

DRAFT MEMO - AG request for review

From: "MacIntyre, Kyle (TBS)" <kyle.macintyre@ontario.ca>
To: "Angus, Helen (TBS)" <helen.angus@ontario.ca>
Date: Tue, 06 Jun 2017 10:36:22 -0400
Attachments: DRAFT MEMO V2 clean.docx (32 kB)

Helen,

Attached for your review is the draft memo that would likely go from you to TBS staff with instructions on how to conduct the search. A detailed guidance document on how to do the search would be appended. The attached reflects legal/my input.

Some outstanding issues to land and comments:

- Who will be the contact for questions around process? I was envisioning legal.
- Who would make decisions about whether a document is responsive, if it is not clear? The memo contemplates Legal and the DMO. We may want to think that through, for instance, it could be legal w say Karen Hughes [or a person who would have some experience in determining whether it's accounting vs. something else]. It shouldn't be someone from OPCD.
- Once the memo has substantially landed, we should pull together the internal TBS team before the memo is sent out, including legal, Karen, Sofie and Cindy and their EAs to walk through expectations.

K.