

Bradley, Michelle FIN:EX

From: 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 entities

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,

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Thanks
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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

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- 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 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)

Bradley, Michelle FIN:EX

From: IAO Business Team LCTZ:EX
Sent: 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 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

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



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	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	25-Sept-2012	to be assigned	04-Oct-2012	17-Oct-2012

REQUEST DETAILS:

Any and all records regarding a September 7, 2012 golf event at Metchosin Golf Club; A copy of the invitation, a list of all invitees and attendees; Invoices, receipts and expense reports for the golf and hospitality event at Metchosin, hired transportation (buses and taxis) to shuttle attendees to and from Metchosin, and a post-event gathering at the Bard & Banker Pub.

Section 1: Initial Records Assessment

Do you hold any responsive records?	YES <input type="radio"/> NO <input checked="" type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?	YES <input type="radio"/> NO <input checked="" type="radio"/>
Are you aware of other records that may be responsive to this request held by another public body?	YES <input checked="" type="radio"/> NO <input type="radio"/>
If yes, specify: I believe this was a caucus related function.	

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:
Heather Clark, Director, CAMS	[Signature]	Oct 5/12

Section 2: Fee Estimate *Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible.*

Search

Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

Producing records

Tasks may include:

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

Estimated Hours

Actual Hours

Volume

Electronic files (in pages):

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

Email without attachments:

Estimated Pages

Actual Pages

Email with attachments:

Estimated Pages

Actual Pages

*Other documents

Estimated Pages

Actual Pages

Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
 - If in legal sized folders - 1,800 pages
 - If in letter sized folders - 2,200 pages

Estimated Pages

Actual Pages

Preparation

Tasks may include:

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours

Actual Hours

Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.

Searched the financial system for payments made to the Mechosin Golf club, produced travel and Purchase card reports to search to find individual payments made to the Golf Club and contacted the Office of the Premier to see if there were other vendors hired by them. No records located in all searches. Approximately 1 hour of search time. Cindy McKinstry and Sheila Cleaver conducted the search.

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 harm 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:

Cindy McKinstry, A/Director

250-356-1781

October 2, 2012

Harms assessment completed by (Full Name, Title)

Program Area:

Corporate Financial and Facilities Services Branch

Harms assessment approved by (Full Name, Title)

IAO Use Only

Estimated Hours:

Pages:

Actual Hours:

Pages:

Comments:

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

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

DESCRIPTION OF RECORDS REQUESTED	
Reference:	FIN-2012-00257
Preferred Method:	Receive Copy
Request: All records related to the processing and handling of FIN-2012-00257. Please send to	
PROCESSING ORG	
Finance	
APPLICANT DETAILS	



APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	17-Oct-2012	to be assigned	24-Oct-2012	05-Nov-2012

REQUEST DETAILS:

All records related to the processing and handling of FIN-2012-00257.

Section 1: Initial Records Assessment

Do you hold any responsive records?

YES ☒ NO ☐

Are you aware of other records that may be responsive to this request within your Ministry?

YES ☐ NO ☒

Are you aware of other records that may be responsive to this request held by another public body?

YES ☐ NO ☒

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

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

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*Other documents

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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.

Cindy McKinstry concluded the search and it took approximately 10 minutes. No reports included as the information was searched on-line.

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?

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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)

IAO Use Only

Estimated-

Hours:

Pages:

Actual-

Hours:

Pages:

Comments:

McKinstry, Cindy D FIN:EX

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

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

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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

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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)

Flin, Deborah LCTZ:EX

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

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

DESCRIPTION OF RECORDS REQUESTED	
Reference:	
Preferred Method:	Receive Copy
Request: Any and all records regarding a Sept. 7, 2012 golf event at Metchosin Golf Club, including, but not limited to, a copy of the invitation, a list of all invitees and attendees, and invoices, receipts and expense reports for: the golf and hospitality event at Metchosin, hired transportation (buses and taxis) to shuttle attendees to and from Metchosin, and a post-event gathering at the Bard & Banker Pub. Please send to	
PROCESSING ORG	
Office of the Premier Finance	
APPLICANT DETAILS	

McKinstry, Cindy D FIN:EX

From: McKinstry, Cindy D FIN:EX
Sent: Monday, October 1, 2012 10:18 AM
To: Cleaver, Shella C FIN:EX
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,

Shella – 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.

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,

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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.

Sheila

From: McKinstry, Cindy D FIN:EX
Sent: Monday, October 1, 2012 8:53 AM
To: Cleaver, Sheila C FIN:EX
Subject: FW: New FOI request - FIN-2012-00257 Metchosin Golf Club Event

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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)

McKinstry, Cindy D FIN:EX

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,
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

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

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 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)



BRITISH
COLUMBIA

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	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	25-Sept-2012	to be assigned	04-Oct-2012	17-Oct-2012

REQUEST DETAILS:

Any and all records regarding a September 7, 2012 golf event at Metchosin Golf Club; A copy of the invitation, a list of all invitees and attendees; Invoices, receipts and expense reports for the golf and hospitality event at Metchosin, hired transportation (buses and taxis) to shuttle attendees to and from Metchosin, and a post-event gathering at the Bard & Banker Pub.

Section 1: Initial Records Assessment

Do you hold any responsive records?	YES <input type="radio"/> NO <input checked="" type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?	YES <input type="radio"/> NO <input checked="" type="radio"/>
Are you aware of other records that may be responsive to this request held by another public body?	YES <input checked="" type="radio"/> NO <input type="radio"/>
If yes, specify: I believe this was a caucus related function.	

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:
Heather Clark, Director, CAMS	[Signature]	Oct 5/12

Section 2: Fee Estimate Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

Search

Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

Producing records

Tasks may include:

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

Estimated Hours

Actual Hours

Volume

Electronic files (in pages):

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

Email without attachments:

Estimated Pages

Actual Pages

Email with attachments:

Estimated Pages

Actual Pages

*Other documents

Estimated Pages

Actual Pages

Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
 - If in legal sized folders - 1,800 pages
 - If in letter sized folders - 2,200 pages

Estimated Pages

Actual Pages

Preparation

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours

Actual Hours

Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.

Searched the financial system for payments made to the Mechosin Golf club, produced travel and Purchase card reports to search to find individual payments made to the Golf Club and contacted the Office of the Premier to see if there were other vendors hired by them. No records located in all searches. Approximately 1 hour of search time. Cindy McKinstry and Sheila Cleaver conducted the search.

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 harm 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:

Cindy McKinstry, A/Director

250-356-1781

October 2, 2012

Harms assessment completed by (Full Name, Title)

Program Area:

Corporate Financial and Facilities Services Branch

Harms assessment approved by (Full Name, Title)

LAO Use Only

Estimated-

Hours:

Pages:

Actual-

Hours:

Pages:

Comments: