

Information Access Operations Ministry of Technology, Innovation and Citizens' Services PO Box 9569 Stn Prov Govt Victoria BC, V&W 9K1

CALL FOR RECORDS – GENERAL FOI REQUEST

Request Number: 292–30/ NGD-2013-00081

	Victoria BC, V8	W 9K1		Louis		
APPLICANT TYPE	DATE RECEIVI	ED FOI	ANALYST	FEE ESTIMATE DU	E REC	CORDS DUE
Political Party	December 04, 2013			December 16, 2013	Decembe	r 24, 2013
REQUEST DETAILS:						
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ection 1: Initial Reco	ords Assessment					
)o you hold any responsiv	e records?				YES O	NO 💽
Are you aware of other re	cords that may be i	esponsive to th	nis request with	in your Ministry?	YES O	NO 💽
Are you aware of other re	cords that may be 1	esponsive to th	nis request held	by another public body?	YES O	NO 💽
f yes, specify:						
VO RECORDS RESPO	ONSE APPROV	AL:				
Please forward to Ministry	FOI Contact (if app	licable) for De	legated Head's	final public body approval i	f no records ha	we been loca
Final Public Body Approv	al (Full name, Title)	Signature:	<u> </u>	Date:	
Karen Koncohrada, Executiv	ve Director		CO	wh	December 1	9, 2013
ection 2: Fee Estimat	e Please ensure	that all reason	able efforts are	- made to generate as accura	te an estimate	as possible
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hotos and any other elect esponsive to the request	ronic file F	Email with atta	chments:	Estimated Pages	Actu	al Pages
	*	Other docume	nts	Estimated Pages	Actu	al Pages
 Hardcopy files (in pages): Average file folder = 1" a 1 Standard Records Cen If in legal sized fold If in letter sized fold 	tre Services Box: ers - 1,800 pages	nately 200 page	s (single sided)	Estimated Pages	Actu	al Pages
reparation						
Fasks may include : Photocopying/scanning r Ensuring completeness o			F)	Estimated Hours	Actua	l Hours
Copying other types of m	-				Page	1 2014-00020

From:Lalonde, Jan MEM:EXSent:Friday, December 13, 2013 2:42 PMTo:Gajda, Gail MNGD:EXCc:Cho, Gayle MEM:EXSubject:FW: FOI Request NGD-2013-00081Due: December 24, 2013Attachments:NEW Integrated Call for Records form.pdf

Hi Gail,

Please see the attached call for records request:

Any and all correspondence mentioning the absence of calendar records kept by the Chief of Staff from [specified ministries]; Calendar records that include entries/events that the Chief of Staff attended and/or participated in including records maintained by other staff members in the Minister's Office.

Please advise me with a "yes" or "no" as to whether you have records. You need to fill out the Call for Records form (above) if you have information and return it to me with the records by **December 24th**. If you have records and believe it will take longer than three hours to gather the material, please fill out the Call for Records/Fee Estimate form (above) and send to me by **December 16th**.

Thanks, Jan

From: IAO Resource Team SSBC:EX
Sent: Tuesday, December 10, 2013 3:40 PM
To: Lalonde, Jan MEM:EX
Cc: Cho, Gayle MEM:EX
Subject: FOI Request NGD-2013-00081 Due: December 24, 2013

New FOI Request Received

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Please see the attached Call For Records form for the details.

Any and all correspondence mentioning the absence of calendar records kept by the Chief of Staff from [specified ministries]; Calendar records that include entries/events that the Chief of Staff attended and/or participated in including records maintained by other staff members in the Minister's Office.

What Do You Need to Do?

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. Return the form to IAO by December 16, 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, IAO will contact you to continue the call for records process.
- If no fees apply then complete the attached Call for Records form and return it to IAO by December 24, 2013.

Send records via email in PDF format. Before you turn emails into PDFs, ensure that you have included all attachments. If email is not possible, please put the records on the File Share and notify IAO that the records are available

Reminder

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 your 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.

Questions and Concerns

Please do not hesitate to contact IAO 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.

Thank you for your assistance,

Debra Graves | Jr. Analyst | Information Access Operations | Shared Services BC *Ph:* 250 387-2682 | *e:* <u>Debra.Graves@gov.bc.ca</u> | PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

BRITISH COLUMBIA

INFORMATION ACCESS OPERATIONS A branch of shaked services be:

AppLiCANT TYPE DATE RECEIVED FOLANALYST FEE ESTIMATE DUE RECORDS DUE Policial Pary December 04, 2013 December 16, 2013 December 24, 2013 December 24, 2013 REQUEST DETAILS: Any and all correspondences mentioning the absorbe of calendar records kep by the Chief of Stuff from (specified ministries), Calendar records that include entios events that the Chief of Stuff attended and/or participated in including records maintained by other staff members in the Ministry Office. Section 1: Initial Records Absetsment VES NO YES NO <th>BRITIS COLUMI</th> <th>H H Ministry of Technolog and Citizens' Services PO Box 9569 Stn Pro- Victoria BC, V8W 9K</th> <th>y, Innovation Govt</th> <th></th> <th>GENERAL FOI REQUEST</th>	BRITIS COLUMI	H H Ministry of Technolog and Citizens' Services PO Box 9569 Stn Pro- Victoria BC, V8W 9K	y, Innovation Govt		GENERAL FOI REQUEST
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*Harm – Disclosure of the records would significantly harm the topic. The <u>harms assessment</u> allows FOI staff to better understan recommendations based on potential harms. (Issues associated w to the harms assessment should be communicated to your ministr Public Engagement office.)	nd the context of the records and with possible disclosure through the through the second seco	make informed severing ie FOI process that are unrel
f yes which information, if released, may cause harm? Please reference the information of concern, the harms, and associ	ated page numbers below)	
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From: Sent: To: Attachments: Jan.Lalonde@gov.bc.ca Monday, December 30, 2013 10:16 AM Lalonde, Jan MEM:EX ngd-2013-00081 nrr.pdf



Information Access Operations Ministry of Technology, Innovation and Citizens' Services PO Box 9569 Stn Prov Govt Victoria BC, V8W 9K1

CALL FOR RECORDS - GENERAL FOI REQUEST

Request Number: 292-30/ NGD-2013-00081

	Victoria BC, V8W 9K1		. L	
APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE D	UE RECORDS DUE
Political Party D	ecember 04, 2013		December 16, 2013	December 24, 2013
EQUEST DETAILS:				
Any and all correspondence r ecords that include entries/ev nembers in the Minister's Of	ents that the Chief of Staff a			pecified ministries]; Calendar maintained by other staff
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re you aware of other reco			· · · · · · · · · · · · · · · · · · ·	
re you aware of other reco	rds that may be responsive	to this request held l	y another public body?	YES () NO ()
yes, specify:				
O RECORDS RESPO				
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inal Public Body Approval	(Full name, Title)	Signature:		Date:
ren Koncohrada, Executive	Director	00	WN	December 19, 2013
ection 2: Fee Estimate	Please ensure that all re	asonable efforts are n	ade to generate as accura	te an estimate as possible
asks may include: Searching for hard & electron Reviewing box content lists Retrieving records from off s Retrieving email records (Ou	Actual Hours		sks may include: dentifying relevant sources ata/information fanual time spent creating a roducing records	Actual Hours
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Lalonde, Jan MEM:EX

From: Sent: To: Attachments: Jan.Lalonde@gov.bc.ca Monday, December 30, 2013 10:16 AM Lalonde, Jan MEM:EX ngd-2013-00081 nrr.pdf

search Sann		

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.

Gail Gajda: There is no "correspondence" in this regard

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

YES O NO O

*Harm – Disclosure of the records would significantly harm the ministry's position, or a third party's interests on a given topic. The <u>harms assessment</u> 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 canse harm? (Please reference the information of concern, the harms, and associated page numbers below)

Unless specific <u>exemption criteria</u> apply, records provided to the applicant in response to this request will be published on the Government's <u>Open Information Website</u> 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:
Jan Lalonde	250-952-0293	December 19, 2013
Harms assessment completed by (Full Name, Title)	Program Area:	
Harms assessment approved by (Full Name, Title)	· · ·	
LAO Use Only]	Pages:
Estimated- Hows: Pages:	Actual- Hours:	
		Page 9
	, 1997년, 1997 1997년, 1997년, 1997년, 1997년, 1997년,	NGD-2014-0002

Lalonde, Jan MEM:EX

From:Lalonde, Jan MEM:EXSent:Monday, December 30, 2013 10:27 AMTo:Graves, Debra MTIC:EX; IAO Resource Team SSBC:EXCc:Cho, Gayle MEM:EXSubject:FW: NGD-2013-00081Attachments:ngd-2013-00081 nrr.pdf; ngd-2013-00081 nrr.pdf

Hi Debra,

On the call for records form under Section 1, 'No records response approval,' please find Karen Koncohrada's signature approving the 'no records' response.

Any questions please give me a call.

Thanks, Jan



 Information Access Operations Ministry of Technology, Innovation and Citizens' Services PO Box 9569 Stn Prov Govt Victoria BC, V8W 9K1

CALL FOR RECORDS - GENERAL FOI REQUEST

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o you hold any responsive records?				YES ONO 💿
re you aware of other records that ma	v be responsive to	o this request with	in your Ministry?	YES NO 🖲
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yes, specify:	v . A			· · · · · · · · · · · · · · · · · · ·
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etion 2: Fee Estimate Please et	naina that all saan	anghla affords and	mada to gavarata as accura	a an astimata as nassible
Searching for hard & electronic files Reviewing box content lists Retrieving records from off site Retrieving email records (Outlook)	Estimated Hour, Actual Hours	•	Identifying relevant sources data/information Manual time spent creating a producing records	Actual Hours
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ctronic files (in pages): ther refers to PDF, Word, Excel,	Email withou	t attachments:	Estimated Pages	Actual Pages
itos and any other electronic file	Email with at	tachments:	Estimated Pages	Actual Pages
sonsive to the request	*Other docum	ients	Estimated Pages	Actual Pages
rdcopy files (in pages): verage file folder = 1" and holds appr Standard Records Centre Services Bo • If in legal sized folders - 1,800 pag • If in letter sized folders - 2,200 pag	es	ges (single sided)	Estimated Pages	Actual Pages
eparation	- The first strategy of the second strategy o			
ks may include : notocopying/scanning records into elec nsuring completeness of responsive rec		DF)	Estimated Hours	Actual Hours
opying other types of media; if so pleas				Page 11

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From: Sent: To: Cc: Subject: Attachments:

IAO Resource Team SSBC:EX Tuesday, December 10, 2013 3:40 PM Lalonde, Jan MEM:EX Cho, Gayle MEM:EX FOI Request NGD-2013-00081 Due: December 24, 2013 NEW Integrated Call for Records form.pdf

New FOI Request Received

Your Ministry has received a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA). Please see the attached Call For Records form for the details.

Any and all correspondence mentioning the absence of calendar records kept by the Chief of Staff from [specified ministries]; Calendar records that include entries/events that the Chief of Staff attended and/or participated in including records maintained by other staff members in the Minister's Office.

What Do You Need to Do?

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. Return the form to IAO by December 16, 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, IAO will contact you to continue the call for records process.
- If no fees apply then complete the attached Call for Records form and return it to IAO by December 24, 2013.
- Send records via email in PDF format. Before you turn emails into PDFs, ensure that you have included all attachments. If email is not possible, please put the records on the File Share and notify IAO that the records are available

Reminder

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 your 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.

Questions and Concerns

Please do not hesitate to contact IAO 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. .

Thank you for your assistance,

Debra Graves | Jr. Analyst | Information Access Operations | Shared Services BC Ph: 250 387-2682 | e: Debra.Graves@gov.bc.ca | PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1



INFORMATION ACCESS OPERATIONS COLUMBIA 1 A BRANCH of SHARED SERVICES BC

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	Information Access Oper Ministry of Technology,	rations CA	LL FOR RECORDS -	GENE	RAL FOI RE	QUEST
BRITIS COLUMI	*** and Citizianal Company		Request Number:	292–3	0/ NGD-2013-(00081
APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE	DUE	RECORI	DS DUE
Political Party	December 04, 2013		December 16, 2013		December 24, 2	2013
REQUEST DETAILS:						
	nce mentioning the absence of es/events that the Chief of Sta s Office.					
Section 1: Initial Re	cords Assessment					
Do you hold any response	sive records?	<u>an an a</u>		<u>.</u>	ÆS 🔿 NO	O
Are you aware of other	records that may be respons	ive to this request wi	ithin your Ministry?	Y	ÆS Ö NO	\circ \circ
Are you aware of other	records that may be respons	ive to this request he	ld by another public body	? ¥	YES 🔿 NO	\circ \circ
If yes, specify:		· · · · · · · · · · · · · · · · · · ·				
NO RECORDS RES.	PONSE APPROVAL:	· · ·				
Please forward to Ministr	y FOI Contact (if applicable)) for Delegated Head	's final public body approv	al if no i	records have be	en located.
Final Public Body Appro	oval (Full name, Title)	Signatur	e:	I	Date:	
Section 2: Fee Estim Search Locating/Retrieving Tasks may include: • Searching for hard & ele • Reviewing box content l • Retrieving records from • Retrieving email records	ectronic files ists Actual Ho off site	Hours	 Producing records Tasks may include: Identifying relevant sour data/information Manual time spent creati producing records 	ces of	Estimated Hour Actual Hours	
Volume						
Electronic files (in pages) *Other refers to PDF, W	ord, Excel,	ithout attachments: ith attachments:	Estimated Pages	[Actual Page	I
photos and any other electrony of the second seco			Estimated Pages	L	Actual Page	
	*Other a	locuments	Estimated Pages		Actual Page	es
 Hardcopy files (in pages) Average file folder = 1" 1 Standard Records Ce If in legal sized fol If in letter sized for 	and holds approximately 2 ntre Services Box: ders - 1,800 pages	00 pages (single sideo	d) Estimated Pages	[Actual Page	s
Preparation						
	records into electronic form	at (PDF)	Estimated Hours] Actual Hour	s 🚺
 Ensuring completeness Copying other types of a 	of responsive records media; if so please specify:				Page 14 NGD-2014-0	0020

Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were scarched, (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 O NO O

*Harm – Disclosure of the records would significantly harm the ministry's position, or a third party's interests on a given topic. The <u>harms assessment</u> 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 <u>exemption criteria</u> apply, records provided to the applicant in response to this request will be published on the Government's <u>Open Information Website</u> 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, Tit	le)	Program Area:	
Harms assessment approved by (Full Name, Title	e)		
	· · · · · · · · · · · · · · · · · · ·		
IAO Use Only Estimated- Hours:	Pages.	Actual- Hours.	Pages:
Comments:	· · · · · · · · · · · · · · · · · · ·		Page 15 NGD-2014-00020

Lalonde, Jan MEM:EX

From:Gajda, Gail MNGD:EXSent:Thursday, December 19, 2013 10:18 AMTo:Lalonde, Jan MEM:EXCc:Symes, Leslie MEM:EX; Barnetson, Luella MNGD:EXSubject:FOI Request NGD-2013-00081Due: December 24, 2013Attachments:NEW Integrated Call for Records form.pdf

Hi Jan,

There is no "correspondence" in this regard.

Gail Gajda Administrative Coordinator to the Honourable Rich Coleman Minister of Natural Gas Development Minister Responsible for Housing and Deputy Premier Telephone: (250) 387-6701 Main Line: (250) 953-0900

From: Lalonde, Jan MEM:EX
Sent: December-13-13 2:42 PM
To: Gajda, Gail MNGD:EX
Cc: Cho, Gayle MEM:EX
Subject: FW: FOI Request NGD-2013-00081 Due: December 24, 2013

Hi Gail,

Please see the attached call for records request:

Any and all correspondence mentioning the absence of calendar records kept by the Chief of Staff from [specified ministries]; Calendar records that include entries/events that the Chief of Staff attended and/or participated in including records maintained by other staff members in the Minister's Office.

Please advise me with a "yes" or "no" as to whether you have records. You need to fill out the Call for Records form (above) if you have information and return it to me with the records by **December 24th**. If you have records and believe it will take longer than three hours to gather the material, please fill out the Call for Records/Fee Estimate form (above) and send to me by **December 16th**.

Thanks, Jan

From: IAO Resource Team SSBC:EX
Sent: Tuesday, December 10, 2013 3:40 PM
To: Lalonde, Jan MEM:EX
Cc: Cho, Gayle MEM:EX
Subject: FOI Request NGD-2013-00081 Due: December 24, 2013

New FOI Request Received

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Please see the attached Call For Records form for the details.

Any and all correspondence mentioning the absence of calendar records kept by the Chief of Staff from [specified ministries]; Calendar records that include entries/events that the Chief of Staff attended and/or participated in including records maintained by other staff members in the Minister's Office.

What Do You Need to Do?

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. Return the form to IAO by December 16, 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, IAO will contact you to continue the call for records process.
- If no fees apply then complete the attached Call for Records form and return it to IAO by December 24, 2013.
- Send records via email in PDF format. Before you turn emails into PDFs, ensure that you have included all attachments. If email is not possible, please put the records on the File Share and notify IAO that the records are available

Reminder

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 your 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.

Questions and Concerns

Please do not hesitate to contact IAO 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.

Thank you for your assistance,

Debra Graves | Jr. Analyst | Information Access Operations | Shared Services BC *Ph*: 250 387-2682 | *e*: <u>Debra.Graves@gov.bc.ca</u> | PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1



INFORMATION ACCESS OPERATIONS & branch of shared services bu

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BRITIS COLUMI	2 and Citizens' Services	, Innovation	L FOR RECORDS – G Request Number:	SENERAL FOI REQUEST 292–30/ NGD-2013-00081
APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE I	UE RECORDS DUE
Political Party	December 04, 2013		December 16, 2013	December 24, 2013
REQUEST DETAILS:				
Any and all corresponden records that include entrie members in the Minister's	s/events that the Chief of Sta	f calendar records kept aff attended and/or part	by the Chief of Staff from [icipated in including records	specified ministries]; Calendar s maintained by other staff
Section 1: Initial Red	cords Assessment			
Do you hold any respons	ive records?			YES NO 💿
	ecords that may be respon	sive to this request wi	hin your Ministry?	YES O NO O
)	ecords that may be respon			YES NO 💿
If yes, specify:				
NO RECORDS RES	PONSE APPROVAL:			
Please forward to Ministr	y FOI Contact (if applicable	e) for Delegated Head'	s final public body approva	l if no records have been located.
Final Public Body Appro	oval (Full name, Title)	Signature	:	Date:
Karen Koncohrada, Execu	tive Director			December 19, 2013
Search Locating/Retrieving Tasks may include: • Searching for hard & ele • Reviewing box content l • Retrieving records from • Retrieving email records	ists Actual H off site	t Hours	 Producing records Tasks may include: Identifying relevant source data/information Manual time spent creating producing records 	Actual Hours
Volume				
Electronic files (in pages) *Other refers to PDF, We		vithout attachments:	Estimated Pages	Actual Pages
photos and any other elec responsive to the request		vith attachments:	Estimated Pages	Actual Pages
responsive to the request	*Other	documents	Estimated Pages	Actual Pages
Hardcopy files (in pages): • Average file folder = 1" • 1 Standard Records Ce • If in legal sized fol • If in letter sized fo	and holds approximately 2 ntre Services Box: ders - 1,800 pages	200 pages (single sided) Estimated Pages	Actual Pages
Preparation				
Tasks may include :	records into electronic form	nat (PDF)	Estimated Hours	Actual Hours
Ensuring completeness	of responsive records			Page 18
Copying other types of a	nedia; if so please specify:			NGD-2014-00020

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.

Gail Gajda: There is no "correspondence" in this regard

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

YES O NO O

*Harm – Disclosure of the records would significantly harm the ministry's position, or a third party's interests on a given topic. The <u>harms assessment</u> 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 <u>exemption criteria</u> apply, records provided to the applicant in response to this request will be published on the Government's <u>Open Information Website</u> 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:
Jan Lalonde	250-952-0293	December 19, 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:		Page 19 NGD-2014-00020

Message:	D0002743614A
From: To: Cc:	IAO Resource Team SSBC:EX Myers, Tobie A MNGD:EX
Sent: Received: Subject:	13/1/2014 at 1:18 PM 13/1/2014 at 1:18 PM Ministry response to FOI Request NGD-2013-00081
Attachments:	<u>image001.jpg (20 KB)</u> ngd-2013-00081 nrr.pdf (111 KB) ngd-2013-00081 nrr.pdf (169 KB)

Hello Mr. Myers. The above noted request was closed recently as a no records response. The applicant has contacted me with concerns that the ministry did not respond sufficiently to the request. Please refer to the following;

I disagree with the IAO's conclusion that the Ministry of NGD fully responded to my request.

My most recent request, in NGD-2013-00081, was for:

Any and all correspondence mentioning the absence of calendar records kept by the Chief of

Staff from [specified ministries]; Calendar records that include entries/events that the Chief of

Staff attended and/or participated in including records maintained by other staff members in the

Minister's Office.

While I can understand how there could be no records for the first portion of my request, it is not reasonable to have no records for the second portion if the request was fulsome.

In order for there to be no calendar records that include entries or events attended by the Chief of Staff including records maintained by other staff members in the Minister's Office, that would mean two things:

1. No other staff person in the Minister's office with calendars had a single event attended by the Chief of Staff in their calendar (which is unlikely)

2. The Minister's calendar which is presumably kept and maintained by his Executive Assistant did not include a single calendar record attended by the Chief of Staff.

As the justification from NGD for not having a calendar record for the Chief of Staff in the first place was that the Chief of Staff shares a calendar with the Minister as they attend all the same events, this outcome of no records is incompatible with the earlier reasoning given. If the earlier reasoning given regarding shared calendars is true, this request NGD-2013-00034 which received no calendar records should have included, at the very least, significant portions of the Minister's calendar.

If you could please explain the discrepancy with this issue in writing, or could refer me to someone I could speak to about this, that would be very appreciated.

The Ministry's response to this request is attached to this email.

I have responded to the applicant that I would contact you and ask if you would care to speak with the applicant in the hopes that you may be able to address their concerns in this matter. If you are not opposed to speaking with the applicant, could you please respond with details of when a telephone conversation might be convenient for you?

Regards,

Debra Graves | Jr. Analyst | Information Access Operations | Shared Services BC Ph: 250 387-2682 | e: Debra.Graves@gov.bc.ca | PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1