

EMPR FOI EMPR:EX

From: EMPR FOI EMPR:EX
Sent: August 14, 2019 11:39 AM
To: Duncan, Kate EMPR:EX
Cc: EMPR FOI EMPR:EX
Subject: Call for Records EMP-2019-94737 Due August 26
Attachments: Call - Form - EMP-2019-94737.pdf

Hello Kate,

Please Note: Just a heads up this is a new style of request where they want not only the sent items but, the received items as well.

Please see the call for records request below and advise by **August 20**

- a. Whether or not you have records; and
- b. If you believe it will take more than three hours to gather the material

To request a fee estimate, please include the Call for Records form with your response.

If you have responsive records, please fill out the attached Call for Records form and send it and the records:

- a. with harms reviewed (*except for MO and DMO*) and
- b. compiled into one PDF document

to me by **August 26**

If you feel that I have forgotten to include a program area/office, please let me know.

Request:

Records of any and all emails - excluding attachments – sent or received by the Minister's Senior Ministerial Assistant(s) - where such a position existed and was staffed during the period. Email search is limited to the individual's outlook account.

(Date Range for Record Search: From 04/01/2019 To 04/30/2019) – Date Format: MM/DD/YYYY

Original email from IAO included below but please ignore the dates and use the ones above. This allows us time to ensure all materials are compiled, reviewed and submitted to IAO correctly.



Janine Crockett | FOI Analyst | Executive Operations Branch, Deputy Minister's Office | Phone: 778 698 7245
[Ministry of Energy, Mines and Petroleum Resources](#)

From: Wan, Anthony <IAOResourceTeam@gov.bc.ca>
Sent: August 14, 2019 11:02 AM
To: EMPR FOI EMPR:EX <MEM.FOI@gov.bc.ca>
Subject: Call for Records EMP-2019-94737 Due August 28, 2019 - Analyst Marc Everitt

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

Records of any and all emails - excluding attachments – sent or received by the Minister’s Senior Ministerial Assistant(s) - where such a position existed and was staffed during the period. Email search is limited to the individual’s outlook account. (Date Range for Record Search: From 04/01/2019 To 04/30/2019) – Date Format: MM/DD/YYYY

The following public bodies have also received this FOI request: TRA, TAC, MSD, PSS, MAH, MHA, LBR, JTT, IRR, HTH, FNR, FIN, MOE, EDU, CTZ, CFD, MAG, AGR, and AED.

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 **August 20, 2019**. 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.
- **If no fees apply** then complete the attached Call for Records form and return it to IAO by **August 28, 2019**
- 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.

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.

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,

Resource Team

Information Access Operations

On behalf of,

Marc Everitt | FOI Analyst, Access to Information

Ph: 250 387-7996

e: IAOResourceTeam@gov.bc.ca

m: PO Box 9569 Stn Prov Gov Victoria BC V8W 9K1

EMPR FOI EMPR:EX

From: EMPR FOI EMPR:EX
Sent: October 9, 2019 9:40 AM
To: IAO Resource Team CITZ:EX
Subject: RE: Call for Records EMP-2019-94737 Due August 28, 2019 - Analyst Marc Everitt
Attachments: Call - Form - EMP-2019-94737.pdf

Hello Anthony,

Please see the attached call for records form with a fee request.

Please let me know if any other information is required.

Thank you,

Kevin McNeil
Team Lead, FOI and Records Management
Executive Services Branch
Ministry of Energy, Mines and Petroleum Resources

From: Wan, Anthony <IAOResourceTeam@gov.bc.ca>
Sent: August 14, 2019 11:02 AM
To: EMPR FOI EMPR:EX <MEM.FOI@gov.bc.ca>
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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.

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On behalf of,

Marc Everitt | FOI Analyst, Access to Information

Ph: 250 387-7996

e: IAOResourceTeam@gov.bc.ca

m: PO Box 9569 Stn Prov Gov Victoria BC V8W 9K1

| Request Number | Analyst | Request Subject | Date Received | Legislated Due Date | Applicant Type | MCAD | MHSED | EAED | MO | DMO | LNGCIS | WIG | OGD | OIG | SIAD | Fee Date | Internal Records Due | IAO Deadline | Sent to IAO | Sign Off from IAO | PA Sign Off |
|----------------|--------------|--|---------------|---------------------|-----------------|------|-------|------|--------------|-----|--------|-----|-----|-----|------|-----------|----------------------|--------------|-------------|-------------------|-------------|
| EMP-2019-94737 | Marc Everitt | Records of any and all emails - excluding attachments – sent or received by the Minister’s Senior Ministerial Assistant(s) - where such a position existed and was staffed during the period. Email search is limited to the individual’s outlook account. (Date Range for Record Search: From 04/01/2019 To 04/30/2019) – Date Format: MM/DD/YYYY | 14-Aug-19 | on hold | Political Party | no | no | no | fee estimate | no | no | no | no | no | no | 20-Aug-19 | 26-Aug-19 | 28-Aug-19 | | | #VALU |

| Sign Off from IAO | PA Sign Off Due | Overdue | Notes | With (IAO or PA) |
|-------------------|-----------------|---------|--|------------------|
| | #VALUE! | HOLD | Aug 14-to MO - Oct 9 fee request sent to the IAO | IAO |

| | FOI | Request Detail | Adjustments |
|--|----------------|--|-------------|
| | EMP-2019-94737 | Records of any and all emails - excluding attachments – sent or received by the Minister’s Senior Ministerial Assistant(s) - where such a position existed and was staffed during the period. Email search is limited to the individual’s outlook account. : From 04/01/2019 To 04/30/2019 | |

| Asked | MMM | MS | AC | DH | KD | LP | Completed |
|-------|-----|----|----|----|----|----|-----------|
| | | | | | | | |