

Lalonde, Jan EMNG:EX

From: Ash, Christine GCPE:EX
Sent: Thursday, November 1, 2012 2:32 PM
To: Lalonde, Jan EMNG:EX
Cc: Cho, Gayle EMNG:EX; Symes, Leslie EMNG:EX
Subject: RE: EGM-2012-00251/GCPE-2012-00219

Let me send this to HQ and see what they come back and say.

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.

The analysts said that the date range is only 2 months, so they do not feel that the applicant will agree to narrowing.

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.

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ph: 250-952-0623
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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!!
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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.

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Lalonde, Jan EMNG:EX

From: IAO Resource Team SSBC:EX
Sent: Thursday, November 1, 2012 1:36 PM
To: Lalonde, Jan EMNG:EX
Subject: RE: FOI Request EGM-2012-00251 Due: October 31, 2012

Hi,

Just a reminder that the records for this request were due on October 31, 2012. Please send them to me as soon as possible.

Thank you,

Anita Kataoka, Information and Privacy Analyst
Resource Team, Information Access Operations
Ministry of Citizens' Services and Open Government
T: 250-387-0965

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From: IAO Resource Team SSBC:EX
Sent: Wednesday, October 24, 2012 11:43 AM
To: Lalonde, Jan EMNG:EX
Subject: RE: FOI Request EGM-2012-00251 Due: October 31, 2012

Hi Jan,

I have sent a partial transfer request to GCPE regarding the "Advice to Minister" section of this request. I will continue to wait for the "Briefing Notes" section from you (due Oct. 31).

Thanks!

Anita Kataoka, Information and Privacy Analyst
Resource Team, Information Access Operations
Ministry of Citizens' Services and Open Government
T: 250-387-0965

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Cc: Cho, Gayle EMNG:EX
Subject: TRIM: 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

From: IAO Resource Team SSBC:EX
Sent: Wednesday, October 17, 2012 10:49 AM
To: Lalonde, Jan EMNG:EX
Subject: RE: FOI Request EGM-2012-00251 Due: October 31, 2012

Hi Jan,

No, it has only been sent to EGM.

Thanks,

Anita Kataoka, Information and Privacy Analyst
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Hi Anita,

Has this request been sent to GCPE?

Thanks,

Jan

From: IAO Resource Team SSBC:EX
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To: Lalonde, Jan EMNG:EX
Cc: Cho, Gayle EMNG:EX
Subject: FOI Request EGM-2012-00251 Due: October 31, 2012

New FOI Request Received

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- ❖ If no fees apply then complete the attached Call for Records form and return it to IAO by October 31, 2012.
- ❖ Send records via email in PDF format. Before you turn emails into PDFs, ensure that you have included all attachments. If email is not possible, please put the records on the File Share and notify IAO that the records are available.

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 your 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.

It should also be noted that there is an FOI reminder process. If IAO does not hear back from you within the designated time period, IAO is required to raise an alert with you or your executive.

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,

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Communications Manager
Ministry of Energy, Mines & Natural Gas
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cell: 250-812-3616
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Lalonde, Jan EMNG:EX

From: Symes, Leslie EMNG:EX
Sent: Friday, October 26, 2012 3:01 PM
To: Lalonde, Jan EMNG:EX
Subject: RE: FOI Request EGM-2012-00251 Due: October 31, 2012

Okay, I'll hold off producing anything for you until I hear back.

Leslie Symes
Executive Coordinator
Deputy Minister's Office
Ministry of Energy, Mines and Natural Gas
Phone: 250 952-0683

From: Lalonde, Jan EMNG:EX
Sent: Friday, October 26, 2012 2:42 PM
To: Symes, Leslie EMNG:EX
Subject: FW: FOI Request EGM-2012-00251 Due: October 31, 2012

Hi Leslie,

Gayle and I just had a conversation about this, as GCPE (Christine Ash) is going to ask for IAO to narrow the request for GCPE.

We should wait and see how IAO responds to GCPE request.

If they narrow it for Chris then we should follow suit.

Any questions please give me a call.

Thanks,
Jan

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Resource Team, Information Access Operations
Ministry of Citizens' Services and Open Government
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Questions and Concerns

Please do not hesitate to contact IAO to discuss:

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- any other questions or concerns relating to this request.

Thank you for your assistance,

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Lalonde, Jan EMNG:EX

From: Ash, Christine GCPE:EX
Sent: Friday, October 26, 2012 11:50 AM
To: Cho, Gayle EMNG:EX
Cc: Lalonde, Jan EMNG:EX
Subject: FW: FOI Request GCP 2012-00219

As discussed...

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

Lalonde, Jan EMNG:EX

From: Ash, Christine GCPE:EX
Sent: Friday, October 26, 2012 11:14 AM
To: Lalonde, Jan EMNG:EX; Cho, Gayle EMNG:EX
Subject: FW: FOI Request GCP 2012-00219

Importance: High

Are you two available to discuss this FOI request in person?

Chris Ash

Communications Manager
Ministry of Energy, Mines & Natural Gas
ph: 250-952-0623
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To: Lalonde, Jan EMNG:EX
Subject: RE: FOI Request EGM-2012-00251 Due: October 31, 2012

Yes, sounds fine to me.

Leslie Symes
Executive Coordinator
Deputy Minister's Office
Ministry of Energy, Mines and Natural Gas
Phone: 250 952-0683

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Sent: Monday, October 15, 2012 5:31 PM
To: Lalonde, Jan EMNG:EX
Cc: Cho, Gayle EMNG:EX
Subject: FOI Request EGM-2012-00251 Due: October 31, 2012

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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,

Anita Kataoka, Information and Privacy Analyst
Resource Team, Information Access Operations
Ministry of Citizens' Services and Open Government
T: 250-387-0965

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From: IAO Resource Team SSBC:EX
Sent: Wednesday, October 17, 2012 10:49 AM
To: Lalonde, Jan EMNG:EX
Subject: RE: FOI Request EGM-2012-00251 Due: October 31, 2012

Hi Jan,

No, it has only been sent to EGM.

Thanks,

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From: Lalonde, Jan EMNG:EX
Sent: Wednesday, October 17, 2012 10:24 AM
To: Kataoka, Anita SSBC:EX; IAO Resource Team SSBC:EX
Subject: FW: FOI Request EGM-2012-00251 Due: October 31, 2012

Hi Anita,

Has this request been sent to GCPE?

Thanks,

Jan

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From: Symes, Leslie EMNG:EX
Sent: Wednesday, October 17, 2012 10:21 AM
To: Lalonde, Jan EMNG:EX
Subject: RE: FOI Request EGM-2012-00251 Due: October 31, 2012

Do you usually send a Call for Records to GCPE or does that have to come from somewhere else?

Leslie Symes
Executive Coordinator
Deputy Minister's Office
Ministry of Energy, Mines and Natural Gas
Phone: 250 952-0683

From: Lalonde, Jan EMNG:EX
Sent: Wednesday, October 17, 2012 10:20 AM
To: Symes, Leslie EMNG:EX
Subject: RE: FOI Request EGM-2012-00251 Due: October 31, 2012

So for this we could put on the Call for Records that you will be completing for the Briefing Notes, and put on it, in section 1 where it asks if we know anywhere else that may have documents and put GCPE?

Thanks,
Jan

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To: Symes, Leslie EMNG:EX
Subject: FW: FOI Request EGM-2012-00251 Due: October 31, 2012

Hi Leslie,

If it is in an issues note, it goes to Minister's office.

With this one should I send the request to Gail and make note that we are only interested in the 'advice to Minister', as you will be doing the Briefing notes.

Thanks,
Jan

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250-812-3616
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CALL FOR RECORDS – GENERAL FOI REQUEST

Request Number: 292-30/EGM-2012-00251

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	October 11, 2012	John Wilson	October 19, 2012	October 31, 2012

REQUEST DETAILS:

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

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

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.

--

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

YES ☐ NO ☐

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

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

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

--

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

--

Section 4: Contact Information

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

Phone Number:

Date:

--	--	--

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:

--

Lalonde, Jan EMNG:EX

From: Lalonde, Jan EMNG:EX
Sent: Thursday, November 8, 2012 3:57 PM
To: Symes, Leslie EMNG:EX
Subject: FW: Call for Records - FOI Request GCP-2012-00219: EGM-2012-00251

Importance: High

Hi Leslie,

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

At my weekly conference call with IAO this one was mentioned.

They said that I should send it to the Minister's office and ask about the Advice to Minister's, as GCPE is doing that on their own.

Should I send the request to the Minister's office and mention that you are doing the Briefing notes and then ask about the Advice to Minister's

Thanks,
jan

From: Lalonde, Jan EMNG:EX
Sent: Monday, November 5, 2012 4:14 PM
To: Symes, Leslie EMNG:EX
Subject: FW: Call for Records - FOI Request GCP-2012-00219: EGM-2012-00251
Importance: High

Hi Leslie,

Chris Ash did not get an extension for narrowing, please continue gathering the briefing notes.

Thanks,
Jan

From: Ash, Christine GCPE:EX
Sent: Monday, November 5, 2012 11:47 AM
To: Cho, Gayle EMNG:EX; Lalonde, Jan EMNG:EX
Cc: Woolley, Paul GCPE:EX
Subject: FW: Call for Records - FOI Request GCP-2012-00219
Importance: High

See HQs response to my concerns re FOI below which EGM also got re. BNs. We will be providing responsive records to HQ from ALL files that MRC is responsible for... between these two months. Seems they won't ask the requester to narrow the scope of the request because it only involves two months!

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: 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 have concluded that because there are two months in question there wouldn't be sufficient records that would warrant a request to narrow the scope. 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:

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

Lalonde, Jan EMNG:EX

From: Lalonde, Jan EMNG:EX
Sent: Monday, November 5, 2012 4:14 PM
To: Symes, Leslie EMNG:EX
Subject: FW: Call for Records - FOI Request GCP-2012-00219: EGM-2012-00251

Importance: High

Hi Leslie,

Chris Ash did not get an extension for narrowing, please continue gathering the briefing notes.

Thanks,
Jan

From: Ash, Christine GCPE:EX
Sent: Monday, November 5, 2012 11:47 AM
To: Cho, Gayle EMNG:EX; Lalonde, Jan EMNG:EX
Cc: Woolley, Paul GCPE:EX
Subject: FW: Call for Records - FOI Request GCP-2012-00219
Importance: High

See HQs response to my concerns re FOI below which EGM also got re. BNs. We will be providing responsive records to HQ from ALL files that MRC is responsible for... between these two months. Seems they won't ask the requester to narrow the scope of the request because it only involves two months!

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

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Cc: Macnaughton, Jason GCPE:EX; Romanow, Holly LCTZ:EX; Gleeson, Kelly T GCPE:EX; Hayes, Dana GCPE:EX
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Subject: RE: Call for Records - FOI Request GCP-2012-00219

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Thank you!

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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

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Freedom of Information Coordinator | Government Communications and Public Engagement
4th Floor, 617 Government Street
Phone: (250) 882-3811 | Fax: (250) 387-6687
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From: FOI Central SSBC:EX
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Cc: Champion, Denise GCPE:EX; Macnaughton, Jason GCPE:EX; Romanow, Holly LCTZ:EX
Subject: Call for Records - FOI Request GCP-2012-00219

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"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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- The legislative due date for the above noted file is December 6, 2012.

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Thank you for your assistance,

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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*

Lalonde, Jan EMNG:EX

From: Lalonde, Jan EMNG:EX
Sent: Thursday, November 1, 2012 2:51 PM
To: Ash, Christine GCPE:EX
Subject: RE: EGM-2012-00251/GCPE-2012-00219

Perfect, thanks Chris.

From: Ash, Christine GCPE:EX
Sent: Thursday, November 1, 2012 2:32 PM
To: Lalonde, Jan EMNG:EX
Cc: Cho, Gayle EMNG:EX; Symes, Leslie EMNG:EX
Subject: RE: EGM-2012-00251/GCPE-2012-00219

Let me send this to HQ and see what they come back and say.

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.

The analysts said that the date range is only 2 months, so they do not feel that the applicant will agree to narrowing.

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

Lalonde, Jan EMNG:EX

From: Lalonde, Jan EMNG:EX
Sent: Thursday, November 1, 2012 2:31 PM
To: Symes, Leslie EMNG:EX
Subject: FW: Your voice mail message Jan!!

Hi Leslie,

This is the one that I mentioned you should hold off on gathering the responsive records for, but I think because it runs a chance of going over that we should begin the collection of the records.

The analysts did not think that GCPE were going to get the narrowing, but strange things happen.

Thanks and sorry,
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!!

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Lalonde, Jan EMNG:EX

From: Lalonde, Jan EMNG:EX
Sent: Thursday, November 1, 2012 2:26 PM
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Subject: RE: EGM-2012-00251/GCPE-2012-00219

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Sent: Thursday, November 1, 2012 1:58 PM
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Importance: High

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Thanks,
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To: Lalonde, Jan EMNG:EX
Subject: Your voice mail message Jan!!
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Chris Ash
Communications Manager
Ministry of Energy, Mines & Natural Gas
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Lalonde, Jan EMNG:EX

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To: Ash, Christine GCPE:EX
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Ministry of Energy, Mines & Natural Gas
ph: 250-952-0623
cell: 250-812-3616
Mail to: christine.ash@gov.bc.ca

Lalonde, Jan EMNG:EX

From: Lalonde, Jan EMNG:EX
Sent: Friday, October 26, 2012 2:42 PM
To: Symes, Leslie EMNG:EX
Subject: FW: FOI Request EGM-2012-00251 Due: October 31, 2012

Hi Leslie,

Gayle and I just had a conversation about this, as GCPE (Christine Ash) is going to ask for IAO to narrow the request for GCPE.

We should wait and see how IAO responds to GCPE request.

If they narrow it for Chris then we should follow suit.

Any questions please give me a call.

Thanks,
Jan

From: Lalonde, Jan EMNG:EX
Sent: Thursday, October 18, 2012 9:58 AM
To: Kataoka, Anita SSBC:EX; IAO Resource Team SSBC:EX
Cc: Cho, Gayle EMNG:EX
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

From: IAO Resource Team SSBC:EX
Sent: Wednesday, October 17, 2012 10:49 AM
To: Lalonde, Jan EMNG:EX
Subject: RE: FOI Request EGM-2012-00251 Due: October 31, 2012

Hi Jan,

No, it has only been sent to EGM.

Thanks,

Anita Kataoka, Information and Privacy Analyst
Resource Team, Information Access Operations
Ministry of Citizens' Services and Open Government
T: 250-387-0965

This email may contain privileged or confidential information. Any use of this email by an unintended recipient is prohibited. If you received this email in error, please contact me and delete the e-mail and any attachments immediately. Please do not copy or disclose its contents to any person or body. Thank you.

From: Lalonde, Jan EMNG:EX
Sent: Wednesday, October 17, 2012 10:24 AM
To: Kataoka, Anita SSBC:EX; IAO Resource Team SSBC:EX
Subject: FW: FOI Request EGM-2012-00251 Due: October 31, 2012

Hi Anita,

Has this request been sent to GCPE?

Thanks,
Jan

From: IAO Resource Team SSBC:EX
Sent: Monday, October 15, 2012 5:31 PM
To: Lalonde, Jan EMNG:EX
Cc: Cho, Gayle EMNG:EX
Subject: FOI Request EGM-2012-00251 Due: October 31, 2012

New FOI Request Received

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). 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.

What Do You Need to Do?

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- ❖ 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.
- ❖ Return the form to IAO by October 19, 2012, or ASAP so that the file can be placed on hold).
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Thank you for your assistance,

Anita Kataoka, Information and Privacy Analyst

Resource Team, Information Access Operations

Ministry of Citizens' Services and Open Government

T: 250-387-0965

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Lalonde, Jan EMNG:EX

From: Lalonde, Jan EMNG:EX
Sent: Thursday, October 18, 2012 9:58 AM
To: Kataoka, Anita SSBC:EX; IAO Resource Team SSBC:EX
Cc: Cho, Gayle EMNG:EX
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

From: IAO Resource Team SSBC:EX
Sent: Wednesday, October 17, 2012 10:49 AM
To: Lalonde, Jan EMNG:EX
Subject: RE: FOI Request EGM-2012-00251 Due: October 31, 2012

Hi Jan,

No, it has only been sent to EGM.

Thanks,

Anita Kataoka, Information and Privacy Analyst
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To: Kataoka, Anita SSBC:EX; IAO Resource Team SSBC:EX
Subject: FW: FOI Request EGM-2012-00251 Due: October 31, 2012

Hi Anita,

Has this request been sent to GCPE?

Thanks,
Jan

From: IAO Resource Team SSBC:EX
Sent: Monday, October 15, 2012 5:31 PM
To: Lalonde, Jan EMNG:EX

Cc: Cho, Gayle EMNG:EX

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

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From: Lalonde, Jan EMNG:EX
Sent: Thursday, October 18, 2012 9:26 AM
To: Symes, Leslie EMNG:EX
Subject: RE: FOI Request EGM-2012-00251 Due: October 31, 2012

Hi Leslie,

Does this sound okay to send to IAO?

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.

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Lalonde, Jan EMNG:EX

From: Lalonde, Jan EMNG:EX
Sent: Wednesday, October 17, 2012 10:25 AM
To: Symes, Leslie EMNG:EX
Subject: RE: FOI Request EGM-2012-00251 Due: October 31, 2012

Just checking with IAO, to see if they have sent it to GCPE.

From: Symes, Leslie EMNG:EX
Sent: Wednesday, October 17, 2012 10:21 AM
To: Lalonde, Jan EMNG:EX
Subject: RE: FOI Request EGM-2012-00251 Due: October 31, 2012

Do you usually send a Call for Records to GCPE or does that have to come from somewhere else?

Leslie Symes
Executive Coordinator
Deputy Minister's Office
Ministry of Energy, Mines and Natural Gas
Phone: 250 952-0683

From: Lalonde, Jan EMNG:EX
Sent: Wednesday, October 17, 2012 10:20 AM
To: Symes, Leslie EMNG:EX
Subject: RE: FOI Request EGM-2012-00251 Due: October 31, 2012

So for this we could put on the Call for Records that you will be completing for the Briefing Notes, and put on it, in section 1 where it asks if we know anywhere else that may have documents and put GCPE?

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To: Lalonde, Jan EMNG:EX
Subject: Re: FOI Request EGM-2012-00251 Due: October 31, 2012

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

From: Lalonde, Jan EMNG:EX
Sent: Wednesday, October 17, 2012 09:59 AM
To: Ash, Christine GCPE:EX
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Attachments: Integrated Call For Records form.pdf

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CALL FOR RECORDS – GENERAL FOI REQUEST

Request Number: 292-30/ EGM-2012-00251

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	October 11, 2012	John Wilson	October 19, 2012	October 31, 2012

REQUEST DETAILS:

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

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

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.

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

YES ☐

NO ☐

***Harm** – Disclosure of the records would significantly harm the ministry's position, or a third party's interests on a given topic. The 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:

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:

Lalonde, Jan EMNG:EX

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

From: Lalonde, Jan EMNG:EX
Sent: Wednesday, October 17, 2012 09:59 AM
To: Ash, Christine GCPE:EX
Subject: FW: FOI Request EGM-2012-00251 Due: October 31, 2012

Hi Chris,

Do you know when and who uses 'Advice to Minister' documents?

Is it more for GCPE?

Thanks,
Jan

From: Symes, Leslie EMNG:EX
Sent: Wednesday, October 17, 2012 9:37 AM
To: Lalonde, Jan EMNG:EX
Subject: RE: FOI Request EGM-2012-00251 Due: October 31, 2012

I've never seen an "Advice to Minister" document in EMNG. Perhaps it's a GCPE item. Check with them.

Leslie Symes
Executive Coordinator
Deputy Minister's Office
Ministry of Energy, Mines and Natural Gas
Phone: 250 952-0683

From: Lalonde, Jan EMNG:EX
Sent: Tuesday, October 16, 2012 5:24 PM
To: Symes, Leslie EMNG:EX
Subject: FW: FOI Request EGM-2012-00251 Due: October 31, 2012

Hi Leslie, will this need to go out to the program areas as they are not only asking for Briefing Notes but Advice to Minister's as well?

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Jan

From: IAO Resource Team SSBC:EX
Sent: Monday, October 15, 2012 5:31 PM
To: Lalonde, Jan EMNG:EX
Cc: Cho, Gayle EMNG:EX
Subject: FOI Request EGM-2012-00251 Due: October 31, 2012

New FOI Request Received

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). 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.

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.
- ❖ Return the form to IAO by October 19, 2012, or ASAP so that the file can be placed on hold).
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- ❖ Send records via email in PDF format. Before you turn emails into PDFs, ensure that you have included all attachments. If email is not possible, please put the records on the File Share and notify IAO that the records are available.

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 your 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.

It should also be noted that there is an FOI reminder process. If IAO does not hear back from you within the designated time period, IAO is required to raise an alert with you or your executive.

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,

Anita Kataoka, Information and Privacy Analyst

Resource Team, Information Access Operations

Ministry of Citizens' Services and Open Government

T: 250-387-0965

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Resource Team, Information Access Operations

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Attachments: Integrated Call For Records form.pdf

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CALL FOR RECORDS – GENERAL FOI REQUEST

Request Number: 292-30/EGM-2012-00251

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	October 11, 2012	John Wilson	October 19, 2012	October 31, 2012

REQUEST DETAILS:

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

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

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.

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

YES ☐

NO ☐

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

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

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

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

Section 4: Contact Information

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

Phone Number:

Date:

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: