

IAO and Ministry Approval Slip

Request Number: 292-30/GCP-2012-00016

1. IAO - Review of Harms/Issues/Recommendations provided by Ministry Program Area

Request Received: January 20, 2012

Due Date: April 17, 2012

Requester type: Media

- **Wording of the request:** *Copies of or records discussing or relating to all polls, public opinion surveys and focus groups conducted by or on behalf of Government Communications and Public Engagement. Time frame is March 14, 2011 to January 20, 2012. On Feb. 7/12, the applicant narrowed the request to encompass "copies of all invoices and the actual records".*

Comments/Background:

- GCPE was canvassed for records; Financial Services and Advertising & Marketing provided the attached records [30-day public body extension taken].
- We conferred with Denise Champion, Executive Director, and John Paul Fraser, ADM, who identified information that may reveal Cabinet Confidences; therefore we consulted with the Office of the Premier.
- On April 19/12, the applicant notified the Office of the Information and Privacy Commissioner that the public body did not meet its April 17, 2012 deadline.
- In turn, as agreed by consent order between the applicant and GCPE, a response to the applicant is required on or before May 8/12.

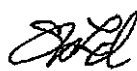
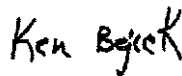
Consultation:

- Following consultation with the Office of the Premier, pages 103-128, 130-144 and 146-334 must be withheld in their entirety, as well as portions of pages 102, 129 and 145, pursuant to section 12 (Cabinet Confidences) of the Act.


Recommendations: Withhold the 'redlined' information as indicated above pursuant to section 12 of the Act.

Publication Recommendations:

- IAO recommends publishing this general FOI request on the Open Information website.

FOI Analyst: Stephanie MacLeod	Signature: 	Date: May 3, 2012
FOI Team Lead Approval: Ken Bejcek	Signature: 	Date: May 4, 2012

2. Ministry Program Area - Agreement with Recommendations

Approval Authority: Name: Athana Mentzelopoulos Deputy Minister	Signature: 	Date: 2012-05-08
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Comments:



3. IAO - Release to applicant

Package release prepared by:

FOI Analyst:

Date:

*Note that all General FOI request records that are released to an applicant should be published on the Open Information website unless the exemption criteria apply. The exemption criteria can be found on page 11 of the Open Information and Open Data Policy.

Begley, Rhianna GCPE:EX

From: Begley, Rhianna GCPE:EX
Sent: Tuesday, May 8, 2012 12:46 PM
To: MacLeod, Stephanie LCTZ:EX; Bejcek, Ken LCTZ:EX
Cc: Elbahir, Cindy LCTZ:EX; Greer, David GCPE:EX
Subject: Sign-off: GCP-2012-00016 Amended

Good afternoon Stephanie,

Please find attached the signed DM Approval Slip for FOI Request GCP-2012-00016.



DM Approval -
GCP-2012-00016.p.

Should you have any questions please let me know.

Thank you,

Rhianna Begley

Freedom of Information Coordinator | Government Communications and Public Engagement
4th Floor, 617 Government Street
Phone: (250) 882-3811 | Fax: (250) 387-6687
Rhianna.Begley@gov.bc.ca

From: Bejcek, Ken LCTZ:EX
Sent: Monday, May 7, 2012 11:49 AM
To: Begley, Rhianna GCPE:EX
Cc: MacLeod, Stephanie LCTZ:EX
Subject: For sign-off: GCP-2012-00016 Amended

Hi Rhianna,

Please find attached the amended synopsis/approval form and redline records for GCP-2012-00016.



GCP2012016 Sign GCP2012016Redli
- Draft(2).do... ne.pdf

Please note this file requires approval by tomorrow, May 8th.

Regards,

Ken Bejcek
Advisor, Section 12
Information Access Operations
Logistics and Business Services, Shared Services BC
Ministry of Labour, Citizens' Services and Open Government

PO Box 9569 Stn Prov Gov't (2nd Floor, 548 Michigan Street)
Victoria BC V8W 9K1
Phone: 250-387-0235

Begley, Rhianna GCPE:EX

From: Champion, Denise GCPE:EX
Sent: Monday, April 16, 2012 1:51 PM
To: Begley, Rhianna GCPE:EX
Cc: Bejcek, Ken LCTZ:EX; Gleeson, Kelly T GCPE:EX; Mentzelopoulos, Athana GCPE:EX; Fraser, John Paul GCPE:EX
Subject: RE: FOI Harms clarification - FOI #GCP-2012-00016

Hi Rhianna,

Section 12 states that the head of a public body must refuse to disclose to an applicant information that would reveal the substance of deliberations of the Executive Council or any of its committees, including any advice, recommendations, policy considerations or draft legislation or regulations submitted or prepared for submission to the Executive Council or any of its committees.

Denise

From: Begley, Rhianna GCPE:EX
Sent: Friday, April 13, 2012 3:40 PM
To: Champion, Denise GCPE:EX; Mentzelopoulos, Athana GCPE:EX; Fraser, John Paul GCPE:EX
Cc: Bejcek, Ken LCTZ:EX; Gleeson, Kelly T GCPE:EX
Subject: FW: FOI Harms clarification - FOI #GCP-2012-00016
Importance: High

My apologies. The legislated due date for this request is next **Tuesday, April 17th**.

From: Begley, Rhianna GCPE:EX
Sent: Friday, April 13, 2012 3:27 PM
To: Champion, Denise GCPE:EX; Mentzelopoulos, Athana GCPE:EX; Fraser, John Paul GCPE:EX
Cc: Bejcek, Ken LCTZ:EX; Gleeson, Kelly T GCPE:EX
Subject: FOI Harms clarification - FOI #GCP-2012-00016
Importance: High

Good afternoon,

Per Ken's note below, in order to proceed with the section 12 severing on the attached records package, Ken needs to confirm that these documents (attached below) were used as a part of a Cabinet Submission or were used for the development of a Cabinet submission. The **legislated due date for this request is Tuesday August 17th**, therefore a response from GCPE is required as soon as possible.

<< File: Responsive Record(2) - GCP-2012-00016.pdf >>

For background, GCPE submitted records for this request on March 6th. The scope of this request is: *Copies of or records discussing or relating to all polls, public opinion surveys and focus groups conducted by or on behalf of Government Communications and Public Engagement. [Time frame is March 14, 2011 to January 20, 2012.]*

If I can be of any assistance, please don't hesitate to contact me.

Thank you,

Rhianna Begley

Freedom of Information Coordinator | Government Communications and Public Engagement
4th Floor, 617 Government Street
Phone: (250) 882-3811 | Fax: (250) 387-6687
Rhianna.Begley@gov.bc.ca

From: Bejcek, Ken LC12:EX
Sent: Friday, April 13, 2012 3:03 PM
To: Begley, Rhianna GCPE:EX
Subject: FOI #GCP-2012-00016

Hi Rhianna,

With respect to my phone message regarding FOI #GCP-2012-00016, I'm seeking some clarification with respect to the possible application of section 12.

Where any of the documents specifically used a part of a Cabinet submission, or used as the basis for developing a Cabinet submission?

Thanks,

Ken Bejcek
Advisor, Section 12
Information Access Operations
Logistics and Business Services, Shared Services BC
Ministry of Labour, Citizens' Services and Open Government

PO Box 9569 Stn Prov Gov't (2nd Floor, 548 Michigan Street)
Victoria BC V8W 9K1
Phone: 250-387-0235

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

Begley, Rhianna GCPE:EX

From: Begley, Rhianna GCPE:EX
Sent: Tuesday, April 10, 2012 10:44 AM
To: MacLeod, Stephanie LCTZ:EX
Subject: FW: Question re: GCP-2012-00016

Please see Denise's reply below. I hope this is helpful.

Thank you,

Rhianna Begley

Freedom of Information Coordinator | Government Communications and Public Engagement
4th Floor, 617 Government Street
Phone: (250) 882-3811 | Fax: (250) 387-6687
Rhianna.Begley@gov.bc.ca

From: Champion, Denise GCPE:EX
Sent: Tuesday, April 10, 2012 10:42 AM
To: Begley, Rhianna GCPE:EX
Subject: RE: Question re: GCP-2012-00016

My understanding is that the topic is still under active consideration by Cabinet.

From: Begley, Rhianna GCPE:EX
Sent: Tuesday, April 10, 2012 10:21 AM
To: Champion, Denise GCPE:EX
Subject: Question re: GCP-2012-00016

Hello Denise,

I am wondering if you might have the information that Stephanie requests below. She is referencing the attached records package. If I should check with anyone else for this information, please let me know.

Thank you,

Rhianna Begley

Freedom of Information Coordinator | Government Communications and Public Engagement
4th Floor, 617 Government Street
Phone: (250) 882-3811 | Fax: (250) 387-6687
Rhianna.Begley@gov.bc.ca

From: MacLeod, Stephanie LCTZ:EX
Sent: Thursday, April 5, 2012 5:08 PM
To: Begley, Rhianna GCPE:EX
Subject: Question re: GCP-2012-00016

Re: Polling records

Hi Rhianna,

Are you able to provide any more background information regarding your recommendation that **Record2** be withheld in its entirety, as it "falls under **Cabinet confidences**"?)

Do you know if the Education and Transportation records have gone to Committee yet OR will be going to Committee?

Thanks so much,

Stephanie MacLeod

Information & Privacy Analyst

Central Agency Operations, Information Access Operations

Ministry of Labour, Citizens' Services & Open Government

Tel: (250) 387-1932 Fax: (250) 387-9843

Providing Services to:

The Office of the Premier

The BC Public Service Agency

Government Communications & Public Engagement

Ministry of Labour, Citizens' Services & Open Government

Begley, Rhianna GCPE:EX

From: Begley, Rhianna GCPE:EX
Sent: Tuesday, March 6, 2012 1:48 PM
To: MacLeod, Stephanie LCTZ:EX
Cc: Champion, Denise GCPE:EX; Foster, Bruce GCPE:EX
Subject: GCPE Reply - GCP-2012-00016
Attachments: Responsive Record(1) - GCP-2012-00016.pdf; Responsive Record(2) - GCP-2012-00016.pdf; GCP-2012-00016 Call for Records.docx

Good afternoon Stephanie,

Please find attached GCPE's responsive records and the Call for Records form for FOI Request GCP-2012-00016. Please note that harms recommendations have been included in the Call for Records form.

Should you have any questions please don't hesitate to contact me.

Thank you,

Rhianna Begley

Freedom of Information Coordinator | Government Communications and Public Engagement
4th Floor, 617 Government Street
Phone: (250) 882-3811 | Fax: (250) 387-6687
Rhianna.Begley@gov.bc.ca

From: MacLeod, Stephanie SSBC:EX
Sent: Monday, January 23, 2012 12:48 PM
To: Begley, Rhianna GCPE:EX
Cc: Champion, Denise GCPE:EX; Greer, David GCPE:EX
Subject: GCP-2012-00016

Re: GCPE's Public Opinion Polls & Research

Hello,

Please find below a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for this request will be **Stephanie MacLeod at (250) 387-1932**.

Copies of or records discussing or relating to all polls, public opinion surveys and focus groups conducted by or on behalf of Government Communications and Public Engagement. [Time frame is March 14, 2011 to January 20, 2012.]

Please complete the attached **Call for Records** and **Fee Calculation** forms and return to your analyst by **February 8, 2012**.

If the public body's total search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, we may be in a position to issue a fee estimate.

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 to prove that they have conducted an adequate search for relevant records.

Please do not hesitate to contact your analyst 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,

Stephanie MacLeod

Information & Privacy Analyst

Central Agency Operations, Information Access Operations

Ministry of Labour, Citizens' Services & Open Government

Tel: (250) 387-1932 Fax: (250) 387-9843

Providing Services to:

The Office of the Premier

The BC Public Service Agency

Government Communications & Public Engagement

Ministry of Labour, Citizens' Services & Open Government

Information Access Operation
Call for Records - General

FOI Request Number:	GCP-2012-00016	Applicant Type:	media
IAO Analyst:	S. MacLeod	Received Date:	Jan. 20, 2012
Records Due at IAO:	Feb.8, 2012	Legislated Due Date:	March 2, 2012

Section 7 of the *Freedom of Information and Protection of Privacy Act* places a duty on public bodies to respond to formal requests without delay and imposes a time limit of 30 working days from the date the FOI request is received, with certain specific exceptions. In an effort to ensure consistent government practice and in order to comply with current policy, ministries are required to locate and retrieve responsive records and identify potential harms that could result from their disclosure. This form will help guide this process and allow IAO staff to better understand the context of the records and make informed severing recommendations based on potential harms. Once this form has been completed, please forward to the above-noted IAO analyst. If you need assistance to complete this form, please contact your Analyst.

For Ministry Use - please ensure that any issues associated with the possible disclosure of records responsive to this request have been communicated to your Ministry Executive and/or Public Affairs Bureau Communications Office.

Search for Records	
Please describe your search for records including what records were searched (i.e. Files, email, databases, TRIM files, off-site records, etc), duration of search time, and who conducted the search for records.	Rhianna Begley searched TRIM. Advertising and Marketing and GCPE Financial Services searched – Records provided.
Program Area Recommendations	
Document potential harms* that could result from disclosure of records gathered and/or any other concerns with disclosure and provide disclosure recommendations.	All financial documents (invoices) should be severed so that only the relevant invoicing details are provided (i.e. total research costs). Responsive Record(2) – GPC-2012-00016 should be severed entirely as all documentation falls under Cabinet confidences.
<p>*NOTE: Harms – E.g. disclosure of information in the records could significantly harm law enforcement matters, relations with other governments, the Ministry's financial or negotiating position, or a third party's interests on a given topic. Please specify the types of information of concern and the potential harms associated with each type</p>	
Publication of Records on the Open Information website	
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.	

If you have recommendations for additional explanations or context to be included in the response to the applicant, please indicate here or discuss with your FOI Analyst.	
Ministry Program Area:	Government Communications and Public Engagement
Recommendations Completed By:	Kelly Gleeson, ADM
Date:	March 6, 2012
Location of Records	
Please indicate here, if you are aware of any other public bodies or locations that may have records responsive to this request.	
Ministry Program Area:	
Recommendations Completed By:	
Date:	

NOTE:

Records are to be forwarded to IAO as soon as possible, but no later than 12 business days from the date of this call for records, except where IAO has advised that the request is cross-government. For cross-government requests, records are to be forwarded to IAO as soon as possible, but no later than 20 business days from the date of this call for records.

Ministry Support Guidelines for GENERAL FOI Requests

Preliminary Search for Records and Assessment of Fees:

- If records do not exist within the public body, **please advise IAO immediately**. The request will be closed or redirected by IAO.
- If some/all records reside within another public body, **please advise IAO immediately** specifying the other public body. The request will be transferred by IAO.
- Complete and submit the attached Fee Estimate Calculation form to assist IAO in determining if it is appropriate to issue a fee estimate for this request.

Records Gathering Process:

- Review records to ensure they are responsive to the request.
- To ensure IAO has a complete understanding of the records provided and their context, the ministry is required to identify any areas of concern regarding their disclosure. This will assist IAO analysts in assessing any harm contemplated by FOIPPA, and consider the recommendation of any applicable exceptions to disclosure.
- Issues management concerning the content of the responsive records is a responsibility of the ministry; therefore, issues associated with the possible disclosure of records responsive to this request

should be communicated directly to your Ministry Executive and/or Public Affairs Bureau Communications Office.

Providing Responsive Records to IAO:

- Wherever possible, the ministry is required to send records electronically to the IAO analyst in either original electronic format or by scanning hard copy records and sending electronically. If volume is prohibitive for electronic submission, package or disc with scanned documents should be mailed to:

**Information Access Operations
Ministry of Citizens Services
PO Box 9569 Stn Prov Govt
Victoria BC, V8W 9K1**

- Please ensure the responsive records have been reviewed and approved by the applicable program area.


February 29, 2012

Once Review is completed please:

- Initial this cover sheet as indicated
- Advise me by phone or email and I will collect it.

Thank you,
Rhianna Begley
Telephone: (250) 882-3811

FOI REQUEST – ADM Responsive Records Review

FOI Request	Subject	Date due to FOI Coordinator	Harms recommendations	Review Complete (Initial)
GCP-2012-00016	Polling, public opinion surveys, focus groups	2012-03-08	Per Athana Mentzelopoulos: Package 1 – Release Package 2 – Severe under Section 12	

Scope:

Copies of or records discussing or relating to all polls, public opinion surveys and focus groups conducted by or on behalf of Government Communications and Public Engagement. [Time frame is March 14, 2011 to January 20, 2012.]

Begley, Rhianna GCPE:EX

From: Begley, Rhianna GCPE:EX
Sent: Tuesday, February 7, 2012 11:26 AM
To: Stewart, Dawn M GCPE:EX
Subject: Amended scope: FOI Request - GCP-2012-00016

Hello Dawn,

Thank you so much for your assistance in determining the types of documentation that could be responsive to this request. This information has helped the applicant to narrow their request. **The applicant has decided that they are only interested in receiving copies of the invoices themselves from Financial Services (no supporting receipts, etc. are necessary).**

Please provide copies of invoices only as soon as possible. Our response is technically due tomorrow, though I have received an informal extension to the end of the week. Ideally, I would like to provide copies of GCPE's responsive records to Kelly for review by end of day today, or first thing tomorrow. Please let me know if you don't think this will be possible. Please also keep track of time spent producing the records (photocopying etc.).

As discussed, we are non-OPR for these records. Therefore, please ensure that it is clear which Ministry will need to be consulted with prior to release of the documentation. I will communicate this to our FOI Analyst and we will request a formal consultation with all involved Ministries.

Thanks again for your assistance. So very much appreciated!

Thank you,
Rhianna

Rhianna Begley b.A. 6SW
Freedom of Information Coordinator
Government Communications and Public Engagement
4th Floor, 617 Government Street Victoria, BC V8V 2M1
Phone: (250) 882-3811 Fax: (250) 387-6687
Rhianna.Begley@gov.bc.ca

From: Begley, Rhianna GCPE:EX
Sent: Monday, January 23, 2012 2:20 PM
To: Meier, Kristi GCPE:EX
Cc: Fraser, John Paul GCPE:EX; Dila, Mary GCPE:EX; Gleeson, Kelly T GCPE:EX; Greer, David GCPE:EX; Champion, Denise GCPE:EX; Denis, Louise L GCPE:EX; Foster, Bruce GCPE:EX
Subject: FOI Request - GCP-2012-00016

Good afternoon Kristi,

GCPE has received a request for information under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The information being requested falls within the following scope:

Copies of or records discussing or relating to all polls, public opinion surveys and focus groups conducted by or on behalf of Government Communications and Public Engagement. [Time frame is March 14, 2011 to January 20, 2012.]

Information Request Type: Media

Instructions

- Please search your shop for any records that fall within scope.

public and/or if posted online to the Open Information site. Indicate these concerns in yellow highlighter or communicate them to your FOI Coordinator. Hard-copy comments should be made on post-it notes only.

- Responsive records may be sent to Rhianna Begley electronically or as a hard copy. If you have marked your records for harms, please include a second "clean" copy.
- If you have no records please reply to Rhianna Begley with the following statement "Nil Response from <Specify your Program Area> Communications Office".
- Whether or not you have records please complete the "Areas Searched" box (below).

Areas Searched (Please Complete)

Please complete the 'Areas Searched' box (below). This is to assist in providing IAO with assurance that a thorough search has been completed.

<p>The following areas were searched: (Indicate Yes/No for each line below)</p> <p>Emails.....</p> <p>LAN.....</p> <p>Workstations for hardcopies.....</p> <p>Files/data bases/offsite records.....Yes (Completed by GCPE Records Services)</p>
--

Due Dates to Respond

Please respond to this request as soon as possible, or by the dates indicated in yellow at the latest.

If more than three hours search time or a large volume of records is anticipated, please **discontinue your search** and notify Rhianna Begley by the end of day **Thursday, January 26th** so that a fee estimate may be requested from the applicant. Please provide an estimate of search time **and** volume of records (estimation of page numbers/paperwork measured in inches).

Please ensure that your response is sent to Rhianna Begley by the end of day **Monday, January 30th**.

The Central Agency FOI Analyst assigned to this request is Stephanie MacLeod who can be reached at (250) 387-1932.

Should you have any questions, concerns or anticipate any delay in processing this request please contact the FOI Coordinator at your earliest convenience.

Thank you,

Rhianna Begley BA, BSW
Freedom of Information Coordinator
Government Communications and Public Engagement
4th Floor, 617 Government Street Victoria, BC V8V 2M1
Phone: (250) 882-3811 Fax: (250) 387-6687
Rhianna.Begley@gov.bc.ca

Begley, Rhianna GCPE:EX

From: MacLeod, Stephanie LCTZ:EX
Sent: Tuesday, February 7, 2012 11:19 AM
To: Begley, Rhianna GCPE:EX
Subject: RE: TRIM: RE: TRIM: Fee estimate: GCP-2012-00016

That's right – the request is not on hold, as the applicant wished to do his best to assist in narrowing the request (to speed up the process).

Thanks,

Stephanie MacLeod
Information & Privacy Analyst
Central Agency Operations, Information Access Operations
Ministry of Labour, Citizens' Services & Open Government
Tel: (250) 387-1932 Fax: (250) 387-9843

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

From: Begley, Rhianna GCPE:EX
Sent: Tuesday, February 7, 2012 11:17 AM
To: MacLeod, Stephanie LCTZ:EX
Subject: RE: TRIM: RE: TRIM: Fee estimate: GCP-2012-00016

Hi Stephanie,

So to confirm, we should continue to collect documents for this request (it is not on hold). When I submit GCPE's records, I will submit a revised copy of the fee estimate with search time and page numbers in case a fee is incurred.

Thank you,
Rhianna

From: MacLeod, Stephanie LCTZ:EX
Sent: Tuesday, February 7, 2012 11:15 AM
To: Begley, Rhianna GCPE:EX
Subject: RE: TRIM: RE: TRIM: Fee estimate: GCP-2012-00016

Hi Rhianna,

The applicant has indicated that he is only interested in receiving copies of the invoices themselves + the actual records (no supporting receipts, etc. are necessary).
Hope this helps – Please let me know if you have any questions.

Thanks again,

Stephanie MacLeod
Information & Privacy Analyst
Central Agency Operations, Information Access Operations

Providing Services to:

The Office of the Premier

The BC Public Service Agency

Government Communications & Public Engagement

Ministry of Labour, Citizens' Services & Open Government

From: Begley, Rhianna GCPE:EX

Sent: Tuesday, February 7, 2012 11:06 AM

To: MacLeod, Stephanie LCTZ:EX

Subject: TRIM: RE: TRIM: Fee estimate: GCP-2012-00016

Hello Stephanie,

Per our conversation, the applicant will reduce their page number total by narrowing the scope in this way. However, there will still be a large portion of Financial records. Should the applicant wish to significantly narrow the page numbers of the fee estimate they may wish to consider requesting the invoice only. This way the page numbers would be reduced as the copies of all back-up documentation for each invoice (receipts etc.) would not be responsive.

I also wanted to reiterate that these are non-OPR documents so I believe the Ministries will also need to be consulted with.

Thank you,

Rhianna

From: MacLeod, Stephanie LCTZ:EX

Sent: Tuesday, February 7, 2012 10:50 AM

To: Begley, Rhianna GCPE:EX

Subject: RE: TRIM: Fee estimate: GCP-2012-00016

Re: public opinion surveys

Hi Rhianna,

I spoke with the applicant, and instead of proceeding with a formal fee estimate, he was very much in favour of trying to narrow his request.

If it makes it easier at your end, he would be amenable to receiving the responsive "invoices" (not the other financial documents) + the actual records themselves (the 200 pages).

Please let me know if this would make it any less cumbersome at your end.

Thanks,

Stephanie MacLeod

Information & Privacy Analyst

Central Agency Operations, Information Access Operations

Ministry of Labour, Citizens' Services & Open Government

Tel: (250) 387-1932 Fax: (250) 387-9843

Providing Services to:

The Office of the Premier

The BC Public Service Agency

From: Begley, Rhianna GCPE:EX
Sent: Tuesday, February 7, 2012 10:09 AM
To: MacLeod, Stephanie LCTZ:EX
Subject: TRIM: Fee estimate: GCP-2012-00016

Good morning Stephanie,

Please find attached the completed fee estimate form for FOI Request GCP-2012-00016. My apologies for the delay in getting this information to you.

If the applicant is seeking assistance in narrowing the scope of their request, please be advised that a significant portion of these records were located within Financial Services at GCPE Operations. The majority of the documents located are non-OPR copies of financial documentation that the Ministries would hold. I understand that this is because GCPE holds the Standing Orders. The types of (copies of) documents GCPE could have within our records include invoices, draw down forms, work order requests, proposals and procedural emails between GCPE and the Ministries.

I will hold on acting on this request further until we receive further instruction from you.

If you have any questions or need more detailed information please let me know.

Thank you,

Rhianna Begley BA, BSW
Freedom of Information Coordinator
Government Communications and Public Engagement
4th Floor, 617 Government Street Victoria, BC V8V 2M1
Phone: (250) 882-3811 Fax: (250) 387-6687
Rhianna.Begley@gov.bc.ca

From: MacLeod, Stephanie SSBC:EX
Sent: Monday, January 23, 2012 12:48 PM
To: Begley, Rhianna GCPE:EX
Cc: Champion, Denise GCPE:EX; Greer, David GCPE:EX
Subject: GCP-2012-00016

Re: GCPE's Public Opinion Polls & Research

Hello,

Please find below a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for this request will be **Stephanie MacLeod at (250) 387-1932**.

Copies of or records discussing or relating to all polls, public opinion surveys and focus groups conducted by or on behalf of Government Communications and Public Engagement. [Time frame is March 14, 2011 to January 20, 2012.]

Please complete the attached **Call for Records and Fee Calculation forms** and return to your analyst by **February 8, 2012**.

If the public body's total search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, we may be in a position to issue a fee estimate.

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 records may be required to sign affidavits to prove that they have conducted an adequate search for relevant records.

Please do not hesitate to contact your analyst to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- whether staff would be available to discuss the request with the applicant, if the applicant is agreeable;
- 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,

Stephanie MacLeod

Information & Privacy Analyst

Central Agency Operations, Information Access Operations

Ministry of Labour, Citizens' Services & Open Government

Tel: (250) 387-1932 Fax: (250) 387-9843

Providing Services to:

The Office of the Premier

The BC Public Service Agency

Government Communications & Public Engagement

Ministry of Labour, Citizens' Services & Open Government

Begley, Rhianna GCPE:EX

From: Begley, Rhianna GCPE:EX
Sent: Tuesday, February 7, 2012 10:09 AM
To: MacLeod, Stephanie LCTZ:EX
Subject: Fee estimate: GCP-2012-00016
Attachments: Fee Estimate Calculation Table - GCP-2012-00016.docx

Good morning Stephanie,

Please find attached the completed fee estimate form for FOI Request GCP-2012-00016. My apologies for the delay in getting this information to you.

If the applicant is seeking assistance in narrowing the scope of their request, please be advised that a significant portion of these records were located within Financial Services at GCPE Operations. The majority of the documents located are non-OPR copies of financial documentation that the Ministries would hold. I understand that this is because GCPE holds the Standing Orders. The types of (copies of) documents GCPE could have within our records include invoices, draw down forms, work order requests, proposals and procedural emails between GCPE and the Ministries.

I will hold on acting on this request further until we receive further instruction from you.

If you have any questions or need more detailed information please let me know.

Thank you,

Rhianna Begley BA BSW
Freedom of Information Coordinator
Government Communications and Public Engagement
4th Floor, 617 Government Street Victoria, BC V8V 2M1
Phone: (250) 882-3811 Fax: (250) 387-6687
Rhianna.Begley@gov.bc.ca

From: MacLeod, Stephanie SSBC:EX
Sent: Monday, January 23, 2012 12:48 PM
To: Begley, Rhianna GCPE:EX
Cc: Champlon, Denise GCPE:EX; Greer, David GCPE:EX
Subject: GCP-2012-00016

Re: GCPE's Public Opinion Polls & Research

Hello,

Please find below a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for this request will be **Stephanie MacLeod at (250) 387-1932**.

Copies of or records discussing or relating to all polls, public opinion surveys and focus groups conducted by or on behalf of Government Communications and Public Engagement. [Time frame is March 14, 2011 to January 20, 2012.]

Please complete the attached **Call for Records** and **Fee Calculation** forms and return to your analyst by **February 8, 2012**.

If the public body's total search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, we may be in a position to issue a fee estimate.

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 records may be required to sign affidavits to prove that they have conducted an adequate search for relevant records.

Please do not hesitate to contact your analyst to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- whether staff would be available to discuss the request with the applicant, if the applicant is agreeable;
- 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,

Stephanie MacLeod

Information & Privacy Analyst

Central Agency Operations, Information Access Operations

Ministry of Labour, Citizens' Services & Open Government

Tel: (250) 387-1932 Fax: (250) 387-9843

Providing Services to:

The Office of the Premier

The BC Public Service Agency

Government Communications & Public Engagement

Ministry of Labour, Citizens' Services & Open Government

Information Access Operations Fee Estimate Calculation Table

FOI Request Number:	GCP-2012-00016
IAO Analyst:	Stephanie MacLeod

Section 75 of the *Freedom of Information and Protection of Privacy Act* provides that public bodies may charge fees for certain limited services that they provide in the processing of formal Freedom of Information (FOI) requests. In an effort to ensure consistent government practice in estimating fees and in order to comply with current policy, IAO requires that the ministry estimate the time required to complete certain tasks associated with the processing of formal FOI requests. To help guide this process, included below is a list of tasks that can be charged for. Please note that the time spent reviewing records for harms or exceptions is not chargeable. If you have questions or need assistance completing the fee estimate, please contact your Analyst.

Once the estimate is complete, please forward to the above-noted IAO analyst before locating and retrieving records. Where it is appropriate to charge a fee, IAO will provide the applicant with a fee estimate outlining the payment required. Once the required payment has been received, IAO will advise the ministry to proceed with the retrieval, preparation and scanning/copying of records.

For Ministry Use - please ensure that all reasonable efforts are made to generate an accurate estimate.

1. Locating, Retrieving, and Producing Records		
Associated Tasks	Estimated Effort (in hours)	Actual Effort (in hours)
<p>This is to include time spent:</p> <ul style="list-style-type: none"> • reviewing file lists and off-site lists and generating a list of files; • calling to ask for the retrieval of boxes from off-site storage; • consulting with staff regarding the content of specific boxes of files; • compiling paper files from cabinets and compiling documents from those files; • reading through files to determine whether records are responsive – estimated time is 15 minutes per 1" file; • viewing videotapes and listening to audiotapes to determine whether they are responsive; • searching email, records databases, TRIM folders, etc & if necessary printing responsive records; and, • completing other related tasks. 	50 minutes	
<ul style="list-style-type: none"> • Please indicate the time, if any, spent producing records from machine readable records. • Please differentiate between time spent using a central mainframe processor and time spent developing computer programs to create the records. 		

NOTES:

Fee estimates & actual costs do not include the costs of retrieving/returning boxes from/to off-site storage facilities.

A machine readable record is anything upon which information is stored or recorded such that a computer or other mechanical device can render the information intelligible.

2. Preparing Records for Disclosure

Associated Tasks	Estimated Effort (in hours)	Actual Effort (in hours)
<p>This is to include time spent:</p> <ul style="list-style-type: none"> • preparing records for photocopying/scanning – (remove staples, etc); • photocopying records; • putting files back together – (re-file, re-staple, put records back in cerlox coils, etc); and • assembling the package and ensuring the package is complete. 	2.5 hours	

NOTE:

IAO's preferred method of receiving records is electronically (preferably in pdf format).

3. Providing Copies of Records

	Estimated Volume	Actual Volume
Please indicate the total number of pages that are responsive to the request.	Estimated total: 1000 pages (Financial Records – est. 800 pages. Other records – 200 pages)	

NOTES:

The average file folder is 1" and holds approximately 200 single-sided pages.

Where records are double-sided, please estimate the total number of sides.

One standard Records Centre Services Box (1 cubic foot) holds approximately:

- 2,200 pages if they are in letter sized folders; and
- 1,800 pages if they are in legal sized folders.

Ministry Program Area:	Government Communications and Public Engagement
Estimate Completed By:	Rhianna Begley, FOI Coordinator
Date:	February 7, 2012

For IAO Use Only

Total Fee to Applicant		
Task	Estimated Costs	Actual Costs
Locating, Retrieving and Producing Records		
Preparing Records for Disclosure		
Providing Copies of Records		
Shipping Costs		
TOTAL:		

Begley, Rhianna GCPE:EX

From: Champion, Denise GCPE:EX
Sent: Wednesday, February 1, 2012 11:47 AM
To: Begley, Rhianna GCPE:EX
Cc: Stewart, Dawn M GCPE:EX; Doidge, Tracey GCPE:EX
Subject: RE: FOI Request - GCP-2012-00016

Hi Rhianna,

Financial Services should be included in this call for records as well. Thank you!

Denise

From: Begley, Rhianna GCPE:EX
Sent: Monday, January 23, 2012 2:20 PM
To: Meier, Kristi GCPE:EX
Cc: Fraser, John Paul GCPE:EX; Dila, Mary GCPE:EX; Gleeson, Kelly T GCPE:EX; Greer, David GCPE:EX; Champion, Denise GCPE:EX; Denis, Louise L GCPE:EX; Foster, Bruce GCPE:EX
Subject: FOI Request - GCP-2012-00016

Good afternoon Kristi,

GCPE has received a request for information under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The information being requested falls within the following scope:

Copies of or records discussing or relating to all polls, public opinion surveys and focus groups conducted by or on behalf of Government Communications and Public Engagement. [Time frame is March 14, 2011 to January 20, 2012.]

Information Request Type: Media

Instructions

- Please search your shop for any records that fall within scope.
- Please review your responsive records for information that could represent harm if released to the public and/or if posted online to the Open Information site. Indicate these concerns in yellow highlighter or communicate them to your FOI Coordinator. Hard-copy comments should be made on post-it notes only.
- Responsive records may be sent to Rhianna Begley electronically or as a hard copy. If you have marked your records for harms, please include a second "clean" copy.
- If you have no records please reply to Rhianna Begley with the following statement "Nil Response from <Specify your Program Area> Communications Office".
- Whether or not you have records please complete the "Areas Searched" box (below).

Areas Searched (Please Complete)

Please complete the 'Areas Searched' box (below). This is to assist in providing IAO with assurance that a thorough search has been completed.

The following areas were searched:	(Indicate Yes/No for each line below)
Emails.....	
LAN.....	
Workstations for hardcopies.....	
Files/data bases/offsite records.....	Yes (Completed by GCPE Records Services)

Please respond to this request as soon as possible, or by the dates indicated in yellow at the latest.

If more than three hours search time or a large volume of records is anticipated, please **discontinue your search** and notify Rhianna Begley by the end of day **Thursday, January 26th** so that a fee estimate may be requested from the applicant. Please provide an estimate of search time and volume of records (estimation of page numbers/paperwork measured in inches).

Please ensure that your response is sent to Rhianna Begley by the end of day **Monday, January 30th**.

The Central Agency FOI Analyst assigned to this request is Stephanie MacLeod who can be reached at (250) 387-1932.

Should you have any questions, concerns or anticipate any delay in processing this request please contact the FOI Coordinator at your earliest convenience.

Thank you,

Rhianna Begley BA, BSW
Freedom of Information Coordinator
Government Communications and Public Engagement
4th Floor, 617 Government Street Victoria, BC V8V 2M1
Phone: (250) 882-3811 Fax: (250) 387-6687
Rhianna.Begley@gov.bc.ca

Begley, Rhianna GCPE:EX

From: Begley, Rhianna GCPE:EX
Sent: Monday, January 23, 2012 2:20 PM
To: Meier, Kristi GCPE:EX
Cc: Fraser, John Paul GCPE:EX; Dila, Mary GCPE:EX; Gleeson, Kelly T GCPE:EX; Greer, David GCPE:EX; Champion, Denise GCPE:EX; Denis, Louise L GCPE:EX; Foster, Bruce GCPE:EX
Subject: FOI Request - GCP-2012-00016

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GCPE has received a request for information under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The information being requested falls within the following scope:

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Freedom of Information Coordinator
Government Communications and Public Engagement
4th Floor, 617 Government Street Victoria, BC V8V 2M1
Phone: (250) 882-3811 Fax: (250) 387-6687
Rhianna.Begley@gov.bc.ca

Begley, Rhianna GCPE:EX

From: MacLeod, Stephanie SSBC:EX
Sent: Monday, January 23, 2012 12:48 PM
To: Begley, Rhianna GCPE:EX
Cc: Champion, Denise GCPE:EX; Greer, David GCPE:EX
Subject: GCP-2012-00016
Attachments: GCP-2012-00016 Call for Records.docx; Fee Estimate Calculation Table.docx

Re: GCPE's Public Opinion Polls & Research

Hello,

Please find below a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for this request will be **Stephanie MacLeod at (250) 387-1932**.

Copies of or records discussing or relating to all polls, public opinion surveys and focus groups conducted by or on behalf of Government Communications and Public Engagement. [Time frame is March 14, 2011 to January 20, 2012.]

Please complete the attached **Call for Records and Fee Calculation forms** and return to your analyst by **February 8, 2012**.

If the public body's total search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, we may be in a position to issue a fee estimate.

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 to prove that they have conducted an adequate search for relevant records.

Please do not hesitate to contact your analyst to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- whether staff would be available to discuss the request with the applicant, if the applicant is agreeable;
- 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,

Stephanie MacLeod

Information & Privacy Analyst
Central Agency Operations, Information Access Operations
Ministry of Labour, Citizens' Services & Open Government
Tel: (250) 387-1932 Fax: (250) 387-9843

Providing Services to:

The Office of the Premier

The BC Public Service Agency

Government Communications & Public Engagement

Ministry of Labour, Citizens' Services & Open Government

Begley, Rhianna GCPE:EX

From: Begley, Rhianna GCPE:EX
Sent: Tuesday, February 7, 2012 9:49 AM
To: Meier, Kristi GCPE:EX
Subject: RE: FOI Request - GCP-2012-00016

It includes going through documents to determine if they are responsive. It does not include checking for harms recommendations.

Here are the guidelines if it's helpful:

Locating Records - This is to include time spent:

- reviewing file lists and off-site lists and generating a list of files;
- calling to ask for the retrieval of boxes from off-site storage;
- consulting with staff regarding the content of specific boxes of files;
- compiling paper files from cabinets and compiling documents from those files;
- reading through files to determine whether records are responsive – estimated time is 15 minutes per 1" file;
- viewing videotapes and listening to audiotapes to determine whether they are responsive;
- searching email, records databases, TRIM folders, etc & if necessary printing responsive records; and, completing other related tasks.

Preparing Records - This is to include time spent:

- preparing records for photocopying/scanning – (remove staples, etc);
- photocopying records;
- putting files back together – (re-file, re-staple, put records back in cerlox coils, etc); and
- assembling the package and ensuring the package is complete.

From: Meier, Kristi GCPE:EX
Sent: Tuesday, February 7, 2012 9:44 AM
To: Begley, Rhianna GCPE:EX
Subject: RE: FOI Request - GCP-2012-00016

Does search time include going through the documents for harms recommendation?

From: Begley, Rhianna GCPE:EX
Sent: Tuesday, February 7, 2012 9:43 AM
To: Meier, Kristi GCPE:EX
Subject: RE: FOI Request - GCP-2012-00016

Good morning Kristi,

I am hoping you can please provide details regarding you and your teams search time for FOI Request GCP-2012-00016. GCPE will need to submit a fee estimate for this request and I need to include a total of GCPE's search time before submitting. Your response today would be very much appreciated.

If you have any questions please don't hesitate to contact me.

Thank you,
Rhianna

From: Meier, Kristi GCPE:EX
Sent: Friday, January 27, 2012 2:36 PM
To: Begley, Rhianna GCPE:EX
Cc: Watt, Adrienne GCPE:EX; Dila, Mary GCPE:EX
Subject: RE: FOI Request - GCP-2012-00016

Hi Rhianna

s.13

Here are the focus group reports that were done for Informed Dining and haven't run yet.

These campaigns

Thanks
Kristi

From: Begley, Rhianna GCPE:EX
Sent: Friday, January 27, 2012 2:27 PM
To: Meier, Kristi GCPE:EX
Cc: Watt, Adrienne GCPE:EX; Dila, Mary GCPE:EX
Subject: RE: FOI Request - GCP-2012-00016

Hi Kristi,

I have confirmed with our Analyst that she would like us to submit the records for the material that will be released in 60 days. We will recommend they be severed as discussed. She has assured us that if the results/campaign are expected to go live within 60 days, IAO would not release these records. If you are able to please forward the remaining two items that would be wonderful.

I also wonder if someone will be able to go over the attached records, and the records for the informed dining in order to provide harms recommendations.

s.13

and

Thank you,
Rhianna

From: Meier, Kristi GCPE:EX
Sent: Friday, January 27, 2012 2:07 PM
To: Begley, Rhianna GCPE:EX
Cc: Watt, Adrienne GCPE:EX; Dila, Mary GCPE:EX
Subject: RE: FOI Request - GCP-2012-00016

Hi Rhianna

Attached are 3 reports for the HealthyFamilies campaign that we did focus groups on.

We have done focus group testing for s.13 and informed dining (also under HealthyFamilies) but those campaigns haven't run yet and should be up within the next 60 days.

Thanks
Kristi

From: Begley, Rhianna GCPE:EX
Sent: Monday, January 23, 2012 2:20 PM
To: Meier, Kristi GCPE:EX
Cc: Fraser, John Paul GCPE:EX; Dila, Mary GCPE:EX; Gleeson, Kelly T GCPE:EX; Greer, David GCPE:EX; Champion,

Subject: FOI Request - GCP-2012-00016

Good afternoon Kristi,

GCPE has received a request for information under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The information being requested falls within the following scope:

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Information Request Type: Media

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- If you have no records please reply to Rhianna Begley with the following statement "Nil Response from <Specify your Program Area> Communications Office".
- Whether or not you have records please complete the "Areas Searched" box (below).

Areas Searched (Please Complete)

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LAN.....	
Workstations for hardcopies.....	
Files/data bases/offsite records.....	Yes (Completed by GCPE Records Services)

Due Dates to Respond

Please respond to this request as soon as possible, or by the dates indicated in yellow at the latest.

If more than three hours search time or a large volume of records is anticipated, please **discontinue your search** and notify Rhianna Begley by the end of day **Thursday, January 26th** so that a fee estimate may be requested from the applicant. Please provide an estimate of search time and volume of records (estimation of page numbers/paperwork measured in inches).

Please ensure that your response is sent to Rhianna Begley by the end of day **Monday, January 30th**.

The Central Agency FOI Analyst assigned to this request is Stephanie MacLeod who can be reached at (250) 387-1932.

Should you have any questions, concerns or anticipate any delay in processing this request please contact the FOI Coordinator at your earliest convenience.

Rhianna Begley BA, BSW

Freedom of Information Coordinator

Government Communications and Public Engagement

4th Floor, 617 Government Street Victoria, BC V8V 2M1

Phone: (250) 882-3811 Fax: (250) 387-6687

Rhianna.Begley@gov.bc.ca

Begley, Rhianna GCPE:EX

From: Begley, Rhianna GCPE:EX
Sent: Friday, February 3, 2012 8:09 AM
To: Dila, Mary GCPE:EX
Cc: Meier, Kristi GCPE:EX
Subject: RE: Harms recommendations - FOI Request GCP-2012-00016

Thank you Mary.

From: Dila, Mary GCPE:EX
Sent: Thursday, February 2, 2012 5:38 PM
To: Begley, Rhianna GCPE:EX
Cc: Meier, Kristi GCPE:EX
Subject: RE: Harms recommendations - FOI Request GCP-2012-00016

Hi Rhianna,

No issues to flag.

Thanks,

Mary

From: Begley, Rhianna GCPE:EX
Sent: Thursday, February 2, 2012 2:29 PM
To: Dila, Mary GCPE:EX
Cc: Meier, Kristi GCPE:EX
Subject: RE: Harms recommendations - FOI Request GCP-2012-00016

Hello Mary,

I'm just writing to touch base and see if you were able to touch base with your team regarding harms recommendations for FOI Request GCP-2012-00016.

Thank you,
Rhianna

From: Dila, Mary GCPE:EX
Sent: Wednesday, February 1, 2012 4:08 PM
To: Begley, Rhianna GCPE:EX
Cc: Meier, Kristi GCPE:EX
Subject: RE: Harms recommendations - FOI Request GCP-2012-00016

Hi Rhianna,

I have reviewed Records 1-3, and do not see any potential harms. However as these campaigns were initiated and completed before I started at GCPE I have also asked my team to review. Will have any comments to you by tomorrow morning. Hope that's OK?

Thanks,

Mary

Sent: Monday, January 30, 2012 10:02 AM
To: Dila, Mary GCPE:EX
Cc: Meier, Kristi GCPE:EX
Subject: Harms recommendations - FOI Request GCP-2012-00016

Hello Mary,

In talking with Kristi on Friday she suggested that I might be able to send the responsive records for FOI Request GCP-2012-00016 to your attention to request harms recommendations. In particular I am seeking recommendations for Records 1-3. Note that Records 4-6 have been marked as Not Released. I understand that these three documents pertain to campaigns that have not yet been made public and are expected to go live within the next 60 days. We are able to request that this information be redacted because of this factor. If it would be possible to have any harms recommendations by end of day Wednesday, February 1st this would be very helpful in ensuring that GCPE meets our FOI deadline.

If it would be helpful for me to direct this email to anyone else for recommendations please let me know.

If I can be of any assistance please don't hesitate to contact me.

Thank you,

Rhianna Begley BA, BSW
Freedom of Information Coordinator
Government Communications and Public Engagement
4th Floor, 617 Government Street Victoria, BC V8V 2M1
Phone: (250) 882-3811 Fax: (250) 387-6687
Rhianna.Begley@gov.bc.ca

Begley, Rhianna GCPE:EX

From: Begley, Rhianna GCPE:EX
Sent: Thursday, February 2, 2012 8:17 AM
To: Dila, Mary GCPE:EX
Cc: Meier, Kristi GCPE:EX
Subject: RE: Harms recommendations - FOI Request GCP-2012-00016

Hi Mary,

Look forward to hearing from you and your team today.

Thank you,
Rhianna

From: Dila, Mary GCPE:EX
Sent: Wednesday, February 1, 2012 4:08 PM
To: Begley, Rhianna GCPE:EX
Cc: Meier, Kristi GCPE:EX
Subject: RE: Harms recommendations - FOI Request GCP-2012-00016

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Thanks,

Mary

From: Begley, Rhianna GCPE:EX
Sent: Monday, January 30, 2012 10:02 AM
To: Dila, Mary GCPE:EX
Cc: Meier, Kristi GCPE:EX
Subject: Harms recommendations - FOI Request GCP-2012-00016

Hello Mary,

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Thank you,

Rhianna Bealev B.A. BSW

Begley, Rhianna GCPE:EX

From: Dila, Mary GCPE:EX
Sent: Wednesday, February 1, 2012 4:08 PM
To: Begley, Rhianna GCPE:EX
Cc: Meier, Kristi GCPE:EX
Subject: RE: Harms recommendations - FOI Request GCP-2012-00016

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Thanks,

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Sent: Monday, January 30, 2012 10:02 AM
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Cc: Meier, Kristi GCPE:EX
Subject: Harms recommendations - FOI Request GCP-2012-00016

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Phone: (250) 882-3811 Fax: (250) 387-6687
Rhianna.Begley@gov.bc.ca

Begley, Rhianna GCPE:EX

From: Dila, Mary GCPE:EX
Sent: Monday, January 30, 2012 3:09 PM
To: Begley, Rhianna GCPE:EX
Cc: Meier, Kristi GCPE:EX
Subject: Re: Harms recommendations - FOI Request GCP-2012-00016

Hi Rhianna,

Will get back to you by EOD Wednesday.

Thanks, Mary

Sent from my iPhone

On 2012-01-30, at 10:01 AM, "Begley, Rhianna GCPE:EX" <Rhianna.Begley@gov.bc.ca> wrote:

Hello Mary,

In talking with Kristi on Friday she suggested that I might be able to send the responsive records for FOI Request GCP-2012-00016 to your attention to request harms recommendations. In particular I am seeking recommendations for Records 1-3. Note that Records 4-6 have been marked as Not Released. I understand that these three documents pertain to campaigns that have not yet been made public and are expected to go live within the next 60 days. We are able to request that this information be redacted because of this factor. If it would be possible to have any harms recommendations by end of day Wednesday, February 1st this would be very helpful in ensuring that GCPE meets our FOI deadline.

If it would be helpful for me to direct this email to anyone else for recommendations please let me know.

If I can be of any assistance please don't hesitate to contact me.

Thank you,

Rhianna Begley BA, BSW
Freedom of Information Coordinator
Government Communications and Public Engagement
4th Floor, 617 Government Street Victoria, BC V8V 2M1
Phone: (250) 882-3811 Fax: (250) 387-6687
Rhianna.Begley@gov.bc.ca

<Record 1 - PRS 201101004 Ministry of Health - Post Wave 1 Sodium - GCP-2012-00016.pdf>

<Record 2 - RPT Ministry of Health - Baseline 20110613 - GCP-2012-00016.pdf>

<Record 3 - GCP-2012-00016.pdf>

<Record 4 - GCP-2012-00016 (Not released).pdf>

<Record 5 - REP_InformedDining_FocusTestingResults - GCP-2012-00016 (Not released).pdf>

<Record 6 -
released).pdf>

s.13

- GCP-2012-00016 (Not

Begley, Rhianna GCPE:EX

From: Begley, Rhianna GCPE:EX
Sent: Monday, January 30, 2012 10:02 AM
To: Dila, Mary GCPE:EX
Cc: Meier, Kristi GCPE:EX
Subject: Harms recommendations - FOI Request GCP-2012-00016
Attachments: Record 1 - PRS 201101004 Ministry of Health - Post Wave 1 Sodium - GCP-2012-00016.pdf; Record 2 - RPT Ministry of Health - Baseline 20110613 - GCP-2012-00016.pdf; Record 3 - GCP-2012-00016.pdf; Record 4 - GCP-2012-00016 (Not released).pdf; Record 5 - REP_InformedDining_FocusTestingResults - GCP-2012-00016 (Not released).pdf; Record 6 - GCP-2012-00016 (Not released).pdf

Follow Up Flag: Follow up
Due By: Wednesday, February 1, 2012 4:00 PM
Flag Status: Completed

Hello Mary,

In talking with Kristi on Friday she suggested that I might be able to send the responsive records for FOI Request GCP-2012-00016 to your attention to request harms recommendations. In particular I am seeking recommendations for Records 1-3. Note that Records 4-6 have been marked as Not Released. I understand that these three documents pertain to campaigns that have not yet been made public and are expected to go live within the next 60 days. We are able to request that this information be redacted because of this factor. If it would be possible to have any harms recommendations by end of day Wednesday, February 1st this would be very helpful in ensuring that GCPE meets our FOI deadline.

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Rhianna.Begley@gov.bc.ca

Begley, Rhianna GCPE:EX

From: Begley, Rhianna GCPE:EX
Sent: Friday, January 27, 2012 2:27 PM
To: Meier, Kristi GCPE:EX
Cc: Watt, Adrienne GCPE:EX; Dila, Mary GCPE:EX
Subject: RE: FOI Request - GCP-2012-00016

Hi Kristi,

I have confirmed with our Analyst that she would like us to submit the records for the material that will be released in 60 days. We will recommend they be severed as discussed. She has assured us that if the results/campaign are expected to go live within 60 days, IAO would not release these records. If you are able to please forward the remaining two items that would be wonderful.

I also wonder if someone will be able to go over the attached records, and the records for the s.13 and informed dining in order to provide harms recommendations.

Thank you,
Rhianna

From: Meier, Kristi GCPE:EX
Sent: Friday, January 27, 2012 2:07 PM
To: Begley, Rhianna GCPE:EX
Cc: Watt, Adrienne GCPE:EX; Dila, Mary GCPE:EX
Subject: RE: FOI Request - GCP-2012-00016

Hi Rhianna

Attached are 3 reports for the HealthyFamilies campaign that we did focus groups on.

We have done focus group testing for s.13 and informed dining (also under HealthyFamilies) but those campaigns haven't run yet and should be up within the next 60 days.

Thanks
Kristi

From: Begley, Rhianna GCPE:EX
Sent: Monday, January 23, 2012 2:20 PM
To: Meier, Kristi GCPE:EX
Cc: Fraser, John Paul GCPE:EX; Dila, Mary GCPE:EX; Gleeson, Kelly T GCPE:EX; Greer, David GCPE:EX; Champion, Denise GCPE:EX; Denis, Louise L GCPE:EX; Foster, Bruce GCPE:EX
Subject: FOI Request - GCP-2012-00016

Good afternoon Kristi,

GCPE has received a request for information under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The information being requested falls within the following scope:

Copies of or records discussing or relating to all polls, public opinion surveys and focus groups conducted by or on behalf of Government Communications and Public Engagement. [Time frame is March 14, 2011 to January 20, 2012.]

Information Request Type: Media

Instructions

- Please search your shop for any records that fall within scope.
- Please review your responsive records for information that could represent harm if released to the public and/or if posted online to the Open Information site. Indicate these concerns in yellow highlighter or communicate them to your FOI Coordinator. Hard-copy comments should be made on post-it notes only.
- Responsive records may be sent to Rhianna Begley electronically or as a hard copy. If you have marked your records for harms, please include a second "clean" copy.
- If you have no records please reply to Rhianna Begley with the following statement "Nil Response from <Specify your Program Area> Communications Office".
- Whether or not you have records please complete the "Areas Searched" box (below).

Areas Searched (Please Complete)

Please complete the 'Areas Searched' box (below). This is to assist in providing IAO with assurance that a thorough search has been completed.

<p>The following areas were searched: (Indicate Yes/No for each line below)</p> <p>Emails.....</p> <p>LAN.....</p> <p>Workstations for hardcopies.....</p> <p>Files/data bases/offsite records.....Yes (Completed by GCPE Records Services)</p>
--

Due Dates to Respond

Please respond to this request as soon as possible, or by the dates indicated in yellow at the latest.

If more than three hours search time or a large volume of records is anticipated, please **discontinue your search** and notify Rhianna Begley by the end of day **Thursday, January 26th** so that a fee estimate may be requested from the applicant. Please provide an estimate of search time **and** volume of records (estimation of page numbers/paperwork measured in inches).

Please ensure that your response is sent to Rhianna Begley by the end of day **Monday, January 30th**.

The Central Agency FOI Analyst assigned to this request is Stephanie MacLeod who can be reached at (250) 387-1932.

Should you have any questions, concerns or anticipate any delay in processing this request please contact the FOI Coordinator at your earliest convenience.

Thank you,

Rhianna Begley BA, BSW
 Freedom of Information Coordinator
 Government Communications and Public Engagement
 4th Floor, 617 Government Street Victoria, BC V8V 2M1
 Phone: (250) 882-3811 Fax: (250) 387-6687
Rhianna.Begley@gov.bc.ca

Begley, Rhianna GCPE:EX

From: Champion, Denise GCPE:EX
Sent: Thursday, January 26, 2012 3:55 PM
To: Begley, Rhianna GCPE:EX; Meier, Kristi GCPE:EX
Cc: Fraser, John Paul GCPE:EX; Dila, Mary GCPE:EX; Gleeson, Kelly T GCPE:EX; Greer, David GCPE:EX; Foster, Bruce GCPE:EX
Subject: RE: FOI Request - GCP-2012-00016

Hi Kristi,

Confirmation received. Please proceed with your search for responsive records. Thank you!

Denise

From: Champion, Denise GCPE:EX
Sent: Tuesday, January 24, 2012 8:43 AM
To: Begley, Rhianna GCPE:EX; Meier, Kristi GCPE:EX
Cc: Fraser, John Paul GCPE:EX; Dila, Mary GCPE:EX; Gleeson, Kelly T GCPE:EX; Greer, David GCPE:EX; Denis, Louise L GCPE:EX; Foster, Bruce GCPE:EX
Subject: RE: FOI Request - GCP-2012-00016

Hi All,

I have a call into the Information Access Office to seek clarification on this request. I'll get back to you as soon as I have more information.

Denise

From: Begley, Rhianna GCPE:EX
Sent: Monday, January 23, 2012 2:20 PM
To: Meier, Kristi GCPE:EX
Cc: Fraser, John Paul GCPE:EX; Dila, Mary GCPE:EX; Gleeson, Kelly T GCPE:EX; Greer, David GCPE:EX; Champion, Denise GCPE:EX; Denis, Louise L GCPE:EX; Foster, Bruce GCPE:EX
Subject: FOI Request - GCP-2012-00016

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