

**Cornett, Kathy M JAG:EX**

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**From:** Hoskins, Jeannie JAG:EX  
**Sent:** Monday, July 30, 2012 8:31 AM  
**To:** Hughes, Alan LCTZ:EX  
**Cc:** Cornett, Kathy M JAG:EX  
**Subject:** EGM-2012-00093  
**Attachments:** Document.pdf

Signed approval slip attached.

Jeannie Hoskins  
Executive Coordinator  
Office of the Deputy Solicitor General  
Ministry of Justice



Request Number: **292-30-EGM-2012-00093**

**1. IAO - Review of Harms/Issues/Recommendations provided by Ministry Program Area**

**Request Received:** June 15, 2012

**Due Date:** July 30, 2012

**Requester type:** Media

**Wording of the request:**

- "The resignation letter by Liquor Distribution Branch General Manager Jay Chambers and the response by elected and appointed officials to Mr. Chambers."

**Comments/Background**

- The attached records were provided by Manami Calvo (Liquor Distribution Branch) and Kathy Cornett (Deputy Solicitor General's office).

**Consultations:**

- N/A

**Recommendation:**

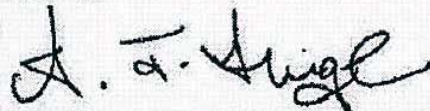
- IAO recommends full disclosure of the enclosed records.

**Publication Recommendations:**

IAO recommends publishing this general FOI request on the Open Information website.

**FOI Analyst:**  
**Alan Hughes**  
Senior Analyst, Justice /Social Team  
Information Access Operations

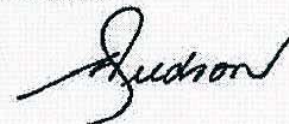
**Signature:**



**Date:** July 9, 2012

**FOI Director/Manager Approval:**  
**Vicki Hudson**  
Manager, Justice /Social Team  
Information Access Operations

**Signature:**



**Date:** July 10, 2012

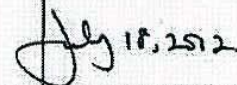
**2. FOI and Ministry Executive - Approval to Release Package to applicant**

**Ministry Executive:**  
**Richard Bissoondatt**  
A/General Manager  
Liquor Distribution Branch

**Signature:**



**Date: : Date**

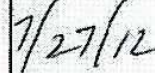


**Ministry Executive:**  
**Lori Wanamaker**  
Deputy Solicitor General

**Signature:**



**Date: : Date**



**Comments:**

**3. FOI - Release to applicant**





Shared  
ServicesBC

Shared Services BC  
IAO and Ministry Approval Slip

Package release prepared by:

FOI Analyst:

Date:

\*Note that all General FOI request records that are released to an applicant should be published on the Open Information website unless the exemption criteria apply. The exemption criteria can be found on page 11 of the [Open Information and Open Data Policy](#).

## Cornett, Kathy M JAG:EX

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**From:** Cornett, Kathy M JAG:EX  
**Sent:** Monday, July 9, 2012 11:49 AM  
**To:** Justice Social FOI SSBC:EX  
**Subject:** DSG RESPONSE: New FOI request - EGM-2012-00093 Resignation Letter by Jay Chambers  
**Attachments:** EGM-2012-00093 Call for Records General.pdf; EGM-2012-00093 Responsive file records.pdf

Attached is the **completed** request. Thank you, Kathy

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**From:** Justice Social FOI SSBC:EX  
**Sent:** Wednesday, July 4, 2012 10:27 AM  
**To:** Cornett, Kathy M JAG:EX  
**Cc:** Justice Social FOI SSBC:EX; Hughes, Alan LCTZ:EX  
**Subject:** FW: New FOI request - EGM-2012-00093 Resignation Letter by Jay Chambers

Hi Kathy,

Alan Hughes, the analyst working on this FOI request, has suggested that we include your area in this call for records as Mr Chambers' letter of resignation was addressed to Lori Wanamaker. In particular, he thought we should check with you for:

*"the response by elected and appointed officials to Mr. Chambers."*

Thank you,

*Kelly Morita*

Administrative Co-ordinator  
Information and Privacy  
Justice / Social Team  
Information Access Operations  
Logistics and Business Services - Shared Services BC  
Ministry of Labour, Citizens' Services and Open Government

**Providing Services to:**  
*Ministry of Justice*  
*Ministry of Social Development*  
*Ministry of Children & Family Development*

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**From:** Justice Social FOI SSBC:EX  
**Sent:** Friday, June 22, 2012 11:37 AM  
**To:** Gajda, Gail MEM:EX; Calvo, Manami LDB:EX  
**Cc:** Justice Social FOI SSBC:EX  
**Subject:** New FOI request - EGM-2012-00093 Resignation Letter by Jay Chambers

Hello Gail and Manami, (Gail I'm uncertain if MO should be included in this, please let me know if you wouldn't have responsive records to this, thank-you ☺)

Please find attached a new Call for Records form. It is electronic, fillable and saveable. The only time you may need to print it out is if the people involved in your sign-off process do not have an electronic signature. The form has active links and pull-down menus. Responses should still go through the Justice/Social mailbox at [justice.social.foi@gov.bc.ca](mailto:justice.social.foi@gov.bc.ca) at this time, as the Shared Drive process is undergoing some fine tuning. We'll advise at a later date when records can be deposited to the shared drive location.



Thank-you.

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Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The request is for:

***The resignation letter by Liquor Distribution Branch general manager Jay Chambers and the response by elected and appointed officials to Mr. Chambers.***

Please contact the analyst assigned to this request if you have any questions - **Alan Hughes at (250) 356-9639.**

## **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. Then, return the form to the Justice/Social FOI Mailbox at [justice.social.foi@gov.bc.ca](mailto:justice.social.foi@gov.bc.ca) by **June 26, 2012**. 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, you will be contacted to continue the call for records process. You will also be advised you if the request is abandoned and/or closed.
- ❖ If no fees apply then proceed with the call for records process. Please complete the attached Call for Records Form and return it to the Justice/Social FOI Mailbox at [justice.social.foi@gov.bc.ca](mailto:justice.social.foi@gov.bc.ca) by **July 3, 2012**.
- ❖ Send records via email in PDF format. One PDF document is preferable. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

## **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 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.

## **Questions and Concerns**

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.

Thank you for your assistance.





## CALL FOR RECORDS – GENERAL FOI REQUEST

Request Number: 292-30/ EGM-2012-00093

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	June 15/12	Alan Hughes	June 26/12	July 3/12

### REQUEST DETAILS:

The resignation letter by Liquor Distribution Branch general manager Jay Chambers and the response by elected and appointed officials to Mr. Chambers.

### Section 1: Initial Records Assessment

Do you hold any responsive records?	YES <input checked="" 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.

Search Time: 10 minutes

From June 1 to 22, 2012

ARCS/ORCS files (1300-01/LDB; 75000-01/LDB)

E-mail accounts: Lori Wanamaker and Jeannie Hoskins

Could release of any/all of the 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:

Kathy Cornett

250 387-5362

July 9, 2012

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:

## Calvo, Manami LDB:EX

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**From:** Calvo, Manami LDB:EX  
**Sent:** Friday, June 15, 2012 1:31 PM  
**To:** Cournoyer, Vince LDB:EX  
**Cc:** Dahlke, Cindy LDB:EX; Chambers, Jay LDB:EX; Hall, Gord LDB:EX  
**Subject:** FOI Request 2012-27 - Call for Records

Dear Vince,

We have received a FOI request, from the media, for the following records:

*The resignation letter by GM Jay Chambers*

Can you (or Cindy) please provide me with a copy of this letter by **Thursday, June 21<sup>st</sup> at the latest?**

Thank you and do not hesitate to contact me if you have any questions about this request.

Kind regards,

Manami

Manami Calvo  
Manager of Information Programs  
BC Liquor Distribution Branch  
Recorded Information Management Services  
Phone: 604.252.3011  
Fax: 604.252.3012  
E-Mail: [Manami.Calvo@bclddb.com](mailto:Manami.Calvo@bclddb.com)





**LIQUOR  
DISTRIBUTION  
BRANCH**

## Memorandum

**To:** Jay Chambers, General Manager, BCLDB  
**From:** Manami Calvo, Manager Information Programs  
**Date:** July 3, 2012  
**Re:** Disclosure of records in response to EMG 2012-00093

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This memo asks for your approval in regards to the disclosure of information in response to the EMG 2012-00093.

**Applicant:** Media

**Requested information:**

**"The resignation letter by Liquor Distribution Branch general manager Jay Chambers and the response by elected and appointed officials to Mr. Chambers."**

**Response due date:** July 3, 2012 (deadline to IAO)

**Fees:** none

**Responsive records:** 1 page (resignation letter)

**Disclosure of information:**

**No disclosure recommendations will be made in regards to this record.**

Please sign below to show that you concur with the above recommendations on disclosure of information

Thank you.

  
\_\_\_\_\_  
Jay Chambers  
General Manager, BCLDB

July 3, 2012  
\_\_\_\_\_  
Date

