



APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	July 20, 2012	Ahmad Asey	August 14, 2012	August 14, 2012

REQUEST DETAILS:

All documents prepared for the premier or her staff related to her meeting on July 19, 2012, with Alberta Premier Alison Redford. This includes all documents prepared in advance of the trip including -- but not limited to -- briefing notes, memos, situation reports, strategic communications plans, meeting agendas, advice to the premier. Also, any documents prepared after the meeting, including -- but not limited to -- meeting minutes, briefing notes, memos, situation reports, and strategic communications plans.

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>	Aug 24/12

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 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

24 August 2012

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: Kindylides, Thespina LCTZ:EX
Sent: Thursday, July 26, 2012 2:52 PM
To: Leamy, Michelle T PREM:EX; Halford, Trevor M PREM:EX
Cc: Asey, Ahmad F LCTZ:EX; Olson, Alisha PREM:EX
Subject: Call for Records - OOP-2012-00467
Attachments: Call for Records.pdf

Good Afternoon Michelle and Trevor,

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Please noted that Ahmad Asey is the analyst processing this request and can be reached at the following number 250-952-7998. The request is for:

"All documents prepared for the premier or her staff related to her meeting on July 19, 2012, with Alberta Premier Alison Redford. This includes all documents prepared in advance of the trip including -- but not limited to -- briefing notes, memos, situation reports, strategic communications plans, meeting agendas, advice to the premier. Also, any documents prepared after the meeting, including -- but not limited to -- meeting minutes, briefing notes, memos, situation reports, and strategic communications plans."

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 Ahmad Asey by August 14, 2012. 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, Ahmad Asey 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 Ahmad Asey by August 14, 2012.
- Send records via email in PDF format. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

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

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

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

Thank you for your assistance,

Thespina Kindylides

Intake Administrator
Information Access Operations - Shared Services BC
Ministry of Labour, Citizens' Services and Open Government

Olson, Alisha PREM:EX

From: Olson, Alisha PREM:EX
Sent: Thursday, July 26, 2012 4:07 PM
To: Wharf, Sandy PREM:EX; Pink, Linda PREM:EX
Cc: Leamy, Michelle T PREM:EX
Subject: Call for Records OOP-2012-00467

Please let me know by Tuesday, August 14th whether or not you have any relevant records for the following request:

"All documents prepared for the premier or her staff related to her meeting on July 19, 2012, with Alberta Premier Alison Redford. This includes all documents prepared in advance of the trip including -- but not limited to -- briefing notes, memos, situation reports, strategic communications plans, meeting agendas, advice to the premier. Also, any documents prepared after the meeting, including -- but not limited to -- meeting minutes, briefing notes, memos, situation reports, and strategic communications plans."

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

Linda, please check your DM files.

Thank you all for your assistance with this request!

Alisha

Alisha Olson

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

Olson, Alisha PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Friday, July 27, 2012 1:51 PM
To: Olson, Alisha PREM:EX
Subject: RE: Call for Records OOP-2012-00467
Attachments: Call for Records OOP-2012-00467

nil response

Olson, Alisha PREM:EX

From: Wharf, Sandy PREM:EX
Sent: Monday, July 30, 2012 11:47 AM
To: Olson, Alisha PREM:EX
Subject: RE: Call for Records OOP-2012-00467

Alisha, I have no responsive records.

From: Olson, Alisha PREM:EX
Sent: Thursday, July 26, 2012 4:07 PM
To: Wharf, Sandy PREM:EX; Pink, Linda PREM:EX
Cc: Leamy, Michelle T PREM:EX
Subject: Call for Records OOP-2012-00467

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Linda, please check your DM files.

Thank you all for your assistance with this request!

Alisha

Alisha Olson

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

Olson, Alisha PREM:EX

From: Halford, Trevor M PREM:EX
Sent: Friday, August 24, 2012 9:08 AM
To: Olson, Alisha PREM:EX
Subject: 467

No records

Trevor Halford
Office of the Premier

Olson, Alisha PREM:EX

From: Pink, Linda PREM:EX
Sent: Friday, August 24, 2012 11:07 AM
To: Olson, Alisha PREM:EX
Subject: RE: Call for Records OOP-2012-00467

No responsive records.

Linda

From: Olson, Alisha PREM:EX
Sent: Thursday, July 26, 2012 4:07 PM
To: Wharf, Sandy PREM:EX; Pink, Linda PREM:EX
Cc: Leamy, Michelle T PREM:EX
Subject: Call for Records OOP-2012-00467

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Linda, please check your DM files.

Thank you all for your assistance with this request!

Alisha

Alisha Olson

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

Kindylides, Thespina LCTZ:EX

From: Robertson, Glenda J IGRS:EX
Sent: Wednesday, October 3, 2012 10:53 AM
To: FOI Central SSBC:EX
Subject: OOP 613

This is the responsive record for 613.

From: Robertson, Glenda J IGRS:EX
Sent: Friday, August 24, 2012 4:19 PM
To: Asey, Ahmad F LCTZ:EX
Cc: Kindylides, Thespina LCTZ:EX
Subject: RE: Call for Records - OOP-2012-00467

OK.

From: Asey, Ahmad F LCTZ:EX
Sent: Friday, August 24, 2012 2:58 PM
To: Robertson, Glenda J IGRS:EX
Cc: Kindylides, Thespina LCTZ:EX
Subject: RE: Call for Records - OOP-2012-00467

I agree. We will try to improve processes from our end and please accept our apologies for the inconveniences.

Thanks.

Ahmad

From: Robertson, Glenda J IGRS:EX
Sent: Friday, August 24, 2012 2:48 PM
To: Asey, Ahmad F LCTZ:EX
Cc: Kindylides, Thespina LCTZ:EX
Subject: RE: Call for Records - OOP-2012-00467

Well, apparently the request should have come to us so I'll have a look to see if we have anything but it would have been nice to have it some time ago rather than right before the deadline.

From: Asey, Ahmad F LCTZ:EX
Sent: Friday, August 24, 2012 2:46 PM
To: Robertson, Glenda J IGRS:EX
Cc: Kindylides, Thespina LCTZ:EX
Subject: RE: Call for Records - OOP-2012-00467

Thank you Glenda. Please accept our apologies. Thespina must have picked up the wrong name.

Best wishes and have a great weekend!.

Ahmad

From: Robertson, Glenda J IGRS:EX
Sent: Friday, August 24, 2012 2:40 PM
To: Asey, Ahmad F LCTZ:EX
Cc: Kindylides, Thespina LCTZ:EX
Subject: RE: Call for Records - OOP-2012-00467

I have no record of this request. Please note that my name is not in the 'sent' line on the note with the greeting 'Hi Glenda'

From: Kindylides, Thespina LCTZ:EX
Sent: Monday, August 20, 2012 4:07 PM
To: Leamy, Michelle T PREM:EX
Cc: Asey, Ahmad F LCTZ:EX; Olson, Alisha PREM:EX
Subject: FW: Call for Records - OOP-2012-00467

From: Asey, Ahmad F LCTZ:EX
Sent: Friday, August 24, 2012 1:09 PM
To: Robertson, Glenda J IGRS:EX; Leamy, Michelle T PREM:EX
Cc: Olson, Alisha PREM:EX; Kindylides, Thespina LCTZ:EX
Subject: RE: Call for Records - OOP-2012-00467

Good afternoon everyone,

Kindly note that the legislated due date to respond to this request is right around the corner. I would very much appreciate a response.

Thanks and best wishes.

Ahmad

From: Kindylides, Thespina LCTZ:EX
Sent: Monday, August 20, 2012 4:07 PM
To: Leamy, Michelle T PREM:EX
Cc: Asey, Ahmad F LCTZ:EX; Olson, Alisha PREM:EX
Subject: FW: Call for Records - OOP-2012-00467

Hi Glenda,

It was brought to my attention that you should have been included in the canvassing of these records, please see CFR email below as well as attached CFR form.

Thanks,

Thespina Kindylides

Intake Administrator
Information Access Operations - Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
548 Michigan Street, Victoria BC V8V 1S2
Phone: 250-356-8343
Fax: 250-387-9843
Thespina.Kindylides@gov.bc.ca

From: Leamy, Michelle T PREM:EX
Sent: Monday, August 20, 2012 3:58 PM
To: Kindylides, Thespina LCTZ:EX
Subject: FW: Call for Records - OOP-2012-00467

Hi – did IGRS get canvassed as well?

From: Kindylides, Thespina LCTZ:EX
Sent: Thursday, July 26, 2012 2:52 PM
To: Leamy, Michelle T PREM:EX; Halford, Trevor M PREM:EX
Cc: Asey, Ahmad F LCTZ:EX; Olson, Alisha PREM:EX
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- any other questions or concerns relating to this request.

Thank you for your assistance,

Thespina Kindylides

Intake Administrator

Information Access Operations - Shared Services BC

Ministry of Labour, Citizens' Services and Open Government

548 Michigan Street, Victoria BC V8V 1S2

Phone: 250-356-8343

Fax: 250-387-9843

Thespina.Kindylides@gov.bc.ca