

Olson, Alisha PREM:EX

From: Sime, Mark SSBC:EX
Sent: Thursday, October 20, 2011 9:47 AM
To: Leamy, Michelle T PREM:EX; Halford, Trevor M PREM:EX
Cc: Olson, Alisha PREM:EX
Subject: Call For Records - FOI Request #OOP-2011-00484
Attachments: Call - Form.doc; Fees - Form.docx

Please see attached/below a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be **Mark Sime at 250-387-3411**. Please note that this request was also made to PSSG.

Any and all records related to the processing and handling of FOI request OOP-2011-00338.

Please complete the attached Call for Records form and return to your analyst by 07-NOV-11.

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. If this is the case, please also complete the attached Fee Calculation form and return to your analyst ASAP.

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.

Best regards,

Mark Sime

Information Privacy Analyst

Information Access Operations - Shared Services BC

Ministry of Labour, Citizens' Services and Open Government

548 Michigan Street, Victoria BC V8V 1S2

☎ 250.387.3411 ✉ Mark.Sime@gov.bc.ca

Information Access Operations

Call for Records - General

FOI Request Number:	OOP-2011-00338	Applicant Type:	Media
IAO Analyst:	Mark Sime	Received Date:	August 30, 2011
Records Due at IAO:	September 16, 2011	Legislated Due Date:	October 13, 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 - Search time < 3 hours <p>Search conducted by Office of the Premier Executive Branch, Deputy Ministers 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>Oct 5/11</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.

Olson, Alisha PREM:EX

From: Sime, Mark SSBC:EX
Sent: Tuesday, August 30, 2011 1:48 PM
To: Leamy, Michelle T PREM:EX; Halford, Trevor M PREM:EX
Cc: Olson, Alisha PREM:EX
Subject: Call for Records - FOI Request #OOP-2011-00338
Attachments: Call - Form.doc; Fees - Form.docx

Please see attached/below a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be **Mark Sime at 250-387-3411**.

Briefing notes, issues notes, handwritten notes and reports regarding the May 2, 2011 telephone prebrief for Suzuki Meeting and May 3, 2011 meeting with David Suzuki, Jim Hoggan and Peter Robinson.

Please complete the attached Call for Records form and return to your analyst by Sept-16-11.

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- 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.

Best regards,

Mark Sime
Information Privacy Analyst
Information Access Operations - Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
548 Michigan Street, Victoria BC V8V 1S2
☎ 250.387.3411 ✉ Mark.Sime@gov.bc.ca

Olson, Alisha PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Wednesday, August 31, 2011 1:20 PM
To: Olson, Alisha PREM:EX
Subject: FW: Call for Records - FOI Request #OOP-2011-00338
Attachments: Call - Form.doc; Fees - Form.docx

nil response

From: Sime, Mark SSBC:EX
Sent: Tuesday, August 30, 2011 1:48 PM
To: Leamy, Michelle T PREM:EX; Halford, Trevor M PREM:EX
Cc: Olson, Alisha PREM:EX
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☎ 250.387.3411 ✉ Mark.Sime@gov.bc.ca

Olson, Alisha PREM:EX

From: Wharf, Sandy PREM:EX
Sent: Tuesday, September 13, 2011 2:15 PM
To: Olson, Alisha PREM:EX
Subject: FW: Call for Records - FOI Request #OOP-2011-00338
Attachments: Call - Form.doc; Fees - Form.docx

Alisha, I have no responsive records.

From: Leamy, Michelle T PREM:EX
Sent: Wednesday, August 31, 2011 1:19 PM
To: Pink, Linda PREM:EX; Wharf, Sandy PREM:EX
Cc: Olson, Alisha PREM:EX
Subject: FW: Call for Records - FOI Request #OOP-2011-00338

Please let Alisha know if you have any records by September 15. Thx. m

From: Sime, Mark SSBC:EX
Sent: Tuesday, August 30, 2011 1:48 PM
To: Leamy, Michelle T PREM:EX; Halford, Trevor M PREM:EX
Cc: Olson, Alisha PREM:EX
Subject: Call for Records - FOI Request #OOP-2011-00338

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Best regards,

Olson, Alisha PREM:EX

From: Pink, Linda PREM:EX
Sent: Monday, September 19, 2011 12:21 PM
To: Olson, Alisha PREM:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00338

No responsive records.

Linda

From: Leamy, Michelle T PREM:EX
Sent: Wednesday, August 31, 2011 1:19 PM
To: Pink, Linda PREM:EX; Wharf, Sandy PREM:EX
Cc: Olson, Alisha PREM:EX
Subject: FW: Call for Records - FOI Request #OOP-2011-00338

Please let Alisha know if you have any records by September 15. Thx. m

From: Sime, Mark SSBC:EX
Sent: Tuesday, August 30, 2011 1:48 PM
To: Leamy, Michelle T PREM:EX; Halford, Trevor M PREM:EX
Cc: Olson, Alisha PREM:EX
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Olson, Alisha PREM:EX

From: Halford, Trevor M PREM:EX
Sent: Wednesday, October 5, 2011 10:34 AM
To: Leamy, Michelle T PREM:EX
Cc: Olson, Alisha PREM:EX
Subject: RE: Call for Records - FOI Request #OOP-2011-00338

No records.

From: Sime, Mark SSBC:EX
Sent: Tuesday, August 30, 2011 1:48 PM
To: Leamy, Michelle T PREM:EX; Halford, Trevor M PREM:EX
Cc: Olson, Alisha PREM:EX
Subject: Call for Records - FOI Request #OOP-2011-00338

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☎ 250.387.3411 ✉ Mark.Sime@gov.bc.ca

FOI # Description Contact Received Records Due Log Due Date Michelle Sandy

Not Responsive

Not Responsive

Not Responsive

11338	Rec's re: May 3rd mtg w/ David Suzuki, et al	Mark Sime	August 30, 2011	Sep 16 2011	Oct 07 2011	N	N
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Pages 11 through 13 redacted for the following reasons:

Not Responsive