

RE FOR ACTION Call for Records for AED-2011-00066.txt

From: Brandt, Keely AVED:EX
Sent: Wednesday, December 7, 2011 1:18 PM
To: Shaw, Judy E AVED:EX; Loughran, Tony D AVED:EX
Cc: Thiessen-Wale, Katherine AVED:EX; Carnegie, Lynn AVED:EX
Subject: RE: FOR ACTION: Call for Records for AED-2011-00066

Hi Judy,

Attached is the FOI request for AED 2011 00066. A big thank you to Katherine for finding all of the information so quickly (and so organized!).

Keely Brandt
Administrative Coordinator
Quality Assurance and Sector Labour Relations Branch
Ministry of Advanced Education
Phone: 250 356-5406
Fax: 250 387-3750
Email: Keely.Brandt@gov.bc.ca

From: Shaw, Judy E AVED:EX
Sent: Friday, November 25, 2011 9:49 AM
To: Loughran, Tony D AVED:EX
Cc: Thiessen-Wale, Katherine AVED:EX; Laite, Sally E AVED:EX; Brandt, Keely AVED:EX
Subject: FOR ACTION: Call for Records for AED-2011-00066
Importance: High

Please see attached below an FOI Call for Records regarding any documents, briefing notes, emails or other communications within the Ministry, its agencies and between universities, lobbying groups and other parties regarding the amendments included in Bill 18 that would allow a Board of a post-secondary institution in BC to ask the Lieutenant Governor in Council to remove an elected member of the Board. Please note all this information is due back to me electronically by December 8. Thanks

From: Carroll, Scott SSBC:EX
Sent: Friday, November 25, 2011 8:26 AM
To: Shaw, Judy E AVED:EX
Cc: McCowan, Dwayne D SSBC:EX
Subject: Call for Records for AED-2011-00066

Sent on behalf of Dwayne McCowan,
Please find attached a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA). Your analyst for the attached request will be Dwayne McCowan, please send records directly to him.
You'll note that the attached request has been redacted to remove information that would identify the applicant.

<< File: Request Wording AED-2011-00066.docx >>

Page 1

RE FOR ACTION Call for Records for AED-2011-00066.txt

Please complete the attached Call for Records form and return to your analyst by December 9th, 2011.

<< File: Call for Records AED-2011-00066.docx >>

Please also complete the attached Fee Calculation form and return to your analyst ASAP. 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.

<< File: Fee Estimate Calculation Table.doc >>

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 to prove that they have conducted an

adequate search for relevant records.

Please do not hesitate to contact your 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.

Thank you,

Dwayne McCowan

Senior Information and Privacy Policy Analyst

Information Access Operations

Ministry of Labour and Citizens' Services

Phone: (250) 356-1885 Fax (250) 387-7996

Dwayne.McCowan@gov.bc.ca

Request for any documents, briefing notes, emails, or other communications within the Ministry, its agencies, and between universities, lobbying groups, and other parties regarding the amendments included in Bill 18 that would allow a Board of a post-secondary institution in British Columbia to ask the Lieutenant Governor in Council to remove an elected member of the Board. I would request that fees be waived as this is a question in the public interest.

FOI Request Number:	AED-2011-00066	Applicant Type:	Individual
IAO Analyst:	Dwayne McCowan	Received Date:	Nov. 16 th , 2011
Records Due at IAO:	Dec 8 th , 2011	Legislated Due	Dec. 30 th , 2011

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

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

REQUEST WORDING:	
Any documents, briefing notes, emails or other communications within the Ministry, its agencies and between universities, lobbying groups and other parties regarding the amendments included in Bill 18 that would allow a Board of a post-secondary institution in BC to ask the Lieutenant Governor in Council to remove an elected member of the Board.	
Search for Records	
Please describe your search for records including what records were searched (i.e. Files, email, databases, TRIM files, off-site records, etc), duration of search time, and who conducted the search for records.	
Program Area Recommendations	
Document potential harms* that could result from disclosure of records gathered and/or any other concerns with disclosure and provide disclosure recommendations.	
*NOTE: Harms – E.g. disclosure of information in the records could significantly harm law enforcement matters, relations with other governments, the Ministry’s financial or negotiating position, or a third party’s interests on a given topic. Please specify the types of information of concern and the potential harms associated with each type	
Publication of Records on the Open Information website	
Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government’s Open Information website. If you have any concerns about the publication	

of the responsive records please indicate here or discuss with your FOI Analyst.	
If you have recommendations for additional explanations or context to be included in the response to the applicant, please indicate here or discuss with your FOI Analyst.	
Ministry Program Area:	
Recommendations Completed By:	
Date:	
Location of Records	
Please indicate here, if you are aware of any other public bodies or locations that may have records responsive to this request.	
Ministry Program Area:	
Recommendations Completed By:	
Date:	
No Responsive Records Located	
<input type="checkbox"/> <p>(please mark checkbox if a search has been conducted and no records have been found)</p>	
SIGNOFF :	(Program Area may also forward to DM or designate for Final Public Body Approval if no records have been found)
Ministry Program Area:	
Recommendations Completed By:	
Date:	
Final Public Body Approval:	
Date:	

NOTE:

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

For cross-government requests, records are to be forwarded to IAO as soon as possible, but no later than 20 business days from the date of this call for records.

Ministry Support Guidelines for GENERAL FOI Requests

Preliminary Search for Records and Assessment of Fees:

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

Records Gathering Process:

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

Providing Responsive Records to IAO:

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

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

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

FOI Request Number:	[AED-2011-00066]
IAO Analyst:	Dwayne McCowan

Section 75 of the *Freedom of Information and Protection of Privacy Act* provides that public bodies may charge fees for certain limited services that they provide in the processing of formal Freedom of Information (FOI) requests. In an effort to ensure consistent government practice in estimating fees and in order to comply with current policy, IAO requires that the ministry estimate the time required to complete certain tasks associated with the processing of formal FOI requests. To help guide this process, included below is a list of tasks that can be charged for. Please note that the time spent reviewing records for harms or exceptions is not chargeable. If you have questions or need assistance completing the fee estimate, please contact your Analyst.

Once the estimate is complete, please forward to the above-noted IAO analyst before locating and retrieving records. Where it is appropriate to charge a fee, IAO will provide the applicant with a fee estimate outlining the payment required. Once the required payment has been received, IAO will advise the ministry to proceed with the retrieval, preparation and scanning/copying of records.

For Ministry Use - please ensure that all reasonable efforts are made to generate an accurate estimate.

1. Locating, Retrieving, and Producing Records		
Associated Tasks	Estimated Effort (in hours)	Actual Effort (in hours)
<p>This is to include time spent:</p> <ul style="list-style-type: none"> • reviewing file lists and off-site lists and generating a list of files; • calling to ask for the retrieval of boxes from off-site storage; • consulting with staff regarding the content of specific boxes of files; • compiling paper files from cabinets and compiling documents from those files; • reading through files to determine whether records are responsive – estimated time is 15 minutes per 1” file; • viewing videotapes and listening to audiotapes to determine whether they are responsive; • searching email, records databases, TRIM folders, etc & if necessary printing responsive records; and, • completing other related tasks. 		
<ul style="list-style-type: none"> • Please indicate the time, if any, spent producing records from machine readable records. • Please differentiate between time spent using a central mainframe processor and time spent developing computer programs to create the records. 		

NOTES: Fee estimates & actual costs do not include the costs of retrieving/returning boxes from/to off-site storage facilities. A machine readable record is anything upon which information is stored or recorded such that a computer or other mechanical device can render the information intelligible.		
2. Preparing Records for Disclosure		
Associated Tasks	Estimated Effort (in hours)	Actual Effort (in hours)
This is to include time spent: <ul style="list-style-type: none"> • preparing records for photocopying/scanning – (remove staples, etc); • photocopying records; • putting files back together – (re-file, re-staple, put records back in cerlox coils, etc); and • assembling the package and ensuring the package is complete. 		
NOTE: IAO's preferred method of receiving records is electronically (preferably in pdf format).		
3. Providing Copies of Records		
	Estimated Volume	Actual Volume
Please indicate the total number of pages that are responsive to the request.		
NOTES: The average file folder is 1" and holds approximately 200 single-sided pages. Where records are double-sided, please estimate the total number of sides. One standard Records Centre Services Box (1 cubic foot) holds approximately: <ul style="list-style-type: none"> • 2,200 pages if they are in letter sized folders; and • 1,800 pages if they are in legal sized folders. 		
Ministry Program Area:		
Estimate Completed By:		
Date:		

For IAO Use Only

Total Fee to Applicant		
Task	Estimated Costs	Actual Costs
Locating, Retrieving and Producing Records		
Preparing Records for Disclosure		
Providing Copies of Records		
Shipping Costs		
TOTAL:		

FW FOR ACTION Call for Records for AED-2011-00066.txt
From: Brandt, Keely AVED:EX
Sent: Friday, November 25, 2011 9:51 AM
To: McHerron, Paula J AVED:EX
Subject: FW: FOR ACTION: Call for Records for AED-2011-00066

Importance: High

TRIM Record Number: D39712811A

Heads up!

Keely Brandt
Administrative Coordinator
Quality Assurance and Sector Labour Relations Branch
Ministry of Advanced Education
Phone: 250 356-5406
Fax: 250 387-3750
Email: Keely.Brandt@gov.bc.ca

From: Shaw, Judy E AVED:EX
Sent: Friday, November 25, 2011 9:49 AM
To: Loughran, Tony D AVED:EX
Cc: Thiessen-Wale, Katherine AVED:EX; Laite, Sally E AVED:EX; Brandt, Keely AVED:EX
Subject: FOR ACTION: Call for Records for AED-2011-00066
Importance: High

Please see attached below an FOI Call for Records regarding any documents, briefing notes, emails or other communications within the Ministry, its agencies and between universities, lobbying groups and other parties regarding the amendments included in Bill 18 that would allow a Board of a post-secondary institution in BC to ask the Lieutenant Governor in Council to remove an elected member of the Board. Please note all this information is due back to me electronically by December 8. Thanks

From: Carroll, Scott SSBC:EX
Sent: Friday, November 25, 2011 8:26 AM
To: Shaw, Judy E AVED:EX
Cc: McCowan, Dwayne D SSBC:EX
Subject: Call for Records for AED-2011-00066

Sent on behalf of Dwayne McCowan,
Please find attached a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA). Your analyst for the attached request will be Dwayne McCowan, please send records directly to him.
You'll note that the attached request has been redacted to remove information that would identify the applicant.

Please complete the attached Call for Records form and return to your analyst by December 9th, 2011.

Thiessen-Wale, Katherine AVED:EX

From: Shaw, Judy E AVED:EX
Sent: Wednesday, December 7, 2011 1:20 PM
To: Brandt, Keely AVED:EX; Loughran, Tony D AVED:EX
Cc: Thiessen-Wale, Katherine AVED:EX; Carnegie, Lynn AVED:EX
Subject: RE: FOR ACTION: Call for Records for AED-2011-00066

Thanks very much! I certainly appreciate everyone's quick response to gather material.

From: Brandt, Keely AVED:EX
Sent: Wednesday, December 7, 2011 1:18 PM
To: Shaw, Judy E AVED:EX; Loughran, Tony D AVED:EX
Cc: Thiessen-Wale, Katherine AVED:EX; Carnegie, Lynn AVED:EX
Subject: RE: FOR ACTION: Call for Records for AED-2011-00066

Hi Judy,

Attached is the FOI request for AED 2011 00066. A big thank you to Katherine for finding all of the information so quickly (and so organized!).

<< File: FOI Request - Bill 18.pdf >>

Keely Brandt

Administrative Coordinator
Quality Assurance and Sector Labour Relations Branch
Ministry of Advanced Education
Phone: 250 356-5406
Fax: 250 387-3750
Email: Keely.Brandt@gov.bc.ca

From: Shaw, Judy E AVED:EX
Sent: Friday, November 25, 2011 9:49 AM
To: Loughran, Tony D AVED:EX
Cc: Thiessen-Wale, Katherine AVED:EX; Laite, Sally E AVED:EX; Brandt, Keely AVED:EX
Subject: FOR ACTION: Call for Records for AED-2011-00066
Importance: High

Please see attached below an FOI Call for Records regarding any documents, briefing notes, emails or other communications within the Ministry, its agencies and between universities, lobbying groups and other parties regarding the amendments included in Bill 18 that would allow a Board of a post-secondary institution in BC to ask the Lieutenant Governor in Council to remove an elected member of the Board. Please note all this information is due back to me electronically by December 8. Thanks

From: Carroll, Scott SSBC:EX
Sent: Friday, November 25, 2011 8:26 AM
To: Shaw, Judy E AVED:EX

Thiessen-Wale, Katherine AVED:EX

From: Paupiah, Hema LCTZ:EX
Sent: Tuesday, March 13, 2012 9:33 AM
To: Thiessen-Wale, Katherine AVED:EX
Subject: RE: TRIM: RE: PLEASE REVIEW: AED-2011-00066
Attachments: image001.png

Good morning Katherine

This is awesome job!!

Thank you so much for your precious input and I'm finalizing the document for sign-off (starting with our internal sign-off).

Much appreciated. You have a good day in Vancouver.

We'll connect again if there are any outstanding questions but so far so good.

Regards

Hema

Hema Malini Paupiah, MA
Information Access Operations
Shared Services BC
Ministry of Labour, Citizens' Services &
Open Government
Tel: 250 387-1805 Fax: 250 387-9843
Providing Services to:
Ministry of Health
Ministry of Education
Ministry of Advanced Education



S13

From: Paupiah, Hema LCTZ:EX
Sent: Thursday, March 08, 2012 3:07 PM
To: Thiessen-Wale, Katherine AVED:EX
Subject: PLEASE REVIEW: AED-2011-00066

Hi Katherine

We will need to send the records for DM sign-off asap in order to meet our OIPC extension deadline for an appropriate response to the applicant.

We would be grateful if you could please review the redline copy of the records attached and provide me with the answers/guidance to my questions on the sticky notes I have included in the package. Although I understand the ministry has issued a press release about these amendments and there are some information in the public domain, I would also like to know:

S13

Thank you for your precious help with this request. Much appreciated.
Thank you!
Hema

Hema Malini Paupiah, MA
Information Access Operations
Shared Services BC
Ministry of Labour, Citizens' Services &
Open Government
Tel: 250 387-1805 Fax: 250 387-9843
Providing Services to:
Ministry of Health
Ministry of Education
Ministry of Advanced Education



Thiessen-Wale, Katherine AVED:EX

From: Shaw, Judy E AVED:EX
Sent: Friday, March 23, 2012 4:02 PM
To: Brandt, Keely AVED:EX; Thiessen-Wale, Katherine AVED:EX; Loughran, Tony D AVED:EX
Cc: Carnegie, Lynn AVED:EX
Subject: RE: Premier's Office Request - FW: AED-2011-00066
Attachments: image001.png

You're a genius! Thanks Keely !!

From: Brandt, Keely AVED:EX
Sent: Friday, March 23, 2012 4:00 PM
To: Shaw, Judy E AVED:EX; Thiessen-Wale, Katherine AVED:EX; Loughran, Tony D AVED:EX
Cc: Carnegie, Lynn AVED:EX
Subject: RE: Premier's Office Request - FW: AED-2011-00066

Sometimes I am just so smart ☺ I reprinted the appropriate pages and rescanned, highlighting is gone. Hopefully this is sufficient!

Keely Brandt

Administrative Coordinator
Quality Assurance and Sector Labour Relations Branch
Ministry of Advanced Education
Phone: 250 356-5406
Fax: 250 387-3750
Email: Keely.Brandt@gov.bc.ca

From: Shaw, Judy E AVED:EX
Sent: Friday, March 23, 2012 3:44 PM
To: Brandt, Keely AVED:EX; Thiessen-Wale, Katherine AVED:EX; Loughran, Tony D AVED:EX
Cc: Carnegie, Lynn AVED:EX
Subject: RE: Premier's Office Request - FW: AED-2011-00066

Thanks Keely. Grace has requested that if we can provide the originals without highlights to the Premier's Office, we should make every effort to do so.

Let me know if I can help.

Sally

From: Brandt, Keely AVED:EX
Sent: Friday, March 23, 2012 3:38 PM
To: Shaw, Judy E AVED:EX; Thiessen-Wale, Katherine AVED:EX; Loughran, Tony D AVED:EX
Cc: Carnegie, Lynn AVED:EX
Subject: RE: Premier's Office Request - FW: AED-2011-00066

Hmmm, then I don't have any other solution then to re scan.
next week. Thanks!

S22

so I will discuss with her

Keely Brandt

Administrative Coordinator
Quality Assurance and Sector Labour Relations Branch
Ministry of Advanced Education
Phone: 250 356-5406
Fax: 250 387-3750
Email: Keely.Brandt@gov.bc.ca

From: Shaw, Judy E AVED:EX
Sent: Friday, March 23, 2012 3:37 PM
To: Brandt, Keely AVED:EX; Thiessen-Wale, Katherine AVED:EX; Loughran, Tony D AVED:EX
Cc: Carnegie, Lynn AVED:EX
Subject: RE: Premier's Office Request - FW: AED-2011-00066

I think I have this tool on my own computer – but I'm not sure this can be done on a PDF. The AIO office did try!

Sally

From: Brandt, Keely AVED:EX
Sent: Friday, March 23, 2012 3:28 PM
To: Shaw, Judy E AVED:EX; Thiessen-Wale, Katherine AVED:EX; Loughran, Tony D AVED:EX
Cc: Carnegie, Lynn AVED:EX
Subject: RE: Premier's Office Request - FW: AED-2011-00066

Hi Sally,

The highlights on the attached document were inserted using Adobe Acrobat Standard, which neither Katherine or I have on our computers, unfortunately. Lynn does but she is currently working in Ian's office and I am unsure if she can help us out with this.

Katherine – if you have the original documents still intact I could re-scan?

Thank you ☺

Keely Brandt

Administrative Coordinator
Quality Assurance and Sector Labour Relations Branch
Ministry of Advanced Education
Phone: 250 356-5406
Fax: 250 387-3750
Email: Keely.Brandt@gov.bc.ca

From: Shaw, Judy E AVED:EX
Sent: Friday, March 23, 2012 3:24 PM
To: Thiessen-Wale, Katherine AVED:EX; Loughran, Tony D AVED:EX
Cc: Brandt, Keely AVED:EX
Subject: Premier's Office Request - FW: AED-2011-00066
Importance: High

Hi Katherine,

Is there any chance you could provide the pages listed below without highlights (see request below from AIO). If this is not possible, **or presents a major problem**, please let me know. FYI - I'm filling in for Judy for the next 6 weeks.

Thanks Katherine,

Sally

From: Paupiah, Hema LCTZ:EX
Sent: Friday, March 23, 2012 1:49 PM
To: Shaw, Judy E AVED:EX
Cc: Kangas, Debbie D LCTZ:EX
Subject: AED-2011-00066
Importance: High

Hi Sally

In the attached records for AED-2011-00066 which Judy has provided, there is information that has been highlighted in yellow by the program area (in emails).

These records have been sent to the Office of the Premier for s.12 consultation.

The Office of the Premier would like to have a copy of these records without any yellow highlights.

Could you please provide me with a clean copy at your earliest convenience for the following pages only:

- 1, 3, 18, 19, 22, 26, 41, 54, 55, 56, 58, 59, 60, 61, 64, 65, 67, 71, 101, 103, 105, 185, 212, 217, 229, 234, 235 and 283.

Thank you and I look forward to working with you during Judy's absence.

Really appreciate your assistance.

Regards

Hema

Hema Malini Paupiah, MA
Information Access Operations
Shared Services BC
Ministry of Labour, Citizens' Services &
Open Government
Tel: 250 387-1805 Fax: 250 387-9843
Providing Services to:
Ministry of Health
Ministry of Education
Ministry of Advanced Education

