

Olson, Alisha PREM:EX

From: IAO CentralTeam CITZ:EX
Sent: Friday, March 8, 2013 10:59 AM
To: Mills, Shane PREM:EX; Leamy, Michelle T PREM:EX
Cc: Olson, Alisha PREM:EX
Subject: Call for Records - OOP-2013-00185
Attachments: General CFR.pdf

Good Morning,

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Please note that **Heidi Sarrazin** is the analyst processing this request and can be reached at the following number **250-387-5423**. The request is for:

"All records regarding conference calls on Jan. 11, 2012 from approximately 11:30 a.m. to 12:30 p.m.; Feb. 13, 2012 from approximately 11 a.m. to 11:30 a.m.; and March 12, 2012 from approximately 11:30 a.m. to noon involving members of the Office of the Premier and others, including (but not limited to) service or work orders, contracts, reservations, names and locations of users, invoices and payments. Date Range - From: 2012-01-09 To: 2012-03-31"

Please note this request is also open with Government Communications and Public Engagement as well as the Ministry of Citizens Services and Open Government. The legislative due date for the above noted file is April 18, 2013.

Please complete the attached Call for Records form.

- If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete only Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the Central Team mailbox at IAOCentralTeam@gov.bc.ca by March 14, 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, **Heidi Sarrazin** will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.
- If no fees apply then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records Form and return it to the Central Team mailbox at IAOCentralTeam@gov.bc.ca by March 26, 2013.
- Send records via email in PDF format. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

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

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

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

Thank you for your assistance,

Thespina Kindylides

Olson, Alisha PREM:EX

From: Warren, Keira PREM:EX
Sent: Friday, March 8, 2013 2:47 PM
To: Olson, Alisha PREM:EX
Subject: RE: Call for Records OOP-2013-00185

No records.

Keira Warren, Executive Administrative Coordinator

to John Dyble, Deputy Minister to the Premier & Cabinet Secretary
Deputy Minister's Office - Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 356-2206

From: Olson, Alisha PREM:EX
Sent: Friday, March 8, 2013 2:04 PM
To: Wharf, Sandy PREM:EX; Warren, Keira PREM:EX
Cc: Leamy, Michelle T PREM:EX
Subject: Call for Records OOP-2013-00185

Please let me know by Tuesday, March 26th whether or not you have any records responsive to the following request:

"All records regarding conference calls on Jan. 11, 2012 from approximately 11:30 a.m. to 12:30 p.m.; Feb. 13, 2012 from approximately 11 a.m. to 11:30 a.m.; and March 12, 2012 from approximately 11:30 a.m. to noon involving members of the Office of the Premier and others, including (but not limited to) service or work orders, contracts, reservations, names and locations of users, invoices and payments."

Date Range: 2012-01-09 to 2012-03-31

Please note that this request was also directed to the Ministry of Citizens' Services and Open Government and Government Communications and Public Engagement.

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

Keira, please check your DM files.

Thank you all for your assistance with this request!

Alisha

Alisha Olson

Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier

Olson, Alisha PREM:EX

From: Wharf, Sandy PREM:EX
Sent: Monday, March 18, 2013 1:51 PM
To: Olson, Alisha PREM:EX
Subject: RE: Call for Records OOP-2013-00185

Alisha, I have no responsive records.

From: Olson, Alisha PREM:EX
Sent: Friday, March 8, 2013 2:04 PM
To: Wharf, Sandy PREM:EX; Warren, Keira PREM:EX
Cc: Leamy, Michelle T PREM:EX
Subject: Call for Records OOP-2013-00185

Please let me know by Tuesday, March 26th whether or not you have any records responsive to the following request:

"All records regarding conference calls on Jan. 11, 2012 from approximately 11:30 a.m. to 12:30 p.m.; Feb. 13, 2012 from approximately 11 a.m. to 11:30 a.m.; and March 12, 2012 from approximately 11:30 a.m. to noon involving members of the Office of the Premier and others, including (but not limited to) service or work orders, contracts, reservations, names and locations of users, invoices and payments."

Date Range: 2012-01-09 to 2012-03-31

Please note that this request was also directed to the Ministry of Citizens' Services and Open Government and Government Communications and Public Engagement.

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

Keira, please check your DM files.

Thank you all for your assistance with this request!

Alisha

Alisha Olson

Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Phone: 250 356-2605 Fax: 250 356-7258
E-mail: Alisha.Olson@gov.bc.ca

Olson, Alisha PREM:EX

From: Sime, Mark CITZ:EX
Sent: Thursday, April 11, 2013 2:06 PM
To: Leamy, Michelle T PREM:EX
Cc: Wharf, Sandy PREM:EX; Olson, Alisha PREM:EX
Subject: For Sign Off - FOI Request #'s OOP-2013-00185/188/192/197/215
Attachments: Sign - Form OOP-2013-00185.docx; Sign - Form OOP-2013-00188.docx; Sign - Form OOP-2013-00192.docx; Sign - Form OOP-2013-00197.docx; Sign - Form OOP-2013-00215.docx

Hello Michelle,

Please find attached, the approval slips for the requests noted above. As mentioned in the email I sent last week, records responsive to these requests will fall within the package we are in the process of proactively releasing. You will note that our response for OOP-2013-00192 is due on Wednesday of next week, while OOP-2013-00185/188 are due Thursday, so I would greatly appreciate a quick turnaround if at all possible. Thank you very much!

Best regards,

Mark Sime, BBA

Privacy Analyst - Central Agency Team
Information Access Operations
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services and Open Government

548 Michigan Street, Victoria BC V8V 1S2
☎ 250.356.8343 ✉ Mark.Sime@gov.bc.ca

Providing services to:

Office of the Premier, Ministry of Citizens' Services and Open Government, BC Public Service Agency, Government Communications and Public Engagement and Shared Services BC

1. IAO - Review of Harms and Response Recommendations
Request Received: March 5, 2013 **Due Date:** April 18, 2013 **Applicant type:** Media

Description:

All records regarding conference calls on Jan. 11, 2012 from approximately 11:30 am to 12:30 pm; Feb. 13, 2012 from approximately 11 am to 11:30 am; and March 12, 2012 from approximately 11:30 am to noon involving members of the Office of the Premier and others, including (but not limited to) service or work orders, contracts, reservations, names and locations of users, invoices and payments. Date range is January 9, 2012 to March 31, 2012.

Comments/Background:

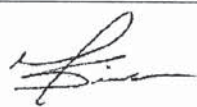
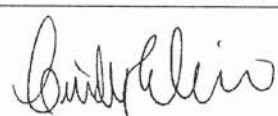
- The Office of the Premier provided records responsive to the above noted request.
- The portion of this request referring to "service or work orders, contracts, reservations, names and locations of users, invoices and payments." was transferred to the Ministry of Finance under request #FIN-2013-00102.
- It has been determined that the records responsive to the remaining portion of this request will fall within a larger package of records, which will be proactively disclosed online.
- As a result, in accordance with section 20 of the Act [attached], we recommend advising the applicant that the information requested will be released to the public.

Recommendations:

Advise applicant that information will be released to the public.

Publication Recommendations:

As records are not being released under this general FOI request, this response will NOT be published on the Open Information website.

FOI Analyst: Mark Sime	Signature: 	Date: April 11, 2013
FOI Manager: Cindy Elbahir	Signature: 	Date: April 11, 2013

2. Ministry - Agreement with Recommendations

Approval Authority: Name: John Dyble, Deputy Minister to the Premier and Cabinet Secretary and Head of the Public Service	Signature:	Date:
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Comments:

*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](#).

Information that will be published or released within 60 days

20 (1) The head of a public body may refuse to disclose to an applicant information

(a) [Repealed 2011-17-6.]

(b) that, within 60 days after the applicant's request is received, is to be published or released to the public, or

(c) that must be published or released to the public under an enactment.

(2) The head of a public body must notify an applicant of the publication or release of information that the head has refused to disclose under subsection (1).

(3) If the information referred to in subsection (1) (b) is not published or released to the public within 60 days after the applicant's request is received, the head of the public body must disclose the information to the applicant on, or within 30 days of, that date unless the head of the public body is authorized or required to refuse to disclose the information under other sections of this Division.

*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](#).