



APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	January 24 2014	Mark Sime	February 5, 2014	February 18, 2014

REQUEST DETAILS:

"All records regarding Premier Christy Clark's planned humanitarian mission to Kenya, which was supposed to begin in December 2013, including the trip schedule, budget, approvals, and costs that resulted because of the cancellation, and correspondence with Free the Children, its agents or representatives, and federal and local Kenyan authorities. Please include the names and titles of any and all people who were scheduled to accompany the Premier. Time frame December 1, 2013 to January 24, 2014"

Section 1: Initial Records Assessment

Do you hold any responsive records?	YES <input type="radio"/> NO <input checked="" type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?	YES <input type="radio"/> NO <input checked="" 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 checked="" 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:
Michelle Leamy, Director, Executive Operations	<i>Michelle Leamy</i>	Feb 18/14

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.

- Electronic files (e-mail, shared drive, individual drives, CLIFF correspondence tracking system)
- On-site paper files
- Search time < 3 hours
- Search conducted by Office of the Premier, Executive Branch; Deputy Minister's Office

Could release of any/all 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:

Alisha Olson, Executive Administrative Coordinator

250 356-2605

17 February 2014

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:

Olson, Alisha PREM:EX

From: IAO CentralTeam MTIC:EX
Sent: January-30-14 9:17 AM
To: Leamy, Michelle T PREM:EX; Mills, Shane PREM:EX; Bains, Jasmine PREM:EX; Gillespie, Joyce PREM:EX; Robertson, Glenda J IGRS:EX
Cc: Olson, Alisha PREM:EX; Tsukayama, Debbie PREM:EX; IAO CentralTeam MTIC:EX
Subject: Call For Records: OOP-2014-00078 (CFR Due Date: February 18, 2014)
Attachments: CFR- General.pdf

Hello,

Your Ministry has received a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA). Please note that **Mark Sime** is the analyst processing this request and can be reached at the following number **250-387-1932**. The request is for:

"All records regarding Premier Christy Clark's planned humanitarian mission to Kenya, which was supposed to begin in December 2013, including the trip schedule, budget, approvals, and costs that resulted because of the cancellation, and correspondence with Free the Children, its agents or representatives, and federal and local Kenyan authorities. Please include the names and titles of any and all people who were scheduled to accompany the Premier. Timeframe December 1, 2013 to January 24, 2014"

The legislative due date for the above noted file is March 10, 2014

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 **February 5 2014**. 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 **Mark Sime** 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 **February 18, 2014**

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,

Kara Insley | Intake Analyst | Technology, Innovation & Citizens' Services

Ph: 250 952-7998 | **e:** Kara.Insley@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please phone or e-mail the sender immediately and delete the message.

Olson, Alisha PREM:EX

From: Warren, Keira PREM:EX
Sent: January-30-14 11:01 AM
To: Olson, Alisha PREM:EX
Subject: RE: Call for Records OOP-2014-00078

No records.

*Keira Warren, Executive Administrative Coordinator
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: January-30-14 10:24 AM
To: Wharf, Sandy PREM:EX; Warren, Keira PREM:EX; Leamy, Michelle T PREM:EX; Henderson, Kim N PREM:EX
Subject: Call for Records OOP-2014-00078

Hi there,

Please let me know by February 18th whether or not you have any records responsive to the following request:

"All records regarding Premier Christy Clark's planned humanitarian mission to Kenya, which was supposed to begin in December 2013, including the trip schedule, budget, approvals, and costs that resulted because of the cancellation, and correspondence with Free the Children, its agents or representatives, and federal and local Kenyan authorities. Please include the names and titles of any and all people who were scheduled to accompany the Premier."

Timeframe December 1, 2013 to January 24, 2014

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

Olson, Alisha PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: January-30-14 10:41 AM
To: Olson, Alisha PREM:EX
Subject: RE: Call for Records OOP-2014-00078
Attachments: Call for Records OOP-2014-00078

Nil response

Olson, Alisha PREM:EX

From: Wharf, Sandy PREM:EX
Sent: January-30-14 10:46 AM
To: Olson, Alisha PREM:EX
Subject: RE: Call for Records OOP-2014-00078

No records

From: Olson, Alisha PREM:EX
Sent: January-30-14 10:24 AM
To: Wharf, Sandy PREM:EX; Warren, Keira PREM:EX; Leamy, Michelle T PREM:EX; Henderson, Kim N PREM:EX
Subject: Call for Records OOP-2014-00078

Hi there,

Please let me know by February 18th whether or not you have any records responsive to the following request:

"All records regarding Premier Christy Clark's planned humanitarian mission to Kenya, which was supposed to begin in December 2013, including the trip schedule, budget, approvals, and costs that resulted because of the cancellation, and correspondence with Free the Children, its agents or representatives, and federal and local Kenyan authorities. Please include the names and titles of any and all people who were scheduled to accompany the Premier."

Timeframe December 1, 2013 to January 24, 2014

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

Olson, Alisha PREM:EX

From: Henderson, Kim N PREM:EX
Sent: January-30-14 11:57 AM
To: Olson, Alisha PREM:EX
Subject: Re: Call for Records OOP-2014-00078

No records

On Jan 30, 2014, at 10:24 AM, "Olson, Alisha PREM:EX" <Alisha.Olson@gov.bc.ca> wrote:

Hi there,

Please let me know by February 18th whether or not you have any records responsive to the following request:

"All records regarding Premier Christy Clark's planned humanitarian mission to Kenya, which was supposed to begin in December 2013, including the trip schedule, budget, approvals, and costs that resulted because of the cancellation, and correspondence with Free the Children, its agents or representatives, and federal and local Kenyan authorities. Please include the names and titles of any and all people who were scheduled to accompany the Premier."

Timeframe December 1, 2013 to January 24, 2014

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

Olson, Alisha PREM:EX

From: Mills, Shane PREM:EX
Sent: February-17-14 5:10 PM
To: Olson, Alisha PREM:EX
Subject: Re: OOP-2014-00078

No records

Sent from Samsung Mobile

----- Original message -----

From: "Olson, Alisha PREM:EX"
Date: 02/17/2014 16:55 (GMT-08:00)
To: "Mills, Shane PREM:EX"
Subject: OOP-2014-00078

Will you be providing any records responsive to FOI request OOP-2014-00078, re:

"All records regarding Premier Christy Clark's planned humanitarian mission to Kenya, which was supposed to begin in December 2013, including the trip schedule, budget, approvals, and costs that resulted because of the cancellation, and correspondence with Free the Children, its agents or representatives, and federal and local Kenyan authorities. Please include the names and titles of any and all people who were scheduled to accompany the Premier."

Timeframe December 1, 2013 to January 24, 2014

Olson, Alisha PREM:EX

From: Olson, Alisha PREM:EX
Sent: April-22-14 9:09 AM
To: IAO CentralTeam MTIC:EX
Subject: OOP-2014-00078 APPROVAL
Attachments: 78.pdf

Good morning,

Please see the attached Approval Slip to satisfy FOI request OOP-2014-00078.

Let me know if you have any questions.

Thanks!

Alisha

1. IAO: Review of Harms and Response Recommendations

Request Received: January 24, 2014 Due Date: April 23, 2014 Applicant type: Media

Description:

All records regarding Premier Christy Clark's planned humanitarian mission to Kenya, which was supposed to begin in December 2013, including the trip schedule, budget, approvals, and costs that resulted because of the cancellation, and correspondence with Free the Children, its agents or representatives, and federal and local Kenyan authorities. Please include the names and titles of any and all people who were scheduled to accompany the Premier. Timeframe December 1, 2013 to January 24, 2014

Comments/Background:

- The Office of the Premier was canvassed, and the Intergovernmental Relations Secretariat (IGRS) as well as the Correspondence Branch provided the attached responsive records.
- IAO took a 30 day extension in February for consultation with the Federal Government.
- Marc-Andre Ouellette, Executive Director and Chief of Protocol, provided harms recommendations.
- Please note that the attached records package is nearly identical to that of a similar request (OOP-2013-00904) we received from another media applicant. Severing has been mirrored on all matching records.
- We have been informed by IGRS and the Executive Branch that the above mentioned trip was personal in nature and not in her capacity as the Premier of BC. Therefore, we recommend withholding all but two pages of these records in their entirety pursuant to section 22 (Personal Privacy) of FOIPPA.
- Two pages of correspondence from the public, which appear at the beginning of the records package, are recommended for partial disclosure with some severing pursuant to section 22 of the Act.
- In addition we have recommended some severing pursuant to Section 16 (Harm to Intergovernmental Relations), 17 (Financial or Economic Harm) and 19 (Harm to Individual or Public Safety) of the Act.

Consultations:

- IAO consulted with the Royal Canadian Mounted Police, who recommended withholding some information pursuant to section 16 (Law enforcement and investigations) and section 19 (personal information) of the federal Access to Information Act. These recommendations have been applied to the enclosed records pursuant to sections 15 (Harm to Law Enforcement) and 22 (harm to personal privacy) of FOIPPA.

Recommendations: Partial Disclosure (sections 15, 16, 17, 19 and 22).

Publication Recommendations:

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

FOI Analyst: Mark Sime

Signature: 

Date: April 10, 2014

FOI Manager: Cindy Elbahir

Signature: 

Date: April 11, 2014

2. Ministry - Agreement with Recommendations

Approval Authority:

Name: Pierrette Maranda,
Associate Deputy Minister

Signature: 

Date:

April 14, 2014

Ministry Executive:

Name: Athana Mentzelopoulos,
Deputy Minister


Signature: 

Date:

April 15, 2014

*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.



Ministry Executive: Name: John Dyble, Deputy Minister to the Premier, Cabinet Secretary and Head of the Public Service	Signature: 	Date: April 17/14
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.

Leamy, Michelle T PREM:EX

From: Brubacher, Kelly IGRS:EX
Sent: April-17-14 9:38 AM
To: Leamy, Michelle T PREM:EX
Cc: Olson, Alisha PREM:EX; Robertson, Glenda J IGRS:EX; Sime, Mark MTIC:EX; McCartney, Angela MTIC:EX
Subject: For Sign Off - FOI Request #OOP-2014-00078
Attachments: 20140417080729.pdf; Redline.pdf

Hi Michelle,

This FOI request is for John's approval.

Thank you,

Kelly Brubacher | Executive Coordinator | Intergovernmental Relations Secretariat | Office of the Premier | Government of British Columbia
Tel: 250.387.0752
Fax: 250.387.1920
Email: Kelly.Brubacher@gov.bc.ca

From: Olson, Lianna GCPE:EX
Sent: April-17-14 8:20 AM
To: Brubacher, Kelly IGRS:EX
Cc: Olson, Lianna GCPE:EX
Subject: RE: For Sign Off - FOI Request #OOP-2014-00078

Hi Kelly,
Here is the signed FOI Request #OOP-2014-00078

Thanks,
Lianna

From: Olson, Lianna GCPE:EX
Sent: April-16-14 3:19 PM
To: Brubacher, Kelly IGRS:EX
Cc: Olson, Lianna GCPE:EX
Subject: RE: For Sign Off - FOI Request #OOP-2014-00078

Hi Kelly,
Here is signed FOI Request #OOP-2014-00078

Thanks,
Lianna

From: Brubacher, Kelly IGRS:EX
Sent: April-15-14 8:55 AM
To: Mentzelopoulos, Athana GCPE:EX
Cc: Olson, Lianna GCPE:EX; Olson, Alisha PREM:EX; Robertson, Glenda J IGRS:EX; Sime, Mark MTIC:EX
Subject: For Sign Off - FOI Request #OOP-2014-00078

Good morning Athana,

Attached is an FOI request for your review and approval.

Thank you,

Kelly Brubacher | Executive Coordinator | Intergovernmental Relations Secretariat | Office of the Premier | Government of British Columbia
Tel: 250.387.0752
Fax: 250.387.1920
Email: Kelly.Brubacher@gov.bc.ca

From: Robertson, Glenda J IGRS:EX
Sent: April-11-14 4:41 PM
To: Brubacher, Kelly IGRS:EX
Subject: Fw: For Sign Off - FOI Request #OOP-2014-00078

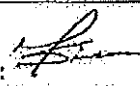
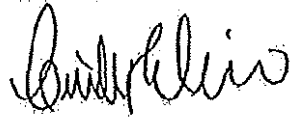
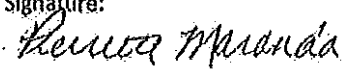

From: IAO CentralTeam MTIC:EX
Sent: Friday, April 11, 2014 03:55 PM
To: Robertson, Glenda J IGRS:EX
Cc: Leamy, Michelle T PREM:EX; Olson, Alisha PREM:EX
Subject: For Sign Off - FOI Request #OOP-2014-00078

Hello,

Please see the attached redline and approval form for review.

Best Regards,

Mark Sime, BBA, CIAPP-C | Senior Privacy Analyst | Information Access Operations | Shared Services BC
Ph: (250) 387-1932 | **e:** Mark.Sime@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

1. IAO - Review of Harms and Response Recommendations		
Request Received: January 24, 2014 Due Date: April 23, 2014 Applicant type: Media		
Description: All records regarding Premier Christy Clark's planned humanitarian mission to Kenya, which was supposed to begin in December 2013, including the trip schedule, budget, approvals, and costs that resulted because of the cancellation, and correspondence with Free the Children, its agents or representatives, and federal and local Kenyan authorities. Please include the names and titles of any and all people who were scheduled to accompany the Premier. Timeframe December 1, 2013 to January 24, 2014		
Comments/Background: <ul style="list-style-type: none"> The Office of the Premier was canvassed, and the Intergovernmental Relations Secretariat (IGRS) as well as the Correspondence Branch provided the attached responsive records. IAO took a 30 day extension in February for consultation with the Federal Government. Marc-Andre Ouellette, Executive Director and Chief of Protocol, provided harms recommendations. Please note that the attached records package is nearly identical to that of a similar request (OOP-2013-00904) we received from another media applicant. Severing has been mirrored on all matching records. We have been informed by IGRS and the Executive Branch that the above mentioned trip was personal in nature and not in her capacity as the Premier of BC. Therefore, we recommend withholding all but two pages of these records in their entirety pursuant to section 22 (Personal Privacy) of FOIPPA. Two pages of correspondence from the public, which appear at the beginning of the records package, are recommended for partial disclosure with some severing pursuant to section 22 of the Act. In addition we have recommended some severing pursuant to Section 16 (Harm to Intergovernmental Relations), 17 (Financial or Economic Harm) and 19 (Harm to Individual or Public Safety) of the Act. 		
Consultations: <ul style="list-style-type: none"> IAO consulted with the Royal Canadian Mounted Police, who recommended withholding some information pursuant to section 16 (Law enforcement and investigations) and section 19 (personal information) of the federal Access to Information Act. These recommendations have been applied to the enclosed records pursuant to sections 15 (Harm to Law Enforcement) and 22 (harm to personal privacy) of FOIPPA. 		
Recommendations: Partial Disclosure (sections 15, 16, 17, 19 and 22).		
Publication Recommendations: IAO recommends publishing this general FOI request on the Open Information website.		
FOI Analyst: Mark Sime	Signature: 	Date: April 10, 2014
FOI Manager: Cindy Elbahir	Signature: 	Date: April 11, 2014
2. Ministry - Agreement with Recommendations		
Approval Authority: Name: Pierrette Maranda, Associate Deputy Minister	Signature: 	Date: April 14, 2014
Ministry Executive: Name: Athana Mentzelopoulos, Deputy Minister	Signature: 	Date: April 15, 2014

*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.



Ministry Executive: Name: John Dyle, Deputy Minister to the Premier, Cabinet Secretary and Head of the Public Service	Signature:	Date:
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.