From: Sanderson, Kristen
To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Date: Friday, November 10, 2017 12:46:33 PM
Attachments: Integrated Call for Records Form.pdf

Hello,

Please see details below regarding this formal request made under the *Freedom of Information* and *Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A Request also directed to: CTZ,MAG Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

Send records via email in <u>PDF format</u>. If email is not possible, please send the records in electronic format via house mail with the completed form.

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 IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,



FOI REQUEST: $|_{FIN-2017-73767}$

Media November 9, 2017 Chelsea Fern REQUEST DETAILS: Regarding the quarterly reports to the Minister on implementation of the government's anti-money launderinc correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date From 10/01/2016 To 10/11/2017) Section 1: Initial Records Assessment Do you hold responsive records? If no. please provide an explanation that can be given to the applicant (if applicable): Are you aware of other records that may be responsive to this request within your Ministry? Are you aware of other records that may be responsive to this request held by another public body? If yes, specify: NO RECORDS RESPONSE APPROVAL: Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if Final Public Body Approval (Full name, Title) Section 2: Fee Estimate — General Request only (if this is a Personal Request skip to 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 records from off site Retrieving records from off site Retrieving mail records (Outlook) Volume Electronic files (in pages): Retrieving mail records (Outlook) Challend Hours Actual Hours Producing records Tasks may include: Identifying relevant sources data/information Manual time spent creating producing records Tasks may include: Estimated Pages Cherry for occurrent services Box: Other documents Estimated Pages Actual Hours Actual Hours Actual Hours Actual Hours From 10/01/2017) Producing records Tasks may include: Estimated Pages Actual Hours Actual Hours Actual Hours Actual Hours From 10/01/2017 From 10/01/2			
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• If in letter sized folders - 2,200 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:	Actual Hours Page 3 of 166 FIN-2017-74		

Section 3: Search Summary and Program Area Recommend	ations	
Please describe the search for records including what records were search records, etc.), duration of search time, and who concluded the search for		files, off site
Could release of any all of the user engine records not entirelly source horner	VEC O	NOO
Could release of any/all of the responsive records potentially cause harm	? YES 🔾	NO ()
*Harm – Disclosure of the records would significantly harm the ministric. The harms assessment allows FOI staff to better understand the contrecommendations based on potential harms. (Issues associated with post to the harms assessment should be communicated to your ministry executive Engagement office.)	ext of the records and make informed sible disclosure through the FOI proce	severing ess that are unrelated
If yes which information, if released, may cause harm? • Please reference the applicable records and information of concern, the h • If any of these records have been prepared for, or used to inform, a decisic confidences) may apply. Please identify the applicable records and advise: (been made public or implemented?	on of Cabinet or any of its committees,	section 12 (Cabinet
(GENERAL REQUEST ONLY)- Unless specific <u>exemption criteria</u> apply, records provided to the applican Government's <u>Open Information Website</u> If you have any concerns about 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)		

 From:
 FOI Coordinator FIN:EX

 To:
 IAO CentralTeam FIN:EX

 Cc:
 FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Date: Friday, November 10, 2017 12:58:05 PM
Attachments: Integrated Call for Records Form.pdf

Hi Chelsea,

Could we get some clarification on how the applicant defines "external correspondence"? FYI There will be a fee estimate associated with this request and it should arrive early next week.

Thank you,

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information* and *Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A Request also directed to: CTZ,MAG Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

Send records via email in <u>PDF format</u>. If email is not possible, please send the records in electronic format via house mail with the completed form.

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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;
- any other questions or concerns relating to this request.

Thank you for your assistance,



FOI REQUEST: $|_{FIN-2017-73767}$

GENERAL REQUES	ST O			QUEST O	:			
APPLICANT TYPE	DATE RECEIVED	FOI AN	NALYST	FEE ESTIMATE D	UE	RECORDS	DUE	
Media I	November 9, 2017	Chelsea Fern				November 27, 2017		
REQUEST DETAILS:					·			
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Are you aware of other re	ecords that may be respo	onsive to this 1	equest held	by another public body?	YI	es Ö no (Š	
If yes, specify:								
NO RECORDS RESP	ONSE APPROVAL:							
Please forward to Ministry	FOI Contact (if applicat	ble) for Delego	ited Head's f	final public body approva	l if no re	cords have been	located	
Final Public Body Approv	val (Full name, Title)		Signature:		Da	ate:		
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Could release of any/all of the responsive records potentially cause harm	? YES 🔾	NO ()
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If yes which information, if released, may cause harm? • Please reference the applicable records and information of concern, the h • If any of these records have been prepared for, or used to inform, a decisic confidences) may apply. Please identify the applicable records and advise: (been made public or implemented?	on of Cabinet or any of its committees,	section 12 (Cabinet
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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)		

From: FOI Coordinator FIN:EX

To: Spilker, Robyn FIN:EX; Michell, Jennifer FIN:EX
Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Date: Friday, November 10, 2017 1:03:22 PM
Attachments: Integrated Call for Records Form.pdf

Hi All,

Please see the below FOI Request.

Robyn, the DMO has already established that a fee estimate will be required for this request. Could you please provide the MO's fee estimate by Wednesday, November 15th?

Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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FOI REQUEST: $|_{FIN-2017-73767}$

GENERAL REQUES	T O		ONAL REC	QUEST () horization receive	d date:			
APPLICANT TYPE	DATE RECEIVED	FOI A	NALYST	FEE ESTIMA	TE DUE	REC	ORDS DUE	
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Are you aware of other re	cords that may be respon	nsive to this	request with	in your Ministry?		YES	NO O	
Are you aware of other re	cords that may be respon	nsive to this	request held	by another public	body?	YES O	NO O	
If yes, specify:								
NO RECORDS RESP	ONSE APPROVAL:							
Please forward to Ministry	FOI Contact (if applicab	le) for Deleg	ated Head's f	inal public body ap	proval if n	o records ha	ve been located	
Final Public Body Approv	val (Full name, Title)		Signature:			Date:		
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<u>Volume</u>								
Electronic files (in pages): *Other refers to PDF, Wo		l without att	achments:	Estimated Po	iges	Actua	d Pages	
photos and any other electrosponsive to the request		l with attach	ments:	Estimated Po	ages	Actua	al Pages	
		er document	s	Estimated P	ages	Actua	al Pages	
Hardcopy files (in pages): Average file folder = 1" 1 Standard Records Cer If in legal sized fold If in letter sized fold	and holds approximately ntre Services Box: ders - 1,800 pages	y 200 pages (single sided)	Estimated Po	uges	Actua	l Pages	
Preparation								
Tasks may include: • Photocopying/scanning • Ensuring completeness		ormat (PDF)		Estimated H	ours	Actua	l Hours	
• Copying other types of a	-	y:			Pa	age 11 of 16	6 FIN-2017-74	

Section 3: Search Summary and Program Area Recommend	lations	
Please describe the search for records including what records were search records, etc.), duration of search time, and who concluded the search for		files, off site
Could release of any/all of the responsive records potentially cause harm	? YES 🔘	NO ()
*Harm – Disclosure of the records would significantly harm the ministric. The harms assessment allows FOI staff to better understand the contrecommendations based on potential harms. (Issues associated with post to the harms assessment should be communicated to your ministry execupublic Engagement office.)	ext of the records and make informed sible disclosure through the FOI proce	severing ess that are unrelated
If yes which information, if released, may cause harm? • Please reference the applicable records and information of concern, the h • If any of these records have been prepared for, or used to inform, a decisi confidences) may apply. Please identify the applicable records and advise: (been made public or implemented?	on of Cabinet or any of its committees,	section 12 (Cabinet
(CENEDAL DECLIEST ONLY)		
(GENERAL REQUEST ONLY)- Unless specific <u>exemption criteria</u> apply, records provided to the applicate Government's <u>Open Information Website</u> If you have any concerns about 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)		
	1	

From: Gillies, Jessica FIN:EX
To: FOI Coordinator FIN:EX

Cc: Gillies, Jessica FIN:EX; Michell, Jennifer FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Date: Wednesday, November 15, 2017 10:53:00 AM

Attachments: Integrated Call for Records Form.pdf

Fee estimate attached (this is a preliminary estimate that may change depending on how the applicant defines "external correspondence," which we have asked IAO to clarify).

FYI and for my reference later, the calculation:

MO archive (4 people's emails; BMENZIES is not currently available) contains 120 smaller folders that will take about 0.5 minutes per search term: 60 minutes per search term

MO archive (4 people's emails; BMENZIES is not currently available) contains 8 larger folders that will take about 7 minutes per search term: 56 minutes per search term

IT staff are currently working on recovering BMENZIES' emails (there seems to have been an IT glitch resulting in someone else's emails being saved under that file name); I estimate (based on what the other four archives contain) that once I have access to that, there will likely be:

- approximately 30 smaller folders that will take about 0.5 minutes per search term: 15 minutes per search term
- approximately 2 larger folders that will take about 7 minutes per search term: 14 minutes per search term

With that in mind, searching the entire MO archive will likely take about 2.5 hours for each search term. This refers purely to the amount of time spent waiting for search results, not any time spent reviewing the search results. It does not appear to be possible to search the entire mailbox at once because they are .pst files, so each folder must be searched individually.

For this FOI request, I would search for the following terms: BCLC, AML, laundering (3 terms). I would expect that some time will be required to review the search results for responsive records. It is difficult to know how many search results will come up for each search, but I think 1 hour reviewing search results for each of the 5 people's emails is reasonable and perhaps even a low estimate (given that there are 3 search terms, tens of thousands of emails, and at least 120 folders [probably more like 150 once BMENZIES' are included]).

Search time calculation:

SEARCH: 2.5 hours x 3 search terms = 7.5 hours

REVIEW TO DETERMINE IF RESPONSIVE: 1 hour x 5 people's emails = 5 hours

TOTAL: 12.5 hours

Preparation time depends on whether any responsive records are found. This is difficult to estimate without knowing how "external correspondence" is defined and without being familiar with the contents of the MO archive so for now I am estimating 0.

I have also added the DMO's estimate of 1.5 to 2 hours to my total in the CFR.

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 250 387-3513

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From: FOI Coordinator FIN:EX

Sent: Friday, November 10, 2017 1:03 PM

To: Spilker, Robyn FIN:EX; Michell, Jennifer FIN:EX Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi All,

Please see the below FOI Request.

Robyn, the DMO has already established that a fee estimate will be required for this request. Could you please provide the MO's fee estimate by Wednesday, November 15th?

Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information* and *Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A
Request also directed to: CTZ,MAG
Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

Send records via email in <u>PDF format</u>. If email is not possible, please send the records in electronic format via house mail with the completed form.

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 IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Page 16 of 166 FIN-2017-74339 S1



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

FOI REQUEST: $_{FIN-2017-73767}$

COLUMBIA	, I mane							
GENERAL REQUEST Personal Request authorization received date:								
APPLICANT TYPE	DATE RECEIVED	FOI ANA	LYST	FEE ESTIMATE I	DUE	RECORDS DUE		
Media	November 9, 2017	Chelsea Fern]	November 27, 2017		
REQUEST DETAILS:		•						
	eports to the Minister on impoper and all 6 (1/2017)	•	-		_			
Section 1: Initial Re	cords Assessment							
Do you hold responsive	records? If no, please provide	an explanation that	can be given	to the applicant (if applicab	le):	ES 🔾	NO	
Are you aware of other	records that may be respo	nsive to this req	uest within	your Ministry?		ES O	NO O	
_	records that may be respo	nsive to this req	uest held b	y another public body	? Y	TES O	NO O	
If yes, specify:								
	PONSE APPROVAL:							
	ry FOI Contact (if applicab			nal public body approve	al if no	records ha	we been located.	
Final Public Body Appr	oval (Full name, Title)	Si	gnature:		I	Date:		
Please ensure that all re	nate — General Reque asonable efforts are made t	• `		• •	to Se	ction 3)		
Search								
Locating/Retrieving Tasks may include: • Searching for hard & electronic files • Reviewing box content lists • Retrieving records from off site • Retrieving email records (Outlook) Producing records Tasks may include: • Identifying relevant sources of data/information • Manual time spent creating and producing records								
Volume								
Electronic files (in pages *Other refers to PDF, W	-)-	l without attach	ments:	Estimated Pages		Actu	al Pages	
photos and any other ele	ectronic file Emai	l with attachme	nts:	Estimated Pages		Actu	al Pages	
responsive to the reques	*Oth	er documents		Estimated Pages		Actu	al 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						al Pages		
Preparation								
Tasks may include: • Photocopying/scannin • Ensuring completenes	g records into electronic fo	ormat (PDF)		Estimated Hours		Actua	ul Hours	

Section 3: Search Summary and Program Area Recommend	lations	
Please describe the search for records including what records were search records, etc.), duration of search time, and who concluded the search for		TRIM files, off site
DMO would search DMO archive and MO archive. MO archive search will to	ake approx 12.5 hours and DMO	search will take approx. 1.5
Could release of any/all of the responsive records potentially cause harm	? YES) NO ()
*Harm – Disclosure of the records would significantly harm the ministric. The harms assessment allows FOI staff to better understand the contrecommendations based on potential harms. (Issues associated with post to the harms assessment should be communicated to your ministry execupublic Engagement office.)	ext of the records and make inf sible disclosure through the FO	ormed severing I process that are unrelated
If yes which information, if released, may cause harm? • Please reference the applicable records and information of concern, the h • If any of these records have been prepared for, or used to inform, a decisi confidences) may apply. Please identify the applicable records and advise: (been made public or implemented?	on of Cabinet or any of its comm	nittees, section 12 (Cabinet
(GENERAL REQUEST ONLY)- Unless specific <u>exemption criteria</u> apply, records provided to the applical Government's <u>Open Information Website</u> If you have any concerns about indicate here or discuss with your FOI Analyst.		
Section 4: Contact Information		
Who completed this form? (Full Name, Title):	Phone Number:	Date:
Jessica Gillies, Mgr, FOICU	250-387-3513	November 15, 2017
Harms assessment completed by (Full Name, Title)	Program Area:	
Harms assessment approved by (Full Name, Title)		

From: Fern, Chelsea FIN:EX

To: FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Date: Wednesday, November 15, 2017 11:27:27 AM

Hello Katie,

I have reached out to the applicant regarding this question, but unfortunately I have not heard a response. Would you feel comfortable taking the following wording, which I believe makes sense:

"All external correspondence that accompanied the reports and all external correspondence in reaction to the reports"

Meaning all external correspondence (from BCLC) to the Minister that accompanied the quarterly reports sent. I believe by "external" the applicant is indicating any correspondence coming from BCLC as an external public body.

Thank you,

Chelsea Fern | FOI Senior Analyst | Information Access Operations | Ministry of Citizens' Services

Ph: 778-698-2740 | e: chelsea.fern@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

From: FOI Coordinator FIN:EX

Sent: Friday, November 10, 2017 12:58 PM

To: IAO CentralTeam FIN:EX Cc: FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Chelsea,

Could we get some clarification on how the applicant defines "external correspondence"? FYI There will be a fee estimate associated with this request and it should arrive early next week.

Thank you,

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information* and *Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A Request also directed to: CTZ,MAG Records Due: November 27, 2017 Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

Send records via email in <u>PDF format</u>. If email is not possible, please send the records in electronic format via house mail with the completed form.

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 IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

From: FOI Coordinator FIN:EX

To: Spilker, Robyn FIN:EX; Michell, Jennifer FIN:EX

Cc: FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Date: Wednesday, November 15, 2017 11:50:25 AM

Attachments: Integrated Call for Records Form.pdf

Hi All,

Just passing on some information from IAO \$.22

Katie had asked IAO: Could we get some clarification on how the applicant defines "external correspondence"?

IAO advised:

"I have reached out to the applicant regarding this question, but unfortunately I have not heard a response. Would you feel comfortable taking the following wording, which I believe makes sense:

"All external correspondence that accompanied the reports and all external correspondence in reaction to the reports" BMeaning all external correspondence (from BCLC) to the Minister that accompanied the quarterly reports sent. I believe by "external" the applicant is indicating any correspondence coming from BCLC as an external public body."

Thank you,

Céline Anderson

Correspondence Coordinator Correspondence Unit | Deputy Minister's Office Ministry of Finance (604) 775-0693

From: FOI Coordinator FIN:EX

Sent: Friday, November 10, 2017 1:03 PM

To: Spilker, Robyn FIN:EX; Michell, Jennifer FIN:EX Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi All,

Please see the below FOI Request.

Robyn, the DMO has already established that a fee estimate will be required for this request. Could you please provide the MO's fee estimate by Wednesday, November 15th?

Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information* and *Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A
Request also directed to: CTZ,MAG
Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

Send records via email in <u>PDF format</u>. If email is not possible, please send the records in electronic format via house mail with the completed form.

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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;any other questions or concerns relating to this request.

Thank you for your assistance,

Page 23 of 166 FIN-2017-74339 S1



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

FOI REQUEST: $_{FIN-2017-73767}$

COLUMBIA						
GENERAL REQUE	ST 💿	PERSONAL REQ Personal Request aut	QUEST O horization received date: _			
APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	RECORDS DUE			
Media	November 9, 2017	Chelsea Fern		November 27, 2017		
REQUEST DETAILS:						
	npanied the reports and all e		ment's anti-money laundering reaction to the reports. (Date			
Section 1: Initial Rec	cords Assessment					
Do you hold responsive	records? If no, please provide :	an explanation that can be given	n to the applicant (if applicable):	YES NO		
			,			
Are you aware of other i	records that may be respon	nsive to this request withi	in your Ministry?	YES O NO O		
Are you aware of other i	records that may be respon	nsive to this request held	by another public body?	YES O NO O		
If yes, specify:						
NO RECORDS RES	PONSE APPROVAL:					
		le) for Delegated Head's f	inal public body approval if t	no records have been located.		
Final Public Body Appro	oval (Full name, Title)	Signature:		Date:		
	ate — General Reque asonable efforts are made t	* `	rsonal Request skip to s	Section 3)		
Search						
Locating/Retrieving Tasks may include: • Searching for hard & ele • Reviewing box content • Retrieving records from • Retrieving email record	ectronic files lists Actual off site	Hours T	roducing records asks may include: Identifying relevant sources of data/information Manual time spent creating as producing records	Actual Hours		
Volume						
Electronic files (in pages *Other refers to PDF, W	,	without attachments:	Estimated Pages	Actual Pages		
photos and any other ele responsive to the request	ectronic file Emai	with attachments:	Estimated Pages	Actual Pages		
	*Oth	er 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						
Preparation						
Tasks may include: • Photocopying/scanning • Ensuring completenes	g records into electronic fo s of responsive records	ormat (PDF)	Estimated Hours	Actual Hours		

Section 3: Search Summary and Program Area Recommend	ations	
Please describe the search for records including what records were search records, etc.), duration of search time, and who concluded the search for		files, off site
Could release of any all of the user engine records not entirelly source horner	VEC O	NOO
Could release of any/all of the responsive records potentially cause harm	? YES 🔾	NO ()
*Harm – Disclosure of the records would significantly harm the ministric. The harms assessment allows FOI staff to better understand the contrecommendations based on potential harms. (Issues associated with post to the harms assessment should be communicated to your ministry executive Engagement office.)	ext of the records and make informed sible disclosure through the FOI proce	severing ess that are unrelated
If yes which information, if released, may cause harm? • Please reference the applicable records and information of concern, the h • If any of these records have been prepared for, or used to inform, a decisic confidences) may apply. Please identify the applicable records and advise: (been made public or implemented?	on of Cabinet or any of its committees,	section 12 (Cabinet
(GENERAL REQUEST ONLY)- Unless specific <u>exemption criteria</u> apply, records provided to the applican Government's <u>Open Information Website</u> If you have any concerns about 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)		

Michell, Jennifer FIN:EX

From:

Michell, Jennifer FIN:EX

Sent:

Wednesday, November 15, 2017 12:45 PM

To:

Gillies, Jessica FIN:EX

Subject:

FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Attachments:

Integrated Call for Records Form.pdf

Jennifer Michell

Director, Executive Operations & Strategic Initiatives Office of the Deputy Minister | Ministry of Finance

From: FOI Coordinator FIN:EX

Sent: Wednesday, November 15, 2017 11:50 AM **To:** Spilker, Robyn FIN:EX; Michell, Jennifer FIN:EX

Cc: FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi All,

Just passing on some information from IAO \$.22

Katie had asked IAO: Could we get some clarification on how the applicant defines "external correspondence"?

IAO advised:

"I have reached out to the applicant regarding this question, but unfortunately I have not heard a response. Would you feel comfortable taking the following wording, which I believe makes sense:

"All external correspondence that accompanied the reports and all external correspondence in reaction to the reports" ßMeaning all external correspondence (from BCLC) to the Minister that accompanied the quarterly reports sent. I believe by "external" the applicant is indicating any correspondence coming from BCLC as an external public body."

Thank you,

Céline Anderson

Correspondence Coordinator Correspondence Unit | Deputy Minister's Office Ministry of Finance (604) 775-0693

From: FOI Coordinator FIN:EX

Sent: Friday, November 10, 2017 1:03 PM

To: Spilker, Robyn FIN:EX; Michell, Jennifer FIN:EX Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi All,

Please see the below FOI Request.

Robyn, the DMO has already established that a fee estimate will be required for this request. Could you please provide the MO's fee estimate by Wednesday, November 15th?

Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance

FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's anti-money laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A Request also directed to: CTZ,MAG Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

Send records via email in <u>PDF format</u>. If email is not possible, please send the records in electronic format via house mail with the completed form.

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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;
- any other questions or concerns relating to this request.

Thank you for your assistance,

From: Anderson, Celine FIN:EX
To: IAO CentralTeam CITZ:EX

Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Date: Wednesday, November 15, 2017 1:04:00 PM
Attachments: Integrated Call for Records Form.pdf

Hi Chelsea.

Fee estimate attached (this is a preliminary estimate that may change depending on how the applicant defines "external correspondence," which we have asked IAO to clarify).

Thank you,

Céline Anderson

Correspondence Coordinator

Correspondence Unit | Deputy Minister's Office

Ministry of Finance (604) 775-0693

From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information* and *Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A Request also directed to: CTZ,MAG Records Due: November 27, 2017 Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

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 IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Page 30 of 166 FIN-2017-74339 S1



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

FOI REQUEST: $_{FIN-2017-73767}$

COLUMBIA				L				
GENERAL REQUE	EST		NAL REQ Request autl	UEST Onorization received date	:			
APPLICANT TYPE	DATE RECEIVED	ED FOI ANALYST FEE ESTIMATE DUE			UE	REC	ORDS DUE	
Media	November 9, 2017	Chelsea Fern	ı		N	ovember	27, 2017	
REQUEST DETAILS:		•						
	eports to the Minister on impanied the reports and all 6 1/2017)		_	•	_	-		
Section 1: Initial Re	cords Assessment							
Do you hold responsive	records? If no, please provide	an explanation t	hat can be given	to the applicant (if applicable	e): YI	ES 🔾	NO	
					_			
-	records that may be respo					ES O	NO O	
Are you aware of other	records that may be respo	nsive to this r	equest held l	oy another public body?	YI	es O	NO ()	
If yes, specify:								
NO RECORDS RES	PONSE APPROVAL:							
Please forward to Ministr	ry FOI Contact (if applicab	le) for Delega	ted Head's fi	nal public body approva	l if no re	cords ha	ve been located.	
Final Public Body Appr	oval (Full name, Title)		Signature:		Da	Date:		
	nate — General Reque asonable efforts are made t	• `		•	to Sect	cion 3)		
Search								
Locating/Retrieving Tasks may include: • Searching for hard & el • Reviewing box content • Retrieving records from • Retrieving email record	lectronic files lists a off site Actual	Hours 14	Ta	roducing records asks may include: Identifying relevant sourd data/information Manual time spent creatin producing records		Estimate Actual H		
Volume								
Electronic files (in pages *Other refers to PDF, W	,	l without atta	chments:	Estimated Pages		Actu	al Pages	
photos and any other ele responsive to the reques	ectronic file Emai	l with attachi	nents:	Estimated Pages		Actu	al Pages	
	*Oth	er documents		Estimated Pages		Actu	al 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						nl Pages		
Preparation								
	g records into electronic for	ormat (PDF)		Estimated Hours		Actua	d Hours	

Section 3: Search Summary and Program Area Recommend	lations	
Please describe the search for records including what records were search records, etc.), duration of search time, and who concluded the search for		TRIM files, off site
DMO would search DMO archive and MO archive. MO archive search will to	ake approx 12.5 hours and DMO	search will take approx. 1.5
Could release of any/all of the responsive records potentially cause harm	? YES) NO ()
*Harm – Disclosure of the records would significantly harm the ministric. The harms assessment allows FOI staff to better understand the contrecommendations based on potential harms. (Issues associated with post to the harms assessment should be communicated to your ministry execupublic Engagement office.)	ext of the records and make inf sible disclosure through the FO	ormed severing I process that are unrelated
If yes which information, if released, may cause harm? • Please reference the applicable records and information of concern, the h • If any of these records have been prepared for, or used to inform, a decisi confidences) may apply. Please identify the applicable records and advise: (been made public or implemented?	on of Cabinet or any of its comm	nittees, section 12 (Cabinet
(GENERAL REQUEST ONLY)- Unless specific <u>exemption criteria</u> apply, records provided to the applical Government's <u>Open Information Website</u> If you have any concerns about indicate here or discuss with your FOI Analyst.		
Section 4: Contact Information		
Who completed this form? (Full Name, Title):	Phone Number:	Date:
Jessica Gillies, Mgr, FOICU	250-387-3513	November 15, 2017
Harms assessment completed by (Full Name, Title)	Program Area:	
Harms assessment approved by (Full Name, Title)		

From: Gillies, Jessica FIN:EX
To: FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Date: Wednesday, November 15, 2017 1:29:12 PM

Okay, I'll leave our fee estimate as is as I don't think that interpretation would change my initial estimate. Thanks.

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 250 387-3513

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From: FOI Coordinator FIN:EX

Sent: Wednesday, November 15, 2017 11:50 AM To: Spilker, Robyn FIN:EX; Michell, Jennifer FIN:EX

Cc: FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi All,

Just passing on some information from IAO \$.22

Katie had asked IAO: Could we get some clarification on how the applicant defines "external correspondence"?

IAO advised:

"I have reached out to the applicant regarding this question, but unfortunately I have not heard a response. Would you feel comfortable taking the following wording, which I believe makes sense:

"All external correspondence that accompanied the reports and all external correspondence in reaction to the reports" BMeaning all external correspondence (from BCLC) to the Minister that accompanied the quarterly reports sent. I believe by "external" the applicant is indicating any correspondence coming from BCLC as an external public body."

Thank you,

Céline Anderson

Correspondence Coordinator

Correspondence Unit | Deputy Minister's Office

Ministry of Finance

(604) 775-0693

From: FOI Coordinator FIN:EX

Sent: Friday, November 10, 2017 1:03 PM

To: Spilker, Robyn FIN:EX; Michell, Jennifer FIN:EX Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi All,

Please see the below FOI Request.

Robyn, the DMO has already established that a fee estimate will be required for this request. Could you please provide the MO's fee estimate by Wednesday, November 15th?

Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance

FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello,

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Applicant Type: Media

Cross Government Number: N/A Request also directed to: CTZ,MAG Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

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- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

 From:
 Gillies, Jessica FIN:EX

 To:
 FOI Coordinator FIN:EX

 Bcc:
 Gillies, Jessica FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Date: Wednesday, November 15, 2017 1:37:00 PM

I don't think so (to both your questions) but the info I sent them about searching the LAN might. If they don't respond by end of day please follow up tomorrow.

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 250 387-3513

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From: FOI Coordinator FIN:EX

Sent: Wednesday, November 15, 2017 1:34 PM

To: Gillies, Jessica FIN:EX
Cc: FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

And would the MO have to fill out a form even if they estimated 0?

Céline Anderson

Correspondence Coordinator

Correspondence Unit | Deputy Minister's Office

Ministry of Finance (604) 775-0693

From: FOI Coordinator FIN:EX

Sent: Wednesday, November 15, 2017 1:33 PM

To: Gillies, Jessica FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017 True, but does the information that I sent from IAO change anything for their estimate?

Thanks

Céline Anderson

Correspondence Coordinator

Correspondence Unit | Deputy Minister's Office

Ministry of Finance (604) 775-0693

From: Gillies, Jessica FIN:EX

Sent: Wednesday, November 15, 2017 1:27 PM

To: FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Importance: High

I thought the MO already estimated 0 for this?

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 250 387-3513

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From: FOI Coordinator FIN:EX

Sent: Wednesday, November 15, 2017 1:14 PM

To: IAO CentralTeam FIN:EX

Cc: Gillies, Jessica FIN:EX; FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Importance: High

Sorry, Chelsea – I just saw that we are supposed to send the fee estimate for all the program area's at the same time. Please disregard my last email as we are still waiting for the MO's fee estimate.

Thanks,

Céline Anderson

Correspondence Coordinator Correspondence Unit | Deputy Minister's Office Ministry of Finance

(604) 775-0693

From: FOI Coordinator FIN:EX

Sent: Wednesday, November 15, 2017 1:05 PM

To: IAO CentralTeam FIN:EX

Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Chelsea,

Fee estimate attached (this is a preliminary estimate that may change depending on how the applicant defines "external correspondence," which we have asked IAO to clarify).

Thank you,

Céline Anderson

Correspondence Coordinator

Correspondence Unit | Deputy Minister's Office

Ministry of Finance (604) 775-0693

From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello,

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Legislated Due Date: December 22, 2017

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- any other questions or concerns relating to this request.

Thank you for your assistance,

 From:
 Fern, Chelsea FIN:EX

 To:
 FOI Coordinator FIN:EX

 Cc:
 Gillies, Jessica FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Date: Wednesday, November 15, 2017 3:29:58 PM

No problem, I will wait!

Thank you Celine.

Chelsea Fern | FOI Senior Analyst | Information Access Operations | Ministry of Citizens' Services

Ph: 778-698-2740 | e: chelsea.fern@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

From: FOI Coordinator FIN:EX

Sent: Wednesday, November 15, 2017 1:14 PM

To: IAO CentralTeam FIN:EX

Cc: Gillies, Jessica FIN:EX; FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Importance: High

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Céline Anderson

Correspondence Coordinator Correspondence Unit | Deputy Minister's Office Ministry of Finance (604) 775-0693

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Sent: Wednesday, November 15, 2017 1:05 PM

To: IAO CentralTeam FIN:EX

Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Chelsea,

Fee estimate attached (this is a preliminary estimate that may change depending on how the applicant defines "external correspondence," which we have asked IAO to clarify).

Thank you,

Céline Anderson

Correspondence Coordinator Correspondence Unit | Deputy Minister's Office Ministry of Finance (604) 775-0693

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- any other questions or concerns relating to this request.

Thank you for your assistance,

 From:
 Anderson, Celine FIN:EX

 To:
 Spilker, Robyn FIN:EX

 Cc:
 FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Date: Thursday, November 16, 2017 9:57:00 AM

Hi Robyn,

In case you might have found more records on the LAN, I'm just following up to see if your fee estimate remains the same or has changed.

Thank you!

Céline Anderson

Correspondence Coordinator

Correspondence Unit | Deputy Minister's Office

Ministry of Finance (604) 775-0693

From: Spilker, Robyn FIN:EX

Sent: Wednesday, November 15, 2017 10:54 AM

To: FOI Coordinator FIN:EX Cc: Henry, Molly FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Jessica,

Molly is responsible for searching FIN Minister. Could someone from your team show her how to search the LAN? I'm not familiar with the process.

Thanks, Robyn

Robyn Spilker

Senior Ministerial Assistant

Minister of Finance and Deputy Premier

250-952-7627

From: FOI Coordinator FIN:EX

Sent: Wednesday, November 15, 2017 10:51 AM

To: Spilker, Robyn FIN:EX Cc: FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Thanks, Robyn. If the fee is paid for this one (the DMO is submitting a fee estimate) the MO may want to search the FIN Minister archive, which I believe Yvette saved on the MO's LAN. Not everything in that archive would be in CLIFF.

(That is different from the MO staff archive, which the DMO has access to.)

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 250 387-3513

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From: Spilker, Robyn FIN:EX

Sent: Friday, November 10, 2017 1:38 PM

To: FOI Coordinator FIN:EX; Michell, Jennifer FIN:EX

Cc: Gillies, Jessica FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Our fee estimate is \$0.

Robyn Spilker

Senior Ministerial Assistant Minister of Finance and Deputy Premier 250-952-7627

From: FOI Coordinator FIN:EX

Sent: Friday, November 10, 2017 1:03 PM

To: Spilker, Robyn FIN:EX; Michell, Jennifer FIN:EX Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

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Robyn, the DMO has already established that a fee estimate will be required for this request. Could you please provide the MO's fee estimate by Wednesday, November 15th? Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

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From: Gillies, Jessica FIN:EX To: Henry, Molly FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Date: Thursday, November 16, 2017 11:29:00 AM

Attachments: image001.png

image002.png

Hi Molly,

I think you may have to contact your tech support. I know how to connect people to our DMO LAN but I don't know the name of yours or where it is located. Sorry!

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 250 387-3513

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From: Henry, Molly FIN:EX

Sent: Thursday, November 16, 2017 10:26 AM

To: Gillies, Jessica FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Jessica – I don't know how to access/find the LAN, help please!

From: Gillies, Jessica FIN:EX

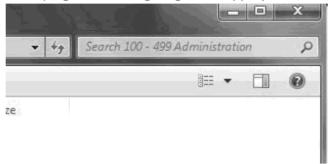
Sent: Wednesday, November 15, 2017 1:26 PM To: Spilker, Robyn FIN:EX; Henry, Molly FIN:EX

Cc: FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Robyn and Molly,

I'm not familiar with your LAN structure, but generally speaking, you would use the search box on the top right after navigating to the appropriate folder:



A lot may depend on how the folder(s) are structured. You can also filter based on date modified (of course if they all have the date they were transferred to the LAN, that will not be helpful):



This request is on hold at the moment because we have submitted a fee estimate, but if/when the fee is paid, Molly, you can contact me if you have any questions.

Please also let us know if this will change your fee estimate of 0 hours—I would imagine it may take some time to search the LAN.

Thanks.

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 250 387-3513

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To: FOI Coordinator FIN:EX Cc: Henry, Molly FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

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Thanks, Robyn

Robyn Spilker

Senior Ministerial Assistant

Minister of Finance and Deputy Premier

250-952-7627

From: FOI Coordinator FIN:EX

Sent: Wednesday, November 15, 2017 10:51 AM

To: Spilker, Robyn FIN:EX
Cc: FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

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(That is different from the MO staff archive, which the DMO has access to.)

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 250 387-3513

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From: Spilker, Robyn FIN:EX

Sent: Friday, November 10, 2017 1:38 PM

To: FOI Coordinator FIN:EX; Michell, Jennifer FIN:EX

Cc: Gillies, Jessica FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Our fee estimate is \$0.

Robyn Spilker

Senior Ministerial Assistant

Minister of Finance and Deputy Premier

250-952-7627

From: FOI Coordinator FIN:EX

Sent: Friday, November 10, 2017 1:03 PM

To: Spilker, Robyn FIN:EX; Michell, Jennifer FIN:EX Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi All,

Please see the below FOI Request.

Robyn, the DMO has already established that a fee estimate will be required for this request. Could you please provide the MO's fee estimate by Wednesday, November 15th?

Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

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Applicant Type: Media

Cross Government Number: N/A Request also directed to: CTZ,MAG Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

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Fee estimate instructions: (see CFR form for fee calculation information and due date)

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- any other questions or concerns relating to this request.

Thank you for your assistance,

From: Gillies, Jessica FIN:EX

To: Spilker, Robyn FIN:EX; Henry, Molly FIN:EX

Bcc: Gillies, Jessica FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Date: Friday, November 17, 2017 4:26:00 PM

Attachments: <u>image001.png</u>

image002.png

Hi Molly,

I've spoken to Jackie Hendry in the PO and I now understand that the LAN was archived so you do not have access to it. My apologies; I thought the LAN would have carried over.

I will request access to the archived LAN for myself and Jen Michell, and we will take care of any searches of that LAN.

Jessica Gillies

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FIN FOI SharePoint site

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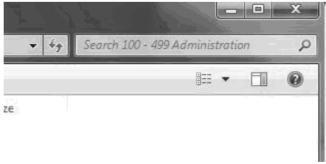
Sent: Wednesday, November 15, 2017 1:26 PM To: Spilker, Robyn FIN:EX; Henry, Molly FIN:EX

Cc: FOI Coordinator FIN:EX

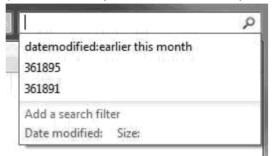
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I'm not familiar with your LAN structure, but generally speaking, you would use the search box on the top right after navigating to the appropriate folder:



A lot may depend on how the folder(s) are structured. You can also filter based on date modified (of course if they all have the date they were transferred to the LAN, that will not be helpful):



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some time to search the LAN.

Thanks,

Jessica Gillies

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Thanks,

Robyn

Robyn Spilker

Senior Ministerial Assistant

Minister of Finance and Deputy Premier

250-952-7627

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Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance

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Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

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Records Due: November 27, 2017
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Thank you for your assistance,

From: Gillies, Jessica FIN:EX To: FOI Coordinator FIN:EX

FW: Call for Records FIN-2017-73767 Records Due November 27, 2017 Subject:

Date: Friday, November 17, 2017 4:31:00 PM

Attachments: image001.png

image002.png

FYI

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 250 387-3513

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From: Gillies, Jessica FIN:EX

Sent: Friday, November 17, 2017 4:27 PM To: Spilker, Robyn FIN:EX; Henry, Molly FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

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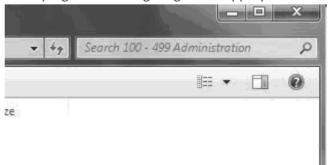
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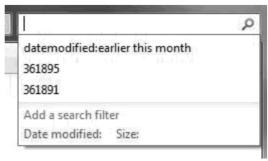
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FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance

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Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

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Cross Government Number: N/A
Request also directed to: CTZ,MAG
Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

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Thank you for your assistance,

 From:
 Gillies, Jessica FIN:EX

 To:
 FOI Coordinator FIN:EX

 Cc:
 Gillies, Jessica FIN:EX

Subject: FIN-2017-73767 fee estimate to be updated Date: Friday, November 17, 2017 4:36:00 PM

I am going to add to our fee estimate because we have to search the archived MO LAN

Jessica Gillies

Manager, FOI & Correspondence Unit

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance

FIN FOI SharePoint site

phone 250 387-3513 | email Jessica.Gillies@gov.bc.ca

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From: Gillies, Jessica FIN:EX
To: FOI Coordinator FIN:EX

Cc: Gillies, Jessica FIN:EX; Michell, Jennifer FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Date: Friday, November 17, 2017 4:45:51 PM
Attachments: Integrated Call for Records Form.pdf

Updated fee estimate to reflect the fact that we would be searching the MO LAN, which I believe contains archived FIN Minister emails. I have no idea what the LAN structure is like so I am estimating 2 hours to search, but it could be more or less.

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 250 387-3513

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Sent: Wednesday, November 15, 2017 10:53 AM

To: FOI Coordinator FIN:EX

Cc: Gillies, Jessica FIN:EX; Michell, Jennifer FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Fee estimate attached (this is a preliminary estimate that may change depending on how the applicant defines "external correspondence," which we have asked IAO to clarify).

FYI and for my reference later, the calculation:

MO archive (4 people's emails; BMENZIES is not currently available) contains 120 smaller folders that will take about 0.5 minutes per search term: 60 minutes per search term

MO archive (4 people's emails; BMENZIES is not currently available) contains 8 larger folders that will take about 7 minutes per search term: 56 minutes per search term

IT staff are currently working on recovering BMENZIES' emails (there seems to have been an IT

IT staff are currently working on recovering BMENZIES' emails (there seems to have been an IT glitch resulting in someone else's emails being saved under that file name); I estimate (based on what the other four archives contain) that once I have access to that, there will likely be:

- approximately 30 smaller folders that will take about 0.5 minutes per search term: 15 minutes per search term
- approximately 2 larger folders that will take about 7 minutes per search term: 14 minutes per search term

With that in mind, searching the entire MO archive will likely take about 2.5 hours for each search term. This refers purely to the amount of time spent waiting for search results, not any time spent reviewing the search results. It does not appear to be possible to search the entire mailbox at once because they are .pst files, so each folder must be searched individually.

For this FOI request, I would search for the following terms: BCLC, AML, laundering (3 terms).

I would expect that some time will be required to review the search results for responsive records. It is difficult to know how many search results will come up for each search, but I think 1 hour reviewing search results for each of the 5 people's emails is reasonable and perhaps even a low estimate (given that there are 3 search terms, tens of thousands of emails, and at least 120 folders [probably more like 150 once BMENZIES' are included]).

Search time calculation:

SEARCH: 2.5 hours x 3 search terms = 7.5 hours

REVIEW TO DETERMINE IF RESPONSIVE: 1 hour x 5 people's emails = 5 hours

TOTAL: 12.5 hours

Preparation time depends on whether any responsive records are found. This is difficult to estimate without knowing how "external correspondence" is defined and without being familiar with the contents of the MO archive so for now I am estimating 0.

I have also added the DMO's estimate of 1.5 to 2 hours to my total in the CFR.

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FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

From: Gillies, Jessica FIN:EX

To: Hendry, Jackie PREM:EX

Subject: FW: MO archive access

Date: Friday, November 17, 2017 4:51:00 PM

And FYI I let Molly Henry know that I have requested access to the archived LAN. So she should not have access to it. Thank you for checking in and clarifying this!

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 250 387-3513

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From: Gillies, Jessica FIN:EX

Sent: Friday, November 17, 2017 4:41 PM

To: Hendry, Jackie PREM:EX Cc: Michell, Jennifer FIN:EX Subject: MO archive access

Hi Jackie,

As discussed, please give JEMICHEL (Jennifer Michell) and JGILLIES (Jessica Gillies) access to the archived Ministry of Finance MO LAN (from the previous administration). This is for FOI purposes as we have an FOI request for which we will need to search the archived LAN (FIN-2017-73767).

We already have access to the following archived Outlook folders:

- DAASHTON (we do not need this access as his records do not fall under FIN as far as I know)
- FINMINCAL072017
- MdeJong
- MSNIDER
- PECHANDL
- ZKEIRSTE

We were supposed to have access to BMENZIES' emails, but when we opened that .pst file, it was someone else's emails instead. I understand that the IT team is working on recovering BMENZIES' emails.

I am also wondering about whether Yvette Marquis's emails were archived as part of the MO archive. Yvette was the Administrative Coordinator in the MO until September 15, 2017, and she is now in the Office of the Seniors' Advocate. I asked her about her emails earlier today and she said they were trying to get them recovered to her email. But are any of them in the MO archive? We need to search her emails for several FOI requests as well (FIN-2017-73703, FIN-2017-73702, FIN-2017-73699).

Thank you,

Jessica Gillies

Manager, FOI & Correspondence Unit

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance

FIN FOI SharePoint site

phone 250 387-3513 | email Jessica.Gillies@gov.bc.ca

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From: FOI Coordinator FIN:EX
To: IAO CentralTeam FIN:EX
Cc: FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Date: Monday, November 20, 2017 8:56:16 AM
Attachments: Integrated Call for Records Form.pdf

Hi Chelsea!

Please see attached updated fee estimate for this request.

Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information* and *Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A Request also directed to: CTZ,MAG Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

Send records via email in <u>PDF format</u>. If email is not possible, please send the records in electronic format via house mail with the completed form.

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 IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,



FOI REQUEST: $|_{FIN-2017-73767}$

GENERAL REQUES	ST 💿			QUEST () thorization re	ceived date	»:				
APPLICANT TYPE DATE RECEIVED		FOI ANALYST FEE ES		ΓΙΜΑΤΕ D	UE	RECORDS DUE				
Media	November 9, 2017	Chelsea Fern	1				November 27, 2017			
REQUEST DETAILS:		•								
Regarding the quarterly rep correspondence that accomp From 10/01/2016 To 10/11/	panied the reports and all		_			-			ch:	
Section 1: Initial Reco	ords Assessment									
Do you hold responsive re	ecords? If no, please provide	an explanation t	hat can be give	n to the applican	t (if applicabl	e):	YES ()	NO ()	
Are you aware of other re	ecords that may be respon	nsive to this r	equest with	in your Minis	try?	1	YES ()	NO C)	
Are you aware of other re	ecords that may be respo	nsive to this r	equest held	by another p	ublic body	?	YES O	NO C		
If yes, specify:										
NO RECORDS RESP	ONSE APPROVAL:									
Please forward to Ministry	FOI Contact (if applicab	le) for Delega	ited Head's f	final public be	ody approva	l if no	records ha	ve been l	ocated	
Final Public Body Approval (Full name, Title)			Signature:				Date:			
Section 2: Fee Estima Please ensure that all reas Search Locating/Retrieving Tasks may include:	sonable efforts are made t Estima	• `	accurate an	estimate as producing rec	ords ude:		Estimatea	1 Hours		
Reviewing box content liRetrieving records from one	earching for hard & electronic files • Identifying relevant source						Actual Hours			
<u>Volume</u>										
Electronic files (in pages) *Other refers to PDF, Wo		ail without attachments:			ited Pages		Actua	al Pages		
photos and any other elec	-	l with attachi	Estimo	ited Pages		Actua	al Pages			
responsive to the request		ther documents			ated Pages		Actua	al Pages		
Hardcopy files (in pages): • Average file folder = 1" • 1 Standard Records Ce • If in legal sized fol • If in letter sized fo	and holds approximately ntre Services Box: ders - 1,800 pages	y 200 pages (s	single sided)		ated Pages		Actua	ul Pages		
Preparation										
Tasks may include : • Photocopying/scanning • Ensuring completeness		ormat (PDF)		Estima	ted Hours		Actua	l Hours		
• Copying other types of	-	y:				Pag	ge 65 of 16	6 FIN-20	17-74	

Section 3: Search Summary and Program Area Recommendations										
Please describe the search for records including what records were search records, etc.), duration of search time, and who concluded the search for		IM files, off site								
DMO would search DMO archive and MO archive. MO archive search will take approx 12.5 hours for emails + possibly 2 hours for LAN, and DMO search will take approx. 1.5 hours.										
Could release of any/all of the responsive records potentially cause harm?	YES 🔘	NO O								
*Harm – Disclosure of the records would significantly harm the ministric. The harms assessment allows FOI staff to better understand the contercommendations based on potential harms. (Issues associated with poss to the harms assessment should be communicated to your ministry execu Public Engagement office.)	ext of the records and make inform ible disclosure through the FOI pro	ed severing ocess that are unrelated								
If yes which information, if released, may cause harm? • Please reference the applicable records and information of concern, the hat • If any of these records have been prepared for, or used to inform, a decision confidences) may apply. Please identify the applicable records and advise: (a been made public or implemented?	on of Cabinet or any of its committee	es, section 12 (Cabinet								
(GENERAL REQUEST ONLY)- Unless specific <u>exemption criteria</u> apply, records provided to the applicant in response to this request will be published on the Government's <u>Open Information Website</u> 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										
	Phone Number:	Date:								
, , ,	250-387-3513	November 17, 2017								
Harms assessment completed by (Full Name, Title)	Program Area:									
Harms assessment approved by (Full Name, Title)										

From: Fern, Chelsea FIN:EX
To: FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Date: Monday, November 20, 2017 1:39:59 PM

Hello Katie,

I just wanted to give you a heads up that the applicant for this file provided the following clarification on the wording of "external correspondence":

"Yes, I want all external correspondence.

And, do kindly rescind your threat of a fee. Immediately.

Thank-you."

I will be proceeding to prepare the fee estimate letter for approval by management. However, if you could still provide some info on how I might narrow, should the applicant change his mind, I would appreciate that.

Thank you,

Chelsea Fern | FOI Senior Analyst | Information Access Operations | Ministry of Citizens' Services

Ph: 778-698-2740 | e: chelsea.fern@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

From: Fern, Chelsea FIN:EX

Sent: Monday, November 20, 2017 1:30 PM

To: FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello Katie,

Would you please be able to advise me if there is a way to narrow this fee? Would narrowing the timeframe of the request help? Or perhaps clarifying the wording of the request (particularly with regards to the words "external correspondence")?

I have already emailed the applicant to see if he would be interested in narrowing but I have not received a response.

Thank you,

Chelsea Fern | FOI Senior Analyst | Information Access Operations | Ministry of Citizens' Services

Ph: 778-698-2740 | e: chelsea.fern@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

From: FOI Coordinator FIN:EX

Sent: Monday, November 20, 2017 8:56 AM

To: IAO CentralTeam FIN:EX Cc: FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Chelsea!

Please see attached updated fee estimate for this request.

Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information* and *Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A Request also directed to: CTZ,MAG Records Due: November 27, 2017 Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

Send records via email in <u>PDF format</u>. If email is not possible, please send the records in electronic format via house mail with the completed form.

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 IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

From: Fern, Chelsea FIN:EX
To: FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73771 Due November 27, 2017

Date: Tuesday, November 21, 2017 11:23:30 AM

Hello Katie,

Would it be possible to get any further information on why it would take 14-16 hours to search for these records (in this file and in FIN-2017-73767)? The applicant is asking to know why the search time might be this long, as also how many pages of records he can expect. He is not interested in narrowing, but it would be good to know if there is a way I could offer for him to do so should he change his mind.

Thank you,

Chelsea Fern | FOI Senior Analyst | Information Access Operations | Ministry of Citizens' Services

Ph: 778-698-2740 | e: chelsea.fern@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

From: FOI Coordinator FIN:EX

Sent: Tuesday, November 21, 2017 10:24 AM

To: IAO CentralTeam FIN:EX Cc: FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-73771 Due November 27, 2017

Hi Chelsea,

Please see attached fee estimate for this request.

Thank you,

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Gillies, Jessica FIN:EX

Sent: Wednesday, November 15, 2017 10:40 AM

To: FOI Coordinator FIN:EX

Cc: Gillies, Jessica FIN:EX; Michell, Jennifer FIN:EX

Subject: FW: Call for Records FIN-2017-73771 Due November 27, 2017

Fee estimate attached.

FYI and for my reference later, the calculation:

MO archive (4 people's emails; BMENZIES is not currently available) contains 120 smaller folders that will take about 0.5 minutes per search term: 60 minutes per search term

MO archive (4 people's emails; BMENZIES is not currently available) contains 8 larger folders that will take about 7 minutes per search term: 56 minutes per search term

IT staff are currently working on recovering BMENZIES' emails (there seems to have been an IT glitch resulting in someone else's emails being saved under that file name); I estimate (based on what the other four archives contain) that once I have access to that, there will likely be:

- approximately 30 smaller folders that will take about 0.5 minutes per search term: 15 minutes per search term
- approximately 2 larger folders that will take about 7 minutes per search term: 14 minutes per search term

With that in mind, searching the entire MO archive will likely take about 2.5 hours for each search term. This refers purely to the amount of time spent waiting for search results, not any time spent reviewing the search results. It does not appear to be possible to search the entire mailbox at once because they are .pst files, so each folder must be searched individually.

For this FOI request, I would search for the following terms: BCLC, AML, laundering (3 terms).

I would expect that some time will be required to review the search results for responsive records. It is difficult to know how many search results will come up for each search, but I think 1 hour reviewing search results for each of the 5 people's emails is reasonable and perhaps even a low estimate (given that there are 3 search terms, tens of thousands of emails, and at least 120 folders [probably more like 150 once BMENZIES' are included]).

Search time calculation:

SEARCH: 2.5 hours x 3 search terms = 7.5 hours

REVIEW TO DETERMINE IF RESPONSIVE: 1 hour x 5 people's emails = 5 hours

TOTAL: 12.5 hours

Preparation time depends on whether any responsive records are found. I think the likelihood of finding responsive records is low so I am estimating 0 preparation time.

I have also added the DMO's estimate of 1.5 to 2 hours to my total in the CFR.

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 250 387-3513

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From: FOI Coordinator FIN:EX

Sent: Friday, November 10, 2017 1:04 PM

To: Spilker, Robyn FIN:EX; Michell, Jennifer FIN:EX Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX

Subject: FW: Call for Records FIN-2017-73771 Due November 27, 2017

Hi All,

Please see the below FOI Request.

Robyn, the DMO has already established that a fee estimate will be required for this request. Could you please provide the MO's fee estimate by Wednesday, November 15th?

Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:51 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73771 Due November 27, 2017

Hello.

Please see details below regarding this formal request made under the *Freedom of Information* and *Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All briefing notes and issues notes related to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A

Request also directed to: MAG & CTZ Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

Send records via email in <u>PDF format</u>. If email is not possible, please send the records in electronic format via house mail with the completed form.

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 IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

From: Spilker, Robyn FIN:EX
To: FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Date: Tuesday, November 28, 2017 10:35:53 AM

Hi Céline,

We determined that the LAN archives are actually archives within the Ministry, so we don't have search time related to the LAN.

Thanks, Robyn

Robyn Spilker

Senior Ministerial Assistant Minister of Finance and Deputy Premier 250-952-7627

From: FOI Coordinator FIN:EX

Sent: Thursday, November 16, 2017 9:58 AM

To: Spilker, Robyn FIN:EX Cc: FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Robyn,

In case you might have found more records on the LAN, I'm just following up to see if your fee estimate remains the same or has changed.

Thank you!

Céline Anderson

Correspondence Coordinator Correspondence Unit | Deputy Minister's Office Ministry of Finance (604) 775-0693

From: Spilker, Robyn FIN:EX

Sent: Wednesday, November 15, 2017 10:54 AM

To: FOI Coordinator FIN:EX Cc: Henry, Molly FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Jessica,

Molly is responsible for searching FIN Minister. Could someone from your team show her how to search the LAN? I'm not familiar with the process.

Thanks, Robyn

Robyn Spilker

Senior Ministerial Assistant Minister of Finance and Deputy Premier 250-952-7627

From: FOI Coordinator FIN:EX

Sent: Wednesday, November 15, 2017 10:51 AM

To: Spilker, Robyn FIN:EX Cc: FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Thanks, Robyn. If the fee is paid for this one (the DMO is submitting a fee estimate) the MO may want to search the FIN Minister archive, which I believe Yvette saved on the MO's LAN. Not everything in that archive would be in CLIFF.

(That is different from the MO staff archive, which the DMO has access to.)

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 250 387-3513

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From: Spilker, Robyn FIN:EX

Sent: Friday, November 10, 2017 1:38 PM

To: FOI Coordinator FIN:EX; Michell, Jennifer FIN:EX

Cc: Gillies, Jessica FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Our fee estimate is \$0.

Robyn Spilker

Senior Ministerial Assistant Minister of Finance and Deputy Premier 250-952-7627

From: FOI Coordinator FIN:EX

Sent: Friday, November 10, 2017 1:03 PM

To: Spilker, Robyn FIN:EX; Michell, Jennifer FIN:EX Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi All,

Please see the below FOI Request.

Robyn, the DMO has already established that a fee estimate will be required for this request. Could

you please provide the MO's fee estimate by Wednesday, November 15th?

Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information* and *Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A Request also directed to: CTZ,MAG Records Due: November 27, 2017 Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

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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;
- any other questions or concerns relating to this request.

Thank you for your assistance,

From: Gillies, Jessica FIN:EX
To: FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73771 Due November 27, 2017

Date: Tuesday, November 28, 2017 6:02:00 PM

Hi Katie,

Can you ask Chelsea if this question is still outstanding? I think I spoke to her about this last week but I can't remember.

That said, I have discovered some searching efficiencies so it might end up being shorter than anticipated.

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 778 698-9365

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From: FOI Coordinator FIN:EX

Sent: Tuesday, November 28, 2017 4:22 PM

To: Gillies, Jessica FIN:EX
Cc: FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-73771 Due November 27, 2017

Hi Jessica,

The applicant is wondering why the search time is so high for this request and FIN-2017-73767.

Could I get some wording to provide back to IAO?

Thank you,

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance

FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Fern, Chelsea FIN:EX

Sent: Tuesday, November 21, 2017 11:23 AM

To: FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73771 Due November 27, 2017

Hello Katie,

Would it be possible to get any further information on why it would take 14-16 hours to search for these records (in this file and in FIN-2017-73767)? The applicant is asking to know why the search time might be this long, as also how many pages of records he can expect. He is not interested in narrowing, but it would be good to know if there is a way I could offer for him to do so should he change his mind.

Thank you,

Chelsea Fern | FOI Senior Analyst | Information Access Operations | Ministry of Citizens' Services

Ph: 778-698-2740 | e: chelsea.fern@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

From: FOI Coordinator FIN:EX

Sent: Tuesday, November 21, 2017 10:24 AM

To: IAO CentralTeam FIN:EX

Cc: FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-73771 Due November 27, 2017

Hi Chelsea.

Please see attached fee estimate for this request.

Thank you,

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance

FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Gillies, Jessica FIN:EX

Sent: Wednesday, November 15, 2017 10:40 AM

To: FOI Coordinator FIN:EX

Cc: Gillies, Jessica FIN:EX; Michell, Jennifer FIN:EX

Subject: FW: Call for Records FIN-2017-73771 Due November 27, 2017

Fee estimate attached.

FYI and for my reference later, the calculation:

MO archive (4 people's emails; BMENZIES is not currently available) contains 120 smaller folders that will take about 0.5 minutes per search term: 60 minutes per search term

MO archive (4 people's emails; BMENZIES is not currently available) contains 8 larger folders that will take about 7 minutes per search term: 56 minutes per search term

IT staff are currently working on recovering BMENZIES' emails (there seems to have been an IT glitch resulting in someone else's emails being saved under that file name); I estimate (based on what the other four archives contain) that once I have access to that, there will likely be:

- approximately 30 smaller folders that will take about 0.5 minutes per search term: 15 minutes per search term
- approximately 2 larger folders that will take about 7 minutes per search term: 14 minutes per search term

With that in mind, searching the entire MO archive will likely take about 2.5 hours for each search term. This refers purely to the amount of time spent waiting for search results, not any time spent reviewing the search results. It does not appear to be possible to search the entire mailbox at once because they are .pst files, so each folder must be searched individually.

For this FOI request, I would search for the following terms: BCLC, AML, laundering (3 terms). I would expect that some time will be required to review the search results for responsive records. It is difficult to know how many search results will come up for each search, but I think 1 hour reviewing search results for each of the 5 people's emails is reasonable and perhaps even a low estimate (given that there are 3 search terms, tens of thousands of emails, and at least 120 folders [probably more like 150 once BMENZIES' are included]).

Search time calculation:

SEARCH: 2.5 hours x 3 search terms = 7.5 hours

REVIEW TO DETERMINE IF RESPONSIVE: 1 hour x 5 people's emails = 5 hours

TOTAL: 12.5 hours

Preparation time depends on whether any responsive records are found. I think the likelihood of finding responsive records is low so I am estimating 0 preparation time.

I have also added the DMO's estimate of 1.5 to 2 hours to my total in the CFR.

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 250 387-3513

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From: FOI Coordinator FIN:EX

Sent: Friday, November 10, 2017 1:04 PM

To: Spilker, Robyn FIN:EX; Michell, Jennifer FIN:EX Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX

Subject: FW: Call for Records FIN-2017-73771 Due November 27, 2017

Hi All.

Please see the below FOI Request.

Robyn, the DMO has already established that a fee estimate will be required for this request. Could you please provide the MO's fee estimate by Wednesday, November 15th?

Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:51 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73771 Due November 27, 2017

Hello.

Please see details below regarding this formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All briefing notes and issues notes related to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A

Request also directed to: MAG & CTZ Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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Send records via email in <u>PDF format</u>. If email is not possible, please send the records in electronic format via house mail with the completed form.

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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;
- any other questions or concerns relating to this request.

Thank you for your assistance,

 From:
 Fern, Chelsea FIN:EX

 To:
 FOI Coordinator FIN:EX

 Cc:
 Gillies, Jessica FIN:EX

Subject: RE: Call for Records FIN-2017-73771 Due November 27, 2017

Date: Wednesday, November 29, 2017 11:44:22 AM

Yes, she contacted me. No further info necessary.

Thank you,

Chelsea Fern | FOI Senior Analyst | Information Access Operations | Ministry of Citizens' Services

Ph: 778-698-2740 | e: chelsea.fern@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

From: FOI Coordinator FIN:EX

Sent: Wednesday, November 29, 2017 11:44 AM

To: Fern, Chelsea FIN:EX

Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX

Subject: RE: Call for Records FIN-2017-73771 Due November 27, 2017

Hi Chelsea,

Is this question still outstanding? Jessica believes she spoke to you about this last week but I have nothing in my emails or notes to confirm.

Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Fern, Chelsea FIN:EX

Sent: Tuesday, November 21, 2017 11:23 AM

To: FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73771 Due November 27, 2017

Hello Katie,

Would it be possible to get any further information on why it would take 14-16 hours to search for these records (in this file and in FIN-2017-73767)? The applicant is asking to know why the search time might be this long, as also how many pages of records he can expect. He is not interested in narrowing, but it would be good to know if there is a way I could offer for him to do so should he change his mind.

Thank you,

Chelsea Fern | FOI Senior Analyst | Information Access Operations | Ministry of Citizens' Services

Ph: 778-698-2740 | e: chelsea.fern@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

From: FOI Coordinator FIN:EX

Sent: Tuesday, November 21, 2017 10:24 AM

To: IAO CentralTeam FIN:EX Cc: FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-73771 Due November 27, 2017

Hi Chelsea,

Please see attached fee estimate for this request.

Thank you,

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Gillies, Jessica FIN:EX

Sent: Wednesday, November 15, 2017 10:40 AM

To: FOI Coordinator FIN:EX

Cc: Gillies, Jessica FIN:EX; Michell, Jennifer FIN:EX

Subject: FW: Call for Records FIN-2017-73771 Due November 27, 2017

Fee estimate attached.

FYI and for my reference later, the calculation:

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Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 250 387-3513

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From: FOI Coordinator FIN:EX

Sent: Friday, November 10, 2017 1:04 PM

To: Spilker, Robyn FIN:EX; Michell, Jennifer FIN:EX Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX

Subject: FW: Call for Records FIN-2017-73771 Due November 27, 2017

Hi All,

Please see the below FOI Request.

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Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:51 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73771 Due November 27, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information* and *Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All briefing notes and issues notes related to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A

Request also directed to: MAG & CTZ Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

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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;any other questions or concerns relating to this request.

Thank you for your assistance,

 From:
 FOI Coordinator FIN:EX

 To:
 Gillies, Jessica FIN:EX

 Cc:
 FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Date: Wednesday, November 29, 2017 11:46:56 AM

They had previously estimated 0 hours, it's only changed by 1 hour so I wouldn't update a fee estimate for that amount of time.

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Gillies, Jessica FIN:EX

Sent: Tuesday, November 28, 2017 6:03 PM

To: FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Do I need to update anything?

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 778 698-9365

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From: FOI Coordinator FIN:EX

Sent: Tuesday, November 28, 2017 4:23 PM

To: Gillies, Jessica FIN:EX
Cc: FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Jessica,

Clarification from the MO regarding search times for this file.

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Spilker, Robyn FIN:EX

Sent: Tuesday, November 28, 2017 10:35 AM

To: FOI Coordinator FIN:EX; Michell, Jennifer FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Katie,

If external correspondence is restricted to correspondence from BCLC, then our search time is only 1hr (for FIN Minister primarily).

Thanks, Robyn

Robyn Spilker

Senior Ministerial Assistant Minister of Finance and Deputy Premier 250-952-7627

From: FOI Coordinator FIN:EX

Sent: Wednesday, November 15, 2017 11:50 AM To: Spilker, Robyn FIN:EX; Michell, Jennifer FIN:EX

Cc: FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi All,

Just passing on some information from IAO S.22

Katie had asked IAO: Could we get some clarification on how the applicant defines "external correspondence"?

IAO advised:

"I have reached out to the applicant regarding this question, but unfortunately I have not heard a response. Would you feel comfortable taking the following wording, which I believe makes sense:

"All external correspondence that accompanied the reports and all external correspondence in reaction to the reports" BMeaning all external correspondence (from BCLC) to the Minister that accompanied the quarterly reports sent. I believe by "external" the applicant is indicating any correspondence coming from BCLC as an external public body."

Thank you,

Céline Anderson

Correspondence Coordinator Correspondence Unit | Deputy Minister's Office Ministry of Finance (604) 775-0693 From: FOI Coordinator FIN:EX

Sent: Friday, November 10, 2017 1:03 PM

To: Spilker, Robyn FIN:EX; Michell, Jennifer FIN:EX Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi All,

Please see the below FOI Request.

Robyn, the DMO has already established that a fee estimate will be required for this request. Could you please provide the MO's fee estimate by Wednesday, November 15th?

Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information* and *Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A Request also directed to: CTZ,MAG Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

From: Michell, Jennifer FIN:EX To: FOI Coordinator FIN:EX Cc: Gillies, Jessica FIN:EX Subject: AML Qrtly report FOIs

Date: Friday, December 1, 2017 9:39:07 AM

Attachments:

FW Call for Records FIN-2017-73771 Due November 27 2017.msg FW Call for Records FIN-2017-73767 Records Due November 27 2017.msg

We should send these to Lianna Olson to check her emails as she may have maintained her emails when she moved from OADM to CABRO?

From: FOI Coordinator FIN:EX

To: Spilker, Robyn FIN:EX; Michell, Jennifer FIN:EX
Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX

Subject: FW: Call for Records FIN-2017-73771 Due November 27, 2017

Date: Friday, November 10, 2017 1:03:34 PM
Attachments: Integrated Call for Records Form.pdf

Hi All,

Please see the below FOI Request.

Robyn, the DMO has already established that a fee estimate will be required for this request. Could you please provide the MO's fee estimate by Wednesday, November 15th?

Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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Sent: Friday, November 10, 2017 12:51 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73771 Due November 27, 2017

Hello,

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Applicant Type: Media

Cross Government Number: N/A Request also directed to: MAG & CTZ Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

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Fee estimate instructions: (see CFR form for fee calculation information and due date)

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- any other questions or concerns relating to this request.

Thank you for your assistance,

Page 94 of 166 FIN-2017-74339 S1



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

FOI REQUEST: $_{\text{FIN-}2017-73771}$

GENERAL REQUEST Personal Request authorization received date:						
APPLICANT TYPE	DATE RECEIVED	FOI ANALYS	Γ FEE ESTIMA	ATE DUE	REC	ORDS DUE
Media	November 9, 2017	Chelsea Fern			November	27, 2017
REQUEST DETAILS:						
Regarding the quarterly re and issues notes related to	•		•		strategy: All	briefing notes
Section 1: Initial Rec	cords Assessment					
Do you hold responsive i	records? If no, please provide	an explanation that can be	e given to the applicant (if a	pplicable):	YES	NO 🔘
Are you aware of other r	ecords that may be respo	onsive to this request	within your Ministry?		YES 🔘	NO 🔘
Are you aware of other r	ecords that may be respo	onsive to this request	held by another public	body?	YES O	NO O
If yes, specify:						
NO RECORDS RES	PONSE APPROVAL:					
Please forward to Ministr	y FOI Contact (if applicat	ble) for Delegated Hea	ad's final public body ap	pproval if n	o records ha	ve been located.
Final Public Body Appro	oval (Full name, Title)	Signati	ıre:		Date:	
	ate — General Reque	• `	-	-	ection 3)	
Search						
Locating/Retrieving Tasks may include: • Searching for hard & ele • Reviewing box content • Retrieving records from • Retrieving email records	ectronic files lists Actua off site	ted Hours	Producing records Tasks may include: Identifying relevandata/information Manual time spent producing records	creating an	f <i>Actual H</i>	d Hours
Volume						
Electronic files (in pages *Other refers to PDF, W	,	il without attachment	Estimated F	Pages	Actu	al Pages
photos and any other ele	ctronic file Ema	il with attachments:	Estimated F	Pages	Actu	al Pages
responsive to the request		er documents	Estimated F	Pages	Actu	al Pages
 Hardcopy files (in pages) Average file folder = 1° 1 Standard Records Co If in legal sized fo If in letter sized fo 	ly 200 pages (single si	ded) Estimated P	dages	Actu	al Pages	
Preparation						
Tasks may include: • Photocopying/scanning • Ensuring completeness	g records into electronic 1	format (PDF)	Estimated H	Iours	Actua	ul Hours

Section 3: Search Summary and Program Area Recommendations				
Please describe the search for records including what records were search records, etc.), duration of search time, and who concluded the search for		files, off site		
Could release of any all of the user engine records not entirelly source borns.	VEC O	NOO		
Could release of any/all of the responsive records potentially cause harm	? YES 🔾	NO ()		
*Harm – Disclosure of the records would significantly harm the ministric. The harms assessment allows FOI staff to better understand the contrecommendations based on potential harms. (Issues associated with post to the harms assessment should be communicated to your ministry executive Engagement office.)	ext of the records and make informed sible disclosure through the FOI proce	severing ess that are unrelated		
If yes which information, if released, may cause harm? • Please reference the applicable records and information of concern, the h • If any of these records have been prepared for, or used to inform, a decisic confidences) may apply. Please identify the applicable records and advise: (been made public or implemented?	on of Cabinet or any of its committees,	section 12 (Cabinet		
(GENERAL REQUEST ONLY)- Unless specific <u>exemption criteria</u> apply, records provided to the applican Government's <u>Open Information Website</u> If you have any concerns about 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)				

From: FOI Coordinator FIN:EX

To: Spilker, Robyn FIN:EX; Michell, Jennifer FIN:EX
Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Date: Friday, November 10, 2017 1:03:22 PM
Attachments: Integrated Call for Records Form.pdf

Hi All,

Please see the below FOI Request.

Robyn, the DMO has already established that a fee estimate will be required for this request. Could you please provide the MO's fee estimate by Wednesday, November 15th?

Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information* and *Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A Request also directed to: CTZ,MAG Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

Send records via email in <u>PDF format</u>. If email is not possible, please send the records in electronic format via house mail with the completed form.

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 IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Page 98 of 166 FIN-2017-74339 S1



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

FOI REQUEST: $_{\text{FIN-}2017-73767}$

COLOMBIA							
GENERAL REQUEST Personal Request authorization received date:							
APPLICANT TYPE	DATE RECEIVED	FOI ANALYS	T F	EE ESTIMATE I	OUE	REC	ORDS DUE
Media	November 9, 2017	Chelsea Fern]	November 27, 2017		
REQUEST DETAILS:							
	eports to the Minister on impanied the reports and all 6			•	_		
Section 1: Initial Rec	cords Assessment						
Do you hold responsive	records? If no, please provide	an explanation that can b	e given to the	applicant (if applicab	le):	ES 🔾	NO
-	records that may be respon					YES O	NO O
	records that may be respon	nsive to this request	held by and	other public body	? Y	TES ()	NO ()
If yes, specify:							
	PONSE APPROVAL:						
	ry FOI Contact (if applicab			ublic body approve			ve been located.
Final Public Body Appro	oval (Full name, Title)	Signat	ture:		I	Date:	
	ate — General Reque asonable efforts are made t	• `		• •	to Sec	ction 3)	
Search							
Locating/Retrieving Tasks may include: • Searching for hard & ele • Reviewing box content • Retrieving records from • Retrieving email record	ectronic files lists Actual off site	Hours Hours	Tasks m • Identi: data/ii • Manus	ing records you include: fying relevant sour formation al time spent creati cing records		Estimate Actual H	
Volume							
Electronic files (in pages		l without attachmen	its:	Estimated Pages		Actu	al Pages
*Other refers to PDF, Word photos and any other electro- responsive to the request	ectronic file Emai	l with attachments:		Estimated Pages		Actu	al Pages
	*Oth	*Other documents		Estimated Pages		Actu	al Pages
 Hardcopy files (in pages) Average file folder = 1 1 Standard Records C If in legal sized fo If in letter sized f 	" and holds approximately entre Services Box: olders - 1,800 pages	y 200 pages (single s	ided)	Estimated Pages		Actu	al Pages
Preparation							
Tasks may include: • Photocopying/scannin • Ensuring completenes	g records into electronic fo s of responsive records	ormat (PDF)		Estimated Hours		Actua	al Hours

Section 3: Search Summary and Program Area Recommendations				
Please describe the search for records including what records were search records, etc.), duration of search time, and who concluded the search for		files, off site		
Could release of any all of the user engine records not entirelly source borns.	VEC O	NOO		
Could release of any/all of the responsive records potentially cause harm	? YES 🔾	NO ()		
*Harm – Disclosure of the records would significantly harm the ministric. The harms assessment allows FOI staff to better understand the contrecommendations based on potential harms. (Issues associated with post to the harms assessment should be communicated to your ministry executive Engagement office.)	ext of the records and make informed sible disclosure through the FOI proce	severing ess that are unrelated		
If yes which information, if released, may cause harm? • Please reference the applicable records and information of concern, the h • If any of these records have been prepared for, or used to inform, a decisic confidences) may apply. Please identify the applicable records and advise: (been made public or implemented?	on of Cabinet or any of its committees,	section 12 (Cabinet		
(GENERAL REQUEST ONLY)- Unless specific <u>exemption criteria</u> apply, records provided to the applican Government's <u>Open Information Website</u> If you have any concerns about 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)				

 From:
 FOI Coordinator FIN:EX

 To:
 Olson, Lianna FIN:EX

 Cc:
 FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Date: Friday, December 1, 2017 9:43:05 AM
Attachments: Integrated Call for Records Form.pdf

Hi Lianna,

Same with this one, we wanted to double check to see if you would potentially have records from your time in the OADM. If you could let me know ASAP it would be greatly appreciated!

Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: FOI Coordinator FIN:EX

Sent: Friday, November 10, 2017 1:03 PM

To: Spilker, Robyn FIN:EX; Michell, Jennifer FIN:EX Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi All,

Please see the below FOI Request.

Robyn, the DMO has already established that a fee estimate will be required for this request. Could you please provide the MO's fee estimate by Wednesday, November 15th?

Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN: EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information* and *Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A
Request also directed to: CTZ,MAG
Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

Send records via email in <u>PDF format</u>. If email is not possible, please send the records in electronic format via house mail with the completed form.

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 IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Chelsea Fern, FOI Analyst Central Agency Team Information Access Operations



FOI REQUEST: $|_{FIN-2017-73767}$

	ST 💿	PERSONAL REC	QUEST () thorization received date: _	
APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	November 9, 2017	Chelsea Fern		November 27, 2017
REQUEST DETAILS:				
	panied the reports and all		ment's anti-money laundering reaction to the reports. (Date	**
Section 1: Initial Reco	ords Assessment			
Do you hold responsive re	cords? If no, please provide	an explanation that can be give	n to the applicant (if applicable):	YES NO
Are you aware of other re	cords that may be respo	nsive to this request with	in your Ministry?	YES NO O
Are you aware of other re				YES O NO O
If yes, specify:			,	
NO RECORDS RESPO	ONSE APPROVAL:			
Please forward to Ministry	FOI Contact (if applicab	le) for Delegated Head's J	final public body approval if i	no records have been located
Final Public Body Approv	al (Full name, Title)	Signature:		Date:
Please ensure that all reasons Search	onable efforts are made t		estimate as possible	
Tasks may include: Searching for hard & electory Reviewing box content listory	etronic files sts Actual	ted Hours T	roducing records asks may include: Identifying relevant sources of data/information	Actual Hours
Tasks may include: Searching for hard & elece Reviewing box content lise Retrieving records from o	etronic files sts Actual off site	ted Hours T	asks may include: Identifying relevant sources of	Actual Hours
Tasks may include: Searching for hard & electory Reviewing box content listory Retrieving records from other	etronic files sts Actual off site	ted Hours T	asks may include: Identifying relevant sources of data/information Manual time spent creating a	Actual Hours
Tasks may include: Searching for hard & electory Reviewing box content listory Retrieving records from ooor Retrieving email records (Volume Electronic files (in pages):	etronic files sts Actual off site (Outlook)	ted Hours T	asks may include: Identifying relevant sources of data/information Manual time spent creating a	Actual Hours
Tasks may include: Searching for hard & elect Reviewing box content list Retrieving records from otoric records (Volume Electronic files (in pages): Other refers to PDF, Wo photos and any other elect	etronic files sts Actual off site (Outlook) Emai ord, Excel,	ted Hours T Hours	asks may include: Identifying relevant sources of data/information Manual time spent creating a producing records	Actual Hours
Tasks may include: Searching for hard & elector Reviewing box content listor Retrieving records from on Retrieving email records (Volume Electronic files (in pages): Other refers to PDF, Wo photos and any other elector responsive to the request	ctronic files sts Actual off site (Outlook) Emai ord, Excel, tronic file Emai	ted Hours T	asks may include: Identifying relevant sources of data/information Manual time spent creating a producing records Estimated Pages	Actual Hours Actual Pages
Tasks may include: Searching for hard & elece Reviewing box content lise Retrieving records from o Retrieving email records (Volume Electronic files (in pages): *Other refers to PDF, Wo photos and any other elect responsive to the request Hardcopy files (in pages): Average file folder = 1":	etronic files sts Actual off site (Outlook) Emai ord, Excel, tronic file Emai *Other and holds approximately itre Services Box: ders - 1,800 pages	I Without attachments: If with attachments: If with attachments:	asks may include: Identifying relevant sources of data/information Manual time spent creating a producing records Estimated Pages Estimated Pages Estimated Pages	Actual Hours Actual Pages Actual Pages
0	etronic files sts Actual off site (Outlook) Emai ord, Excel, tronic file Emai *Other and holds approximately itre Services Box: ders - 1,800 pages	I Without attachments: If with attachments: If with attachments:	asks may include: Identifying relevant sources of data/information Manual time spent creating a producing records Estimated Pages Estimated Pages Estimated Pages	Actual Hours Actual Pages Actual Pages Actual Pages

Section 3: Search Summary and Program Area Recommendations				
Please describe the search for records including what records were search records, etc.), duration of search time, and who concluded the search for		files, off site		
Could release of any all of the user engine records not entirelly source borns.	VEC O	NOO		
Could release of any/all of the responsive records potentially cause harm	? YES 🔾	NO ()		
*Harm – Disclosure of the records would significantly harm the ministric. The harms assessment allows FOI staff to better understand the contrecommendations based on potential harms. (Issues associated with post to the harms assessment should be communicated to your ministry executive Engagement office.)	ext of the records and make informed sible disclosure through the FOI proce	severing ess that are unrelated		
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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)				

From: Gillies, Jessica FIN:EX

To: FOI Coordinator FIN:EX

Subject: FW: AML Qrtly report FOIs

Date: Friday, December 1, 2017 11:56:00 AM

I am still searching. So far it has taken me 45 minutes.

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 778 698-9365

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From: Michell, Jennifer FIN:EX

Sent: Friday, December 1, 2017 11:56 AM

To: FOI Coordinator FIN:EX Cc: Gillies, Jessica FIN:EX

Subject: RE: AML Qrtly report FOIs

The only reference to quarterly report I found was in the Mandate Letter which is posted online and publically available.

Jennifer Michell

Director, Executive Operations & Strategic Initiatives
Office of the Deputy Minister | Ministry of Finance

From: Michell, Jennifer FIN:EX

Sent: Friday, December 1, 2017 11:56 AM

To: FOI Coordinator FIN:EX Cc: Gillies, Jessica FIN:EX

Subject: RE: AML Ortly report FOIs

I have once again checked DM archived emails and my predecessor's archived emails and the LAN and have found no responsive records for FOI requests 2017-73767 and 2017-73771.

This took me approximately 1.5 hours to complete the search

Jennifer Michell

Director, Executive Operations & Strategic Initiatives Office of the Deputy Minister | Ministry of Finance

From: Michell, Jennifer FIN:EX

Sent: Friday, December 1, 2017 9:39 AM

To: FOI Coordinator FIN:EX
Cc: Gillies, Jessica FIN:EX
Subject: AML Qrtly report FOIs

We should send these to Lianna Olson to check her emails as she may have maintained her emails when she moved from OADM to CABRO?

 From:
 Gillies, Jessica FIN:EX

 To:
 FOI Coordinator FIN:EX

 Subject:
 FW: AML Qrtly report FOIs

Date: Friday, December 1, 2017 11:56:54 AM

I am still searching. So far it has taken me 45 minutes.

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 778 698-9365

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Sent: Friday, December 1, 2017 11:56 AM

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Director, Executive Operations & Strategic Initiatives
Office of the Deputy Minister | Ministry of Finance

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Director, Executive Operations & Strategic Initiatives Office of the Deputy Minister \mid Ministry of Finance

From: Michell, Jennifer FIN:EX

Sent: Friday, December 1, 2017 9:39 AM

To: FOI Coordinator FIN:EX
Cc: Gillies, Jessica FIN:EX
Subject: AML Ortly report FOIs

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 From:
 FOI Coordinator FIN:EX

 To:
 Spilker, Robyn FIN:EX

 Cc:
 FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Date: Monday, December 4, 2017 5:57:34 PM
Attachments: Integrated Call for Records Form.pdf

Hi Robyn,

We had submitted a fee estimate for this one but we are going ahead without a fee. Could the MO please perform your search ASAP and let us know if you have any responsive records? We are hoping to send the CFRs to IAO tomorrow or Wednesday if possible. Sorry for the short notice.

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 778 698-9365

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello.

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Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A Request also directed to: CTZ,MAG Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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

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- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Page 109 of 166 FIN-2017-74339 S1



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

FOI REQUEST: $_{FIN-2017-73767}$

COLUMBIA				L			
GENERAL REQUE	CST ①		NAL REQ Request auth	UEST Onorization received date	:		
APPLICANT TYPE	DATE RECEIVED	FOI AN	ALYST	FEE ESTIMATE D	UE	REC	ORDS DUE
Media	November 9, 2017	Chelsea Fern			No	ovember	27, 2017
REQUEST DETAILS:	•	<u>'</u>					
	eports to the Minister on impanied the reports and all 6 1/2017)			•	_		
Section 1: Initial Re	cords Assessment						
Do you hold responsive	records? If no, please provide	an explanation t	nat can be given	to the applicant (if applicable	e): YE	sO	NO
Are you aware of other	records that may be respo	nsive to this r	equest withir	your Ministry?	YE	$s \bigcirc$	NO O
Are you aware of other	records that may be respo	nsive to this r	equest held b	y another public body?	YE	s O	NO O
If yes, specify:							
NO RECORDS RES	PONSE APPROVAL:						
Please forward to Ministr	ry FOI Contact (if applicab	le) for Delega	ted Head's fi	nal public body approval	l if no re	cords ha	ve been located.
Final Public Body Appr	oval (Full name, Title)		Signature:		Da	te:	
	nate — General Reque asonable efforts are made t	• `		• •	to Sect	ion 3)	
Search							
Locating/Retrieving Tasks may include: • Searching for hard & el • Reviewing box content • Retrieving records from • Retrieving email record	ectronic files lists Actual n off site	Hours	Ta • I	oducing records sks may include: Identifying relevant source data/information Manual time spent creating producing records	es of	Estimateo Actual H	
Volume							
Electronic files (in pages *Other refers to PDF, W	,	l without atta	chments:	Estimated Pages		Actu	al Pages
photos and any other ele responsive to the reques		l with attachr	nents:	Estimated Pages		Actu	al Pages
	*Oth	er documents		Estimated Pages		Actu	al Pages
• 1 Standard Records C • If in legal sized for	" and holds approximately entre Services Box:	y 200 pages (s	single sided)	Estimated Pages		Actua	al Pages
Preparation							
Tasks may include: • Photocopying/scannin • Ensuring completenes	g records into electronic for sof responsive records	ormat (PDF)		Estimated Hours		Actua	l Hours

Section 3: Search Summary and Program Area Recommend	ations	
Please describe the search for records including what records were search records, etc.), duration of search time, and who concluded the search for		files, off site
Could release of any all of the user engine records not entirelly source horner	VEC O	NOO
Could release of any/all of the responsive records potentially cause harm	? YES 🔾	NO ()
*Harm – Disclosure of the records would significantly harm the ministric. The harms assessment allows FOI staff to better understand the contrecommendations based on potential harms. (Issues associated with post to the harms assessment should be communicated to your ministry executive Engagement office.)	ext of the records and make informed sible disclosure through the FOI proce	severing ess that are unrelated
If yes which information, if released, may cause harm? • Please reference the applicable records and information of concern, the h • If any of these records have been prepared for, or used to inform, a decisic confidences) may apply. Please identify the applicable records and advise: (been made public or implemented?	on of Cabinet or any of its committees,	section 12 (Cabinet
(GENERAL REQUEST ONLY)- Unless specific <u>exemption criteria</u> apply, records provided to the applican Government's <u>Open Information Website</u> If you have any concerns about 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)		

 From:
 Gillies, Jessica FIN:EX

 To:
 Olson, Lianna FIN:EX

 Cc:
 FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Date: Monday, December 4, 2017 5:59:00 PM
Attachments: Integrated Call for Records Form.pdf

Hi Lianna,

Have you had a chance to check for records? We would like to get the CFRs to IAO tomorrow or Wednesday at the latest if possible. Sorry for the short notice.

Thanks,

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 778 698-9365

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From: FOI Coordinator FIN:EX

Sent: Friday, December 1, 2017 9:43 AM

To: Olson, Lianna FIN:EX
Cc: FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Lianna,

Same with this one, we wanted to double check to see if you would potentially have records from your time in the OADM. If you could let me know ASAP it would be greatly appreciated! Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance

FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: FOI Coordinator FIN:EX

Sent: Friday, November 10, 2017 1:03 PM

To: Spilker, Robyn FIN:EX; Michell, Jennifer FIN:EX Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi All,

Please see the below FOI Request.

Robyn, the DMO has already established that a fee estimate will be required for this request. Could you please provide the MO's fee estimate by Wednesday, November 15th?

Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance

FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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distribution of the e-mail or the information it contains is strictly forbidden.

From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information* and *Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A
Request also directed to: CTZ,MAG
Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

Send records via email in <u>PDF format</u>. If email is not possible, please send the records in electronic format via house mail with the completed form.

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 IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Page 114 of 166 FIN-2017-74339 S1



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

FOI REQUEST: $_{FIN-2017-73767}$

COLUMBIA				
GENERAL REQUE	ST 💿	PERSONAL REQ Personal Request aut	QUEST O horization received date: _	
APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	November 9, 2017	Chelsea Fern		November 27, 2017
REQUEST DETAILS:				
	npanied the reports and all e		ment's anti-money laundering reaction to the reports. (Date	
Section 1: Initial Rec	cords Assessment			
Do you hold responsive	records? If no, please provide :	an explanation that can be given	n to the applicant (if applicable):	YES NO
			,	
Are you aware of other i	records that may be respon	nsive to this request withi	in your Ministry?	YES O NO O
Are you aware of other i	records that may be respon	nsive to this request held	by another public body?	YES O NO O
If yes, specify:				
NO RECORDS RES	PONSE APPROVAL:			
		le) for Delegated Head's f	inal public body approval if t	no records have been located.
Final Public Body Appro	oval (Full name, Title)	Signature:		Date:
	ate — General Reque asonable efforts are made t	* `	rsonal Request skip to s	Section 3)
Search				
Locating/Retrieving Tasks may include: • Searching for hard & ele • Reviewing box content • Retrieving records from • Retrieving email record	ectronic files lists Actual off site	Hours T	roducing records asks may include: Identifying relevant sources of data/information Manual time spent creating as producing records	Actual Hours
Volume				
Electronic files (in pages *Other refers to PDF, W	,	without attachments:	Estimated Pages	Actual Pages
photos and any other ele responsive to the request	ectronic file Emai	with attachments:	Estimated Pages	Actual Pages
	*Oth	er documents	Estimated Pages	Actual Pages
 Hardcopy files (in pages) Average file folder = 1 1 Standard Records Community If in legal sized for If in letter sized for 	" and holds approximately entre Services Box: olders - 1,800 pages	v 200 pages (single sided)	Estimated Pages	Actual Pages
Preparation				
Tasks may include: • Photocopying/scanning • Ensuring completenes	g records into electronic fo s of responsive records	ormat (PDF)	Estimated Hours	Actual Hours

Section 3: Search Summary and Program Area Recommend	ations	
Please describe the search for records including what records were search records, etc.), duration of search time, and who concluded the search for		files, off site
Could release of any all of the user engine records not entirelly source horner	VEC O	NOO
Could release of any/all of the responsive records potentially cause harm	? YES 🔾	NO ()
*Harm – Disclosure of the records would significantly harm the ministric. The harms assessment allows FOI staff to better understand the contrecommendations based on potential harms. (Issues associated with post to the harms assessment should be communicated to your ministry executive Engagement office.)	ext of the records and make informed sible disclosure through the FOI proce	severing ess that are unrelated
If yes which information, if released, may cause harm? • Please reference the applicable records and information of concern, the h • If any of these records have been prepared for, or used to inform, a decisic confidences) may apply. Please identify the applicable records and advise: (been made public or implemented?	on of Cabinet or any of its committees,	section 12 (Cabinet
(GENERAL REQUEST ONLY)- Unless specific <u>exemption criteria</u> apply, records provided to the applican Government's <u>Open Information Website</u> If you have any concerns about 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)		

From: Gillies, Jessica FIN:EX
To: IAO CentralTeam FIN:EX

Cc: Kane, Meghan M FIN:EX; Michell, Jennifer FIN:EX; FOI Coordinator FIN:EX

Subject: Update re: FIN-2017-73767

Date: Tuesday, December 5, 2017 10:21:00 AM

Hi Chelsea,

We're conducting the search for records. We will go ahead without the fee.

Jessica Gillies

Manager, FOI & Correspondence Unit

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance

FIN FOI SharePoint site

phone 778 698-9365 | email Jessica.Gillies@gov.bc.ca

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From: Kane, Meghan M FIN:EX

To: FOI Coordinator FIN:EX; IAO CentralTeam FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX; Fern, Chelsea FIN:EX

Subject: RE: Update re: FIN-2017-73771 and FIN-2017-73767

Date: Tuesday, December 5, 2017 1:02:42 PM

Thanks Jessica,

I just followed up with Cindy on both FIN-73771 and FIN-73767. Since both fees are being waived, it would make sense for the LDD to revert back to their original due dates of December 22nd.

As I understand from our earlier phone call, you are still awaiting the search of the MO's office and a response from Leanne Olson (for previous Associate DMO) before IAO proceeds with an NRR.

Thx.

Meghan M Kane | Team Lead | Information Access Operations | Ministry of Citizens' Services

Ph: 250-387-7989 | e: meghan.kane@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

From: FOI Coordinator FIN:EX

Sent: Tuesday, December 5, 2017 10:22 AM

To: IAO CentralTeam FIN:EX

Cc: Kane, Meghan M FIN:EX; Michell, Jennifer FIN:EX; FOI Coordinator FIN:EX

Subject: Update re: FIN-2017-73771

Hi Chelsea,

We're conducting the search for records. We will go ahead without the fee.

Jessica Gillies

Manager, FOI & Correspondence Unit

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance

FIN FOI SharePoint site

phone 778 698-9365 | email Jessica.Gillies@gov.bc.ca

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 From:
 Spilker, Robyn FIN:EX

 To:
 FOI Coordinator FIN:EX

 Cc:
 Gillies, Jessica FIN:EX

Subject: RE: Call for Records FIN-2017-73771 Due November 27, 2017

Date: Tuesday, December 5, 2017 1:32:00 PM

Hi Jessica,

Can you give me a call at \$.22

Thanks, Robyn

Robyn Spilker

Senior Ministerial Assistant
Minister of Finance and Deputy Premier
250-952-7627

From: FOI Coordinator FIN:EX

Sent: Tuesday, December 5, 2017 1:04 PM

To: Spilker, Robyn FIN:EX Cc: FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73771 Due November 27, 2017

Thanks, Robyn. Can you let us know roughly how long the searches for 73771 and 73767 take (add each person's time together)?

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 778 698-9365

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From: Spilker, Robyn FIN:EX

Sent: Tuesday, December 5, 2017 7:57 AM

To: FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73771 Due November 27, 2017

Hi Jessica, I'll see what I can do. Most of our staff will have to conduct a search, so it may take more than a day.

Robyn Spilker

Senior Ministerial Assistant Minister of Finance and Deputy Premier 250-952-7627

From: FOI Coordinator FIN:EX

Sent: Monday, December 4, 2017 5:58 PM

To: Spilker, Robyn FIN:EX Cc: FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-73771 Due November 27, 2017

Hi Robyn,

We had submitted a fee estimate for this one but we are going ahead without a fee. Could the MO please perform your search ASAP and let us know if you have any responsive records? We are hoping to send the CFRs to IAO tomorrow or Wednesday if possible. Sorry for the short time frame.

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 778 698-9365

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:51 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73771 Due November 27, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information* and *Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All briefing notes and issues notes related to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A

Request also directed to: MAG & CTZ Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

Send records via email in <u>PDF format</u>. If email is not possible, please send the records in electronic format via house mail with the completed form.

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 IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

 From:
 Gillies, Jessica FIN:EX

 To:
 Spilker, Robyn FIN:EX

 Cc:
 FOI Coordinator FIN:EX

Subject: Search terms for FIN-2017-73771 and FIN-2017-73767

Date: Tuesday, December 5, 2017 3:18:00 PM

Hi Robyn,

The search terms we used for 73771 and 73767 are:

- bclc
- aml
- laundering

I searched the FIN Minister mailbox's contents yesterday for 73767 and found no records. (I did not search it for 73771, because that one was for BNs and INs, which wouldn't be in FIN Minister.)

Jessica Gillies

Manager, FOI & Correspondence Unit

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance

FIN FOI SharePoint site

phone 778 698-9365 | email Jessica.Gillies@gov.bc.ca

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From: Spilker, Robyn FIN:EX
To: FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Date: Tuesday, December 5, 2017 4:52:49 PM

Hi Jessica and Katie,

We completed the search for the request below and found no records. We used the following search terms and searched from 01/01/2017 to 10/11/2017 (as we only have records for 2017).

- bclc
- aml
- laundering

Robyn Spilker searched her emails and files. Robyn Spilker searched the Ministers' emails. Molly Henry search her emails and files Rob Gillezeau searched his emails and files. Heidi Reid search her emails and files.

Thanks, Robyn

Robyn Spilker

Senior Ministerial Assistant Minister of Finance and Deputy Premier 250-952-7627

From: FOI Coordinator FIN:EX

Sent: Monday, December 4, 2017 5:58 PM

To: Spilker, Robyn FIN:EX
Cc: FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Robyn,

We had submitted a fee estimate for this one but we are going ahead without a fee. Could the MO please perform your search ASAP and let us know if you have any responsive records? We are hoping to send the CFRs to IAO tomorrow or Wednesday if possible. Sorry for the short notice.

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance FIN FOI SharePoint site phone 778 698-9365

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello.

Please see details below regarding this formal request made under the *Freedom of Information* and *Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A Request also directed to: CTZ,MAG Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

Send records via email in <u>PDF format</u>. If email is not possible, please send the records in electronic format via house mail with the completed form.

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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;
- any other questions or concerns relating to this request.

Thank you for your assistance,

From: Gillies, Jessica FIN:EX on behalf of FOI Coordinator FIN:EX

Date: Tuesday, December 5, 2017 5:15:53 PM

Posted At: Responsive Records

Conversation: I will fill out MO and DMO CFRs for 73771 and 73767

Subject: I will fill out MO and DMO CFRs for 73771 and 73767

But we are still wating for Lianna to confirm whether or not she has anything

Jessica Gillies

Manager, FOI & Correspondence Unit

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance

FIN FOI SharePoint site

phone 778 698-9365 | email Jessica.Gillies@gov.bc.ca

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 From:
 Olson, Lianna FIN:EX

 To:
 FOI Coordinator FIN:EX

 Cc:
 Olson, Lianna FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Date: Wednesday, December 6, 2017 9:53:46 AM Attachments: FIN-2017-73767 NRR for CFR Dec 2017.pdf

Please find NRR attached

Thanks, Lianna

From: FOI Coordinator FIN:EX

Sent: Friday, December 1, 2017 9:43 AM

To: Olson, Lianna FIN:EX Cc: FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Lianna,

Same with this one, we wanted to double check to see if you would potentially have records from your time in the OADM. If you could let me know ASAP it would be greatly appreciated!

Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: FOI Coordinator FIN:EX

Sent: Friday, November 10, 2017 1:03 PM

To: Spilker, Robyn FIN:EX; Michell, Jennifer FIN:EX Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi All,

Please see the below FOI Request.

Robyn, the DMO has already established that a fee estimate will be required for this request. Could you please provide the MO's fee estimate by Wednesday, November 15th?

Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello.

Please see details below regarding this formal request made under the *Freedom of Information* and *Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A Request also directed to: CTZ,MAG Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

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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;
 any other questions or concerns relating to this request.

Thank you for your assistance,



FOI REQUEST: FIN-2017-73767

		REQUEST O	
APPLICANT TYPE DATE REC	EIVED FOI ANALYS	ST FEE ESTIMATE DUE	RECORDS DUE
Media November 9, 20	17 Chelsea Fern		November 27, 2017
REQUEST DETAILS:			
Regarding the quarterly reports to the Mini- correspondence that accompanied the report From 10/01/2016 To 10/11/2017)			
Section 1: Initial Records Assessm	ient		
Do you hold responsive records? If no, ple	ase provide an explanation that can l	be given to the applicant (if applicable):	YESO NO O
Are you aware of other records that may Are you aware of other records that may If yes, specify: GPEB now part of JAC	be responsive to this request	MARKET AND COLOURS A CARLOCATA SAMEN STATE OF PARTIES AND	YES O NO O
NO RECORDS RESPONSE APPR Please forward to Ministry FOI Contact (i		ead's final public bady approval if n	a records have been lace
Final Public Body Approval (Full name,	Regulation of a programme and	Shriathic was Nati 25 (2000) Shriathic tentra and make a managara and a contract	Date:
Jianna Olson	>~		Dec 6/17
Section 2: Fee Estimate — Genera Please ensure that all reasonable efforts a			ection 3)
Please ensure that all reasonable efforts a Search Locating/Retrieving Tasks may include: Searching for hard & electronic files Reviewing box content lists Retrieving records from off site			Estimated Hours f Actual Hours
Please ensure that all reasonable efforts a 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	Producing records Tasks may include: Identifying relevant sources of data/information Manual time spent creating an	Estimated Hours f Actual Hours
Please ensure that all reasonable efforts and Search Locating/Retrieving Tasks may include: Searching for hard & electronic files Reviewing box content lists Retrieving records from off site Retrieving email records (Outlook) Volume Electronic files (in pages):	Estimated Hours	Producing records Tasks may include: Identifying relevant sources of data/information Manual time spent creating an producing records	Estimated Hours f Actual Hours
Please ensure that all reasonable efforts a Search Locating/Retrieving Tasks may include: Searching for hard & electronic files Reviewing box content lists Retrieving records from off site Retrieving email records (Outlook) Volume Electronic files (in pages): Other refers to PDF, Word, Excel, photos and any other electronic file	Estimated Hours Actual Hours	Producing records Tasks may include: Identifying relevant sources of data/information Manual time spent creating an producing records	Estimated Hours f Actual Hours
Please ensure that all reasonable efforts and Search Locating/Retrieving Tasks may include: Searching for hard & electronic files Reviewing box content lists Retrieving records from off site Retrieving email records (Outlook) Volume Electronic files (in pages): Other refers to PDF, Word, Excel, who and any other electronic file esponsive to the request Lardcopy files (in pages):	Estimated Hours Actual Hours Email without attachments: *Other documents	Producing records Tasks may include: Identifying relevant sources of data/information Manual time spent creating an producing records Estimated Pages Estimated Pages Estimated Pages	Estimated Hours f Actual Hours d Actual Pages
Please ensure that all reasonable efforts a Search Locating/Retrieving Tasks may include: Searching for hard & electronic files Reviewing box content lists Retrieving records from off site Retrieving email records (Outlook) Volume Electronic files (in pages): Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request Hardcopy files (in pages): Average file folder = 1" and holds appr	Estimated Hours Actual Hours Email without attachmen Email with attachments: *Other documents oximately 200 pages (single single single single)	Producing records Tasks may include: Identifying relevant sources of data/information Manual time spent creating an producing records Estimated Pages Estimated Pages Estimated Pages	Estimated Hours f Actual Hours d Actual Pages Actual Pages
Please ensure that all reasonable efforts a Search Locating/Retrieving Tasks may include: Searching for hard & electronic files Reviewing box content lists Retrieving records from off site Retrieving email records (Outlook) Volume Electronic files (in pages): Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request Hardcopy files (in pages): Average file folder = 1" and holds appres 1 Standard Records Centre Services Botonic file geal sized folders - 1,800 pages	Estimated Hours Actual Hours Email without attachmen Email with attachments: *Other documents oximately 200 pages (single single single single)	Producing records Tasks may include: Identifying relevant sources of data/information Manual time spent creating an producing records Estimated Pages Estimated Pages Estimated Pages	Estimated Hours f Actual Hours d Actual Pages Actual Pages Actual Pages

ection 3: Search Summary and Program Area Rec	commendations	
lease describe the search for records including what records vecords, etc.), duration of search time, and who concluded the	were searched, (eg. files, email, databa search for records.	ises, TRIM files, off site
ould release of any/all of the responsive records potentially ca	ause harm? YES	S O NO O
Harm – Disclosure of the records would significantly harm to the harms assessment allows FOI staff to better understant ecommendations based on potential harms. (Issues associated the harms assessment should be communicated to your minublic Engagement office.)	nd the context of the records and maked with possible disclosure through the	e informed severing FOI process that are unrelated
yes which information, if released, may cause harm? Please reference the applicable records and information of con If any of these records have been prepared for, or used to infor nfidences) may apply. Please identify the applicable records an en made public or implemented?	m, a decision of Cabinet or any of its c	ommittees, section 12 (Cabinet
nless specific <u>exemption criteria</u> apply, records provided to t overnment's <u>Open Information Website</u> If you have any con	the applicant in response to this reque accerns about the publication of the res	st will be published on the ponsive records please
GENERAL REQUEST ONLY)- nless specific <u>exemption criteria</u> apply, records provided to too overnment's Open Information Website If you have any considicate here or discuss with your FOI Analyst.	the applicant in response to this reque accerns about the publication of the res	st will be published on the ponsive records please
nless specific <u>exemption criteria</u> apply, records provided to t overnment's <u>Open Information Website</u> If you have any con	the applicant in response to this reque seerns about the publication of the res	st will be published on the ponsive records please
nless specific <u>exemption criteria</u> apply, records provided to t overnment's <u>Open Information Website</u> If you have any con	the applicant in response to this reque ocerns about the publication of the res	st will be published on the ponsive records please
nless specific <u>exemption criteria</u> apply, records provided to t overnment's <u>Open Information Website</u> If you have any con	the applicant in response to this reque ocerns about the publication of the res	st will be published on the ponsive records please
nless specific <u>exemption criteria</u> apply, records provided to tovernment's <u>Open Information Website</u> If you have any condicate here or discuss with your FOI Analyst.	the applicant in response to this reque acerns about the publication of the res	st will be published on the ponsive records please
nless specific exemption criteria apply, records provided to to overnment's Open Information Website If you have any condicate here or discuss with your FOI Analyst.	the applicant in response to this requencerns about the publication of the res	st will be published on the ponsive records please
nless specific exemption criteria apply, records provided to to overnment's Open Information Website If you have any condicate here or discuss with your FOI Analyst.	icerns about the publication of the res	ponsive records please
nless specific <u>exemption criteria</u> apply, records provided to t overnment's <u>Open Information Website</u> If you have any con	icerns about the publication of the res	ponsive records please

 From:
 Gillies, Jessica FIN:EX

 To:
 FOI Coordinator FIN:EX

 Subject:
 MO NRR - FIN-2017-73767

Date: Wednesday, December 6, 2017 1:35:00 PM
Attachments: Integrated Call for Records Form.pdf

NRR from MO.

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 778 698-9365

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information* and *Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A
Request also directed to: CTZ,MAG
Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

Send records via email in <u>PDF format</u>. If email is not possible, please send the records in electronic format via house mail with the completed form.

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 IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,



FOI REQUEST: $|_{FIN-2017-73767}$

APPLICANT TYPE Media		PERSONAL R Personal Request a	EQUEST () nuthorization received date: _		
Media N	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	REC	ORDS DUE
	November 9, 2017	Chelsea Fern		November	27, 2017
REQUEST DETAILS:					
	anied the reports and all		ernment's anti-money launderin in reaction to the reports. (Date		
Section 1: Initial Reco	ords Assessment				
Do you hold responsive rec	cords? If no, please provide	an explanation that can be g	iven to the applicant (if applicable):	YES	NO 💿
Are you aware of other rec	cords that may be respo	nsive to this request wi	thin your Ministry?	YES	NO ①
Are you aware of other rec	cords that may be respo	nsive to this request he	ld by another public body?	YES O	NO ①
If yes, specify:					
NO RECORDS RESPO	ONSE APPROVAL:				
Please forward to Ministry	FOI Contact (if applicab	le) for Delegated Head	's final public body approval if	no records ha	ve been located
Final Public Body Approva	al (Full name, Title)	Signatur	e:	Date:	
Please ensure that all rease Search Locating/Retrieving Tasks may include: • Searching for hard & elect	Estima tronic files	ted Hours	Producing records Tasks may include: • Identifying relevant sources	<i>Estimated</i> of	1 Hours
 Reviewing box content lis Retrieving records from or Retrieving email records (ff site	Hours	data/informationManual time spent creating a producing records	Actual H and	ours
<u>Volume</u>					
Electronic files (in pages):		l without attachments:	Estimated Pages	Actua	al Pages
*Other refers to PDF, Wor photos and any other elect		l with attachments:	Estimated Pages	Actua	al Pages
rosmonsirio to the	*Oth	er documents	Estimated Pages	Actue	al Pages
		y 200 pages (single side			· · · · · · · · · · · · · · · · · · ·
Hardcopy files (in pages): • Average file folder = 1" a	tre Services Box: lers - 1,800 pages	y 200 pages (single side	Estimated Pages	Actue	ul Pages
_	tre Services Box: lers - 1,800 pages	y 200 pages (single side	· .	Actua	nl Pages

Section 5: Search Summary and Program Area Recommend	ations		
Please describe the search for records including what records were search records, etc.), duration of search time, and who concluded the search for		databases, TRIN	A files, off site
Note from Robyn Spilker:			
"We completed the search for the request below and found no records. We use 10/11/2017 (as we only have records for 2017).	ed the following searc	h terms and searc	thed from 01/01/2017 to
Could release of any/all of the responsive records potentially cause harm?	?	YES 🔘	NO 🔘
*Harm – Disclosure of the records would significantly harm the ministric. The harms assessment allows FOI staff to better understand the contrecommendations based on potential harms. (Issues associated with poss to the harms assessment should be communicated to your ministry execu Public Engagement office.)	ext of the records an sible disclosure throu	d make informed ugh the FOI prod	d severing cess that are unrelated
If yes which information, if released, may cause harm? • Please reference the applicable records and information of concern, the has of these records have been prepared for, or used to inform, a decisic confidences) may apply. Please identify the applicable records and advise: (been made public or implemented?	on of Cabinet or any	of its committees,	, section 12 (Cabinet
(GENERAL REQUEST ONLY)- Unless specific <u>exemption criteria</u> apply, records provided to the applicant Government's <u>Open Information Website</u> If you have any concerns about indicate here or discuss with your FOI Analyst.			
Section 4: Contact Information			
Who completed this form? (Full Name, Title):	Phone Number:		Date:
Jessica Gillies, Mgr, FOICU	778 698-9365		December 6, 2017
			December 0, 2017
Harms assessment completed by (Full Name, Title)	Program Area:		
Harms assessment approved by (Full Name, Title)			

 From:
 Gillies, Jessica FIN:EX

 To:
 FOI Coordinator FIN:EX

 Cc:
 Michell, Jennifer FIN:EX

 Subject:
 DMO NRR - FIN-2017-73767

Date: Wednesday, December 6, 2017 3:44:00 PM
Attachments: Integrated Call for Records Form.pdf

NRR for DMO.

Jen advised that the only reference to the quarterly report she found was in the Mandate Letter, which is posted online and publicly available at

https://corporate.bclc.com/content/dam/bclc/corporate/documents/mandate-letter-2017-18.pdf (Jen, I assume this is the same as the one you found).

The search for 73771 and 73767 took the DMO about 6.25 hours, including 4 hours to search the MO archive. We searched for both requests simultaneously as the date range and search terms were the same; if we had searched for each request individually it would have taken about double the amount of time. This does not include the time that the MO or Lianna spent searching (we don't know how long that took).

Additional details are in the CFR.

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 778 698-9365

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information* and *Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A Request also directed to: CTZ,MAG Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

Send records via email in <u>PDF format</u>. If email is not possible, please send the records in electronic format via house mail with the completed form.

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 IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,



FOI REQUEST: $|_{FIN-2017-73767}$

COLUMBIA					
GENERAL REQUE	CST ①	PERSONAL R Personal Request	REQUEST () authorization received date	e:	
APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE D	DUE REC	CORDS DUE
Media	November 9, 2017	Chelsea Fern		November	27, 2017
REQUEST DETAILS:					
	npanied the reports and all e		rernment's anti-money launder in reaction to the reports. (I		
Section 1: Initial Rec	cords Assessment				
Do you hold responsive	records? If no, please provide a	an explanation that can be	given to the applicant (if applicabl	e): YES	NO 💿
We conducted a comprehe	ensive search and did not loo	cate any responsive rec	ords. Gaming records were n	noved to MAG w	th GPEB.
Are you aware of other	records that may be respon	nsive to this request w	ithin your Ministry?	YES	NO ①
Are you aware of other	records that may be respon	nsive to this request h	eld by another public body	? YES ①	NO O
If yes, specify: MAC	G (GPEB) and BCLC may ha	ave records			
NO RECORDS RES	PONSE APPROVAL:				
Please forward to Ministr	ry FOI Contact (if applicab	le) for Delegated Head	l's final public body approva	ıl if no records ha	we been located.
Final Public Body Appro	oval (Full name, Title)	Signatu	re:	Date:	
Please ensure that all red Search Locating/Retrieving Tasks may include: • Searching for hard & ele • Reviewing box content • Retrieving records from • Retrieving email record	ectronic files lists Actual off site	ed Hours	Producing records Tasks may include: Identifying relevant sour data/information Manual time spent creati producing records	Actual H	
<u>Volume</u>					
Electronic files (in pages	,	without attachments	: Estimated Pages	Actu	al Pages
*Other refers to PDF, W photos and any other ele	ectronic file Email	with attachments:	Estimated Pages	Actu	al Pages
responsive to the reques		er documents	Estimated Pages	Actu	al Pages
Hardcopy files (in pages Average file folder = 1 Standard Records C If in legal sized fo If in letter sized f	" and holds approximately entre Services Box: olders - 1,800 pages	y 200 pages (single sid	ed) Estimated Pages	Actu	al Pages
Preparation					
• Ensuring completenes	g records into electronic fo s of responsive records f media; if so please specif		Estimated Hours		al Hours 66 FIN-2017-743

Section 3: Search Summary and Program Area Recommend	ations	
Please describe the search for records including what records were search records, etc.), duration of search time, and who concluded the search for		I files, off site
DMO searched by Jennifer Michell: "I have once again checked DM archived and have found no responsive records for FOI requests 2017-73767 and 2017-		emails and the LAN
MO archive searched by Jessica Gillies: I searched the following .pst files/LA	N archive folders for the search terms "	BCLC," "AML," and
Could release of any/all of the responsive records potentially cause harm's	YES 🔘	NO 🔘
*Harm – Disclosure of the records would significantly harm the ministric. The harms assessment allows FOI staff to better understand the contrecommendations based on potential harms. (Issues associated with post to the harms assessment should be communicated to your ministry executive public Engagement office.)	ext of the records and make informed sible disclosure through the FOI proc	severing ess that are unrelated
If yes which information, if released, may cause harm? • Please reference the applicable records and information of concern, the h • If any of these records have been prepared for, or used to inform, a decisic confidences) may apply. Please identify the applicable records and advise: (been made public or implemented?	on of Cabinet or any of its committees,	section 12 (Cabinet
(GENERAL REQUEST ONLY)- Unless specific <u>exemption criteria</u> apply, records provided to the applicar Government's <u>Open Information Website</u> If you have any concerns about indicate here or discuss with your FOI Analyst.		
Section 4: Contact Information		
Who completed this form? (Full Name, Title):	Phone Number:	Date:
Jessica Gillies, Mgr, FOICU	778 698-9365	December 6, 2017
Harms assessment completed by (Full Name, Title)	Program Area:	
Harms assessment approved by (Full Name, Title)		

 From:
 FOI Coordinator FIN:EX

 To:
 IAO CentralTeam FIN:EX

 Cc:
 FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Date: Wednesday, December 6, 2017 4:37:07 PM
Attachments: FIN-2017-73767 - MO CFR NRR.pdf

<u>FIN-2017-73767 - MO CFR NRR.pdf</u> <u>FIN-2017-73767 - DMO CFR NRR.pdf</u>

Hi Chelsea.

Please see attached NRR response for this request. Sign off should include Robyn Spilker, MA MO and Lori Wanamaker, DM.

Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello.

Please see details below regarding this formal request made under the *Freedom of Information* and *Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A
Request also directed to: CTZ,MAG
Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

Send records via email in <u>PDF format</u>. If email is not possible, please send the records in electronic format via house mail with the completed form.

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 IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Page 141 of 166 FIN-2017-74339 S1



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

FOI REQUEST: $_{FIN-2017-73767}$

COLUMBIA				
GENERAL REQUE	ST 💿	PERSONAL REQ Personal Request aut	QUEST O horization received date: _	
APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	November 9, 2017	Chelsea Fern		November 27, 2017
REQUEST DETAILS:				
	npanied the reports and all		ment's anti-money laundering reaction to the reports. (Date	
Section 1: Initial Rec	cords Assessment			
Do you hold responsive i	records? If no, please provide	an explanation that can be given	to the applicant (if applicable):	YES NO O
Are you aware of other i	records that may be respon	nsive to this request withi	n your Ministry?	YES O NO O
Are you aware of other I	records that may be respon	nsive to this request held	by another public body?	YES O NO O
If yes, specify:				
NO RECORDS RES	PONSE APPROVAL:			
Please forward to Ministr	y FOI Contact (if applicab	le) for Delegated Head's f	inal public body approval if i	no records have been located.
Final Public Body Appro	oval (Full name, Title)	Signature:		Date:
	ate — General Reque asonable efforts are made t	• `	rsonal Request skip to	Section 3)
Search				
Locating/Retrieving Tasks may include: • Searching for hard & ele • Reviewing box content • Retrieving records from • Retrieving email record	ectronic files lists Actual off site	Hours Ta	roducing records asks may include: Identifying relevant sources of data/information Manual time spent creating a producing records	Actual Hours
Volume				
Electronic files (in pages *Other refers to PDF, W	,	without attachments:	Estimated Pages	Actual Pages
photos and any other ele responsive to the request	ectronic file Emai	l with attachments:	Estimated Pages	Actual Pages
	*Oth	er documents	Estimated Pages	Actual Pages
 Hardcopy files (in pages) Average file folder = 1 1 Standard Records Community If in legal sized for If in letter sized for 	" and holds approximately entre Services Box: olders - 1,800 pages	y 200 pages (single sided)	Estimated Pages	Actual Pages
Preparation				
Tasks may include: • Photocopying/scanning • Ensuring completenes	g records into electronic fo s of responsive records	ormat (PDF)	Estimated Hours	Actual Hours

Section 5: Search Summary and Program Area Recommend	ations		
Please describe the search for records including what records were search records, etc.), duration of search time, and who concluded the search for		databases, TRIN	A files, off site
Note from Robyn Spilker:			
"We completed the search for the request below and found no records. We use 10/11/2017 (as we only have records for 2017).	ed the following searc	h terms and searc	thed from 01/01/2017 to
Could release of any/all of the responsive records potentially cause harm?	?	YES 🔘	NO 🔘
*Harm – Disclosure of the records would significantly harm the ministric. The harms assessment allows FOI staff to better understand the contrecommendations based on potential harms. (Issues associated with poss to the harms assessment should be communicated to your ministry execu Public Engagement office.)	ext of the records an sible disclosure throu	d make informed ugh the FOI prod	d severing cess that are unrelated
If yes which information, if released, may cause harm? • Please reference the applicable records and information of concern, the has of these records have been prepared for, or used to inform, a decisic confidences) may apply. Please identify the applicable records and advise: (been made public or implemented?	on of Cabinet or any	of its committees,	, section 12 (Cabinet
(GENERAL REQUEST ONLY)- Unless specific <u>exemption criteria</u> apply, records provided to the applicant Government's <u>Open Information Website</u> If you have any concerns about indicate here or discuss with your FOI Analyst.			
Section 4: Contact Information			
Who completed this form? (Full Name, Title):	Phone Number:		Date:
Jessica Gillies, Mgr, FOICU	778 698-9365		December 6, 2017
			December 0, 2017
Harms assessment completed by (Full Name, Title)	Program Area:		
Harms assessment approved by (Full Name, Title)			

Page 143 of 166 FIN-2017-74339 S1



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

FOI REQUEST: FIN-2017-73767

COLUMBIA Ministry o	I Finance				
GENERAL REQUEST Personal Request authorization received date: Personal Request authorization received date:					
APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE	
Media	November 9, 2017	Chelsea Fern		November 27, 2017	
REQUEST DETAILS:					
	npanied the reports and all		nment's anti-money laundering n reaction to the reports. (Date		
Section 1: Initial Rec	cords Assessment				
Do you hold responsive i	records? If no, please provide	an explanation that can be giv	en to the applicant (if applicable):	YES NO	
We conducted a comprehe	ensive search and did not lo	cate any responsive record	ds. Gaming records were move	ed to MAG with GPEB.	
Are you aware of other i	records that may be respo	nsive to this request witl	nin your Ministry?	YES O NO O	
Are you aware of other i	records that may be respo	nsive to this request held	by another public body?	YES O NO O	
If yes, specify: MAG	G (GPEB) and BCLC may h	ave records			
NO RECORDS RES	PONSE APPROVAL:				
Please forward to Ministr	ry FOI Contact (if applicab	le) for Delegated Head's	final public body approval if	no records have been located.	
Final Public Body Appro	oval (Full name, Title)	Signature:		Date:	
Please ensure that all red	ate — General Reque asonable efforts are made t	* `	ersonal Request skip to a estimate as possible	Section 3)	
Search					
Locating/Retrieving Tasks may include: • Searching for hard & ele • Reviewing box content • Retrieving records from • Retrieving email records	ectronic files lists Actual off site	ted Hours	Producing records Fasks may include: Identifying relevant sources data/information Manual time spent creating a producing records	Actual Hours	
Volume					
Electronic files (in pages) ·	l without attachments:	Estimated Pages	Actual Pages	
*Other refers to PDF, W photos and any other ele	ectronic file Emai	l with attachments:	Estimated Pages	Actual Pages	
responsive to the request		er documents	Estimated Pages	Actual Pages	
 Hardcopy files (in pages) Average file folder = 1 1 Standard Records Co If in legal sized fo If in letter sized fo 	" and holds approximatel entre Services Box: olders - 1,800 pages	y 200 pages (single sided) Estimated Pages	Actual Pages	
Preparation					
Tasks may include: • Photocopying/scanning • Ensuring completeness	g records into electronic for some sof responsive records	ormat (PDF)	Estimated Hours	Actual Hours	

Section 3: Search Summary and Program Area Recommend	ations				
Please describe the search for records including what records were search records, etc.), duration of search time, and who concluded the search for		files, off site			
DMO searched by Jennifer Michell: "I have once again checked DM archived and have found no responsive records for FOI requests 2017-73767 and 2017-	* *	emails and the LAN			
MO archive searched by Jessica Gillies: I searched the following .pst files/LA	N archive folders for the search terms "	BCLC," "AML," and 🛨			
Could release of any/all of the responsive records potentially cause harm's	YES 🔘	NO 🔘			
*Harm – Disclosure of the records would significantly harm the ministric. The harms assessment allows FOI staff to better understand the contrecommendations based on potential harms. (Issues associated with post to the harms assessment should be communicated to your ministry executive public Engagement office.)	ext of the records and make informed sible disclosure through the FOI proc	severing ess that are unrelated			
If yes which information, if released, may cause harm? • Please reference the applicable records and information of concern, the h • If any of these records have been prepared for, or used to inform, a decisic confidences) may apply. Please identify the applicable records and advise: (been made public or implemented?	on of Cabinet or any of its committees,	section 12 (Cabinet			
(GENERAL REQUEST ONLY)- 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:			
Jessica Gillies, Mgr, FOICU	778 698-9365	December 6, 2017			
Harms assessment completed by (Full Name, Title)	Program Area:				
Harms assessment approved by (Full Name, Title)					

From: Fern, Chelsea

To: FOI Coordinator FIN:EX

Subject: Sign Off FIN-2017-73767 (NRR), Sign off Due Date: Dec. 15

Date: Friday, December 8, 2017 8:07:18 AM

Attachments: G - Sign Form.docx

<u>G - Sign Form.docx</u> <u>Response FIN-2017-73767.docx</u>

Please see attached sign off package for public body approval.

Sign off due: December 15, 2017

Legislated due date of file: December 22, 2017

Thank you,

Chelsea Fern, Senior FOI Analyst Central Agency Team Information Access Operations

Approval Form FOI Request: 292-30/FIN-2017-73767

IAO - Review of Harms and Response Recommendations

Request Received: November 9, 2017 Due Date: December 22, 2017 Applicant type: Media

Description: Regarding the quarterly reports to the Minister on implementation of the government's anti-money laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017).

Comments/Background:

- The Minister's Office (MO) and Deputy Minister's Office (DMO) was canvassed and produced no responsive records.
- This request is linked with CTZ-2017-73769 (Sign Sent NRR) and MAG-2017-73768 (Call Reminder 2).
- Under section 75 of FOIPPA a fee estimate was issued on November 21, 2017, for 16 hours of search time (\$390). However, the Ministry ultimately decided to waive the full fee on December 5, 2017.

Consultations:

N/A

Recommendations:

- No responsive records were located. The MO Archives, DMO Archives, Cliff, .pst files, and LAN Archives were searched using the following keywords: "BCLC", "AML", and "Laundering".
- Please note: FIN advised that they do not have access to Brian Menzies' emails as there appears to have been an error when they were archived. IT had been working to restore them but at this point they do not have access.
- Please see the attached draft response letter for the applicant/please see the draft wording for the response letter to the applicant.

Publication Recommendations:

- Note that all general FOI request records that are released to an applicant should be published on the Open Information website unless the exemption criteria apply. The exemption criteria can be found on page 3 of <u>Ministerial Directive 06-2016</u> and on page 11 of the <u>Open Information and Open Data Policy</u>.
- **Effective October 1, 2016** records (or portions of records) unable to be published due to federal copyright legislation will be redacted prior to publication by the Open Information team.
 - IAO recommends: Do NOT Publish.
 - o The reason for 'Do Not Publish' is: Outside the Scope of the Publication Policy.

FOI Analyst: Chelsea Fern	Signature: Chelse Fun	Date: December 7, 2017				
Team Lead: Meghan Kane	Meghan Vue Signature:	Date: December 7, 2017				
	Signature: θ					
Ministry - Agreement with Recommendations						
Robyn Spilker, Ministerial Assistant, Minister's Office	Signature:	Date:				
Lori Wanamaker, Deputy Minister's Office	Signature:	Date:				
Comments:						

Exercise of Discretion:

The Freedom of Information and Protection of Privacy Act (FOIPPA) contains both mandatory and discretionary exceptions to disclosure. Sections 13 to 20 are the discretionary exceptions. Where Information Access Operations (IAO) has advised the head that a discretionary exception may apply, it is important that the head consider the possibility of releasing the information despite the fact that an exception may apply.

Factors relevant to the exercise of discretion include:

- the general purposes of the legislation: public bodies should make information available to the public; individuals should have access to personal information about themselves;
- the wording of the discretionary exception and the interests which the section attempts to balance;
- whether the individual's request could be satisfied by severing the record and by providing the applicant with as much information as is reasonably practicable;
- the historical practice of the public body with respect to the release of similar types of documents;
- the nature of the record and the extent to which the document is significant and/or sensitive to the public body;
- whether the disclosure of the information will increase public confidence in the operation of the public body;
- the age of the record;
- whether there is a sympathetic or compelling need to release materials;
- whether previous orders of the Commissioner have ruled that similar types of records or information should or should not be subject to disclosure; and
- when the policy advice exception is claimed, whether the decision to which the advice or recommendations relates has already been made.



ARCS: 292-30 File: FIN-2017-73767 Your File: FOI 171108b

December 8, 2017

Sent via email:

Dear

Re: Request for Access to Records Freedom of Information and Protection of Privacy Act (FOIPPA)

I am writing further to your request received by the Ministry of Finance. Your request is for:

Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017)

The Ministry of Finance conducted a thorough search and located no records in response to your request. The Ministry searched the Minister's Office Archives, Deputy Minister's Office Archives, Cliff, .pst files, and LAN Archives.

Your file with the Ministry of Finance is now closed.

You directed your request to multiple public bodies. As you have already directed an identically worded request to the Ministry of Citizens' Services and the Ministry of the Attorney General, they will respond under separate cover, CTZ-2017-73769 and MAG-2017-73768. Please await responses to each of your requests before considering government's response to be complete.

...\2

If you have any questions regarding your request, please contact Chelsea Fern, the analyst assigned to your request, at 778 698-2740. This number can be reached toll-free by calling from Vancouver, 604 660-2421, or from elsewhere in BC, 1 800 663-7867 and asking to be transferred to 778 698-2740.

You have the right to ask the Information and Privacy Commissioner to review this decision. I have enclosed information on the review and complaint process.

Sincerely,

On behalf of Cindy Elbahir, Manager Central Agency Team, Information Access Operations

Enclosure

How to Request a Review with the Office of the Information and Privacy Commissioner

If you have any questions regarding your request please contact the analyst assigned to your file. The analyst's name and telephone number are listed in the attached letter.

Pursuant to section 52 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), you may ask the Office of the Information and Privacy Commissioner to review any decision, act, or failure to act with regard to your request under FOIPPA.

A complete copy of FOIPPA is available online at:

http://www.bclaws.ca/civix/document/id/complete/statreg/96165_00

Please note that you have 30 business days to file your review with the Office of the Information and Privacy Commissioner. In order to request a review please write to:

Information and Privacy Commissioner
PO Box 9038 Stn Prov Govt
4th Floor, 947 Fort Street
Victoria BC V8W 9A4
Telephone 250 387-5629 Fax 250 387-1696

If you request a review, please provide the Commissioner's Office with:

- 1. A copy of your original request;
- 2. A copy of our response; and
- 3. The reasons or grounds upon which you are requesting the review.

 From:
 FOI Coordinator FIN:EX

 To:
 Spilker, Robyn FIN:EX

 Cc:
 FOI Coordinator FIN:EX

Subject: Sign Off FIN-2017-73767 (NRR), Sign off Due Date: Dec. 12

Date: Friday, December 8, 2017 11:26:54 AM

Attachments: <u>G - Sign Form.docx</u>

Response FIN-2017-73767.docx

Hi Robyn,

Please see attached sign off sheet. Sign off is due by December 12, 2017.

Thank you!

Céline Anderson

Correspondence Coordinator Correspondence Unit | Deputy Minister's Office Ministry of Finance (604) 775-0693

From: Fern, Chelsea [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, December 8, 2017 8:07 AM

To: FOI Coordinator FIN:EX

Subject: Sign Off FIN-2017-73767 (NRR), Sign off Due Date: Dec. 15

Please see attached sign off package for public body approval.

Sign off due: December 15, 2017

Legislated due date of file: December 22, 2017

Thank you,

Chelsea Fern, Senior FOI Analyst Central Agency Team Information Access Operations

Approval Form FOI Request: 292-30/FIN-2017-73767

IAO - Review of Harms and Response Recommendations

Request Received: November 9, 2017 Due Date: December 22, 2017 Applicant type: Media

Description: Regarding the quarterly reports to the Minister on implementation of the government's anti-money laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017).

Comments/Background:

- The Minister's Office (MO) and Deputy Minister's Office (DMO) was canvassed and produced no responsive records
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- Under section 75 of FOIPPA a fee estimate was issued on November 21, 2017, for 16 hours of search time (\$390). However, the Ministry ultimately decided to waive the full fee on December 5, 2017.

Consultations:

N/A

Recommendations:

- No responsive records were located. The MO Archives, DMO Archives, Cliff, .pst files, and LAN Archives were searched using the following keywords: "BCLC", "AML", and "Laundering".
- Please note: FIN advised that they do not have access to Brian Menzies' emails as there appears to have been an error when they were archived. IT had been working to restore them but at this point they do not have access.
- Please see the attached draft response letter for the applicant/please see the draft wording for the response letter to the applicant.

Publication Recommendations:

- Note that all general FOI request records that are released to an applicant should be published on the Open Information website unless the exemption criteria apply. The exemption criteria can be found on page 3 of <u>Ministerial Directive 06-2016</u> and on page 11 of the <u>Open Information and Open Data Policy</u>.
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FOI Analyst: Chelsea Fern	Signature: Chelse Fun	Date: December 7, 2017				
Team Lead: Meghan Kane	Meghan Vue Signature:	Date: December 7, 2017				
	Signature: θ					
Ministry - Agreement with Recommendations						
Robyn Spilker, Ministerial Assistant, Minister's Office	Signature:	Date:				
Lori Wanamaker, Deputy Minister's Office	Signature:	Date:				
Comments:						

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- when the policy advice exception is claimed, whether the decision to which the advice or recommendations relates has already been made.



ARCS: 292-30 File: FIN-2017-73767 Your File: FOI 171108b

December 8, 2017

Sent via email:

Dear

Re: Request for Access to Records Freedom of Information and Protection of Privacy Act (FOIPPA)

I am writing further to your request received by the Ministry of Finance. Your request is for:

Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017)

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Sincerely,

On behalf of Cindy Elbahir, Manager Central Agency Team, Information Access Operations

Enclosure

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- 1. A copy of your original request;
- 2. A copy of our response; and
- 3. The reasons or grounds upon which you are requesting the review.

From: Spilker, Robyn FIN:EX
To: FOI Coordinator FIN:EX

Subject: RE: Sign Off FIN-2017-73767 (NRR), Sign off Due Date: Dec. 12

Date: Monday, December 11, 2017 4:29:20 PM

Attachments: 73767 Sign Off.pdf

Sign off attached. Thanks.

Robyn Spilker

Senior Ministerial Assistant Minister of Finance and Deputy Premier 250-952-7627

From: FOI Coordinator FIN:EX

Sent: Friday, December 8, 2017 11:27 AM

To: Spilker, Robyn FIN:EX Cc: FOI Coordinator FIN:EX

Subject: Sign Off FIN-2017-73767 (NRR), Sign off Due Date: Dec. 12

Hi Robyn,

Please see attached sign off sheet. Sign off is due by December 12, 2017.

Thank you!

Céline Anderson

Correspondence Coordinator Correspondence Unit | Deputy Minister's Office Ministry of Finance (604) 775-0693

From: Fern, Chelsea [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, December 8, 2017 8:07 AM

To: FOI Coordinator FIN:EX

Subject: Sign Off FIN-2017-73767 (NRR), Sign off Due Date: Dec. 15

Please see attached sign off package for public body approval.

Sign off due: December 15, 2017

Legislated due date of file: December 22, 2017

Thank you,

Chelsea Fern, Senior FOI Analyst Central Agency Team Information Access Operations



IAO - Review of Harms and Response Recommendations

Request Received: November 9, 2017 Due Date: December 22, 2017 Applicant type: Media

Description: Regarding the quarterly reports to the Minister on implementation of the government's anti-money laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017).

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- Under section 75 of FOIPPA a fee estimate was issued on November 21, 2017, for 16 hours of search time (\$390). However, the Ministry ultimately decided to waive the full fee on December 5, 2017.

Consultations:

N/A

Recommendations:

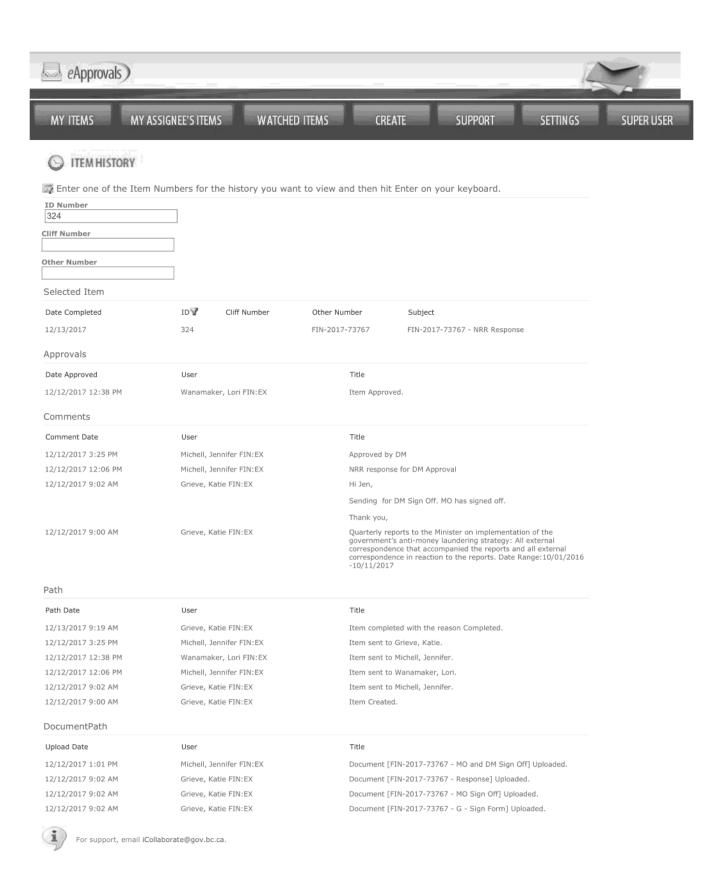
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	Signature: Chelsac Fun	Date: December 7, 2017
Team Lead: Meghan Kane	Meghan Vane Signature:	Date: December 7, 2017
	Signature.	
Ministry - Agreement with Recomme	ndations	STATE OF THE STATE
Robyn Spilker, Ministerial Assistant, Minister's Office	Signature: Repelbery	Date: Dec 11 2017
Lori Wanamaker, Deputy Minister's Office	Signature:	Date:
Comments:		

eApprovals Page 1 of 1



From: FOI Coordinator FIN:EX
To: IAO CentralTeam CITZ:EX
Cc: FOI Coordinator FIN:EX

Subject: FW: Sign Off FIN-2017-73767 (NRR), Sign off Due Date: Dec. 15

Date: Wednesday, December 13, 2017 9:23:35 AM

Attachments: Response FIN-2017-73767.docx

FIN-2017-73767 - MO and DM Sign Off.pdf

Hi Chelsea,

Please see attached sign off for this NRR response.

Thank you,

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

Please consider the environment before printing this email | VISION: Trusted financial and economic leadership for a prosperous province

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From: Fern, Chelsea [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, December 8, 2017 8:07 AM

To: FOI Coordinator FIN:EX

Subject: Sign Off FIN-2017-73767 (NRR), Sign off Due Date: Dec. 15

Please see attached sign off package for public body approval.

Sign off due: December 15, 2017

Legislated due date of file: December 22, 2017

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IAO - Review of Harms and Response Recommendations

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FOI Analyst: Chelsea Fern	Signature: Chelson Fun	Date: December 7, 2017				
Team Lead: Meghan Kane	Meghan Vare	Date: December 7, 2017				
	Signature: 0					
Ministry - Agreement with Recommendations						
Robyn Spilker, Ministerial Assistant, Minister's Office	Signature: Khnelbery	Date: Re 11 2017				
Lori Wanamaker, Deputy Minister's	Signature	Date:				
Office	Zwamamaku	Dec 12, 2017				
Comments:						



ARCS: 292-30 File: FIN-2017-73767 Your File: FOI 171108b

December 8, 2017

Sent via email:

Dear

Re: Request for Access to Records Freedom of Information and Protection of Privacy Act (FOIPPA)

I am writing further to your request received by the Ministry of Finance. Your request is for:

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On behalf of Cindy Elbahir, Manager Central Agency Team, Information Access Operations

Enclosure

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PO Box 9038 Stn Prov Govt
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Telephone 250 387-5629 Fax 250 387-1696

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- 1. A copy of your original request;
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Gillezeau, Rob FIN:EX

From:

Gillezeau, Rob FIN:EX

Sent:

Tuesday, December 5, 2017 4:48 PM

To:

Spilker, Robyn FIN:EX

Subject:

RE: Urgent for today: Call for Records FIN-2017-73767 Records Due November 27,

2017

I have performed the search and have no relevant records.

Rob Gillezeau

Senior Ministerial Assistant Minister of Finance and Deputy Premier 250-413-7048

From: Spilker, Robyn FIN:EX

Sent: Tuesday, December 5, 2017 4:00 PM

To: Gillezeau, Rob FIN:EX; Reid, Heidi FIN:EX; Henry, Molly FIN:EX

Cc: Manton, Kim FIN:EX

Subject: Urgent for today: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Rob, Heidi and Molly,

I've been asked to coordinate a last minute FOI search at our office on two requests. The first request is below.

By the end of today, please search your all records created from the date you started until Oct 11, 2017 using the following search terms. If you have any records that are responsive, please send them to me.

- bclc
- aml
- laundering

FIN minister has already been searched by the FOI unit.

Thanks, Robyn

Robyn Spilker

Senior Ministerial Assistant Minister of Finance and Deputy Premier 250-952-7627

From: FOI Coordinator FIN:EX

Sent: Monday, December 4, 2017 5:58 PM

To: Spilker, Robyn FIN:EX
Cc: FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Robyn,

We had submitted a fee estimate for this one but we are going ahead without a fee. Could the MO please perform your search ASAP and let us know if you have any responsive records? We are hoping to send the CFRs to IAO tomorrow or Wednesday if possible. Sorry for the short notice.

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 778 698-9365

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's anti-money laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A Request also directed to: CTZ,MAG Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to <u>IAOCentralTeam@gov.bc.ca</u>.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

Send records via email in <u>PDF format</u>. If email is not possible, please send the records in electronic format via house mail with the completed form.

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 IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Chelsea Fern, FOI Analyst Central Agency Team Information Access Operations

Henry, Molly FIN:EX

From:

Gillies, Jessica FIN:EX

Sent:

Thursday, November 16, 2017 11:30 AM

To:

Henry, Molly FIN:EX

Subject:

RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Molly,

I think you may have to contact your tech support. I know how to connect people to our DMO LAN but I don't know the name of yours or where it is located. Sorry!

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 250 387-3513

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From: Henry, Molly FIN:EX

Sent: Thursday, November 16, 2017 10:26 AM

To: Gillies, Jessica FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Jessica – I don't know how to access/find the LAN, help please!

From: Gillies, Jessica FIN:EX

Sent: Wednesday, November 15, 2017 1:26 PM **To:** Spilker, Robyn FIN:EX; Henry, Molly FIN:EX

Cc: FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Robyn and Molly,

I'm not familiar with your LAN structure, but generally speaking, you would use the search box on the top right after navigating to the appropriate folder:



A lot may depend on how the folder(s) are structured. You can also filter based on date modified (of course if they all have the date they were transferred to the LAN, that will not be helpful):



This request is on hold at the moment because we have submitted a fee estimate, but if/when the fee is paid, Molly, you can contact me if you have any questions.

Please also let us know if this will change your fee estimate of 0 hours—I would imagine it may take some time to search the LAN.

Thanks,

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 250 387-3513

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From: Spilker, Robyn FIN:EX

Sent: Wednesday, November 15, 2017 10:54 AM

To: FOI Coordinator FIN:EX **Cc:** Henry, Molly FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Jessica,

Molly is responsible for searching FIN Minister. Could someone from your team show her how to search the LAN? I'm not familiar with the process.

Thanks, Robyn

Robyn Spilker

Senior Ministerial Assistant Minister of Finance and Deputy Premier 250-952-7627

From: FOI Coordinator FIN:EX

Sent: Wednesday, November 15, 2017 10:51 AM

To: Spilker, Robyn FIN:EX
Cc: FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Thanks, Robyn. If the fee is paid for this one (the DMO is submitting a fee estimate) the MO may want to search the FIN Minister archive, which I believe Yvette saved on the MO's LAN. Not everything in that archive would be in CLIFF.

(That is different from the MO staff archive, which the DMO has access to.)

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 250 387-3513

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From: Spilker, Robyn FIN:EX

Sent: Friday, November 10, 2017 1:38 PM

To: FOI Coordinator FIN:EX; Michell, Jennifer FIN:EX

Cc: Gillies, Jessica FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Our fee estimate is \$0.

Robyn Spilker

Senior Ministerial Assistant Minister of Finance and Deputy Premier 250-952-7627

From: FOI Coordinator FIN:EX

Sent: Friday, November 10, 2017 1:03 PM

To: Spilker, Robyn FIN:EX; Michell, Jennifer FIN:EX Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi All,

Please see the below FOI Request.

Robyn, the DMO has already established that a fee estimate will be required for this request. Could you please provide the MO's fee estimate by Wednesday, November 15th?

Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance

FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's anti-money laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A Request also directed to: CTZ,MAG Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

Send records via email in <u>PDF format</u>. If email is not possible, please send the records in electronic format via house mail with the completed form.

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 IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Chelsea Fern, FOI Analyst Central Agency Team Information Access Operations

Henry, Molly FIN:EX

From:

Spilker, Robyn FIN:EX

Sent:

Thursday, November 16, 2017 5:02 PM

To:

Henry, Molly FIN:EX

Subject:

RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Thanks!

Robyn Spilker

Senior Ministerial Assistant Minister of Finance and Deputy Premier 250-952-7627

From: Henry, Molly FIN:EX

Sent: Thursday, November 16, 2017 5:01 PM

To: Spilker, Robyn FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Brett is getting me access to the LAN, will let you know once it's sorted.

Molly Henry

Ministerial Assistant
Minister of Finance and Deputy Premier
250-387-3751

From: Spilker, Robyn FIN:EX

Sent: Thursday, November 16, 2017 10:13 AM

To: Henry, Molly FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Molly,

How long do you think it would take you to search the LAN for the request below? I'm being asked for the time required for the fee estimate.

Thanks, Robyn

Robyn Spilker

Senior Ministerial Assistant Minister of Finance and Deputy Premier 250-952-7627

From: FOI Coordinator FIN:EX

Sent: Thursday, November 16, 2017 9:58 AM

To: Spilker, Robyn FIN:EX
Cc: FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Robyn,

In case you might have found more records on the LAN, I'm just following up to see if your fee estimate remains the same or has changed.

Thank you!

Céline Anderson

Correspondence Coordinator Correspondence Unit | Deputy Minister's Office Ministry of Finance (604) 775-0693

From: Spilker, Robyn FIN:EX

Sent: Wednesday, November 15, 2017 10:54 AM

To: FOI Coordinator FIN:EX **Cc:** Henry, Molly FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Jessica,

Molly is responsible for searching FIN Minister. Could someone from your team show her how to search the LAN? I'm not familiar with the process.

Thanks, Robyn

Robyn Spilker

Senior Ministerial Assistant Minister of Finance and Deputy Premier 250-952-7627

From: FOI Coordinator FIN:EX

Sent: Wednesday, November 15, 2017 10:51 AM

To: Spilker, Robyn FIN:EX
Cc: FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Thanks, Robyn. If the fee is paid for this one (the DMO is submitting a fee estimate) the MO may want to search the FIN Minister archive, which I believe Yvette saved on the MO's LAN. Not everything in that archive would be in CLIFF.

(That is different from the MO staff archive, which the DMO has access to.)

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 250 387-3513

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From: Spilker, Robyn FIN:EX

Sent: Friday, November 10, 2017 1:38 PM

To: FOI Coordinator FIN:EX; Michell, Jennifer FIN:EX

Cc: Gillies, Jessica FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Our fee estimate is \$0.

Robyn Spilker

Senior Ministerial Assistant Minister of Finance and Deputy Premier 250-952-7627

From: FOI Coordinator FIN:EX

Sent: Friday, November 10, 2017 1:03 PM

To: Spilker, Robyn FIN:EX; Michell, Jennifer FIN:EX Cc: FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi All,

Please see the below FOI Request.

Robyn, the DMO has already established that a fee estimate will be required for this request. Could you please provide the MO's fee estimate by Wednesday, November 15th?

Thank you!

Katie Grieve | FOI Analyst

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance FIN FOI SharePoint site | phone 778 698-4887 | email katie.grieve@gov.bc.ca

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's anti-money laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A Request also directed to: CTZ,MAG Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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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;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Chelsea Fern, FOI Analyst Central Agency Team Information Access Operations

Henry, Molly FIN:EX

From:

Gillies, Jessica FIN:EX

Sent:

Friday, November 17, 2017 4:27 PM

To:

Spilker, Robyn FIN:EX; Henry, Molly FIN:EX

Subject:

FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Molly,

I've spoken to Jackie Hendry in the PO and I now understand that the LAN was archived so you do not have access to it. My apologies; I thought the LAN would have carried over.

I will request access to the archived LAN for myself and Jen Michell, and we will take care of any searches of that LAN.

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 250 387-3513

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From: Gillies, Jessica FIN:EX

Sent: Wednesday, November 15, 2017 1:26 PM **To:** Spilker, Robyn FIN:EX; Henry, Molly FIN:EX

Cc: FOI Coordinator FIN:EX

Subject: RE: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Robyn and Molly,

I'm not familiar with your LAN structure, but generally speaking, you would use the search box on the top right after navigating to the appropriate folder:



A lot may depend on how the folder(s) are structured. You can also filter based on date modified (of course if they all have the date they were transferred to the LAN, that will not be helpful):



ARCS: 292-30 File: FIN-2017-73767 Your File: FOI 171108b

December 8, 2017

Sent via email:

Dear

Re: Request for Access to Records Freedom of Information and Protection of Privacy Act (FOIPPA)

I am writing further to your request received by the Ministry of Finance. Your request is for:

Regarding the quarterly reports to the Minister on implementation of the government's antimoney laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017)

The Ministry of Finance conducted a thorough search and located no records in response to your request. The Ministry searched the Minister's Office Archives, Deputy Minister's Office Archives, Cliff, .pst files, and LAN Archives.

Your file with the Ministry of Finance is now closed.

You directed your request to multiple public bodies. As you have already directed an identically worded request to the Ministry of Citizens' Services and the Ministry of the Attorney General, they will respond under separate cover, CTZ-2017-73769 and MAG-2017-73768. Please await responses to each of your requests before considering government's response to be complete.

...\2

If you have any questions regarding your request, please contact Chelsea Fern, the analyst assigned to your request, at 778 698-2740. This number can be reached toll-free by calling from Vancouver, 604 660-2421, or from elsewhere in BC, 1 800 663-7867 and asking to be transferred to 778 698-2740.

You have the right to ask the Information and Privacy Commissioner to review this decision. I have enclosed information on the review and complaint process.

Sincerely,

On behalf of Cindy Elbahir, Manager Central Agency Team, Information Access Operations

Enclosure

How to Request a Review with the Office of the Information and Privacy Commissioner

If you have any questions regarding your request please contact the analyst assigned to your file. The analyst's name and telephone number are listed in the attached letter.

Pursuant to section 52 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), you may ask the Office of the Information and Privacy Commissioner to review any decision, act, or failure to act with regard to your request under FOIPPA.

A complete copy of FOIPPA is available online at:

http://www.bclaws.ca/civix/document/id/complete/statreg/96165 00

Please note that you have 30 business days to file your review with the Office of the Information and Privacy Commissioner. In order to request a review please write to:

Information and Privacy Commissioner
PO Box 9038 Stn Prov Govt
4th Floor, 947 Fort Street
Victoria BC V8W 9A4
Telephone 250 387-5629 Fax 250 387-1696

If you request a review, please provide the Commissioner's Office with:

- 1. A copy of your original request;
- 2. A copy of our response; and
- 3. The reasons or grounds upon which you are requesting the review.

Spilker, Robyn FIN:EX

From:

Henry, Molly FIN:EX

Sent:

Tuesday, December 5, 2017 4:17 PM

To:

Spilker, Robyn FIN:EX

Subject:

RE: Urgent for today: Call for Records FIN-2017-73767 Records Due November 27,

2017

I've completed the search and have no records.

Molly Henry

Ministerial Assistant Minister of Finance and Deputy Premier 250-387-3751

From: Spilker, Robyn FIN:EX

FIGHT. Spilker, RODYII TIN.LA

Sent: Tuesday, December 5, 2017 4:00 PM

To: Gillezeau, Rob FIN:EX; Reid, Heidi FIN:EX; Henry, Molly FIN:EX

Cc: Manton, Kim FIN:EX

Subject: Urgent for today: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Rob, Heidi and Molly,

I've been asked to coordinate a last minute FOI search at our office on two requests. The first request is below.

By the end of today, please search your all records created from the date you started until Oct 11, 2017 using the following search terms. If you have any records that are responsive, please send them to me.

- bclc
- aml
- laundering

FIN minister has already been searched by the FOI unit.

Thanks, Robyn

Robyn Spilker

Senior Ministerial Assistant Minister of Finance and Deputy Premier 250-952-7627

From: FOI Coordinator FIN:EX

Sent: Monday, December 4, 2017 5:58 PM

To: Spilker, Robyn FIN:EX
Cc: FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Robyn,

We had submitted a fee estimate for this one but we are going ahead without a fee. Could the MO please perform your search ASAP and let us know if you have any responsive records? We are hoping to send the CFRs to IAO tomorrow or Wednesday if possible. Sorry for the short notice.

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 778 698-9365

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello,

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Applicant Type: Media

Cross Government Number: N/A Request also directed to: CTZ,MAG Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

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Fee estimate instructions: (see CFR form for fee calculation information and due date)

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- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Chelsea Fern, FOI Analyst Central Agency Team Information Access Operations

Spilker, Robyn FIN:EX

From:

Spilker, Robyn FIN:EX

Sent:

Tuesday, December 5, 2017 4:00 PM

To:

Gillezeau, Rob FIN:EX; Reid, Heidi FIN:EX; Henry, Molly FIN:EX

Cc:

Manton, Kim FIN:EX

Subject:

Urgent for today: Call for Records FIN-2017-73767 Records Due November 27, 2017

Attachments:

Integrated Call for Records Form.pdf

Hi Rob, Heidi and Molly,

I've been asked to coordinate a last minute FOI search at our office on two requests. The first request is below.

By the end of today, please search your all records created from the date you started until Oct 11, 2017 using the following search terms. If you have any records that are responsive, please send them to me.

- bclc
- aml
- laundering

FIN minister has already been searched by the FOI unit.

Thanks, Robyn

Robyn Spilker

Senior Ministerial Assistant Minister of Finance and Deputy Premier 250-952-7627

From: FOI Coordinator FIN:EX

Sent: Monday, December 4, 2017 5:58 PM

To: Spilker, Robyn FIN:EX
Cc: FOI Coordinator FIN:EX

Subject: FW: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hi Robyn,

We had submitted a fee estimate for this one but we are going ahead without a fee. Could the MO please perform your search ASAP and let us know if you have any responsive records? We are hoping to send the CFRs to IAO tomorrow or Wednesday if possible. Sorry for the short notice.

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 778 698-9365

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From: Sanderson, Kristen [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, November 10, 2017 12:47 PM

To: FOI Coordinator FIN:EX

Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Subject: Call for Records FIN-2017-73767 Records Due November 27, 2017

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

Regarding the quarterly reports to the Minister on implementation of the government's anti-money laundering strategy: All external correspondence that accompanied the reports and all external correspondence in reaction to the reports. (Date Range for Record Search: From 10/01/2016 To 10/11/2017) Date Format is MM/DD/YYYY

Applicant Type: Media

Cross Government Number: N/A Request also directed to: CTZ,MAG Records Due: November 27, 2017

Legislated Due Date: December 22, 2017

IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

Send records via email in <u>PDF format</u>. If email is not possible, please send the records in electronic format via house mail with the completed form.

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 IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Chelsea Fern, FOI Analyst

Central Agency Team Information Access Operations



FOI REQUEST: FIN-2017-73767

GENERAL REQUES	ST 💿	PERSONAL REQUEST Authorities of the Personal Request authorities and the Personal Request authorities of the Personal Reputation Repu	UEST O prization received date: _	
APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	November 9, 2017	Chelsea Fern		November 27, 2017
REQUEST DETAILS:				
	panied the reports and al	mplementation of the government of the governmen		
Section 1: Initial Reco	ords Assessment			
Do you hold responsive re	ecords? If no, please provide	le an explanation that can be given t	o the applicant (if applicable):	YESO NOO
Are you aware of other re	cords that may be resp	onsive to this request within	your Ministry?	YES O NO O
Are you aware of other re	cords that may be resp	onsive to this request held by	another public body?	YES O NO O
If yes, specify:				
NO RECORDS RESP	ONSE APPROVAL	:		
Please forward to Ministry	FOI Contact (if applied	able) for Delegated Head's fin	al public body approval if	no records have been located
Final Public Body Approv	val (Full name, Title)	Signature:		Date:
Search Locating/Retrieving Tasks may include: Searching for hard & elec	tronic files	Tasi	ducing records ks may include: lentifying relevant sources	Estimated Hours
 Reviewing box content list Retrieving records from one Retrieving email records 	off site	• M	ata/information lanual time spent creating a roducing records	Actual Hours
Laboration of the second second	()	P		
volume				
Electronic files (in pages):		ail without attachments:	Estimated Pages	Actual Pages
Electronic files (in pages): *Other refers to PDF, Wo photos and any other elect	rd, Excel,	ail without attachments:		Actual Pages Actual Pages
Electronic files (in pages): *Other refers to PDF, Wo photos and any other elect responsive to the request	rd, Excel, tronic file Ema		Estimated Pages	
Electronic files (in pages): *Other refers to PDF, Wo photos and any other elect responsive to the request Hardcopy files (in pages): • Average file folder = 1"	rd, Excel, tronic file Em: *Ot and holds approximate tre Services Box: ders - 1,800 pages	ail with attachments:	Estimated Pages Estimated Pages	Actual Pages
 1 Standard Records Cen If in legal sized fold 	rd, Excel, tronic file Em: *Ot and holds approximate tre Services Box: ders - 1,800 pages	ail with attachments:	Estimated Pages Estimated Pages Estimated Pages	Actual Pages Actual Pages

Section 3: Search Summary and Program Area Re	commendations	THE RESERVE
Please describe the search for records including what records records, etc.), duration of search time, and who concluded the	were searched, (eg. files, email, databesearch for records.	ases, TRIM files, off site
Could release of any/all of the responsive records potentially of	cause harm?	s O No O
*Harm – Disclosure of the records would significantly harm ic. The harms assessment allows FOI staff to better understarecommendations based on potential harms. (Issues associate to the harms assessment should be communicated to your min Public Engagement office.)	nd the context of the records and maked with possible disclosure through the	e informed severing FOI process that are unrelated
If yes which information, if released, may cause harm? • Please reference the applicable records and information of confidences of these records have been prepared for, or used to inforconfidences may apply. Please identify the applicable records a been made public or implemented?	rm, a decision of Cabinet or any of its c	ommittees, section 12 (Cabinet
		===
(GENERAL REQUEST ONLY)- Unless specific exemption criteria apply, records provided to to Government's Open Information Website If you have any con indicate here or discuss with your FOI Analyst.	the applicant in response to this requestions about the publication of the res	st will be published on the ponsive records please
		p.Au
		2.0
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)		

Spilker, Robyn FIN:EX

From:

FOI Coordinator FIN:EX

Sent:

Tuesday, December 5, 2017 3:19 PM

To: Cc: Spilker, Robyn FIN:EX FOI Coordinator FIN:EX

Subject:

Search terms for FIN-2017-73771 and FIN-2017-73767

Hi Robyn,

The search terms we used for 73771 and 73767 are:

- bclc
- aml
- laundering

I searched the FIN Minister mailbox's contents yesterday for 73767 and found no records. (I did not search it for 73771, because that one was for BNs and INs, which wouldn't be in FIN Minister.)

Jessica Gillies

Manager, FOI & Correspondence Unit

FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance

FIN FOI SharePoint site

phone 778 698-9365 | email Jessica.Gillies@gov.bc.ca

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