

The Cabinet Office

Secretary of the Cabinet
Head of the Ontario Public Service
Clerk of the Executive Council

99 Wellesley Street West
6th Floor, Whitney Block
Toronto, Ontario
M7A 1A1

Telephone: 416 325-7641
Fax: 416 314-8980

Bureau du Conseil des ministres

Secrétaire du Conseil des ministres
Chef de la fonction publique de l'Ontario
Greffier du Conseil exécutif

99, rue Wellesley Ouest
Édifice Whitney, 6^e étage
Toronto (Ontario)
M7A 1A1

Téléphone : 416 325-7641
Télécopieur : 416 314-8980



Sent by Email to: Alykhan.Velshi@pc.ola.org

October 23, 2017 **(Draft)**

Mr. Alykhan Velshi
Chief of Staff
Office of the Leader of Her Majesty's Loyal Opposition
Legislative Building
Queen's Park
Toronto, ON M7A 1A8

Dear Mr. Velshi:

Thank you for your letter. I want to assure you and the Ontario Legislature that the Ontario Public Service takes the issue of document retention and disclosure very seriously. You have our complete assurance that we are committed to full cooperation with any Officer of the Assembly, including responding to any of their requests for documents in a professional and timely manner.

I have already obtained assurances from every Deputy Minister with outstanding requests related to the Auditor General's request that every step will continue to be taken to complete the AG's requests as quickly as possible. It is my understanding that the Minister of Energy has committed to submit the balance of the outstanding records by no later than November 1, 2017.

I have also reminded Deputy Ministers about the continued importance of ensuring the public service takes all the steps necessary to properly preserve records within their custody and control in accordance with the Archives and Record Keeping Act.

In addition, the Deputy Attorney General has written all Deputy Ministers to further re-enforce our continued commitment to preserve records within their custody and control in accordance with the Archives and Record Keeping Act (see Attachment).

Finally, I have shared a copy of your letter and my response with Mr. Andrew Bevan, the Premier's Principal Secretary and Chief of Staff, so that his office can take similar steps with respect to records in the custody and control of Ministers' offices.

Sincerely,

Steve Orsini

c: Serge Imbrogno
Deputy Minister of Energy

Peter Gregg
President and Chief Executive Officer
Independent Electricity System Operator

Jeff Lyash
President and Chief Executive Officer
Ontario Power Generation

Attachment: Memo from Deputy Attorney General to Deputy Ministers

**Ministry of the
Attorney General**

Office of the
Deputy Attorney General

McMurtry-Scott Building
720 Bay Street
11th Floor
Toronto ON M7A 2S9

Tel: 416-326-2640

**Ministère du
Procureur général**

Cabinet du
Sous-procureur général

Édifice McMurtry-Scott
720, rue Bay
11^e étage
Toronto ON M7A 2S9

Tél.: 416-326-2640



MEMORANDUM TO: Deputy Ministers

DATE: October 23, 2017 (Draft)

RE: Preservation of Records

Further to the discussion at Deputy Minister's Council on Friday morning, I am writing to advise ministries of your continued vigilance in preserving records in your custody and control related to Ontario's Fair Hydro Plan. This includes any records already provided to the Office of the Auditor General as part of the preparation of the report released by that office last week, records that are currently under review to respond to any outstanding requests from the Office of the Auditor General, and any other records not requested by the Auditor General that may be relevant to this matter.

I would also remind ministries of the continued importance of taking appropriate steps to properly preserve records within their custody and control in accordance with the Archives and Record Keeping Act. I would also request that Deputy Imbrogno share a copy of this email with the IESO and OPG and Deputy Thompson with the Ontario Financing Authority.

We will continue to advise ministries of any further steps that should be taken with respect to this matter. Please contact me if you have any questions. Alternatively, your staff may contact my Executive Assistant, Linda Shin, or William Bromm in the Office of the Secretary of the Cabinet, for further advice.

A copy of this memo is being shared with the Premier's Office so they can consider similar steps with respect to records in the custody and control of Ministers' Offices.

Sincerely,

Irwin Glasberg

- c. Steve Orsini, Secretary of the Cabinet and Head of the OPS
- William Bromm, Senior Director and Legal Advisor, Office of the Secretary of the Cabinet
- Boafoa Kwamena, Executive Assistant and Special Advisor, Office of the Secretary of the Cabinet