

From:
To: FOI Requests SSBC:EX;
Subject: TRIM: FOI Request - General Records
Date: Tuesday, May 15, 2012 8:40:13 AM

FOI Request Submitted on Tuesday, May 15, 2012 at 08:40:10

DESCRIPTION OF RECORDS REQUESTED				
Reference:				
Preferred Method:		Receive Copy		
Request:				
All records regarding the processing and handling of FIN-2012-00089. Please send to				
PROCESSING ORG				
Shared Services BC Finance				
APPLICANT DETAILS				

Freeman, Lisa FIN:EX

From: Foster, Doug FIN:EX
Sent: Tuesday, April 10, 2012 12:55 PM
To: FOI Coordinator FIN:EX; FitzSimons, Cheryl LCTZ:EX
Cc: Freeman, Lisa FIN:EX; Dickson, Greg GCPE:EX
Subject: RE: FOI Request: FIN-2012-00089

My advice is to send what was already sent previously. D.

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To: FitzSimons, Cheryl LCTZ:EX
Cc: Foster, Doug FIN:EX; Freeman, Lisa FIN:EX
Subject: FW: FOI Request: FIN-2012-00089

Hi Cheryl,

Please see e-mail below from Ken Worthy, it appears we already released this information. Let me know if you need me to resend what already came to you or if you can use the version that was originally released.

Thanks
Michelle

Michelle Bradley

Division Records Analyst
Divisional Operations Branch
Corporate and Ministry Support Services
Serving the Ministries of Finance, Labour,
the Office of the Premier and other various entities

Tele: 250-387-8144 Fax: 250-387-8586
Hours: 7:05 a.m. to 4:00 p.m. Tuesday to Friday

From: Worthen, Megan FIN:EX
Sent: Tuesday, April 10, 2012 11:56 AM
To: FOI Coordinator FIN:EX
Subject: FW: FOI Request: FIN-2012-00089

Megan Worthen
Project Administrator
Internal Audit & Advisory Services
Ministry of Finance
Phone: (250) 356-7432
Fax: (250) 356-2001
Megan.Worthen@gov.bc.ca

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Subject: FOI Request: FIN-2012-00089

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Ken

From: Worthy, Ken FIN:EX
Sent: Wednesday, September 14, 2011 4:17 PM
To: Bradley, Michelle FIN:EX
Cc: Bacon, Tracey FIN:EX
Subject: FOI Request - Report on VANOC Business Plan Version 2 (FIN-2011-00123).docx

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Ministry of Labour, Citizens' Services and Open Government
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FIN-2012-00122

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Information Access Operations

Fee Estimate Calculation Table

FOI Request Number:	FIN-2012-00089
IAO Analyst:	Cheryl FitzSimons

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. 		
<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)
This is to include time spent: <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. 		
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.		
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: <ul style="list-style-type: none"> • 2,200 pages if they are in letter sized folders; and • 1,800 pages if they are in legal sized folders. 		
Ministry Program Area:		
Estimate Completed By:		
Date:		

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:		

Information Access Operations

Call for Records - General

FOI Request Number:	FIN-2012-00089	Applicant Type:	Media
IAO Analyst:	Cheryl FitzSimons	Received Date:	04-APR-2012
Records Due at IAO:	26-APR-2012	Legislated Due Date:	18-MAY-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.	
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.	
<p>*NOTE:</p> <p>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:	
Recommendations Completed By:	
Date:	
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.

E-mail Message

From:
To:
Cc:
Sent: 2012-04-04 at 10:35 AM
Received: 2012-04-04 at 10:35 AM
Subject: FOI Request - General Records

FOI Request Submitted on Wednesday, April 4, 2012 at 10:35:37

DESCRIPTION OF RECORDS REQUESTED

Reference:

Preferred Method: Receive Copy

Request:

All reports by Internal Audit and Advisory Services regarding VANOC business plans and B.C. government commitments and spending for the Vancouver 2010 Winter Olympics and Paralympics, including, but not limited to, Games operations, venue construction and operations, transportation and security. I am seeking records for the period of May 1, 2008 to present day. Please send records to

PROCESSING ORG

Finance

Bradley, Michelle FIN:EX

From: Flatman, John LCTZ:EX
Sent: Tuesday, April 10, 2012 10:23 AM
To: FOI Coordinator FIN:EX
Cc: FitzSimons, Cheryl LCTZ:EX; MacLean, Shelley FIN:EX
Subject: FOI Request: FIN-2012-00089
Attachments: Call for Records.docx; Fee Estimate Form.doc; Request.pdf

Hello,

Please find attached a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). I am the Intake Administrator acting on behalf of Cheryl FitzSimons, the analyst assigned to the attached request. You'll note that the attached request has been redacted to remove information that would identify the applicant.

Applicant type: Media

Request: *All reports by Internal Audit and Advisory Services regarding VANOC business plans and BC government commitments and spending for the Vancouver 2010 Winter Olympics and Paralympics including but not limited to games operations, venue construction and operations, transportation and security. Time frame is May 1, 2008 to [April 4, 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. Please complete the attached Fee Calculation form and return to the analyst ASAP. Once fees have been determined and the applicant has paid the deposit or total sum, the analyst will contact you to continue the call for records process. If no fees apply then proceed with the call for records process.

If the request proceeds, please complete the attached Call for Records form and return to the analyst by April 26, 2012.

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 swear affidavits that they conducted an adequate search.

Please do not hesitate to contact the 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,

John Flatman

Intake Administrator
Information Access Operations - Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
548 Michigan Street, Victoria BC V8V 1S2
250-387-6980
john.flatman@gov.bc.ca

Information Access Operations

Call for Records - General

FOI Request Number:	FIN-2012-00089	Applicant Type:	Media
IAO Analyst:	Cheryl FitzSimons	Received Date:	04-APR-2012
Records Due at IAO:	26-APR-2012	Legislated Due Date:	18-MAY-2012

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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.	
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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:	
Recommendations Completed By:	
Date:	
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:

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Records Gathering Process:

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- 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.
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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.

E-mail Message

From:
To:
Cc:
Sent: 2012-04-04 at 10:35 AM
Received: 2012-04-04 at 10:35 AM
Subject: FOI Request - General Records

FOI Request Submitted on Wednesday, April 4, 2012 at 10:35:37

DESCRIPTION OF RECORDS REQUESTED

Reference:
Preferred Method: Receive Copy
Request:

All reports by Internal Audit and Advisory Services regarding VANOC business plans and B.C. government commitments and spending for the Vancouver 2010 Winter Olympics and Paralympics, including, but not limited to, Games operations, venue construction and operations, transportation and security. I am seeking records for the period of May 1, 2008 to present day. Please send records to

PROCESSING ORG
Finance

Information Access Operations

Fee Estimate Calculation Table

FOI Request Number:	FIN-2012-00089
IAO Analyst:	Cheryl FitzSimons

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. 		
<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. 		

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.		

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:	
Estimate Completed By:	
Date:	

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:		

Bradley, Michelle FIN:EX

From: FOI Coordinator FIN:EX
Sent: Tuesday, April 10, 2012 10:55 AM
To: Foster, Doug FIN:EX; Freeman, Lisa FIN:EX; Worthen, Megan FIN:EX
Subject: FW: FOI Request: FIN-2012-00089
Attachments: Call for Records.docx; Fee Estimate Form.doc; Request.pdf

Hi Doug/Lisa & Megan,

Please see attached FOI request.

Thanks
Michelle

Michelle Bradley

Division Records Analyst
Divisional Operations Branch
Corporate and Ministry Support Services
Serving the Ministries of Finance, Labour,
the Office of the Premier and other various entities

Tele: 250-387-8144 Fax: 250-387-8586
Hours: 7:05 a.m. to 4:00 p.m. Tuesday to Friday

From: Flatman, John LCTZ:EX
Sent: Tuesday, April 10, 2012 10:23 AM
To: FOI Coordinator FIN:EX
Cc: FitzSimons, Cheryl LCTZ:EX; MacLean, Shelley FIN:EX
Subject: FOI Request: FIN-2012-00089

Hello,

Please find attached a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). I am the Intake Administrator acting on behalf of Cheryl FitzSimons, the analyst assigned to the attached request. You'll note that the attached request has been redacted to remove information that would identify the applicant.

Applicant type: Media

Request: *All reports by Internal Audit and Advisory Services regarding VANOC business plans and BC government commitments and spending for the Vancouver 2010 Winter Olympics and Paralympics including but not limited to games operations, venue construction and operations, transportation and security. Time frame is May 1, 2008 to [April 4, 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. Please complete the attached Fee Calculation form and return to the analyst ASAP. Once fees have been determined and the applicant has paid the deposit or total sum, the analyst will contact you to continue the call for records process. If no fees apply then proceed with the call for records process.

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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,

John Flatman

Intake Administrator

Information Access Operations - Shared Services BC

Ministry of Labour, Citizens' Services and Open Government

548 Michigan Street, Victoria BC V8V 1S2

250-387-6980

john.flatman@gov.bc.ca

Information Access Operations

Call for Records - General

FOI Request Number:	FIN-2012-00089	Applicant Type:	Media
IAO Analyst:	Cheryl FitzSimons	Received Date:	04-APR-2012
Records Due at IAO:	26-APR-2012	Legislated Due Date:	18-MAY-2012

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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:	
Recommendations Completed By:	
Date:	
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:

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**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.

Bradley, Michelle FIN:EX

From: Worthen, Megan FIN:EX
Sent: Tuesday, April 10, 2012 11:56 AM
To: FOI Coordinator FIN:EX
Subject: FW: FOI Request: FIN-2012-00089
Attachments: FOI Request - Report on VANOC Business Plan Version 2.docx

Megan Worthen
Project Administrator
Internal Audit & Advisory Services
Ministry of Finance
Phone: (250) 356-7432
Fax: (250) 356-2001
Megan.Worthen@gov.bc.ca

From: Worthy, Ken FIN:EX
Sent: Tuesday, April 10, 2012 11:49 AM
To: Worthen, Megan FIN:EX
Subject: FOI Request: FIN-2012-00089

Hi Chris:

The only report on VANOC that I am aware of has already been FOI'd a couple of times. I am not sure if we did any other projects on VANOC.

The latest request was made in Summer 2011; I worked with Doug Foster on it.

With the passage of time, we were able to release more information in September 2011 than with the first request (see e-mail below).

We can refer the FOI folk to the 2011 FOI request (FIN-2011-00123).

Ken

From: Worthy, Ken FIN:EX
Sent: Wednesday, September 14, 2011 4:17 PM
To: Bradley, Michelle FIN:EX
Cc: Bacon, Tracey FIN:EX
Subject: FOI Request - Report on VANOC Business Plan Version 2 (FIN-2011-00123).docx

Hi Michelle:

Please find attached a table showing what information that was previously severed in the report can now be released and what still needs to be severed.

Thank you for your help with request. If you have any questions, please do not hesitate to contact me.

Cheers,

Ken

Ken Worthy, MBA, CA, CISA, CIA
IM/IT Business Advisor
Internal Audit and Advisory Services Branch
Ministry of Finance
Tel: 250-387-0283
Fax: 250-356-2001
e-mail: ken.worthy@gov.bc.ca

Ken Worthy, MBA, CA
A/Director
Internal Audit and Advisory Services Branch
Ministry of Finance
Tel: 250-387-0283
Fax: 250-356-2001
e-mail: ken.worthy@gov.bc.ca

From: Worthen, Megan FIN:EX
Sent: Tuesday, April 10, 2012 11:26 AM
To: FIN OCG IA Directors
Subject: FW: FOI Request: FIN-2012-00089

Please advise if you have anything for this FOI request in your records:

"All reports by Internal Audit and Advisory Services regarding VANOC business plans and B.C. government commitments and spending for the Vancouver 2010 Winter Olympics and Paralympics, including, but not limited to, Games operations, venue construction and operations, transportation and security. I am seeking records for the period of May 1, 2008 to present day."

Thanks,

Megan Worthen
Project Administrator
Internal Audit & Advisory Services
Ministry of Finance
Phone: (250) 356-7432
Fax: (250) 356-2001
Megan.Worthen@gov.bc.ca

From: FOI Coordinator FIN:EX
Sent: Tuesday, April 10, 2012 10:55 AM
To: Foster, Doug FIN:EX; Freeman, Lisa FIN:EX; Worthen, Megan FIN:EX
Subject: FW: FOI Request: FIN-2012-00089

Hi Doug/Lisa & Megan,

Please see attached FOI request.

Thanks
Michelle

Michelle Bradley

Division Records Analyst
Divisional Operations Branch
Corporate and Ministry Support Services
Serving the Ministries of Finance, Labour,
the Office of the Premier and other various entities

Tele: 250-387-8144 Fax: 250-387-8586
Hours: 7:05 a.m. to 4:00 p.m. Tuesday to Friday

From: Flatman, John LCTZ:EX
Sent: Tuesday, April 10, 2012 10:23 AM
To: FOI Coordinator FIN:EX
Cc: FitzSimons, Cheryl LCTZ:EX; MacLean, Shelley FIN:EX
Subject: FOI Request: FIN-2012-00089

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- ways in which an applicant may want to narrow/focus their request to reduce potential fees.

- any other questions or concerns relating to this request.

Thank you,

John Flatman

Intake Administrator

Information Access Operations - Shared Services BC

Ministry of Labour, Citizens' Services and Open Government

548 Michigan Street, Victoria BC V8V 1S2

250-387-6980

john.flatman@gov.bc.ca

Report on VANOC Business Plan Version 2

FIN-2011-00123

Document Page Reference	Comments	Notes
Report Page 2 PDF Page 8	Release entire page	<ul style="list-style-type: none"> Per VANOC Per Doug Foster
Report Page 3 PDF Page 9	<p>Release <u>only</u> this part that was originally severed:</p> <p>s.13</p> <p>The other parts previously severed should still be severed under Sections 16 & 17.</p>	<ul style="list-style-type: none"> Per Doug Foster VANOC was OK with releasing entire page.
Report Page 13 PDF Page 19	Release entire page	<ul style="list-style-type: none"> Per VANOC Per Doug Foster
Report Page 14 PDF Page 20	Release entire page.	<ul style="list-style-type: none"> Per VANOC Per Doug Foster
Report Page 15 PDF Page 21	<p>Release top paragraph that was previously severed:</p> <p>"As of March 2007, a potential sponsorship involvement of BC Hydro was under review to provide assurance that this sponsorship would be undertaken in the normal course of business."</p>	<ul style="list-style-type: none"> Per VANOC Per Doug Foster
Report Page 15 PDF Page 21	<p>s.13</p> <p>Sever per Section 21 s.13 s.13</p>	<ul style="list-style-type: none"> Per VANOC Per Doug Foster
Report Page 19 PDF Page 25	<p>Release entire page <u>except for</u> the numbers s.13 and s.13</p>	<ul style="list-style-type: none"> Per VANOC Per Doug Foster

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FIN-2011-00123

s.13		
Report Page 20 PDF Page 26	Release entire page.	<ul style="list-style-type: none"> • Per VANOC • Per Doug Foster
Report Page 22 PDF Page 28	Retain previous severing – Sections 16 & 17.	<ul style="list-style-type: none"> • Per Doug Foster • VANOC was OK with releasing entire page.
Report Page 23 PDF Page 29	Retain previous severing (the entire page) - s.13 s.13	<ul style="list-style-type: none"> • Per Doug Foster • VANOC was OK with releasing entire page.
Report Page 24 PDF Page 30	Retain previous severing – Sections 16 & 17.	<ul style="list-style-type: none"> • Per Doug Foster • VANOC was OK with releasing entire page.
Report Page 27 PDF Page 33	Release entire page.	<ul style="list-style-type: none"> • Per VANOC • Per Doug Foster
Report Page 31 PDF Page 37	Release entire page.	<ul style="list-style-type: none"> • Per VANOC • Per Doug Foster

Bradley, Michelle FIN:EX

From: FitzSimons, Cheryl LCTZ:EX
Sent: Tuesday, May 8, 2012 2:52 PM
To: FOI Coordinator FIN:EX
Subject: FIN-2012-00089 for sign-off
Attachments: Sign - Internal - Approved.PDF; Response - Letter - Draft.DOCX



IAO and Ministry Approval Slip

Request Number:

292-30/FIN-2012-00089

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

Request Received: April 4, 2012

Due Date: May 18, 2012

Requester type: Media

Wording of the request:

- All reports by Internal Audit and Advisory Services regarding VANOC business plans and BC government commitments and spending for the Vancouver 2010 Winter Olympics and Paralympics including but not limited to games operations, venue construction and operations, transportation and security. Time frame is May 1, 2008 to [April 4, 2012].

Comments/Background:


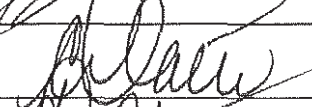


- On April 10, 2012 IAO was advised by the Ministry FOI Coordinator that the records identified as responsive for FIN-2012-00089 are the same records processed under file #FIN-2011-00123.
- The Ministry confirmed that all severing which was undertaken for FIN-2011-00123 also remains relevant.
- FIN-2011-00123 was released with severing pursuant to s.16, s.17, s.22 of the Act, and was published on October 25, 2011 on the Open Information website
 - This information is currently publically available at:
http://www.openinfo.gov.bc.ca/ibc/search/browse_results.page?recorduid=2944599&title=FOI%20Request%20-%20FIN-2011-00123

Recommendations:

- IAO recommends advising the applicant that the records responsive to the request have been previously released as FIN-2011-00123 and are available on the Open Information website.
 - IAO will provide the URL to the Applicant
 - IAO will advise in the Response Letter that the Ministry has reviewed the records and the exceptions applied at that time remain relevant.

Publication Recommendations:

As this will be a **routinely releasable** response this general FOI request will NOT be published on the Open Information website.

FOI Analyst: Cheryl FitzSimons	Signature: 	Date: 8 May 2012
Team Lead: Carm Plater	Signature: 	Date: May 8 2012
FOI Manager Approval: Russ Fuller 	Signature: 	Date: May 8 2012

2. Ministry Program Area - Agreement with Recommendations

Ministry Executive: Sheila Taylor Associated Deputy Minister	Signature:	Date:
Ministry Executive: Name:	Signature:	Date:
Comments:		

IAO - Release to applicant		
3.	FOI Package release prepared by:	

*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.

Exercise of Discretion:

The *Freedom of Information and Protection of Privacy Act* (the Act) contains both mandatory and discretionary exceptions to disclosure. Sections 13 to 20 are the discretionary exceptions. Where Information Access Operations (IAO) has advised the head that a discretionary exception may apply, it is important that the head consider the possibility of releasing the information despite the fact that an exception may apply.

Factors relevant to the exercise of discretion include:

- the general purposes of the legislation: public bodies should make information available to the public; individuals should have access to personal information about themselves;
- the wording of the discretionary exception and the interests which the section attempts to balance;
- whether the individual's request could be satisfied by severing the record and by providing the applicant with as much information as is reasonably practicable;
- the historical practice of the public body with respect to the release of similar types of documents;
- the nature of the record and the extent to which the document is significant and/or sensitive to the public body;
- whether the disclosure of the information will increase public confidence in the operation of the public body;
- the age of the record;
- whether there is a sympathetic or compelling need to release materials;
- whether previous orders of the Commissioner have ruled that similar types of records or information should or should not be subject to disclosure; and
- when the policy advice exception is claimed, whether the decision to which the advice or recommendations relates has already been made.



ARCS: 292-30
File: FIN-2012-00089

Today's date

Sent via email:

Applicant
Address
Address 2

Dear Applicant:

Re: Request for Access to Records
Freedom of Information and Protection of Privacy Act (FOIPPA)

I am writing further to your request received by the Ministry of Finance. Your request is for:

All reports by Internal Audit and Advisory Services regarding VANOC business plans and BC government commitments and spending for the Vancouver 2010 Winter Olympics and Paralympics including but not limited to games operations, venue construction and operations, transportation and security. Time frame is May 1, 2008 to [April 4, 2012].

The Ministry of Finance has advised that the records responsive to your request are identical to the records which were responsive to your previous request FIN-2011-00123, and that the application of exceptions under FOIPPA to FIN-2011-00123 remains relevant at this time. The responsive records to FIN-2011-00123 were released to you on October 20, 2011 and were made publically available on the BC Government's Open Information website on October 25, 2011. These records are publically available at:
http://www.openinfo.gov.bc.ca/ibc/search/browse_results.page?recorduid=2944599&title=FOI%20Request%20-%20FIN-2011-00123. Your file is now closed.

The Ministry has determined that these records will not be published on the BC Government's Open Information website. To find out more about Open Information, please access the Open Information website at: <http://www.openinfo.gov.bc.ca/ibc/index.page>

If you have any questions regarding your request, please contact Cheryl FitzSimons, the analyst assigned to your request, at 250-387-6097. This number can be reached toll-free by calling from Vancouver, 604-660-7867, or from elsewhere in BC, 1-800-663-7867 and asking to be transferred to 250-387-6097.

You have the right to ask the Information and Privacy Commissioner to review this decision. I have enclosed information on the review and complaint process.

Sincerely,

Russ Fuller, Manager
Business and Infrastructure Team
Information Access Operations

Enclosures

<p>How to Request a Review with the Office of the Information and Privacy Commissioner</p>
--

If you have any questions regarding your request please contact the analyst assigned to your file. The analyst's name and telephone number are listed in the attached letter.

Pursuant to section 52 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), you may ask the Office of the Information and Privacy Commissioner to review any decision, act, or failure to act with regard to your request under FOIPPA.

Please note that you have 30 business days to file your review with the Office of the Information and Privacy Commissioner. In order to request a review please write to:

Information and Privacy Commissioner
PO Box 9038 Stn Prov Govt
4th Floor, 947 Fort Street
Victoria BC V8W 9A4
Telephone 250-387-5629 Fax 250-387-1696

If you request a review, please provide the Commissioner's Office with:

1. A copy of your original request;
2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.

Bradley, Michelle FIN:EX

From: FOI Coordinator FIN:EX
Sent: Tuesday, May 8, 2012 3:26 PM
To: Worthen, Megan FIN:EX
Subject: FW: FIN-2012-00089 for sign-off
Attachments: Sign - Internal - Approved.PDF; Response - Letter - Draft.DOCX

Hi Megan,

Another sign off for Ken's review and then on to Sheila for sign off.

Thanks
Michelle

Michelle Bradley
Division Records Analyst
Divisional Operations Branch
Corporate and Ministry Support Services
Serving the Ministries of Finance, Labour, the Office of the Premier and other various
entitites

Tele: 250-387-8144 Fax: 250-387-8586
Hours: 7:05 a.m. to 4:00 p.m. Tuesday to Friday

-----Original Message-----

From: FitzSimons, Cheryl LCTZ:EX
Sent: Tuesday, May 8, 2012 2:52 PM
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Subject: FIN-2012-00089 for sign-off



IAO and Ministry Approval Slip

Request Number:

292-30/FIN-2012-00089

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Due Date: May 18, 2012

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Wording of the request:

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Comments/Background:


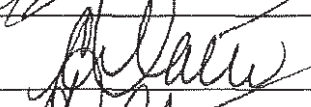


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- IAO recommends advising the applicant that the records responsive to the request have been previously released as FIN-2011-00123 and are available on the Open Information website.
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 - IAO will advise in the Response Letter that the Ministry has reviewed the records and the exceptions applied at that time remain relevant.

Publication Recommendations:

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FOI Analyst: Cheryl FitzSimons	Signature: 	Date: 8 May 2012
Team Lead: Carm Plater	Signature: 	Date: May 8 2012
FOI Manager Approval: Russ Fuller 	Signature: 	Date: May 8 2012

2. Ministry Program Area - Agreement with Recommendations

Ministry Executive: Sheila Taylor Associated Deputy Minister	Signature:	Date:
Ministry Executive: Name:	Signature:	Date:
Comments:		

IAO - Release to applicant		
3.	FOI Package release prepared by:	

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Exercise of Discretion:

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File: FIN-2012-00089

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Information Access Operations

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Bradley, Michelle FIN:EX

From: Worthy, Ken FIN:EX
Sent: Thursday, May 10, 2012 4:45 PM
To: FOI Coordinator FIN:EX
Cc: Worthen, Megan FIN:EX
Subject: FW: FIN-2012-00089 for sign-off
Attachments: Sign - Internal - Approved.PDF; Response - Letter - Draft.DOCX

Hi Michelle:

The document looks great to me.

Cheers,

Ken

Ken Worthy, MBA, CA
A/Director
Internal Audit and Advisory Services Branch Ministry of Finance
Tel: 250-387-0283
Fax: 250-356-2001
e-mail: ken.worthy@gov.bc.ca

-----Original Message-----

From: Worthen, Megan FIN:EX
Sent: Tuesday, May 8, 2012 3:27 PM
To: Worthy, Ken FIN:EX
Subject: FW: FIN-2012-00089 for sign-off

FYI - another for your review.

Megan Worthen
Project Administrator
Internal Audit & Advisory Services
Ministry of Finance
Phone: (250) 387-0781
Fax: (250) 356-2001
Megan.Worthen@gov.bc.ca

-----Original Message-----

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Subject: FW: FIN-2012-00089 for sign-off

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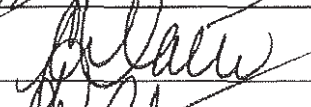


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Team Lead: Carm Plater	Signature: 	Date: May 8 2012
FOI Manager Approval: Russ Fuller 	Signature: 	Date: May 8 2012

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Ministry Executive: Sheila Taylor Associated Deputy Minister	Signature:	Date:
Ministry Executive: Name:	Signature:	Date:
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Bradley, Michelle FIN:EX

From: Salling, Tammy L FIN:EX
Sent: Friday, May 11, 2012 4:07 PM
To: FOI Coordinator FIN:EX
Cc: Worthen, Megan FIN:EX
Subject: FW: FIN-2012-00089 for sign-off
Attachments: Sign - Internal - Approved.PDF; Response - Letter - Draft.DOCX; 20120511160129.pdf

Hi Michelle,

Sheila has signed off on this one - attached.

Thank you,

Tammy Salling
Senior Executive Assistant
Associate Deputy Minister's Office
Ministry of Finance
Ph. 250 387-8499

-----Original Message-----

From: Worthen, Megan FIN:EX
Sent: Friday, May 11, 2012 2:07 PM
To: Salling, Tammy L FIN:EX
Subject: FW: FIN-2012-00089 for sign-off

Hi Tammy,

Michelle Bradley has asked me to forward to Sheila for signature.

Thanks,

Megan Worthen
Project Administrator
Internal Audit & Advisory Services
Ministry of Finance
Phone: (250) 387-0781
Fax: (250) 356-2001
Megan.Worthen@gov.bc.ca

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Ken Worthy, MBA, CA
A/Director
Internal Audit and Advisory Services Branch Ministry of Finance
Tel: 250-387-0283
Fax: 250-356-2001
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Comments/Background:


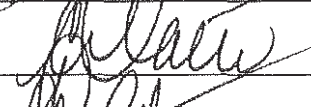


- On April 10, 2012 IAO was advised by the Ministry FOI Coordinator that the records identified as responsive for FIN-2012-00089 are the same records processed under file #FIN-2011-00123.
- The Ministry confirmed that all severing which was undertaken for FIN-2011-00123 also remains relevant.
- FIN-2011-00123 was released with severing pursuant to s.16, s.17, s.22 of the Act, and was published on October 25, 2011 on the Open Information website
 - This information is currently publically available at:
http://www.openinfo.gov.bc.ca/ibc/search/browse_results.page?recorduid=2944599&title=FOI%20Request%20-%20FIN-2011-00123

Recommendations:

- IAO recommends advising the applicant that the records responsive to the request have been previously released as FIN-2011-00123 and are available on the Open Information website.
 - IAO will provide the URL to the Applicant
 - IAO will advise in the Response Letter that the Ministry has reviewed the records and the exceptions applied at that time remain relevant.

Publication Recommendations:

As this will be a **routinely releasable** response this general FOI request will NOT be published on the Open Information website.

FOI Analyst: Cheryl FitzSimons	Signature: 	Date: 8 May 2012
Team Lead: Carm Plater	Signature: 	Date: May 8 2012
FOI Manager Approval: Russ Fuller 	Signature: 	Date: May 8 2012

2. Ministry Program Area - Agreement with Recommendations

Ministry Executive: Sheila Taylor Associated Deputy Minister	Signature:	Date:
Ministry Executive: Name:	Signature:	Date:
Comments:		

IAO - Release to applicant		
3.	FOI Package release prepared by:	

*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.

Exercise of Discretion:

The *Freedom of Information and Protection of Privacy Act* (the Act) contains both mandatory and discretionary exceptions to disclosure. Sections 13 to 20 are the discretionary exceptions. Where Information Access Operations (IAO) has advised the head that a discretionary exception may apply, it is important that the head consider the possibility of releasing the information despite the fact that an exception may apply.

Factors relevant to the exercise of discretion include:

- the general purposes of the legislation: public bodies should make information available to the public; individuals should have access to personal information about themselves;
- the wording of the discretionary exception and the interests which the section attempts to balance;
- whether the individual's request could be satisfied by severing the record and by providing the applicant with as much information as is reasonably practicable;
- the historical practice of the public body with respect to the release of similar types of documents;
- the nature of the record and the extent to which the document is significant and/or sensitive to the public body;
- whether the disclosure of the information will increase public confidence in the operation of the public body;
- the age of the record;
- whether there is a sympathetic or compelling need to release materials;
- whether previous orders of the Commissioner have ruled that similar types of records or information should or should not be subject to disclosure; and
- when the policy advice exception is claimed, whether the decision to which the advice or recommendations relates has already been made.



ARCS: 292-30
File: FIN-2012-00089

Today's date

Sent via email:

Applicant
Address
Address 2

Dear Applicant:

Re: Request for Access to Records
Freedom of Information and Protection of Privacy Act (FOIPPA)

I am writing further to your request received by the Ministry of Finance. Your request is for:

All reports by Internal Audit and Advisory Services regarding VANOC business plans and BC government commitments and spending for the Vancouver 2010 Winter Olympics and Paralympics including but not limited to games operations, venue construction and operations, transportation and security. Time frame is May 1, 2008 to [April 4, 2012].

The Ministry of Finance has advised that the records responsive to your request are identical to the records which were responsive to your previous request FIN-2011-00123, and that the application of exceptions under FOIPPA to FIN-2011-00123 remains relevant at this time. The responsive records to FIN-2011-00123 were released to you on October 20, 2011 and were made publically available on the BC Government's Open Information website on October 25, 2011. These records are publically available at:
http://www.openinfo.gov.bc.ca/ibc/search/browse_results.page?recorduid=2944599&title=FOI%20Request%20-%20FIN-2011-00123. Your file is now closed.

The Ministry has determined that these records will not be published on the BC Government's Open Information website. To find out more about Open Information, please access the Open Information website at: <http://www.openinfo.gov.bc.ca/ibc/index.page>

If you have any questions regarding your request, please contact Cheryl FitzSimons, the analyst assigned to your request, at 250-387-6097. This number can be reached toll-free by calling from Vancouver, 604-660-7867, or from elsewhere in BC, 1-800-663-7867 and asking to be transferred to 250-387-6097.

You have the right to ask the Information and Privacy Commissioner to review this decision. I have enclosed information on the review and complaint process.

Sincerely,

Russ Fuller, Manager
Business and Infrastructure Team
Information Access Operations

Enclosures

<p>How to Request a Review with the Office of the Information and Privacy Commissioner</p>
--

If you have any questions regarding your request please contact the analyst assigned to your file. The analyst's name and telephone number are listed in the attached letter.

Pursuant to section 52 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), you may ask the Office of the Information and Privacy Commissioner to review any decision, act, or failure to act with regard to your request under FOIPPA.

Please note that you have 30 business days to file your review with the Office of the Information and Privacy Commissioner. In order to request a review please write to:

Information and Privacy Commissioner
PO Box 9038 Stn Prov Govt
4th Floor, 947 Fort Street
Victoria BC V8W 9A4
Telephone 250-387-5629 Fax 250-387-1696

If you request a review, please provide the Commissioner's Office with:

1. A copy of your original request;
2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.



Request Number:

292-30/FIN-2012-00089

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

Request Received: April 4, 2012

Due Date: May 18, 2012

Requester type: Media

Wording of the request:

- All reports by Internal Audit and Advisory Services regarding VANOC business plans and BC government commitments and spending for the Vancouver 2010 Winter Olympics and Paralympics including but not limited to games operations, venue construction and operations, transportation and security. Time frame is May 1, 2008 to [April 4, 2012].

Comments/Background:

- On April 10, 2012 IAO was advised by the Ministry FOI Coordinator that the records identified as responsive for FIN-2012-00089 are the same records processed under file #FIN-2011-00123.
- The Ministry confirmed that all severing which was undertaken for FIN-2011-00123 also remains relevant.
- FIN-2011-00123 was released with severing pursuant to s.16, s.17, s.22 of the Act, and was published on October 25, 2011 on the Open Information website
 - This information is currently publicly available at:
http://www.openinfo.gov.bc.ca/lbc/search/browse_results.page?recorduld=2944599&title=FOI%20Request%20-%20FIN-2011-00123

Recommendations:

- IAO recommends advising the applicant that the records responsive to the request have been previously released as FIN-2011-00123 and are available on the Open Information website.
 - IAO will provide the URL to the Applicant
 - IAO will advise in the Response Letter that the Ministry has reviewed the records and the exceptions applied at that time remain relevant.

Publication Recommendations:

As this will be a routinely releasable response this general FOI request will NOT be published on the Open Information website.

FOI Analyst: Cheryl FitzSimons

Signature:

Date:

8 May 2012

Team Lead: Carm Plater

Signature:

Date:

May 8 2012

FOI Manager Approval: Russ Fuller

Signature:

Date:

May 8 2012

2. Ministry Program Area - Agreement with Recommendations

Ministry Executive: Sheila Taylor

Associated Deputy Minister

Signature:

Date:

May 11/12

Ministry Executive:

Name:

Signature:

Date:

Comments:



IAO - Release to applicant		
3.	FOI Package release prepared by:	

*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.

Exercise of Discretion:

The *Freedom of Information and Protection of Privacy Act* (the Act) contains both mandatory and discretionary exceptions to disclosure. Sections 13 to 20 are the discretionary exceptions. Where Information Access Operations (IAO) has advised the head that a discretionary exception may apply, it is important that the head consider the possibility of releasing the information despite the fact that an exception may apply.

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- whether the disclosure of the information will increase public confidence in the operation of the public body;
- the age of the record;
- whether there is a sympathetic or compelling need to release materials;
- whether previous orders of the Commissioner have ruled that similar types of records or information should or should not be subject to disclosure; and
- when the policy advice exception is claimed, whether the decision to which the advice or recommendations relates has already been made.

Bradley, Michelle FIN:EX

From: FOI Coordinator FIN:EX
Sent: Monday, May 14, 2012 3:09 PM
To: FitzSimons, Cheryl LCTZ:EX
Subject: FW: FIN-2012-00089 for sign-off
Attachments: Sign - Internal - Approved.PDF; Response - Letter - Draft.DOCX; 20120511160129.pdf

Signed off FOI request.

Eleanor Mulloy
Executive Coordinator, ADM's Offices
Corporate and Ministry Support Services
3rd Floor, 617 Government Street
Victoria, BC V8W 9V1
Phone: 250-387-3989
Fax: 250-387-8586

The quickest way to our goals is simple. Not easy.

-----Original Message-----

From: Salling, Tammy L FIN:EX
Sent: Friday, May 11, 2012 4:07 PM
To: FOI Coordinator FIN:EX
Cc: Worthen, Megan FIN:EX
Subject: FW: FIN-2012-00089 for sign-off

Hi Michelle,

Sheila has signed off on this one - attached.

Thank you,

Tammy Salling
Senior Executive Assistant
Associate Deputy Minister's Office
Ministry of Finance
Ph. 250 387-8499

-----Original Message-----

From: Worthen, Megan FIN:EX
Sent: Friday, May 11, 2012 2:07 PM
To: Salling, Tammy L FIN:EX
Subject: FW: FIN-2012-00089 for sign-off

Hi Tammy,

Michelle Bradley has asked me to forward to Sheila for signature.

Thanks,

Megan Worthen
Project Administrator
Internal Audit & Advisory Services
Ministry of Finance
Phone: (250) 387-0781
Fax: (250) 356-2001
Megan.Worthen@gov.bc.ca

-----Original Message-----

From: Worthy, Ken FIN:EX
Sent: Thursday, May 10, 2012 4:45 PM
To: FOI Coordinator FIN:EX
Cc: Worthen, Megan FIN:EX
Subject: FW: FIN-2012-00089 for sign-off

Hi Michelle:

The document looks great to me.

Cheers,

Ken

Ken Worthy, MBA, CA
A/Director
Internal Audit and Advisory Services Branch Ministry of Finance
Tel: 250-387-0283
Fax: 250-356-2001
e-mail: ken.worthy@gov.bc.ca

-----Original Message-----

From: Worthen, Megan FIN:EX
Sent: Tuesday, May 8, 2012 3:27 PM
To: Worthy, Ken FIN:EX
Subject: FW: FIN-2012-00089 for sign-off

FYI - another for your review.

Megan Worthen
Project Administrator
Internal Audit & Advisory Services
Ministry of Finance
Phone: (250) 387-0781
Fax: (250) 356-2001
Megan.Worthen@gov.bc.ca

-----Original Message-----

From: FOI Coordinator FIN:EX
Sent: Tuesday, May 8, 2012 3:26 PM
To: Worthen, Megan FIN:EX
Subject: FW: FIN-2012-00089 for sign-off

Hi Megan,

Another sign off for Ken's review and then on to Sheila for sign off.

Thanks
Michelle

Michelle Bradley
Division Records Analyst

Divisional Operations Branch
Corporate and Ministry Support Services
Serving the Ministries of Finance, Labour, the Office of the Premier and other various
entitites

Tele: 250-387-8144 Fax: 250-387-8586
Hours: 7:05 a.m. to 4:00 p.m. Tuesday to Friday

-----Original Message-----

From: FitzSimons, Cheryl LCTZ:EX
Sent: Tuesday, May 8, 2012 2:52 PM
To: FOI Coordinator FIN:EX
Subject: FIN-2012-00089 for sign-off

E-mail Message

From:
To:
Cc:
Sent: 2012-04-04 at 10:35 AM
Received: 2012-04-04 at 10:35 AM
Subject: FOI Request - General Records

FOI Request Submitted on Wednesday, April 4, 2012 at 10:35:37

DESCRIPTION OF RECORDS REQUESTED

Reference:

Preferred Method: Receive Copy

Request:

All reports by Internal Audit and Advisory Services regarding VANOC business plans and B.C. government commitments and spending for the Vancouver 2010 Winter Olympics and Paralympics, including, but not limited to, Games operations, venue construction and operations, transportation and security. I am seeking records for the period of May 1, 2008 to present day. Please send records to

PROCESSING ORG
Finance

Request Number:

292-30/FIN-2012-00089

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

Request Received: April 4, 2012

Due Date: May 18, 2012

Requester type: Media

Wording of the request:

- All reports by Internal Audit and Advisory Services regarding VANOC business plans and BC government commitments and spending for the Vancouver 2010 Winter Olympics and Paralympics including but not limited to games operations, venue construction and operations, transportation and security. Time frame is May 1, 2008 to [April 4, 2012].

Comments/Background:

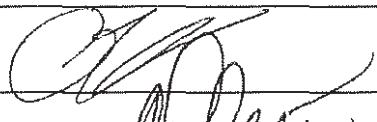
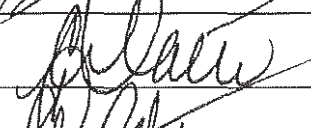


- On April 10, 2012 IAO was advised by the Ministry FOI Coordinator that the records identified as responsive for FIN-2012-00089 are the same records processed under file #FIN-2011-00123.
- The Ministry confirmed that all severing which was undertaken for FIN-2011-00123 also remains relevant.
- FIN-2011-00123 was released with severing pursuant to s.16, s.17, s.22 of the Act, and was published on October 25, 2011 on the Open Information website
 - This information is currently publically available at:
http://www.openinfo.gov.bc.ca/ibc/search/browse_results.page?recorduid=2944599&title=FOI%20Request%20-%20FIN-2011-00123

Recommendations:

- IAO recommends advising the applicant that the records responsive to the request have been previously released as FIN-2011-00123 and are available on the Open Information website.
 - IAO will provide the URL to the Applicant
 - IAO will advise in the Response Letter that the Ministry has reviewed the records and the exceptions applied at that time remain relevant.

Publication Recommendations:

As this will be a **routinely releasable** response this general FOI request will NOT be published on the Open Information website.

FOI Analyst: Cheryl FitzSimons	Signature: 	Date: 8 May 2012
Team Lead: Carm Plater	Signature: 	Date: May 8 2012
FOI Manager Approval: Russ Fuller 	Signature: 	Date: May 8 2012

2. Ministry Program Area - Agreement with Recommendations

Ministry Executive: Sheila Taylor Associated Deputy Minister	Signature:	Date:
Ministry Executive: Name:	Signature:	Date:
Comments:		

IAO - Release to applicant		
3.	FOI Package release prepared by:	

*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](#).

Exercise of Discretion:

The *Freedom of Information and Protection of Privacy Act* (the Act) contains both mandatory and discretionary exceptions to disclosure. Sections 13 to 20 are the discretionary exceptions. Where Information Access Operations (IAO) has advised the head that a discretionary exception may apply, it is important that the head consider the possibility of releasing the information despite the fact that an exception may apply.

Factors relevant to the exercise of discretion include:

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- whether there is a sympathetic or compelling need to release materials;
- whether previous orders of the Commissioner have ruled that similar types of records or information should or should not be subject to disclosure; and
- when the policy advice exception is claimed, whether the decision to which the advice or recommendations relates has already been made.

Information Access Operations

Fee Estimate Calculation Table

FOI Request Number:	FIN-2012-00089
IAO Analyst:	Cheryl FitzSimons

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. 		
<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. 		

Information Access Operations - Fee Estimate Calculation Table

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)
This is to include time spent: <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. 		

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.		

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:

Estimate Completed By:

Date:

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:		



Request Number:

292-30/FIN-2012-00089

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

Request Received: April 4, 2012

Due Date: May 18, 2012

Requester type: Media

Wording of the request:

- All reports by Internal Audit and Advisory Services regarding VANOC business plans and BC government commitments and spending for the Vancouver 2010 Winter Olympics and Paralympics including but not limited to games operations, venue construction and operations, transportation and security. Time frame is May 1, 2008 to [April 4, 2012].

Comments/Background:

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Recommendations:

- IAO recommends advising the applicant that the records responsive to the request have been previously released as FIN-2011-00123 and are available on the Open Information website.
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Publication Recommendations:

As this will be a routinely releasable response this general FOI request will NOT be published on the Open Information website.

FOI Analyst: Cheryl FitzSimons	Signature:	Date: 8 May 2012
Team Lead: Carm Plater	Signature:	Date: May 8 2012
FOI Manager Approval: Russ Fuller	Signature:	Date: May 8 2012

2. Ministry Program Area - Agreement with Recommendations

Ministry Executive: Sheila Taylor Associated Deputy Minister	Signature:	Date: May 11/12
Ministry Executive: Name:	Signature:	Date:
Comments:		



IAO - Release to applicant		
3.	FOI Package release prepared by:	

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Exercise of Discretion:

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- when the policy advice exception is claimed, whether the decision to which the advice or recommendations relates has already been made: _____



ARCS: 292-30
File: FIN-2012-00089

Today's date

Sent via email:

Applicant
Address
Address 2

Dear Applicant:

Re: Request for Access to Records
Freedom of Information and Protection of Privacy Act (FOIPPA)

I am writing further to your request received by the Ministry of Finance. Your request is for:

All reports by Internal Audit and Advisory Services regarding VANOC business plans and BC government commitments and spending for the Vancouver 2010 Winter Olympics and Paralympics including but not limited to games operations, venue construction and operations, transportation and security. Time frame is May 1, 2008 to [April 4, 2012].

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If you have any questions regarding your request, please contact Cheryl FitzSimons, the analyst assigned to your request, at 250-387-6097. This number can be reached toll-free by calling from Vancouver, 604-660-7867, or from elsewhere in BC, 1-800-663-7867 and asking to be transferred to 250-387-6097.

You have the right to ask the Information and Privacy Commissioner to review this decision. I have enclosed information on the review and complaint process.

Sincerely,

Russ Fuller, Manager
Business and Infrastructure Team
Information Access Operations

Enclosures

<p>How to Request a Review with the Office of the Information and Privacy Commissioner</p>
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If you have any questions regarding your request please contact the analyst assigned to your file. The analyst's name and telephone number are listed in the attached letter.

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Information and Privacy Commissioner
PO Box 9038 Stn Prov Govt
4th Floor, 947 Fort Street
Victoria BC V8W 9A4
Telephone 250-387-5629 Fax 250-387-1696

If you request a review, please provide the Commissioner's Office with:

1. A copy of your original request;
2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.

Report on VANOC Business Plan Version 2

FIN-2011-00123

Document Page Reference	Comments	Notes
Report Page 2 PDF Page 8	Release entire page	<ul style="list-style-type: none"> Per VANOC Per Doug Foster
Report Page 3 PDF Page 9	<p>Release <u>only</u> this part that was originally severed:</p> <p style="text-align: center;">s.13</p> <p>The other parts previously severed should still be severed under Sections 16 & 17.</p>	<ul style="list-style-type: none"> Per Doug Foster VANOC was OK with releasing entire page.
Report Page 13 PDF Page 19	Release entire page	<ul style="list-style-type: none"> Per VANOC Per Doug Foster
Report Page 14 PDF Page 20	Release entire page.	<ul style="list-style-type: none"> Per VANOC Per Doug Foster
Report Page 15 PDF Page 21	Release top paragraph that was previously severed: "As of March 2007, a potential sponsorship involvement of BC Hydro was under review to provide assurance that this sponsorship would be undertaken in the normal course of business."	<ul style="list-style-type: none"> Per VANOC Per Doug Foster
Report Page 15 PDF Page 21	<p style="text-align: center;">s.13</p> <p>Sever per Section 21 s.13</p>	<ul style="list-style-type: none"> Per VANOC Per Doug Foster
Report Page 19 PDF Page 25	Release entire page <u>except for</u> the numbers s.13 and s.13	<ul style="list-style-type: none"> Per VANOC Per Doug Foster

Report on VANOC Business Plan Version 2

FIN-2011-00123

s.13		
Report Page 20 PDF Page 26	Release entire page.	<ul style="list-style-type: none"> • Per VANOC • Per Doug Foster
Report Page 22 PDF Page 28	Retain previous severing – Sections 16 & 17.	<ul style="list-style-type: none"> • Per Doug Foster • VANOC was OK with releasing entire page.
Report Page 23 PDF Page 29	Retain previous severing (the entire page) s.13 s.13	<ul style="list-style-type: none"> • Per Doug Foster • VANOC was OK with releasing entire page.
Report Page 24 PDF Page 30	Retain previous severing – Sections 16 & 17.	<ul style="list-style-type: none"> • Per Doug Foster • VANOC was OK with releasing entire page.
Report Page 27 PDF Page 33	Release entire page.	<ul style="list-style-type: none"> • Per VANOC • Per Doug Foster
Report Page 31 PDF Page 37	Release entire page.	<ul style="list-style-type: none"> • Per VANOC • Per Doug Foster

Request Number:

292-30/FIN-2012-00089

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

Request Received: April 4, 2012

Due Date: May 18, 2012

Requester type: Media

Wording of the request:

- All reports by Internal Audit and Advisory Services regarding VANOC business plans and BC government commitments and spending for the Vancouver 2010 Winter Olympics and Paralympics including but not limited to games operations, venue construction and operations, transportation and security. Time frame is May 1, 2008 to [April 4, 2012].

Comments/Background:




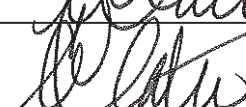
- On April 10, 2012 IAO was advised by the Ministry FOI Coordinator that the records identified as responsive for FIN-2012-00089 are the same records processed under file #FIN-2011-00123.
- The Ministry confirmed that all severing which was undertaken for FIN-2011-00123 also remains relevant.
- FIN-2011-00123 was released with severing pursuant to s.16, s.17, s.22 of the Act, and was published on October 25, 2011 on the Open Information website
 - This information is currently publically available at:
http://www.openinfo.gov.bc.ca/ibc/search/browse_results.page?recorduid=2944599&title=FOI%20Request%20-%20FIN-2011-00123

Recommendations:

- IAO recommends advising the applicant that the records responsive to the request have been previously released as FIN-2011-00123 and are available on the Open Information website.
 - IAO will provide the URL to the Applicant
 - IAO will advise in the Response Letter that the Ministry has reviewed the records and the exceptions applied at that time remain relevant.

Publication Recommendations:

As this will be a **routinely releasable** response this general FOI request will NOT be published on the Open Information website.

FOI Analyst: Cheryl FitzSimons	Signature: 	Date: 8 May 2012
Team Lead: Carm Plater	Signature: 	Date: May 8 2012
FOI Manager Approval: Russ Fuller 	Signature: 	Date: May 8 2012

2. Ministry Program Area - Agreement with Recommendations

Ministry Executive: Sheila Taylor Associated Deputy Minister	Signature:	Date:
Ministry Executive: Name:	Signature:	Date:
Comments:		

IAO - Release to applicant		
3.	FOI Package release prepared by:	

*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.

Exercise of Discretion:

The *Freedom of Information and Protection of Privacy Act* (the Act) contains both mandatory and discretionary exceptions to disclosure. Sections 13 to 20 are the discretionary exceptions. Where Information Access Operations (IAO) has advised the head that a discretionary exception may apply, it is important that the head consider the possibility of releasing the information despite the fact that an exception may apply.

Factors relevant to the exercise of discretion include:

- the general purposes of the legislation: public bodies should make information available to the public; individuals should have access to personal information about themselves;
- the wording of the discretionary exception and the interests which the section attempts to balance;
- whether the individual's request could be satisfied by severing the record and by providing the applicant with as much information as is reasonably practicable;
- the historical practice of the public body with respect to the release of similar types of documents;
- the nature of the record and the extent to which the document is significant and/or sensitive to the public body;
- whether the disclosure of the information will increase public confidence in the operation of the public body;
- the age of the record;
- whether there is a sympathetic or compelling need to release materials;
- whether previous orders of the Commissioner have ruled that similar types of records or information should or should not be subject to disclosure; and
- when the policy advice exception is claimed, whether the decision to which the advice or recommendations relates has already been made.



ARCS: 292-30
File: FIN-2012-00089

Today's date

Sent via email:

Applicant
Address
Address 2

Dear Applicant:

Re: Request for Access to Records
Freedom of Information and Protection of Privacy Act (FOIPPA)

I am writing further to your request received by the Ministry of Finance. Your request is for:

All reports by Internal Audit and Advisory Services regarding VANOC business plans and BC government commitments and spending for the Vancouver 2010 Winter Olympics and Paralympics including but not limited to games operations, venue construction and operations, transportation and security. Time frame is May 1, 2008 to [April 4, 2012].

The Ministry of Finance has advised that the records responsive to your request are identical to the records which were responsive to your previous request FIN-2011-00123, and that the application of exceptions under FOIPPA to FIN-2011-00123 remains relevant at this time. The responsive records to FIN-2011-00123 were released to you on October 20, 2011 and were made publically available on the BC Government's Open Information website on October 25, 2011. These records are publically available at: http://www.openinfo.gov.bc.ca/ibc/search/browse_results.page?recorduid=2944599&title=FOI%20Request%20-%20FIN-2011-00123. Your file is now closed.

The Ministry has determined that these records will not be published on the BC Government's Open Information website. To find out more about Open Information, please access the Open Information website at: <http://www.openinfo.gov.bc.ca/ibc/index.page>

If you have any questions regarding your request, please contact Cheryl FitzSimons, the analyst assigned to your request, at 250-387-6097. This number can be reached toll-free by calling from Vancouver, 604-660-7867, or from elsewhere in BC, 1-800-663-7867 and asking to be transferred to 250-387-6097.

You have the right to ask the Information and Privacy Commissioner to review this decision. I have enclosed information on the review and complaint process.

Sincerely,

Russ Fuller, Manager
Business and Infrastructure Team
Information Access Operations

Enclosures

<p>How to Request a Review with the Office of the Information and Privacy Commissioner</p>
--

If you have any questions regarding your request please contact the analyst assigned to your file. The analyst's name and telephone number are listed in the attached letter.

Pursuant to section 52 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), you may ask the Office of the Information and Privacy Commissioner to review any decision, act, or failure to act with regard to your request under FOIPPA.

Please note that you have 30 business days to file your review with the Office of the Information and Privacy Commissioner. In order to request a review please write to:

Information and Privacy Commissioner
PO Box 9038 Stn Prov Govt
4th Floor, 947 Fort Street
Victoria BC V8W 9A4
Telephone 250-387-5629 Fax 250-387-1696

If you request a review, please provide the Commissioner's Office with:

1. A copy of your original request;
2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.

Request Number:

292-30/FIN-2012-00089

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

Request Received: April 4, 2012

Due Date: May 18, 2012

Requester type: Media

Wording of the request:

- All reports by Internal Audit and Advisory Services regarding VANOC business plans and BC government commitments and spending for the Vancouver 2010 Winter Olympics and Paralympics including but not limited to games operations, venue construction and operations, transportation and security. Time frame is May 1, 2008 to [April 4, 2012].

Comments/Background:




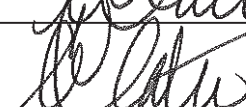
- On April 10, 2012 IAO was advised by the Ministry FOI Coordinator that the records identified as responsive for FIN-2012-00089 are the same records processed under file #FIN-2011-00123.
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Recommendations:

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Publication Recommendations:

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FOI Analyst: Cheryl FitzSimons	Signature: 	Date: 8 May 2012
Team Lead: Carm Plater	Signature: 	Date: May 8 2012
FOI Manager Approval: Russ Fuller 	Signature: 	Date: May 8 2012

2. Ministry Program Area - Agreement with Recommendations

Ministry Executive: Sheila Taylor Associated Deputy Minister	Signature:	Date:
Ministry Executive: Name:	Signature:	Date:
Comments:		

IAO - Release to applicant		
3.	FOI Package release prepared by:	

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ARCS: 292-30
File: FIN-2012-00089

Today's date

Sent via email:

Applicant
Address
Address 2

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Information Access Operations

Enclosures

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Information and Privacy Commissioner
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Victoria BC V8W 9A4
Telephone 250-387-5629 Fax 250-387-1696

If you request a review, please provide the Commissioner's Office with:

1. A copy of your original request;
2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.

From: [Worthy, Ken FIN:EX](#)
To: [Worthen, Megan FIN:EX;](#)
Subject: FOI Request: FIN-2012-00089
Date: Tuesday, April 10, 2012 11:49:25 AM
Attachments: [FOI Request - Report on VANOC Business Plan Version 2.docx](#)

Hi Chris:

The only report on VANOC that I am aware of has already been FOI'd a couple of times. I am not sure if we did any other projects on VANOC.

The latest request was made in Summer 2011; I worked with Doug Foster on it.

With the passage of time, we were able to release more information in September 2011 than with the first request (see e-mail below).

We can refer the FOI folk to the 2011 FOI request (FIN-2011-00123).

Ken

From: Worthy, Ken FIN:EX
Sent: Wednesday, September 14, 2011 4:17 PM
To: Bradley, Michelle FIN:EX
Cc: Bacon, Tracey FIN:EX
Subject: FOI Request - Report on VANOC Business Plan Version 2 (FIN-2011-00123).docx

Hi Michelle:

Please find attached a table showing what information that was previously severed in the report can now be released and what still needs to be severed.

Thank you for your help with request. If you have any questions, please do not hesitate to contact me.

Cheers,

Ken

Ken Worthy, MBA, CA, CISA, CIA
IM/IT Business Advisor
Internal Audit and Advisory Services Branch
Ministry of Finance
Tel: 250-387-0283
Fax: 250-356-2001
e-mail: ken.worthy@gov.bc.ca

Ken Worthy, MBA, CA
A/Director
Internal Audit and Advisory Services Branch
Ministry of Finance
Tel: 250-387-0283
Fax: 250-356-2001
e-mail: ken.worthy@gov.bc.ca

From: Worthen, Megan FIN:EX
Sent: Tuesday, April 10, 2012 11:26 AM
To: FIN OCG IA Directors
Subject: FW: FOI Request: FIN-2012-00089

Please advise if you have anything for this FOI request in your records:

"All reports by Internal Audit and Advisory Services regarding VANOC business plans and B.C. government commitments and spending for the Vancouver 2010 Winter Olympics and Paralympics, including, but not limited to, Games operations, venue construction and operations, transportation and security. I am seeking records for the period of May 1, 2008 to present day."

Thanks,

Megan Worthen
Project Administrator
Internal Audit & Advisory Services

Ministry of Finance
Phone: (250) 356-7432
Fax: (250) 356-2001
Megan.Worthen@gov.bc.ca

From: FOI Coordinator FIN:EX
Sent: Tuesday, April 10, 2012 10:55 AM
To: Foster, Doug FIN:EX; Freeman, Lisa FIN:EX; Worthen, Megan FIN:EX
Subject: FW: FOI Request: FIN-2012-00089

Hi Doug/Lisa & Megan,

Please see attached FOI request.

Thanks
Michelle

Michelle Bradley

Division Records Analyst
Divisional Operations Branch
Corporate and Ministry Support Services
Serving the Ministries of Finance, Labour,
the Office of the Premier and other various entitites

Tele: 250-387-8144 Fax: 250-387-8586
Hours: 7:05 a.m. to 4:00 p.m. Tuesday to Friday

From: Flatman, John LCTZ:EX
Sent: Tuesday, April 10, 2012 10:23 AM
To: FOI Coordinator FIN:EX
Cc: FitzSimons, Cheryl LCTZ:EX; MacLean, Shelley FIN:EX
Subject: FOI Request: FIN-2012-00089

Hello,

Please find attached a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). I am the Intake Administrator acting on behalf of Cheryl FitzSimons, the analyst assigned to the attached request. You'll note that

the attached request has been redacted to remove information that would identify the applicant.

Applicant type: Media

Request: *All reports by Internal Audit and Advisory Services regarding VANOC business plans and BC government commitments and spending for the Vancouver 2010 Winter Olympics and Paralympics including but not limited to games operations, venue construction and operations, transportation and security. Time frame is May 1, 2008 to [April 4, 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. Please complete the attached Fee Calculation form and return to the analyst ASAP. Once fees have been determined and the applicant has paid the deposit or total sum, the analyst will contact you to continue the call for records process. If no fees apply then proceed with the call for records process.

If the request proceeds, please complete the attached Call for Records form and return to the analyst by April 26, 2012.

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 swear affidavits that they conducted an adequate search.

Please do not hesitate to contact the 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,

John Flatman

Intake Administrator

Information Access Operations - Shared Services BC

Ministry of Labour, Citizens' Services and Open Government

548 Michigan Street, Victoria BC V8V 1S2

250-387-6980

john.flatman@gov.bc.ca

From: [FOI Coordinator FIN:EX](#)
To: [Worthen, Megan FIN:EX;](#)
Subject: FW: FIN-2012-00089 for sign-off
Date: Tuesday, May 8, 2012 3:25:47 PM
Attachments: [Sign - Internal - Approved.PDF](#)
[Response - Letter - Draft.DOCX](#)

Hi Megan,

Another sign off for Ken's review and then on to Sheila for sign off.

Thanks
Michelle

Michelle Bradley
Division Records Analyst
Divisional Operations Branch
Corporate and Ministry Support Services
Serving the Ministries of Finance, Labour,
the Office of the Premier and other various entities

Tele: 250-387-8144 Fax: 250-387-8586
Hours: 7:05 a.m. to 4:00 p.m. Tuesday to Friday

-----Original Message-----

From: FitzSimons, Cheryl LCTZ:EX
Sent: Tuesday, May 8, 2012 2:52 PM
To: FOI Coordinator FIN:EX
Subject: FIN-2012-00089 for sign-off

From: [Worthen, Megan FIN:EX](#)
To: [Worthy, Ken FIN:EX;](#)
Subject: FW: FIN-2012-00089 for sign-off
Date: Tuesday, May 8, 2012 3:27:00 PM
Attachments: [Sign - Internal - Approved.PDF](#)
[Response - Letter - Draft.DOCX](#)

FYI - another for your review.

Megan Worthen
Project Administrator
Internal Audit & Advisory Services
Ministry of Finance
Phone: (250) 387-0781
Fax: (250) 356-2001
Megan.Worthen@gov.bc.ca

-----Original Message-----

From: FOI Coordinator FIN:EX
Sent: Tuesday, May 8, 2012 3:26 PM
To: Worthen, Megan FIN:EX
Subject: FW: FIN-2012-00089 for sign-off

Hi Megan,

Another sign off for Ken's review and then on to Sheila for sign off.

Thanks
Michelle

Michelle Bradley
Division Records Analyst
Divisional Operations Branch
Corporate and Ministry Support Services
Serving the Ministries of Finance, Labour, the Office of the Premier and other various entities

Tele: 250-387-8144 Fax: 250-387-8586
Hours: 7:05 a.m. to 4:00 p.m. Tuesday to Friday

-----Original Message-----

From: FitzSimons, Cheryl LCTZ:EX

Sent: Tuesday, May 8, 2012 2:52 PM

To: FOI Coordinator FIN:EX

Subject: FIN-2012-00089 for sign-off

From: [Worthy, Ken FIN:EX](#)
To: [FOI Coordinator FIN:EX;](#)
cc: [Worthen, Megan FIN:EX;](#)
Subject: FW: FIN-2012-00089 for sign-off
Date: Thursday, May 10, 2012 4:45:10 PM
Attachments: [Sign - Internal - Approved.PDF](#)
[Response - Letter - Draft.DOCX](#)

Hi Michelle:

The document looks great to me.

Cheers,

Ken

Ken Worthy, MBA, CA
A/Director
Internal Audit and Advisory Services Branch
Ministry of Finance
Tel: 250-387-0283
Fax: 250-356-2001
e-mail: ken.worthy@gov.bc.ca

-----Original Message-----

From: Worthen, Megan FIN:EX
Sent: Tuesday, May 8, 2012 3:27 PM
To: Worthy, Ken FIN:EX
Subject: FW: FIN-2012-00089 for sign-off

FYI - another for your review.

Megan Worthen
Project Administrator
Internal Audit & Advisory Services
Ministry of Finance
Phone: (250) 387-0781
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Tele: 250-387-8144 Fax: 250-387-8586
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-----Original Message-----

From: FitzSimons, Cheryl LCTZ:EX
Sent: Tuesday, May 8, 2012 2:52 PM
To: FOI Coordinator FIN:EX
Subject: FIN-2012-00089 for sign-off

From: [Worthen, Megan FIN:EX](#)
To: [Salling, Tammy L FIN:EX;](#)
Subject: FW: FIN-2012-00089 for sign-off
Date: Friday, May 11, 2012 2:07:00 PM
Attachments: [Sign - Internal - Approved.PDF](#)
[Response - Letter - Draft.DOCX](#)

Hi Tammy,

Michelle Bradley has asked me to forward to Sheila for signature.

Thanks,

Megan Worthen
Project Administrator
Internal Audit & Advisory Services
Ministry of Finance
Phone: (250) 387-0781
Fax: (250) 356-2001
Megan.Worthen@gov.bc.ca

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From: Worthy, Ken FIN:EX
Sent: Thursday, May 10, 2012 4:45 PM
To: FOI Coordinator FIN:EX
Cc: Worthen, Megan FIN:EX
Subject: FW: FIN-2012-00089 for sign-off

Hi Michelle:

The document looks great to me.

Cheers,

Ken

Ken Worthy, MBA, CA
A/Director
Internal Audit and Advisory Services Branch Ministry of Finance
Tel: 250-387-0283
Fax: 250-356-2001
e-mail: ken.worthy@gov.bc.ca

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To: Worthy, Ken FIN:EX
Subject: FW: FIN-2012-00089 for sign-off

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To: FOI Coordinator FIN:EX
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From: [FOI Coordinator FIN:EX](#)
To: [Foster, Doug FIN:EX](#); [Freeman, Lisa FIN:EX](#); [Worthen, Megan FIN:EX](#);
Subject: FW: FOI Request: FIN-2012-00089
Date: Tuesday, April 10, 2012 10:55:29 AM
Attachments: [Call for Records.docx](#)
[Fee Estimate Form.doc](#)
[Request.pdf](#)

Hi Doug/Lisa & Megan,

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Thanks
Michelle

Michelle Bradley

Division Records Analyst
Divisional Operations Branch
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Tele: 250-387-8144 Fax: 250-387-8586
Hours: 7:05 a.m. to 4:00 p.m. Tuesday to Friday

From: Flatman, John LCTZ:EX
Sent: Tuesday, April 10, 2012 10:23 AM
To: FOI Coordinator FIN:EX
Cc: FitzSimons, Cheryl LCTZ:EX; MacLean, Shelley FIN:EX
Subject: FOI Request: FIN-2012-00089

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Applicant type: Media

Request: *All reports by Internal Audit and Advisory Services regarding VANOC business plans and BC government commitments and spending for the Vancouver 2010 Winter Olympics and Paralympics including but not limited to games operations, venue construction and operations, transportation and security. Time frame is May 1, 2008 to [April 4, 2012].*

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Request Number:

292-30/FIN-2012-00089

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

Request Received: April 4, 2012

Due Date: May 18, 2012

Requester type: Media

Wording of the request:

- All reports by Internal Audit and Advisory Services regarding VANOC business plans and BC government commitments and spending for the Vancouver 2010 Winter Olympics and Paralympics including but not limited to games operations, venue construction and operations, transportation and security. Time frame is May 1, 2008 to [April 4, 2012].

Comments/Background:




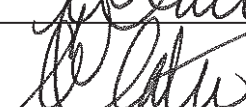
- On April 10, 2012 IAO was advised by the Ministry FOI Coordinator that the records identified as responsive for FIN-2012-00089 are the same records processed under file #FIN-2011-00123.
- The Ministry confirmed that all severing which was undertaken for FIN-2011-00123 also remains relevant.
- FIN-2011-00123 was released with severing pursuant to s.16, s.17, s.22 of the Act, and was published on October 25, 2011 on the Open Information website
 - This information is currently publically available at:
http://www.openinfo.gov.bc.ca/ibc/search/browse_results.page?recorduid=2944599&title=FOI%20Request%20-%20FIN-2011-00123

Recommendations:

- IAO recommends advising the applicant that the records responsive to the request have been previously released as FIN-2011-00123 and are available on the Open Information website.
 - IAO will provide the URL to the Applicant
 - IAO will advise in the Response Letter that the Ministry has reviewed the records and the exceptions applied at that time remain relevant.

Publication Recommendations:

As this will be a **routinely releasable** response this general FOI request will NOT be published on the Open Information website.

FOI Analyst: Cheryl FitzSimons	Signature: 	Date: 8 May 2012
Team Lead: Carm Plater	Signature: 	Date: May 8 2012
FOI Manager Approval: Russ Fuller 	Signature: 	Date: May 8 2012

2. Ministry Program Area - Agreement with Recommendations

Ministry Executive: Sheila Taylor Associated Deputy Minister	Signature:	Date:
Ministry Executive: Name:	Signature:	Date:
Comments:		

IAO - Release to applicant		
3.	FOI Package release prepared by:	

*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.

Exercise of Discretion:

The *Freedom of Information and Protection of Privacy Act* (the Act) contains both mandatory and discretionary exceptions to disclosure. Sections 13 to 20 are the discretionary exceptions. Where Information Access Operations (IAO) has advised the head that a discretionary exception may apply, it is important that the head consider the possibility of releasing the information despite the fact that an exception may apply.

Factors relevant to the exercise of discretion include:

- the general purposes of the legislation: public bodies should make information available to the public; individuals should have access to personal information about themselves;
- the wording of the discretionary exception and the interests which the section attempts to balance;
- whether the individual's request could be satisfied by severing the record and by providing the applicant with as much information as is reasonably practicable;
- the historical practice of the public body with respect to the release of similar types of documents;
- the nature of the record and the extent to which the document is significant and/or sensitive to the public body;
- whether the disclosure of the information will increase public confidence in the operation of the public body;
- the age of the record;
- whether there is a sympathetic or compelling need to release materials;
- whether previous orders of the Commissioner have ruled that similar types of records or information should or should not be subject to disclosure; and
- when the policy advice exception is claimed, whether the decision to which the advice or recommendations relates has already been made.



ARCS: 292-30
File: FIN-2012-00089

Today's date

Sent via email:

Applicant
Address
Address 2

Dear Applicant:

Re: Request for Access to Records
Freedom of Information and Protection of Privacy Act (FOIPPA)

I am writing further to your request received by the Ministry of Finance. Your request is for:

All reports by Internal Audit and Advisory Services regarding VANOC business plans and BC government commitments and spending for the Vancouver 2010 Winter Olympics and Paralympics including but not limited to games operations, venue construction and operations, transportation and security. Time frame is May 1, 2008 to [April 4, 2012].

The Ministry of Finance has advised that the records responsive to your request are identical to the records which were responsive to your previous request FIN-2011-00123, and that the application of exceptions under FOIPPA to FIN-2011-00123 remains relevant at this time. The responsive records to FIN-2011-00123 were released to you on October 20, 2011 and were made publically available on the BC Government's Open Information website on October 25, 2011. These records are publically available at: http://www.openinfo.gov.bc.ca/ibc/search/browse_results.page?recorduid=2944599&title=FOI%20Request%20-%20FIN-2011-00123. Your file is now closed.

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If you have any questions regarding your request, please contact Cheryl FitzSimons, the analyst assigned to your request, at 250-387-6097. This number can be reached toll-free by calling from Vancouver, 604-660-7867, or from elsewhere in BC, 1-800-663-7867 and asking to be transferred to 250-387-6097.

You have the right to ask the Information and Privacy Commissioner to review this decision. I have enclosed information on the review and complaint process.

Sincerely,

Russ Fuller, Manager
Business and Infrastructure Team
Information Access Operations

Enclosures

<p>How to Request a Review with the Office of the Information and Privacy Commissioner</p>
--

If you have any questions regarding your request please contact the analyst assigned to your file. The analyst's name and telephone number are listed in the attached letter.

Pursuant to section 52 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), you may ask the Office of the Information and Privacy Commissioner to review any decision, act, or failure to act with regard to your request under FOIPPA.

Please note that you have 30 business days to file your review with the Office of the Information and Privacy Commissioner. In order to request a review please write to:

Information and Privacy Commissioner
PO Box 9038 Stn Prov Govt
4th Floor, 947 Fort Street
Victoria BC V8W 9A4
Telephone 250-387-5629 Fax 250-387-1696

If you request a review, please provide the Commissioner's Office with:

1. A copy of your original request;
2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.

From: [FIN OCG IA Action FIN:EX](#)
To: [FOI Coordinator FIN:EX;](#)
Subject: RE: FIN-2012-00089 for sign-off
Date: Tuesday, May 8, 2012 3:53:00 PM

Thanks Michelle, I've forwarded this to Ken as well.

Megan Worthen
Project Administrator
Internal Audit & Advisory Services
Ministry of Finance
Phone: (250) 387-0781
Fax: (250) 356-2001
Megan.Worthen@gov.bc.ca

-----Original Message-----

From: FOI Coordinator FIN:EX
Sent: Tuesday, May 8, 2012 3:26 PM
To: Worthen, Megan FIN:EX
Subject: FW: FIN-2012-00089 for sign-off

Hi Megan,

Another sign off for Ken's review and then on to Sheila for sign off.

Thanks
Michelle

Michelle Bradley
Division Records Analyst
Divisional Operations Branch
Corporate and Ministry Support Services
Serving the Ministries of Finance, Labour, the Office of the Premier and other various entities

Tele: 250-387-8144 Fax: 250-387-8586
Hours: 7:05 a.m. to 4:00 p.m. Tuesday to Friday

-----Original Message-----

From: FitzSimons, Cheryl LCTZ:EX

Sent: Tuesday, May 8, 2012 2:52 PM
To: FOI Coordinator FIN:EX
Subject: FIN-2012-00089 for sign-off

From: [FOI Coordinator FIN:EX](#)
To: [Worthy, Ken FIN:EX](#); [FOI Coordinator FIN:EX](#);
cc: [Worthen, Megan FIN:EX](#);
Subject: RE: FIN-2012-00089 for sign-off
Date: Friday, May 11, 2012 7:51:15 AM

Thanks Ken.

Megan can you please arrange for Sheila's signature.

Michelle

Michelle Bradley
Division Records Analyst
Divisional Operations Branch
Corporate and Ministry Support Services
Serving the Ministries of Finance, Labour,
the Office of the Premier and other various entities

Tele: 250-387-8144 Fax: 250-387-8586
Hours: 7:05 a.m. to 4:00 p.m. Tuesday to Friday

-----Original Message-----

From: Worthy, Ken FIN:EX
Sent: Thursday, May 10, 2012 4:45 PM
To: FOI Coordinator FIN:EX
Cc: Worthen, Megan FIN:EX
Subject: FW: FIN-2012-00089 for sign-off

Hi Michelle:

The document looks great to me.

Cheers,

Ken

Ken Worthy, MBA, CA
A/Director
Internal Audit and Advisory Services Branch Ministry of Finance
Tel: 250-387-0283

Fax: 250-356-2001
e-mail: ken.worthy@gov.bc.ca

-----Original Message-----

From: Worthen, Megan FIN:EX
Sent: Tuesday, May 8, 2012 3:27 PM
To: Worthy, Ken FIN:EX
Subject: FW: FIN-2012-00089 for sign-off

FYI - another for your review.

Megan Worthen
Project Administrator
Internal Audit & Advisory Services
Ministry of Finance
Phone: (250) 387-0781
Fax: (250) 356-2001
Megan.Worthen@gov.bc.ca

-----Original Message-----

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Michelle

Michelle Bradley
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-----Original Message-----

From: FitzSimons, Cheryl LCTZ:EX

Sent: Tuesday, May 8, 2012 2:52 PM

To: FOI Coordinator FIN:EX

Subject: FIN-2012-00089 for sign-off

From: [Amaral, Alexsandro FIN:EX](#)
To: [Worthen, Megan FIN:EX;](#)
Subject: RE: FOI Request: FIN-2012-00089
Date: Tuesday, April 10, 2012 11:39:50 AM

I no records on the topic below.

Thanks,
Alex

From: Worthen, Megan FIN:EX
Sent: Tuesday, April 10, 2012 11:26 AM
To: FIN OCG IA Directors
Subject: FW: FOI Request: FIN-2012-00089

Please advise if you have anything for this FOI request in your records:

"All reports by Internal Audit and Advisory Services regarding VANOC business plans and B.C. government commitments and spending for the Vancouver 2010 Winter Olympics and Paralympics, including, but not limited to, Games operations, venue construction and operations, transportation and security. I am seeking records for the period of May 1, 2008 to present day."

Thanks,

[Megan Worthen](#)
Project Administrator
Internal Audit & Advisory Services
Ministry of Finance
Phone: (250) 356-7432
Fax: (250) 356-2001
Megan.Worthen@gov.bc.ca

From: FOI Coordinator FIN:EX
Sent: Tuesday, April 10, 2012 10:55 AM
To: Foster, Doug FIN:EX; Freeman, Lisa FIN:EX; Worthen, Megan FIN:EX

Subject: FW: FOI Request: FIN-2012-00089

Hi Doug/Lisa & Megan,

Please see attached FOI request.

Thanks
Michelle

Michelle Bradley

Division Records Analyst
Divisional Operations Branch
Corporate and Ministry Support Services
Serving the Ministries of Finance, Labour,
the Office of the Premier and other various entities

Tele: 250-387-8144 Fax: 250-387-8586
Hours: 7:05 a.m. to 4:00 p.m. Tuesday to Friday

From: Flatman, John LCTZ:EX
Sent: Tuesday, April 10, 2012 10:23 AM
To: FOI Coordinator FIN:EX
Cc: FitzSimons, Cheryl LCTZ:EX; MacLean, Shelley FIN:EX
Subject: FOI Request: FIN-2012-00089

Hello,

Please find attached a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). I am the Intake Administrator acting on behalf of Cheryl FitzSimons, the analyst assigned to the attached request. You'll note that the attached request has been redacted to remove information that would identify the applicant.

Applicant type: Media

Request: *All reports by Internal Audit and Advisory Services regarding VANOC business plans and BC government commitments and spending for the Vancouver 2010 Winter Olympics and Paralympics including but not limited to games operations, venue construction and operations, transportation and security. Time frame is May 1, 2008 to [April 4, 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. Please complete the attached Fee Calculation form and return to the analyst ASAP. Once fees have been determined and the applicant has paid the deposit or total sum, the analyst will contact you to continue the call for records process. If no fees apply then proceed with the call for records process.

If the request proceeds, please complete the attached Call for Records form and return to the analyst by April 26, 2012.

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 swear affidavits that they conducted an adequate search.

Please do not hesitate to contact the 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,

John Flatman

Intake Administrator

Information Access Operations - Shared Services BC

Ministry of Labour, Citizens' Services and Open Government

548 Michigan Street, Victoria BC V8V 1S2

250-387-6980

john.flatman@gov.bc.ca

From: [FOI Coordinator FIN:EX](#)
To: [Worthen, Megan FIN:EX;](#)
Subject: RE: FOI Request: FIN-2012-00089
Date: Tuesday, April 10, 2012 11:57:09 AM

Thanks Megan.

Michelle Bradley

Division Records Analyst
Divisional Operations Branch
Corporate and Ministry Support Services
Serving the Ministries of Finance, Labour,
the Office of the Premier and other various entitites

Tele: 250-387-8144 Fax: 250-387-8586
Hours: 7:05 a.m. to 4:00 p.m. Tuesday to Friday

From: Worthen, Megan FIN:EX
Sent: Tuesday, April 10, 2012 11:56 AM
To: FOI Coordinator FIN:EX
Subject: FW: FOI Request: FIN-2012-00089

[Megan Worthen](#)
Project Administrator
Internal Audit & Advisory Services
Ministry of Finance
Phone: (250) 356-7432
Fax: (250) 356-2001
Megan.Worthen@gov.bc.ca

From: Worthy, Ken FIN:EX
Sent: Tuesday, April 10, 2012 11:49 AM
To: Worthen, Megan FIN:EX
Subject: FOI Request: FIN-2012-00089

Hi Chris:

The only report on VANOC that I am aware of has already been FOI'd a couple of times. I am not sure if we did any other projects on VANOC.

The latest request was made in Summer 2011; I worked with Doug Foster on it.

With the passage of time, we were able to release more information in September 2011 than with the first request (see e-mail below).

We can refer the FOI folk to the 2011 FOI request (FIN-2011-00123).

Ken

From: Worthy, Ken FIN:EX
Sent: Wednesday, September 14, 2011 4:17 PM
To: Bradley, Michelle FIN:EX
Cc: Bacon, Tracey FIN:EX
Subject: FOI Request - Report on VANOC Business Plan Version 2 (FIN-2011-00123).docx

Hi Michelle:

Please find attached a table showing what information that was previously severed in the report can now be released and what still needs to be severed.

Thank you for your help with request. If you have any questions, please do not hesitate to contact me.

Cheers,

Ken

Ken Worthy, MBA, CA, CISA, CIA
IM/IT Business Advisor
Internal Audit and Advisory Services Branch
Ministry of Finance
Tel: 250-387-0283
Fax: 250-356-2001
e-mail: ken.worthy@gov.bc.ca

Ken Worthy, MBA, CA
A/Director
Internal Audit and Advisory Services Branch
Ministry of Finance
Tel: 250-387-0283
Fax: 250-356-2001
e-mail: ken.worthy@gov.bc.ca

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To: FIN OCG IA Directors
Subject: FW: FOI Request: FIN-2012-00089

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Michelle

Michelle Bradley

Division Records Analyst
Divisional Operations Branch
Corporate and Ministry Support Services
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John Flatman

Intake Administrator

Information Access Operations - Shared Services BC

Ministry of Labour, Citizens' Services and Open Government

548 Michigan Street, Victoria BC V8V 1S2

250-387-6980

john.flatman@gov.bc.ca

Request Number:

292-30/FIN-2012-00089

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

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Due Date: May 18, 2012

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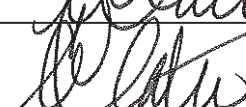
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Publication Recommendations:

As this will be a **routinely releasable** response this general FOI request will NOT be published on the Open Information website.

FOI Analyst: Cheryl FitzSimons	Signature: 	Date: 8 May 2012
Team Lead: Carm Plater	Signature: 	Date: May 8 2012
FOI Manager Approval: Russ Fuller 	Signature: 	Date: May 8 2012

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Ministry Executive: Sheila Taylor Associated Deputy Minister	Signature:	Date:
Ministry Executive: Name:	Signature:	Date:
Comments:		

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ARCS: 292-30
File: FIN-2012-00089

Today's date

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Applicant
Address
Address 2

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Telephone 250-387-5629 Fax 250-387-1696

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2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.