Bradley,2Michelle FIN:EX

From: Sent: FOI Coordinator FIN:EX

Sent

Friday, October 5, 2012 3:35 PM

To:

IAO Business Team LCTZ:EX

Subject:

FW: New FOI request - FIN-2012-00257 Metchosin Golf Club Event

Attachments:

Request.PDF; 20121005151757.pdf

Please see no records response for this request.

Thanks ' Michelle

Michelle Bradley

Division Records Analyst
Divisional Operations Branch
Corporate and Ministry Support Services
Serving the Ministries of Finance,
the Office of the Premier and other various entitites

Tele: 250-387-8144 Fax: 250-387-8586

Hours: 7:05 a.m. to 4:00 p.m. Tuesday to Friday

From: Mulloy, Eleanor FIN:EX

Sent: Friday, October 5, 2012 3:33 PM

To: FOI Coordinator FIN:EX

Subject: FW: New FOI request - FIN-2012-00257 Metchosin Golf Club Event

Please see attached no records response

From: McKinstry, Cindy D FIN:EX

Sent: Tuesday, October 2, 2012 1:06 PM

To: Mulloy, Eleanor FIN:EX

Subject: FW: New FOI request - FIN-2012-00257 Metchosin Golf Club Event

Hi Eleanor,

A no records response included on the call for records form.

Thanks, Cindy

From: Mulloy, Eleanor FIN:EX

Sent: Friday, September 28, 2012 3:48 PM

To: McKinstry, Cindy D FIN:EX

Subject: FW: New FOI request - FIN-2012-00257 Metchosin Golf Club Event

Please see attached FOI request.

From: FOI Coordinator FIN:EX

Sent: Friday, September 28, 2012 3:43 PM

To: Mulloy, Eleanor FIN:EX

Subject: FW: New FOI request - FIN-2012-00257 Metchosin Golf Club Event

Hi Eleanor,

Please see attached FOI Request.

Thanks Michelle

Michelle Bradley

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Divisional Operations Branch
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the Office of the Premier and other various entitites

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Hours: 7:05 a.m. to 4:00 p.m. Tuesday to Friday

From: IAO Business Team LCTZ:EX

Sent: Friday, September 28, 2012 10:53 AM

To: FOI Coordinator FIN:EX Cc: MacLean, Shelley FIN:EX

Subject: New FOI request - FIN-2012-00257 Metchosin Golf Club Event

Hello,

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- 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, Deborah

Deborah Flin | Jr. Information Access Analyst Information Access Operations | Business and Infrastructure Team Shared Services BC | Ministry of Citizens' Services and Open Government PO Box 9569, STN PROV GOVT Victoria BC V8W 9K1 250 356 0386

Providing Services to:

Bradley, Michelle FIN:EX

From: Sent: IAO Business Team LCTZ:EX

Thursday, October 11, 2012 4:15 PM

To:

FOI Coordinator FIN:EX

Subject:

Update: FIN-2012-00257 Metchosin Golf Club Event [file closed October 11]

Attachments: Integrated

Integrated Call for Records form.pdf; Request.PDF

Hello,

This file was closed today, October 11, as a 'no records' response.

Thank you.

Deborah Flin | Jr. Information Access Analyst Information Access Operations | Business and Infrastructure Team Shared Services BC | Ministry of Citizens' Services and Open Government PO Box 9569, STN PROV GOVT Victoria BC V8W 9K1 250 356 0386

Providing Services to:

Ministry of Finance; Ministry of Transportation and Infrastructure;
Ministry of Community, Sport and Cultural Development; Ministry of Jobs, Tourism and Skills Training (responsible for labour)

From: IAO Business Team LCTZ:EX

Sent: Friday, September 28, 2012 10:53 AM

To: FOI Coordinator FIN:EX Cc: MacLean, Shelley FIN:EX

Subject: TRIM: New FOI request - FIN-2012-00257 Metchosin Golf Club Event

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Providing Services to:



• Copying other types of media; if so please specify:

Information Access Operations Ministry of Labour, Citizens' Services, and Open Government PO Box 9569 Stn Prov Govt Victoria BC, V8W 9K1

CALL FOR RECORDS - GENERAL FOI REQUEST

Request Number: 292-30/ FIN-2012-00257

APPLICANT TYPE	ATE RECEIVED	FOLANALYST	ree estimate due	RECORDS DUE
Media 25-S	ept-2012	to be assigned	04-Oct-2012	17-Oct-2012
REQUEST DETAILS:				· · · · · · · · · · · · · · · · · · ·
Any and all records regarding attendees; Invoices, receipts an shuttle attendees to and from M	d expense reports for t	he golf and nospitality c	olf Club; A copy of the invitation vent at Metchosin, hired transported & Banker Pub.	on, a list of all invitees and ortation (buses and taxis) to
Section 1-Initial Record	s-Assessment			
Do you hold any responsive r				YES O NO O
Are you aware of other recor		nsive to this request wi	thin your Ministry?	yes 🔘 no 💿
Are you aware of other recor	is that may be respo	nsive to this request he	d by another public body?	YES O NO O
	his was a caucus relate			
s darconneauth)	ICE APPROVAL:			
Please forward to Ministry FO	OI Contact (if applical	ole) for Delegated Head	s final public body approval if	no records have been located.
Final Public Body Approval		Signatur		Date:
	1	a de Francisco	m/	mid12
Health Cloud Section 2: Fee Estimate Search	Please ensure that	all reasonable efforts a	re made to generale as accurate	A STATE OF THE PERSON ASSESSMENT OF THE PERSON
Locating/Retrieving Tasks may include: Searching for hard & electro Reviewing box content lists Retrieving records from off Retrieving email records (Or	nic files <i>Aetua</i> site	ted Hours	Producing records Tasks may include: Identifying relevant sources data/information Manual time spent creating a producing records	Actual Hours
Volume	# 1세 # 3 기업 # 1일 # 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
Electronic files (in pages):	Ema	il without attachments:	Estimated Pages	Actual Pages
*Other refers to PDF, Word photos and any other electro	, Excel, mic file Ema	il with attachments:	Estimated Pages	Actual Pages
responsive to the request		er documents	Estimated Pages	Actual Pages
Hardcopy files (in pages): • Average file folder = 1" ar • 1 Standard Records Centr • If in legal sized folde • If in letter sized folde	e Services Box: rs - 1,800 pages ers - 2,200 pages		ed) Estimated Pages	Actual Peges
Preparation				
Tasks may include: • Photocopying/scanning re	cords into electronic		Estimated Hours	Actual Hours
· Ensuring completeness of	responsive records			

Section 8: Search Summary and Program Area Recommen	the party of the same of the s		
Please describe the search for records including what records were sear records, etc.), duration of search time; and who concluded the search fo	ched, (eg. files, email, d r records,	atabases, I KID	1 liles, oil site
Searched the financial system for payments made to the Mechosin Golf club individual payments made to the Golf Club and contacted the Office of the I records located in all searches. Approximately 1 hour of search time. Cindy	Premier to see if there we	re other vendors	hired by them. No
Could release of any/all of the responsive records potentially cause hare		YES ()	ио 🔘
*Harm – Disclosure of the records would significantly harm the minis topic. The harms assessment allows FOI staff to better understand the recommendations based on potential harms. (Issues associated with potential to the harms assessment should be communicated to your ministry executed to pour ministry executed to pour ministry executed to the harms assessment office.)	context of the records a ssible disclosure throug	ind make infori th the FOI proc	med severing ess that are unrelated
If yes which information, if released, may cause harm? (Please reference the information of concern; the harms, and associated p	age numbers below)		
			-
			- Territoria
			ir the distance of the second
Unless specific exemption criteria apply, records provided to the applica Government's Open Information Website If you have any concerns aboundicate here on discuss with your FOL Analyst.	nit in response to this rut the publication of th	equest will be p cresponsive tec	oublished on the ords please
Section 4: Contact Information Who completed this form? (Full Name, Title):	Phone Number:		Date:
Cindy McKinstry, A/Director	250-356-1781	•	October 2, 2012
Harms assessment completed by (Full Name, Title)	Program Area:		
	Corporate Financial and	d Facilities Serv	ices Branch
Harms assessment approved by (Full Name, Title)	· · · · · · · · · · · · · · · · · · ·		
LAO Use Only Estimated Hours: Pages: Comments:	J Actual-	e de la composition della comp	A Company of the Comp
1565年1月16日 1565年1日 156日 1565年1日 156日 1565年1日 156日 1565年1日 156日 1565年1日 1565年1日 1565年1日 1565年1日 1565年1日 1565年1日			

From:

Sent:

Tuesday, October 16, 2012 5:40 PM FOI Requests SSBC:EX FOI Request - General Records

To:

Subject:

FOI Request Submitted on Tuesday, October 16, 2012 at 17:40:24

Reference:	FIN-2012-00257
Preferred Method:	Receive Copy
Request:	
All records related to t	the processing and handling of FIN-2012-00257. Please send to

APPLICANT DETAILS



Information Access Operations Ministry of Labour, Citizens' Services, and Open Government PO Box 9569 Stn Prov Govt Victoria BC, V8W 9K1

CALL FOR RECORDS – GENERAL FOI REQUEST

Request Number: 292-30/FIN-2012-00292

Page 9

APPLICANT TYPE DATE	E RECEIVED	FOI ANALYS	r fee estimate due	RECORDS DUE
Media 17-Oct-20	012	to be assigned	24-Oct-2012	05-Nov-2012
REQUEST DETAILS:				
All records related to the processing	g and handling of I	FIN-2012-00257.		
Section 1: Initial Records As	ssessment			
Do you hold any responsive recor	ds?			YES O NO O
Are you aware of other records th	<u> </u>	sive to this request	within your Ministry?	YES O NO 💿
Are you aware of other records th				YES O NO O
If yes, specify:				
NO RECORDS RESPONSE	APPROVAL:			
Please forward to Ministry FOI Co	ntact (if applicabl	le) for Delegated Hea	ad's final public body approval if	no records have been located
Final Public Body Approval (Full	name, Title)	Signati	ırc:	Date:
Locating/Retrieving Tasks may include: Searching for hard & electronic fi Reviewing box content lists Retrieving records from off site Retrieving email records (Outlook	les Actual	ed Hours Hours	 Producing records Tasks may include: Identifying relevant sources data/information Manual time spent creating a producing records 	Actual Hours
<u>Volume</u>				
Electronic files (in pages):		without attachment	Estimated Pages	Actual Pages
*Other refers to PDF, Word, Exc photos and any other electronic fi		with attachments:	Estimated Pages	Actual Pages
responsive to the request	*Othe	r documents	Estimated Pages	Actual Pages
Hardcopy files (in pages): • Average file folder = 1" and hol • 1 Standard Records Centre Ser • If in legal sized folders - 1, • If in letter sized folders - 2	vices Box: ,800 pages	[,] 200 pages (single si	ded) Estimated Pages	Actual Pages
<u>Preparation</u>				
Tasks may include : Photocopying/scanning records Ensuring completeness of respo	nsive records		Estimated Hours	Actual Hours
Copying other types of media; i		:		FINL2012_00202

Section 3: Search Summary and Program Area Recomn		
Please describe the search for records including what records were s records, etc.), duration of search time, and who concluded the search	searched, (eg. files, email, databases, T h for records.	RIM files, off site
Cindy McKinstry concluded the search and it took approximately 10 mir		ntion was searched on-line.
Lindy Mckinstry concluded the search and it took approximately 10 mile	igios. 140 reports included as the informa-	
Could release of any/all of the responsive records potentially cause h	narm? YES	NO 💿
*Harm – Disclosure of the records would significantly harm the m topic. The harms assessment allows FOI staff to better understand recommendations based on potential harms. (Issues associated with to the harms assessment should be communicated to your ministry of Public Engagement office.)	the context of the records and make in h possible disclosure through the FOI p	formed severing process that are unrelated
If yes which information, if released, may cause harm? (<i>Please reference the information of concern, the harms, and associat</i> e	ed page numbers below)	
Unless specific <u>exemption criteria</u> apply, records provided to the app	plicant in response to this request will	be published on the
Government's Open Information Website If you have any concerns indicate here or discuss with your FOI Analyst.	about the publication of the responsive	e records please
indicate here of discuss with your POI Analysis		
Section 4: Contact Information		
Who completed this form? (Full Name, Title):	Phone Number:	Date:
Cindy McKinstry, Administrator	250-356-1781	October 22, 2012
Harms assessment completed by (Full Name, Title)	Program Area:	
Cindy McKinstry, Administrator	Corporate Financial and Facilities	Services Branch
Harms assessment approved by (Full Name, Title)		
TAO Hay Oilly		
IAO Use Only Estimated- Hours: Pages:	Actual- Hours:	Pages:
5		
Comments:		
		Transfer of the contract of th
to the standard of the discount of the standard of the standar		

From:

Mullov, Eleanor FIN:EX

Sent:

Friday, September 28, 2012 3:48 PM

To: Subject: McKinstry, Cindy D FIN:EX

FW: New FOI request - FIN-2012-00257 Metchosin Golf Club Event

Integrated Call for Records form.pdf; Request.PDF Attachments:

Please see attached FOI request.

From: FOI Coordinator FIN:EX

Sent: Friday, September 28, 2012 3:43 PM

To: Mulloy, Eleanor FIN:EX

Subject: FW: New FOI request - FIN-2012-00257 Metchosin Golf Club Event

Hi Eleanor.

Please see attached FOI Request.

Thanks Michelle

Michelle Bradley

Division Records Analyst

Divisional Operations Branch

Corporate and Ministry Support Services

Serving the Ministries of Finance,

the Office of the Premier and other various entitites

Tele: 250-387-8144 Fax: 250-387-8586

Hours: 7:05 a.m. to 4:00 p.m. Tuesday to Friday

From: IAO Business Team LCTZ:EX

Sent: Friday, September 28, 2012 10:53 AM

To: FOI Coordinator FIN:EX Cc: MacLean, Shelley FIN:EX

Subject: New FOI request - FIN-2012-00257 Metchosin Golf Club Event

Hello.

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Deborah Flin | Jr. Information Access Analyst Information Access Operations | Business and Infrastructure Team Shared Services BC | Ministry of Citizens' Services and Open Government PO Box 9569, STN PROV GOVT Victoria BC V8W 9K1 250 356 0386

Providing Services to:

Flin, Deborah LCTZ:EX

From:

Sent:

Tuesday, September 25, 2012 1:34 PM FOI Requests SSBC:EX TRIM: FOI Request - General Records

To: Subject:

FOI Request Submitted on Tuesday, September 25, 2012 at 13:34:25

	DESCRIPTION OF RECORDS REQUESTED	
Reference:		
Preferred Method:	Receive Copy	
invitation, a list of all invitees and	ept. 7, 2012 golf event at Metchosin Golf Club, including, but not limited to, a copy of the attendees, and invoices, receipts and expense reports for: the golf and hospitality even (buses and taxis) to shuttle attendees to and from Metchosin, and a post-event gather send to	ηt
	PROCESSING ORG	
Office of the Premier . Finance		

From:

McKinstry, Cindy D FIN:EX

Sent:

Monday, October 1, 2012 10:18 AM Cleaver, Shella C FIN:EX

To:

Subject:

RE: New FOI request - FIN-2012-00257 Metchosin Golf Club Event

I think both as they should not be using their Travel card for this type of event...

From: Cleaver, Shella C FIN:EX

Sent: Monday, October 1, 2012 10:14 AM

To: McKinstry, Cindy D FIN:EX

Subject: RE: New FOI request - FIN-2012-00257 Metchosin Golf Club Event

Just Purchase Cards or Travel as well?

From: McKinstry, Cindy D FIN:EX

Sent: Monday, October 1, 2012 8:53 AM

To: Cleaver, Shella C FIN:EX

Subject: FW: New FOI request - FIN-2012-00257 Metchosin Golf Club Event

Hi Shella,

Sheila - can you check to see if we have any payments to Metchosin Golf Club through the Corporate cards?

Thanks. Cindy

From: Mulloy, Eleanor FIN:EX

Sent: Friday, September 28, 2012 3:48 PM

To: McKinstry, Cindy D FIN: EX

Subject: FW: New FOI request - FIN-2012-00257 Metchosin Golf Club Event

Please see attached FOI request.

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Cc: MacLean, Shelley FIN:EX

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Information Access Operations | Business and Infrastructure Team
Shared Services BC | Ministry of Citizens' Services and Open Government
PO Box 9569, STN PROV GOVT Victoria BC V8W 9K1
250 356 0386

Providing Services to:

From:

Cleaver, Sheila C FIN:EX

Sent:

Monday, October 1, 2012 1:35 PM

To:

McKinstry, Cindy D FIN:EX

Subject:

RE: New FOI request - FIN-2012-00257 Metchosin Golf Club Event

Hi Cindy,

No payments were made on the Travel or Purchase Cards to Metchosin Golf Club between August 1, 2012 -September 30, 2012.

I checked Min of Finance, Min of Labour, MOSS and Premiers Offices.

Shella

From: McKinstry, Cindy D FIN:EX

Sent: Monday, October 1, 2012 8:53 AM

To: Cleaver, Shella C FIN:EX

Subject: FW: New FOI request - FIN-2012-00257 Metchosin Golf Club Event

Hi Sheila,

Shella — can you check to see if we have any payments to Metchosin Golf Club through the Corporate cards?

Thanks, Cindy

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Sent: Friday, September 28, 2012 3:48 PM

To: McKinstry, Cindy D FIN:EX

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Information Access Operations | Business and Infrastructure Team
Shared Services BC | Ministry of Cilizens' Services and Open Government
PO Box 9569, STN PROV GOVT Victoria BC V8W 9K1
250 356 0386

Providing Services to:

From:

McKinstry, Cindy D FIN:EX

Sent:

Tuesday, October 2, 2012 1:06 PM

To:

Mulloy, Eleanor FIN:EX

Subject:

FW: New FOI request - FIN-2012-00257 Metchosin Golf Club Event

Attachments:

Integrated Call for Records form.pdf; Request.PDF

HI Eleanor,

A no records response included on the call for records form.

Thanks, Clndy

From: Mulloy, Eleanor FIN:EX.

Sent: Friday, September 28, 2012 3:48 PM

To: McKinstry, Cindy D FIN:EX

Subject: FW: New FOI request - FIN-2012-00257 Metchosin Golf Club Event

Please see attached FOI request.

From: FOI Coordinator, FIN:EX

Sent: Friday, September 28, 2012 3:43 PM

To: Mulloy, Eleanor FIN:EX

Subject: FW: New FOI request - FIN-2012-00257 Metchosin Golf Club Event

Hi Eleanor,

Please see attached FOI Request.

Thanks Michelle

Michelle Bradley

Division Records Analyst
Divisional Operations Branch
Corporate and Ministry Support Services
Serving the Ministries of Finance,
the Office of the Premier and other various entitites

Tele: 250-387-8144 Fax: 250-387-8586

Hours: 7:05 a.m. to 4:00 p.m. Tuesday to Friday

From: IAO Business Team LCTZ:EX

Sent: Friday, September 28, 2012 10:53 AM

To: FOI Coordinator FIN:EX
Cc: MacLean, Shelley FIN:EX

Subject: New FOI request - FIN-2012-00257 Metchosin Golf Club Event

Hello,

New FOI Request Received

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). You'll note that the attached request has been redacted to remove information that would identify the applicant. Please note, the same request was also made to the Office of the Premier.

What Do You Need to Do?

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 IAO Business Team Mailbox by October 4, 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, IAO 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 IAO Business Team Mailbox by October 17, 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.

Reminder

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.

Questions and Concerns

Please do not hesitate to contact IAO 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, Deborah

Deborah Flin | Jr. Information Access Analyst Information Access Operations | Business and Infrastructure Team Shared Services BC | Ministry of Citizens' Services and Open Government PO Box 9569, STN PROV GOVI Victoria BC V8W 9K1 250 356 0386

Providing Services to:



Information Access Operations Ministry of Labour, Citizens' Services, and Open Government PO Box 9569 Stn Prov Govt Victoria BC, V8W 9K1

CALL FOR RECORDS – GENERAL FOI REQUEST

Request Number: 292–30/ FIN-2012-00257

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APPLICANT TYPE - DAT	E RECEIVED	FOI ANALYST	FEE ESTIMATE DU	E RECORDS DUE
Media 25-Sept-	2012	to be assigned	04-Oct-2012	17-Oct-2012
REQUEST DETAILS:				
Any and all records regarding a Sepattendees; Invoices, receipts and ex shuttle attendees to and from Metch	pense reports for t	he golf and hospitality	event at Metchosin, hired transp	ion, a list of all invitees and cortation (buses and taxis) to
Section 1: Initial Records A	ssessment			
Do you hold any responsive recor	rds?			YES O NO ①
Are you aware of other records the	7.5.5.5.5.5.5.5.5.5.5.5.5.5.5.5.5.5.5.5	isive to this request v	ithin your Ministry?	YES O NO 🖸
Are you aware of other records the	the first of the second	THE RESERVE OF THE PROPERTY OF	THE PROPERTY AND A STATE OF THE PROPERTY AND ADDRESS OF THE PROPERTY ADDRESS OF THE PROPERTY AND ADDRESS OF THE PROPERTY ADDRESS O	YES NO
	was a caucus relate			
NO RECORDS RESPONSE	APPROVAL:	b b	949 - 1950 - 195	777. 787.
Please forward to Ministry FOI Co		le) for Delegated Hea	d's final public body approval i	no records have been located.
Final Public Body Approval (Ful	l name, Title)	Sigilatu	re:	Date:
Heather Clark Section 2: Fee Estimate I	Dilectol Please ensure that		USL ure made to generate as accura	Oct S10- te air estimate as possible
<u>Search</u>				
Locating/Retrieving Tasks may include: • Searching for hard & electronic f • Reviewing box content lists • Retrieving records from off site • Retrieving email records (Outloo	iles Actual	Hours Hours	Producing records Tasks may include: Identifying relevant sources data/information Manual time spent creating producing records	Actual Hours
<u>Volume</u>		7000 (1984) (1984) (1984) (1984) (1984) (1984) (1984) (1984) (1984) (1984) (1984) (1984) (1984) (1984) (1984)		
Electronic files (in pages):		l without attachments	Estimated Pages	Actual Pages
*Other refers to PDF, Word, Exc photos and any other electronic f		with attachments:	Estimated Pages	Actual Pages
responsive to the request	*Othe	er documents	Estimated Pages	Actual Pages
Hardcopy files (in pages): • Average file folder = 1" and ho • 1 Standard Records Centre Set • If in legal sized folders - 1 • If in letter sized folders - 2	rvices Box: ,800 pages	y 200 pages (single sic	ied) Estimated Pages	Actual Pages
Preparation =				
Tasks may include: • Photocopying/scanning records	s into electronic fo	ormat (PDF)	Estimated Hours	Actual Hours
Ensuring completeness of responsibleCopying other types of media;	onsive records if so please specif	y:		FIN-2012-00292

Section 4: Contact Information Who completed this form? (Full Name, Title): Cindy McKinstry, A/Director Harms assessment completed by (Full Name, Title) Harms assessment approved by (Full Name, Title) LAO Use Only Estimated—Hours: Pages:	Phone Number: 250-356-1781 Program Area: Corporate Financial and Factorial Actual: Hours	
Section 4: Contact Information Who completed this form? (Full Name, Title): Cindy McKinstry, A/Director Harms assessment completed by (Full Name, Title)	250-356-1781 Program Area:	October 2, 2012
Section 4: Contact Information Who completed this form? (Full Name, Title): Cindy McKinstry, A/Director Harms assessment completed by (Full Name, Title)	250-356-1781 Program Area:	October 2, 2012
Section 4: Contact Information Who completed this form? (Full Name, Title): Cindy McKinstry, A/Director	250-356-1781 Program Area:	October 2, 2012
Section 4: Contact Information Who completed this form? (Full Name, Title): Cindy McKinstry, A/Director	250-356-1781	
Section 4: Contact Information Who completed this form? (Full Name, Title):		
Unless specific exemption eriteria apply, records provided to the app Government's Open Information Website II you have any concerns a	licant in response to this reque bout the publication of the res	st will be published on the pousive records please
If yes which information, if released, may cause harm? (Please reference the information of concern, the harms, and associate)	il page numbers below)	
*Harm – Disclosure of the records would significantly harm the mitopic. The harms assessment allows FOI staff to better understand to recommendations based on potential harms. (Issues associated with to the harms assessment should be communicated to your ministry e Public Engagement office.)	he context of the records and n possible disclosure through the	nake informed severing e FOI process that are unrelated
Could release of any/all of the responsive records potentially cause h	YE	s O NO O
I · · · · ·	ne Premier to see if there were other of the McKinstry and Sheila Cleav	ner vendors hired by them. No
Searched the financial system for payments made to the Mechosin Golf c individual payments made to the Golf Club and contacted the Office of the records located in all searches. Approximately 1 hour of search time. Cit	lub, produced travel and Purchas	
individual payments made to the Golf Club and contacted the Office of the	earched, (eg. files, email, datab for records,	