

Wensink, Alison PREM:EX

From: Chan, Sarah <IAOCentralTeam@gov.bc.ca>
Sent: Wednesday, July 26, 2017 9:40 AM
To: McCartney, Angela PREM:EX; Uzdavinys, Titas PREM:EX; Hendry, Jackie PREM:EX; IGRS FOI IGRS:EX
Cc: Powell, Charlotte PREM:EX; Wensink, Alison PREM:EX; Hendry, Jackie PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Wensink, Alison PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX
Subject: Call for Records OOP-2017-72463 Due August 10, 2017
Attachments: CFR-OOP-2017-72463.pdf

Hello,

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

All records regarding the processing and handling of OOP-2017-72338. Date Format is MM/DD/YYYY

Applicant Type: Media

Request also directed to: Ministry of Technology, Innovation and Citizens Services

Records Due: August 10, 2017

Legislated Due Date: September 7, 2017

IAO Contact: Sarah Chan

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.

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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,

Sarah Chan, FOI Analyst

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, July 26, 2017 8:39 AM
To: Wensink, Alison PREM:EX
Subject: FW: Call for Records OOP-2017-72338 Due August 2, 2017CLOSED

From: IAO CentralTeam FIN:EX
Sent: Tuesday, July 25, 2017 11:34 AM
To: Hendry, Jackie PREM:EX
Cc: Chan, Sarah FIN:EX
Subject: RE: Call for Records OOP-2017-72338 Due August 2, 2017CLOSED

Hello,

This file has been transferred and is now closed.

Regards,

Kristen

From: Hendry, Jackie PREM:EX
Sent: Monday, July 24, 2017 4:37 PM
To: IAO CentralTeam FIN:EX
Cc: Sanderson, Kristen FIN:EX
Subject: FW: Call for Records OOP-2017-72338 Due August 2, 2017

Hello –

Office of the Premier would like to request a full transfer to the BC Public Service Agency.

Thank you,
Jackie

From: Chan, Sarah [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Wednesday, July 19, 2017 2:09 PM
To: McCartney, Angela FIN:EX; Uzdavinys, Titas PREM:EX; Hendry, Jackie PREM:EX; IGRS FOI IGRS:EX
Cc: Powell, Charlotte PREM:EX; Wensink, Alison PREM:EX; Hendry, Jackie PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Wensink, Alison PREM:EX
Subject: Call for Records OOP-2017-72338 Due August 2, 2017

Hello,

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

Any and all records regarding the end of employment with the BC government, including severance agreements, termination letters or resignation letters or other such materials, for the following individuals: Dave Byng, John Paul Fraser, Kimberly Henderson, John Jacobson, Timothy McEwan, Athana

Mentzelopoulos, Clark Roberts, Derek Sturko, Neil Sweeney, Cheryl Wenezenki-Yolland, Denise Champion, Kelly Gleeson, Matthew Gordon. Date Format is MM/DD/YYYY

Applicant Type: Media

Request also directed to: PSA-2017-72339

Records Due: August 2, 2017

Legislated Due Date: August 30, 2017

IAO Contact: Sarah Chan

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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Thank you for your assistance,

Sarah Chan, FOI Analyst
Central Agency Team
Information Access Operations

Hendry, Jackie PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 25, 2017 12:14 PM
To: IAO CentralTeam FIN:EX
Subject: FW: Call for Records OOP-2017-72338 Due August 2, 2017-
Attachments: CFR - OOP-2017-72338.pdf

Hello,

This is to confirm that Office of the Premier does not have records responsive to this request pertaining to Kim Henderson or Neil Sweeney. All records of this nature would be held within the BC Public Service Agency.

Thank you,

Jackie Hendry
A/Director, Executive Operations
Office of the Deputy Minister to the Premier
Desk: 250.387.5894
Cell: 250.893.7467

From: Chan, Sarah [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Wednesday, July 19, 2017 2:09 PM
To: McCartney, Angela FIN:EX; Uzdavinys, Titas PREM:EX; Hendry, Jackie PREM:EX; IGRS FOI IGRS:EX
Cc: Powell, Charlotte PREM:EX; Wensink, Alison PREM:EX; Hendry, Jackie PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Wensink, Alison PREM:EX
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Applicant Type: Media

Request also directed to: PSA-2017-72339
Records Due: August 2, 2017
Legislated Due Date: August 30, 2017
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Central Agency Team
Information Access Operations

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From: Hendry, Jackie PREM:EX
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To: IAO CentralTeam FIN:EX
Cc: Sanderson, Kristen FIN:EX
Subject: FW: Call for Records OOP-2017-72338 Due August 2, 2017

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Request also directed to: PSA-2017-72339

Records Due: August 2, 2017
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Sarah Chan, FOI Analyst
Central Agency Team
Information Access Operations

Hendry, Jackie PREM:EX

From: McCartney, Angela FIN:EX
Sent: Thursday, July 20, 2017 9:33 AM
To: IAO CentralTeam FIN:EX
Cc: Powell, Charlotte PREM:EX; Wensink, Alison PREM:EX; Hendry, Jackie PREM:EX
Subject: RE: Call for Records OOP-2017-72338 Due August 2, 2017
Attachments: CFR - OOP-2017-72338.pdf

Hi Sarah,
Cabinet Operations doesn't have any responsive records for this request.

Thanks,
Angela

Angela McCartney | Records Management Officer | Cabinet Operations
Ph: 250 356-0256 | **e:** Angela.McCartney@gov.bc.ca | **m:** 049 - 617 Government Street, Stn Prov Gov, Victoria BC V8W 9V1

From: Chan, Sarah [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Wednesday, July 19, 2017 2:09 PM
To: McCartney, Angela FIN:EX; Uzdevinys, Titas PREM:EX; Hendry, Jackie PREM:EX; IGRS FOI IGRS:EX
Cc: Powell, Charlotte PREM:EX; Wensink, Alison PREM:EX; Hendry, Jackie PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Wensink, Alison PREM:EX
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Applicant Type: Media

Request also directed to: PSA-2017-72339
Records Due: August 2, 2017
Legislated Due Date: August 30, 2017
IAO Contact: Sarah Chan

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Sarah Chan, FOI Analyst
Central Agency Team
Information Access Operations

Hendry, Jackie PREM:EX

From: Uzdavinys, Titas PREM:EX
Sent: Wednesday, July 19, 2017 2:55 PM
To: IAO CentralTeam FIN:EX; Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72338 Due August 2, 2017
Attachments: CFR - OOP-2017-72338-no records.pdf

Hello Sarah,

Please find attached the CFR-no records for OOP-2017-72338. Thank you.

Titas Uzdavinys

From: Chan, Sarah [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Wednesday, July 19, 2017 2:09 PM
To: McCartney, Angela FIN:EX; Uzdavinys, Titas PREM:EX; Hendry, Jackie PREM:EX; IGRS FOI IGRS:EX
Cc: Powell, Charlotte PREM:EX; Wensink, Alison PREM:EX; Hendry, Jackie PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Wensink, Alison PREM:EX
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Central Agency Team
Information Access Operations



FOI REQUEST: OOP-2017-72338

GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	07/18/2017	Sarah Chan	July 31 2017	July 31 2017

REQUEST DETAILS:

Any and all records regarding the end of employment with the BC government, including severance agreements, termination letters or resignation letters or other such materials, for the following individuals: Dave Byng, John Paul Fraser, Kimberly Henderson, John Jacobson, Timothy McEwan, Athana Mentzelopoulos, Clark Roberts, Derek Sturko, Neil Sweeney, Cheryl Wenezenki-Yolland, Denise Champion, Kelly Gleeson, Matthew Gordon.

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?

--

(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:

--	--	--

Harms assessment completed by (Full Name, Title)

Program Area:

--	--

Harms assessment approved by (Full Name, Title)

--

Wensink, Alison PREM:EX

From: Chan, Sarah <IAOCentralTeam@gov.bc.ca>
Sent: Wednesday, July 19, 2017 2:09 PM
To: McCartney, Angela FIN:EX; Uzdavinys, Titas PREM:EX; Hendry, Jackie PREM:EX; IGRS FOI IGRS:EX
Cc: Powell, Charlotte PREM:EX; Wensink, Alison PREM:EX; Hendry, Jackie PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Wensink, Alison PREM:EX
Subject: Call for Records OOP-2017-72338 Due August 2, 2017
Attachments: CFR - OOP-2017-72338.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 records regarding the end of employment with the BC government, including severance agreements, termination letters or resignation letters or other such materials, for the following individuals: Dave Byng, John Paul Fraser, Kimberly Henderson, John Jacobson, Timothy McEwan, Athana Mentzelopoulos, Clark Roberts, Derek Sturko, Neil Sweeney, Cheryl Wenezenki-Yolland, Denise Champion, Kelly Gleeson, Matthew Gordon. Date Format is MM/DD/YYYY

Applicant Type: Media

Request also directed to: PSA-2017-72339
Records Due: August 2, 2017
Legislated Due Date: August 30, 2017
IAO Contact: Sarah Chan

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,

Sarah Chan, FOI Analyst
Central Agency Team
Information Access Operations

Wensink, Alison PREM:EX

From: Uzdaviny, Titas PREM:EX
Sent: Wednesday, July 19, 2017 2:55 PM
To: IAO CentralTeam FIN:EX; Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72338 Due August 2, 2017
Attachments: CFR - OOP-2017-72338-no records.pdf

Hello Sarah,

Please find attached the CFR-no records for OOP-2017-72338. Thank you.

Titas Uzdaviny

From: Chan, Sarah [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Wednesday, July 19, 2017 2:09 PM
To: McCartney, Angela FIN:EX; Uzdaviny, Titas PREM:EX; Hendry, Jackie PREM:EX; IGRS FOI IGRS:EX
Cc: Powell, Charlotte PREM:EX; Wensink, Alison PREM:EX; Hendry, Jackie PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Wensink, Alison PREM:EX
Subject: Call for Records OOP-2017-72338 Due August 2, 2017

Hello,

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Applicant Type: Media

Request also directed to: PSA-2017-72339
Records Due: August 2, 2017
Legislated Due Date: August 30, 2017
IAO Contact: Sarah Chan

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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,

Sarah Chan, FOI Analyst
Central Agency Team
Information Access Operations

Wensink, Alison PREM:EX

From: McCartney, Angela FIN:EX
Sent: Thursday, July 20, 2017 9:33 AM
To: IAO CentralTeam FIN:EX
Cc: Powell, Charlotte PREM:EX; Wensink, Alison PREM:EX; Hendry, Jackie PREM:EX
Subject: RE: Call for Records OOP-2017-72338 Due August 2, 2017
Attachments: CFR - OOP-2017-72338.pdf

Hi Sarah,
Cabinet Operations doesn't have any responsive records for this request.

Thanks,
Angela

Angela McCartney | Records Management Officer | Cabinet Operations
Ph: 250 356-0256 | **e:** Angela.McCartney@gov.bc.ca | **m:** 049 - 617 Government Street, Stn Prov Gov, Victoria BC V8W 9V1

From: Chan, Sarah [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Wednesday, July 19, 2017 2:09 PM
To: McCartney, Angela FIN:EX; Uzdavinyis, Titas PREM:EX; Hendry, Jackie PREM:EX; IGRS FOI IGRS:EX
Cc: Powell, Charlotte PREM:EX; Wensink, Alison PREM:EX; Hendry, Jackie PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Wensink, Alison PREM:EX
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Applicant Type: Media

Request also directed to: PSA-2017-72339
Records Due: August 2, 2017
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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,

Sarah Chan, FOI Analyst
Central Agency Team
Information Access Operations

Wensink, Alison PREM:EX

From: Hendry, Jackie PREM:EX
Sent: Wednesday, July 26, 2017 8:39 AM
To: Wensink, Alison PREM:EX
Subject: FW: Call for Records OOP-2017-72338 Due August 2, 2017CLOSED

Follow Up Flag: Follow up
Flag Status: Completed

From: IAO CentralTeam FIN:EX
Sent: Tuesday, July 25, 2017 11:34 AM
To: Hendry, Jackie PREM:EX
Cc: Chan, Sarah FIN:EX
Subject: RE: Call for Records OOP-2017-72338 Due August 2, 2017CLOSED

Hello,

This file has been transferred and is now closed.

Regards,

Kristen

From: Hendry, Jackie PREM:EX
Sent: Monday, July 24, 2017 4:37 PM
To: IAO CentralTeam FIN:EX
Cc: Sanderson, Kristen FIN:EX
Subject: FW: Call for Records OOP-2017-72338 Due August 2, 2017

Hello –

Office of the Premier would like to request a full transfer to the BC Public Service Agency.

Thank you,
Jackie

From: Chan, Sarah [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Wednesday, July 19, 2017 2:09 PM
To: McCartney, Angela FIN:EX; Uzdaviny, Titas PREM:EX; Hendry, Jackie PREM:EX; IGRS FOI IGRS:EX
Cc: Powell, Charlotte PREM:EX; Wensink, Alison PREM:EX; Hendry, Jackie PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Wensink, Alison PREM:EX
Subject: Call for Records OOP-2017-72338 Due August 2, 2017

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Applicant Type: Media

Request also directed to: PSA-2017-72339

Records Due: August 2, 2017

Legislated Due Date: August 30, 2017

IAO Contact: Sarah Chan

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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,

Sarah Chan, FOI Analyst
Central Agency Team
Information Access Operations

McCartney, Angela PREM:EX

From: IAO CentralTeam FIN:EX
Sent: Wednesday, July 19, 2017 2:09 PM
To: McCartney, Angela PREM:EX; Uzdaviny, Titas PREM:EX; Hendry, Jackie PREM:EX; IGRS FOI IGRS:EX
Cc: Powell, Charlotte PREM:EX; Wensink, Alison PREM:EX; Hendry, Jackie PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Wensink, Alison PREM:EX
Subject: Call for Records OOP-2017-72338 Due August 2, 2017
Attachments: CFR - OOP-2017-72338.pdf

Hello,

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

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Applicant Type: Media

Request also directed to: PSA-2017-72339
Records Due: August 2, 2017
Legislated Due Date: August 30, 2017
IAO Contact: Sarah Chan

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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,

Sarah Chan, FOI Analyst
Central Agency Team
Information Access Operations



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	07/18/2017	Sarah Chan	July 31 2017	July 31 2017

REQUEST DETAILS:

Any and all records regarding the end of employment with the BC government, including severance agreements, termination letters or resignation letters or other such materials, for the following individuals: Dave Byng, John Paul Fraser, Kimberly Henderson, John Jacobson, Timothy McEwan, Athana Mentzelopoulos, Clark Roberts, Derek Sturko, Neil Sweeney, Cheryl Wenezenki-Yolland, Denise Champion, Kelly Gleeson, Matthew Gordon.

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 <input type="radio"/>	NO <input type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?	YES <input type="radio"/>	NO <input type="radio"/>
Are you aware of other records that may be responsive to this request held by another public body?	YES <input type="radio"/>	NO <input type="radio"/>
If yes, specify:		

NO RECORDS RESPONSE APPROVAL:

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

Final Public Body Approval (Full name, Title)	Signature:	Date:

Section 2: Fee Estimate — 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?

--

(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:

--	--	--

Harms assessment completed by (Full Name, Title)

Program Area:

--	--

Harms assessment approved by (Full Name, Title)

--

McCartney, Angela PREM:EX

From: McCartney, Angela FIN:EX
Sent: Thursday, July 20, 2017 9:33 AM
To: IAO CentralTeam FIN:EX
Cc: Powell, Charlotte PREM:EX; Wensink, Alison PREM:EX; Hendry, Jackie PREM:EX
Subject: RE: Call for Records OOP-2017-72338 Due August 2, 2017
Attachments: CFR - OOP-2017-72338.pdf

Hi Sarah,
Cabinet Operations doesn't have any responsive records for this request.

Thanks,
Angela

Angela McCartney | Records Management Officer | Cabinet Operations
Ph: 250 356-0256 | *e:* Angela.McCartney@gov.bc.ca | *m:* 049 - 617 Government Street, Stn Prov Gov, Victoria BC V8W 9V1

From: Chan, Sarah [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Wednesday, July 19, 2017 2:09 PM
To: McCartney, Angela FIN:EX; Uzdaviny, Titas PREM:EX; Hendry, Jackie PREM:EX; IGRS FOI IGRS:EX
Cc: Powell, Charlotte PREM:EX; Wensink, Alison PREM:EX; Hendry, Jackie PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Wensink, Alison PREM:EX
Subject: Call for Records OOP-2017-72338 Due August 2, 2017

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Applicant Type: Media

Request also directed to: PSA-2017-72339
Records Due: August 2, 2017
Legislated Due Date: August 30, 2017
IAO Contact: Sarah Chan

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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,

Sarah Chan, FOI Analyst
Central Agency Team
Information Access Operations



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	07/18/2017	Sarah Chan	July 31 2017	July 31 2017

REQUEST DETAILS:

Any and all records regarding the end of employment with the BC government, including severance agreements, termination letters or resignation letters or other such materials, for the following individuals: Dave Byng, John Paul Fraser, Kimberly Henderson, John Jacobson, Timothy McEwan, Athana Mentzelopoulos, Clark Roberts, Derek Sturko, Neil Sweeney, Cheryl Wenezenki-Yolland, Denise Champion, Kelly Gleeson, Matthew Gordon.

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 <input type="radio"/>	NO <input checked="" type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?	YES <input type="radio"/>	NO <input checked="" type="radio"/>
Are you aware of other records that may be responsive to this request held by another public body?	YES <input checked="" type="radio"/>	NO <input type="radio"/>
If yes, specify:	PSA may have responsive records	

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:

Email with attachments:

*Other documents

Estimated Pages Actual Pages

Estimated Pages Actual Pages

Estimated Pages Actual Pages

Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)
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Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
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- 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.

Cabinet Operations has no responsive 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?

(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:

Angela McCartney

250 356-0256

July 20, 2017

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	07/25/2017	Sarah Chan	August 3rd 2017	August 10th 2017

REQUEST DETAILS:

All records regarding the processing and handling of OOP-2017-72338.

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:

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Electronic files (in pages):

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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

Chan, Sarah

From: Chan, Sarah

Sent: 19 Jul 2017 14:09:04 -0700

To: McCartney, Angela PREM:EX; Uzdaviny, Titas PREM:EX; Hendry, Jackie PREM:EX; IGRS
FOI IGRS:EX

Cc: Powell, Charlotte PREM:EX; Wensink, Alison PREM:EX; Hendry, Jackie PREM:EX; Hendry,
Jackie PREM:EX; Wensink, Alison PREM:EX; Wensink, Alison PREM:EX

Subject: Call for Records OOP-2017-72338 Due August 2, 2017

Attachments: CFR - OOP-2017-72338.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 records regarding the end of employment with the BC government, including severance agreements, termination letters or resignation letters or other such materials, for the following individuals: Dave Byng, John Paul Fraser, Kimberly Henderson, John Jacobson, Timothy McEwan, Athana Mentzelopoulos, Clark Roberts, Derek Sturko, Neil Sweeney, Cheryl Wenezeki-Yolland, Denise Champion, Kelly Gleeson, Matthew Gordon. Date Format is MM/DD/YYYY

Applicant Type: Media

Request also directed to: PSA-2017-72339

Records Due: August 2, 2017

Legislated Due Date: August 30, 2017

IAO Contact: Sarah Chan

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,

Sarah Chan, FOI Analyst
Central Agency Team
Information Access Operations



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	07/18/2017	Sarah Chan	July 31 2017	July 31 2017

REQUEST DETAILS:

Any and all records regarding the end of employment with the BC government, including severance agreements, termination letters or resignation letters or other such materials, for the following individuals: Dave Byng, John Paul Fraser, Kimberly Henderson, John Jacobson, Timothy McEwan, Athana Mentzelopoulos, Clark Roberts, Derek Sturko, Neil Sweeney, Cheryl Wenezenki-Yolland, Denise Champion, Kelly Gleeson, Matthew Gordon.

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 <input type="radio"/>	NO <input type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?	YES <input type="radio"/>	NO <input type="radio"/>
Are you aware of other records that may be responsive to this request held by another public body?	YES <input type="radio"/>	NO <input type="radio"/>
If yes, specify:		

NO RECORDS RESPONSE APPROVAL:

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

Final Public Body Approval (Full name, Title)	Signature:	Date:

Section 2: Fee Estimate — 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?

(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:

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Harms assessment completed by (Full Name, Title)

Program Area:

--	--

Harms assessment approved by (Full Name, Title)

--

Sent:28 Jul 2017 16:28:12 +0000

To:IAO CentralTeam FIN:EX

Subject:RE: Call for Records OOP-2017-72338 Due August 2, 2017

IGRS would not have records for this.

From: Chan, Sarah [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Wednesday, July 19, 2017 2:09 PM

To: McCartney, Angela FIN:EX; Uzdavinys, Titas PREM:EX; Hendry, Jackie PREM:EX; IGRS FOI IGRS:EX

Cc: Powell, Charlotte PREM:EX; Wensink, Alison PREM:EX; Hendry, Jackie PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Wensink, Alison PREM:EX

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Sarah Chan, FOI Analyst
Central Agency Team
Information Access Operations