

Jackson, Vickie ENV:EX

Subject: Daily call
Location: Dial in s.15, s.17 Participant ID s.15, s.17 Wes to moderate

Start: Wed 2013-12-11 7:45 AM
End: Wed 2013-12-11 8:00 AM

Recurrence: Weekly
Recurrence Pattern: Occurs every Monday, Tuesday, Wednesday and Thursday from 7:45 AM to 8:00 AM effective 10/23/2013. (GMT-08:00) Pacific Time (US & Canada)

Meeting Status: Meeting organizer

Organizer: Shoemaker, Wes ENV:EX
Required Attendees: Mitschke, Matt ENV:EX; Leake, Greg EAO:EX; Jackson, Vickie ENV:EX; Crebo, David GCPE:EX; Murphy, Bernadette GCPE:EX
Optional Attendees: Hancock, Tom MTIC:EX

Categories: Meeting via Phone

Daily call - Recurring Meeting

Recurring Meeting Insert Format Text

Cancel Meeting Forward Appointment Scheduling Assistant Tracking Add or Remove Attendees Message to Attendees Meeting Workspace Address Book Check Names Responses Show As: Busy Reminder: None Edit Series Time Zones Categorize Private High Importance Low Importance Spelling Meeting Notes Proofing OneNote

The following responses to this meeting have been received:

Name	Attendance	Response
✓ Shoemaker, Wes ENV:EX	Meeting Organizer	None
✓ Mitschke, Matt ENV:EX	Required Attendee	None
✓ Leake, Greg EAO:EX	Required Attendee	None
✓ Hancock, Tom MTC:EX	Optional Attendee	None
✓ Jackson, Vickie ENV:EX	Required Attendee	None
✓ Crebo, David GCPE:EX	Required Attendee	Accepted
✓ Murphy, Bernadette GCPE:EX	Required Attendee	None

[Click here to add a name](#)

Calendar - Micros... FOI Request - MOE... RE: FVL Implemen... Can I get a few na... Request - MOE-20... Request - MOE-20... Daily call - Recurri... Microsoft Excel - ... Dec 12 5:04 PM

Graves, Debra MTIC:EX

From: Jonker, Jennifer B ENV:EX
Sent: December-04-13 9:10 AM
To: Przada, Jennifer ENV:EX
Subject: RE: Question: FOI Calendar Request (NOVEMBER)

Thanks!

From: Przada, Jennifer ENV:EX
Sent: Wednesday, December 4, 2013 9:06 AM
To: Jonker, Jennifer B ENV:EX
Subject: RE: Question: FOI Calendar Request (NOVEMBER)

That is correct. I will have MMP cal to you today ☺

Jennifer Przada
Administrative Coordinator to the Honourable Mary Polak
BC Minister of Environment
Office of the Minister
Ph: 250.387.3069
Fax: 250.387.1356

From: Jonker, Jennifer B ENV:EX
Sent: December-04-13 9:02 AM
To: Przada, Jennifer ENV:EX
Subject: Question: FOI Calendar Request (NOVEMBER)

Hi Jennifer –

The COS and the MA calendars...have previous been a no records response as they don't have calendars? Is this still the case and is it also the same for the MO Exec Assistant? If so, I'll submit the 3 as no records and close them.

From: Jonker, Jennifer B ENV:EX
Sent: Wednesday, December 4, 2013 8:56 AM
To: Jonker, Jennifer B ENV:EX; Jackson, Vickie ENV:EX; Przada, Jennifer ENV:EX; Lee, Bonnie ENV:EX; Gilmour, Lori ENV:EX; Gooderham, Coleen E ENV:EX; Llewellyn-Thomas, Marnie ENV:EX; Yerex, Brett ENV:EX; Paterson, Kellie ENV:EX; Fairholm, Mary ENV:EX; Welsh, Leah ENV:EX; Cameron, Sandra ENV:EX; Gilliland, Lori K ENV:EX; Hewison, Dorothy J ENV:EX; Copage, Caitlin ENV:EX; Choudhari, Marni ENV:EX; Starkes, Terri EAO:EX; Mantovani, Patricia ENV:EX
Subject: REQUEST: FOI Calendar Request (NOVEMBER)

Hello All –

We've received the NOVEMBER calendar requests for the following:

- Minister
- ~~Chief of Staff~~ (closed as a no records response)
- ~~Ministerial Assistant~~ (closed as a no records response)
- ~~Associate Deputy Minister~~ (EAO will response)
- Deputy Minister

- ADMs
- Executive Directors

Could you please email me your executives calendars (one unmarked copy and one with your severing recommendations – scanned and in colour) by end of day December 11th.

From: Graves, Debra MTIC:EX

Sent: Tuesday, December 3, 2013 4:04 PM

To: Crozier, Bev AGRI:EX; Johnson, Lisa E AGRI:EX; McLaren, Solveig AGRI:EX; Scott, Melissa AGRI:EX; ABR Records Management ABR:EX; Lalonde, Jan MEM:EX; Jonker, Jennifer B ENV:EX; Simpson, Vickie L EAO:EX; Morrison, Trevor FLNR:EX

Cc: Langton, Heather AGRI:EX; French, Shawna ABR:EX; Cho, Gayle MEM:EX; Jackson, Vickie ENV:EX; Starkes, Terri EAO:EX

Subject: FOI Calendar Request Due: December 17, 2013

I will be in touch as per usual with the file numbers as soon as I have them. Thank you!

Please find attached a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA) the **November** calendars.

Responsive records and the completed call for records form are due **December 17, 2013.**

The records must be in Calendar Detail Style:

1. On the File menu, click Print and then in the Print style box, click the [print style \(print style: A combination of paper and page settings that determines the way items print. Outlook provides built-in print styles, and you can create your own\)](#) you want. To print the details of appointments and meetings, in the Print Style box, click Calendar Details Style.
2. In the Start list and the End list, enter the first day and the last day to print.
3. To set other print options, such as the paper orientation or the fonts used, click Page Setup, and then select the options that you want.
4. Do not worry about attachments as the applicant excludes them from the request.

Records and harms assessment:

1. Please attach a clean copy of the records (no marks, hand written notes, sticky notes or highlighting).
2. Please attach an additional marked (entries are highlighted) copy of the records *if* you choose to indicate harms this way.
 - a. You do not need to indicate any numbers (conference call ID's, phone/cell/fax numbers, email addresses, reservation numbers, access codes, PIN or moderator numbers) as the applicant has agreed that all this information is 'not responsive.'
 - b. Please do highlight MLA work, section 12 (Cabinet and Treasury Board) entries and personal appointments.
 - i. For section 12 entries IAO needs to know:
 1. Was it prepared for cabinet/treasury board but never went? Yes or no?
 2. Is it ongoing before cabinet/treasury board? Yes or no? Confirmed dates before the LRC, P&P or any other cabinet committee are appreciated.
 3. Has it been implemented, approved and made public? Yes or no?
 - ii. For personal entries: mark the appointment as private in Outlook, when printed out the details are hidden and the entry reads 'Private Appointment.' This way IAO does not need to sever any personal appointments and you do not need to mark them when completing your harms assessment.

Please contact IAO if you have any questions or concerns about this FOI request.

Thank you,

Debra Graves | Jr. Analyst | Information Access Operations | Shared Services BC

Ph: 250 387-2682 | **e:** Debra.Graves@gov.bc.ca | PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1



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Graves, Debra MTIC:EX

From: Mitschke, Matt ENV:EX
Sent: August-19-13 11:50 AM
To: Jackson, Vickie ENV:EX
Subject: Re: FOI Calendar Request (Chief of Staff calendar for July) Due: August 30, 2013

I do not have a calendar

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: Jackson, Vickie ENV:EX
Sent: Monday, August 19, 2013 10:16 AM
To: Mitschke, Matt ENV:EX
Cc: Jonker, Jennifer B ENV:EX
Subject: FOI Calendar Request (Chief of Staff calendar for July) Due: August 30, 2013

Hi Matt-

Please reply with your calendar or with an email indicating you have "no records responsive" if you do not use a calendar.

If you use a calendar, please contact me for formatting requirements.

This email will come from either me or Jennifer Jonker every month.

Cheers,

Vickie

Vickie Jackson
Manager, Executive Operations
Ministry of Environment
5th floor-2975 Jutland Rd. Victoria
250 356-5763

From: IAO Resource Team SSBC:EX
Sent: Friday, August 16, 2013 11:28 AM
To: ABR Records Management ABR:EX; Crozier, Bev AGRI:EX; Johnson, Lisa E AGRI:EX; McLaren, Solveig AGRI:EX; Scott, Melissa AGRI:EX; Lalonde, Jan MEM:EX; Jonker, Jennifer B ENV:EX; Day, Kristin ENV:EX; Simpson, Vickie L EAO:EX; Morrison, Trevor FLNR:EX
Cc: Rashbrook, Janice ABR:EX; French, Shawna ABR:EX; White, Sunny AGRI:EX; Cho, Gayle MEM:EX; Jackson, Vickie ENV:EX; Starkes, Terri EAO:EX
Subject: FOI Calendar Request (Chief of Staff calendar for July) Due: August 30, 2013

As usual, I will send the file numbers as soon as I have them. Thank you!

Please find attached a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA) the **July** Chief of Staff calendars.

Responsive records and the completed call for records form are due **August 30, 2013.**

The records must be in Calendar Detail Style. How to print Calendar Detail Style:

1. On the File menu, click Print and then in the Print style box, click the [print style \(print style: A combination of paper and page settings that determines the way items print. Outlook provides built-in print styles, and you can create your own\)](#) you want. To print the details of appointments and meetings, in the Print Style box, click Calendar Details Style.
2. In the Start list and the End list, enter the first day and the last day to print.
3. To set other print options, such as the paper orientation or the fonts used, click Page Setup, and then select the options that you want.
4. Do not worry about attachments as the applicant excludes them from the request.

Records:

- Please attach a clean copy of the records (no marks, hand written notes, sticky notes or highlighting).
- Please attach an additional marked (entries are highlighted) copy of the records *if* you choose to indicate harms this way.
 1. You do not need to indicate any numbers (conference call ID's, phone/cell/fax numbers, email addresses, reservation numbers, access codes, PIN or moderator numbers) as the applicant has agreed that all this information is 'not responsive.'
 2. Please do highlight MLA work, section 12 (Cabinet and Treasury Board) entries and personal appointments.
 - a) For section 12 entries IAO needs to know:
 1. Was it prepared for cabinet/treasury board but never went?
 2. Is it ongoing before cabinet/treasury board? Confirmed dates before the LRC, P&P or any other cabinet committee are great to know.
 3. Has it been implemented, approved and made public?
 - b) Or give a general summary in the call for records form and provide the name and contact number for the person in your office that can answer detailed questions about the section 12 in the calendar.
 - c) For personal entries: mark the appointment as private in Outlook, when printed out the details are hidden and the entry reads 'Private Appointment.'

Please contact IAO if you have any questions or concerns about this FOI request.

Thank you,

Debra Graves | Administrative Coordinator | Information Access Operations | Shared Services BC
Ph: 250 387-2682 | **e:** Debra.Graves@gov.bc.ca | PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1



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