

McCann, Meghan PREM:EX

From: Prodan, Matthew <IAOCentralTeam@gov.bc.ca>
Sent: Wednesday, November 4, 2015 4:34 PM
To: Leamy, Michelle T PREM:EX; Southern, Evan PREM:EX
Cc: McCann, Meghan PREM:EX
Subject: Call for Records OOP-2015-53503 - Records Due November 20, 2015
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)*:

Any and all emails sent from The Honourable Premier Christy Clark for the timeframe October 19-22 and October 26-29, 2015. Date Format is MM/DD/YYYY

Applicant Type: Political Party
Cross Government Number: XGR-2015-53458
Records Due: November 19, 2015
Legislated Due Date: December 11, 2015
IAO Contact: Matthew Prodan

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.

McCann, Meghan PREM:EX

From: McCann, Meghan PREM:EX
Sent: Wednesday, November 4, 2015 4:50 PM
To: Ives, Andrew PREM:EX
Cc: Southern, Evan PREM:EX
Subject: Call for Records OOP-2015-53503

Please let me know by Nov. 19th whether or not you have any records responsive to the following request, if you have records please provide them to me in printed form.

Any and all emails sent from The Honourable Premier Christy Clark for the timeframe October 19-22 and October 26-29, 2015.

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request!

Meghan

McCann, Meghan PREM:EX

From: McCann, Meghan PREM:EX
Sent: Wednesday, November 18, 2015 9:38 AM
To: IAO CentralTeam MTIC:EX
Subject: OOP-2015-53503 RESPONSE
Attachments: Scan_20151118.pdf

Good morning,

Please see the attached CFR Form and responsive records to satisfy FOI request OOP-2015-53503.

Let me know if you have any questions,

Meghan McCann, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987



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

CALL FOR RECORDS – FOI REQUEST

Request Number: OOP-2015-53503

GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date:

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
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Political Party	October 29, 2015	Matthew Prodan	November 10, 2015	November 20, 2015
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REQUEST DETAILS:

Any and all emails sent from The Honourable Premier Christy Clark for the timeframe October 19-22 and October 26-29, 2015.

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): YES ☒ NO ☐

Are you aware of other records that may be responsive to this request within your Ministry? YES ☐ NO ☒

Are you aware of other records that may be responsive to this request held by another public body? YES ☐ NO ☒

If yes, specify:

NO RECORDS RESPONSE APPROVAL:

Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.

Final Public Body Approval (Full name, Title)

Signature:

Date:

Michelle Leamy, Director, Executive Operations

Michelle Leamy

Nov 18/15

Section 2: Fee Estimate – General Request only (if this is a Personal Request skip to Section 3)

Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

Search

Locating/Retrieving

Tasks may include:

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

Estimated Hours

Actual Hours

Producing records

Tasks may include:

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

Estimated Hours

Actual Hours

Volume

Electronic files (in pages):

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

Email without attachments:

Estimated Pages

Actual Pages

Email with attachments:

Estimated Pages

Actual Pages

*Other documents

Estimated Pages

Actual Pages

Hardcopy files (in pages):

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

Estimated Pages

Actual Pages

Preparation

Tasks may include:

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

Estimated Hours

Actual Hours

Section 3: Search Summary and Program Area Communications

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

- Electronic files (email)
- On-site paper files
- Search time < 3 hours
- Search conducted by Office of the Premier, Executive Branch

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

YES ☐

NO ☐

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

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

- Please reference the applicable records and information of concern, the harms, and associated page numbers below.
- If any of these records have been prepared for, or used to inform, a decision of Cabinet or any of its committees, section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise: (1) what is the status of the issue? and (2) has the decision been made public or implemented?

(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:

Meghan McCann, Executive Administrative Coordinator

250-387-2987

16-Nov-2015

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)


McCann, Meghan PREM:EX

From: Prodan, Matthew <IAOCentralTeam@gov.bc.ca>
Sent: Thursday, November 26, 2015 4:28 PM
To: Leamy, Michelle T PREM:EX
Cc: McCann, Meghan PREM:EX
Subject: Sign Off OOP-2015-53503 Due December 11, 2015
Attachments: Sign Off OOP-2015-53503 Due December 11, 2015.pdf; Redline.pdf; DRAFT - Response Letter 53503.pdf

Hi Michelle,

Please see attached approval slip, draft response letter, and redline for executive review.

Thanks,

Matthew Prodan | Senior Freedom of Information Analyst | Information Access Operations | Technology, Innovation,
and Citizens' Services | **Ph:** (250) 387-3411  | **e:** Matthew.Prodan@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov,
Victoria BC V8W 9K1

McCann, Meghan PREM:EX

From: McCowan, Dwayne <IAOCentralTeam@gov.bc.ca>
Sent: Monday, November 30, 2015 8:34 AM
To: Leamy, Michelle T PREM:EX
Cc: McCann, Meghan PREM:EX
Subject: Revised Sign Off OOP-2015-53503 Due December 11, 2015
Attachments: Revised Sign Off OOP-2015-53503 Due December 11, 2015.pdf; Redline 53503.pdf

Hi Michelle,

Please see the revised attached approval slip and redline for executive review.

Thanks.

Dwayne

McCann, Meghan PREM:EX

From: McCann, Meghan PREM:EX
Sent: Friday, December 4, 2015 2:27 PM
To: IAO CentralTeam MTIC:EX
Subject: OOP-2015-53503 APPROVAL
Attachments: Scan_20151204.pdf

Good afternoon,

Please see the attached. Thank you,

Meghan McCann, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987



FOI Request/Approval and Response Recommendation

Request Received: October 29, 2015 **Due Date:** December 11, 2015 **Applicant type:** Political Party

Description: Any and all emails sent from The Honourable Premier Christy Clark for the timeframe October 19-22 and October 26-29, 2015.

Comments/Background:

- Executive and the Deputy Minister's Office were canvassed, providing the attached records with harms identified.

Recommendations:

- Withhold portions of the records pursuant to sections 13 (Policy advice or recommendations), and 17 (Disclosure harmful to the financial or economic interests of a public body) of FOIPPA.

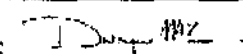
Publication Recommendation: Publish

FOI Analyst:
Matthew Prodan

Signature: 

Date: November 27, 2015


Team Lead:
Dwayne McCowan

Signature: 

Date: November 27, 2015

Ministry - Agreement with Recommendations

Approval Authority
John Dyble
Deputy Minister to the Premier
and Cabinet Secretary
and Head of the Public Service

Signature: 

Date:
Dec 3/15

Comments:

*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 11 of the Open Information and Open Data Policy.