

McKinstry, Cindy D FIN:EX

From: FOI Coordinator FIN:EX
Sent: Thursday, December 22, 2011 7:49 AM
To: McKinstry, Cindy D FIN:EX
Cc: Mulloy, Eleanor FIN:EX; Fayad, Deborah FIN:EX
Subject: FW: FIN-2011-00232 / Premiers November Trip to Ottawa Expenses
Attachments: Request.doc; Call for Records.docx; Fee Estimate Form - FIN-2011-00233.doc

Hi Cindy,

Please see attached FOI request. In Eleanor's absence I am sending this to you directly.

Thanks
Michelle

Michelle Bradley

Division Records Analyst
Divisional Operations Branch
Corporate and Ministry Support Services
Serving the Ministries of Finance, Labour,
the Office of the Premier and other various entities

Tele: 250-387-8144 Fax: 250-387-8586
Hours: 7:05 a.m. to 4:00 p.m. Tuesday to Friday

From: Kewley, Mark SSBC:EX
Sent: Wednesday, December 21, 2011 3:35 PM
To: FOI Coordinator FIN:EX
Subject: FIN-2011-00232 / Premiers November Trip to Ottawa Expenses

Hi Michelle,

Please find attached a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). I am the analyst assigned to the attached request. You'll note that the attached request has been redacted to remove information that would identify the applicant.

Applicant type: Political Party

Request: Any and all expense records and taxpayer costs for Premier Clark's November trip to Ottawa and for any other meetings, meals, outings, appearances, accommodation, travel and any other expense the Premier had during the four days before and the four days following, including expense records/costs for anyone accompanying or meeting with the Premier. Timeframe is November 24 to December 2, 2011.

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Thank you,

Mark Kewley
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Information Access Operations
Ministry of Labour, Citizens' Services, and Open Government
Phone (250)-356-7966
Fax: (250) 387-9843
E-mail: mark.kewley@gov.bc.ca

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From: McKinstry, Cindy D FIN:EX
Sent: Friday, December 23, 2011 9:21 AM
To: Goudie, Kyra FIN:EX
Subject: FW: FIN-2011-00232 / Premiers November Trip to Ottawa Expenses
Attachments: Request.doc; Call for Records.docx; Fee Estimate Form - FIN-2011-00233.doc; Premier's Office Out of Province.pdf

Hi Kyra,

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Mark Kewley
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Information Access Operations
Ministry of Labour, Citizens' Services, and Open Government
Phone (250)-356-7966
Fax: (250) 387-9843
E-mail: mark.kewley@gov.bc.ca

WFR GL Transaction Details

Run Date: 2011/12/23 Run Time: 09:16:00

Requester: Cindy McKinstry

Inquiry Parameters :

Client:

004

Responsibility:

36A10

Service Line:

36200

STOB:

5705,5713

Project:

Period From: APR-12 To: Current

Encumbrance Type:

Rollup Fiscal Year:

Current

Other Parameters:

Lines with Zeros: No

Cents: Yes

Parameter Set Name:

GENERAL GL TRANSACTION DETAILS

Grouping Parameters:

Group / Sort Page 1 Client

Group / Sort Page 2 None

Group / Sort 1 Responsibility

Group / Sort 2 STOB

Group / Sort 3 None

Group / Sort 4 None

Group / Sort 5 None

Group / Sort 6 None

Displayed Columns:

GL Account 25

Description 10

Supplier Name 10

Distribution Supplier Number 10

Document Number 10

Effective Date 10

Actual Amount 10

Batch Name 10

WFR GL Transaction Details
004 Office of the Premier Client

From: APR-12 (Closed) To: DEC-12 (Open)
Run Date: 2011/12/23 Run Time: 09:16:00

GL Account	Description	Supplier Name	Distribution Supplier Number	Document Number	Effective Date	Actual Amount	Batch Name
36A10 Executive Office Responsibility							
5705 Trvl-in Canada-out of Prov	STOB				Opening Balance:	0.00	
					Opening Balance:	0.00	

Not Responsive

WFR GL Transaction Details
004 Office of the Premier Client

From: APR-12 (Closed) To: DEC-12 (Open)
Run Date: 2011/12/23 Run Time: 09:16:00

GL Account	Description	Supplier Name	Distribution Supplier Number	Document Number	Effective Date	Actual Amount	Batch Name
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Not Responsive

McKinstry, Cindy D FIN:EX

From: Goudie, Kyra FIN:EX
Sent: Thursday, January 5, 2012 1:59 PM
To: McKinstry, Cindy D FIN:EX
Subject: FW: FIN-2011-00232 / Premiers November Trip to Ottawa Expenses
Attachments: Request.doc; Call for Records.docx; Fee Estimate Form - FIN-2011-00233.doc; Premier's Office Out of Province.pdf

No records of this trip to date, Thanks

Kyra Goudie
Executive Financial Clerk, Ministers' Office Support Services
Corporate Financial and Facilities Services Branch
Ministry of Finance
Phone: (250) 387-9535 Fax: (250) 356-7326
Email: kyra.goudie@gov.bc.ca
Website: <http://www.min.fin.gov.bc.ca>
Serving all Ministers' Offices and the Office of the Premier

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McKinstry, Cindy D FIN:EX

From: McKinstry, Cindy D FIN:EX
Sent: Friday, January 6, 2012 3:46 PM
To: FOI Coordinator FIN:EX
Cc: Mulloy, Eleanor FIN:EX; Fayad, Deborah FIN:EX
Subject: RE: FIN-2011-00232 / Premiers November Trip to Ottawa Expenses
Attachments: Call for Records.docx

Hi Eleanor/FOI,

There are no documents related to this request at this time.

Please let me know if you have any questions.

Thanks,
Cindy

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E-mail: mark.kewley@gov.bc.ca

Information Access Operations

Call for Records - General

FOI Request Number:	FIN-2011-00232	Applicant Type:	Political Party
IAO Analyst:	Mark Kewley	Received Date:	December 20, 2012
Records Due at IAO:	January 11, 2012	Legislated Due Date:	February 3, 2012

Section 7 of the *Freedom of Information and Protection of Privacy Act* places a duty on public bodies to respond to formal requests without delay and imposes a time limit of 30 working days from the date the FOI request is received, with certain specific exceptions. In an effort to ensure consistent government practice and in order to comply with current policy, ministries are required to locate and retrieve responsive records and identify potential harms that could result from their disclosure. This form will help guide this process and allow IAO staff to better understand the context of the records and make informed severing recommendations based on potential harms. Once this form has been completed, please forward to the above-noted IAO analyst. If you need assistance to complete this form, please contact your Analyst.

For Ministry Use - please ensure that any issues associated with the possible disclosure of records responsive to this request have been communicated to your Ministry Executive and/or Public Affairs Bureau Communications Office.

Search for Records	
Please describe your search for records including what records were searched (i.e. Files, email, databases, TRIM files, off-site records, etc), duration of search time, and who conducted the search for records.	Searched files and batched documents; Report produced to identify Out-of-Province travel items; 1.5 hours of search time conducted by Kyra Goudie.
Program Area Recommendations	
Document potential harms* that could result from disclosure of records gathered and/or any other concerns with disclosure and provide disclosure recommendations.	No records at this time.
<p>*NOTE:</p> <p>Harms – E.g. disclosure of information in the records could significantly harm law enforcement matters, relations with other governments, the Ministry's financial or negotiating position, or a third party's interests on a given topic. Please specify the types of information of concern and the potential harms associated with each type</p>	
Publication of Records on the Open Information website	
Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government's Open Information website. If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst.	
If you have recommendations for additional explanations or context to be included in the response to the applicant, please indicate here or discuss with your FOI Analyst.	

Ministry Program Area:	
Recommendations Completed By:	
Date:	
Location of Records	
Please indicate here, if you are aware of any other public bodies or locations that may have records responsive to this request.	
Ministry Program Area:	
Recommendations Completed By:	
Date:	

NOTE:

Records are to be forwarded to IAO as soon as possible, but no later than 12 business days from the date of this call for records, except where IAO has advised that the request is cross-government. For cross-government requests, records are to be forwarded to IAO as soon as possible, but no later than 20 business days from the date of this call for records.

Ministry Support Guidelines for GENERAL FOI Requests

Preliminary Search for Records and Assessment of Fees:

- If records do not exist within the public body, **please advise IAO immediately**. The request will be closed or redirected by IAO.
- If some/all records reside within another public body, **please advise IAO immediately** specifying the other public body. The request will be transferred by IAO.
- Complete and submit the attached Fee Estimate Calculation form to assist IAO in determining if it is appropriate to issue a fee estimate for this request.

Records Gathering Process:

- Review records to ensure they are responsive to the request.
- To ensure IAO has a complete understanding of the records provided and their context, the ministry is required to identify any areas of concern regarding their disclosure. This will assist IAO analysts in assessing any harm contemplated by FOIPPA, and consider the recommendation of any applicable exceptions to disclosure.
- Issues management concerning the content of the responsive records is a responsibility of the ministry; therefore, issues associated with the possible disclosure of records responsive to this request should be communicated directly to your Ministry Executive and/or Public Affairs Bureau Communications Office.

Providing Responsive Records to IAO:

- Wherever possible, the ministry is required to send records electronically to the IAO analyst in either original electronic format or by scanning hard copy records and sending electronically. If volume is prohibitive for electronic submission, package or disc with scanned documents should be mailed to:

**Information Access Operations
Ministry of Citizens Services
PO Box 9569 Stn Prov Govt
Victoria BC, V8W 9K1**

- Please ensure the responsive records have been reviewed and approved by the applicable program area.