

Page 01 to/à Page 02

Withheld pursuant to/removed as

s.22

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 13, 2018 11:19 AM
To: Mercier, Veronique IGRS:EX
Subject: RE: Excluded Management In-Range Letters - July 11

Hello Veronique – sending out the first wave of letters for ‘Revised Salary Band Range’ for:

Annette
Karen van Marum
Lucy
And yourself

Then I will send out the ‘In range compensation adjustment’ letters to:

Annette
Craig
Frances
Genevieve
Karen Felker
Karen van Marum
Lucy
Manjit
Nicole
And yourself

Let me know if this is correct and I will go ahead asap

-Amanda

From: Mercier, Veronique IGRS:EX
Sent: Friday, July 13, 2018 11:12 AM
To: Wensink, Alison PREM:EX
Cc: Shortt, Amanda PREM:EX
Subject: RE: Excluded Management In-Range Letters - July 11

Hi Amanda,

I’m just checking if you sent out the second batch.

Thank you,

Véronique Mercier

Director, HR, Corporate Initiatives and Francophone Affairs Program
Directrice, RH, initiatives organisationnelles et Programme des affaires francophones
Tel : (250) 387 – 4791 Cell: 250-216-5416
Intergovernmental Relations Secretariat | Secrétariat aux Affaires intergouvernementales

From: Wensink, Alison PREM:EX
Sent: Wednesday, July 11, 2018 5:14 PM
To: Mercier, Veronique IGRS:EX
Cc: Shortt, Amanda PREM:EX
Subject: Excluded Management In-Range Letters - July 11

Hi Veronique,

Here are the Excluded Management In-Range letters that were sent out today. Amanda Shortt will be sending the second batch tomorrow as I am away, and will be sending you copies.

Thank you!

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

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 13, 2018 11:32 AM
To: Jordan, Annette IGRS:EX
Subject: Revised Salary Band Range Letter
Attachments: Revised Salary Band Range Letter - Annette Jordan.pdf

Hello Annette,

Please find attached a letter from Deputy Minister Okenge Yuma Morisho.

Kind regards,

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

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 13, 2018 11:34 AM
To: Lobmeier, Lucy S IGRS:EX
Subject: Revised Salary Band Range Letter
Attachments: Revised Salary Band Range Letter - Lucy Lobmeier.pdf

Hello Lucy,

Please find attached a letter from Deputy Minister Okenge Yuma Morisho.

Kind regards,

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

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 13, 2018 11:33 AM
To: van Marum, Karen IGRS:EX
Subject: Revised Salary Band Range Letter
Attachments: Revised Salary Band Range Letter - Karen van Marum.pdf

Hello Karen,

Please find attached a letter from Deputy Minister Okenge Yuma Morisho.

Kind regards,

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

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 13, 2018 11:36 AM
To: Mercier, Veronique IGRS:EX
Subject: Revised Salary Band Range Letter
Attachments: Revised Salary Band Range Letter - Veronique Mercier.pdf

Hello Veronique,

Please find attached a letter from Deputy Minister Okenge Yuma Morisho.

Kind regards,

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

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 13, 2018 11:39 AM
To: Windrim, Craig IGRS:EX
Subject: Excluded Management In-Range Letter
Attachments: Excluded Management In-Range Letter - Craig Windrim.pdf

Hello Craig,

Please find attached a letter from Deputy Minister Okenge Yuma Morisho.

Kind regards,

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

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 13, 2018 11:38 AM
To: Jordan, Annette IGRS:EX
Subject: Excluded Management In-Range Letter
Attachments: Excluded Management In-Range Letter - Annette Jordan.pdf

Hello Annette,

Please find attached a letter from Deputy Minister Okenge Yuma Morisho.

Kind regards,

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

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 13, 2018 11:40 AM
To: Gorman, Frances A IGRS:EX
Subject: Excluded Management In-Range Letter
Attachments: Excluded Management In-Range Letter - Frances Anne Gorman.pdf

Hello Frances,

Please find attached a letter from Deputy Minister Okenge Yuma Morisho.

Kind regards,

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

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 13, 2018 11:42 AM
To: Elliott, Genevieve IGRS:EX
Subject: Excluded Management In-Range Letter
Attachments: Excluded Management In-Range Letter - Genevieve Elliott.pdf

Hello Genevieve,

Please find attached a letter from Deputy Minister Okenge Yuma Morisho.

Kind regards,

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

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 13, 2018 11:43 AM
To: Felker, Karen IGRS:EX
Subject: Excluded Management In-Range Letter
Attachments: Excluded Management In-Range Letter - Karen Felker.pdf

Hello Karen,

Please find attached a letter from Deputy Minister Okenge Yuma Morisho.

Kind regards,

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

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 13, 2018 11:44 AM
To: van Marum, Karen IGRS:EX
Subject: Excluded Management In-Range Letter
Attachments: Excluded Management In-Range Letter - Karen van Marum.pdf

Hello Karen,

Please find attached a letter from Deputy Minister Okenge Yuma Morisho.

Kind regards,

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

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 13, 2018 11:45 AM
To: Lobmeier, Lucy S IGRS:EX
Subject: Excluded Management In-Range Letter
Attachments: Excluded Management In-Range Letter - Lucy Lobmeier.pdf

Hello Lucy,

Please find attached a letter from Deputy Minister Okenge Yuma Morisho.

Kind regards,

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

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 13, 2018 11:46 AM
To: Khaira, Manjit IGRS:EX
Subject: Excluded Management In-Range Letter
Attachments: Excluded Management In-Range Letter - Manjit Khaira.pdf

Hello Manjit,

Please find attached a letter from Deputy Minister Okenge Yuma Morisho.

Kind regards,

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

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 13, 2018 11:47 AM
To: Vinette, Nicole IGRS:EX
Subject: Excluded Management In-Range Letter
Attachments: Excluded Management In-Range Letter - Nicole Vinette.pdf

Hello Nicole,

Please find attached a letter from Deputy Minister Okenge Yuma Morisho.

Kind regards,

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

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 13, 2018 11:48 AM
To: Mercier, Veronique IGRS:EX
Subject: Excluded Management In-Range Letter
Attachments: Excluded Management In-Range Letter - Veronique Mercier.pdf

Hello Veronique,

Please find attached a letter from Deputy Minister Okenge Yuma Morisho.

Kind regards,

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

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 13, 2018 11:50 AM
To: Mercier, Veronique IGRS:EX
Subject: Revised Salary Band Range Letters - Sent July 13
Attachments: Revised Salary Band Range Letter - Sent out July 13.pdf

Hello Veronique,

Here are the Revised Salary Band Range letters that were sent out today.

Thanks,

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

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 13, 2018 11:51 AM
To: Mercier, Veronique IGRS:EX
Subject: Excluded Management In-Range Letters - Sent July 13
Attachments: Excluded Management In-Range Letter - Sent July 13.pdf

Hello Veronique,

Here are the Excluded Management In-Range letters that were sent out today.

Thanks,

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

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 13, 2018 3:42 PM
To: Mercier, Veronique IGRS:EX
Subject: RE: Excluded Management In-Range Letters - Sent July 13

Sounds great, I will ask Okenge to sign as soon as it comes in – good catch 😊

From: Mercier, Veronique IGRS:EX
Sent: Friday, July 13, 2018 3:42 PM
To: Shortt, Amanda PREM:EX
Cc: Brubacher, Kelly IGRS:EX
Subject: RE: Excluded Management In-Range Letters - Sent July 13

Hi Amanda,

Kelly just came and talk to me about the letter. I have the word version of the letter for Sarah. We'll change it on our end and send the final copy to you.

Cheers,

Véronique

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 13, 2018 4:26 PM
To: Mercier, Veronique IGRS:EX
Subject: Revised Excluded Mgmt In-Range Letter
Attachments: REVISED Excluded Management In-Range Letter - Sarah Langdon.pdf

Hello Veronique,

Here is the revised letter for Sarah, let me know if you would like me to forward this to her as well.

Thanks,

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

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 16, 2018 2:40 PM
To: Langdon, Sarah IGRS:EX
Subject: Revised Excluded Management In - Range Letter
Attachments: REVISED Excluded Management In-Range Letter - Sarah Langdon.pdf

Hello Sarah,

Please find attached the revised letter from Deputy Minister Okenge Yuma Morisho.

Kind regards,

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

Shortt, Amanda PREM:EX

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

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 17, 2018 12:01 PM
To: RCSHELP CITZ:EX
Subject: Form Returned: ars653.pdf
Attachments: 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

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 17, 2018 12:42 PM
To: Government Records Service Inquiries CITZ:EX
Subject: RE: Application of destruction

Hi Kent,

This refers to FOI requests made to the office of the premier. We are not the office of primary responsibility, Information Access Operations is. We keep these records in ARCS.

Thanks,
-Amanda

From: Government Records Service Inquiries CITZ:EX
Sent: Tuesday, July 17, 2018 12:40 PM
To: Shortt, Amanda PREM:EX
Subject: FW: Application of destruction

Hi Amanda

What record series are we referring (primary/secondary, ARCS/ORCS) here?

Thanks.

Kent Tran | Senior Records Analyst | Government Records Service | Ministry of Citizens Services
e: Kent.Tran@gov.bc.ca | P: 250-387-0824 m: PO Box 9569, Stn Prov Gov, Victoria BC V8W 9V1

From: Shortt, Amanda PREM:EX
Sent: July 17, 2018 12:05 PM
To: McKenny, Terrence CITZ:EX <Terrence.McKenny@gov.bc.ca>
Subject: FW: Application of destruction

Thanks for sending this Terrence. Jackie mentioned that advice previously given was to hold on to 12 months – is this necessary or can we hold on to 6 months instead?

She also wanted to confirm with you that we not apply to destroy a file that is in review.

Thanks so much,
-Amanda

From: Government Records Service Inquiries CITZ:EX
Sent: Tuesday, July 17, 2018 11:58 AM
To: Shortt, Amanda PREM:EX
Subject: FW: Application of destruction

Hello Amanda,

You'll need to submit (submit button at the bottom) the form to Records Centre Service and they'll get back to you with further instructions.

Hope this helps.

From: Shortt, Amanda PREM:EX
Sent: July 17, 2018 11:30 AM
To: McKenny, Terrence CITZ:EX
Subject: Application of destruction

Hello Terrence,

We have FOI requests and consultations from July 2017 that we would like to apply for destruction. I have included a form that I have filled out to the best of my ability. Let me know if we need anything further to go forwards with this application.

Thanks!

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

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 20, 2018 12:44 PM
To: Hannah, Matt GCPE:EX
Cc: Howlett, Tim GCPE:EX
Subject: OOP-2018-83445 Signed Approval
Attachments: OOP-2018-83445 Signed Approval.pdf; 83445 Redline_Redacted.pdf

Hello Matt and Tim,

FYI the attached signed approval for 83445 was sent to IAO.

Please note that the entire document was redacted for S.22 and IAO recommended access to be denied under 13,16 and 22.

Thanks,

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

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 25, 2018 10:30 AM
To: Hendry, Jackie PREM:EX
Subject: FW: DE19-293 PREM
Attachments: ars653.pdf; Copy of ARS661.xlsx; Detailed File list scan.docx

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

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 25, 2018 2:51 PM
To: McKenny, Terrence CITZ:EX
Subject: Proactive Disclosures and Destruction

Hello Terrence,

We have proactive disclosures of Calendars for June and July 2017. Do we need to go through a request for destruction to remove these physical files or can we directly shred them confidentially?

Thanks,

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

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 25, 2018 4:48 PM
To: RCSHELP CITZ:EX
Subject: FW: DE19-293 PREM
Attachments: ars653.pdf; Copy of ARS661.xlsx; Detailed File list scan.pdf

Hello,

Please find attached file list, RDA form and approval from Jackie Hendry. Please let us know if anything is missing.

Thank you,
-Amanda

From: Hendry, Jackie PREM:EX
Sent: Wednesday, July 25, 2018 4:43 PM
To: Shortt, Amanda PREM:EX
Subject: FW: DE19-293 PREM

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 <Jackie.Hendry@gov.bc.ca>
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**:

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.

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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

Shortt, Amanda PREM:EX

From: Shortt, Amanda PREM:EX
Sent: July 26, 2018 2:56 PM
To: Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX
Subject: RE: complaint to OIPC on x-gov request that my team processed on behalf of all public bodies

This is done

From: OOP FOI PREM:EX
Sent: Thursday, July 26, 2018 2:53 PM
To: Wensink, Alison PREM:EX; Shortt, Amanda PREM:EX
Subject: FW: complaint to OIPC on x-gov request that my team processed on behalf of all public bodies

Please file in OOP-2017-74584 – perhaps make a “complaint folder” within the main folder. Thanks.

From: Elbahir, Cindy CITZ:EX
Sent: Thursday, July 26, 2018 2:01 PM
To: CITZ FOI Requests CITZ:EX <MTIC.FOIRequests@gov.bc.ca>; OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>; FOI Coordinator FIN:EX <FOI.Coordinator@gov.bc.ca>
Cc: Yonson, Neal CITZ:EX <Neal.Yonson@gov.bc.ca>; Courcy, Danny CITZ:EX <Danny.Courcy@gov.bc.ca>
Subject: FW: complaint to OIPC on x-gov request that my team processed on behalf of all public bodies

Hi Jennifer, Jackie and Jessica s.22 . FYI - please see below – you will note that I haven’t included the attachment referenced below as it identifies the applicant. Apologies for not writing to you ahead of the complaint appearing on your exec report.

Danny – please file this email **only on the complaint files for:** CTZ-2017-74572, OOP-2017-74584 and FIN-2017-74576. Thanks!!!!

CE

From: Elbahir, Cindy CITZ:EX
Sent: Thursday, July 26, 2018 1:46 PM
To: Vanzetta, Maxine CITZ:EX; Kane, Meghan M CITZ:EX; Bejcek, Ken CITZ:EX; Kukucska, Cindy L CITZ:EX; Onciul-Omelus, Jamie CITZ:EX
Cc: Hoskins, Chad CITZ:EX; Ghag, Kris CITZ:EX; Prodan, Matthew CITZ:EX; Yonson, Neal CITZ:EX
Subject: complaint to OIPC on x-gov request that my team processed on behalf of all public bodies

Hi everyone. You may have received questions from your clients about a complaint that appeared recently on their exec report. I apologize for not making you aware of it recently being entered into AXIS. The attached is a revised notice of complaint from the OIPC – **it includes all the file numbers.**

In short, this pertains to a x-gov (XGR-2017-74562) request received from a researcher back in December 2017. The request was for:

A list of all file names and folder names located on the desktop, my downloads, my documents, and my favourites folders from all electronic devices used by the Premier/Minister/Minister of State.

You may recall that Neal Yonson on my team processed all of the associated requests. On January 31, 2018 the applicant was advised that the records he requested cannot be created from a machine readable record in the custody

or under the control of the public body using its normal computer hardware and software and technical expertise. Pursuant to section 6(2) of FOIPPA, the Ministry had fulfilled its duty to assist and is not required to create a record in response to his request. The file was closed.

Subsequently the applicant complained (s.6 duty complaint) about that response to the OIPC – they consider the complaints opened on March 27th however IAO did not receive written correspondence from the OIPC until May I believe. Neal then had some back and forth with the OIPC about a couple of matters and on July 20th we received the attached letter.

As an Investigator has now been assigned, we are awaiting contact from her. Please let me know if you have any questions. **Neal will continue to be the point person, handling these complaints x-gov.** We will keep you posted as things progress.

Cindy