

Hayes, Dana GCPE:EX

Subject: GCP 2012-00219-HOLD
Start Date: Thursday, October 25, 2012
Due Date: Thursday, December 6, 2012

Status: Not Started
Percent Complete: 0%

Total Work: 0 hours
Actual Work: 0 hours

Owner: Hayes, Dana GCPE:EX

FOI Request sent to
Christine Ash

Records due to me by Nov 1

Legislated due date Dec 6-12
Analyst Holly Romanow

.....
Requested narrowing of scope as is two full calendar months, requested that applicant can request by topic?
May be fee estimate due to large search time and volume of records
.....

Denise and Chris Ash working on fee estimate for this...Nov 7-12
.....

Fee estimate submitted to IAO Friday Nov 9-12, awaiting their response now as to go ahead from applicant or narrowing of scope
.....

Sent message to Analyst requesting update as to acceptance of fee estimate or if on hold still. Nov 16-12
- Analyst replied stating that fee waiver request sent to OIPC so on hold until decision is made.
.....

On Hold-Applicant has until Dec 10-12 to respond to fee estimate
.....

Fee Waiver request to Athana for review November 23-12
.....

Fee waiver denial from Athana to IAO Nov 30-12
.....

Awaiting response from Applicant as fee waiver request has been denied
.....

Scope narrowing request from analyst, have sent to Christine Ash to see if this new scope will eliminate fee Dec 7-12

Hayes, Dana GCPE:EX

From: Ash, Christine GCPE:EX
Sent: Friday, December 14, 2012 1:19 PM
To: Hayes, Dana GCPE:EX
Subject: Ash Responsive: Your voice mail message Jan!!

Chris Ash

Communications Manager
Ministry of Energy, Mines & Natural Gas
ph: 250-952-0623
cell: 250-812-3616
Mail to: christine.ash@gov.bc.ca

From: Ash, Christine GCPE:EX
Sent: Thursday, November 1, 2012 2:04 PM
To: Lalonde, Jan EMNG:EX
Cc: Cho, Gayle EMNG:EX
Subject: RE: Your voice mail message Jan!!

The request for records came to our HQ and they are working on that, but apparently the ministry also got the ask so thought you guys would be going back to ask that.

Chris Ash

Communications Manager
Ministry of Energy, Mines & Natural Gas
ph: 250-952-0623
cell: 250-812-3616
Mail to: christine.ash@gov.bc.ca

From: Lalonde, Jan EMNG:EX
Sent: Thursday, November 1, 2012 1:58 PM
To: Ash, Christine GCPE:EX
Subject: FW: Your voice mail message Jan!!
Importance: High

Hi Chris,

RE: EGM-2012-00251: *All Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012.*

This is the one that we talked about last week.

Were you able to get IAO to narrow the request?

Thanks,
Jan

From: Ash, Christine GCPE:EX
Sent: Friday, October 26, 2012 3:49 PM

To: Lalonde, Jan EMNG:EX

Subject: Your voice mail message Jan!!

Importance: High

Hold off pulling records and talk to Gayle Cho on 2012-251 as there has been some discussion around going back to person and asking to narrow the scope – that's what GCPE (2012-00219) is going to do. had this talk with Gayle today.

Chris Ash

Communications Manager

Ministry of Energy, Mines & Natural Gas

ph: 250-952-0623

cell: 250-812-3616

Mail to: christine.ash@gov.bc.ca

GCPE Reply - Narrow - FOI Request GCP-2012-00219

Thursday, December 13, 2012
3:32 PM

Subject	GCPE Reply - Narrow - FOI Request GCP-2012-00219
From	Hayes, Dana GCPE:EX
To	Romanow, Holly CITZ:EX
Sent	Thursday, December 13, 2012 1:56 PM

Good Afternoon Holly,

With the revised list of topics it has been estimated that the search/gather time will now be approximately nine(9) hours.

Please let me know if you have any further questions.

Thank you,

Dana Hayes

Freedom of Information Coordinator | Government Communications and Public Engagement
4th Floor, 617 Government Street
Phone: (250) 882-3811 | Fax: (250) 387-6687
dana.hayes@gov.bc.ca

From: Romanow, Holly CITZ:EX
Sent: Friday, December 7, 2012 10:12 AM
To: Hayes, Dana GCPE:EX
Subject: Narrow - FOI Request GCP-2012-00219

Hello Dana,

The applicant would like to narrow the above-noted request as follows:

All Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012.

Topics: all records regarding liquor, gambling and housing. Sever all records regarding energy, mines and natural gas.

Please let me know if this will eliminate the fee.

Thank you,

Holly Romanow

Information and Privacy Analyst
Information Access Operations – Central Agency
Ministry of Citizens' Services and Open Government

- 250-952-0361
- holly.romanow@gov.bc.ca

Ash-New Estimate: Fee estimate FOI Request GCP 2012-00219

Thursday, December 13, 2012
3:35 PM

Subject	Ash-New Estimate: Fee estimate FOI Request GCP 2012-00219
From	Ash, Christine GCPE:EX
To	Hayes, Dana GCPE:EX
Sent	Wednesday, December 12, 2012 10:41 AM

Estimate time of search and gather of these records is approximately 9 hours of staff time total.

Chris Ash

Communications Manager
Ministry of Energy, Mines & Natural Gas
ph: 250-952-0623
cell: 250-812-3616
Mail to: christine.ash@gov.bc.ca

From: Ash, Christine GCPE:EX
Sent: Friday, December 7, 2012 10:59 AM
To: Hayes, Dana GCPE:EX
Subject: RE: Fee estimate FOI Request GCP 2012-00219

Will do.

Chris Ash

Communications Manager
Ministry of Energy, Mines & Natural Gas
ph: 250-952-0623
cell: 250-812-3616
Mail to: christine.ash@gov.bc.ca

From: Hayes, Dana GCPE:EX
Sent: Friday, December 7, 2012 10:34 AM
To: Ash, Christine GCPE:EX
Cc: Woolley, Paul GCPE:EX; Champion, Denise GCPE:EX; Macnaughton, Jason GCPE:EX; Gleeson, Kelly T GCPE:EX; Foster, Bruce GCPE:EX
Subject: Fee estimate FOI Request GCP 2012-00219
Importance: High

Good Morning Christine,

The applicant would like to narrow the request as follows:

All Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012.

Topics: all records regarding liquor, gambling and housing. Sever all records regarding energy, mines and natural gas.

Please let me know if narrowing will reduce your search time and if it will eliminate the need for the fee estimate as soon as you are able.

Let me know if you have any questions.

Thank you,

Dana Hayes

Freedom of Information Coordinator | Government Communications and Public Engagement
4th Floor, 617 Government Street

From: Ash, Christine GCPE:EX
Sent: Friday, November 9, 2012 11:50 AM
To: Hayes, Dana GCPE:EX
Cc: Woolley, Paul GCPE:EX
Subject: RE: FOI Request GCP 2012-00219
Importance: High

The estimate for record reviewing/pages for this request is as follows:

Total for staff time to compile records = approximately 11 hours
Total # of pages to be collected by staff = approximately 107

Chris Ash
Communications Manager
Ministry of Energy, Mines & Natural Gas
ph: 250-952-0623
cell: 250-812-3616
Mail to: christine.ash@gov.bc.ca

From: Hayes, Dana GCPE:EX
Sent: Thursday, October 25, 2012 3:01 PM
To: Ash, Christine GCPE:EX
Cc: Woolley, Paul GCPE:EX; Champion, Denise GCPE:EX; Macnaughton, Jason GCPE:EX; Gleeson, Kelly T GCPE:EX
Subject: FOI Request GCP 2012-00219

Good Afternoon Christine,

GCPE has received a request for information under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The information being requested falls within the following scope:

“All Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012.”

Please note:

- ***This is a partial transfer from EGM. We are canvassing GCPE for all Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012, specifically for EGM.***

Information Request Type: Media

Instructions

- Please search your shop for any records that fall within scope.
- Please review your responsive records for information that could represent harm if released to the public and/or if posted online to the Open Information site. Indicate these concerns in yellow highlighter or communicate them to your FOI Coordinator. Hard-copy comments should be made on post-it notes only.
- Responsive records may be sent to Dana Hayes electronically or as a hard copy. If you have marked your records for harms, please include a second “clean” copy.
- If you have no records please reply to Dana Hayes with the following statement “Nil Response from <Specify your Program Area> Communications Office”.
- Whether or not you have records please complete the “Areas Searched” box (below).

Areas Searched (Please Complete)

Please complete the 'Areas Searched' box (below). This is to assist in providing IAO with assurance that a thorough search has been completed.

The following areas were searched: (Indicate Yes/No for each line below)
Emails.....
LAN.....
Workstations for hardcopies.....
Files/data bases/offsite records.....Yes (Completed by GCPE Records Services)

-
-

Due Dates to Respond

Please respond to this request as soon as possible, or by the dates indicated in yellow at the latest.

If more than three hours search time or a large volume of records is anticipated, please **discontinue your search** and notify Dana Hayes by the end of day, **October 30, 2012** so that a fee estimate may be requested from the applicant. Please provide an estimate of search time **and** volume of records (estimation of page numbers/paperwork measured in inches). Please ensure that your response is sent to Dana Hayes by the end of day **November 1, 2012**.

The Central Agency FOI Analyst assigned to this request is Holly Romanow who can be reached at 250-952-0361.

Should you have any questions, concerns or anticipate any delay in processing this request please contact the FOI Coordinator at your earliest convenience.

Thank you,

Dana Hayes

Freedom of Information Coordinator | Government Communications and Public Engagement
4th Floor, 617 Government Street
Phone: (250) 882-3811 | Fax: (250) 387-6687
dana.hayes@gov.bc.ca

Fee Waiver Denied - GCP-2012-00219

Thursday, December 13, 2012
3:35 PM

Subject	Fee Waiver Denied - GCP-2012-00219
From	Romanow, HollyCITZ:EX
To	Hayes, Dana GCPE:EX
Sent	Monday, December 3, 2012 1:51 PM

Hello Dana,

Can you please provide a reason for the fee waiver being denied? I am sending a letter to the applicant to inform them of Athana Mentzelopoulos' decision, and we often provide a reason for why the waiver is being denied. It doesn't have to be long.

If you have any questions, please feel free to contact me.

Thank you,


Holly Romanow

Information and Privacy Analyst
Information Access Operations – Central Agency
Ministry of Citizens' Services and Open Government

- 250-952-0361
- holly.romanow@gov.bc.ca

Fee Waiver - FOI Request - GCP-2012-00219

Thursday, December 13, 2012
3:34 PM

Subject	Fee Waiver - FOI Request - GCP-2012-00219
From	Romanow, Holly LCTZ:EX
To	Hayes, Dana GCPE:EX
Sent	Friday, November 23, 2012 2:22 PM
Attachments	 Fees - Waiver - A...

Good Afternoon Dana,

The applicant for GCP-2012-00219 recently requested a fee waiver. Can you please forward the attached form to Athana Mentzelopoulos for review and signature?

Thank you,

Holly Romanow

Information and Privacy Analyst
Information Access Operations – Central Agency
Ministry of Citizens' Services and Open Government

- 250-952-0361
- holly.romanow@gov.bc.ca

Government Communications and Public Engagement

Determination of Fee Waiver

INTRODUCTION:

Section 75 of the Freedom of Information and Protection of Privacy Act (the Act) permits the head of a public body to charge fees for specific services associated with requests for information made under section 5. These fees do not apply to requests for personal information.

It is government policy that fees should be charged under the Act in order to allow a public body to recover a portion of the costs of processing a request. However, this policy is not a substitution for reviewing section 75(5) to determine if it is applicable to the request.

Section 75(5) states:

- (5) *If the head of a public body receives an applicant's written request to be excused from paying all or part of the fees for services, the head may excuse the applicant if, in the head's opinion,*
- (a) *the applicant cannot afford the payment or for any other reason it is fair to excuse payment, or*
 - (b) *the record relates to a matter of public interest, including the environment or public health or safety.*

PART 1: SUMMARY OF APPLICANT'S REASON(S) FOR REQUESTING A FEE WAIVER

The applicant requests a fee waiver on the grounds that the records relate to matters of public interest, and the applicant notes an inability to pay. The applicant's argument is quoted below:

"This fee estimate is both unreasonable and excessive. It is a clear strategy by your office to quash my request.

I qualify for a fee waiver as I am a member of the media, with limited funds, reporting in the public interest. I have the ability to widely and freely disseminate the information, to increase public understanding of how spending and policy is decided by elected and appointed officials.

Simultaneous to this fee waiver request, I call on you to provide me substantial and mutually beneficial advice on how I can narrow the request to avoid a fee."

PART 2: DESCRIPTION OF REQUESTED RECORDS

"All Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012."

Narrowed the scope of the request to as following:

The following note was added to the Call for Records:

"This is a partial transfer from EGM. We are canvassing GCPE for the Advice to Minister portion of this request: All Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012, specifically for EGM."

PART 3: CONSIDERATION OF SECTION 75(5)(a)

Has the applicant provided evidence that he or she cannot afford to pay the estimated fee? No

Has the applicant provided any other reason(s), other than public interest, why he or she should be excused from paying the estimated fee?

The applicant notes a previous, similar file where a fee was not charged. Please note that the search time for the JAG file was recorded as under 3 hours.

"In addition to my Nov. 9 simultaneous request for a fee waiver and request for substantial and mutually beneficial narrowing advice, I must draw your attention to a similar request that did not involve a fee estimated, levied or paid.

Under JAG-2012-00402, I sought all briefing notes, issues notes and advice to Minister/SG for Jan. 1, 2006-March 31, 2006.

I received an 81-page PDF of the records at no charge.

Your fee estimate claims GCP-2012-00219 has "110 hardcopy records."

Under JAG-2012-00402, I sought records for a defined three-month period. Under GCP-2012-00219, I am seeking records for a defined period of two months (March 1-31, 2012 and May 1-31, 2012.)

Under the GCP request at issue, there are only 29 more pages than the JAG request.

Based on how JAG-2012-00402 was handled, I kindly ask that you promptly cancel the fee estimate and provide me the records under GCP-2012-00219 without charge. "

PART 4: CONSIDERATION OF SECTION 75(5)(b)

DETERMINING PUBLIC INTEREST:

Public interest, broadly defined, means that the issues in question in the records either are issues currently under discussion and/or analysis among the public or are issues that would generate such discussion, were the public aware of the material.

FACTORS TO CONSIDER	YES	NO	COMMENTS
Is the request about a specific definable issue?		√	I requested that the applicant narrow to a specific topic or subject matter, but the applicant did not respond.
Is it explicit enough to relate directly to a public interest?		√	
Is it a broad general request that automatically assumes the public has a distinct interest in everything?	√		
Is the issue a subject of current public debate and will release of the information contribute to the public's understanding of the issue?			The request is not explicit enough to determine whether or not it is a subject of current public debate.
Do the records shed light on how the public body is spending public funds or			It is possible, but the request is not explicit enough to determine the subject.

how it has allocated public resources (land, natural resources, etc.)?			
Who will benefit or be affected by the release of the information?			-unable to determine
How large a portion of the public is concerned with the issue?			-unable to determine what the issue is
Does the information raise issues that will increase public concern?			-unable to determine
Is the information related to issues of public health or safety?			-unable to determine
Is the issue related to an environmental concern?			-unable to determine
Does the situation being reported in the records represent a potential for harm to the public?			-unable to determine
Is release of the information required for public understanding of a major new priority, law, policy, program or service?			-unable to determine
Will disclosure of the information foster public body accountability and transparency to the public?			-potentially but unable to determine

After reviewing the above factors, is it likely that the records relate to a matter of public interest?
unclear

If it has been determined that the records relate to a matter of public interest, consider the following factors			
FACTORS TO CONSIDER	YES	NO	COMMENTS
Is there an avenue by which this information will be disseminated to the public or through which the public interest will be satisfied, in a timely fashion?	√		The applicant indicates the following: "I have the ability to widely and freely disseminate the information, to increase public understanding of how spending and policy is decided by elected and appointed officials".
Does the applicant have the ability to disseminate the records to the public?	√		Applicant is part of the media.
Does the applicant intend to disseminate the records in a manner capable of encouraging public debate or providing public understanding of the issue?	√		Applicant is part of the media.

PART 5: EXERCISE OF DISCRETION

To what extent do the actual costs of collecting, preparing, producing and disseminating the information exceed the fee estimate?

OTHER CONSIDERATIONS	YES	NO	COMMENTS
Is the fee estimate large?		√	\$327.50
Will the applicant benefit financially from the disclosure of the information?		√	
Will processing the request unreasonably interfere with the operations of the public body?	√		-large search time and potential consultations with other public bodies
Does the applicant have a funding source to help pay the fee?		√	

Were the legislated time frames for processing the request met by the public body?	√		
If the records are subject to severing or some of the records are not being released, would release of the remaining information further public understanding or debate on the issue?			-unknown but it is believed the records will require severing
Has the information already been made public?			-unable to determine as request is not specific

SUMMARY AND RECOMMENDATIONS

In summary, we recommend that the request to grant a fee waiver in the public interest be denied.



Prepared by: Holly Romanow, Information and Privacy Analyst

Date: 15 November 2012

Recommended by:



for

Date: November 22, 2012

Cindy Elbahir
Manager, Central Agency Team

OPTIONS:

- ☐ **Deny fee waiver**
- ☐ **Grant partial fee waiver**
- ☐ **Grant full fee waiver**


Approved by:

Date: _____

Athana Mentzelopoulos
Deputy Minister

Fee Estimate - Call for Records - FOI Request GCP-2012-00219

Thursday, December 13, 2012
3:34 PM

Subject	Fee Estimate - Call for Records - FOI Request GCP-2012-00219
From	Hayes, Dana GCPE:EX
To	FOI Central SSBC:EX
Cc	Champion, Denise GCPE:EX; Macnaughton, Jason GCPE:EX; Romanow, Holly LCTZ:EX; Gleeson, Kelly T GCPE:EX
Sent	Friday, November 9, 2012 2:36 PM
Attachments	 General CFR

Good Afternoon Holly,

We would like to request a fee estimate for this request.

A large amount of the time required for this search is to assure records are within scope of request and that all program areas have been covered, this ministry has many portfolios for which the Minister is regularly briefed.

If the scope of the request were to be narrowed to a particular program area it would likely negate the need for a fee estimate.

Please let me know if you have any questions.

Thank you,

Dana Hayes

Freedom of Information Coordinator | Government Communications and Public Engagement
4th Floor, 617 Government Street
Phone: (250) 882-3811 | Fax: (250) 387-6687
dana.hayes@gov.bc.ca

From: FOI Central SSBC:EX

Sent: Thursday, October 25, 2012 10:29 AM

To: Hayes, Dana GCPE:EX

Cc: Champion, Denise GCPE:EX; Macnaughton, Jason GCPE:EX; Romanow, Holly LCTZ:EX

Subject: Call for Records - FOI Request GCP-2012-00219

Good Morning Dana,

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Please note that **Holly Romanow** is the analyst processing this request and can be reached at the following number 250-952-0361. The request is for:

“All Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012.”

Please note:

- This is a partial transfer from EGM. We are canvassing GCPE for all Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012, specifically for EGM.
- The legislative due date for the above noted file is December 6, 2012.

Please complete the attached Call for Records form.

- If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete only Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the Central Team mailbox at FOICentral@gov.bc.ca by **October 31, 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, Holly Romanow will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.
- If no fees apply then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records Form and return it to the Central Team mailbox at FOICentral@gov.bc.ca by **November 13, 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,

Jennifer Dunn

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

PO Box 9569 Stn Prov Gov't (2nd Floor, 548 Michigan Street)
Victoria BC V8W 9K1
Phone: (250) 387-3411
E-mail: Jennifer.Dunn@gov.bc.ca

Providing services to:

*Office of the Premier, Ministry of Citizens' Services and Open Government,
BC Public Service Agency, Government Communications and Public Engagement and
Shared Services BC*

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	October 24, 2012	Holly Romanow	October 31, 2012	November 13, 2012

REQUEST DETAILS:

All Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012.

This is a partial transfer from EGM. We are canvassing GCPE for all Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012, specifically for EGM.

Section 1: Initial Records Assessment

Do you hold any responsive records?	YES <input checked="" type="radio"/> NO <input 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:

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

11

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

110

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

2

Actual Hours

A large amount of the time required for this search is to assure records are within scope

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.

Could release of any/all of the responsive records potentially cause harm?

YES ☐

NO ☐

***Harm** – Disclosure of the records would significantly harm the ministry's position, or a third party's interests on a given topic. The [harms assessment](#) allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. (Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your ministry executive and/or Government Communications and Public Engagement office.)

If yes which information, if released, may cause harm?

(Please reference the information of concern, the harms, and associated page numbers below)

Unless specific [exemption criteria](#) apply, records provided to the applicant in response to this request will be published on the Government's [Open Information Website](#). If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst.

Section 4: Contact Information

Who completed this form? (Full Name, Title):

Phone Number:

Date:

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:

RE: FOI Request GCP 2012-00219

Thursday, December 13, 2012
3:33 PM

Subject	RE: FOI Request GCP 2012-00219
From	Ash, Christine GCPE:EX
To	Hayes, Dana GCPE:EX
Cc	Woolley, Paul GCPE:EX
Sent	Thursday, October 25, 2012 3:12 PM

We don't prepare briefing notes for the minister and when it says Advice to Minister, is that all INs that encompass MRC's files? That would be quite allot of material.

Chris Ash

Communications Manager
Ministry of Energy, Mines & Natural Gas
ph: 250-952-0623
cell: 250-812-3616
Mail to: christine.ash@gov.bc.ca

From: Hayes, Dana GCPE:EX

Sent: Thursday, October 25, 2012 3:01 PM

To: Ash, Christine GCPE:EX

Cc: Woolley, Paul GCPE:EX; Champion, Denise GCPE:EX; Macnaughton, Jason GCPE:EX; Gleeson, Kelly T GCPE:EX

Subject: FOI Request GCP 2012-00219

Good Afternoon Christine,

GCPE has received a request for information under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The information being requested falls within the following scope:

“All Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012.”

Please note:

- ***This is a partial transfer from EGM. We are canvassing GCPE for all Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012, specifically for EGM.***

Information Request Type: Media

Instructions

- Please search your shop for any records that fall within scope.
- Please review your responsive records for information that could represent harm if released to the public and/or if posted online to the Open Information site. Indicate these concerns in yellow highlighter or communicate them to your FOI Coordinator. Hard-copy comments should be made on post-it notes only.
- Responsive records may be sent to Dana Hayes electronically or as a hard copy. If you have marked your records for harms, please include a second “clean” copy.
- If you have no records please reply to Dana Hayes with the following statement “Nil

Response from <Specify your Program Area> Communications Office".

- Whether or not you have records please complete the "Areas Searched" box (below).

Areas Searched (Please Complete)

Please complete the 'Areas Searched' box (below). This is to assist in providing IAO with assurance that a thorough search has been completed.

The following areas were searched: (Indicate Yes/No for each line below)
Emails.....
LAN.....
Workstations for hardcopies.....
Files/data bases/offsite records.....Yes (Completed by GCPE Records Services)

-

-

Due Dates to Respond

Please respond to this request as soon as possible, or by the dates indicated in yellow at the latest.

If more than three hours search time or a large volume of records is anticipated, please **discontinue your search** and notify Dana Hayes by the end of day, **October 30, 2012** so that a fee estimate may be requested from the applicant. Please provide an estimate of search time **and** volume of records (estimation of page numbers/paperwork measured in inches). Please ensure that your response is sent to Dana Hayes by the end of day **November 1, 2012**.

The Central Agency FOI Analyst assigned to this request is Holly Romanow who can be reached at 250-952-0361.

Should you have any questions, concerns or anticipate any delay in processing this request please contact the FOI Coordinator at your earliest convenience.

Thank you,

Dana Hayes

Freedom of Information Coordinator | Government Communications and Public Engagement
4th Floor, 617 Government Street
Phone: (250) 882-3811 | Fax: (250) 387-6687
dana.hayes@gov.bc.ca

RE: FOI Request GCP 2012-00219

Thursday, December 13, 2012
3:33 PM

Subject	RE: FOI Request GCP 2012-00219
From	Ash, Christine GCPE:EX
To	Champion, Denise GCPE:EX; Woolley, Paul GCPE:EX
Cc	Macnaughton, Jason GCPE:EX; Gleeson, Kelly T GCPE:EX; Hayes, Dana GCPE:EX
Sent	Thursday, October 25, 2012 4:06 PM

Sounds good to us!

Chris Ash

Communications Manager
Ministry of Energy, Mines & Natural Gas
ph: 250-952-0623
cell: 250-812-3616
Mail to: christine.ash@gov.bc.ca

From: Champion, Denise GCPE:EX
Sent: Thursday, October 25, 2012 4:04 PM
To: Ash, Christine GCPE:EX; Woolley, Paul GCPE:EX
Cc: Macnaughton, Jason GCPE:EX; Gleeson, Kelly T GCPE:EX; Hayes, Dana GCPE:EX
Subject: RE: FOI Request GCP 2012-00219

This is something we should decide internally—perhaps we can have a conversation with Kelly tomorrow?

From: Ash, Christine GCPE:EX
Sent: Thursday, October 25, 2012 3:19 PM
To: Hayes, Dana GCPE:EX
Cc: Woolley, Paul GCPE:EX; Champion, Denise GCPE:EX; Macnaughton, Jason GCPE:EX; Gleeson, Kelly T GCPE:EX
Subject: RE: FOI Request GCP 2012-00219

Sorry, but just talked to paul... can this be narrowed in scope/ask? We don't produce documents that are Briefing Notes and INs that have Advice to... aren't those sections severed?

Chris Ash

Communications Manager
Ministry of Energy, Mines & Natural Gas
ph: 250-952-0623
cell: 250-812-3616
Mail to: christine.ash@gov.bc.ca

From: Hayes, Dana GCPE:EX
Sent: Thursday, October 25, 2012 3:01 PM
To: Ash, Christine GCPE:EX
Cc: Woolley, Paul GCPE:EX; Champion, Denise GCPE:EX; Macnaughton, Jason GCPE:EX; Gleeson, Kelly T GCPE:EX
Subject: FOI Request GCP 2012-00219

Good Afternoon Christine,

GCPE has received a request for information under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The information being requested falls within the following scope:

“All Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012.”

Please note:

- This is a partial transfer from EGM. We are canvassing GCPE for all Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012, specifically for EGM.***

Information Request Type: Media

Instructions

- Please search your shop for any records that fall within scope.
- Please review your responsive records for information that could represent harm if released to the public and/or if posted online to the Open Information site. Indicate these concerns in yellow highlighter or communicate them to your FOI Coordinator. Hard-copy comments should be made on post-it notes only.
- Responsive records may be sent to Dana Hayes electronically or as a hard copy. If you have marked your records for harms, please include a second “clean” copy.
- If you have no records please reply to Dana Hayes with the following statement “Nil Response from <Specify your Program Area> Communications Office”.
- Whether or not you have records please complete the “Areas Searched” box (below).

Areas Searched (Please Complete)

Please complete the ‘Areas Searched’ box (below). This is to assist in providing IAO with assurance that a thorough search has been completed.

The following areas were searched: (Indicate Yes/No for each line below)
Emails.....
LAN.....
Workstations for hardcopies.....
Files/data bases/offsite records.....Yes (Completed by GCPE Records Services)

Due Dates to Respond

Please respond to this request as soon as possible, or by the dates indicated in yellow at the latest.

If more than three hours search time or a large volume of records is anticipated, please **discontinue your search** and notify Dana Hayes by the end of day, **October 30, 2012** so that a fee estimate may be requested from the applicant. Please provide an estimate of search time **and** volume of records (estimation of page numbers/paperwork measured in inches). Please ensure that your response is sent to Dana Hayes by the end of day **November 1, 2012.**

The Central Agency FOI Analyst assigned to this request is Holly Romanow who can be reached at 250-952-0361.

Should you have any questions, concerns or anticipate any delay in processing this request please contact the FOI Coordinator at your earliest convenience.

Thank you,

Dana Hayes

Freedom of Information Coordinator | Government Communications and Public Engagement
4th Floor, 617 Government Street

Phone: (250) 882-3811 | Fax: (250) 387-6687

dana.hayes@gov.bc.ca

RE: FOI Request GCP 2012-00219

Thursday, December 13, 2012
3:33 PM

Subject	RE: FOI Request GCP 2012-00219
From	Ash, Christine GCPE:EX
To	Hayes, Dana GCPE:EX
Sent	Friday, October 26, 2012 11:50 AM

Might want to talk to Denise about this one re our conf call this a.m.

Chris Ash

Communications Manager
Ministry of Energy, Mines & Natural Gas
ph: 250-952-0623
cell: 250-812-3616
Mail to: christine.ash@gov.bc.ca

From: Hayes, Dana GCPE:EX

Sent: Thursday, October 25, 2012 3:01 PM

To: Ash, Christine GCPE:EX

Cc: Woolley, Paul GCPE:EX; Champion, Denise GCPE:EX; Macnaughton, Jason GCPE:EX; Gleeson, Kelly T GCPE:EX

Subject: FOI Request GCP 2012-00219

Good Afternoon Christine,

GCPE has received a request for information under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The information being requested falls within the following scope:

“All Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012.”

Please note:

- ***This is a partial transfer from EGM. We are canvassing GCPE for all Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012, specifically for EGM.***

Information Request Type: Media

Instructions

- Please search your shop for any records that fall within scope.
- Please review your responsive records for information that could represent harm if released to the public and/or if posted online to the Open Information site. Indicate these concerns in yellow highlighter or communicate them to your FOI Coordinator. Hard-copy comments should be made on post-it notes only.
- Responsive records may be sent to Dana Hayes electronically or as a hard copy. If you have marked your records for harms, please include a second “clean” copy.
- If you have no records please reply to Dana Hayes with the following statement “Nil Response from <Specify your Program Area> Communications Office”.
- Whether or not you have records please complete the “Areas Searched” box (below).

Areas Searched (Please Complete)

Please complete the 'Areas Searched' box (below). This is to assist in providing IAO with assurance that a thorough search has been completed.

The following areas were searched: (Indicate Yes/No for each line below)
Emails.....
LAN.....
Workstations for hardcopies.....
Files/data bases/offsite records.....Yes (Completed by GCPE Records Services)

-

-

Due Dates to Respond

Please respond to this request as soon as possible, or by the dates indicated in yellow at the latest.

If more than three hours search time or a large volume of records is anticipated, please **discontinue your search** and notify Dana Hayes by the end of day, **October 30, 2012** so that a fee estimate may be requested from the applicant. Please provide an estimate of search time **and** volume of records (estimation of page numbers/paperwork measured in inches). Please ensure that your response is sent to Dana Hayes by the end of day **November 1, 2012**.

The Central Agency FOI Analyst assigned to this request is Holly Romanow who can be reached at 250-952-0361.

Should you have any questions, concerns or anticipate any delay in processing this request please contact the FOI Coordinator at your earliest convenience.

Thank you,

Dana Hayes

Freedom of Information Coordinator | Government Communications and Public Engagement
4th Floor, 617 Government Street
Phone: (250) 882-3811 | Fax: (250) 387-6687
dana.hayes@gov.bc.ca

RE: Call for Records - FOI Request GCP-2012-00219Oct 31 Ash Q

Thursday, December 13, 2012
3:34 PM

Subject	RE: Call for Records - FOI Request GCP-2012-00219Oct 31 Ash Q
From	Ash, Christine GCPE:EX
To	Champion, Denise GCPE:EX; FOI Central SSBC:EX
Cc	Macnaughton, Jason GCPE:EX; Romanow, Holly LCTZ:EX; Gleeson, Kelly T GCPE:EX; Hayes, Dana GCPE:EX
Sent	Wednesday, October 31, 2012 10:17 AM

That's correct.

Gayle Cho/Jan Lalonde are the ones I spoke with regarding narrowing the request down more.

Chris Ash

Communications Manager
Ministry of Energy, Mines & Natural Gas
ph: 250-952-0623
cell: 250-812-3616
Mail to: christine.ash@gov.bc.ca

From: Champion, Denise GCPE:EX
Sent: Wednesday, October 31, 2012 10:05 AM
To: FOI Central SSBC:EX
Cc: Macnaughton, Jason GCPE:EX; Romanow, Holly LCTZ:EX; Gleeson, Kelly T GCPE:EX; Hayes, Dana GCPE:EX
Subject: RE: Call for Records - FOI Request GCP-2012-00219

Hi Holly,

I understand that the ministry was going to request that the scope of the request be narrowed as well. You may want to touch base with the EGM analyst to confirm.

Thank you!

Denise

From: Hayes, Dana GCPE:EX
Sent: Wednesday, October 31, 2012 9:35 AM
To: FOI Central SSBC:EX
Cc: Champion, Denise GCPE:EX; Macnaughton, Jason GCPE:EX; Romanow, Holly LCTZ:EX; Gleeson, Kelly T GCPE:EX
Subject: RE: Call for Records - FOI Request GCP-2012-00219

Good Morning Holly,

We would like to that this scope be narrowed to be topic specific for any Briefing notes or Advice to Minister?

Please advise as soon as you are able and we will continue with this request at that time.

Should you have any questions, please let me know.

Thank you,

Dana Hayes

Freedom of Information Coordinator | Government Communications and Public Engagement

From: FOI Central SSBC:EX
Sent: Thursday, October 25, 2012 10:29 AM
To: Hayes, Dana GCPE:EX
Cc: Champion, Denise GCPE:EX; Macnaughton, Jason GCPE:EX; Romanow, Holly LCTZ:EX
Subject: Call for Records - FOI Request GCP-2012-00219

Good Morning Dana,

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Please note that **Holly Romanow** is the analyst processing this request and can be reached at the following number 250-952-0361. The request is for:

“All Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012.”

Please note:

- **This is a partial transfer from EGM. We are canvassing GCPE for all Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012, specifically for EGM.**
- **The legislative due date for the above noted file is December 6, 2012.**

Please complete the attached Call for Records form.

- If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete only Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the Central Team mailbox at FOICentral@gov.bc.ca by **October 31, 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, Holly Romanow will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.
- If no fees apply then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records Form and return it to the Central Team mailbox at FOICentral@gov.bc.ca by **November 13, 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,

Jennifer Dunn

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

PO Box 9569 Stn Prov Gov't (2nd Floor, 548 Michigan Street)
Victoria BC V8W 9K1
Phone: (250) 387-3411
E-mail: Jennifer.Dunn@gov.bc.ca

Providing services to:

*Office of the Premier, Ministry of Citizens' Services and Open Government,
BC Public Service Agency, Government Communications and Public Engagement and
Shared Services BC*

RE: Call for Records - FOI Request GCP-2012-00219-Oct 31 Analyst Q

Thursday, December 13, 2012
3:34 PM

Subject	RE: Call for Records - FOI Request GCP-2012-00219-Oct 31 Analyst Q
From	Romanow, Holly LCTZ:EX
To	Hayes, Dana GCPE:EX
Sent	Wednesday, October 31, 2012 12:30 PM

Hello Dana,

One more question about narrowing 219. Were you made aware that the GCP request is only for the "Advice to Minister" section, which EMNG is interpreting as issue notes? I just found that buried in the original EMNG file. Jan Lalonde mentioned in an email that EMNG will provide responsive records for the "Briefing Notes" section.

Would that still result in a large volume and possible fee estimate?

Thanks,
Holly

From: Champion, Denise GCPE:EX
Sent: Wednesday, October 31, 2012 10:05 AM
To: FOI Central SSBC:EX
Cc: Macnaughton, Jason GCPE:EX; Romanow, Holly LCTZ:EX; Gleeson, Kelly T GCPE:EX; Hayes, Dana GCPE:EX
Subject: TRIM: RE: Call for Records - FOI Request GCP-2012-00219

Hi Holly,

I understand that the ministry was going to request that the scope of the request be narrowed as well. You may want to touch base with the EGM analyst to confirm.

Thank you!

Denise

From: Hayes, Dana GCPE:EX
Sent: Wednesday, October 31, 2012 9:35 AM
To: FOI Central SSBC:EX
Cc: Champion, Denise GCPE:EX; Macnaughton, Jason GCPE:EX; Romanow, Holly LCTZ:EX; Gleeson, Kelly T GCPE:EX
Subject: RE: Call for Records - FOI Request GCP-2012-00219

Good Morning Holly,

We would like to that this scope be narrowed to be topic specific for any Briefing notes or Advice to Minister?

Please advise as soon as you are able and we will continue with this request at that time.

Should you have any questions, please let me know.

Thank you,

Dana Hayes

Freedom of Information Coordinator | Government Communications and Public Engagement

From: FOI Central SSBC:EX
Sent: Thursday, October 25, 2012 10:29 AM
To: Hayes, Dana GCPE:EX
Cc: Champion, Denise GCPE:EX; Macnaughton, Jason GCPE:EX; Romanow, Holly LCTZ:EX
Subject: Call for Records - FOI Request GCP-2012-00219

Good Morning Dana,

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Please note that **Holly Romanow** is the analyst processing this request and can be reached at the following number 250-952-0361. The request is for:

“All Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012.”

Please note:

- **This is a partial transfer from EGM. We are canvassing GCPE for all Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012, specifically for EGM.**
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- If no fees apply then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records Form and return it to the Central Team mailbox at FOICentral@gov.bc.ca by **November 13, 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.

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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,

Jennifer Dunn

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

PO Box 9569 Stn Prov Gov't (2nd Floor, 548 Michigan Street)
Victoria BC V8W 9K1
Phone: (250) 387-3411
E-mail: Jennifer.Dunn@gov.bc.ca

Providing services to:

*Office of the Premier, Ministry of Citizens' Services and Open Government,
BC Public Service Agency, Government Communications and Public Engagement and
Shared Services BC*

Re: Call for Records - GCP-2012-00219-Oct 31-Analyst narrow

Thursday, December 13, 2012
3:34 PM

Subject	Re: Call for Records - GCP-2012-00219-Oct 31-Analyst narrow
From	Romanow, Holly LCTZ:EX
To	Hayes, Dana GCPE:EX
Cc	Champion, Denise GCPE:EX; Macnaughton, Jason GCPE:EX
Sent	Wednesday, October 31, 2012 3:00 PM

Hello Dana,

Please see the email below concerning FOI request GCP-2012-00219. The beginning of the Call for Records will now read as follows:

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Please note that **Holly Romanow** is the analyst processing this request and can be reached at the following number 250-952-0361. The request is for:

“All Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012.”

Please note:

- This is a partial transfer from EMNG. We are canvassing GCPE for the **Advice to Minister portion of this request: All Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012, specifically for EMNG.**
- The legislative due date for the above noted file is December 6, 2012.

Thank you,

Holly Romanow

Information and Privacy Analyst
Information Access Operations – Central Agency
Ministry of Citizens' Services and Open Government

- 250-952-0361
- holly.romanow@gov.bc.ca

Subject: FW: FOI Request EGM-2012-00251 Due: October 31, 2012

Hi Anita,

We (EMNG) will be providing the responsive records for the 'Briefing Notes' section of this request. Please contact GCPE for the responsive records for the 'Advice to Minister' section.

Thanks,

Jan

RE: Revised FOI Request GCP 2012-00219-Oct 31 Q

Thursday, December 13, 2012
3:34 PM

Subject	RE: Revised FOI Request GCP 2012-00219-Oct 31 Q
From	Ash, Christine GCPE:EX
To	Hayes, Dana GCPE:EX
Sent	Wednesday, October 31, 2012 3:11 PM

Sorry but don't quite get it. Advice to Minister is still what? For what files?

Chris Ash

Communications Manager
Ministry of Energy, Mines & Natural Gas
ph: 250-952-0623
cell: 250-812-3616
Mail to: christine.ash@gov.bc.ca

From: Hayes, Dana GCPE:EX

Sent: Wednesday, October 31, 2012 3:05 PM

To: Ash, Christine GCPE:EX

Cc: Woolley, Paul GCPE:EX; Champion, Denise GCPE:EX; Macnaughton, Jason GCPE:EX; Gleeson, Kelly T GCPE:EX; Foster, Bruce GCPE:EX

Subject: Revised FOI Request GCP 2012-00219

Good Afternoon Christine,

Please note the following wording change to the scope for FOI Request GCP 2012-00219.

"All Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012."

Please note:

- This is a partial transfer from EMNG. We are canvassing GCPE for the **Advice to Minister portion of this request: All Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012, specifically for EMNG.**

Should you have any questions, please let me know.

Thank you,

Dana Hayes

Freedom of Information Coordinator | Government Communications and Public Engagement
4th Floor, 617 Government Street
Phone: (250) 882-3811 | Fax: (250) 387-6687
dana.hayes@gov.bc.ca

From: Hayes, Dana GCPE:EX

Sent: Thursday, October 25, 2012 3:01 PM

To: Ash, Christine GCPE:EX

Cc: Woolley, Paul GCPE:EX; Champion, Denise GCPE:EX; Macnaughton, Jason GCPE:EX; Gleeson, Kelly T GCPE:EX

Subject: FOI Request GCP 2012-00219

Good Afternoon Christine,

GCPE has received a request for information under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The information being requested falls within the following scope:

“All Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012.”

Please note:

- ***This is a partial transfer from EGM. We are canvassing GCPE for all Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012, specifically for EGM.***

Information Request Type: Media

Instructions

- Please search your shop for any records that fall within scope.
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- Responsive records may be sent to Dana Hayes electronically or as a hard copy. If you have marked your records for harms, please include a second “clean” copy.
- If you have no records please reply to Dana Hayes with the following statement “Nil Response from <Specify your Program Area> Communications Office”.
- Whether or not you have records please complete the “Areas Searched” box (below).

Areas Searched (Please Complete)

Please complete the ‘Areas Searched’ box (below). This is to assist in providing IAO with assurance that a thorough search has been completed.

The following areas were searched:	(Indicate Yes/No for each line below)
Emails.....	
LAN.....	
Workstations for hardcopies.....	
Files/data bases/offsite records.....	Yes (Completed by GCPE Records Services)

-

-

-

Due Dates to Respond

Please respond to this request as soon as possible, or by the dates indicated in yellow at the latest.

If more than three hours search time or a large volume of records is anticipated, please **discontinue your search** and notify Dana Hayes by the end of day, **October 30, 2012** so that a fee estimate may be requested from the applicant. Please provide an estimate of search time **and** volume of records (estimation of page numbers/paperwork measured in inches). Please ensure that your response is sent to Dana Hayes by the end of day **November 1, 2012.**

The Central Agency FOI Analyst assigned to this request is Holly Romanow who can be reached at 250-952-0361.

Should you have any questions, concerns or anticipate any delay in processing this request please contact the FOI Coordinator at your earliest convenience.

Thank you,

Dana Hayes

Freedom of Information Coordinator | Government Communications and Public Engagement
4th Floor, 617 Government Street

Phone: (250) 882-3811 | Fax: (250) 387-6687

dana.hayes@gov.bc.ca

FW: EGM-2012-00251/GCPE-2012-00219-Oct 31 Q 2

Thursday, December 13, 2012
3:34 PM

Subject	FW: EGM-2012-00251/GCPE-2012-00219-Oct 31 Q 2
From	Ash, Christine GCPE:EX
To	Hayes, Dana GCPE:EX; Champion, Denise GCPE:EX
Sent	Thursday, November 1, 2012 2:31 PM

Thoughts?

Chris Ash

Communications Manager
Ministry of Energy, Mines & Natural Gas
ph: 250-952-0623
cell: 250-812-3616
Mail to: christine.ash@gov.bc.ca

From: Lalonde, Jan EMNG:EX
Sent: Thursday, November 1, 2012 2:26 PM
To: Ash, Christine GCPE:EX
Cc: Cho, Gayle EMNG:EX; Symes, Leslie EMNG:EX
Subject: RE: EGM-2012-00251/GCPE-2012-00219

Hi Chris,

On my weekly conference call with the FOI analysts, I mentioned that a portion of the request (Advice to Minister) was being worked on by GCPE and that GCPE was going to ask for a narrowing of this request.

s.13

Any questions please give me a call.

Thanks,
jan

From: Ash, Christine GCPE:EX
Sent: Thursday, November 1, 2012 2:04 PM
To: Lalonde, Jan EMNG:EX
Cc: Cho, Gayle EMNG:EX
Subject: RE: Your voice mail message Jan!!

The request for records came to our HQ and they are working on that, but apparently the ministry also got the ask so thought you guys would be going back to ask that.

Chris Ash

Communications Manager
Ministry of Energy, Mines & Natural Gas
ph: 250-952-0623
cell: 250-812-3616
Mail to: christine.ash@gov.bc.ca

From: Lalonde, Jan EMNG:EX
Sent: Thursday, November 1, 2012 1:58 PM
To: Ash, Christine GCPE:EX

Subject: FW: Your voice mail message Jan!!

Importance: High

Hi Chris,

RE: EGM-2012-00251: *All Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012.*

This is the one that we talked about last week.

Were you able to get IAO to narrow the request?

Thanks,
Jan

From: Ash, Christine GCPE:EX

Sent: Friday, October 26, 2012 3:49 PM

To: Lalonde, Jan EMNG:EX

Subject: Your voice mail message Jan!!

Importance: High

Hold off pulling records and talk to Gayle Cho on 2012-251 as there has been some discussion around going back to person and asking to narrow the scope – that's what GCPE (2012-00219) is going to do. had this talk with Gayle today.

Chris Ash

Communications Manager

Ministry of Energy, Mines & Natural Gas

ph: 250-952-0623

cell: 250-812-3616

Mail to: christine.ash@gov.bc.ca

RE: Call for Records - FOI Request GCP-2012-00219-Denise Fee estimate comment

Thursday, December 13, 2012
3:34 PM

Subject	RE: Call for Records - FOI Request GCP-2012-00219-Denise Fee estimate comment
From	Champion, Denise GCPE:EX
To	Ash, Christine GCPE:EX
Cc	Hayes, Dana GCPE:EX
Sent	Monday, November 5, 2012 11:30 AM

Let Dana know if you think we should issue a fee estimate; no records should be produced until applicant agrees to pay...

From: Ash, Christine GCPE:EX
Sent: Monday, November 5, 2012 11:24 AM
To: Champion, Denise GCPE:EX
Cc: Cho, Gayle EMNG:EX; Lalonde, Jan EMNG:EX; Hayes, Dana GCPE:EX
Subject: Re: Call for Records - FOI Request GCP-2012-00219

Okay ... Because each staff person will have to pull INs and that could take some time.

Christine Ash
Communications Mgr. - GCPE - Energy and Mines
250-952-0623
250-812-3616
Sent by Mobile Device

From: Champion, Denise GCPE:EX
Sent: Monday, November 05, 2012 11:22 AM
To: Ash, Christine GCPE:EX
Cc: Cho, Gayle EMNG:EX; Lalonde, Jan EMNG:EX; Hayes, Dana GCPE:EX
Subject: RE: Call for Records - FOI Request GCP-2012-00219

Hi Chris,

I believe the IAO analysts have discussed and

s.13

s.13

My

understanding is the original request stands and we are to provide responsive records. If you feel that there will be more than 3 hours search and preparation time involved we could issue a fee estimate...

Denise

From: Ash, Christine GCPE:EX
Sent: Monday, November 5, 2012 10:45 AM
To: Champion, Denise GCPE:EX
Cc: Cho, Gayle EMNG:EX; Lalonde, Jan EMNG:EX
Subject: FW: Call for Records - FOI Request GCP-2012-00219

Where did this land? Was the request to be narrowed?

Chris Ash
Communications Manager
Ministry of Energy, Mines & Natural Gas
ph: 250-952-0623
cell: 250-812-3616
Mail to: christine.ash@gov.bc.ca

From: Ash, Christine GCPE:EX
Sent: Wednesday, October 31, 2012 10:17 AM
To: Champion, Denise GCPE:EX; FOI Central SSBC:EX
Cc: Macnaughton, Jason GCPE:EX; Romanow, Holly LCTZ:EX; Gleeson, Kelly T GCPE:EX; Hayes, Dana GCPE:EX
Subject: RE: Call for Records - FOI Request GCP-2012-00219

That's correct.

Gayle Cho/Jan Lalonde are the ones I spoke with regarding narrowing the request down more.

Chris Ash
Communications Manager
Ministry of Energy, Mines & Natural Gas
ph: 250-952-0623
cell: 250-812-3616
Mail to: christine.ash@gov.bc.ca

From: Champion, Denise GCPE:EX
Sent: Wednesday, October 31, 2012 10:05 AM
To: FOI Central SSBC:EX
Cc: Macnaughton, Jason GCPE:EX; Romanow, Holly LCTZ:EX; Gleeson, Kelly T GCPE:EX; Hayes, Dana GCPE:EX
Subject: RE: Call for Records - FOI Request GCP-2012-00219

Hi Holly,

I understand that the ministry was going to request that the scope of the request be narrowed as well. You may want to touch base with the EGM analyst to confirm.

Thank you!

Denise

From: Hayes, Dana GCPE:EX
Sent: Wednesday, October 31, 2012 9:35 AM
To: FOI Central SSBC:EX
Cc: Champion, Denise GCPE:EX; Macnaughton, Jason GCPE:EX; Romanow, Holly LCTZ:EX; Gleeson, Kelly T GCPE:EX
Subject: RE: Call for Records - FOI Request GCP-2012-00219

Good Morning Holly,

We would like to that this scope be narrowed to be topic specific for any Briefing notes or Advice to Minister?

Please advise as soon as you are able and we will continue with this request at that time.

Should you have any questions, please let me know.

Thank you,

Dana Hayes

Freedom of Information Coordinator | Government Communications and Public Engagement
4th Floor, 617 Government Street
Phone: (250) 882-3811 | Fax: (250) 387-6687
dana.hayes@gov.bc.ca

From: FOI Central SSBC:EX

Sent: Thursday, October 25, 2012 10:29 AM

To: Hayes, Dana GCPE:EX

Cc: Champion, Denise GCPE:EX; Macnaughton, Jason GCPE:EX; Romanow, Holly LCTZ:EX

Subject: Call for Records - FOI Request GCP-2012-00219

Good Morning Dana,

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Please note that **Holly Romanow** is the analyst processing this request and can be reached at the following number 250-952-0361. The request is for:

"All Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012."

Please note:

- **This is a partial transfer from EGM. We are canvassing GCPE for all Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012, specifically for EGM.**
- **The legislative due date for the above noted file is December 6, 2012.**

Please complete the attached Call for Records form.

- If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete only Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the Central Team mailbox at FOICentral@gov.bc.ca by **October 31, 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, Holly Romanow will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.
- If no fees apply then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records Form and return it to the Central Team mailbox at FOICentral@gov.bc.ca by **November 13, 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,

Jennifer Dunn

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

PO Box 9569 Stn Prov Gov't (2nd Floor, 548 Michigan Street)
Victoria BC V8W 9K1
Phone: (250) 387-3411
E-mail: Jennifer.Dunn@gov.bc.ca

Providing services to:

RE: Revised FOI Request GCP 2012-00219

Thursday, December 13, 2012
3:34 PM

Subject	RE: Revised FOI Request GCP 2012-00219
From	Champion, Denise GCPE:EX
To	Ash, Christine GCPE:EX; Hayes, Dana GCPE:EX
Cc	Woolley, Paul GCPE:EX; Macnaughton, Jason GCPE:EX; Foster, Bruce GCPE:EX
Sent	Tuesday, November 6, 2012 3:01 PM

Hi Chris,

Left you a message. Can you give me a call when you have a second? Thanks!

Denise

From: Ash, Christine GCPE:EX
Sent: Tuesday, November 6, 2012 2:59 PM
To: Hayes, Dana GCPE:EX
Cc: Woolley, Paul GCPE:EX; Champion, Denise GCPE:EX; Macnaughton, Jason GCPE:EX; Foster, Bruce GCPE:EX
Subject: RE: Revised FOI Request GCP 2012-00219

As we're not the experts on severing, who will be doing it. also, and not all records have come back yet, but staff time, so far on this request, is approaching 3 hours. That does not include the rest of our staff or their files that they are going through.

Chris Ash
Communications Manager
Ministry of Energy, Mines & Natural Gas
ph: 250-952-0623
cell: 250-812-3616
Mail to: christine.ash@gov.bc.ca

From: Hayes, Dana GCPE:EX
Sent: Wednesday, October 31, 2012 3:05 PM
To: Ash, Christine GCPE:EX
Cc: Woolley, Paul GCPE:EX; Champion, Denise GCPE:EX; Macnaughton, Jason GCPE:EX; Gleeson, Kelly T GCPE:EX; Foster, Bruce GCPE:EX
Subject: Revised FOI Request GCP 2012-00219

Good Afternoon Christine,

Please note the following wording change to the scope for FOI Request GCP 2012-00219.

"All Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012."

Please note:

- This is a partial transfer from EMNG. We are canvassing GCPE for the **Advice to Minister portion** of this request: All Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012, **specifically for EMNG.**

Should you have any questions, please let me know.

Thank you,

Dana Hayes

Freedom of Information Coordinator | Government Communications and Public Engagement
4th Floor, 617 Government Street
Phone: (250) 882-3811 | Fax: (250) 387-6687
dana.hayes@gov.bc.ca

From: Hayes, Dana GCPE:EX
Sent: Thursday, October 25, 2012 3:01 PM
To: Ash, Christine GCPE:EX
Cc: Woolley, Paul GCPE:EX; Champion, Denise GCPE:EX; Macnaughton, Jason GCPE:EX; Gleeson, Kelly T GCPE:EX
Subject: FOI Request GCP 2012-00219

Good Afternoon Christine,

GCPE has received a request for information under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The information being requested falls within the following scope:

“All Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012.”

Please note:

- This is a partial transfer from EGM. We are canvassing GCPE for all Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012, specifically for EGM.***

Information Request Type: Media

Instructions

- Please search your shop for any records that fall within scope.
- Please review your responsive records for information that could represent harm if released to the public and/or if posted online to the Open Information site. Indicate these concerns in yellow highlighter or communicate them to your FOI Coordinator. Hard-copy comments should be made on post-it notes only.
- Responsive records may be sent to Dana Hayes electronically or as a hard copy. If you have marked your records for harms, please include a second “clean” copy.
- If you have no records please reply to Dana Hayes with the following statement “Nil Response from <Specify your Program Area> Communications Office”.
- Whether or not you have records please complete the “Areas Searched” box (below).

Areas Searched (Please Complete)

Please complete the ‘Areas Searched’ box (below). This is to assist in providing IAO with assurance that a thorough search has been completed.

The following areas were searched:	(Indicate Yes/No for each line below)
Emails.....	
LAN.....	
Workstations for hardcopies.....	
Files/data bases/offsite records.....	Yes (Completed by GCPE Records Services)

•
•

-

Due Dates to Respond

Please respond to this request as soon as possible, or by the dates indicated in yellow at the latest.

If more than three hours search time or a large volume of records is anticipated, please **discontinue your search** and notify Dana Hayes by the end of day, **October 30, 2012** so that a fee estimate may be requested from the applicant. Please provide an estimate of search time **and** volume of records (estimation of page numbers/paperwork measured in inches). Please ensure that your response is sent to Dana Hayes by the end of day **November 1, 2012**.

The Central Agency FOI Analyst assigned to this request is Holly Romanow who can be reached at 250-952-0361.

Should you have any questions, concerns or anticipate any delay in processing this request please contact the FOI Coordinator at your earliest convenience.


Thank you,

Dana Hayes

Freedom of Information Coordinator | Government Communications and Public Engagement
4th Floor, 617 Government Street
Phone: (250) 882-3811 | Fax: (250) 387-6687
dana.hayes@gov.bc.ca

GCPE Reply - Fee Waiver - FOI Request - GCP-2012-00219

Thursday, December 13, 2012
3:34 PM

Subject	GCPE Reply - Fee Waiver - FOI Request - GCP-2012-00219
From	Hayes, Dana GCPE:EX
To	Romanow, Holly CITZ:EX; FOI Central CITZ:EX
Cc	Champion, Denise GCPE:EX; Macnaughton, Jason GCPE:EX; Gleeson, Kelly T GCPE:EX; Foster, Bruce GCPE:EX
Sent	Friday, November 30, 2012 11:05 AM
Attachments	 Fee Waiver Request-R...

Good Morning Holly,

Please find attached the Deputy Ministers signed Fee Waiver Approval/Denial Response form for FOI Request GCP 2012-00219.

Should you have any questions, please let me know.

Thank you,

Dana Hayes

Freedom of Information Coordinator | Government Communications and Public Engagement
4th Floor, 617 Government Street
Phone: (250) 882-3811 | Fax: (250) 387-6687
dana.hayes@gov.bc.ca

From: Romanow, Holly LCTZ:EX
Sent: Friday, November 23, 2012 2:22 PM
To: Hayes, Dana GCPE:EX
Subject: Fee Waiver - FOI Request - GCP-2012-00219

Good Afternoon Dana,

The applicant for GCP-2012-00219 recently requested a fee waiver. Can you please forward the attached form to Athana Mentzelopoulos for review and signature?

Thank you,

Holly Romanow

Information and Privacy Analyst
Information Access Operations – Central Agency
Ministry of Citizens' Services and Open Government

- 250-952-0361
- holly.romanow@gov.bc.ca

Government Communications and Public Engagement

Determination of Fee Waiver

INTRODUCTION:

Section 75 of the Freedom of Information and Protection of Privacy Act (the Act) permits the head of a public body to charge fees for specific services associated with requests for information made under section 5. These fees do not apply to requests for personal information.

It is government policy that fees should be charged under the Act in order to allow a public body to recover a portion of the costs of processing a request. However, this policy is not a substitution for reviewing section 75(5) to determine if it is applicable to the request.

Section 75(5) states:

- (5) *If the head of a public body receives an applicant's written request to be excused from paying all or part of the fees for services, the head may excuse the applicant if, in the head's opinion,*
 - (a) *the applicant cannot afford the payment or for any other reason it is fair to excuse payment, or*
 - (b) *the record relates to a matter of public interest, including the environment or public health or safety.*

PART 1: SUMMARY OF APPLICANT'S REASON(S) FOR REQUESTING A FEE WAIVER

The applicant requests a fee waiver on the grounds that the records relate to matters of public interest, and the applicant notes an inability to pay. The applicant's argument is quoted below:

"This fee estimate is both unreasonable and excessive. It is a clear strategy by your office to quash my request.

I qualify for a fee waiver as I am a member of the media, with limited funds, reporting in the public interest. I have the ability to widely and freely disseminate the information, to increase public understanding of how spending and policy is decided by elected and appointed officials.

Simultaneous to this fee waiver request, I call on you to provide me substantial and mutually beneficial advice on how I can narrow the request to avoid a fee."

PART 2: DESCRIPTION OF REQUESTED RECORDS

"All Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012."

Narrowed the scope of the request to as following:

The following note was added to the Call for Records:

"This is a partial transfer from EGM. We are canvassing GCPE for the Advice to Minister portion of this request: All Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012, specifically for EGM."

PART 3: CONSIDERATION OF SECTION 75(5)(a)

Has the applicant provided evidence that he or she cannot afford to pay the estimated fee? No

Has the applicant provided any other reason(s), other than public interest, why he or she should be excused from paying the estimated fee?

The applicant notes a previous, similar file where a fee was not charged. Please note that the search time for the JAG file was recorded as under 3 hours.

"In addition to my Nov. 9 simultaneous request for a fee waiver and request for substantial and mutually beneficial narrowing advice, I must draw your attention to a similar request that did not involve a fee estimated, levied or paid.

Under JAG-2012-00402, I sought all briefing notes, issues notes and advice to Minister/SG for Jan. 1, 2006-March 31, 2006.

I received an 81-page PDF of the records at no charge.

Your fee estimate claims GCP-2012-00219 has "110 hardcopy records."

Under JAG-2012-00402, I sought records for a defined three-month period. Under GCP-2012-00219, I am seeking records for a defined period of two months (March 1-31, 2012 and May 1-31, 2012.)

Under the GCP request at issue, there are only 29 more pages than the JAG request.

Based on how JAG-2012-00402 was handled, I kindly ask that you promptly cancel the fee estimate and provide me the records under GCP-2012-00219 without charge. "

PART 4: CONSIDERATION OF SECTION 75(5)(b)

DETERMINING PUBLIC INTEREST:

Public interest, broadly defined, means that the issues in question in the records either are issues currently under discussion and/or analysis among the public or are issues that would generate such discussion, were the public aware of the material.

FACTORS TO CONSIDER	YES	NO	COMMENTS
Is the request about a specific definable issue?		√	I requested that the applicant narrow to a specific topic or subject matter, but the applicant did not respond.
Is it explicit enough to relate directly to a public interest?		√	
Is it a broad general request that automatically assumes the public has a distinct interest in everything?	√		
Is the issue a subject of current public debate and will release of the information contribute to the public's understanding of the issue?			The request is not explicit enough to determine whether or not it is a subject of current public debate.
Do the records shed light on how the public body is spending public funds or			It is possible, but the request is not explicit enough to determine the subject.

how it has allocated public resources (land, natural resources, etc.)?			
Who will benefit or be affected by the release of the information?			-unable to determine
How large a portion of the public is concerned with the issue?			-unable to determine what the issue is
Does the information raise issues that will increase public concern?			-unable to determine
Is the information related to issues of public health or safety?			-unable to determine
Is the issue related to an environmental concern?			-unable to determine
Does the situation being reported in the records represent a potential for harm to the public?			-unable to determine
Is release of the information required for public understanding of a major new priority, law, policy, program or service?			-unable to determine
Will disclosure of the information foster public body accountability and transparency to the public?			-potentially but unable to determine

After reviewing the above factors, is it likely that the records relate to a matter of public interest?
unclear

If it has been determined that the records relate to a matter of public interest, consider the following factors			
FACTORS TO CONSIDER	YES	NO	COMMENTS
Is there an avenue by which this information will be disseminated to the public or through which the public interest will be satisfied, in a timely fashion?	√		The applicant indicates the following: "I have the ability to widely and freely disseminate the information, to increase public understanding of how spending and policy is decided by elected and appointed officials".
Does the applicant have the ability to disseminate the records to the public?	√		Applicant is part of the media.
Does the applicant intend to disseminate the records in a manner capable of encouraging public debate or providing public understanding of the issue?	√		Applicant is part of the media.

PART 5: EXERCISE OF DISCRETION

To what extent do the actual costs of collecting, preparing, producing and disseminating the information exceed the fee estimate?

OTHER CONSIDERATIONS	YES	NO	COMMENTS
Is the fee estimate large?		√	\$327.50
Will the applicant benefit financially from the disclosure of the information?		√	
Will processing the request unreasonably interfere with the operations of the public body?	√		-large search time and potential consultations with other public bodies
Does the applicant have a funding source to help pay the fee?		√	

Were the legislated time frames for processing the request met by the public body?	v		
If the records are subject to severing or some of the records are not being released, would release of the remaining information further public understanding or debate on the issue?			-unknown but it is believed the records will require severing
Has the information already been made public?			-unable to determine as request is not specific


SUMMARY AND RECOMMENDATIONS

In summary, we recommend that the request to grant a fee waiver in the public interest be denied.

Prepared by: Holly Romanow, Information and Privacy Analyst

Date: 15 November 2012

Recommended by:

 for _____ Date: November 22, 2012
Cindy Elbahir
Manager, Central Agency Team

OPTIONS:

- ☒ Deny fee waiver
- ☐ Grant partial fee waiver
- ☐ Grant full fee waiver

Approved by:

 Date: Nov 29-12
Athana Mentzelopoulos
Deputy Minister

FOI Request GCP 2012-00219

Thursday, December 13, 2012
3:33 PM

Subject	FOI Request GCP 2012-00219
From	Hayes, Dana GCPE:EX
To	Ash, Christine GCPE:EX
Cc	Woolley, Paul GCPE:EX; Champion, Denise GCPE:EX; Macnaughton, Jason GCPE:EX; Gleeson, Kelly T GCPE:EX
Sent	Thursday, October 25, 2012 3:01 PM

Good Afternoon Christine,

GCPE has received a request for information under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The information being requested falls within the following scope:

“All Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012.”

Please note:

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Information Request Type: Media

Instructions

- Please search your shop for any records that fall within scope.
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- Responsive records may be sent to Dana Hayes electronically or as a hard copy. If you have marked your records for harms, please include a second “clean” copy.
- If you have no records please reply to Dana Hayes with the following statement “Nil Response from <Specify your Program Area> Communications Office”.
- Whether or not you have records please complete the “Areas Searched” box (below).

Areas Searched (Please Complete)

Please complete the ‘Areas Searched’ box (below). This is to assist in providing IAO with assurance that a thorough search has been completed.

The following areas were searched:	(Indicate Yes/No for each line below)
Emails.....	
LAN.....	
Workstations for hardcopies.....	
Files/data bases/offsite records.....	Yes (Completed by GCPE Records Services)

-
-

Due Dates to Respond

Please respond to this request as soon as possible, or by the dates indicated in yellow at the latest.

If more than three hours search time or a large volume of records is anticipated, please **discontinue your search** and notify Dana Hayes by the end of day, **October 30, 2012** so that a fee estimate may be requested from the applicant. Please provide an estimate of search time **and** volume of records (estimation of page numbers/paperwork measured in inches). Please ensure that your response is sent to Dana Hayes by the end of day **November 1, 2012**.

The Central Agency FOI Analyst assigned to this request is Holly Romanow who can be reached at 250-952-0361.

Should you have any questions, concerns or anticipate any delay in processing this request please contact the FOI Coordinator at your earliest convenience.


Thank you,

Dana Hayes

Freedom of Information Coordinator | Government Communications and Public Engagement
4th Floor, 617 Government Street
Phone: (250) 882-3811 | Fax: (250) 387-6687
dana.hayes@gov.bc.ca

Call for Records - FOI Request GCP-2012-00219

Thursday, December 13, 2012
3:32 PM

Subject	Call for Records - FOI Request GCP-2012-00219
From	FOI Central SSBC:EX
To	Hayes, Dana GCPE:EX
Cc	Champion, Denise GCPE:EX; Macnaughton, Jason GCPE:EX; Romanow, Holly LCTZ:EX
Sent	Thursday, October 25, 2012 10:29 AM
Attachments	 General CFR

Good Morning Dana,

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Please note that **Holly Romanow** is the analyst processing this request and can be reached at the following number 250-952-0361. The request is for:

“All Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012.”

Please note:

- **This is a partial transfer from EGM. We are canvassing GCPE for all Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012, specifically for EGM.**
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Please complete the attached Call for Records form.

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- 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,

Jennifer Dunn

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

PO Box 9569 Stn Prov Gov't (2nd Floor, 548 Michigan Street)
Victoria BC V8W 9K1
Phone: (250) 387-3411
E-mail: Jennifer.Dunn@gov.bc.ca

Providing services to:
Office of the Premier, Ministry of Citizens' Services and Open Government,
BC Public Service Agency, Government Communications and Public Engagement and
Shared Services BC

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	October 24, 2012	Holly Romanow	October 31, 2012	November 13, 2012

REQUEST DETAILS:

All Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012.

This is a partial transfer from EGM. We are canvassing GCPE for all Briefing Notes for the Minister and Advice to Minister prepared between March 1-31, 2012 and May 1-31, 2012, specifically for EGM.

Section 1: Initial Records Assessment

Do you hold any responsive records?	YES <input type="radio"/> NO <input type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?	YES <input type="radio"/> NO <input 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 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:

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	<input type="text" value="11"/>
Actual Hours	<input type="text"/>

Producing records

Tasks may include:

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours	<input type="text"/>
Actual Hours	<input type="text"/>

Volume
Electronic files (in pages):

*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Email with attachments:

*Other documents

Estimated Pages

Actual Pages

Estimated Pages

Actual Pages

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.

Could release of any/all of the responsive records potentially cause harm?

YES ☐

NO ☐

***Harm** – Disclosure of the records would significantly harm the ministry's position, or a third party's interests on a given topic. The [harms assessment](#) allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. (Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your ministry executive and/or Government Communications and Public Engagement office.)

If yes which information, if released, may cause harm?

(Please reference the information of concern, the harms, and associated page numbers below)

Unless specific [exemption criteria](#) apply, records provided to the applicant in response to this request will be published on the Government's [Open Information Website](#). If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst.

Section 4: Contact Information

Who completed this form? (Full Name, Title):

Phone Number:

Date:

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: