

McKinstry, Cindy D FIN:EX

From: McKinstry, Cindy D FIN:EX
Sent: Friday, March 9, 2012 4:18 PM
To: Dunz, Uta LCTZ:EX
Subject: RE: Questions about FIN-12011-00229

Hi Uta,

I left you a voice message...the applicant would have to add it up based on the travel voucher and air invoice amounts.

Cindy

From: Dunz, Uta LCTZ:EX
Sent: Friday, March 9, 2012 4:14 PM
To: McKinstry, Cindy D FIN:EX
Subject: FW: Questions about FIN-12011-00229

Hi Cindy, the applicant came back with the question below -Uta

From:
Sent: Friday, March 9, 2012 3:43 PM
To: Dunz, Uta LCTZ:EX
Subject: RE: Questions about FIN-12011-00229

Thank you Uta, since the total costs number is actually only an estimate, could you please ask them what document contains the actual total cost?

From: Dunz, Uta LCTZ:EX [<mailto:Uta.Dunz@gov.bc.ca>]
Sent: Friday, March 09, 2012 3:37 PM
Subject: FW: Questions about FIN-12011-00229

Please see clarifications from the Finance Administrators regarding the two remaining queries:

- Does the "total costs" sum of \$20,065 on page 5 capture all the receipts that follow? The travel authorization form is used to pre-approve the travel. The dollar amounts are an estimate.
- What is the nature of the record on page 7? Page 7 is the employees credit card statement that identifies the dollar amounts in the Canadian amounts.

McKinstry, Cindy D FIN:EX

From: McKinstry, Cindy D FIN:EX
Sent: Friday, March 9, 2012 10:19 AM
To: Dunz, Uta LCTZ:EX
Subject: RE: Questions about FIN-00229

Hi Uta,

- Does the "total costs" sum of \$20,065 on page 5 capture all the receipts that follow? The travel authorization form is used to pre-approve the travel. The dollar amounts are an estimate.
- What is the nature of the record on page 7? Page 7 is the employees credit card statement that identifies the dollar amounts in the Canadian amounts.

Does that help?

Thanks,
Cindy

From: Dunz, Uta LCTZ:EX
Sent: Friday, March 9, 2012 9:48 AM
To: McKinstry, Cindy D FIN:EX
Subject: Questions about FIN-00229

Hello Cindy,

The applicant responded with some additional questions upon release. Please see applicant's email below. Would you be able to address queries # 4 & 5, so I can provide applicant with reply... Thank you kindly, Uta

From: Dunz, Uta LCTZ:EX
Sent: Friday, March 9, 2012 9:35 AM
To: **Subject:** TRIM: RE: Questions about FIN-00229

Hello,

Thank you for your phone call and your email.

With respect to your queries #1,2 and 3 – as per the notation at the bottom in the response letter provided to you, what we do know is, that at the time of your request, some applicable expenses had not yet been submitted to the Ministry of Finance for processing. You may wish to re-submit the expense portion of your request at a later date as more records may be received by that time.

With respect to query #6, this is simply an unfilled hotel form. It was severed to protect the location/hotel name for security purposes.

I can't speak to your queries #4 & 5, but will forward the questions to the Finance Administrators for you.

Sincerely,

*Uta Dunz, Analyst, Information Access Operations
Logistics and Business Services, Ministry of Labour, Citizens' Services and Open Government
Tel: (250) 356-2484 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/iao/>*

Providing Services to:

Ministry of Finance; Ministry of Transportation; Ministry of Jobs, Tourism and Innovation; and Ministry of Community, Sport and Cultural Development.

This message is intended for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure.

If the reader of this message is not the intended recipient or an employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately and return to us by mail or email. Thank you.

From: Sent: Thursday, March 8, 2012 4:42 PM

To: Dunz, Uta LCTZ:EX

CcSubject: Questions about FIN-00229

Hello Uta,

I have received a 38 page package and it appears to only be records related to one individual, Barinder Bhullar. I have a number of questions about this:

1. Are the records for the Premier herself in a separate release, still to come?
2. Did no other individual accompany the Premier besides Mr. Bhullar?
3. Can you confirm that there was no individual that met with the Premier or Mr Bhullar on the mission at taxpayer expense?
4. Does the "total costs" sum of \$20,065 on page 5 capture all the receipts that follow?
5. What is the nature of the record on page 7?
6. What is the nature of the record on page 17 that is redacted completely?

Thanks very much

Any and all expense records and taxpayer costs for Premier Clark's Asian trade mission and for any other meetings, meals, outings, appearances, accommodation, travel and any other expenses the Premier had during the five days before and the five days following, including expense records/costs for anyone accompanying or meeting with the Premier. Time frame is October 31 to November 21, 2011.

Mulloy, Eleanor FIN:EX

From: Mulloy, Eleanor FIN:EX
Sent: Tuesday, March 6, 2012 2:15 PM
To: FOI Coordinator FIN:EX
Subject: FW: fin-2011-00229 - updated redline
Attachments: Redline - working copy.PDF; 20120306141117.pdf

Please find attached signed off FOI request.

Eleanor Mulloy
Executive Coordinator, ADM's Offices
Corporate and Ministry Support Services
3rd Floor, 617 Government Street
Victoria, BC V8W 9V1
Phone: 250-387-3989
Fax: 250-387-8586

The happiness of your life depends on the quality of your thoughts.

-----Original Message-----

From: FOI Coordinator FIN:EX
Sent: Wednesday, February 29, 2012 10:54 AM
To: Mulloy, Eleanor FIN:EX; McKinstry, Cindy D FIN:EX
Subject: FW: fin-2011-00229 - updated redline

Hi Eleanor/Cindy,

Please see attached new redline for your review prior to Debbie signing off on this request.

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

-----Original Message-----

From: Dunz, Uta LCTZ:EX
Sent: Wednesday, February 29, 2012 10:47 AM
To: FOI Coordinator FIN:EX
Subject: fin-2011-00229 - updated redline

Hi Michelle, this is the redline including Cindy's recommendations. Cheers, Uta

Mulloy, Eleanor FIN:EX

From: Mulloy, Eleanor FIN:EX
Sent: Tuesday, March 6, 2012 2:07 PM
To: FOI Coordinator FIN:EX
Subject: RE: fin-2011-00229 - updated redline

I have it signed here...just have to scan.

Eleanor Mulloy
Executive Coordinator, ADM's Offices
Corporate and Ministry Support Services
3rd Floor, 617 Government Street
Victoria, BC V8W 9V1
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-----Original Message-----

From: FOI Coordinator FIN:EX
Sent: Tuesday, March 6, 2012 1:38 PM
To: Mulloy, Eleanor FIN:EX
Subject: FW: fin-2011-00229 - updated redline

Do you know what the status is on this one?

Cheers,

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
entitites

Tele: 250-387-8144 Fax: 250-387-8586
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-----Original Message-----

From: McKinstry, Cindy D FIN:EX
Sent: Wednesday, February 29, 2012 11:22 AM
To: FOI Coordinator FIN:EX; Mulloy, Eleanor FIN:EX
Subject: RE: fin-2011-00229 - updated redline

Thank you and all changes submitted by me yesterday have been removed so this is now approved for sign off.

-----Original Message-----

From: FOI Coordinator FIN:EX
Sent: Wednesday, February 29, 2012 10:54 AM
To: Mulloy, Eleanor FIN:EX; McKinstry, Cindy D FIN:EX
Subject: FW: fin-2011-00229 - updated redline

Hi Eleanor/Cindy,

Please see attached new redline for your review prior to Debbie signing off on this

Michelle

Michelle Bradley
Division Records Analyst
Divisional Operations Branch
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-----Original Message-----

From: Dunz, Uta LCTZ:EX
Sent: Wednesday, February 29, 2012 10:47 AM
To: FOI Coordinator FIN:EX
Subject: fin-2011-00229 - updated redline

Hi Michelle, this is the redline including Cindy's recommendations. Cheers, Uta

McKinstry, Cindy D FIN:EX

From: Heyman, David GCPE:EX
Sent: Thursday, March 1, 2012 11:48 AM
To: McKinstry, Cindy D FIN:EX
Subject: FIN-2011-00229

Hi, Cindy,

I have a couple questions about the above listed FOI request.

Could you call me sometime today to make sure I understand the records that have been returned?

Thanks,

David Heyman
Senior Public Affairs Officer
Ministry of Finance
desk (250) 387-6591
BB s.17

Mulloy, Eleanor FIN:EX

From: FOI Coordinator FIN:EX
Sent: Wednesday, February 29, 2012 11:39 AM
To: McKinstry, Cindy D FIN:EX; FOI Coordinator FIN:EX; Mulloy, Eleanor FIN:EX
Subject: RE: fin-2011-00229 - updated redline

Thanks Cindy.

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

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-----Original Message-----

From: McKinstry, Cindy D FIN:EX
Sent: Wednesday, February 29, 2012 11:22 AM
To: FOI Coordinator FIN:EX; Mulloy, Eleanor FIN:EX
Subject: RE: fin-2011-00229 - updated redline

Thank you and all changes submitted by me yesterday have been removed so this is now approved for sign off.

-----Original Message-----

From: FOI Coordinator FIN:EX
Sent: Wednesday, February 29, 2012 10:54 AM
To: Mulloy, Eleanor FIN:EX; McKinstry, Cindy D FIN:EX
Subject: FW: fin-2011-00229 - updated redline

Hi Eleanor/Cindy,

Please see attached new redline for your review prior to Debbie signing off on this request.

Thanks
Michelle

Michelle Bradley
Division Records Analyst
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-----Original Message-----

From: Dunz, Uta LCTZ:EX
Sent: Wednesday, February 29, 2012 10:47 AM
To: FOI Coordinator FIN:EX
Subject: fin-2011-00229 - undated redline

Mulloy, Eleanor FIN:EX

From: McKinstry, Cindy D FIN:EX
Sent: Wednesday, February 29, 2012 11:22 AM
To: FOI Coordinator FIN:EX; Mulloy, Eleanor FIN:EX
Subject: RE: fin-2011-00229 - updated redline

Thank you and all changes submitted by me yesterday have been removed so this is now approved for sign off.

-----Original Message-----

From: FOI Coordinator FIN:EX
Sent: Wednesday, February 29, 2012 10:54 AM
To: Mulloy, Eleanor FIN:EX; McKinstry, Cindy D FIN:EX
Subject: FW: fin-2011-00229 - updated redline

Hi Eleanor/Cindy,

Please see attached new redline for your review prior to Debbie signing off on this request.

Thanks
Michelle

Michelle Bradley
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From: Dunz, Uta LCTZ:EX
Sent: Wednesday, February 29, 2012 10:47 AM
To: FOI Coordinator FIN:EX
Subject: fin-2011-00229 - updated redline

Hi Michelle, this is the redline including Cindy's recommendations. Cheers, Uta

Mulloy, Eleanor FIN:EX

From: FOI Coordinator FIN:EX
Sent: Wednesday, February 29, 2012 7:47 AM
To: Mulloy, Eleanor FIN:EX; McKinstry, Cindy D FIN:EX
Subject: FW: FIN-2011-00229 - ready for sign off
Attachments: sign - form - signed.PDF; response - letter - draft.DOCX; Redline - working copy.PDF

Hi Eleanor/Cindy,

Please hold off doing the review of this request as per Uta's e-mail below. New redline to follow later.

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

-----Original Message-----

From: Dunz, Uta LCTZ:EX
Sent: Tuesday, February 28, 2012 3:48 PM
To: FOI Coordinator FIN:EX
Subject: FW: FIN-2011-00229 - ready for sign off

Hello Michelle, we found some more severing in the redline. Please pull for right now. I will forward a new version. My apologies... (it was one of Kristin's files, and we have not enough time, so I just went with her redline....) sorry.:(Uta

-----Original Message-----

From: Dunz, Uta LCTZ:EX
Sent: Tuesday, February 28, 2012 1:56 PM
To: FOI Coordinator FIN:EX
Subject: FIN-2011-00229 - ready for sign off

Please see attachments. Thank you!

Mulloy, Eleanor FIN:EX

From: Mulloy, Eleanor FIN:EX
Sent: Tuesday, February 28, 2012 4:00 PM
To: McKinstry, Cindy D FIN:EX
Subject: RE: FIN-2011-00229 - ready for sign off

Thanks Cindy and when I am able to hobble better, can you show me how to photocopy in colour?? Thanks!!!!

Eleanor Mulloy
Executive Coordinator, ADM's Offices
Corporate and Ministry Support Services
3rd Floor, 617 Government Street
Victoria, BC V8W 9V1
Phone: 250-387-3989
Fax: 250-387-8586

The happiness of your life depends on the quality of your thoughts.

-----Original Message-----

From: McKinstry, Cindy D FIN:EX
Sent: Tuesday, February 28, 2012 3:52 PM
To: Mulloy, Eleanor FIN:EX
Cc: Fayad, Deborah FIN:EX
Subject: RE: FIN-2011-00229 - ready for sign off

Hi Eleanor,

As discussed, the pink lines on the attached should be removed as the totals include costs for personal items.

Please advise if you have any questions, Thanks, Cindy

-----Original Message-----

From: Mulloy, Eleanor FIN:EX
Sent: Tuesday, February 28, 2012 2:24 PM
To: McKinstry, Cindy D FIN:EX
Cc: Fayad, Deborah FIN:EX
Subject: FW: FIN-2011-00229 - ready for sign off

For your review. Due date is March 14th so please have back for Deb's review by March 9th.

Eleanor Mulloy
Executive Coordinator, ADM's Offices
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Victoria, BC V8W 9V1
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Fax: 250-387-8586

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-----Original Message-----

From: FOI Coordinator FIN:EX
Sent: Tuesday, February 28, 2012 2:20 PM
To: Mulloy, Eleanor FIN:EX

Hi Eleanor,

Please see attached sign off for Cindy's review prior to Debbie signing.

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
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Hours: 7:05 a.m. to 4:00 p.m. Tuesday to Friday

-----Original Message-----

From: Dunz, Uta LCTZ:EX
Sent: Tuesday, February 28, 2012 1:56 PM
To: FOI Coordinator FIN:EX
Subject: FIN-2011-00229 - ready for sign off

Please see attachments. Thank you!

McKinstry, Cindy D FIN:EX

From: Mulloy, Eleanor FIN:EX
Sent: Tuesday, February 28, 2012 4:00 PM
To: FOI Coordinator FIN:EX
Cc: Fayad, Deborah FIN:EX; McKinstry, Cindy D FIN:EX
Subject: FW: FIN-2011-00229 - ready for sign off
Attachments: 20120228154906.pdf

Please see Cindy's note below.

Eleanor Mulloy
Executive Coordinator, ADM's Offices
Corporate and Ministry Support Services
3rd Floor, 617 Government Street
Victoria, BC V8W 9V1
Phone: 250-387-3989
Fax: 250-387-8586

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-----Original Message-----

From: McKinstry, Cindy D FIN:EX
Sent: Tuesday, February 28, 2012 3:52 PM
To: Mulloy, Eleanor FIN:EX
Cc: Fayad, Deborah FIN:EX
Subject: RE: FIN-2011-00229 - ready for sign off

Hi Eleanor,

As discussed, the pink lines on the attached should be removed as the totals include costs for personal items.

Please advise if you have any questions, Thanks, Cindy

-----Original Message-----

From: Mulloy, Eleanor FIN:EX
Sent: Tuesday, February 28, 2012 2:24 PM
To: McKinstry, Cindy D FIN:EX
Cc: Fayad, Deborah FIN:EX
Subject: FW: FIN-2011-00229 - ready for sign off

For your review. Due date is March 14th so please have back for Deb's review by March 9th.

Eleanor Mulloy
Executive Coordinator, ADM's Offices
Corporate and Ministry Support Services
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From: FOI Coordinator FIN:EX
Sent: Tuesday, February 28, 2012 2:20 PM
To: Mulloy, Eleanor FIN:EX
Subject: FW: FIN-2011-00229 - ready for sign off

Hi Eleanor,

Please see attached sign off for Cindy's review prior to Debbie signing.

Thanks
Michelle

Michelle Bradley
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-----Original Message-----

From: Dunz, Uta LCTZ:EX
Sent: Tuesday, February 28, 2012 1:56 PM
To: FOI Coordinator FIN:EX
Subject: FIN-2011-00229 - ready for sign off

Please see attachments. Thank you!

McKinstry, Cindy D FIN:EX

From: FOI Coordinator FIN:EX
Sent: Tuesday, January 10, 2012 1:21 PM
To: McKinstry, Cindy D FIN:EX
Subject: RE: TRIM: FOI Request: FIN-2011-00229

Your e-mail below says there are more on the way so that's why I was checking.

Thanks

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: McKinstry, Cindy D FIN:EX
Sent: Tuesday, January 10, 2012 12:18 PM
To: FOI Coordinator FIN:EX; Mulloy, Eleanor FIN:EX
Subject: RE: TRIM: FOI Request: FIN-2011-00229

Hi Michelle,

No we would not submit additional records unless the applicant requests them (e.g. another FOI request).

At the time we received this request the records sent were what we had.

Thanks,
Cindy

From: FOI Coordinator FIN:EX
Sent: Tuesday, January 10, 2012 12:15 PM
To: McKinstry, Cindy D FIN:EX; Mulloy, Eleanor FIN:EX
Cc: FOI Coordinator FIN:EX
Subject: RE: TRIM: FOI Request: FIN-2011-00229

Hi Cindy,

Are we still waiting for more records on this one?

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: McKinstry, Cindy D FIN:EX
Sent: Friday, January 6, 2012 4:32 PM
To: Mulloy, Eleanor FIN:EX
Cc: FOI Coordinator FIN:EX; Fayad, Deborah FIN:EX
Subject: FW: TRIM: FOI Request: FIN-2011-00229

Hi Eleanor,

Records that we have so far are attached. There are more on their way but have not been completed..

Please advise if you have any questions.

Thanks,
Cindy

From: FOI Coordinator FIN:EX
Sent: Tuesday, December 20, 2011 7:42 AM
To: McKinstry, Cindy D FIN:EX; Mulloy, Eleanor FIN:EX
Cc: Fayad, Deborah FIN:EX
Subject: FW: TRIM: FOI Request: FIN-2011-00229

Hi Cindy,

Please ignore the first e-mail re this request as Krista tried to recall it before sending this one. This is the correct request.

Thanks
Michelle

Michelle Bradley

Division Records Analyst
Divisional Operations Branch
Corporate and Ministry Support Services
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Tele: 250-387-8144 Fax: 250-387-8586
Hours: 7:05 a.m. to 4:00 p.m. Tuesday to Friday

From: Jones, Krista SSBC:EX
Sent: Monday, December 19, 2011 2:32 PM
To: FOI Coordinator FIN:EX
Cc: MacLean, Shelley FIN:EX; Hodgins, Kristin LCTZ:EX
Subject: TRIM: FOI Request: FIN-2011-00229

Hello,

Please find attached a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Kristin Hodgins is 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 Asian trade mission and for any other meetings, meals, outings, appearances, accommodation, travel and any other expenses the Premier had during the five days before and the five days following, including expense records/costs for anyone accompanying or meeting with the Premier. Time frame is October 31 to November 21, 2011.*

If the public body's total search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, we may be in a position to issue a fee estimate. Please complete the attached Fee Calculation form and return to the analyst ASAP. Once fees have been determined and the applicant has paid the deposit or total sum, the analyst will contact you to continue the call for records process. 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 to the analyst by January 9, 2012.

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 swear affidavits that they conducted an adequate search.

Please do not hesitate to contact the analyst to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- whether staff would be available to discuss the request with the applicant, if the applicant is agreeable;
- 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.

It should also be noted that there is an FOI Alert/Escalation process. If we do not hear back from you within the designated time period, we are required to raise an alert with you at the following intervals:

- 4 days before the records are due – I will send an email to you and cc your ADM
- 2 days before the records are due – My manager will send an email to your ADM
- 1 day before the records are due – My ED will send an email or call your DM

Thank you,

Krista Jones
Information Analyst
Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
☎ (250)356-0386
✉ Krista.Jones@gov.bc.ca

Providing Services to:

Ministry of Community, Sport & Cultural Development
Ministry of Finance
Ministry of Jobs, Tourism and Innovation

Mulloy, Eleanor FIN:EX

From: McKinstry, Cindy D FIN:EX
Sent: Friday, January 6, 2012 4:32 PM
To: Mulloy, Eleanor FIN:EX
Cc: FOI Coordinator FIN:EX; Fayad, Deborah FIN:EX
Subject: FW: TRIM: FOI Request: FIN-2011-00229
Attachments: Fee Estimate Form.doc; FOI FIN EXPENSES - Asian trade mission.pdf; 20120105130426.pdf; Call for Records.docx

TRIM Record Number: D44029411A

Hi Eleanor,

Records that we have so far are attached. There are more on their way but have not been completed.

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Cindy

From: FOI Coordinator FIN:EX
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Thanks
Michelle

Michelle Bradley

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

From: Jones, Krista SSBC:EX
Sent: Monday, December 19, 2011 2:32 PM
To: FOI Coordinator FIN:EX
Cc: MacLean, Shelley FIN:EX; Hodgins, Kristin LCTZ:EX
Subject: TRIM: FOI Request: FIN-2011-00229

Hello,

Please find attached a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Kristin Hodgins is 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.

Request: *Any and all expense records and taxpayer costs for Premier Clark's Asian trade mission and for any other meetings, meals, outings, appearances, accommodation, travel and any other expenses the Premier had during the five days before and the five days following, including expense records/costs for anyone accompanying or meeting with the Premier. Time frame is October 31 to November 21, 2011.*

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- 2 days before the records are due – My manager will send an email to your ADM
- 1 day before the records are due – My ED will send an email or call your DM.

Thank you,

Krista Jones

Information Analyst

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Labour, Citizens' Services and Open Government

☎ (250)356-0386

✉ Krista.Jones@gov.bc.ca

Providing Services to:

Ministry of Community, Sport & Cultural Development

Ministry of Finance

Ministry of Jobs, Tourism and Innovation

Ministry of Transportation and Infrastructure

McKinstry, Cindy D FIN:EX

From: McKinstry, Cindy D FIN:EX
Sent: Friday, December 23, 2011 9:13 AM
To: Goudie, Kyra FIN:EX
Subject: FW: TRIM: FOI Request: FIN-2011-00229
Attachments: Fee Estimate Form.doc; FOI FIN EXPENSES - Asian trade mission.pdf; Premier's Office International Travel.pdf; Call for Records.docx

TRIM Record Number: D44028411A

As discussed due to me by January 7th...

Thank you!

Cindy

From: FOI Coordinator FIN:EX
Sent: Tuesday, December 20, 2011 7:42 AM
To: McKinstry, Cindy D FIN:EX; Mulloy, Eleanor FIN:EX
Cc: Fayad, Deborah FIN:EX
Subject: FW: TRIM: FOI Request: FIN-2011-00229

Hi Cindy,

Please ignore the first e-mail re this request as Krista tried to recall it before sending this one. This is the correct request.

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: Jones, Krista SSBC:EX
Sent: Monday, December 19, 2011 2:32 PM
To: FOI Coordinator FIN:EX
Cc: MacLean, Shelley FIN:EX; Hodgins, Kristin LCTZ:EX
Subject: TRIM: FOI Request: FIN-2011-00229

Hello,

Please find attached a formal request made under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. Kristin Hodgins is 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 Asian trade mission and for any other meetings, meals, outings, appearances, accommodation, travel and any other expenses the Premier had during the five days before and the five days following, including expense records/costs for anyone accompanying or meeting with the Premier. Time frame is October 31 to November 21, 2011.

If the public body's total search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, we may be in a position to issue a fee estimate. Please complete the attached Fee Calculation form and return to the analyst ASAP. Once fees have been determined and the applicant has paid the deposit or total sum, the analyst will contact you to continue the call for records process. 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 to the analyst by January 9, 2012.

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 swear affidavits that they conducted an adequate search.

Please do not hesitate to contact the analyst to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- whether staff would be available to discuss the request with the applicant, if the applicant is agreeable;
- 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.

It should also be noted that there is an FOI Alert/Escalation process. If we do not hear back from you within the designated time period, we are required to raise an alert with you at the following intervals:

- 4 days before the records are due – I will send an email to you and cc your ADM
- 2 days before the records are due – My manager will send an email to your ADM
- 1 day before the records are due – My ED will send an email or call your DM

Thank you,

Krista Jones
Information Analyst
Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
☎ (250)356-0386
✉ Krista.Jones@gov.bc.ca

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Ministry of Finance
Ministry of Jobs, Tourism and Innovation
Ministry of Transportation and Infrastructure

Dunz, Uta LCTZ:EX

From: FOI Coordinator FIN:EX
Sent: Tuesday, December 20, 2011 7:40 AM
To: Mulloy, Eleanor FIN:EX; McKinstry, Cindy D FIN:EX
Cc: Fayad, Deborah FIN:EX
Subject: FW: FOI Request: FIN-2011-00229
Attachments: Fee Estimate Form.doc; FOI FIN EXPENSES - Asian trade mission.pdf; Call for Records.docx

Hi Cindy,

In Eleanor's absence I am sending this one directly to you.

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

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From: Jones, Krista SSBC:EX
Sent: Monday, December 19, 2011 2:32 PM
To: FOI Coordinator FIN:EX
Cc: MacLean, Shelley FIN:EX; Hodgins, Kristin LCTZ:EX
Subject: FOI Request: FIN-2011-00229

Hello,

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Applicant type: Business

Request: *Any and all expense records and taxpayer costs for Premier Clark's Asian trade mission and for any other meetings, meals, outings, appearances, accommodation, travel and any other expenses the Premier had during the five days before and the five days following, including expense records/costs for anyone accompanying or meeting with the Premier. Time frame is October 31 to November 21, 2011.*

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- 4 days before the records are due – I will send an email to you and cc your ADM
- 2 days before the records are due – My manager will send an email to your ADM
- 1 day before the records are due – My ED will send an email or call your DM

Thank you,

Krista Jones

Information Analyst

Information Access Operations

Logistics and Business Services

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