

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

CALL FOR RECORDS – GENERAL FOI REQUEST

Request Number: 292–30/ OOP-2013-00190

OOP-2013-00297

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	March 6, 2013	Holly Romanow	March 14, 2013	March 26, 2013
REQUEST DETAILS:				
regarding the Times of Inc	lia Film Awards trophies. D	Pate range is November 1,	n, production, manufacture, de 2012 to March 6, 2013. stry of Jobs, Tourism and Ski	
Section 1: Initial Rec	ords Assessment	More and the state of the state		g with the same stable in the set of the same stable in the same stabl
Do you hold any respons				YES O NO O
, , , , , , , , , , , , , , , , , , , ,	ecords that may be respons			YES O NO O
	ecords that may be respons	sive to this request held l	by another public body?	YES O NO O
If yes, specify: NO RECORDS RESP Please forward to Ministry		e) for Delegated Head's fi	nal public body approval if n	o records have been located.
Final Public Body Appro		Signature:	7 7 11	Date:
Michelle Leamy, Director,	Executive Operations	Hel	elk-Lorm.	An. 0 10/13
Section 2: Fee Estima	ite Please ensure that al	ll reasonable efforts are n	nade to generate as accurate	an estimate as possible
Search				
Locating/Retrieving Tasks may include: Searching for hard & elector el	sts Actual H	Tal Hours Tal • I Government of the Market o	oducing records sks may include: dentifying relevant sources of lata/information Manual time spent creating and producing records	Actual Hours
<u>Volume</u>			* * * * * * * * * * * * * * * * * * *	
Electronic files (in pages): *Other refers to PDF, Wo	rd, Excel,	vithout attachments:	Estimated Pages	Actual Pages
photos and any other elect responsive to the request	ronic file Email w	vith attachments:	Estimated Pages	Actual Pages
•	*Other	documents	Estimated Pages	Actual Pages
Hardcopy files (in pages): • Average file folder = 1" • 1 Standard Records Cen • If in legal sized fold • If in letter sized fold	lers - 1,800 pages	.00 pages (single sided)	Estimated Pages	Actual Pages
Preparation				· · · · · · · · · · · · · · · · · · ·
Tasks may include: Photocopying/scanning r Ensuring completeness o Copying other types of m		nat (PDF)	Estimated Hours	Actual Hours
	promot opecity.		,	Page 1

Section 3:	Search Summary and Program Area Recon	nmendations	
Please descri records, etc.)	be the search for records including what records wer , duration of search time, and who concluded the sea	e searched, (eg. files, email, databases rch for records.	, TRIM files, off site
· On-site pape · Search time ·	< 3 hours		
	ucted by Office of the Premier, Executive Branch; Depute of any/all of the responsive records potentially cause		3 NO 6
recommenda to the harms	isclosure of the records would significantly harm the arms assessment allows FOI staff to better understan tions based on potential harms. (Issues associated with assessment should be communicated to your ministry gement office.)	d the context of the records and make	informed severing
f yes which ii Please referei	nformation, if released, may cause harm? nce the information of concern, the harms, and associa	tted page numbers below)	
		*	
	•	•	
ACL HIHERT 2	exemption criteria apply, records provided to the ap Open Information Website If you have any concerns r discuss with your FOI Analyst.	plicant in response to this request wil about the publication of the responsi	be published on the ve records please
	45		
	Contact Information		
	d this form? (Full Name, Title):	Phone Number:	Date:
	xecutive Administrative Coordinator	250 356-2605	10 April 2013
ms assessm	ent completed by (Full Name, Title)	Program Area:	
ins assessin	ent approved by (Full Name, Title)		
		<u>. </u>	
O Use Onl			
, , ,	Estimated- Hours: Pages:	Actual- Hours:	Pages:
mments:			
i.	·		Page 2 OOP-2013-00297

From:

IAO CentralTeam CITZ:EX

Sent:

Friday, March 8, 2013 11:35 AM

To:

Leamy, Michelle T PREM:EX; Mills, Shane PREM:EX

Cc:

Olson, Alisha PREM:EX

Subject:

Call for Records - OOP-2013-00190

Attachments:

General CFR.pdf

Good Morning,

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Please note that **Holly Romanow** is the analyst processing this request and can be reached at the following number **250-952-0361**. The request is for:

"Correspondence and reports regarding the budgeting, costing, conception, design, production, manufacture, delivery, storage and payment regarding the Times of India Film Awards trophies. Date range is November 1, 2012 to March 6, 2013."

Please note:

- This request is also open with the Ministry of Advanced Education and the Ministry of Jobs, Tourism and Skills Training.
- The legislative due date for the above noted file is April 19, 2013.

Please complete the attached Call for Records form.

- If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete only Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the Central Team mailbox at FOICentral@gov.bc.ca by March 14, 2013. 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, Holly Romanow will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.
- <u>If no fees apply</u> then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records Form and return it to the Central Team mailbox at <u>FOICentral@gov.bc.ca</u> by **March 26, 2013.**
- Send records via email <u>in PDF format</u>. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

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 your analyst noted on the attached Call for Records form to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Jennifer Dunn

Intake Administrator

Information Access Operations Logistics and Business Services, Shared Services BC Ministry of Citizens' Services and Open Government

PO Box 9569 Stn Prov Gov't (2nd Floor, 548 Michigan Street) Victoria BC V8W 9K1

Phone: (250) 387-3411

E-mail: <u>Jennifer.Dunn@gov.bc.ca</u>

Providing services to:
Office of the Premier, Ministry of Citizens' Services and Open Government,
BC Public Service Agency, Government Communications and Public Engagement and
Shared Services BC

From:

Wharf, Sandy PREM:EX

Sent:

Friday, March 8, 2013 2:18 PM

To:

Olson, Alisha PREM:EX

Subject:

RE: Call for Records OOP-2013-00190

Alisha, I have no responsive records.

From: Olson, Alisha PREM:EX

Sent: Friday, March 8, 2013 2:06 PM

To: Wharf, Sandy PREM:EX; Warren, Keira PREM:EX

Cc: Leamy, Michelle T PREM:EX

Subject: Call for Records OOP-2013-00190

Please let me know by Tuesday, March 26th whether or not you have any records responsive to the following request:

"Correspondence and reports regarding the budgeting, costing, conception, design, production, manufacture, delivery, storage and payment regarding the Times of India Film Awards trophies."

Date range is November 1, 2012 to March 6, 2013.

Please note that this request was also directed to the Ministries of Advanced Education, Innovation and Technology & Jobs, Tourism and Skills Training.

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

Keira, please check your DM files.

Thank you all for your assistance with this request!

Alisha

Aliska Olana

Executive Administrative Coordinator Deputy Minister's Office | Office of the Premier

Phone: 250 356-2605 Fax: 250 356-7258

E-mail:Alisha.Olson@gov.bc.ca

From:

Warren, Keira PREM:EX

Sent:

Friday, March 8, 2013 2:48 PM

To:

Olson, Alisha PREM:EX

Subject:

RE: Call for Records OOP-2013-00190

No records.

Keira Warren, Executive Administrative Coordinator

to John Dyble, Deputy Minister to the Premier & Cabinet Secretary Deputy Minister's Office - Office of the Premier Room 272 - West Annex, Parliament Buildings Victoria BC V8W 9E1

Phone: (250) 356-2206

From: Olson, Alisha PREM:EX

Sent: Friday, March 8, 2013 2:06 PM

To: Wharf, Sandy PREM:EX; Warren, Keira PREM:EX

Cc: Leamy, Michelle T PREM:EX

Subject: Call for Records OOP-2013-00190

Please let me know by Tuesday, March 26th whether or not you have any records responsive to the following request:

"Correspondence and reports regarding the budgeting, costing, conception, design, production, manufacture, delivery, storage and payment regarding the Times of India Film Awards trophies."

Date range is November 1, 2012 to March 6, 2013.

Please note that this request was also directed to the Ministries of Advanced Education, Innovation and Technology & Jobs, Tourism and Skills Training.

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Keira, please check your DM files.

Thank you all for your assistance with this request!

Alisha

Alisha Olsan

Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier

Phone: 250 356-2605 Fax: 250 356-7258

E-mail:Alisha.Olson@gov.bc.ca

From: Sent:

Leamy, Michelle T PREM:EX Wednesday, March 13, 2013 7:46 AM Olson, Alisha PREM:EX

To: Subject:

Attachments:

RE: Call for Records OOP-2013-00190 Call for Records OOP-2013-00190

nil response

From: Sent:

Mills, Shane PREM:EX

Sen

Wednesday, April 10, 2013 11:33 AM

To: Subject:

Olson, Alisha PREM:EX RE: OOP-2013-00190

No records

From: Olson, Alisha PREM:EX

Sent: Wednesday, April 10, 2013 10:06 AM

To: Mills, Shane PREM:EX **Subject:** OOP-2013-00190

Will you be providing any records responsive to FOI request OOP-2013-00190, re:

"Correspondence and reports regarding the budgeting, costing, conception, design, production, manufacture, delivery, storage and payment regarding the Times of India Film Awards trophies. Date range is November 1, 2012 to March 6, 2013."



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

CALL FOR RECORDS – GENERAL FOI REQUEST

Request Number: 292-30/ OOP-2013-00194 X-GOV 100501

> Page 9 OOP-2013-00297

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	March 7, 2013	Holly Romanow	March 18, 2013	March 28, 2013
REQUEST DETAILS:				,
A list of all sole source connames of the contractors, a frame is December 1, 2012	description of the goods at	all aspects of the Times of nd services, transaction nu	India Film Awards and associations, dates contracted and do	ted events, including the llar values of contracts. Time
This request is part of X-G	OV 100501.	-		
Section 1: Initial Reco	ords Assessment			i salio kateringan kalibas
Do you hold any responsi	ve records?		the state and the section of the sec	YES O NO O
Are you aware of other re	cords that may be respon	sive to this request withi	n your Ministry?	YES O NO O
Are you aware of other re	cords that may be respon	sive to this request held	by another public body?	YES O NO O
If yes, specify:				
NO RECORDS RESP				
Please forward to Ministry	FOI Contact (if applicable	e) for Delegated Head's fi	inal public body approval if no	records have been located.
Final Public Body Approv	al (Full name, Title)	Signature:		Date:
Michelle Leamy, Director, I	Executive Operations	Mula	b Leam	April 10/13
Section 2: Fee Estimat	te Please ensure that a		nade to generate as accurate as	n estimate as possible
Search .				
Locating/Retrieving Tasks may include: Searching for hard & elect Reviewing box content list Retrieving records from of Retrieving email records (ts Actual H If site	Ta • I ours co	oducing records sks may include: dentifying relevant sources of data/information Manual time spent creating and producing records	Estimated Hours Actual Hours
/olume				•
			•	
llectronic files (in pages): Other refers to PDF, Wore	Email w d. Excel.	vithout attachments:	Estimated Pages	Actual Pages
hotos and any other electresponsive to the request		rith attachments:	Estimated Pages	Actual Pages
	*Other	documents	Estimated Pages	Actual Pages
 Iardcopy files (in pages): Average file folder = 1" at 1 Standard Records Cent If in legal sized folde If in letter sized folde 	re Services Box: ers - 1,800 pages	00 pages (single sided)	Estimated Pages	Actual Pages
reparation_			· · · · · · · · · · · · · · · · · · ·	
asks may include: Photocopying/scanning re Ensuring completeness of	responsive records	nat (PDF)	Estimated Hours	Actual Hours

Section 3: Search Summary and Program Area Recom	mendations	
Please describe the search for records including what records were records, etc.), duration of search time, and who concluded the search	e searched (eg. files amail database	s, TRIM files, off site
 Electronic files (e-mail, shared drive, individual drives, CLIFF corres On-site paper files Search time < 3 hours 	pondence tracking system)	
- Search conducted by Office of the Premier, Executive Branch; Deputy	v Minister's Office	
Could release of any/all of the responsive records potentially cause		О по
*Harm - Disclosure of the records would significently be a significantly by		
*Harm – Disclosure of the records would significantly harm the records. The harms assessment allows FOI staff to better understand recommendations based on potential harms. (Issues associated witto the harms assessment should be communicated to your ministry Public Engagement office.)	d the context of the records and mak	e informed severing
If yes which information, if released, may cause harm? (Please reference the information of concern, the harms, and associated)	ted page numbers below)	
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	•	,
		A
	,	
Unless specific <u>exemption criteria</u> apply, records provided to the appoyenment's Open Information Website If you have any concerns and indicate here or discuss with your FOI Analyst.	plicant in response to this request w about the publication of the respons	ll be published on the ive records please
3 1	of gapters	
Section 4: Contact Information		
Who completed this form? (Full Name, Title):	Phone Number:	Date:
Alisha Olson, Executive Administrative Coordinator	250 356-2605	10 April 2013
Harms assessment completed by (Full Name, Title)	Program Area:	10 April 2015
farms assessment approved by (Full Name, Title)		
		•
AOU O I		
AO Use Only Estimated- Hours: Pages	· · · · · · · · · · · · · · · · · · ·	
	Actual- Hours:	Pages:
omments:		
		Page 10 OOP-2013-00297

From:

IAO CentralTeam CITZ:EX

Sent:

Tuesday, March 12, 2013 3:08 PM

To:

Leamy, Michelle T PREM:EX; Mills, Shane PREM:EX

Cc:

Olson, Alisha PREM:EX

Subject: Attachments:

Call for Records - FOI Request OOP-2013-00194 X-GOV 100501

General CFR pdf

Good Afternoon,

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Please note that **Holly Romanow** is the analyst processing this request and can be reached at the following number 250-952-0361. The request is for:

"A list of all sole source contracts awarded regarding all aspects of the Times of India Film Awards and associated events, including the names of the contractors, a description of the goods and services, transaction numbers, dates contracted and dollar values of contracts. Timeframe is December 1, 2012 to March 7, 2013."

Please note:

- This request is part of X-GOV 100501.
- The legislative due date for the above noted file is April 22, 2013.

Please complete the attached Call for Records form.

- If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete only Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the Central Team mailbox at FOICentral@gov.bc.ca by March 18, 2013. 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, Holly Romanow will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.
- <u>If no fees apply</u> then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records Form and return it to the Central Team mailbox at <u>FOICentral@gov.bc.ca</u> by **March 28, 2013.**
- Send records via email in PDF format. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

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 your analyst noted on the attached Call for Records form to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Thank you for your assistance,

Jennífer Dunn

Intake Administrator Information Access Operations Logistics and Business Services, Shared Services BC Ministry of Citizens' Services and Open Government

PO Box 9569 Stn Prov Gov't (2nd Floor, 548 Michigan Street)

Victoria BC V8W 9K1 Phone: (250) 387-3411

E-mail: Jennifer.Dunn@gov.bc.ca

Providing services to:

Office of the Premier, Ministry of Citizens' Services and Open Government, BC Public Service Agency, Government Communications and Public Engagement and Shared Services BC

From:

Mills, Shane PREM:EX

Sent:

Wednesday, April 10, 2013 11:33 AM

To: Subject: Olson, Alisha PREM:EX RE: OOP-2013-00194

No records

From: Olson, Alisha PREM:EX

Sent: Wednesday, April 10, 2013 10:07 AM

To: Mills, Shane PREM:EX **Subject:** OOP-2013-00194

Will you be providing any records responsive to FOI request OOP-2013-00194, re:

"A list of all sole source contracts awarded regarding all aspects of the Times of India Film Awards and associated events, including the names of the contractors, a description of the goods and services, transaction numbers, dates contracted and dollar values of contracts. Timeframe is December 1, 2012 to March 7, 2013."



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

CALL FOR RECORDS – GENERAL FOI REQUEST

Request Number: 292–30/ OOP-2013-00195 X-GOV 100500

> Page 14 OOP-2013-00297

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	March 6, 2013	Holly Romanow	March 18, 2013	March 28, 2013
REQUEST DETAILS:				
Correspondence and reports:	regarding the offer of tic) and BC Place Stadium (Ackets (complimentary disc	orms and invoices for tickets are April 6). Time frame is December ounted or full price) by governess of India Film Awards events	per 1, 2012 to March 6, 2013
Section 1: Initial Recor	rds Assessment			Confidence of the
Do you hold any responsive	e records?			YES () NO (
Are you aware of other reco	ords that may be respon	nsive to this request with	in your Ministry?	YES O NO O
Are you aware of other reco				YES O NO O
f yes, specify:				125 0 110 0
NO RECORDS RESPO				
lease forward to Ministry F	OI Contact (if applicab	le) for Delegated Head's f	final public body approval if n	o records have been locate
Final Public Body Approval	l (Full name, Title)	Signature:	1	Date:
fichelle Leamy, Director, Ex	ecutive Operations	Nus	alle Legar	April 10/13
ection 2: Fee Estimate	Please ensure that	all reasonable efforts are	made to generate ds accurate	an estimate as possible
earch				
asks may include: Searching for hard & electro Reviewing box content lists Retrieving records from off Retrieving email records (Or	Actual I	ed Hours Ta	roducing records asks may include: Identifying relevant sources of data/information Manual time spent creating and producing records	A street III
ectronic files (in pages):	Email •	without attachments:	Estimated Pages	Actual Pages
Other refers to PDF, Word, Excel, hotos and any other electronic file esponsive to the request	Excel,	with attachments:	Estimated Pages	Actual Pages Actual Pages
	*Other	documents	Estimated Pages	Actual Pages
ardcopy files (in pages): Average file folder = 1" and I Standard Records Centre If in legal sized folders If in letter sized folder	e Services Box: s - 1,800 pages	200 pages (single sided)	Estimated Pages	Actual Pages
eparation				
sks may include : Photocopying/scanning reco	ords into electronic for	mat (PDF)	Estimated Hours	Actual Hours

Section 3: Search Summary and Program Area Recomm	nendations	
Please describe the search for records including what records were seconds, etc.), duration of search time, and who concluded the search	searched, (eg. files, email, databases, h for records.	TRIM files, off site
 Electronic files (e-mail, shared drive, individual drives, CLIFF correspondents) On-site paper files Search time < 3 hours 	ondence tracking system)	
- Search conducted by Office of the Premier, Executive Branch; Deputy	Minister's Office	
Could release of any/all of the responsive records potentially cause h) NO ()
*Harm – Disclosure of the records would significantly harm the m topic. The <u>harms assessment</u> allows FOI staff to better understand recommendations based on potential harms. (Issues associated with to the harms assessment should be communicated to your ministry of Public Engagement office.)	the context of the records and make possible disclosure through the FO	informed severing [process that are unrelated
If yes which information, if released, may cause harm? (Please reference the information of concern, the harms, and associate	ed page numbers below)	100 100 110 mg/s
Unless specific <u>exemption criteria</u> apply, records provided to the app Government's <u>Open Information Website</u> If you have any concerns a indicate here or discuss with your FOI Analyst.	licant in response to this request will about the publication of the responsi	be published on the ve records please
Section 4: Contact Information		
Who completed this form? (Full Name, Title):	Phone Number:	Date:
Alisha Olson, Executive Administrative Coordinator	250 356-2605	10 April 2013
Harms assessment completed by (Full Name, Title)	Program Area:	1
Harms assessment approved by (Full Name, Title)		
AO Use Only Estimated- Hours: Pages:		
Estimatea- Hours: Pages:	Actual- Hours:	Pages:
Comments:		

-Page 15-----OOP-2013-00297

From:

IAO CentralTeam CITZ:EX

Sent:

Tuesday, March 12, 2013 3:26 PM

To:

Leamy, Michelle T PREM:EX; Mills, Shane PREM:EX

Cc:

Olson, Alisha PREM:EX

Subject:

Call for Records - FOI Request OOP-2013-00195 X-GOV 100500

Attachments:

General CFR.pdf

Good Afternoon,

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Please note that **Holly Romanow** is the analyst processing this request and can be reached at the following number 250-952-0361. The request is for:

"Correspondence and reports, including allotment forms, request forms, order forms and invoices for tickets and suites for Times of India Film Awards events at the Pacific Coliseum (April 4) and BC Place Stadium (April 6). Time frame is December 1, 2012 to March 6, 2013. Correspondence and reports regarding the offer of tickets (complimentary, discounted or full price) by government, ministries, agencies and Crown corporations to directors, executives, employees and contractors to Times of India Film Awards events. Time frame is January 1, 2013 to March 6, 2013."

Please note:

- This request is a part of X-GOV 100500.
- The legislative due date for the above noted file is April 19, 2013.

Please complete the attached Call for Records form.

- If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete only Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the Central Team mailbox at FOICentral@gov.bc.ca by March 18, 2013. 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, Holly Romanow will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.
- <u>If no fees apply</u> then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records Form and return it to the Central Team mailbox at <u>FOICentral@gov.bc.ca</u> by **March 28, 2013.**
- Send records via email <u>in PDF format</u>. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

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- ways in which an applicant may want to narrow/focus their request to reduce potential fees, and/or
- any other questions or concerns relating to this request.

Thank you for your assistance,

Jennifer Dunn

Intake Administrator Information Access Operations Logistics and Business Services, Shared Services BC Ministry of Citizens' Services and Open Government

PO Box 9569 Stn Prov Gov't (2nd Floor, 548 Michigan Street) Victoria BC V8W 9K1

Phone: (250) 387-3411

Shared Services BC

E-mail: <u>Jennifer.Dunn@gov.bc.ca</u>

Providing services to: Office of the Premier, Ministry of Citizens' Services and Open Government, BC Public Service Agency, Government Communications and Public Engagement and

From:

Warren, Keira PREM:EX

Sent:

Wednesday, March 13, 2013 8:25 AM

To:

Olson, Alisha PREM:EX

Subject:

RE: Call for Records OOP-2013-00195

No records.

Keira Warren, Executive Administrative Coordinator

to John Dyble, Deputy Minister to the Premier & Cabinet Secretary Deputy Minister's Office - Office of the Premier Room 272 - West Annex, Parliament Buildings Victoria BC V8W 9E1

Phone: (250) 356-2206

From: Olson, Alisha PREM:EX

Sent: Tuesday, March 12, 2013 4:35 PM

To: Wharf, Sandy PREM:EX; Warren, Keira PREM:EX

Cc: Leamy, Michelle T PREM:EX

Subject: Call for Records OOP-2013-00195

Please let me know by Thursday, March 28th whether or not you have any records responsive to the following request:

"Correspondence and reports, including allotment forms, request forms, order forms and invoices for tickets and suites for Times of India Film Awards events at the Pacific Coliseum (April 4) and BC Place Stadium (April 6). Time frame is December 1, 2012 to March 6, 2013. Correspondence and reports regarding the offer of tickets (complimentary, discounted or full price) by government, ministries, agencies and Crown corporations to directors, executives, employees and contractors to Times of India Film Awards events."

Time frame is January 1, 2013 to March 6, 2013.

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

Keira, please check your DM files.

Thank you all for your assistance with this request!

Alisha

Aliaka Clann

Executive Administrative Coordinator

Deputy Minister's Office | Office of the Premier

Phone: 250 356-2605 Fax: 250 356-7258

E-mail: Alisha.Olson@gov.bc.ca

From:

Wharf, Sandy PREM: EX

Sent:

Monday, March 18, 2013 11:45 AM

To:

Olson, Alisha PREM:EX

Subject:

RE: Call for Records OOP-2013-00195

Alisha, I have no responsive records.

From: Olson, Alisha PREM:EX

Sent: Tuesday, March 12, 2013 4:35 PM

To: Wharf, Sandy PREM:EX; Warren, Keira PREM:EX

Cc: Leamy, Michelle T PREM:EX

Subject: Call for Records OOP-2013-00195

Please let me know by Thursday, March 28th whether or not you have any records responsive to the following request:

"Correspondence and reports, including allotment forms, request forms, order forms and invoices for tickets and suites for Times of India Film Awards events at the Pacific Coliseum (April 4) and BC Place Stadium (April 6). Time frame is December 1, 2012 to March 6, 2013. Correspondence and reports regarding the offer of tickets (complimentary, discounted or full price) by government, ministries, agencies and Crown corporations to directors, executives, employees and contractors to Times of India Film Awards events."

Time frame is January 1, 2013 to March 6, 2013.

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

Keira, please check your DM files.

Thank you all for your assistance with this request!

Alisha

Aliska Olson

Executive Administrative Coordinator Deputy Minister's Office | Office of the Premier

Phone: 250 356-2605 Fax: 250 356-7258

E-mail: Alisha.Olson@gov.bc.ca

From:

Leamy, Michelle T PREM: EX

Sent:

Wednesday, April 10, 2013 10:13 AM

To:

Olson, Alisha PREM:EX

Subject: Attachments:

FW: Call for Records - FOI Request OOP-2013-00195 X-GOV 100500

General CFR.pdf

nil response

From: IAO CentralTeam CITZ:EX

Sent: Tuesday, March 12, 2013 3:26 PM

To: Leamy, Michelle T PREM:EX; Mills, Shane PREM:EX

Cc: Olson, Alisha PREM:EX

Subject: Call for Records - FOI Request OOP-2013-00195 X-GOV 100500

Good Afternoon,

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Please note that **Holly Romanow** is the analyst processing this request and can be reached at the following number 250-952-0361. The request is for:

"Correspondence and reports, including allotment forms, request forms, order forms and invoices for tickets and suites for Times of India Film Awards events at the Pacific Coliseum (April 4) and BC Place Stadium (April 6). Time frame is December 1, 2012 to March 6, 2013. Correspondence and reports regarding the offer of tickets (complimentary, discounted or full price) by government, ministries, agencies and Crown corporations to directors, executives, employees and contractors to Times of India Film Awards events. Time frame is January 1, 2013 to March 6, 2013."

Please note:

- This request is a part of X-GOV 100500.
- The legislative due date for the above noted file is April 19, 2013.

Please complete the attached Call for Records form.

- If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete only Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the Central Team mailbox at FOICentral@gov.bc.ca by March 18, 2013. 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, Holly Romanow will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.
- <u>If no fees apply</u> then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records Form and return it to the Central Team_mailbox at <u>FOICentral@gov.bc.ca</u> by **March 28, 2013**.
- Send records via email <u>in PDF format</u>. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

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 your analyst noted on the attached Call for Records form to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Thank you for your assistance,

Jennifer Dunn

Intake Administrator Information Access Operations Logistics and Business Services, Shared Services BC Ministry of Citizens' Services and Open Government

PO Box 9569 Stn Prov Gov't (2nd Floor, 548 Michigan Street) Victoria BC V8W 9K1 Phone: (250) 387-3411 E-mail: Jennifer.Dunn@gov.bc.ca

Providing services to:
Office of the Premier, Ministry of Citizens' Services and Open Government,
BC Public Service Agency, Government Communications and Public Engagement and
Shared Services BC

From:

Mills, Shane PREM:EX

Sent:

Wednesday, April 10, 2013 11:33 AM

To: Subject:

Olson, Alisha PREM:EX RE: OOP-2013-00195

No records

From: Olson, Alisha PREM:EX

Sent: Wednesday, April 10, 2013 10:08 AM

To: Mills, Shane PREM:EX **Subject:** OOP-2013-00195

Will you be providing any records responsive to FOI request OOP-2013-00195, re:

"Correspondence and reports, including allotment forms, request forms, order forms and invoices for tickets and suites for Times of India Film Awards events at the Pacific Coliseum (April 4) and BC Place Stadium (April 6). Time frame is December 1, 2012 to March 6, 2013. Correspondence and reports regarding the offer of tickets (complimentary, discounted or full price) by government, ministries, agencies and Crown corporations to directors, executives, employees and contractors to Times of India Film Awards events. Time frame is January 1, 2013 to March 6, 2013."