

Leamy, Michelle T PREM:EX

From: IAO CentralTeam MTIC:EX
Sent: January-15-14 10:20 AM
To: Leamy, Michelle T PREM:EX
Cc: Olson, Alisha PREM:EX
Subject: No Responsive Records - OOP-2013-00759

Hi Michelle,

The areas canvassed reported nil responsive records concerning the above noted request

Wording of the request:

"All documents that were prepared for Premier Christy Clark either before or after her November 5 meeting with Alberta Premier Alison Redford for the date range October 21, 2013 to November 6, 2013; All emails sent by Communications Director Ben Chin regarding Premier Christy Clark's November 5 meeting with Alberta Premier Alison Redford and/or negotiations with the Alberta government on the issue of pipelines for the date range November 1, 2013 to November 6, 2013.."

Requester type: **Media**

Legislated due date: **December 23, 2013**

Program areas canvassed: **Exec, DMO, CabOps, IGRS**

Would you like to see a formal approval package or may we proceed with the no responsive records response to the applicant?

Best regards,

Matthew Prodan | Freedom of Information Analyst | Information Access Operations | Technology, Innovation, and Citizens' Services | **Ph:** (250) 387-3411 | **e:** Matthew.Prodan@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1



INFORMATION
ACCESS OPERATIONS
A BRANCH OF SHARED SERVICES BC

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: January-22-14 4:39 PM
To: IAO CentralTeam MTIC:EX
Cc: Olson, Alisha PREM:EX
Subject: RE: No Responsive Records - OOP-2013-00759
Attachments: No Responsive Records - OOP-2013-00759

Please proceed to respond to applicant.

Olson, Alisha PREM:EX

From: Olson, Alisha PREM:EX
Sent: January-15-14 9:33 AM
To: IAO CentralTeam MTIC:EX
Subject: OOP-2013-00759 RESPONSE
Attachments: OOP-2013-00759 RESPONSE.pdf

Good morning,

No records on OOP-2013-00759. Please find the signed, scanned CFR form attached for your review.

Let me know if you have any questions.

Thanks!

Alisha

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	November 08, 2013	Matthew Prodan	November 18, 2013	November 29, 2013

REQUEST DETAILS:

All documents that were prepared for Premier Christy Clark either before or after her November 5 meeting with Alberta Premier Alison Redford for the date range October 21, 2013 to November 6, 2013; All emails sent by Communications Director Ben Chin regarding Premier Christy Clark's November 5 meeting with Alberta Premier Alison Redford and/or negotiations with the Alberta government on the issue of pipelines for the date range November 1, 2013 to November 6, 2013.

Section 1: Initial Records Assessment

Do you hold any responsive records?	YES <input type="radio"/> NO <input checked="" type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?	YES <input type="radio"/> NO <input checked="" type="radio"/>
Are you aware of other records that may be responsive to this request held by another public body?	YES <input type="radio"/> NO <input checked="" type="radio"/>
If yes, specify:	

NO RECORDS RESPONSE APPROVAL:

Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.

Final Public Body Approval (Full name, Title)	Signature:	Date:
Michelle Leamy, Director, Executive Operations	<i>Michelle Leamy</i>	<i>Jan 15/14</i>

Section 2: Fee Estimate *Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible*
Search
Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

Producing records

Tasks may include:

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours

Actual Hours

Volume
Electronic files (in pages):

*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages

Actual Pages

Email with attachments:

Estimated Pages

Actual Pages

*Other documents

Estimated Pages

Actual Pages

Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
 - If in legal sized folders - 1,800 pages
 - If in letter sized folders - 2,200 pages

Estimated Pages

Actual Pages

Preparation

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours

Actual Hours

Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.

- Electronic files (e-mail, shared drive, individual drives, CLIFF correspondence tracking system)
- On-site paper files
- Search time < 3 hours
- Search conducted by Office of the Premier, Executive Branch; Deputy Minister's Office

Could release of any/all of the responsive records potentially cause harm?

YES ☐

NO ☐

***Harm** – Disclosure of the records would significantly harm the ministry's position, or a third party's interests on a given topic. The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. (Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your ministry executive and/or Government Communications and Public Engagement office.)

If yes which information, if released, may cause harm?

(Please reference the information of concern, the harms, and associated page numbers below)

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.

Section 4: Contact Information

Who completed this form? (Full Name, Title):

Phone Number:

Date:

Alisha Olson, Executive Administrative Coordinator

250 356-2605

15 January 2013

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

IAO Use Only

Estimated-

Hours:

Pages:

Actual-

Hours:

Pages:

Comments:

Olson, Alisha PREM:EX

From: IAO CentralTeam MTIC:EX
Sent: Wednesday, November 13, 2013 4:15 PM
To: Mills, Shane PREM:EX; Leamy, Michelle T PREM:EX; Gillespie, Joyce PREM:EX; Robertson, Glenda J IGRS:EX
Cc: Olson, Alisha PREM:EX; Tsukayama, Debbie PREM:EX
Subject: Call for Records - FOI Request OOP-2013-00759
Attachments: Call for Records.pdf

Hello,

Your Ministry has received a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA). Please note that Matthew Prodan is the analyst processing this request and can be reached at the following number 250-387-3411. The request is for:

"All documents that were prepared for Premier Christy Clark either before or after her November 5 meeting with Alberta Premier Alison Redford for the date range October 21, 2013 to November 6, 2013; All emails sent by Communications Director Ben Chin regarding Premier Christy Clark's November 5 meeting with Alberta Premier Alison Redford and/or negotiations with the Alberta government on the issue of pipelines for the date range November 1, 2013 to November 6, 2013.."

The legislative due date for the above noted file is **December 23, 2013**.

Please complete the attached Call for Records form.

If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete only Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the Central Team mailbox at IAOCentralTeam@gov.bc.ca by **November 18, 2013**. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, Matthew Prodan will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.

If no fees apply then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records Form and return it to the Central Team mailbox at IAOCentralTeam@gov.bc.ca by **November 29, 2013**.

Send records via email in PDF format. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Please do not hesitate to contact your analyst noted on the attached Call for Records form to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Best regards,

Matthew Prodan | Freedom of Information Analyst | Information Access Operations | Technology, Innovation, and
Citizens' Services | **Ph:** (250) 387-3411 | **e:** Matthew.Prodan@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria
BC V8W 9K1

Olson, Alisha PREM:EX

From: Warren, Keira PREM:EX
Sent: Thursday, November 14, 2013 10:14 AM
To: Olson, Alisha PREM:EX
Subject: RE: Call for Records OOP-2013-00759

No records.

Keira Warren, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 356-2206

From: Olson, Alisha PREM:EX
Sent: Thursday, November 14, 2013 8:39 AM
To: Wharf, Sandy PREM:EX; Warren, Keira PREM:EX; Leamy, Michelle T PREM:EX; Henderson, Kim N PREM:EX
Subject: Call for Records OOP-2013-00759

Please let me know by November 29th whether or not you have any records responsive to the following request:

All documents that were prepared for Premier Christy Clark either before or after her November 5 meeting with Alberta Premier Alison Redford for the date range October 21, 2013 to November 6, 2013;

All emails sent by Communications Director Ben Chin regarding Premier Christy Clark's November 5 meeting with Alberta Premier Alison Redford and/or negotiations with the Alberta government on the issue of pipelines for the date range November 1, 2013 to November 6, 2013.

If you think that the search for records will take you over 3 hour and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Keira, please check your DM files.

Thank you all for your assistance with this request!

Alisha

Olson, Alisha PREM:EX

From: IAO CentralTeam MTIC:EX
Sent: Friday, November 15, 2013 9:11 AM
To: Mills, Shane PREM:EX; Leamy, Michelle T PREM:EX; Gillespie, Joyce PREM:EX; Robertson, Glenda J IGRS:EX
Cc: Olson, Alisha PREM:EX; Tsukayama, Debbie PREM:EX
Subject: RE: Call for Records - FOI Request OOP-2013-00759
Attachments: Call for Records.pdf

Good morning,

It has come to my attention that a clerical error was made in the request entered by our intake team, and I had not noticed this when I compared it to the original request. A small amendment needs to be made for the first part of the request's date range which I will include in this email:

*"All documents that were prepared for Premier Christy Clark either before or after her November 5 meeting with Alberta Premier Alison Redford for the date range October 21, 2013 to **November 8, 2013**; All emails sent by Communications Director Ben Chin regarding Premier Christy Clark's November 5 meeting with Alberta Premier Alison Redford and/or negotiations with the Alberta government on the issue of pipelines for the date range November 1, 2013 to November 6, 2013."*

I have attached a new call for records form which will show this change, and I have changed the fee and call for records due date as if I sent the call for records today. The new fee due date is **November 20, 2013**, and the records are due back for **December 03, 2013**. I have already received a response from Cabinet Operations regarding this request, so I am hoping they can take a look at this request again with the amended date range.

I apologize for the mistake and the confusion this may cause, if you have any questions or concerns, please do not hesitate to contact me.

Best regards,

Matthew Prodan | Freedom of Information Analyst | Information Access Operations | Technology, Innovation, and Citizens' Services | **Ph:** (250) 387-3411 | **e:** Matthew.Prodan@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: IAO CentralTeam MTIC:EX
Sent: November-13-13 4:15 PM
To: Mills, Shane PREM:EX; Leamy, Michelle T PREM:EX; Gillespie, Joyce PREM:EX; Robertson, Glenda J IGRS:EX
Cc: Olson, Alisha PREM:EX; Tsukayama, Debbie PREM:EX
Subject: TRIM: Call for Records - FOI Request OOP-2013-00759

Hello,

Your Ministry has received a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA). Please note that Matthew Prodan is the analyst processing this request and can be reached at the following number 250-387-3411. The request is for:

"All documents that were prepared for Premier Christy Clark either before or after her November 5 meeting with Alberta Premier Alison Redford for the date range October 21, 2013 to November 6, 2013; All emails sent by Communications Director Ben Chin regarding Premier Christy Clark's November 5 meeting with Alberta Premier Alison Redford and/or negotiations with the Alberta government on the issue of pipelines for the date range November 1, 2013 to November 6,

2013..”

The legislative due date for the above noted file is **December 23, 2013**.

Please complete the attached Call for Records form.

If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete only Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the Central Team mailbox at IAOCentralTeam@gov.bc.ca by **November 18, 2013**. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, Matthew Prodan will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.

If no fees apply then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records Form and return it to the Central Team mailbox at IAOCentralTeam@gov.bc.ca by **November 29, 2013**.

Send records via email in PDF format. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Please do not hesitate to contact your analyst noted on the attached Call for Records form to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Best regards,

Matthew Prodan | Freedom of Information Analyst | Information Access Operations | Technology, Innovation, and Citizens' Services | **Ph:** (250) 387-3411 | **e:** Matthew.Prodan@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

Olson, Alisha PREM:EX

From: Warren, Keira PREM:EX
Sent: Friday, November 15, 2013 9:31 AM
To: Olson, Alisha PREM:EX
Subject: RE: REVISED: Call for Records OOP-2013-00759

No records.

Keira Warren, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 356-2206

From: Olson, Alisha PREM:EX
Sent: Friday, November 15, 2013 9:15 AM
To: Wharf, Sandy PREM:EX; Warren, Keira PREM:EX; Leamy, Michelle T PREM:EX; Henderson, Kim N PREM:EX
Subject: REVISED: Call for Records OOP-2013-00759

Please note that the scope of this request has been revised to reflect the following:

*"All documents that were prepared for Premier Christy Clark either before or after her November 5 meeting with Alberta Premier Alison Redford for the date range October 21, 2013 to **November 8, 2013**;*

All emails sent by Communications Director Ben Chin regarding Premier Christy Clark's November 5 meeting with Alberta Premier Alison Redford and/or negotiations with the Alberta government on the issue of pipelines for the date range November 1, 2013 to November 6, 2013."

***Change denoted in bold font.*

Thanks,

Alisha

From: Olson, Alisha PREM:EX
Sent: Thursday, November 14, 2013 8:39 AM
To: Wharf, Sandy PREM:EX; Warren, Keira PREM:EX; Leamy, Michelle T PREM:EX; Henderson, Kim N PREM:EX
Subject: Call for Records OOP-2013-00759

Please let me know by November 29th whether or not you have any records responsive to the following request:

All documents that were prepared for Premier Christy Clark either before or after her November 5 meeting with Alberta Premier Alison Redford for the date range October 21, 2013 to November 6, 2013;

All emails sent by Communications Director Ben Chin regarding Premier Christy Clark's November 5 meeting with Alberta Premier Alison Redford and/or negotiations with the Alberta government on the issue of pipelines for the date range November 1, 2013 to November 6, 2013.

If you think that the search for records will take you over 3 hour and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Keira, please check your DM files.

Thank you all for your assistance with this request!

Alisha

Olson, Alisha PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Friday, November 15, 2013 10:20 AM
To: Olson, Alisha PREM:EX
Subject: RE: REVISED: Call for Records OOP-2013-00759
Attachments: REVISED: Call for Records OOP-2013-00759

nil response

Olson, Alisha PREM:EX

From: Wharf, Sandy PREM:EX
Sent: Monday, November 18, 2013 10:41 AM
To: Olson, Alisha PREM:EX
Subject: RE: REVISED: Call for Records OOP-2013-00759

Alisha, I have no responsive records.

From: Olson, Alisha PREM:EX
Sent: Friday, November 15, 2013 9:15 AM
To: Wharf, Sandy PREM:EX; Warren, Keira PREM:EX; Leamy, Michelle T PREM:EX; Henderson, Kim N PREM:EX
Subject: REVISED: Call for Records OOP-2013-00759

Please note that the scope of this request has been revised to reflect the following:

*"All documents that were prepared for Premier Christy Clark either before or after her November 5 meeting with Alberta Premier Alison Redford for the date range October 21, 2013 to **November 8, 2013**;*

All emails sent by Communications Director Ben Chin regarding Premier Christy Clark's November 5 meeting with Alberta Premier Alison Redford and/or negotiations with the Alberta government on the issue of pipelines for the date range November 1, 2013 to November 6, 2013."

***Change denoted in bold font.*

Thanks,

Alisha

From: Olson, Alisha PREM:EX
Sent: Thursday, November 14, 2013 8:39 AM
To: Wharf, Sandy PREM:EX; Warren, Keira PREM:EX; Leamy, Michelle T PREM:EX; Henderson, Kim N PREM:EX
Subject: Call for Records OOP-2013-00759

Please let me know by November 29th whether or not you have any records responsive to the following request:

All documents that were prepared for Premier Christy Clark either before or after her November 5 meeting with Alberta Premier Alison Redford for the date range October 21, 2013 to November 6, 2013;

All emails sent by Communications Director Ben Chin regarding Premier Christy Clark's November 5 meeting with Alberta Premier Alison Redford and/or negotiations with the Alberta government on the issue of pipelines for the date range November 1, 2013 to November 6, 2013.

If you think that the search for records will take you over 3 hour and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Keira, please check your DM files.

Thank you all for your assistance with this request!

Alisha

Olson, Alisha PREM:EX

From: Mills, Shane PREM:EX
Sent: January-14-14 4:46 PM
To: Leamy, Michelle T PREM:EX
Cc: Olson, Alisha PREM:EX
Subject: Re: Response Today Please

No records

Sent from Samsung Mobile

----- Original message -----

From: "Leamy, Michelle T PREM:EX" <Michelle.Leamy@gov.bc.ca>
Date: 01-14-2014 14:43 (GMT-08:00)
To: "Mills, Shane PREM:EX" <Shane.Mills@gov.bc.ca>
Cc: "Olson, Alisha PREM:EX" <Alisha.Olson@gov.bc.ca>
Subject: Response Today Please

00759

*"All documents that were prepared for Premier Christy Clark either before or after her November 5 meeting with Alberta Premier Alison Redford for the date range October 21, 2013 to **November 8, 2013**; All emails sent by Communications Director Ben Chin regarding Premier Christy Clark's November 5 meeting with Alberta Premier Alison Redford and/or negotiations with the Alberta government on the issue of pipelines for the date range November 1, 2013 to November 6, 2013."*

Olson, Alisha PREM:EX

From: Henderson, Kim N PREM:EX
Sent: January-14-14 5:40 PM
To: Olson, Alisha PREM:EX
Subject: Re: REVISED: Call for Records OOP-2013-00759

No records

On Jan 14, 2014, at 4:51 PM, "Olson, Alisha PREM:EX" <Alisha.Olson@gov.bc.ca> wrote:

Just a friendly reminder on this one. I now have all the other necessary responses.

From: Olson, Alisha PREM:EX
Sent: Friday, November 15, 2013 9:15 AM
To: Wharf, Sandy PREM:EX; Warren, Keira PREM:EX; Leamy, Michelle T PREM:EX; Henderson, Kim N PREM:EX
Subject: REVISED: Call for Records OOP-2013-00759

Please note that the scope of this request has been revised to reflect the following:

*"All documents that were prepared for Premier Christy Clark either before or after her November 5 meeting with Alberta Premier Alison Redford for the date range October 21, 2013 to **November 8, 2013**;*

All emails sent by Communications Director Ben Chin regarding Premier Christy Clark's November 5 meeting with Alberta Premier Alison Redford and/or negotiations with the Alberta government on the issue of pipelines for the date range November 1, 2013 to November 6, 2013."

***Change denoted in bold font.*

Thanks,

Alisha

From: Olson, Alisha PREM:EX
Sent: Thursday, November 14, 2013 8:39 AM
To: Wharf, Sandy PREM:EX; Warren, Keira PREM:EX; Leamy, Michelle T PREM:EX; Henderson, Kim N PREM:EX
Subject: Call for Records OOP-2013-00759

Please let me know by November 29th whether or not you have any records responsive to the following request:

All documents that were prepared for Premier Christy Clark either before or after her November 5 meeting with Alberta Premier Alison Redford for the date range October 21, 2013 to November 6, 2013;

All emails sent by Communications Director Ben Chin regarding Premier Christy Clark's November 5 meeting with Alberta Premier Alison Redford and/or negotiations with the

Alberta government on the issue of pipelines for the date range November 1, 2013 to November 6, 2013.

If you think that the search for records will take you over 3 hour and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Keira, please check your DM files.

Thank you all for your assistance with this request!

Alisha

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	November 08, 2013	Matthew Prodan	November 18, 2013	November 29, 2013

REQUEST DETAILS:

All documents that were prepared for Premier Christy Clark either before or after her November 5 meeting with Alberta Premier Alison Redford for the date range October 21, 2013 to November 6, 2013; All emails sent by Communications Director Ben Chin regarding Premier Christy Clark's November 5 meeting with Alberta Premier Alison Redford and/or negotiations with the Alberta government on the issue of pipelines for the date range November 1, 2013 to November 6, 2013.

Section 1: Initial Records Assessment

Do you hold any responsive records?	YES <input type="radio"/> NO <input type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?	YES <input type="radio"/> NO <input type="radio"/>
Are you aware of other records that may be responsive to this request held by another public body?	YES <input type="radio"/> NO <input type="radio"/>
If yes, specify:	

NO RECORDS RESPONSE APPROVAL:

Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.

Final Public Body Approval (Full name, Title)	Signature:	Date:

Section 2: Fee Estimate Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

Search
Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

Producing records

Tasks may include:

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours

Actual Hours

Volume
Electronic files (in pages):

*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages

Actual Pages

Email with attachments:

Estimated Pages

Actual Pages

*Other documents

Estimated Pages

Actual Pages

Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
 - If in legal sized folders - 1,800 pages
 - If in letter sized folders - 2,200 pages

Estimated Pages

Actual Pages

Preparation

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours

Actual Hours

Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.

--

Could release of any/all of the responsive records potentially cause harm?

YES ☐

NO ☐

***Harm** – Disclosure of the records would significantly harm the ministry’s position, or a third party’s interests on a given topic. The [harms assessment](#) allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. (Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your ministry executive and/or Government Communications and Public Engagement office.)

If yes which information, if released, may cause harm?

(Please reference the information of concern, the harms, and associated page numbers below)

--

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.

--

Section 4: Contact Information

Who completed this form? (Full Name, Title):

Phone Number:

Date:

--	--	--

Harms assessment completed by (Full Name, Title)

Program Area:

--	--

Harms assessment approved by (Full Name, Title)

--

IAO Use Only

Estimated-

Hours:

--

Pages:

--

Actual-

Hours:

--

Pages:

--

Comments:

--

Prodan, Matthew MTIC:EX

From: Maranda, Pierrette IGRS:EX
Sent: Thursday, December 12, 2013 5:11 PM
To: Robertson, Glenda J IGRS:EX
Cc: Brubacher, Kelly IGRS:EX
Subject: RE: IGRS FOIs
Attachments: Copy of IGRFOIsDec 2013.xlsx

Importance: High

Glenda:

You can already send the replies (red annotations) indicated in the attached table to the FOI analyst. Please try to do it by end of day tomorrow, so that the number of requests that we have to consider is adjusted accordingly.

Thanks,

Pierrette

From: Robertson, Glenda J IGRS:EX
Sent: December-12-13 12:01 PM
To: Maranda, Pierrette IGRS:EX
Cc: Brubacher, Kelly IGRS:EX
Subject: IGRS FOIs

Hi, Pierrette

I actually received more FOIs in the past two days so this list is not complete. I will send the revised list when it's done. The signoff date is the date past which our FOIs go overdue. Ideally, we send documents to the analyst about a month before that date.

Glenda

Number	Request	Analyst	Requested by	Signoff Date	
OOP-2013-00759	All documents that were prepared for Premier Christy Clark either before or after her November 5 meeting with Alberta Premier Alison Redford for the date range October 21, 2013 to November 8, 2013; All emails sent by Communications Director Ben Chin regarding Premier Christy Clark's November 5 meeting with Alberta Premier Alison Redford and/or negotiations with the Alberta government on the issue of pipelines for the date range November 1, 2013 to November 6, 2013.	MPRODAN	Media	December 23, 2013	IGRS has no responsive documents

Not Responsive

Page 23 redacted for the following reason:

Not Responsive

Prodan, Matthew MTIC:EX

From: Hanna, Jean L PREM:EX
Sent: Wednesday, November 13, 2013 4:59 PM
To: IAO CentralTeam MTIC:EX
Cc: Tsukayama, Debbie PREM:EX
Subject: response...FW: Call for Records - FOI Request OOP-2013-00759

Hello

Our office has no records that are responsive to this request.

Thank you.

Jean

From: Tsukayama, Debbie PREM:EX
Sent: Wednesday, November 13, 2013 4:25 PM
To: Hanna, Jean L PREM:EX
Subject: FW: Call for Records - FOI Request OOP-2013-00759

Jean, can you help with this search. Thanks.

From: IAO CentralTeam MTIC:EX
Sent: Wednesday, November 13, 2013 4:15 PM
To: Mills, Shane PREM:EX; Leamy, Michelle T PREM:EX; Gillespie, Joyce PREM:EX; Robertson, Glenda J IGRS:EX
Cc: Olson, Alisha PREM:EX; Tsukayama, Debbie PREM:EX
Subject: Call for Records - FOI Request OOP-2013-00759

Hello,

Your Ministry has received a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA). Please note that Matthew Prodan is the analyst processing this request and can be reached at the following number 250-387-3411. The request is for:

"All documents that were prepared for Premier Christy Clark either before or after her November 5 meeting with Alberta Premier Alison Redford for the date range October 21, 2013 to November 6, 2013; All emails sent by Communications Director Ben Chin regarding Premier Christy Clark's November 5 meeting with Alberta Premier Alison Redford and/or negotiations with the Alberta government on the issue of pipelines for the date range November 1, 2013 to November 6, 2013.."

The legislative due date for the above noted file is **December 23, 2013.**

Please complete the attached Call for Records form.

If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete only Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the Central Team mailbox at IAOCentralTeam@gov.bc.ca by **November 18, 2013**. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, Matthew Prodan will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.

If no fees apply then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records Form and return it to the Central Team mailbox at IAOCentralTeam@gov.bc.ca by **November 29, 2013**.

Send records via email in PDF format. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Please do not hesitate to contact your analyst noted on the attached Call for Records form to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Best regards,

Matthew Prodan | Freedom of Information Analyst | Information Access Operations | Technology, Innovation, and Citizens' Services | *Ph:* (250) 387-3411 | *e:* Matthew.Prodan@gov.bc.ca | *m:* PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	November 08, 2013	Matthew Prodan	November 20, 2013	December 03, 2013

REQUEST DETAILS:

All documents that were prepared for Premier Christy Clark either before or after her November 5 meeting with Alberta Premier Alison Redford for the date range October 21, 2013 to November 8, 2013; All emails sent by Communications Director Ben Chin regarding Premier Christy Clark's November 5 meeting with Alberta Premier Alison Redford and/or negotiations with the Alberta government on the issue of pipelines for the date range November 1, 2013 to November 6, 2013.

Section 1: Initial Records Assessment

Do you hold any responsive records?	YES <input type="radio"/>	NO <input type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?	YES <input type="radio"/>	NO <input type="radio"/>
Are you aware of other records that may be responsive to this request held by another public body?	YES <input type="radio"/>	NO <input type="radio"/>
If yes, specify:		

NO RECORDS RESPONSE APPROVAL:

Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.

Final Public Body Approval (Full name, Title)	Signature:	Date:

Section 2: Fee Estimate Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

Search
Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

Producing records

Tasks may include:

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours

Actual Hours

Volume
Electronic files (in pages):

*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages

Actual Pages

Email with attachments:

Estimated Pages

Actual Pages

*Other documents

Estimated Pages

Actual Pages

Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
 - If in legal sized folders - 1,800 pages
 - If in letter sized folders - 2,200 pages

Estimated Pages

Actual Pages

Preparation

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours

Actual Hours

Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.

Could release of any/all of the responsive records potentially cause harm?

YES ☐

NO ☐

***Harm** – Disclosure of the records would significantly harm the ministry’s position, or a third party’s interests on a given topic. The [harms assessment](#) allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. (Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your ministry executive and/or Government Communications and Public Engagement office.)

If yes which information, if released, may cause harm?

(Please reference the information of concern, the harms, and associated page numbers below)

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.

Section 4: Contact Information

Who completed this form? (Full Name, Title):

Phone Number:

Date:

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

IAO Use Only

Estimated-

Hours:

Pages:

Actual-

Hours:

Pages:

Comments:

Prodan, Matthew MTIC:EX

From: Hanna, Jean L PREM:EX
Sent: Friday, November 15, 2013 10:28 AM
To: IAO CentralTeam MTIC:EX
Cc: Tsukayama, Debbie PREM:EX
Subject: updated RE: Call for Records - FOI Request OOP-2013-00759

Hello

Our office has no records that are responsive to this request.

Thank you.

Jean

From: Tsukayama, Debbie PREM:EX
Sent: Friday, November 15, 2013 10:21 AM
To: Hanna, Jean L PREM:EX
Subject: FW: Call for Records - FOI Request OOP-2013-00759

From: IAO CentralTeam MTIC:EX
Sent: November-15-13 9:11 AM
To: Mills, Shane PREM:EX; Leamy, Michelle T PREM:EX; Gillespie, Joyce PREM:EX; Robertson, Glenda J IGRS:EX
Cc: Olson, Alisha PREM:EX; Tsukayama, Debbie PREM:EX
Subject: RE: Call for Records - FOI Request OOP-2013-00759

Good morning,

It has come to my attention that a clerical error was made in the request entered by our intake team, and I had not noticed this when I compared it to the original request. A small amendment needs to be made for the first part of the request's date range which I will include in this email:

*"All documents that were prepared for Premier Christy Clark either before or after her November 5 meeting with Alberta Premier Alison Redford for the date range October 21, 2013 to **November 8, 2013**; All emails sent by Communications Director Ben Chin regarding Premier Christy Clark's November 5 meeting with Alberta Premier Alison Redford and/or negotiations with the Alberta government on the issue of pipelines for the date range November 1, 2013 to November 6, 2013."*

I have attached a new call for records form which will show this change, and I have changed the fee and call for records due date as if I sent the call for records today. The new fee due date is **November 20, 2013**, and the records are due back for **December 03, 2013**. I have already received a response from Cabinet Operations regarding this request, so I am hoping they can take a look at this request again with the amended date range.

I apologize for the mistake and the confusion this may cause, if you have any questions or concerns, please do not hesitate to contact me.

Best regards,

Matthew Prodan | Freedom of Information Analyst | Information Access Operations | Technology, Innovation, and Citizens' Services | **Ph:** (250) 387-3411 | **e:** Matthew.Prodan@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: IAO CentralTeam MTIC:EX

Sent: November-13-13 4:15 PM

To: Mills, Shane PREM:EX; Leamy, Michelle T PREM:EX; Gillespie, Joyce PREM:EX; Robertson, Glenda J IGRS:EX

Cc: Olson, Alisha PREM:EX; Tsukayama, Debbie PREM:EX

Subject: TRIM: Call for Records - FOI Request OOP-2013-00759

Hello,

Your Ministry has received a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA). Please note that Matthew Prodan is the analyst processing this request and can be reached at the following number 250-387-3411. The request is for:

"All documents that were prepared for Premier Christy Clark either before or after her November 5 meeting with Alberta Premier Alison Redford for the date range October 21, 2013 to November 6, 2013; All emails sent by Communications Director Ben Chin regarding Premier Christy Clark's November 5 meeting with Alberta Premier Alison Redford and/or negotiations with the Alberta government on the issue of pipelines for the date range November 1, 2013 to November 6, 2013.."

The legislative due date for the above noted file is **December 23, 2013.**

Please complete the attached Call for Records form.

If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete only Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the Central Team mailbox at IAOCentralTeam@gov.bc.ca by **November 18, 2013**. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, Matthew Prodan will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.

If no fees apply then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records Form and return it to the Central Team mailbox at IAOCentralTeam@gov.bc.ca by **November 29, 2013**.

Send records via email in PDF format. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Please do not hesitate to contact your analyst noted on the attached Call for Records form to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Best regards,

Matthew Prodan | Freedom of Information Analyst | Information Access Operations | Technology, Innovation, and Citizens' Services | *Ph:* (250) 387-3411 | *e:* Matthew.Prodan@gov.bc.ca | *m:* PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1