

Wray, Stephanie PREM:EX

From: Durand, Nicole L FIN:EX
Sent: Thursday, May 19, 2016 12:36 PM
To: Leamy, Michelle T PREM:EX
Cc: Wray, Stephanie PREM:EX
Subject: RE: NRR - OOP-2016-61439

Hi Michelle

I received this response from the applicant yesterday, and unsure how to respond.

I want to give you an opportunity to correct this error and conduct a proper, thorough search.

There are responsive records. Please find and disclose them to me.

Alternatively, I would also accept a signed letter stating that the records were deliberately deleted.

Can you canvass applicable persons and advise on how to respond.

Thank you

Nicki Durand | FOI Analyst | Information Access Operations | Shared Services BC

direct: 250-952-9551 | **email:** Nicole.Durand@gov.bc.ca | **mail:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2



INFORMATION
ACCESS OPERATIONS
A BRANCH OF SHARED SERVICES BC

Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please phone or e-mail the sender immediately and delete the message.

From: Leamy, Michelle T PREM:EX
Sent: Monday, May 16, 2016 11:36 AM
To: IAO CentralTeam FIN:EX
Cc: Wray, Stephanie PREM:EX
Subject: RE: NRR - OOP-2016-61439

please proceed to respond to applicant.

Wray, Stephanie PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Monday, May 16, 2016 11:36 AM
To: IAO CentralTeam FIN:EX
Cc: Wray, Stephanie PREM:EX
Subject: RE: NRR - OOP-2016-61439

please proceed to respond to applicant.

Wray, Stephanie PREM:EX

From: IAO CentralTeam FIN:EX
Sent: Wednesday, May 11, 2016 3:45 PM
To: Leamy, Michelle T PREM:EX
Cc: Wray, Stephanie PREM:EX
Subject: FW: NRR - OOP-2016-61439

Good Afternoon

Just checking on the status of the email below.

Thank you

Nicki Durand | FOI Analyst | Information Access Operations | Shared Services BC
direct: 250-952-9551 | **email:** Nicole.Durand@gov.bc.ca | **mail:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2



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From: Durand, Nicole L MTIC:EX **On Behalf Of** IAO CentralTeam MTIC:EX
Sent: Tuesday, April 26, 2016 2:16 PM
To: Leamy, Michelle T PREM:EX
Subject: NRR - OOP-2016-61439

Hi Michelle,

Would you like to see a formal approval package or may we proceed with the no responsive records response to the applicant?

Additionally, please let me know if you would like any explanatory wording included in our response.

Thank you

Nicki Durand | FOI Analyst | Information Access Operations | Shared Services BC
direct: 250-952-9551 | **email:** Nicole.Durand@gov.bc.ca | **mail:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2



INFORMATION
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From: Leamy, Michelle T PREM:EX
Sent: Monday, April 18, 2016 12:19 PM
To: IAO CentralTeam MTIC:EX
Cc: Wray, Stephanie PREM:EX
Subject: Re: Call for Records REMINDER OOP-2016-61439 Records Due: April 12, 2016

Will be to you shortly

From: Nicki Durand
Sent: Monday, April 18, 2016 11:10 AM
To: Leamy, Michelle T PREM:EX
Cc: Wray, Stephanie PREM:EX
Subject: Call for Records REMINDER OOP-2016-61439 Records Due: April 12, 2016

Hello,

Just wondering if there is an update on this request for Records?

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

All correspondence regarding a Feb. 11, 2016 meeting and dinner involving the Premier and her staff in Richmond; Any and all briefing or preparatory materials, protocol advice, invitations, speaking notes, lists of invitees, guests and attendees, invoices and receipts for food, drink, gifts and hospitality, and records of any gifts given and received. (Date Range for Record Search: From 02/01/2016 To 02/19/2016) Date Format is MM/DD/YYYY

Applicant Type: Media
Cross Government Number:
Request also directed to:
Records Due: April 12, 2016
Legislated Due Date: May 9, 2016
IAO Contact: Nicki Durand

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,

Nicki Durand
FOI Analyst
Central Agency Team
Information Access Operations

Wray, Stephanie PREM:EX

From: Wray, Stephanie PREM:EX
Sent: Tuesday, April 26, 2016 9:57 AM
To: IAO CentralTeam MTIC:EX
Subject: RESPONSE OOP-2016-61439
Attachments: Scan_20160426.pdf

Good morning,

Please see attached CFR form to satisfy FOI request OOP-2016-61439.

Thank you,

Stephanie

Stephanie Wray, 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: OOP-2016-61439

GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	March 24, 2016	Nicki Durand		April 12, 2016

REQUEST DETAILS:

All correspondence regarding a Feb. 11, 2016 meeting and dinner involving the Premier and her staff in Richmond; Any and all briefing or preparatory materials, protocol advice, invitations, speaking notes, lists of invitees, guests and attendees, invoices and receipts for food, drink, gifts and hospitality, and records of any gifts given and received. (Date Range for Record Search: From 02/01/2016 To 02/19/2016)

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	<i>Michelle Leamy</i>	April 25/16

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 Recommendations

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

Outlook, Shared Drive, Individual Drive, CLIFF

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

YES ☐ NO ☐

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

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

- 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:

Stephanie Wray, Executive Administrative Coordinator

250-387-2987

25-Apr-2016

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

Wray, Stephanie PREM:EX

From: Wray, Stephanie PREM:EX
Sent: Friday, April 22, 2016 12:29 PM
To: IAO CentralTeam MTIC:EX
Subject: RE: Call for Records REMINDER OOP-2016-61439 Records Due: April 12, 2016

Hi Nicki, do you have a CFR form for this request? Thanks!

From: Nicki Durand [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Monday, April 18, 2016 11:11 AM
To: Leamy, Michelle T PREM:EX
Cc: Wray, Stephanie PREM:EX
Subject: Call for Records REMINDER OOP-2016-61439 Records Due: April 12, 2016

Hello,

Just wondering if there is an update on this request for Records?

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

All correspondence regarding a Feb. 11, 2016 meeting and dinner involving the Premier and her staff in Richmond; Any and all briefing or preparatory materials, protocol advice, invitations, speaking notes, lists of invitees, guests and attendees, invoices and receipts for food, drink, gifts and hospitality, and records of any gifts given and received. (Date Range for Record Search: From 02/01/2016 To 02/19/2016) Date Format is MM/DD/YYYY

Applicant Type: Media
Cross Government Number:
Request also directed to:
Records Due: April 12, 2016
Legislated Due Date: May 9, 2016
IAO Contact: Nicki Durand

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,

Nicki Durand
FOI Analyst
Central Agency Team
Information Access Operations

Wray, Stephanie PREM:EX

From: Wray, Stephanie PREM:EX
Sent: Friday, April 22, 2016 11:15 AM
To: Mann, Carter PREM:EX
Subject: FW: *REMINDER* Due Today: Call for Records OOP-2016-61439

Hey Carter – Can you please respond to this? Thanks!

From: Wray, Stephanie PREM:EX
Sent: Thursday, April 21, 2016 10:38 AM
To: Mann, Carter PREM:EX; Dolan, Chelsea PREM:EX; Grant, Wade PREM:EX; Sweeney, Neil PREM:EX
Subject: *REMINDER* Due Today: Call for Records OOP-2016-61439

Please let me know by Apr.12th whether or not you have any records responsive to the following request:

If you have records please provide them to me in printed form.

All correspondence regarding a Feb. 11, 2016 meeting and dinner involving the Premier and her staff in Richmond; Any and all briefing or preparatory materials, protocol advice, invitations, speaking notes, lists of invitees, guests and attendees, invoices and receipts for food, drink, gifts and hospitality, and records of any gifts given and received.

(Date Range for Record Search: From 02/01/2016 To 02/19/2016)

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.

*Ina, please check with the Chief of Staff and Special Advisor
Julia please check with the Special Advisor.*

Thank you all for your assistance with this request!

Stephanie

Stephanie Wray, 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

Wray, Stephanie PREM:EX

From: Wray, Stephanie PREM:EX
Sent: Thursday, April 21, 2016 10:38 AM
To: Mann, Carter PREM:EX; Dolan, Chelsea PREM:EX; Grant, Wade PREM:EX; Sweeney, Neil PREM:EX
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(Date Range for Record Search: From 02/01/2016 To 02/19/2016)

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.

*Ina, please check with the Chief of Staff and Special Advisor
Julia please check with the Special Advisor.*

Thank you all for your assistance with this request!

Stephanie

Stephanie Wray, 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

Wray, Stephanie PREM:EX

From: Wray, Stephanie PREM:EX
Sent: Wednesday, April 13, 2016 11:58 AM
To: Grant, Wade PREM:EX
Subject: Outstanding FOIs

Hi Wade,

Can you please respond to the following FOI's :

OOP-2016-61210
OOP-2016-61348
OOP-2016-61390
OOP-2016-61439

Thanks!

Stephanie Wray, 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



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	March 24, 2016	Nicki Durand		April 12, 2016

REQUEST DETAILS:

All correspondence regarding a Feb. 11, 2016 meeting and dinner involving the Premier and her staff in Richmond; Any and all briefing or preparatory materials, protocol advice, invitations, speaking notes, lists of invitees, guests and attendees, invoices and receipts for food, drink, gifts and hospitality, and records of any gifts given and received. (Date Range for Record Search: From 02/01/2016 To 02/19/2016)

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	<i>Michelle Leamy</i>	April 25/16

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

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Locating/Retrieving

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- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

Producing records

Tasks may include:

- Identifying relevant sources of data/information
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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

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Estimated Pages

Actual Pages

Email with attachments:

Estimated Pages

Actual Pages

*Other documents

Estimated Pages

Actual Pages

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Actual Hours

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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.

Outlook, Shared Drive, Individual Drive, CLIFF

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

YES ☐

NO ☐

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

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Section 4: Contact Information

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

Phone Number:

Date:

Stephanie Wray, Executive Administrative Coordinator	250-387-2987	25-Apr-2016
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Harms assessment completed by (Full Name, Title)

Program Area:

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Harms assessment approved by (Full Name, Title)

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Wray, Stephanie PREM:EX

From: Durand, Nicki <IAOCentralTeam@gov.bc.ca>
Sent: Tuesday, March 29, 2016 3:38 PM
To: Leamy, Michelle T PREM:EX
Cc: Wray, Stephanie PREM:EX
Subject: Call for Records OOP-2016-61439 Records Due April 12, 2016
Attachments: CFR - 2016-61439.pdf

Hello Michelle,

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

All correspondence regarding a Feb. 11, 2016 meeting and dinner involving the Premier and her staff in Richmond; Any and all briefing or preparatory materials, protocol advice, invitations, speaking notes, lists of invitees, guests and attendees, invoices and receipts for food, drink, gifts and hospitality, and records of any gifts given and received. (Date Range for Record Search: From 02/01/2016 To 02/19/2016) Date Format is MM/DD/YYYY

Applicant Type: Media
Cross Government Number:
Request also directed to:
Records Due: April 12, 2016
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IAO Contact: Nicki Durand

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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,

Nicki Durand
FOI Analyst
Central Agency Team
Information Access Operations

Wray, Stephanie PREM:EX

From: Plecas, Bobbi PREM:EX
Sent: Wednesday, March 30, 2016 9:03 AM
To: Wray, Stephanie PREM:EX
Subject: RE: Call for Records OOP-2016-61439

No responsive records.

From: Wray, Stephanie PREM:EX
Sent: Tuesday, March 29, 2016 4:29 PM
To: Henderson, Kim N PREM:EX; Leamy, Michelle T PREM:EX; Olson, Alisha PREM:EX; Plecas, Bobbi PREM:EX; Sweeney, Neil PREM:EX; Wharf, Sandy PREM:EX
Subject: Call for Records OOP-2016-61439

Please let me know by Apr.12th whether or not you have any records responsive to the following request:

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All correspondence regarding a Feb. 11, 2016 meeting and dinner involving the Premier and her staff in Richmond; Any and all briefing or preparatory materials, protocol advice, invitations, speaking notes, lists of invitees, guests and attendees, invoices and receipts for food, drink, gifts and hospitality, and records of any gifts given and received.

(Date Range for Record Search: From 02/01/2016 To 02/19/2016)

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.

Alisha, please check your DM files.

Thank you all for your assistance with this request!

Stephanie

Stephanie Wray, 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

Wray, Stephanie PREM:EX

From: Henderson, Kim N PREM:EX
Sent: Tuesday, March 29, 2016 5:21 PM
To: Wray, Stephanie PREM:EX
Subject: Re: Call for Records OOP-2016-61439

No records

On Mar 29, 2016, at 4:28 PM, Wray, Stephanie PREM:EX <Stephanie.Wray@gov.bc.ca> wrote:

Please let me know by Apr.12th whether or not you have any records responsive to the following request:

If you have records please provide them to me in printed form.

All correspondence regarding a Feb. 11, 2016 meeting and dinner involving the Premier and her staff in Richmond; Any and all briefing or preparatory materials, protocol advice, invitations, speaking notes, lists of invitees, guests and attendees, invoices and receipts for food, drink, gifts and hospitality, and records of any gifts given and received.

(Date Range for Record Search: From 02/01/2016 To 02/19/2016)

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.

Alisha, please check your DM files.

Thank you all for your assistance with this request!

Stephanie

Stephanie Wray, 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

Wray, Stephanie PREM:EX

From: McPhee, Jordan PREM:EX
Sent: Tuesday, March 29, 2016 4:49 PM
To: Wray, Stephanie PREM:EX
Subject: RE: Call for Records OOP-2016-61439

No records.

From: Wray, Stephanie PREM:EX
Sent: Tuesday, March 29, 2016 4:29 PM
To: Bhullar, Barinder PREM:EX; Cadario, Michele PREM:EX; Chin, Ben PREM:EX; Dolan, Chelsea PREM:EX; Gjoka, Ina PREM:EX; Grant, Wade PREM:EX; Ives, Andrew PREM:EX; Kay, Maclean PREM:EX; Mann, Carter PREM:EX; McPhee, Jordan PREM:EX; Merrifield, Katy PREM:EX; Phillips, Julia P PREM:EX; Smart, Stephen PREM:EX
Subject: Call for Records OOP-2016-61439

Please let me know by Apr.12th whether or not you have any records responsive to the following request:

If you have records please provide them to me in printed form.

All correspondence regarding a Feb. 11, 2016 meeting and dinner involving the Premier and her staff in Richmond; Any and all briefing or preparatory materials, protocol advice, invitations, speaking notes, lists of invitees, guests and attendees, invoices and receipts for food, drink, gifts and hospitality, and records of any gifts given and received.

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*Ina, please check with the Chief of Staff and Special Advisor
Julia please check with the Special Advisor.*

Thank you all for your assistance with this request!

Stephanie

Stephanie Wray, 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

Wray, Stephanie PREM:EX

From: Chin, Ben PREM:EX
Sent: Tuesday, March 29, 2016 4:34 PM
To: Wray, Stephanie PREM:EX
Subject: RE: Call for Records OOP-2016-61439

No records

From: Wray, Stephanie PREM:EX
Sent: Tuesday, March 29, 2016 4:29 PM
To: Bhullar, Barinder PREM:EX; Cadario, Michele PREM:EX; Chin, Ben PREM:EX; Dolan, Chelsea PREM:EX; Gjoka, Ina PREM:EX; Grant, Wade PREM:EX; Ives, Andrew PREM:EX; Kay, Maclean PREM:EX; Mann, Carter PREM:EX; McPhee, Jordan PREM:EX; Merrifield, Katy PREM:EX; Phillips, Julia P PREM:EX; Smart, Stephen PREM:EX
Subject: Call for Records OOP-2016-61439

Please let me know by Apr.12th whether or not you have any records responsive to the following request:

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(Date Range for Record Search: From 02/01/2016 To 02/19/2016)

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*Ina, please check with the Chief of Staff and Special Advisor
Julia please check with the Special Advisor.*

Thank you all for your assistance with this request!

Stephanie

Stephanie Wray, 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

Wray, Stephanie PREM:EX

From: Smart, Stephen PREM:EX
Sent: Tuesday, March 29, 2016 4:30 PM
To: Wray, Stephanie PREM:EX
Subject: RE: Call for Records OOP-2016-61439

I have no such records. s.22

From: Wray, Stephanie PREM:EX
Sent: Tuesday, March 29, 2016 4:29 PM
To: Bhullar, Barinder PREM:EX; Cadario, Michele PREM:EX; Chin, Ben PREM:EX; Dolan, Chelsea PREM:EX; Gjoka, Ina PREM:EX; Grant, Wade PREM:EX; Ives, Andrew PREM:EX; Kay, Maclean PREM:EX; Mann, Carter PREM:EX; McPhee, Jordan PREM:EX; Merrifield, Katy PREM:EX; Phillips, Julia P PREM:EX; Smart, Stephen PREM:EX
Subject: Call for Records OOP-2016-61439

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Phone: (250) 387-2987

Wray, Stephanie PREM:EX

From: Merrifield, Katy PREM:EX
Sent: Tuesday, March 29, 2016 6:22 PM
To: Wray, Stephanie PREM:EX
Subject: RE: Call for Records OOP-2016-61439

No records

From: Wray, Stephanie PREM:EX
Sent: Tuesday, March 29, 2016 4:29 PM
To: Bhullar, Barinder PREM:EX; Cadario, Michele PREM:EX; Chin, Ben PREM:EX; Dolan, Chelsea PREM:EX; Gjoka, Ina PREM:EX; Grant, Wade PREM:EX; Ives, Andrew PREM:EX; Kay, Maclean PREM:EX; Mann, Carter PREM:EX; McPhee, Jordan PREM:EX; Merrifield, Katy PREM:EX; Phillips, Julia P PREM:EX; Smart, Stephen PREM:EX
Subject: Call for Records OOP-2016-61439

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Victoria BC V8W 9E1
Phone: (250) 387-2987

Wray, Stephanie PREM:EX

From: Bhullar, Barinder PREM:EX
Sent: Wednesday, March 30, 2016 12:45 PM
To: Wray, Stephanie PREM:EX
Subject: RE: Call for Records OOP-2016-61439

No rerecords

From: Wray, Stephanie PREM:EX
Sent: Tuesday, March 29, 2016 4:29 PM
To: Bhullar, Barinder PREM:EX; Cadario, Michele PREM:EX; Chin, Ben PREM:EX; Dolan, Chelsea PREM:EX; Gjoka, Ina PREM:EX; Grant, Wade PREM:EX; Ives, Andrew PREM:EX; Kay, Maclean PREM:EX; Mann, Carter PREM:EX; McPhee, Jordan PREM:EX; Merrifield, Katy PREM:EX; Phillips, Julia P PREM:EX; Smart, Stephen PREM:EX
Subject: Call for Records OOP-2016-61439

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Deputy Minister's Office | Office of the Premier
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Victoria BC V8W 9E1
Phone: (250) 387-2987

Wray, Stephanie PREM:EX

From: Wharf, Sandy PREM:EX
Sent: Wednesday, March 30, 2016 11:00 AM
To: Wray, Stephanie PREM:EX
Subject: RE: Call for Records OOP-2016-61439

No records

From: Wray, Stephanie PREM:EX
Sent: Tuesday, March 29, 2016 4:29 PM
To: Henderson, Kim N PREM:EX; Leamy, Michelle T PREM:EX; Olson, Alisha PREM:EX; Plecas, Bobbi PREM:EX; Sweeney, Neil PREM:EX; Wharf, Sandy PREM:EX
Subject: Call for Records OOP-2016-61439

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(Date Range for Record Search: From 02/01/2016 To 02/19/2016)

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Alisha, please check your DM files.

Thank you all for your assistance with this request!

Stephanie

Stephanie Wray, 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

Wray, Stephanie PREM:EX

From: Phillips, Julia P PREM:EX
Sent: Thursday, March 31, 2016 11:00 AM
To: Wray, Stephanie PREM:EX
Subject: RE: Call for Records OOP-2016-61439

Myself: no records
Special Advisor: no records

From: Wray, Stephanie PREM:EX
Sent: Tuesday, March 29, 2016 4:29 PM
To: Bhullar, Barinder PREM:EX; Cadario, Michele PREM:EX; Chin, Ben PREM:EX; Dolan, Chelsea PREM:EX; Gjoka, Ina PREM:EX; Grant, Wade PREM:EX; Ives, Andrew PREM:EX; Kay, Maclean PREM:EX; Mann, Carter PREM:EX; McPhee, Jordan PREM:EX; Merrifield, Katy PREM:EX; Phillips, Julia P PREM:EX; Smart, Stephen PREM:EX
Subject: Call for Records OOP-2016-61439

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Julia please check with the Special Advisor.*

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Stephanie

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

Wray, Stephanie PREM:EX

From: Olson, Alisha PREM:EX
Sent: Thursday, March 31, 2016 12:32 PM
To: Wray, Stephanie PREM:EX
Subject: RE: Call for Records OOP-2016-61439

No records

From: Wray, Stephanie PREM:EX
Sent: Tuesday, March 29, 2016 4:29 PM
To: Henderson, Kim N PREM:EX; Leamy, Michelle T PREM:EX; Olson, Alisha PREM:EX; Plecas, Bobbi PREM:EX; Sweeney, Neil PREM:EX; Wharf, Sandy PREM:EX
Subject: Call for Records OOP-2016-61439

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Alisha, please check your DM files.

Thank you all for your assistance with this request!

Stephanie

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

Wray, Stephanie PREM:EX

From: Ives, Andrew PREM:EX
Sent: Friday, April 1, 2016 3:53 PM
To: Wray, Stephanie PREM:EX
Subject: RE: Call for Records OOP-2016-61439

No records

From: Wray, Stephanie PREM:EX
Sent: Tuesday, March 29, 2016 4:29 PM
To: Bhullar, Barinder PREM:EX; Cadario, Michele PREM:EX; Chin, Ben PREM:EX; Dolan, Chelsea PREM:EX; Gjoka, Ina PREM:EX; Grant, Wade PREM:EX; Ives, Andrew PREM:EX; Kay, Maclean PREM:EX; Mann, Carter PREM:EX; McPhee, Jordan PREM:EX; Merrifield, Katy PREM:EX; Phillips, Julia P PREM:EX; Smart, Stephen PREM:EX
Subject: Call for Records OOP-2016-61439

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Julia please check with the Special Advisor.*

Thank you all for your assistance with this request!

Stephanie

Stephanie Wray, 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

Wray, Stephanie PREM:EX

From: Cadario, Michele PREM:EX
Sent: Monday, April 4, 2016 4:44 PM
To: Wray, Stephanie PREM:EX
Subject: RE: Call for Records OOP-2016-61439

I have no records and did not attend any dinner on February 11th.

Michele

Michele Cadario
Deputy Chief of Staff to Premier Christy Clark

From: Wray, Stephanie PREM:EX
Sent: Tuesday, March 29, 2016 4:29 PM
To: Bhullar, Barinder PREM:EX; Cadario, Michele PREM:EX; Chin, Ben PREM:EX; Dolan, Chelsea PREM:EX; Gjoka, Ina PREM:EX; Grant, Wade PREM:EX; Ives, Andrew PREM:EX; Kay, Maclean PREM:EX; Mann, Carter PREM:EX; McPhee, Jordan PREM:EX; Merrifield, Katy PREM:EX; Phillips, Julia P PREM:EX; Smart, Stephen PREM:EX
Subject: Call for Records OOP-2016-61439

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Julia please check with the Special Advisor.*

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Stephanie

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

Wray, Stephanie PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Wednesday, April 6, 2016 4:59 PM
To: Wray, Stephanie PREM:EX
Subject: RE: Call for Records OOP-2016-61439

nil response

Wray, Stephanie PREM:EX

From: Kay, Maclean PREM:EX
Sent: Tuesday, April 12, 2016 10:39 AM
To: Wray, Stephanie PREM:EX
Subject: RE: Call for Records OOP-2016-61439

No records.

From: Wray, Stephanie PREM:EX
Sent: Tuesday, March 29, 2016 4:29 PM
To: Bhullar, Barinder PREM:EX; Cadario, Michele PREM:EX; Chin, Ben PREM:EX; Dolan, Chelsea PREM:EX; Gjoka, Ina PREM:EX; Grant, Wade PREM:EX; Ives, Andrew PREM:EX; Kay, Maclean PREM:EX; Mann, Carter PREM:EX; McPhee, Jordan PREM:EX; Merrifield, Katy PREM:EX; Phillips, Julia P PREM:EX; Smart, Stephen PREM:EX
Subject: Call for Records OOP-2016-61439

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Stephanie

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

Wray, Stephanie PREM:EX

From: Gjoka, Ina PREM:EX
Sent: Friday, April 8, 2016 3:12 PM
To: Wray, Stephanie PREM:EX
Subject: RE: Call for Records OOP-2016-61439

Special Advisor has no records.
Chief of Staff has no records.

Thank you,

Ina Gjoka
Executive Assistant to the Deputy Chief of Staff
Office of Premier Christy Clark
740-999 Canada Place, Vancouver, BC V6C 3E1
Phone: (604) 775-1677
Cell: (778) 873-6114
ina.gjoka@gov.bc.ca
<http://www.gov.bc.ca/premier>

From: Wray, Stephanie PREM:EX
Sent: Tuesday, March 29, 2016 4:29 PM
To: Bhullar, Barinder PREM:EX; Cadario, Michele PREM:EX; Chin, Ben PREM:EX; Dolan, Chelsea PREM:EX; Gjoka, Ina PREM:EX; Grant, Wade PREM:EX; Ives, Andrew PREM:EX; Kay, Maclean PREM:EX; Mann, Carter PREM:EX; McPhee, Jordan PREM:EX; Merrifield, Katy PREM:EX; Phillips, Julia P PREM:EX; Smart, Stephen PREM:EX
Subject: Call for Records OOP-2016-61439

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Victoria BC V8W 9E1
Phone: (250) 387-2987

Wray, Stephanie PREM:EX

From: Dolan, Chelsea PREM:EX
Sent: Thursday, April 21, 2016 10:43 AM
To: Wray, Stephanie PREM:EX
Subject: RE: *REMINDER* Due Today: Call for Records OOP-2016-61439

No records

From: Wray, Stephanie PREM:EX
Sent: Thursday, April 21, 2016 10:38 AM
To: Mann, Carter PREM:EX; Dolan, Chelsea PREM:EX; Grant, Wade PREM:EX; Sweeney, Neil PREM:EX
Subject: *REMINDER* Due Today: Call for Records OOP-2016-61439

Please let me know by Apr.12th whether or not you have any records responsive to the following request:

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Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Wray, Stephanie PREM:EX

From: Grant, Wade PREM:EX
Sent: Thursday, April 21, 2016 10:38 AM
To: Wray, Stephanie PREM:EX
Subject: Re: *REMINDER* Due Today: Call for Records OOP-2016-61439

No records

Sent from my iPhone

On Apr 21, 2016, at 10:37 AM, Wray, Stephanie PREM:EX <Stephanie.Wray@gov.bc.ca> wrote:

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Victoria BC V8W 9E1
Phone: (250) 387-2987

Wray, Stephanie PREM:EX

From: Sweeney, Neil PREM:EX
Sent: Thursday, April 21, 2016 11:02 AM
To: Wray, Stephanie PREM:EX
Subject: RE: *REMINDER* Due Today: Call for Records OOP-2016-61439

No records

From: Wray, Stephanie PREM:EX
Sent: Thursday, April 21, 2016 10:38 AM
To: Mann, Carter PREM:EX; Dolan, Chelsea PREM:EX; Grant, Wade PREM:EX; Sweeney, Neil PREM:EX
Subject: *REMINDER* Due Today: Call for Records OOP-2016-61439

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

Wray, Stephanie PREM:EX

From: Mann, Carter PREM:EX
Sent: Friday, April 22, 2016 11:28 AM
To: Wray, Stephanie PREM:EX
Subject: RE: *REMINDER* Due Today: Call for Records OOP-2016-61439

No records

From: Wray, Stephanie PREM:EX
Sent: Friday, April 22, 2016 11:15 AM
To: Mann, Carter PREM:EX
Subject: FW: *REMINDER* Due Today: Call for Records OOP-2016-61439

Hey Carter – Can you please respond to this? Thanks!

From: Wray, Stephanie PREM:EX
Sent: Thursday, April 21, 2016 10:38 AM
To: Mann, Carter PREM:EX; Dolan, Chelsea PREM:EX; Grant, Wade PREM:EX; Sweeney, Neil PREM:EX
Subject: *REMINDER* Due Today: Call for Records OOP-2016-61439

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Stephanie

Stephanie Wray, 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

GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	March 24, 2016	Nicki Durand		April 12, 2016

REQUEST DETAILS:

All correspondence regarding a Feb. 11, 2016 meeting and dinner involving the Premier and her staff in Richmond. Any and all briefing or preparatory materials, protocol advice, invitations, speaking notes, lists of invitees, guests and attendees, invoices and receipts for food, drink, gifts and hospitality, and records of any gifts given and received.

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:

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 Recommendations

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

--

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

YES ☐

NO ☐

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

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

- Please reference the 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?

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(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.

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Section 4: Contact Information

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

Phone Number:

Date:

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Harms assessment completed by (Full Name, Title)

Program Area:

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Harms assessment approved by (Full Name, Title)

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Chalifour, Adrian FIN:EX

From: Robertson, Glenda J IGRS:EX on behalf of IGRS FOI IGRS:EX
Sent: Thursday, April 7, 2016 4:14 PM
To: IAO CentralTeam FIN:EX
Subject: RE: Call for Records OOP-2016-61439 Records Due April 12, 2016

IGRS has no records.

From: Durand, Nicki [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Tuesday, March 29, 2016 3:49 PM
To: Leamy, Michelle T PREM:EX; IGRS FOI IGRS:EX
Cc: Wray, Stephanie PREM:EX
Subject: Call for Records OOP-2016-61439 Records Due April 12, 2016

Hello,

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

All correspondence regarding a Feb. 11, 2016 meeting and dinner involving the Premier and her staff in Richmond; Any and all briefing or preparatory materials, protocol advice, invitations, speaking notes, lists of invitees, guests and attendees, invoices and receipts for food, drink, gifts and hospitality, and records of any gifts given and received. (Date Range for Record Search: From 02/01/2016 To 02/19/2016) Date Format is MM/DD/YYYY

Applicant Type: Media
Cross Government Number:
Request also directed to:
Records Due: April 12, 2016
Legislated Due Date: May 9, 2016
IAO Contact: Nicki Durand

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,

Nicki Durand
FOI Analyst
Central Agency Team
Information Access Operations