

Rossner, Amber N PREM:EX

From: Alexander, Janice E SSBC:EX
Sent: Tuesday, April 5, 2011 7:39 AM
To: Robertson, Glenda J IGRS:EX; Brown, Doug PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX
Cc: Rossner, Amber N PREM:EX; Davidson, Tamara PREM:EX; Hendry, Jackie SSBC:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00101

Good morning. Applicant confirms that 'Pacific Gateway' refers to the Pacific Gateway Branch of the Ministry of Transportation and Infrastructure.

Please let me know if you need anything else.

Janice

From: Robertson, Glenda J IGRS:EX
Sent: Monday, April 4, 2011 2:23 PM
To: Alexander, Janice E SSBC:EX; Brown, Doug PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX
Cc: Rossner, Amber N PREM:EX; Davidson, Tamara PREM:EX; Hendry, Jackie SSBC:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00101

Question: The Pacific Gateway is not a specific entity. Can you clarify what the applicant means by looking for correspondence between government and 'Pacific Gateway'?

From: Alexander, Janice E SSBC:EX
Sent: Monday, April 4, 2011 2:15 PM
To: Brown, Doug PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX; Robertson, Glenda J IGRS:EX
Cc: Rossner, Amber N PREM:EX; Davidson, Tamara PREM:EX; Hendry, Jackie SSBC:EX
Subject: Call for Records - FOI Request #OOP-2011-00101

Good afternoon.

Please see below a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA). Your analyst for the attached request will be **Janice Alexander (250-387-2259)**.

"... all correspondence and reports related to Foreign Trade Zones exchanged from January 1st, 2007 to March 31st, 2011. Specifically I am looking for correspondence between the Office of the Premier and the Government of Canada, the former, Minister of State for Intergovernmental Relations, Global Container Terminals, Pacific Gateway, Canadian National Railroad, the Vancouver Port Authority and Port Metro Vancouver, the Ministry of Jobs, Tourism and Innovation, the former British Columbia Rail Corporation, Ministry of Transportation and Infrastructure, and the BC Transportation Finance Authority."

A copy of the original request is attached (with applicant's identifying details removed).

Please complete the attached Call for Records form and return to your analyst by April 20th, 2011.

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.

Rossner, Amber N PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Tuesday, April 5, 2011 10:20 AM
To: Rossner, Amber N PREM:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00101
Attachments: FW: Call for Records - FOI Request #OOP-2011-00101

nil response

Rossner, Amber N PREM:EX

From: Jordison, Kim D PREM:EX
Sent: Tuesday, April 5, 2011 3:53 PM
To: Rossner, Amber N PREM:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00101

Amber,

I have no relevant records that pertain to this request.

Lorne Brownsey has no relevant records that pertain to this request.

Kim

From: Rossner, Amber N PREM:EX
Sent: Tuesday, April 5, 2011 9:48 AM
To: Wharf, Sandy PREM:EX; Pink, Linda PREM:EX; Jordison, Kim D PREM:EX
Cc: Leamy, Michelle T PREM:EX
Subject: FW: Call for Records - FOI Request #OOP-2011-00101

Hello, everyone –

Please let me know by Wednesday, April 20th whether or not you have any relevant records for the following request:

"... all correspondence and reports related to Foreign Trade Zones exchanged from January 1st, 2007 to March 31st, 2011. Specifically I am looking for correspondence between the Office of the Premier and the Government of Canada, the former, Minister of State for Intergovernmental Relations, Global Container Terminals, Pacific Gateway, Canadian National Railroad, the Vancouver Port Authority and Port Metro Vancouver, the Ministry of Jobs, Tourism and Innovation, the former British Columbia Rail Corporation, Ministry of Transportation and Infrastructure, and the BC Transportation Finance Authority."

In addition, the Applicant confirms that 'Pacific Gateway' refers to the Pacific Gateway Branch of the Ministry of Transportation and Infrastructure.

If you think that the search for records will take you over 3 hours, please let me know as soon as possible.

Linda and Kim, please check your DM files.

Thank you all for your assistance with this request,

Amber

Amber Rossner | Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
(T):250 356-2605 **(F):** 250 356-7258
(E):Amber.Rossner@gov.bc.ca

Rossner, Amber N PREM:EX

From: Pink, Linda PREM:EX
Sent: Wednesday, April 20, 2011 5:00 PM
To: Rossner, Amber N PREM:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00101

Amber – I have searched and found no responsive records for this request.

Linda

From: Rossner, Amber N PREM:EX
Sent: Tuesday, April 5, 2011 9:48 AM
To: Wharf, Sandy PREM:EX; Pink, Linda PREM:EX; Jordison, Kim D PREM:EX
Cc: Leamy, Michelle T PREM:EX
Subject: FW: Call for Records - FOI Request #OOP-2011-00101

Hello, everyone –

Please let me know by Wednesday, April 20th whether or not you have any relevant records for the following request:

"... all correspondence and reports related to Foreign Trade Zones exchanged from January 1st, 2007 to March 31st, 2011. Specifically I am looking for correspondence between the Office of the Premier and the Government of Canada, the former, Minister of State for Intergovernmental Relations, Global Container Terminals, Pacific Gateway, Canadian National Railroad, the Vancouver Port Authority and Port Metro Vancouver, the Ministry of Jobs, Tourism and Innovation, the former British Columbia Rail Corporation, Ministry of Transportation and Infrastructure, and the BC Transportation Finance Authority."

In addition, the Applicant confirms that 'Pacific Gateway' refers to the Pacific Gateway Branch of the Ministry of Transportation and Infrastructure.

If you think that the search for records will take you over 3 hours, please let me know as soon as possible.

Linda and Kim, please check your DM files.

Thank you all for your assistance with this request,

Amber

Amber Rossner | Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
(T):250 356-2605 (F): 250 356-7258
(E):Amber.Rossner@gov.bc.ca

Rossner, Amber N PREM:EX

From: Wharf, Sandy PREM:EX
Sent: Wednesday, April 20, 2011 5:41 PM
To: Rossner, Amber N PREM:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00101

Amber, I have no responsive records.

From: Rossner, Amber N PREM:EX
Sent: Tuesday, April 5, 2011 9:48 AM
To: Wharf, Sandy PREM:EX; Pink, Linda PREM:EX; Jordison, Kim D PREM:EX
Cc: Leamy, Michelle T PREM:EX
Subject: FW: Call for Records - FOI Request #OOP-2011-00101

Hello, everyone –

Please let me know by Wednesday, April 20th whether or not you have any relevant records for the following request:

"... all correspondence and reports related to Foreign Trade Zones exchanged from January 1st, 2007 to March 31st, 2011. Specifically I am looking for correspondence between the Office of the Premier and the Government of Canada, the former, Minister of State for Intergovernmental Relations, Global Container Terminals, Pacific Gateway, Canadian National Railroad, the Vancouver Port Authority and Port Metro Vancouver, the Ministry of Jobs, Tourism and Innovation, the former British Columbia Rail Corporation, Ministry of Transportation and Infrastructure, and the BC Transportation Finance Authority."

In addition, the Applicant confirms that 'Pacific Gateway' refers to the Pacific Gateway Branch of the Ministry of Transportation and Infrastructure.

If you think that the search for records will take you over 3 hours, please let me know as soon as possible.

Linda and Kim, please check your DM files.

Thank you all for your assistance with this request,

Amber

Amber Rossner | Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
(T):250 356-2605 (F): 250 356-7258
(E):Amber.Rossner@gov.bc.ca

Rossner, Amber N PREM:EX

From: Brown, Doug PREM:EX
Sent: Thursday, April 21, 2011 4:03 PM
To: Leamy, Michelle T PREM:EX; Rossner, Amber N PREM:EX
Subject: FW: Call for Records - FOI Request #OOP-2011-00101
Attachments: Call for Records.docx; Fee Estimate Calculation Table.docx; r_Intake - Request.pdf

No records

Doug Brown
Office of the Premier
Government of British Columbia
(250) 387-1715

From: Alexander, Janice E SSBC:EX
Sent: Monday, April 4, 2011 2:15 PM
To: Brown, Doug PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX; Robertson, Glenda J IGRS:EX
Cc: Rossner, Amber N PREM:EX; Davidson, Tamara PREM:EX; Hendry, Jackie SSBC:EX
Subject: Call for Records - FOI Request #OOP-2011-00101

Good afternoon.

Please see below a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA).
Your analyst for the attached request will be **Janice Alexander (250-387-2259)**.

"... all correspondence and reports related to Foreign Trade Zones exchanged from January 1st, 2007 to March 31st, 2011. Specifically I am looking for correspondence between the Office of the Premier and the Government of Canada, the former, Minister of State for Intergovernmental Relations, Global Container Terminals, Pacific Gateway, Canadian National Railroad, the Vancouver Port Authority and Port Metro Vancouver, the Ministry of Jobs, Tourism and Innovation, the former British Columbia Rail Corporation, Ministry of Transportation and Infrastructure, and the BC Transportation Finance Authority."

A copy of the original request is attached (with applicant's identifying details removed).

Please complete the attached Call for Records form and return to your analyst by April 20th, 2011.

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.

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

Olson, Alisha PREM:EX

From: Olson, Alisha PREM:EX
Sent: Wednesday, May 4, 2011 3:06 PM
To: Alexander, Janice E SSBC:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00101
Attachments: OOP-11101 Response.pdf

Hi Janice,

No records were found in the search for this request. I have attached a copy of the signed CFR form for your records.

Please let me know if you have any questions.

Thank you!

Alisha

From: Alexander, Janice E SSBC:EX
Sent: Tuesday, April 5, 2011 7:39 AM
To: Robertson, Glenda J IGRS:EX; Brown, Doug PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX
Cc: Rossner, Amber N PREM:EX; Davidson, Tamara PREM:EX; Hendry, Jackie SSBC:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00101

Good morning. Applicant confirms that 'Pacific Gateway' refers to the Pacific Gateway Branch of the Ministry of Transportation and Infrastructure.

Please let me know if you need anything else.

Janice

From: Robertson, Glenda J IGRS:EX
Sent: Monday, April 4, 2011 2:23 PM
To: Alexander, Janice E SSBC:EX; Brown, Doug PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX
Cc: Rossner, Amber N PREM:EX; Davidson, Tamara PREM:EX; Hendry, Jackie SSBC:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00101

Question: The Pacific Gateway is not a specific entity. Can you clarify what the applicant means by looking for correspondence between government and 'Pacific Gateway'?

From: Alexander, Janice E SSBC:EX
Sent: Monday, April 4, 2011 2:15 PM
To: Brown, Doug PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX; Robertson, Glenda J IGRS:EX
Cc: Rossner, Amber N PREM:EX; Davidson, Tamara PREM:EX; Hendry, Jackie SSBC:EX
Subject: Call for Records - FOI Request #OOP-2011-00101

Good afternoon.

Please see below a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA). Your analyst for the attached request will be Janice Alexander (250-387-2259).

"... all correspondence and reports related to Foreign Trade Zones exchanged from January 1st, 2007 to March 31st, 2011. Specifically I am looking for correspondence between the Office of the Premier and the Government of Canada, the former Minister of State for Intergovernmental Relations, Global Container Terminals, Pacific

Information Access Operations

Call for Records - General

FOI Request Number:	OOP-2011-00101	Applicant Type:	Political Party
IAO Analyst:	Janice Alexander	Received Date:	March 31, 2011
Records Due at IAO:	April 20 th , 2011	Legislated Due Date:	May 16, 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.

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.	<ul style="list-style-type: none"> - Electronic files (e-mail, shared drive, individual drives, CLIFF correspondence tracking system) - On-site paper files. - Off-site paper files - Search time <3 hours <p>Search conducted by Office of the Premier Executive Branch, Deputy Minister's Office</p>
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.	
<p>*NOTE:</p> <p>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</p>	
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:	PREM EXEC, DMO
Recommendations Completed By:	<i>Michelle Leamy</i>
Date:	<i>May 4/11</i>

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.

Pages 11 through 20 redacted for the following reasons:

Not Responsive

Alexander, Janice E SSBC:EX

From: Alexander, Janice E SSBC:EX
Sent: Monday, April 4, 2011 2:15 PM
To: Brown, Doug PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX; Robertson, Glenda J IGRS:EX
Cc: Rossner, Amber N PREM:EX; Davidson, Tamara PREM:EX; Hendry, Jackie SSBC:EX
Subject: Call for Records - FOI Request #OOP-2011-00101
Attachments: Call for Records.docx; Fee Estimate Calculation Table.docx; r_Intake - Request.pdf

Good afternoon.

Please see below a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA). Your analyst for the attached request will be **Janice Alexander (250-387-2259)**.

"... all correspondence and reports related to Foreign Trade Zones exchanged from January 1st, 2007 to March 31st, 2011. Specifically I am looking for correspondence between the Office of the Premier and the Government of Canada, the former, Minister of State for Intergovernmental Relations, Global Container Terminals, Pacific Gateway, Canadian National Railroad, the Vancouver Port Authority and Port Metro Vancouver, the Ministry of Jobs, Tourism and Innovation, the former British Columbia Rail Corporation, Ministry of Transportation and Infrastructure, and the BC Transportation Finance Authority."

A copy of the original request is attached (with applicant's identifying details removed).

Please complete the attached Call for Records form and return to your analyst by April 20th, 2011.

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.

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,

Janice Alexander
Information and Privacy Analyst
Information Access Operations
Logistics and Business Services, Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
Phone: 250-387-2259

Providing services to:
Office of the Premier, Citizens' Services, BC Public Service Agency,
Public Affairs Bureau and Shared Services BC

Information Access Operations

Call for Records - General

FOI Request Number:	OOP-2011-00101	Applicant Type:	Political Party
IAO Analyst:	Janice Alexander	Received Date:	March 31, 2011
Records Due at IAO:	April 20 th , 2011	Legislated Due Date:	May 16, 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.

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.	
<p>*NOTE:</p> <p>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</p>	
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:	

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.

Information Access Operations

Fee Estimate Calculation Table

FOI Request Number:	OOP-2011-00101
IAO Analyst:	Janice Alexander

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)
<p>This is to include time spent:</p> <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:

- 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:		

March 31, 2011

Office of the Premier
PO Box 9569
Stn Prov Govt
Victoria, BC V8W 9K1

RE: Foreign Trade Zones

I make this request pursuant to the *Freedom of Information and Protection of Privacy Act* for any and all correspondence and reports related to Foreign Trade Zones exchanged from January 1st, 2007 to March 31st, 2011.

Specifically I am looking for correspondence between the Office of the Premier and the Government of Canada, the former, Minister of State for Intergovernmental Relations, Global Container Terminals, Pacific Gateway, Canadian National Railroad, the Vancouver Port Authority and Port Metro Vancouver, the Ministry of Jobs, Tourism and Innovation, the former British Columbia Rail Corporation, Ministry of Transportation and Infrastructure, and the BC Transportation Finance Authority

I am not interested in any personal information that meets the criteria for section 22 of the Act, media monitoring summaries, nor in any records that have already been released publicly.

If these records are held or partially held in a different public body, please transfer my request right away.

Please also release any documents in the order in which they become available.

Please provide the records in an electronic format.

I am also available to view records in order to narrow the request if that facilitates and speeds up the process.

Alexander, Janice E SSBC:EX

From: Alexander, Janice E SSBC:EX
Sent: Monday, April 4, 2011 2:37 PM
To: Robertson, Glenda J IGRS:EX; Brown, Doug PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX
Cc: Rossner, Amber N PREM:EX; Davidson, Tamara PREM:EX; Hendry, Jackie SSBC:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00101

Thanks Glenda – will advise back ASAP.

Janice

From: Robertson, Glenda J IGRS:EX
Sent: Monday, April 4, 2011 2:23 PM
To: Alexander, Janice E SSBC:EX; Brown, Doug PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX
Cc: Rossner, Amber N PREM:EX; Davidson, Tamara PREM:EX; Hendry, Jackie SSBC:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00101

Question: The Pacific Gateway is not a specific entity. Can you clarify what the applicant means by looking for correspondence between government and 'Pacific Gateway'?

From: Alexander, Janice E SSBC:EX
Sent: Monday, April 4, 2011 2:15 PM
To: Brown, Doug PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX; Robertson, Glenda J IGRS:EX
Cc: Rossner, Amber N PREM:EX; Davidson, Tamara PREM:EX; Hendry, Jackie SSBC:EX
Subject: Call for Records - FOI Request #OOP-2011-00101

Good afternoon.

Please see below a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA). Your analyst for the attached request will be **Janice Alexander (250-387-2259)**.

"... all correspondence and reports related to Foreign Trade Zones exchanged from January 1st, 2007 to March 31st, 2011. Specifically I am looking for correspondence between the Office of the Premier and the Government of Canada, the former, Minister of State for Intergovernmental Relations, Global Container Terminals, Pacific Gateway, Canadian National Railroad, the Vancouver Port Authority and Port Metro Vancouver, the Ministry of Jobs, Tourism and Innovation, the former British Columbia Rail Corporation, Ministry of Transportation and Infrastructure, and the BC Transportation Finance Authority."

A copy of the original request is attached (with applicant's identifying details removed).

Please complete the attached Call for Records form and return to your analyst by April 20th, 2011.

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.

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,

Janice Alexander

Information and Privacy Analyst

Information Access Operations

Logistics and Business Services, Shared Services BC

Ministry of Labour, Citizens' Services and Open Government

Phone: 250-387-2259

Providing services to:

Office of the Premier, Citizens' Services, BC Public Service Agency,

Public Affairs Bureau and Shared Services BC

Alexander, Janice E SSBC:EX

From: Alexander, Janice E SSBC:EX
Sent: Tuesday, April 5, 2011 7:39 AM
To: Robertson, Glenda J IGRS:EX; Brown, Doug PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX
Cc: Rossner, Amber N PREM:EX; Davidson, Tamara PREM:EX; Hendry, Jackie SSBC:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00101

Good morning. Applicant confirms that 'Pacific Gateway' refers to the Pacific Gateway Branch of the Ministry of Transportation and Infrastructure.

Please let me know if you need anything else.

Janice

From: Robertson, Glenda J IGRS:EX
Sent: Monday, April 4, 2011 2:23 PM
To: Alexander, Janice E SSBC:EX; Brown, Doug PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX
Cc: Rossner, Amber N PREM:EX; Davidson, Tamara PREM:EX; Hendry, Jackie SSBC:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00101

Question: The Pacific Gateway is not a specific entity. Can you clarify what the applicant means by looking for correspondence between government and 'Pacific Gateway'?

From: Alexander, Janice E SSBC:EX
Sent: Monday, April 4, 2011 2:15 PM
To: Brown, Doug PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX; Robertson, Glenda J IGRS:EX
Cc: Rossner, Amber N PREM:EX; Davidson, Tamara PREM:EX; Hendry, Jackie SSBC:EX
Subject: Call for Records - FOI Request #OOP-2011-00101

Good afternoon.

Please see below a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA). Your analyst for the attached request will be **Janice Alexander (250-387-2259)**.

"... all correspondence and reports related to Foreign Trade Zones exchanged from January 1st, 2007 to March 31st, 2011. Specifically I am looking for correspondence between the Office of the Premier and the Government of Canada, the former, Minister of State for Intergovernmental Relations, Global Container Terminals, Pacific Gateway, Canadian National Railroad, the Vancouver Port Authority and Port Metro Vancouver, the Ministry of Jobs, Tourism and Innovation, the former British Columbia Rail Corporation, Ministry of Transportation and Infrastructure, and the BC Transportation Finance Authority."

A copy of the original request is attached (with applicant's identifying details removed).

Please complete the attached Call for Records form and return to your analyst by April 20th, 2011.

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.

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,

Janice Alexander

Information and Privacy Analyst

Information Access Operations

Logistics and Business Services, Shared Services BC

Ministry of Labour, Citizens' Services and Open Government

Phone: 250-387-2259

Providing services to:

*Office of the Premier, Citizens' Services, BC Public Service Agency,
Public Affairs Bureau and Shared Services BC*

Alexander, Janice E SSBC:EX

From: Alexander, Janice E SSBC:EX
Sent: Friday, April 15, 2011 12:58 PM
To: Riley, Danielle PREM:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00101

Fabulous, thanks for letting me know.

Have a great weekend Danielle!

Janice

From: Riley, Danielle PREM:EX
Sent: Friday, April 15, 2011 12:03 PM
To: Alexander, Janice E SSBC:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00101

Hi Janice

Our office has 3 possible. I've called in the boxes and will get them to you either Monday or Tuesday next week.

Danielle

From: Alexander, Janice E SSBC:EX
Sent: Monday, April 4, 2011 2:15 PM
To: Brown, Doug PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX; Robertson, Glenda J IGRS:EX
Cc: Rossner, Amber N PREM:EX; Davidson, Tamara PREM:EX; Hendry, Jackie SSBC:EX
Subject: Call for Records - FOI Request #OOP-2011-00101

Good afternoon.

Please see below a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA). Your analyst for the attached request will be **Janice Alexander (250-387-2259)**.

"... all correspondence and reports related to Foreign Trade Zones exchanged from January 1st, 2007 to March 31st, 2011. Specifically I am looking for correspondence between the Office of the Premier and the Government of Canada, the former, Minister of State for Intergovernmental Relations, Global Container Terminals, Pacific Gateway, Canadian National Railroad, the Vancouver Port Authority and Port Metro Vancouver, the Ministry of Jobs, Tourism and Innovation, the former British Columbia Rail Corporation, Ministry of Transportation and Infrastructure, and the BC Transportation Finance Authority."

A copy of the original request is attached (with applicant's identifying details removed).

Please complete the attached Call for Records form and return to your analyst by April 20th, 2011.

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.

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,

Janice Alexander

Information and Privacy Analyst

Information Access Operations

Logistics and Business Services, Shared Services BC

Ministry of Labour, Citizens' Services and Open Government

Phone: 250-387-2259

Providing services to:

*Office of the Premier, Citizens' Services, BC Public Service Agency,
Public Affairs Bureau and Shared Services BC*

Alexander, Janice E SSBC:EX

From: Alexander, Janice E SSBC:EX
Sent: Tuesday, April 26, 2011 7:52 AM
To: Riley, Danielle PREM:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00101

Got your package, thanks!

Janice

From: Riley, Danielle PREM:EX
Sent: Tuesday, April 19, 2011 3:43 PM
To: Alexander, Janice E SSBC:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00101

Hi Janice

Our office only had 2 responsive records – one of them was logged twice. They are coming to you in tomorrow's house mail. Call for Records attached.

Danielle

From: Alexander, Janice E SSBC:EX
Sent: Monday, April 4, 2011 2:15 PM
To: Brown, Doug PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX; Robertson, Glenda J IGRS:EX
Cc: Rossner, Amber N PREM:EX; Davidson, Tamara PREM:EX; Hendry, Jackie SSBC:EX
Subject: Call for Records - FOI Request #OOP-2011-00101

Good afternoon.

Please see below a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA). Your analyst for the attached request will be **Janice Alexander (250-387-2259)**.

"... all correspondence and reports related to Foreign Trade Zones exchanged from January 1st, 2007 to March 31st, 2011. Specifically I am looking for correspondence between the Office of the Premier and the Government of Canada, the former, Minister of State for Intergovernmental Relations, Global Container Terminals, Pacific Gateway, Canadian National Railroad, the Vancouver Port Authority and Port Metro Vancouver, the Ministry of Jobs, Tourism and Innovation, the former British Columbia Rail Corporation, Ministry of Transportation and Infrastructure, and the BC Transportation Finance Authority."

A copy of the original request is attached (with applicant's identifying details removed).

Please complete the attached Call for Records form and return to your analyst by April 20th, 2011.

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.

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,

Janice Alexander

Information and Privacy Analyst

Information Access Operations

Logistics and Business Services, Shared Services BC

Ministry of Labour, Citizens' Services and Open Government

Phone: 250-387-2259

Providing services to:

Office of the Premier, Citizens' Services, BC Public Service Agency,

Public Affairs Bureau and Shared Services BC

From: Anderson, Celine IGRS:EX
Sent: Tuesday, April 5, 2011 9:44 AM
To: Robertson, Glenda J IGRS:EX
Subject: RE: FOI 11-00101: Foreign Trade Zones REPLY DUE BY APRIL 15

no

From: Robertson, Glenda J IGRS:EX
Sent: Tuesday, April 5, 2011 9:07 AM
To: LP Office of Protocol; LP Intergovernmental Relations Secretariat
Subject: FOI 11-00101: Foreign Trade Zones REPLY DUE BY APRIL 15
Importance: High

The following FOI request has been received. Please note the dates. Please also note that the requestor asks for correspondence to and from 'Pacific Gateway'. Applicant confirms that 'Pacific Gateway' refers to the Pacific Gateway Branch of the Ministry of Transportation and Infrastructure.

Please notify me by vote whether you have responsive records in your email or on your H drive or other communication. I will search the J drives.

"... all correspondence and reports related to Foreign Trade Zones exchanged from January 1st, 2007 to March 31st, 2011. Specifically I am looking for correspondence between the Office of the Premier and the Government of Canada, the former, Minister of State for Intergovernmental Relations, Global Container Terminals, Pacific Gateway, Canadian National Railroad, the Vancouver Port Authority and Port Metro Vancouver, the Ministry of Jobs, Tourism and Innovation, the former British Columbia Rail Corporation, Ministry of Transportation and Infrastructure, and the BC Transportation Finance Authority."

Alexander, Janice E SSBC:EX

From: Collins, Mark A IGRS:EX
Sent: Tuesday, April 5, 2011 12:07 PM
To: Robertson, Glenda J IGRS:EX
Subject: No: FOI 11-00101: Foreign Trade Zones REPLY DUE BY APRIL 15 - with voting buttons!

Alexander, Janice E SSBC:EX

From: Periwai, Sukumar IGRS:EX
Sent: Tuesday, April 5, 2011 12:13 PM
To: Robertson, Glenda J IGRS:EX
Subject: No: FOI 11-00101: Foreign Trade Zones REPLY DUE BY APRIL 15 - with voting buttons!

Alexander, Janice E SSBC:EX

From: Dawes, Sandra IGRS:EX
Sent: Tuesday, April 5, 2011 12:46 PM
To: Robertson, Glenda J IGRS:EX
Subject: No: FOI 11-00101: Foreign Trade Zones REPLY DUE BY APRIL 15 - with voting buttons!

Alexander, Janice E SSBC:EX

From: Robertson, Glenda J IGRS:EX
Sent: Tuesday, April 26, 2011 10:01 AM
To: Alexander, Janice E SSBC:EX; Rossner, Amber N PREM:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00101

Thanks much. So far, I have no responsive records but am just double-checking with a couple of people to be sure.

From: Alexander, Janice E SSBC:EX
Sent: Tuesday, April 26, 2011 7:57 AM
To: Rossner, Amber N PREM:EX; Robertson, Glenda J IGRS:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00101

Good morning. Gentle reminder to you that our legislated due date is fast approaching on this one. I have the CFR & records from Correspondence but still need yours please.

Thanks in advance,

Janice

From: Alexander, Janice E SSBC:EX
Sent: Tuesday, April 5, 2011 7:39 AM
To: Robertson, Glenda J IGRS:EX; Brown, Doug PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX
Cc: Rossner, Amber N PREM:EX; Davidson, Tamara PREM:EX; Hendry, Jackie SSBC:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00101

Good morning. Applicant confirms that 'Pacific Gateway' refers to the Pacific Gateway Branch of the Ministry of Transportation and Infrastructure.

Please let me know if you need anything else.

Janice

From: Robertson, Glenda J IGRS:EX
Sent: Monday, April 4, 2011 2:23 PM
To: Alexander, Janice E SSBC:EX; Brown, Doug PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX
Cc: Rossner, Amber N PREM:EX; Davidson, Tamara PREM:EX; Hendry, Jackie SSBC:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00101

Question: The Pacific Gateway is not a specific entity. Can you clarify what the applicant means by looking for correspondence between government and 'Pacific Gateway'?

From: Alexander, Janice E SSBC:EX
Sent: Monday, April 4, 2011 2:15 PM
To: Brown, Doug PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX; Robertson, Glenda J IGRS:EX
Cc: Rossner, Amber N PREM:EX; Davidson, Tamara PREM:EX; Hendry, Jackie SSBC:EX
Subject: Call for Records - FOI Request #OOP-2011-00101

Good afternoon.

Please see below a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA). Your analyst for the attached request will be **Janice Alexander (250-387-2259)**.

"... all correspondence and reports related to Foreign Trade Zones exchanged from January 1st, 2007 to March 31st, 2011. Specifically I am looking for correspondence between the Office of the Premier and the Government of British Columbia"

of Canada, the former, Minister of State for Intergovernmental Relations, Global Container Terminals, Pacific Gateway, Canadian National Railroad, the Vancouver Port Authority and Port Metro Vancouver, the Ministry of Jobs, Tourism and Innovation, the former British Columbia Rail Corporation, Ministry of Transportation and Infrastructure, and the BC Transportation Finance Authority.”

A copy of the original request is attached (with applicant’s identifying details removed).

Please complete the attached Call for Records form and return to your analyst by April 20th, 2011.

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.

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,

Janice Alexander

Information and Privacy Analyst

Information Access Operations

Logistics and Business Services, Shared Services BC

Ministry of Labour, Citizens' Services and Open Government

Phone: 250-387-2259

Providing services to:

Office of the Premier, Citizens' Services, BC Public Service Agency,

Public Affairs Bureau and Shared Services BC

Alexander, Janice E SSBC:EX

From: Robertson, Glenda J IGRS:EX
Sent: Tuesday, April 26, 2011 10:23 AM
To: Alexander, Janice E SSBC:EX; Rossner, Amber N PREM:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00101

We have no responsive records.

From: Alexander, Janice E SSBC:EX
Sent: Tuesday, April 26, 2011 7:57 AM
To: Rossner, Amber N PREM:EX; Robertson, Glenda J IGRS:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00101

Good morning. Gentle reminder to you that our legislated due date is fast approaching on this one. I have the CFR & records from Correspondence but still need yours please.

Thanks in advance,

Janice

From: Alexander, Janice E SSBC:EX
Sent: Tuesday, April 5, 2011 7:39 AM
To: Robertson, Glenda J IGRS:EX; Brown, Doug PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX
Cc: Rossner, Amber N PREM:EX; Davidson, Tamara PREM:EX; Hendry, Jackie SSBC:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00101

Good morning. Applicant confirms that 'Pacific Gateway' refers to the Pacific Gateway Branch of the Ministry of Transportation and Infrastructure.

Please let me know if you need anything else.

Janice

From: Robertson, Glenda J IGRS:EX
Sent: Monday, April 4, 2011 2:23 PM
To: Alexander, Janice E SSBC:EX; Brown, Doug PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX
Cc: Rossner, Amber N PREM:EX; Davidson, Tamara PREM:EX; Hendry, Jackie SSBC:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00101

Question: The Pacific Gateway is not a specific entity. Can you clarify what the applicant means by looking for correspondence between government and 'Pacific Gateway'?

From: Alexander, Janice E SSBC:EX
Sent: Monday, April 4, 2011 2:15 PM
To: Brown, Doug PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX; Robertson, Glenda J IGRS:EX
Cc: Rossner, Amber N PREM:EX; Davidson, Tamara PREM:EX; Hendry, Jackie SSBC:EX
Subject: Call for Records - FOI Request #OOP-2011-00101

Good afternoon.

Please see below a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA). Your analyst for the attached request will be **Janice Alexander (250-387-2259)**.

"... all correspondence and reports related to Foreign Trade Zones exchanged from January 1st, 2007 to March 31st, 2011. Specifically I am looking for correspondence between the Office of the Premier and the Government of British Columbia"

of Canada, the former, Minister of State for Intergovernmental Relations, Global Container Terminals, Pacific Gateway, Canadian National Railroad, the Vancouver Port Authority and Port Metro Vancouver, the Ministry of Jobs, Tourism and Innovation, the former British Columbia Rail Corporation, Ministry of Transportation and Infrastructure, and the BC Transportation Finance Authority.”

A copy of the original request is attached (with applicant’s identifying details removed).

Please complete the attached Call for Records form and return to your analyst by April 20th, 2011.

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.

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,

Janice Alexander

Information and Privacy Analyst

Information Access Operations

Logistics and Business Services, Shared Services BC

Ministry of Labour, Citizens' Services and Open Government

Phone: 250-387-2259

Providing services to:

Office of the Premier, Citizens' Services, BC Public Service Agency,

Public Affairs Bureau and Shared Services BC