM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Subject: RE: Redline OOP-2017-74262 Part 1 & 2 - with revisions.pdf
Importance: High

s.13

Thanks Jackie,

Sarah Chan | FOI Senior 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

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, July 19, 2018 1:48 PM
To: Wensink, Alison PREM:EX
Subject: FW: Global LP list

Are you updating this list, or does Exec? 😊

From: Duguay, Ilene JTT:EX
Sent: Thursday, July 19, 2018 1:47 PM
To: Hendry, Jackie PREM:EX
Subject: Global LP list

Hello Jackie:

I'm the AA for Minister Chow's office and I need to be added to the Global LP list.

Thank you,

Ilene Duguay

Administrative Assistant to the Honourable George Chow
Minister of State for Trade

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Room 027 | Parliament Buildings | Victoria | British Columbia | V8W 9E2
Phone: 250-387-9139 | Fax: 250-387-9146 | Email: Ilene.Duguay@gov.bc.ca

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, July 19, 2018 2:24 PM
To: Shortt, Amanda PREM:EX
Subject: OOP-2018-84347 wording for response letter

Please give this additional wording for the response letter to IAO:

Please note Marie Della Mattia's OIC with the Office of the Premier was rescinded on January 15, 2018 and her contract with Government Communications and Public Engagement (GCPE) began on January 16, 2018. The Office of the Premier has provided all sent emails for the timeframe specified located within our records, as well we have partially transferred this request to GCPE. Please await their response before considering this request complete.

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, July 19, 2018 2:59 PM
To: Wright, Don J. PREM:EX
Cc: Kennedy, Christine PREM:EX
Subject: RE: FOI Signing

Thanks, Don. ^{s.22}

Jackie

From: Wright, Don J. PREM:EX
Sent: Thursday, July 19, 2018 2:58 PM
To: Hendry, Jackie PREM:EX
Cc: Kennedy, Christine PREM:EX
Subject: FOI Signing

Hi Jackie,

This is just to confirm that I have given Christine the authority to sign off on all FOI requests ^{s.22}

Don

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, July 19, 2018 3:43 PM
To: Hendry, Jackie PREM:EX

From Christine.

A question before I send you information on the work Donnie Wing will do.

I am presuming because of commercial information and confidentiality, I should just describe it as "economic development initiatives" rather than Mill X in Community XYZ.

Is this enough, or should I be more detailed:

- Participate in the financial, strategic and business case assessment of economic development initiatives, including industrial developments proposed by private sector interests; and,

Develop or participate in the development of Cabinet and / or Cabinet Committee materials.

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 20, 2018 9:15 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Director OIC posted and tagged

Oh darn, I didn't want you to have to come in ☹️ And yes, I should have access and an overview of how to cover this s.22
s.22 . 😊

Jackie

From: Canitz, Shelley L PREM:EX
Sent: Thursday, July 19, 2018 5:20 PM
To: Hendry, Jackie PREM:EX
Subject: Re: Director OIC posted and tagged

I am going to come in and post this - maybe we should get you access to the SharePoint too - your views?

Shelley Canitz
Executive Director, Corporate Initiatives
Office of the Deputy Minister to the Premier

On Jul 19, 2018, at 3:37 PM, Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca> wrote:

Hi Shelley,

I just received a message from Janet at PSA stating that the Band 4 Director OIC has been posted and tagged and is ready to be signed. This position is to start July 23. Can you let me know what I need to do to move this along to the next step?

Thanks!

Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 20, 2018 9:33 AM
To: Wright, Don J. PREM:EX
Subject: Accepted: MEETING: Don and Jackie - FOI

OOP FOI PREM:EX

Subject: Search tools
Location: Front Office

Start: Mon 2018-08-06 3:00 PM
End: Mon 2018-08-06 3:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hendry, Jackie PREM:EX
Required Attendees: Wensink, Alison PREM:EX; Shortt, Amanda PREM:EX

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 20, 2018 12:44 PM
To: Kennedy, Christine PREM:EX
Subject: Accepted: MEETING: Christine and Jackie - FOI

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 20, 2018 4:49 PM
To: Henry, David A FIN:EX; Wensink, Alison PREM:EX; Shortt, Amanda PREM:EX
Cc: PREM Tech
Subject: RE: Outlook/Windows Search Functionality

Hi David,
s.13

Thanks –

Jackie

From: Henry, David A FIN:EX
Sent: Friday, July 20, 2018 10:30 AM
To: Hendry, Jackie PREM:EX ; Wensink, Alison PREM:EX ; Shortt, Amanda PREM:EX
Cc: PREM Tech
Subject: Outlook/Windows Search Functionality

Good morning,

David Curtis of CIRMO is of the understanding – from OCIO – that the basic Outlook and Windows search function works totally fine, no issues etc. (for FOI etc.)
Would you list any issues/frustrations/concerns etc you may have (or continue to) encounter with using the default search for both FOI etc.

Compared to Copernic..

We are trying to provide OCIO the complete information that the basic search is subpar and does not always bring back correct/all/consistent results.

Any and all comments most welcome!
Thanks,
David

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 24, 2018 8:58 AM
To: Reed, Matt CITZ:EX
Subject: RE: quick call

Hi Matt – 11:30 would work for me.

Thank you,
Jackie

From: Reed, Matt CITZ:EX
Sent: Tuesday, July 24, 2018 8:36 AM
To: Hendry, Jackie PREM:EX
Subject: quick call

Hi Jackie,

Are you available at 9 or 1130 today for a quick call? David Curtis is looking for a status on some work that was being done with MLA Chandra Herbert.

Thanks,
-m

Matt Reed
A/Executive Director
Privacy, Compliance and Training Branch,
250 514-8870

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 24, 2018 10:01 AM
To: Reed, Matt CITZ:EX
Subject: Accepted: check in

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 24, 2018 10:14 AM
To: Dhanota, Surjit LASS:EX
Subject: RE: A small bit of assistance needed - no rush :o)

Awesome – thanks, Surjit.

Jackie

From: Dhanota, Surjit [mailto:Surjit.Dhanota@leg.bc.ca]
Sent: Tuesday, July 24, 2018 10:06 AM
To: Hendry, Jackie PREM:EX
Subject: Re: A small bit of assistance needed - no rush :o)

Hi Jackie
Sam and Eric will see you around 10.30...
Thanks

Surjit Dhanota
Sent from my iPhone

On Jul 24, 2018, at 9:57 AM, Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca> wrote:

Hi Surjit! Hope everything is going well!

I have a new “carpet protector, chair mat” that I need placed. If I could get some assistance that would be so appreciated!

Thank you so much!

Jackie 😊

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 24, 2018 10:57 AM
To: Miller, Amy FIN:EX
Subject: FW: Welcoming Amy Miller

Hi Amy! Welcome! I just wanted to connect with you about a couple of items.

1. Time and Leave:

I will be adding you to my Time and Leave for leave approvals etc., once the full transfer has occurred over to Office of the Premier from Finance. If your "core hours" have changed at all, please see below for information on how to make changes on Time and Leave:

*All schedule changes must be processed through the online Employee Information Form, located in the [Time Pay Portal](#) under the Forms tab. A **Schedule Request** form will need to be completed. Once the form has been submitted and approved it can take up to two full pay periods to process.*

Once the form has been processed and completed on our end, an overnight refresh will need to occur before the schedule change will be reflected in time and leave.

Please Note: When submitting a schedule request, the submitter will receive three e-mail notifications: once after it has been submitted, after it has been approved for processing and a final notification when processing has been completed.

2. IM117/ FOI Training:

You may have taken the mandatory IM117 training in the past, but it is recommended that you take a refresher now that you're in your new role. I will arrange in person training for you and will be in touch with dates etc. Also, as there are a few new staff within OOP, I will be planning an FOI training session to give a bit more detail on FOI, such as responding to requests, what is considered transitory etc. If any questions come up before then, or at anytime, please connect with me!

Thanks so much,

Jackie

From: Kennedy, Christine PREM:EX
Sent: Friday, July 20, 2018 5:19 PM
To: Hendry, Jackie PREM:EX ; Yuma Morisho, Okenge PREM:EX ; Christensen, Suzanne PREM:EX ; Canitz, Shelley L PREM:EX ; Wright, Don J. PREM:EX ; Higgins, Keira PREM:EX ; Wensink, Alison PREM:EX ; Shortt, Amanda PREM:EX ; Mulloy, Eleanor PREM:EX ; Witter, Allison PREM:EX ; MacMillan, Elizabeth PREM:EX ; Papik, Stephanie PREM:EX ; Farmer, Leila PREM:EX ; Robinson, Jon PREM:EX ; Nash, Amber PREM:EX ; Wade, Debbie PREM:EX ; Aaron, Sage PREM:EX
Cc: Miller, Amy FIN:EX
Subject: Welcoming Amy Miller

Please join me in welcoming Amy Miller to our team. Amy starts in the DMO team on Monday on a one year Temporary Assignment as Director, Economic Projects. She will be working with me on a range of economic development projects and policy initiatives.

Amy joins us from Treasury Board Staff, where she was a Director in the Social Policy section. Prior to TBS, Amy was with the Ministry of Indigenous Relations and Reconciliation working with a team on treaty ratification and implementation.
s.22

Amy, thank you for agreeing to take on the assignment. I am thrilled to have you join us.

Christine Kennedy

Office of the Premier, Deputy Minister's Office
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
Ph: (250) 356-2206

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 24, 2018 11:05 AM
To: Arslan, Alan CITZ:EX; Reed, Matt CITZ:EX
Cc: Parte, Maura PSA:EX
Subject: RE: New employee with OOP DMO

They are both part of the Deputy Minister's Office, but due to lack of space at the leg, they are both situated in the Cabinet Operations office at 617 Government Street.

From: Arslan, Alan CITZ:EX
Sent: Tuesday, July 24, 2018 11:03 AM
To: Hendry, Jackie PREM:EX ; Reed, Matt CITZ:EX
Cc: Parte, Maura PSA:EX
Subject: RE: New employee with OOP DMO

Hi Jackie,

I do not show Amy or Allison as having taken recent in-person. I will forward this email to Matt to see if there is possibility of that being organized. Also, where are they located?

Thanks,

Alan Arslan CIPP/C

Privacy Advisor | desk 778-698-5839; cell 250-588-3524

Privacy, Compliance & Training Branch

Corporate Information & Records Management Office

Ministry of Citizens' Services

The contents of this message are provided for information purposes and do not constitute legal advice.

From: Hendry, Jackie PREM:EX
Sent: July 24, 2018 10:54 AM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>; Arslan, Alan CITZ:EX <Alan.Arslan@gov.bc.ca>
Subject: New employee with OOP DMO

Hi –

We have a new staff within Office of the Premier DMO – Amy Miller who has started July 23. Amy is on a one year Temporary Assignment as Director, Economic Projects, coming from Treasury Board Staff. I am connecting with her to see when/ if she has taken the IM117, but believe a “refresher” would likely be helpful in her new role. Do you have any other dates coming up?

Also, has Allison Witter (also a new Director within OOP DMO) been involved in recent training as yet?

I have been very busy with FOI as of late which has left me a bit out of the loop with all the training that you have both been involved in. Apologies for that! But I do appreciate being cc'd on the emails.

Thanks so much,

Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 24, 2018 11:56 AM
To: Elbahir, Cindy CITZ:EX
Subject: Accepted: Weekly FOI Call with DMO and Cab Ops

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Withheld pursuant to/removed as

s.22

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 24, 2018 3:20 PM
To: McLean, Gordon FIN:EX
Subject: Accepted: Committee Discussion

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 24, 2018 3:54 PM
To: Kennedy, Christine PREM:EX
Subject: RE: Contracts

Hi Christine,

I'm getting the contract, checklist etc. completed to send to Finance for these two contracts. I see on your email that you want Donnie to start Friday, July 27. Do you know when the end date would be? Also, what is the term of Krista's contract?

Thank you,
Jackie

From: Kennedy, Christine PREM:EX
Sent: Tuesday, July 24, 2018 3:09 PM
To: Hendry, Jackie PREM:EX
Subject: Contracts

Hi Jackie, I'm just getting back to the contract topics I had mentioned earlier this week.

1. Donnie Wing:

I had provided the mailing address and phone numbers, etc. previously. You also have his confidentiality undertaking.

Description of work:

- Reviewing, evaluating and developing Cabinet and / or Cabinet Committee material related to confidential and proprietary major economic development proposals that are advanced to the Office of the Premier seeking concept endorsement, approval or financial support. This work will typically be done under commercial non-disclosure agreement and legal privilege and would involve engagement with staff in Ministries.
- Contributing to the development of strategies, submissions, presentations and other materials being developed for Cabinet and / or Cabinet Committee meetings.

His rate is \$150.00 per hour. I would like to assign \$20,000 to this, and will advise if that amount would need to be increased going forward. The basis for selection is that Donnie has specialist knowledge across many of the categories we need support on, having former experience with ICBC, BC Hydro and several government ministries. He has a sophisticated knowledge of financial analysis, and access to / working relationships with senior staff in Finance, EMPR and other agencies. The work is urgent and immediate, and in the case of one project, I need someone available to work on highly confidential matters by Friday of this week.

Context Research Ltd. (ChangeMakers Communications DBA Context)

Address: 714 – 744 W Hastings St, Vancouver B.C. V6C 1A5
Phone: 604.723.0309
Contact: Krista Bax, kbax@contextresearch.ca
Business number: 88204 9224

Rate: \$150.00 / hour

Contract amount: \$10,000.

Context is working on:

- Supporting Office of the Premier staff in the development of Cabinet-level documents and strategies.
- Providing review, editing and drafting support for Cabinet-level strategic documents originating from the Office of the Premier.
- Merging multiple draft versions of documents prepared or edited by Ministries and / or the Office of the Premier for inclusion in strategies going to Cabinet for approval.
- Providing document layout and design services.
- Providing research and communications advice.

Context Research was selected for this work based on their familiarity with other Government assignments, including work on the 2017 Wildfire and Flood report. The work is confidential and done on short notice. For one element of the work, we needed a writer with no client conflicts with other industrial or public sector bodies, which Context was able to supply through their strategic partnership with ChangeMakers.

Thank you. Let me know if that is enough information.

Christine

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 24, 2018 4:50 PM
To: McCartney, Angela PREM:EX
Subject: will connect tomorrow

Hi Angela,

So sorry I wasn't able to connect with you today. I will call you tomorrow...

Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 24, 2018 5:02 PM
To: Banister, Lori FIN:EX
Subject: Donnie Wing Consulting Contract
Attachments: DA Justification & Pre Approval Request D. Wing.doc; FIN 022 Contract Checklist D. Wing.doc; GSA D. Wing.docx; Contracts

Hi Lori,

I was using other contracts that we have done in the past as a guide.

Questions re – Donnie Wing Consulting Contract:

- Can we leave the term open to year end?
- Christine wants to assign 20,000 with the possibility of adding to that moving forward.
- I wasn't sure of the break down of fees vs expenses. I can go back to Christine for that if need be.
- I wasn't sure how to break down the fees, and add the contract total on the checklist.
- I got to Schedule B (page 14) on the GSA.

Context Research

- I haven't started anything for Context Research as yet.

Let me know what other information we may need from Christine.

Thank you for your help!

Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 24, 2018 5:09 PM
To: Banister, Lori FIN:EX
Subject: FW: Confidentiality Undertaking
Attachments: Confidentiality Agreement.pdf

I forgot to include the Confidentiality Agreement in my first email to you.

Thanks –
Jackie

From: Donnie Wing ^{s.22}
Sent: Thursday, July 19, 2018 4:41 PM
To: Hendry, Jackie PREM:EX
Cc: Kennedy, Christine PREM:EX
Subject: Confidentiality Undertaking

Hi Jackie, please see the signed Confidentiality Undertaking attached. Also, please let me know if you need any additional information for the contract arrangements.

Thanks
Donnie

Page 099

Withheld pursuant to/removed as

s.22

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, July 25, 2018 11:12 AM
To: Shortt, Amanda PREM:EX
Subject: FW: DE19-293 PREM
Attachments: ars653.pdf; Copy of ARS661.xlsx; Detailed File list scan.docx

Hi Amanda –

I think you still have to complete sections 2, 3 and 4 of the PDF. Also, on the word doc, are the ones blacked out personal files?

From: Shortt, Amanda PREM:EX
Sent: Wednesday, July 25, 2018 10:30 AM
To: Hendry, Jackie PREM:EX
Subject: FW: DE19-293 PREM

Hello Jackie,

Please find attached the RDA form completed and a snapshot of the LAN file list for both the previous admin and July 2017 completed Call For Records files that we are applying for destruction. Upon your approval, could you please forward back to me with your signature block.

Thanks so much,
-Amanda

From: RCSHELP CITZ:EX
Sent: Tuesday, July 17, 2018 12:49 PM
To: Shortt, Amanda PREM:EX
Subject: DE19-293 PREM

Attached is your Records Destruction Authorization (RDA) form (ARS 518).



A. Please complete the following sections in **full**:

Section 2: Complete branch and location information;

Section 3: Complete record identification information. Click on the add record button if more space is required;

Section 4: Complete Branch Authorization. Additionally, and as part of the electronic package, **please include an email with the signature block of the manager (the person authorizing all destructions for your office)**, as GRS requires this as evidence of approval.

B. Provide a detailed file list (either system generated or manually created). The attached file list template is **ONLY** used when you do not have a system generated file list.

- C. Please **do not** print, sign and scan the form, as we require it in electronic format to proceed.
- D. Once the above steps are completed, email the completed electronic package to RCSHELP@gov.bc.ca.
Electronic package consists of:
- RDA form (ARS 518);
 - File list; ; **NOTE: Please ensure your box file lists are combined into a single attachment, i.e. PDF, Word.**
 - Approval email including signature block.

File your copy and all attached documents in your **ARCS file 432-35** (Destruction case files – authorized by central agency).

Thanks,
Barb

RCS HELP | Record Centre Services
Government Records Service | Ministry of Citizens' Services
PO Box 9569 Stn Prov Gov't, Victoria, BC V8W 9K1
Fax: 250-387-4122 | Mailto: RCSHELP@gov.bc.ca | Branch Web Site: http://www.gov.bc.ca/citz/iao/records_mgmt/rcs/
Please consider the environment before printing this e-mail. Thank you.

See the new GRS Information Management community site for all of government!

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

From: Shortt, Amanda PREM:EX
Sent: July-17-18 12:01 PM
To: RCSHELP CITZ:EX
Subject: Form Returned: ars653.pdf

Form Returned: ars653.pdf

The attached file is the filled-out form. Please open it to review the data.

Regards,

Amanda Shortt, Administrative Assistant Deputy Minister's Office | Office of the Premier Room 272 - West Annex,
Parliament Buildings Victoria BC V8W 9E1

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, July 25, 2018 2:04 PM
To: CFFSHELP, FIN FIN:EX
Subject: FW: July 3 PCard - AWENSINK
Attachments: WENSINKA s.17 | 03JUL18.xlsx; July 3 PCard receipts.pdf

Approved.

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: Wednesday, July 25, 2018 1:47 PM
To: Hendry, Jackie PREM:EX
Subject: July 3 PCard - AWENSINK

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, July 25, 2018 2:52 PM
To: Kennedy, Christine PREM:EX
Subject: RE: On the phone with Don, will be a few minutes

Yes, for sure. Thanks.

From: Kennedy, Christine PREM:EX
Sent: Wednesday, July 25, 2018 2:47 PM
To: Hendry, Jackie PREM:EX
Subject: RE: On the phone with Don, will be a few minutes

That went MUCH longer than expected and now Elizabeth will be calling. Would 3:15 be okay? I'm sorry.

From: Hendry, Jackie PREM:EX
Sent: Wednesday, July 25, 2018 1:59 PM
To: Kennedy, Christine PREM:EX
Subject: RE: On the phone with Don, will be a few minutes

For sure 😊

From: Kennedy, Christine PREM:EX
Sent: Wednesday, July 25, 2018 1:58 PM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Subject: On the phone with Don, will be a few minutes

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, July 25, 2018 4:41 PM
To: CITZ OPEN INFOGROUP CITZ:EX
Subject: FW: OOP - Approval needed by July 27 - June Calendars - Horgan, Wright, Yuma Morisho
Attachments: Horgan, John.pdf; Wright, Donald.pdf; Yuma Morisho, Okenge.pdf; Calendar Proactive Approval Form - June.docx

Hello,

These calendars are approved for publication.

Thank you,
Jackie

From: CITZ OPEN INFOGROUP CITZ:EX
Sent: Thursday, July 19, 2018 4:15 PM
To: Hendry, Jackie PREM:EX
Subject: OOP - Approval needed by July 27 - June Calendars - Horgan, Wright, Yuma Morisho

Thank you for sending your calendar(s) to Open Information for the month of June 2018. Your calendar(s) has been reviewed by an Open Information analyst and any information that required redaction has been removed.

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

Please reply to this email to CITZ OPEN INFOGROUP (Open.InfoGroup@gov.bc.ca) by July 27, 2018 indicating your approval for publication. If you identify any redaction revisions, please indicate this in your email.

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

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

Many thanks,

IAO Open Information Team

Ryan Schumm
Neil Frelick
Matthew Prodan, A/Manager

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, July 25, 2018 4:43 PM
To: Shortt, Amanda PREM:EX
Subject: FW: DE19-293 PREM
Attachments: ars653.pdf; Copy of ARS661.xlsx; Detailed File list scan.pdf

Approved.

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

From: Shortt, Amanda PREM:EX
Sent: Wednesday, July 25, 2018 12:21 PM
To: Hendry, Jackie PREM:EX
Subject: RE: DE19-293 PREM

Hello Jackie,

Here are the updates and edits that include the consults from July 2017.

-Amanda

From: Hendry, Jackie PREM:EX
Sent: Wednesday, July 25, 2018 11:55 AM
To: Shortt, Amanda PREM:EX
Subject: FW: DE19-293 PREM

Approved.

Thank you,

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

From: Shortt, Amanda PREM:EX
Sent: Wednesday, July 25, 2018 11:40 AM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Subject: FW: DE19-293 PREM

Hello Jackie,

Please find attached PDF for your signature block approval.

Thanks,
-Amanda

From: RCSHELP CITZ:EX
Sent: Tuesday, July 17, 2018 12:49 PM
To: Shortt, Amanda PREM:EX
Subject: DE19-293 PREM

Attached is your Records Destruction Authorization (RDA) form (ARS 518).



A. Please complete the following sections in **full**:

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Section 4: Complete Branch Authorization. Additionally, and as part of the electronic package, **please include an email with the signature block of the manager (the person authorizing all destructions for your office)**, as GRS requires this as evidence of approval.

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- File list; ; **NOTE: Please ensure your box file lists are combined into a single attachment, i.e. PDF, Word.**
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File your copy and all attached documents in your **ARCS file 432-35** (Destruction case files – authorized by central agency).

Thanks,
Barb

RCS HELP | Record Centre Services

Government Records Service | Ministry of Citizens' Services

PO Box 9569 Stn Prov Gov't, Victoria, BC V8W 9K1

Fax: 250-387-4122 | Mailto: RCSHELP@gov.bc.ca | Branch Web Site: http://www.gov.bc.ca/citz/iao/records_mgmt/rcs/

Please consider the environment before printing this e-mail. Thank you.

See the new GRS Information Management community site for all of government!

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

From: Shortt, Amanda PREM:EX

Sent: July-17-18 12:01 PM

To: RCSHELP CITZ:EX

Subject: Form Returned: ars653.pdf

Form Returned: ars653.pdf

The attached file is the filled-out form. Please open it to review the data.

Regards,

Amanda Shortt, Administrative Assistant Deputy Minister's Office | Office of the Premier Room 272 - West Annex,
Parliament Buildings Victoria BC V8W 9E1

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, July 26, 2018 10:10 AM
To: Wensink, Alison PREM:EX
Subject: Accepted: FOI

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, July 26, 2018 1:46 PM
To: Roslin-White, Yvonne FIN:EX
Subject: Accepted: Sub-Committee Discussion Note

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, July 26, 2018 2:33 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: network drives

Hi – Alison will put in a service request to get access for both Amy and Ali.

Thanks!
Jackie

From: Canitz, Shelley L PREM:EX
Sent: Thursday, July 26, 2018 2:24 PM
To: Hendry, Jackie PREM:EX
Subject: FW: network drives

Jackie – how do we give Amy access to the LAN? Does Allie have it too?

From: Miller, Amy PREM:EX
Sent: Thursday, July 26, 2018 2:20 PM
To: Canitz, Shelley L PREM:EX
Subject: network drives

Hi Shelley

I am not sure if you're the right person to ask, but I was wondering if the office had any network drives for staff to save material on? During the in/out transfer, I don't seem to have received any pre-mapped network drives. Any help/suggestions would be appreciated. Thanks.

Amy

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, July 26, 2018 3:43 PM
To: OOP FOI PREM:EX
Subject: RE: OOP-2018-83315 - Narrowed request- Amended records

Hi Kristen,

s.13

Thank you,
Jackie

From: OOP FOI PREM:EX
Sent: Thursday, July 19, 2018 10:30 AM
To: Hendry, Jackie PREM:EX
Subject: FW: OOP-2018-83315 - Narrowed request- Amended records

Hi Jackie – not sure if you saw this in the inbox, but just forwarding over to you.

Thanks,

Alison

From: IAO CentralTeam CITZ:EX
Sent: Wednesday, July 18, 2018 9:40 AM
To: OOP FOI PREM:EX
Subject: FW: OOP-2018-83315 - Narrowed request- Amended records

Hi Jackie,

Just wondering if you had a chance to quickly run through these. I just want to confirm I will be working with these records.

Thanks,

Kristen Sanderson | 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

From: IAO CentralTeam CITZ:EX
Sent: Monday, July 16, 2018 8:35 AM
To: OOP FOI PREM:EX
Subject: RE: OOP-2018-83315 - Narrowed request- Amended records

Hi Jackie,

Are you able to just do a quick run through and determine that this would be the responsive package I would work with.
(see attached)

Thanks,

Kristen Sanderson | 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

From: OOP FOI PREM:EX
Sent: Friday, July 13, 2018 4:03 PM
To: IAO CentralTeam CITZ:EX
Subject: FW: OOP-2018-83315 - Narrowed request- Amended records

Hi Kristen,

s.13

Call me to discuss further.

Thank you,
Jackie

From: IAO CentralTeam CITZ:EX
Sent: Thursday, July 12, 2018 10:31 AM
To: OOP FOI PREM:EX
Subject: FW: OOP-2018-83315 - Narrowed request- Amended records

Hello,

Can you please provide a status for this, as the LDD is in 9 days and I would like to determine what records I am working with.

Thank you kindly,

Kristen Sanderson | 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

From: IAO CentralTeam CITZ:EX
Sent: Wednesday, July 4, 2018 2:19 PM
To: OOP FOI PREM:EX
Subject: OOP-2018-83315 - Narrowed request- Amended records

Hello,

The applicant on OOP-2018-83315 has agreed to narrow his request. The narrowed description is :

All memoranda and briefing notes to the Premier and Minister related to illicit drug overdose deaths, fentanyl and/or the opioid crisis. Timeframe: Jan 1, 2012 to April 21, 2018 (Emails from the public can be excluded.)

The description of 'memoranda' provided by Intake is any decisions, issues and briefing notes.

I have removed what I felt did not meet this criteria from the Previous Administrations records (attached as amended) and have also attached the original records provided for both current, and previous administrations.

s.13

Thank you in advance,

Kristen Sanderson | 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

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Thursday, July 26, 2018 4:49 PM
To: Banister, Lori FIN:EX
Subject: RE: Expense Rates RE: Donnie Wing Consulting Contract

Thanks so much, Lori. I may have made a mistake on the Group 3 rate! I was using another contract as a guide 😊

From: Banister, Lori FIN:EX
Sent: Thursday, July 26, 2018 4:47 PM
To: Hendry, Jackie PREM:EX
Subject: Expense Rates RE: Donnie Wing Consulting Contract

Hi Jackie,

Wrt the GSA with Donnie Wing Consulting – I see you’ve entered Group 3 Rates for Contractors....not sure we have a Group 3, just the attached:

- Group 3 Rate for Employees
- Group 2 Rates for Non-BC Govt Employees
- Expense for Agencies, Boards, Commissions and Administrative Tribunals (at the same level as Group 2 Rate).

I’ll look around online to see what else is available. Be back to you with the contract tomorrow.

Best, Lori

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 24, 2018 5:02 PM
To: Banister, Lori FIN:EX
Subject: Donnie Wing Consulting Contract

Hi Lori,

I was using other contracts that we have done in the past as a guide.

Questions re – Donnie Wing Consulting Contract:

- Can we leave the term open to year end?
- Christine wants to assign 20,000 with the possibility of adding to that moving forward.
- I wasn’t sure of the break down of fees vs expenses. I can go back to Christine for that if need be.
- I wasn’t sure how to break down the fees, and add the contract total on the checklist.
- I got to Schedule B (page 14) on the GSA.

Context Research

- I haven’t started anything for Context Research as yet.

Let me know what other information we may need from Christine.

Thank you for your help!

Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 27, 2018 9:12 AM
To: Wensink, Alison PREM:EX
Subject: RE: Flu clinic booking - 000 Parliament Buildings

Awesome! Thanks 😊

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

From: Wensink, Alison PREM:EX
Sent: Friday, July 27, 2018 9:12 AM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Subject: RE: Flu clinic booking - 000 Parliament Buildings

I have booked the room for that time.

Thanks!

Alison

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

From: Hendry, Jackie PREM:EX
Sent: Thursday, July 26, 2018 11:51 AM
To: Wensink, Alison PREM:EX
Subject: FW: Flu clinic booking - 000 Parliament Buildings

Hi Alison,

Can you book the Hemlock room on November 1 from 8:30-11:30 for the flu clinic? Please let me know if that time works. Thank you.

Jackie

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

From: s.22
Sent: Thursday, July 26, 2018 10:58 AM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Subject: Flu clinic booking - 000 Parliament Buildings

Hi Jackie:

Time to book the flu clinic for the fall. Please confirm the date,time and location as soon as possible,so I can secure the date for you.

Thanks

Gerri Lavigne

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 27, 2018 9:39 AM
To: Wensink, Alison PREM:EX
Subject: Accepted: DMO Coffee Break

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 27, 2018 9:45 AM
To: Doyle, Toyoko CITZ:EX
Subject: BC Archives contact

Michael Carter . Government Records Manager | Archives and Museum Operations



675 Belleville Street, Victoria, BC Canada V8W 9W2
T 250 208-4610 | F 250 387-2072
McCarter@royalbcmuseum.bc.ca | www.royalbcmuseum.bc.ca

Join us on: [Facebook](#) | [Twitter](#) | [Flickr](#) | [Instagram](#)

In 2017, **celebrate Canada's 150th birthday** with feature exhibitions and special events at the Royal BC Museum

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 27, 2018 10:02 AM
To: Banister, Lori FIN:EX
Subject: RE: page 3 of 3? FW: Confidentiality Undertaking

Oh you're right! I didn't notice that. I'll go back to him to get the third page.

Thanks –
Jackie

From: Banister, Lori FIN:EX
Sent: Friday, July 27, 2018 10:01 AM
To: Hendry, Jackie PREM:EX
Subject: page 3 of 3? FW: Confidentiality Undertaking

Hi Jackie, we have only 2 of 3 pages attached above with this Confidentiality Agreement....would you have the 3rd page?

Lori

Lori Banister
Procurement Specialist, CFFS
Ministry of Finance
778 698 3049
Lori.Banister@gov.bc.ca

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 24, 2018 5:09 PM
To: Banister, Lori FIN:EX
Subject: FW: Confidentiality Undertaking

I forgot to include the Confidentiality Agreement in my first email to you.

Thanks –
Jackie

From: Donnie Wing^{s.22}
Sent: Thursday, July 19, 2018 4:41 PM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Cc: Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>
Subject: Confidentiality Undertaking

Hi Jackie, please see the signed Confidentiality Undertaking attached. Also, please let me know if you need any additional information for the contract arrangements.

Thanks
Donnie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 27, 2018 10:05 AM
To: s.22
Subject: FW: Confidentiality Undertaking
Attachments: Confidentiality Agreement.pdf

Hi Donnie,

We're finishing up your contract and noticed that we're missing the third page of the confidentiality agreement. Can you please send that to me?

Thank you,

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

From: Donnie Wing^{s.22}
Sent: Thursday, July 19, 2018 4:41 PM
To: Hendry, Jackie PREM:EX
Cc: Kennedy, Christine PREM:EX
Subject: Confidentiality Undertaking

Hi Jackie, please see the signed Confidentiality Undertaking attached. Also, please let me know if you need any additional information for the contract arrangements.

Thanks
Donnie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 27, 2018 10:32 AM
To: Begley, Rhianna CITZ:EX
Cc: Arslan, Alan CITZ:EX; Reed, Matt CITZ:EX; Parte, Maura PSA:EX
Subject: RE: IM117 administrative processes update

Hi Rhianna,

This all sounds really good. I am checking with our new staff right now to see what their availability is like for August 7. Once done, I'll connect with you to firm up details.

Thank you,
Jackie

From: Begley, Rhianna CITZ:EX
Sent: Thursday, July 26, 2018 2:47 PM
To: Parte, Maura PSA:EX ; Hendry, Jackie PREM:EX
Cc: Arslan, Alan CITZ:EX ; Reed, Matt CITZ:EX
Subject: IM117 administrative processes update

Hi Jackie and Maura,

There are a couple of emails/actions floating around, and Maura I'm sorry we didn't have the chance to connect today. I've attempted to respond to all in one email below:

1. Implementation of administrative process to onboard new OOP/MO staff
 - a. Jackie and Maura to submit at end of month (e.g. July 30th) a list of all employees who have been hired that month (e.g. July);
 - b. PCT will deliver standing training one time per month for all of those new hires. This date can be selected by Jackie/Maura, PCT recommends a standing date (e.g. first Tuesday of the month). PCT will remain flexible to provide one-off training for executive, but hopefully this step will capture the majority of new hires;
 - c. This way if the new employee has taken IM117, we won't 'miss' the opportunity to deliver in-person training because they show as complete in PSA's system.
2. The "refresher" course is not marked differently in our tracking system, however, Alan has confirmed that the PSA keeps a record of the multiple dates of training received.
3. Outstanding employee ID numbers continue to affect accuracy stats, I understand that Alan has communicated the outstanding employee IDs.
4. If the above recommendation is suitable, I believe we would be looking at delivering training for new OOP/MO hires on August 7th. If this date doesn't work, please feel free to let me know 😊 Once we have a date, we will need to discuss administration of room booking etc.

Thank you,

Rhianna Begley | A/Director, Strategic Privacy, Policy and Training

Privacy, Compliance and Training Branch (PCT) | Corporate Information and Records Management Office (CIRMO)
Ministry of Citizens' Services
Mobile – (250) 507-5110

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 27, 2018 10:39 AM
To: Witter, Allison PREM:EX; Miller, Amy PREM:EX
Subject: IM117 Training

Hi Allison and Amy,

Would you be available on August 7 for the IM117 Training? Time and location still to be determined... just want to firm up a date for now.

Thank you,
Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 27, 2018 1:46 PM
To: Banister, Lori FIN:EX
Subject: FW: ExternalConfidentialityUndertakingDonnieWing.pdf
Attachments: ExternalConfidentialityUndertakingDonnieWing.pdf; ATT00001.htm

From: DONNIE WING ^{s.22}
Sent: Friday, July 27, 2018 1:06 PM
To: Hendry, Jackie PREM:EX
Subject: ExternalConfidentialityUndertakingDonnieWing.pdf

Hi Jackie, please see attached.

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 27, 2018 1:53 PM
To: Wensink, Alison PREM:EX
Subject: FW: Donnie Wing Consulting Contract, DA Form, Checklist
Attachments: DA Justification & Pre Approval Request D. Wing.doc; FIN 022 Contract Checklist D. Wing.doc; GSA D. Wing.docx; Contracts; Donnie Wing Consulting GSA July 27 2018 - May 31 2019 LB July 27 2018.docx; Donnie Wing Consulting DA Form LB July 27 2018.doc; Donnie Wing Consulting Checklist LB July 27 2018.doc

If you could print the email too - thx

From: Banister, Lori FIN:EX
Sent: Friday, July 27, 2018 12:43 PM
To: Hendry, Jackie PREM:EX
Subject: FW: Donnie Wing Consulting Contract, DA Form, Checklist

Hi Jackie, here we are: new copy of Donnie Wing Consulting GSA, Direct Award Form and Checklist attached, with **LB July 27 2018** in the title. Just a couple of comments and a bit of redline to Donnie Wing's GSA – made some other basic and format changes but have not id'ed those as redline changes.

Also attached new copy of the DA Form and Checklist. I've added 'commercially sensitive' to the Part 2 Rationale description.

With regards to Insurance, in the Checklist, I've ticked Shedule D – Insurance as a requirement because we are including it. Donnie Wing most likely has \$2 million in **CGL coverage** in place already, if not he should look into it and provide us with his Certificate of Insurance. Risk Management Branch recommends all contractors have CGL in place if they are working with government employees, materials or visiting government offices.

With regards to **Professional Liability Insurance** (also known as E&O (Errors and Omissions), I haven't included that language in this contract as we are not requiring Donnie to 'advise' us in his professional capacity. **If I've misunderstood**, just let me know and we'll insert a clause requiring proof of his Professional Liability coverage as well.

Just let me know of any questions.

Now, I'll get started on **Context Research** using Donnie's as a template (unless you have?) – we can change the Services and Fees as appropriate.

Best, Lori

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 24, 2018 5:02 PM
To: Banister, Lori FIN:EX
Subject: Donnie Wing Consulting Contract

Hi Lori,

I was using other contracts that we have done in the past as a guide.

Questions re – Donnie Wing Consulting Contract:

- Can we leave the term open to year end? **Yes, July 27 2018 – March 31 2019 is ok.**
- Christine wants to assign 20,000 with the possibility of adding to that moving forward. **Yes, that's ok as well. We'll set the contract maximum at \$20,000 now, and if there is a desire to increase the maximum we will amend the contract.**
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- I wasn't sure how to break down the fees, and add the contract total on the checklist. **As above, I've apportioned within the contract but you can adjust as you think is appropriate.**
- I got to Schedule B (page 14) on the GSA. **OK, thanks. I've run through all parts of the contract and have redlined changes and made a couple of comments as well.**

Context Research

- I haven't started anything for Context Research as yet.

Let me know what other information we may need from Christine. **We should provide for timely and consistent reporting, as at CPPM 6.3.6. c. 2. I've made a quick comment at Sch A – Services in the contract to ask if Christine might set out the frequency and method of reporting (for example, a biweekly phone call).**

Thank you for your help!

Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 27, 2018 1:54 PM
To: Wensink, Alison PREM:EX
Subject: FW: ExternalConfidentialityUndertakingDonnieWing.pdf
Attachments: ExternalConfidentialityUndertakingDonnieWing.pdf; ATT00001.htm

From: DONNIE WING ^{s.22}
Sent: Friday, July 27, 2018 1:06 PM
To: Hendry, Jackie PREM:EX
Subject: ExternalConfidentialityUndertakingDonnieWing.pdf

Hi Jackie, please see attached.

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 27, 2018 1:54 PM
To: Wensink, Alison PREM:EX
Subject: FW: GSA Appendices attached FW: Donnie Wing Consulting Contract, DA Form, Checklist
Attachments: DA Justification & Pre Approval Request D. Wing.doc; FIN 022 Contract Checklist D. Wing.doc; GSA D. Wing.docx; Contracts; Donnie Wing Consulting GSA July 27 2018 - May 31 2019 LB July 27 2018.docx; Donnie Wing Consulting DA Form LB July 27 2018.doc; Donnie Wing Consulting Checklist LB July 27 2018.doc; Donnie Wing Consulting GSA APPENDICES.pdf

From: Banister, Lori FIN:EX
Sent: Friday, July 27, 2018 12:52 PM
To: Hendry, Jackie PREM:EX
Subject: GSA Appendices attached FW: Donnie Wing Consulting Contract, DA Form, Checklist

To make this easier, I've scanned all the **APPENDICES** for this GSA (at Schedule A – Services) and attach them as one PDF.

Just print and scan them as the last pages of the GSA when you're at the point of collecting signatures.

L

From: Banister, Lori FIN:EX
Sent: Friday, July 27, 2018 12:43 PM
To: Hendry, Jackie PREM:EX
Subject: FW: Donnie Wing Consulting Contract, DA Form, Checklist

Hi Jackie, here we are: new copy of Donnie Wing Consulting GSA, Direct Award Form and Checklist attached, with **LB July 27 2018** in the title. Just a couple of comments and a bit of redline to Donnie Wing's GSA – made some other basic and format changes but have not id'ed those as redline changes.

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Best, Lori

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Thank you for your help!

Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 27, 2018 2:19 PM
To: Hockin, Amber PREM:EX
Subject: IM117 Mandatory Training

Hi Amber,

I'm connecting with you to arrange a time to have you take the mandatory IM117 training. Please see below for a brief description of the training:

A comprehensive Information Management training module for Ministers' Office staff, and Deputy Ministers' Office staff, focusing on Privacy, Access and Records Management. The session will familiarize or refresh staff with information management requirements and introduce practices and controls that will empower employees to act as good stewards of the information they create and receive. The session focuses on records management requirements, the proactive disclosure of information, the duty to assist an FOI (Freedom of Information) applicant, and proper search for records, and concludes with a reminder of our collective privacy obligations, including what to do in the event of an information incident or privacy breach

The session is typically 1 ½ hours to allow time for questions. I am hoping to set up a session with the trainers on August 7. Would you be available that day, and if so what time would work for you?

Thank you,

Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 27, 2018 3:54 PM
To: Wensink, Alison PREM:EX
Subject: FW: Context Research Ltd. - GSA, DA Form, Checklist, APPENDICES
Attachments: Context Research Ltd. Checklist LB July 27 2018.doc; Context Research Ltd. GSA July 27 2018 - May 31 2019 LB July 27 2018.docx; Context Research Ltd. GSA APPENDICES.pdf; Context Research Ltd. DA Form LB July 27 2018 - CHANGE THE RATIONALE.doc

This is for the other contract Christine wanted for Context Research. If you could print and create a file. Thanks.

From: Banister, Lori FIN:EX
Sent: Friday, July 27, 2018 3:44 PM
To: Hendry, Jackie PREM:EX
Subject: Context Research Ltd. - GSA, DA Form, Checklist, APPENDICES

Hi Jackie, hope I'm not duplicating efforts! Here's draft of the Context Research Ltd. GSA – notes within. Context must have worked with us previously as they already have a Supplier No. in place – I've entered it to the GSA coverage.

As well the DA Form – the rationale may need to be revised as I've left the same Donnie Wing Consulting language in place for now.

The Checklist (contract max has been lowered to 10,000 on this one – 8,000 FEES, and 2,000 EXPENSES. Change as needed.

And, GSA APPENDICES, all of which have been scanned as one PDF and can be added as the final pages of the contract. (they're the same appendices as with Donnie Wing Consulting). No harm in just including all of them as they are, even if they are not needed.

Let me know how it goes. Lori

Lori Banister
Procurement Specialist, CFFS
BC Ministry of Finance
778 698 3049
Lori.Banister@gov.bc.ca

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Friday, July 27, 2018 3:54 PM
To: Banister, Lori FIN:EX
Subject: RE: Context Research Ltd. - GSA, DA Form, Checklist, APPENDICES

Thank you, Lori.

Jackie

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Sent: Friday, July 27, 2018 3:44 PM
To: Hendry, Jackie PREM:EX
Subject: Context Research Ltd. - GSA, DA Form, Checklist, APPENDICES

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Let me know how it goes. Lori

Lori Banister
Procurement Specialist, CFFS
BC Ministry of Finance
778 698 3049
Lori.Banister@gov.bc.ca

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Monday, July 30, 2018 8:58 AM
To: Begley, Rhianna CITZ:EX; Parte, Maura PSA:EX
Cc: Arslan, Alan CITZ:EX; Reed, Matt CITZ:EX
Subject: RE: IM117 administrative processes update

Hi Rhianna,

I'm just checking availability with our new OOP staff for that week. As well, I will look into a meeting room. I'll get back to you.

Jackie

From: Begley, Rhianna CITZ:EX
Sent: Friday, July 27, 2018 4:48 PM
To: Parte, Maura PSA:EX
Cc: Hendry, Jackie PREM:EX ; Arslan, Alan CITZ:EX ; Reed, Matt CITZ:EX
Subject: Re: IM117 administrative processes update

I'm okay for aug 13-17. Jackie are you able to book a room^{s.22} ?

Sent from my iPhone

On Jul 27, 2018, at 4:30 PM, Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca> wrote:

Hi Rhianna,

This is all very helpful.

The standing date for the in person sessions will work well.

For August a date later than August 7 would be better. We have a group of new staff starting that same day. Could we move to week of August 13-17?

^{s.22} . If you do proceed with this date I will coordinate with Jackie.

Thank you,
Maura

On Jul 26, 2018, at 2:47 PM, Begley, Rhianna CITZ:EX <Rhianna.Begley@gov.bc.ca> wrote:

Hi Jackie and Maura,

There are a couple of emails/actions floating around, and Maura I'm sorry we didn't have the chance to connect today. I've attempted to respond to all in one email below:

1. Implementation of administrative process to onboard new OOP/MO staff

- a. Jackie and Maura to submit at end of month (e.g. July 30th) a list of all employees who have been hired that month (e.g. July);
 - b. PCT will deliver standing training one time per month for all of those new hires. This date can be selected by Jackie/Maura, PCT recommends a standing date (e.g. first Tuesday of the month). PCT will remain flexible to provide one-off training for executive, but hopefully this step will capture the majority of new hires;
 - c. This way if the new employee has taken IM117, we won't 'miss' the opportunity to deliver in-person training because they show as complete in PSA's system.
2. The "refresher" course is not marked differently in our tracking system, however, Alan has confirmed that the PSA keeps a record of the multiple dates of training received.
 3. Outstanding employee ID numbers continue to affect accuracy stats, I understand that Alan has communicated the outstanding employee IDs.
 4. If the above recommendation is suitable, I believe we would be looking at delivering training for new OOP/MO hires on August 7th. If this date doesn't work, please feel free to let me know 😊 Once we have a date, we will need to discuss administration of room booking etc.

Thank you,

Rhianna Begley | A/Director, Strategic Privacy, Policy and Training

Privacy, Compliance and Training Branch (PCT) | Corporate Information and Records

Management Office (CIRMO)

Ministry of Citizens' Services

Mobile – (250) 507-5110

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Monday, July 30, 2018 8:59 AM
To: Hockin, Amber PREM:EX; Witter, Allison PREM:EX; Miller, Amy PREM:EX
Subject: IM117 Training

Hi everyone,

s.22 , unfortunately August 7 is no longer feasible to hold the IM117 training. It now appears that arranging a time over August 14-17 is better. Can you please let me know your availability for that time frame?

I hope to have this scheduled for all of you very soon.

Thank you so much!

Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Monday, July 30, 2018 10:39 AM
To: Wright, Don J. PREM:EX
Subject: Accepted: MEETING: Don and Jackie - FOI

Page 135

Withheld pursuant to/removed as

s.22

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Monday, July 30, 2018 11:19 AM
To: Moran, Roseanne LASS:EX
Subject: RE: A few questions for you.

Hi Roseanne,

Shall we schedule another time for our call?

What I wanted to discuss with you, as mentioned below, are MLAs that are involved in committees. I am aware of a committee "Rental Housing Review Committee" that Minister Selina Robinson has set up involving MLA Spencer Chandra Herbert. Would you be able to tell me if there are other MLAs on that committee and who they are? Also, are there other committees set up like this? And who are the members sitting on the other committees? Are there plans to set up more committees in the future? If you're not aware, can you suggest who I should contact to find this out?

Thank you,
Jackie

From: Moran, Roseanne [mailto:Roseanne.Moran@leg.bc.ca]
Sent: Friday, July 27, 2018 4:26 PM
To: Hendry, Jackie PREM:EX
Subject: RE: A few questions for you.

Sounds good. I will call you. Have a good one too!

From: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Date: July 27, 2018 at 4:25:00 PM PDT
To: Moran, Roseanne <Roseanne.Moran@leg.bc.ca>
Subject: RE: A few questions for you.

For sure! How about 11:00 on Monday? Have a great weekend.

Jackie

From: Moran, Roseanne [mailto:Roseanne.Moran@leg.bc.ca]
Sent: Friday, July 27, 2018 4:22 PM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Subject: Re: A few questions for you.

Hi Jackie. Had a busy day. Can we connect on Monday? Let me know a good time to call you. Thx.

From: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>

Date: July 27, 2018 at 2:28:19 PM PDT

To: Moran, Roseanne <Roseanne.Moran@leg.bc.ca>

Subject: A few questions for you.

Hi Roseanne,

I'm connecting with you as I have a few questions that have come up pertaining to MLAs that are involved in committees. I tried to call your cell number but for some reason I wasn't able to get through. Can you give me a call at 250-387-5894 when you have a moment?

Thank you,
Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Monday, July 30, 2018 11:26 AM
To: Canitz, Shelley L PREM:EX
Subject: FW: Office of the Premier June forecast~Revised
Attachments: PREM June forecast Revised.xlsx

Has there been any discussion on increases for Exec/ DMO? Actually, I think Exec and VCO have already received increases?

From: Tsang, Diana FIN:EX
Sent: Friday, July 27, 2018 3:44 PM
To: Canitz, Shelley L PREM:EX ; Geary, Vanessa PREM:EX ; MacMillan, Elizabeth PREM:EX ; Hendry, Jackie PREM:EX
Cc: Dicks, Erin L FIN:EX ; Manak, Nicky FIN:EX
Subject: Office of the Premier June forecast~Revised

Hello,

Attached is the revised June forecast. The salaries/benefits forecast has been updated to reflect IGRS MCCF Band 1-6 increases. As we did not receive information on increases for EO and PO, their salaries/benefits forecasts did not change. Please let me know if you have any questions. Thanks.

Diana Tsang
☎ (778) 698-5603

From: Manak, Nicky FIN:EX
Sent: Wednesday, July 11, 2018 12:35 PM
To: Canitz, Shelley L PREM:EX; Geary, Vanessa PREM:EX; MacMillan, Elizabeth PREM:EX; Massy, Michelle E PREM:EX; Hendry, Jackie PREM:EX
Cc: Dicks, Erin L FIN:EX; Tsang, Diana FIN:EX
Subject: DRAFT - Office of the Premier June forecast

Hi

Attached you will find the June forecast and related reports. **Please review and let me know ASAP** if any changes or adjustments are required.

This forecast will be used to complete the Q1 Treasury Board reports.

Please note this forecast does not yet include any MCCF Band 1-6 increases. The increase is effective July 1st and is 1.9% for Band 1-6. We are waiting for information on who this will apply to before we update the salaries.

Thank you,

Nicky Manak, Budget Analyst | CFFS | ☎ 778-698-8593
(Part-time Hours: Tues 8 - 11:30; Wed/Thurs 8 - 3:30)

Corporate
Services Division
Ministry of
Finance

2016

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to Work

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Monday, July 30, 2018 1:54 PM
To: Alexander, Catherine AG:EX
Subject: RE: Orders in Council - BC Legislation - Zzeem (Ziprs) - Confidentiality Obligations

Hi Cat,

I confirm that have read the confidentiality requirements and I agree to abide by its requirements to maintain confidentiality of materials provided to me via Zzeem (Ziprs).

Thank you,
Jackie

From: Alexander, Catherine AG:EX
Sent: Monday, July 30, 2018 1:35 PM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Subject: Orders in Council - BC Legislation - Zzeem (Ziprs) - Confidentiality Obligations
Importance: High

Jackie,

If all works well, you will soon be getting a message inviting you to "collaborate" on a Zzeem (Ziprs) workspace. Zzeem (Ziprs) is an internet platform that will provide secure electronic delivery of final form Orders in Council, Regulations (OIC's) and the accompanying requisite tags (in locked pdf format) signed by a Legislative Counsel. Please continue, however, to submit your requests to this office via the generic email address: OIC_Requests@gov.bc.ca .

STEP ONE:

- ◆ *Before you access Zzeem (Ziprs), please read the attached Confidentiality Bulletin from Chief Legislative Counsel.*
- ◆ *You must reply to this email to confirm that you agree to abide by its requirements to maintain confidentiality of materials provided to you via Zzeem (Ziprs).*
- ◆ *You will not be granted access to documents, even though added to Zzeem (Ziprs), until you read and respond to the Confidentiality requirements.*

STEP TWO:

After you have submitted your response to Step 1 to me by return email, I will forward your username and initial password. (If you do not log on to Zzeem (Ziprs) and **register within 72 hours** of receiving the invitation, your temporary account will be terminated, in which case, please call so that we can re-establish your temporary registration.)

Please read the attached Quick Start Guide – it has some important information for getting started. A longer "How To" User Manual is also attached for your reference.

After you log in, the first thing that will come up is a big bold print Zzeem (Ziprs) licence. Once you have clicked your agreement and set a new password, you will be registered as a Zzeem (Ziprs) user and can start right in and look at the project workspace. (Or give me a call and we can talk about the workspace as you start accessing it.)

Once you are fully activated on Zzeem (Ziprs), you will be added to the project workspaces and you will be able to comment on drafts that will be posted as documents. You will be able to post your own documents (choosing who can

see and comment on them). You will be able to send messages through Zzeem (Zips) to some or all of the workspace collaborators.

The Zzeem (Zips) website seems quite user-friendly and has a useful "Tutorial" file. If you need any help navigating through the workspace, you are welcome to contact me or call Zzeem (Zips) Support at 1-866-596-2229 (press 1 for customer service).

<< File: _Zzeem Quick Start Guide.doc >> << File: _Zzeem Collaborator How To User Guide.doc >> << File: _Zzeem memo (govt) from CLC-June 6 2018.pdf >>



Cat

Catherine Alexander | Paralegal | OIC Coordinator
Office of Legislative Counsel | Legal Services Branch
Ministry of Attorney General | P 250-356-5742 | C 250-893-4927

This communication (both the message and any attachments) is confidential and may be protected by solicitor-client privilege. It is intended only for the use of the person or persons to whom it is addressed. If you have received this communication in error, please destroy the email message and any attachments immediately and notify me by telephone or by email.

Page 142

Withheld pursuant to/removed as

s.22

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Monday, July 30, 2018 4:01 PM
To: Henry, David A FIN:EX; Van Meer-Mass, Kate PREM:EX
Cc: PREM Tech
Subject: RE: PREM refresh - boardroom required

Just to confirm, the Hemlock is confirmed for November 29 - December 14.

J

From: Henry, David A FIN:EX
Sent: Monday, July 30, 2018 12:56 PM
To: Hendry, Jackie PREM:EX ; Van Meer-Mass, Kate PREM:EX
Cc: PREM Tech
Subject: RE: PREM refresh - boardroom required

You are a:



Thanks Jackie!



From: Hendry, Jackie PREM:EX
Sent: July 30, 2018 12:54 PM
To: Henry, David A FIN:EX <David.Hendry@gov.bc.ca>; Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: RE: PREM refresh - boardroom required

I can get the Hemlock Room booked for that time period.

Thanks –
Jackie

From: Henry, David A FIN:EX
Sent: Monday, July 30, 2018 12:38 PM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>; Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: PREM refresh - boardroom required

Hi Jackie and Kate, will require a boardroom - the Hemlock Room - from **November 29th – December 14th – inclusive**. This is for Office of the Premier, DMO to Premier, and the Minister Offices REFRESH.

To bring in all the new PCs, UC phone gear, have an area to unbox (so not doing in MOs and West Annex!) setup, and ensure the PCs and tech are ready to go for the scheduled dates in December. Also to take the old gear and get it ready for SECURE asset disposal.

This was done last PC REFRESH as well.

Would you please be able to help with booking? I am not sure whom to ask, and doubt I have the authority either... 😊

We have already advised Surjit of many boxes coming so he is aware of us using the access at East end of building during this time frame.

Thanks!

David Henry

Service Manager

Offices of the Premier | Ministry of Finance

Cell: 250-888-8803

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 31, 2018 9:53 AM
To: 'DONNIE WING'
Subject: A few questions for you regarding your contract

Hi Donnie,

I have a couple quick questions for you while we finish up the paperwork to finalize your contract:

1. Have you done contract work for the Province of BC in the past? Do you have a supplier number? Are you incorporated?
2. If you have done work for the Province in the past, have you completed the on line Privacy Training?

Thank you,
Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 31, 2018 10:04 AM
To: Kennedy, Christine PREM:EX
Subject: A few more questions to complete D. Wing's Contract

Hi Christine –

Just finishing up Donnie Wing's contract with Finance and we have a few quick questions for you:

1. We have stated in the contract that he reports to you. We do need to be specific on the method and frequency of reporting. For example: biweekly via email. Or, weekly in person.
2. We have separated the amount allowed into fees (15,000) and expenses (5,000). We don't need to break it up if you'd rather not. Also, included in the expenses, would you like to cover items such as long distance phone calls, fax, postage or any other communication expenses?
3. Will Donnie work with any personal information? "Personal information", as defined in FOIPPA: means recorded information about an identifiable individual other than contact information. If not, we can just state N/A.

I have connected with Donnie directly to inquire if he has done contract work for the province in the past, and does he have a supplier number. Also, if he had done work for the province in the past, has he completed the on line privacy training. The privacy training is a requirement, but only for those who haven't already completed it.

Should have everything ready for signatures very soon!

Thanks so much!
Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 31, 2018 12:43 PM
To: Banister, Lori FIN:EX
Subject: FW: GSA Appendices attached FW: Donnie Wing Consulting Contract, DA Form, Checklist
Attachments: Contracts; Donnie Wing Consulting GSA July 27 2018 - May 31 2019 LB July 27 2018.docx; Donnie Wing Consulting DA Form LB July 27 2018.doc; Donnie Wing Consulting Checklist LB July 27 2018.doc; Donnie Wing Consulting GSA APPENDICES.pdf

Hi Lori,

I have some answers for you, as well a couple of questions.

- GSA:
- A1 - As you stated, Donnie Wing doesn't have a supplier number, he does have a GST number and is not incorporated.
 - A3 – do we include the Public Service Act reference in the GSA?
 - A4 – Christine states she will be meeting in person minimum bi-weekly, or more often as needed.
 - A5 – the separation of fees is fine. She will likely add more to the amount over time.
 - A7 – this work will not include personal privacy. Can be marked N/A.
 - A8 – The contractor states he has done the online Privacy Training for ICBC, but not the Province of BC training. Will that suffice?

Regarding insurance. You stated that Donnie likely has \$2 million in **CGL coverage** in place already. Do we need proof of that? Or just his confirmation?

As always, thank you so much for all your help.

Jackie

From: Banister, Lori FIN:EX
Sent: Friday, July 27, 2018 12:52 PM
To: Hendry, Jackie PREM:EX
Subject: GSA Appendices attached FW: Donnie Wing Consulting Contract, DA Form, Checklist

To make this easier, I've scanned all the **APPENDICES** for this GSA (at Schedule A – Services) and attach them as one PDF.

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L

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Sent: Friday, July 27, 2018 12:43 PM
To: Hendry, Jackie PREM:EX
Subject: FW: Donnie Wing Consulting Contract, DA Form, Checklist

Hi Jackie, here we are: new copy of Donnie Wing Consulting GSA, Direct Award Form and Checklist attached, with **LB July 27 2018** in the title. Just a couple of comments and a bit of redline to Donnie Wing's GSA – made some other basic and format changes but have not id'ed those as redline changes.

Also attached new copy of the DA Form and Checklist. I've added 'commercially sensitive' to the Part 2 Rationale description.

With regards to Insurance, in the Checklist, I've ticked Shedule D – Insurance as a requirement because we are including it. Donnie Wing most likely has \$2 million in **CGL coverage** in place already, if not he should look into it and provide us with his Certificate of Insurance. Risk Management Branch recommends all contractors have CGL in place if they are working with government employees, materials or visiting government offices.

With regards to **Professional Liability Insurance** (also known as E&O (Errors and Omissions), I haven't included that language in this contract as we are not requiring Donnie to 'advise' us in his professional capacity. **If I've misunderstood**, just let me know and we'll insert a clause requiring proof of his Professional Liability coverage as well.

Just let me know of any questions.

Now, I'll get started on **Context Research** using Donnie's as a template (unless you have?) – we can change the Services and Fees as appropriate.

Best, Lori

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 24, 2018 5:02 PM
To: Banister, Lori FIN:EX
Subject: Donnie Wing Consulting Contract

Hi Lori,

I was using other contracts that we have done in the past as a guide.

Questions re – Donnie Wing Consulting Contract:

- Can we leave the term open to year end? **Yes, July 27 2018 – March 31 2019 is ok.**
- Christine wants to assign 20,000 with the possibility of adding to that moving forward. **Yes, that's ok as well. We'll set the contract maximum at \$20,000 now, and if there is a desire to increase the maximum we will amend the contract.**
- I wasn't sure of the break down of fees vs expenses. I can go back to Christine for that if need be. **I've apportioned as I think my be reasonable for someone living in Victoria – you can change as you wish.**
- I wasn't sure how to break down the fees, and add the contract total on the checklist. **As above, I've apportioned within the contract but you can adjust as you think is appropriate.**
- I got to Schedule B (page 14) on the GSA. **OK, thanks. I've run through all parts of the contract and have redlined changes and made a couple of comments as well.**

Context Research

- I haven't started anything for Context Research as yet.

Let me know what other information we may need from Christine. **We should provide for timely and consistent reporting, as at CPPM 6.3.6. c. 2. I've made a quick comment at Sch A – Services in the contract to ask if Christine might set out the frequency and method of reporting (for example, a biweekly phone call).**

Thank you for your help!

Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 31, 2018 1:19 PM
To: Wensink, Alison PREM:EX
Subject: Accepted: DMO Luncheon

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 31, 2018 2:47 PM
To: Kennedy, Christine PREM:EX
Subject: A few questions re: Context Research Ltd. Contract

Hi Christine –

Just a few questions regarding the Context Research Ltd. Contract:

1. What are the term dates for this contract?
2. As with Donnie Wing, we have separated the amount into fees and expenses. \$8,000 for fees and \$2,000 for expenses. As Context is out of Vancouver, do you want us to add additional costs for long distance calls, or any communication expenses? (we didn't for Donnie, but he is local).
3. Do you want Context to sign the same Confidentiality Agreement as Donnie Wing has signed?
4. Would you like the frequency and method of reporting the same as Donnie Wing: in person/ bi-weekly?
5. Are there any other individuals within Context that will be providing services, or just Krista Bax?
6. I am assuming, as with the Donnie Wing contract that Context will not be working with any personal information – correct?

I think that's it! Hoping to have this ready for signatures very soon!

Thanks so much,
Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 31, 2018 4:13 PM
To: Banister, Lori FIN:EX
Subject: Context Research Contract - answers to your questions
Attachments: Context Research Ltd. DA Form LB July 27 2018 -.doc; Context Research Ltd. Checklist LB July 27 2018.doc; Context Research Ltd. GSA July 27 2018 - May 31 2019 LB July 27 2018.docx

Hi Lori –

Regarding your questions for the Context contract:

GSA:

- Term of contract: May 15, 2018 to October 31, 2018.
- Christine didn't think that either Donnie Wing or Context would require expenses for long distance calls, but thought if anything 500.00 for each, at most.
- An additional confidentiality agreement over and above what is already included in the GSA is not required for Context. Context is just doing writing whereas Donnie Wing is doing real project analysis with propriety business information from outside organizations.
- Context will report to Christine in person and frequency will be as needed based on review and preparation of documents.
- There is another staff within Context – Jane Stewart.
- Context will not be working with any personal information.

Question to you – As Context has had a contract with the Province in the past, would they be required to complete the privacy training again?

I made a few changes for the rational on the Direct Award Justification form.

Thanks!
Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 31, 2018 4:25 PM
To: Shortt, Amanda PREM:EX
Subject: FW: MyPerformance To-Do List Notification from Amanda Shortt

I was able to view your MyPerformance as one of my employees appearing that I am listed as your current supervisor. I wasn't able to see where Jakob Vogt is listed as your previous supervisor, so you may have to check in with MyHR to find out if you change that, or if I have to, where it's done.

From: Amanda.Shortt@gov.bc.ca [mailto:Amanda.Shortt@gov.bc.ca]
Sent: Tuesday, July 31, 2018 3:50 PM
To: Hendry, Jackie PREM:EX
Subject: MyPerformance To-Do List Notification from Amanda Shortt

Automated email from the MyPerformance Profile system, do not respond.

Hello Jacqueline,

Hey Jackie - myperformance profile says that it is still shared with Jakob Vogt - my old supervisor. Would you be able to change this on your end? Let me know if you cant and I will notify MyHR. Thank you!

You have new items in your MyPerformance To-Do list sent from Amanda Shortt. Click on the following URL to access them:

<https://employee.gov.bc.ca/epm/>

Thank you for your attention.

MyPerformance Team