



APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	22-JAN-2013	to be assigned	31-JAN-2013	13-FEB-2013

**REQUEST DETAILS:**

Contracts between the Province of BC and the Times of India Group, Bennett, Coleman & Co. Ltd., their subsidiaries, agents or representatives for the Times of India Film Awards, April 4-6, 2013; The business case, funding proposal, evaluation and approval of Province of BC funding for the Times of India Film Awards.

**Section 1: Initial Records Assessment**

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

**NO RECORDS RESPONSE APPROVAL:**

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

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

**Section 2: Fee Estimate** Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

**Search**

**Locating/Retrieving**

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

**Producing records**

Tasks may include:

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours

Actual Hours

**Volume**

**Electronic files (in pages):**

\*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages

Actual Pages

Email with attachments:

Estimated Pages

Actual Pages

\*Other documents

Estimated Pages

Actual Pages

**Hardcopy files (in pages):**

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
  - If in legal sized folders - 1,800 pages
  - If in letter sized folders - 2,200 pages

Estimated Pages

Actual Pages

**Preparation**

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours

Actual Hours

### Section 3: Search Summary and Program Area Recommendations

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

On-line searching and reports produced to identify transactions for: Times of India Film Awards, Times of India Group, The Now Times Group Inc., Bennett Coleman & Co., BCCL, BCCL International Events Private Ltd., Entertainment Network India Ltd., ENIL, TimesofMoney, Remit2Home, ET Now, Magic Bricks, Virgin Radio and Absolute Radio. Jeanette Thompson and Cindy McKinstry performed the search which was approximately 2 hours.

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

YES ☐

NO ☒

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

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

(Please reference the information of concern, the harms, and associated page numbers below)

Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government's Open Information Website. If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst.

### Section 4: Contact Information

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

Phone Number:

Date:

Cindy McKinstry, Administrator

250-356-1781

January 28, 2013

Harms assessment completed by (Full Name, Title)

Program Area:

Cindy McKinstry, Administrator

Corporate Financial and Facilities Services Branch

Harms assessment approved by (Full Name, Title)

### IAO Use Only

*Estimated-*

Hours:

Pages:

*Actual-*

Hours:

Pages:

Comments:

**Flatman, John CITZ:EX**

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**From:**  
**Sent:** Friday, January 25, 2013 11:02 AM  
**To:** Hendry, Jackie CITZ:EX  
**Subject:** TRIM: Re: FW: FOI Request - General Records

OK, thank-you. Yes, please strike AED from the list and proceed only with OOP, JTI & FIN.

On Fri, Jan 25, 2013 at 11:00 AM, Hendry, Jackie CITZ:EX <[Jackie.Hendry@gov.bc.ca](mailto:Jackie.Hendry@gov.bc.ca)> wrote:

Hello

Thank you for your reply. I have just been advised that the Ministry of Advanced Education, Innovation and Technology as well would not have records responsive to your request or on this subject matter. Would you be agreeable to cancelling your request to that Public Body?

We will proceed with opening your request to Office of the Premier, Ministry of Jobs Tourism & Skills Training and the Ministry of Finance.

Regards,

Jackie Hendry, Team Lead

**Consolidated Intake (Generals)**  
Information Access Operations | Logistics and Business Services | Shared Services BC  
Ministry of Citizens' Services and Open Government  
Phone: [250-952-0527](tel:250-952-0527) - Fax: [250-387-9843](tel:250-387-9843)

<http://www.gov.bc.ca/citz/iaq/foi/index.html>

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**From:**  
**Sent:** Friday, January 25, 2013 10:46 AM  
**To:** Hendry, Jackie CITZ:EX  
**Subject:** Re: FW: FOI Request - General Records

Yes, that is fine.

Please keep OOP, JTI and FIN open, as well as AED, if it holds any records, too.

On Fri, Jan 25, 2013 at 9:14 AM, Hendry, Jackie CITZ:EX <[Jackie.Hendry@gov.bc.ca](mailto:Jackie.Hendry@gov.bc.ca)> wrote:

Hello

After a preliminary search for records, I have been advised that the Ministry of Community, Sport & Cultural Development, the Ministry of Citizens' Services & Open Government, and the Ministry of Energy Mines & Natural Gas would not have records responsive to your request or this subject matter. Would you be amenable to cancelling your request directed to those Public Bodies?

Regards,

Jackie Hendry, Team Lead

**Consolidated Intake (Generals)**

Information Access Operations | Logistics and Business Services | Shared Services BC

Ministry of Citizens' Services and Open Government

Phone: 250-952-0527 ~ Fax: 250-387-9843

<http://www.gov.bc.ca/citz/iao/foi/index.html>

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**From:**

**Sent:** Tuesday, January 22, 2013 10:57 AM

**To:** FOI Requests CITZ:EX

**Subject:** FOI Request - General Records

DESCRIPTION OF RECORDS REQUESTED	
Reference:	
Preferred Method:	Receive Copy
Request:	<p>Contracts between the Province of B.C. and the Times of India Group, Bennett, Coleman &amp; Co. Ltd., their subsidiaries, agents or representatives for the Times of India Film Awards, April 4-6, 2013; and the business case, funding proposal, evaluation and approval of Province of B.C. funding for the Times of India Film Awards. Please send to</p>
PROCESSING ORG	
<p>Advanced Education  Innovation and Technology (responsible for Multiculturalism)  Jobs  Tourism and Skills Training (responsible for Labour)  Office of the Premier  Community  Sport and Cultural Development</p> <p>Citizens' Services and Open Government</p> <p>Energy, Mines and Natural Gas (responsible for Housing)</p> <p>Finance</p>	
APPLICANT DETAILS	

## McKinstry, Cindy D FIN:EX

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**From:** Mulloy, Eleanor FIN:EX  
**Sent:** Monday, January 28, 2013 2:31 PM  
**To:** McKinstry, Cindy D FIN:EX  
**Subject:** RE: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

I only sent it to us...shall i expand it?

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**From:** McKinstry, Cindy D FIN:EX  
**Sent:** Monday, January 28, 2013 2:28 PM  
**To:** Mulloy, Eleanor FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Hi Eleanor,

We are searching but I do not think we are going to be able to find anything. Do you know if this went to other Divisions? E.g. TBS?

Thanks,  
Cindy

---

**From:** Mulloy, Eleanor FIN:EX  
**Sent:** Monday, January 28, 2013 11:21 AM  
**To:** McKinstry, Cindy D FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Please see attached FOI request.

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**From:** FOI Coordinator FIN:EX  
**Sent:** Monday, January 28, 2013 11:20 AM  
**To:** Mulloy, Eleanor FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Please see attached request.

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**From:** IAO Business Team CITZ:EX  
**Sent:** Friday, January 25, 2013 4:37 PM  
**To:** FOI Coordinator FIN:EX  
**Cc:** MacLean, Shelley FIN:EX  
**Subject:** New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Hello,

### New FOI Request Received

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). You'll note that the attached request has been redacted to remove information that would identify the applicant. This request was also sent to JTST and OOP

What Do You Need to Do?

Please complete the attached Call for Records form.

- ❖ If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete **only** Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the **IAO Business Team Mailbox** by January 31, 2013. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.
- ❖ 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 it to **the IAO Business Team Mailbox** by February 13, 2013.
- ❖ Send records via email in PDF format. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

## Reminder

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

## Questions and Concerns

Please do not hesitate to contact IAO to discuss:

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

Thank you for your assistance.

### John Flatman

#### Intake Administrator - Business Team

*Providing services to the Ministry of Community, Sport, and Cultural Development, the Ministry of Finance, the Ministry of Jobs, Tourism, and Skills Training (Labour), and the Ministry of Transportation and Infrastructure.*

#### Information Access Operations - Shared Services BC

Ministry of Citizens' Services and Open Government

548 Michigan Street, Victoria BC V8V 1S2

250-387-6980

[john.flatman@gov.bc.ca](mailto:john.flatman@gov.bc.ca)

## McKinstry, Cindy D FIN:EX

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**From:** Mulloy, Eleanor FIN:EX  
**Sent:** Monday, January 28, 2013 2:36 PM  
**To:** McKinstry, Cindy D FIN:EX  
**Subject:** RE: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Just talked to Shelley and sending to TBS as well. Thanks for the heads up ☺

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**From:** McKinstry, Cindy D FIN:EX  
**Sent:** Monday, January 28, 2013 2:28 PM  
**To:** Mulloy, Eleanor FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Hi Eleanor,

We are searching but I do not think we are going to be able to find anything. Do you know if this went to other Divisions? E.g. TBS?

Thanks,  
Cindy

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**Sent:** Monday, January 28, 2013 11:21 AM  
**To:** McKinstry, Cindy D FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

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**Sent:** Monday, January 28, 2013 11:20 AM  
**To:** Mulloy, Eleanor FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Please see attached request.

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**From:** IAO Business Team CITZ:EX  
**Sent:** Friday, January 25, 2013 4:37 PM  
**To:** FOI Coordinator FIN:EX  
**Cc:** MacLean, Shelley FIN:EX  
**Subject:** New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

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estimate. Then, return the form to the **IAO Business Team Mailbox** by January 31, 2013. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.

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Thank you for your assistance.

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**Information Access Operations - Shared Services BC**

Ministry of Citizens' Services and Open Government

548 Michigan Street, Victoria BC V8V 1S2

250-387-6980

[john.flatman@gov.bc.ca](mailto:john.flatman@gov.bc.ca)

Ministry Name:<All>

Client And Desc	STOB L3 And Desc	STOB And Desc	Contract #	Supplier Name	PO Header Start Date	PO Header End Date	Open/Closed PO	Description	iProcurement Category Description	iProcurement Category Group	Procurement Process	Original Total Contract Amount. DUPLICATES on each line of	Amended Total Contract Amount. LTD PO Amount. ADD each line together to get the	Expenditures to Date. ADD each line together to get the total Exp to date
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s.13

125 Jobs, Tourism and Skills Training	EB80 Trfs under Agrmt Inc Shared Cost	8001 Trfs Under Shared Cost Agrmnts	FC13TOIFA001	BCCL INTERNATIONAL E	2012/12/12	2013/12/31	OPEN	PRE & POST EVENT ACTIVITIES & THE TIMES OF INDIA FILM AWARDS WEEKEND	Procurement & Contract Management Services	SERVICE	201	9,500,000.00	9,500,000.00	2,000,000.00
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**McKinstry, Cindy D FIN:EX**

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**From:** Thompson, Jeanette A FIN:EX  
**Sent:** Monday, January 28, 2013 2:58 PM  
**To:** McKinstry, Cindy D FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013  
**Attachments:** FSA FOI INQUIRY - FIN 2013-00029 Times of India.xls

Spent approx. 1 ½ hrs. on this.

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**From:** Thompson, Jeanette A FIN:EX  
**Sent:** Monday, January 28, 2013 2:54 PM  
**To:** McKinstry, Cindy D FIN:EX  
**Cc:** Kuckreja, Kanwaljeet FIN:EX  
**Subject:** RE: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Searches done on Times of India Film Awards, Times of India Group, The Now Times Group Inc., Bennett Coleman & Co., BCCL, BCCL International Events Private Ltd., Entertainment Network India Ltd., ENIL, TimesofMoney, Remit2Home, ET Now, Magic Bricks, Virgin Radio and Absolute Radio. All of these companies have an affiliation with the Times India Group.

Only 2 of the above-noted companies have a supplier # in CAS: The Now Times Group Inc. #475269 (no data found), and BCCL International Events Private Ltd. #2452369 (data found relating to JTI - see attached report).

If required, I have copies of the information on The Times of India Group that I found on the Internet.

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**From:** McKinstry, Cindy D FIN:EX  
**Sent:** Monday, January 28, 2013 1:13 PM  
**To:** Thompson, Jeanette A FIN:EX  
**Cc:** Kuckreja, Kanwaljeet FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Hi Jeanette,

Another difficult one...  
Thanks,  
Cindy

---

**From:** Mulloy, Eleanor FIN:EX  
**Sent:** Monday, January 28, 2013 11:21 AM  
**To:** McKinstry, Cindy D FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Please see attached FOI request.

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**From:** FOI Coordinator FIN:EX  
**Sent:** Monday, January 28, 2013 11:20 AM  
**To:** Mulloy, Eleanor FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Please see attached request.

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**To:** FOI Coordinator FIN:EX

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**Information Access Operations - Shared Services BC**

Ministry of Citizens' Services and Open Government

548 Michigan Street, Victoria BC V8V 1S2

250-387-6980



## McKinstry, Cindy D FIN:EX

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**From:** McKinstry, Cindy D FIN:EX  
**Sent:** Monday, January 28, 2013 3:10 PM  
**To:** Mulloy, Eleanor FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013  
**Attachments:** Integrated Call for Records form.pdf; Request.pdf

HP TRIM Record Number: D5671113A

Hi Eleanor,

No records response attached in the Call for Records form.

Thanks,  
Cindy

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**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

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Ministry of Citizens' Services and Open Government

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250-387-6980

[john.flatman@gov.bc.ca](mailto:john.flatman@gov.bc.ca)



APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
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**Section 1: Initial Records Assessment**

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Actual Pages

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Actual Pages

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Actual Hours

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- Copying other types of media; if so please specify:



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

YES ☐

NO ☒

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

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

(Please reference the information of concern, the harms, and associated page numbers below)

Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government's Open Information Website. If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst.

### Section 4: Contact Information

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

Phone Number:

Date:

Cindy McKinstry, Administrator

250-356-1781

January 28, 2013

Harms assessment completed by (Full Name, Title)

Program Area:

Cindy McKinstry, Administrator

Corporate Financial and Facilities Services Branch

Harms assessment approved by (Full Name, Title)

### IAO Use Only

*Estimated-*

Hours:

Pages:

*Actual-*

Hours:

Pages:

Comments:

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	22-JAN-2013	to be assigned	31-JAN-2013	13-FEB-2013

**REQUEST DETAILS:**

Contracts between the Province of BC and the Times of India Group, Bennett, Coleman & Co. Ltd., their subsidiaries, agents or representatives for the Times of India Film Awards, April 4-6, 2013; The business case, funding proposal, evaluation and approval of Province of BC funding for the Times of India Film Awards.

**Section 1: Initial Records Assessment**

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

**NO RECORDS RESPONSE APPROVAL:**

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

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

**Section 2: Fee Estimate** Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

**Search**
**Locating/Retrieving**

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

**Producing records**

Tasks may include:

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours

Actual Hours

**Volume**
**Electronic files (in pages):**

\*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages

Actual Pages

Email with attachments:

Estimated Pages

Actual Pages

\*Other documents

Estimated Pages

Actual Pages

**Hardcopy files (in pages):**

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
  - If in legal sized folders - 1,800 pages
  - If in letter sized folders - 2,200 pages

Estimated Pages

Actual Pages

**Preparation**

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours

Actual Hours

### Section 3: Search Summary and Program Area Recommendations

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

hard copy, electronic, email, offsite

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

YES ☒

NO ☐

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

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

(Please reference the information of concern, the harms, and associated page numbers below)

please see attached markings on document for harm.

Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government's Open Information Website. If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst.

### Section 4: Contact Information

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

Phone Number:

Date:

Shalegh Ringma

250-387-8675

March 11/13

Harms assessment completed by (Full Name, Title)

Program Area:

Sabine Feulgen, ADM, TBS

TBS

Harms assessment approved by (Full Name, Title)

Sabine Feulgen ADM, TBS

### IAO Use Only

*Estimated-*

Hours:

Pages:

*Actual-*

Hours:

Pages:

Comments:



APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	19-APR-2013	to be assigned	29-APR-2013	07-MAY-2013

**REQUEST DETAILS:**

Any and all records regarding the processing and handling of file FIN-13-29. Date range is January 22, 2013 to [April 19, 2013].

**Section 1: Initial Records Assessment**

Do you hold any responsive records?	YES <input checked="" type="radio"/> NO <input type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?	YES <input checked="" type="radio"/> NO <input type="radio"/>
Are you aware of other records that may be responsive to this request held by another public body?	YES <input checked="" type="radio"/> NO <input type="radio"/>
If yes, specify: TBS will be providing records for this Ministry. JTI also have records.	

**NO RECORDS RESPONSE APPROVAL:**

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

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

**Section 2: Fee Estimate** Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

**Search**
**Locating/Retrieving**

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

**Producing records**

Tasks may include:

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours

Actual Hours

**Volume**
**Electronic files (in pages):**

\*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages

Actual Pages

Email with attachments:

Estimated Pages

Actual Pages

\*Other documents

Estimated Pages

Actual Pages

**Hardcopy files (in pages):**

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
  - If in legal sized folders - 1,800 pages
  - If in letter sized folders - 2,200 pages

Estimated Pages

Actual Pages

**Preparation**

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours

Actual Hours

### Section 3: Search Summary and Program Area Recommendations

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

Printed correspondence received by FOI Coordinator and then forwarded to appropriate contact.

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

YES ☒

NO ☐

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

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

(Please reference the information of concern, the harms, and associated page numbers below)

Responsive records provided by program areas to FOI Coordinator for forwarding to IAO have the HARMS completed for the specific records.

Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government's Open Information Website. If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst.

### Section 4: Contact Information

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

Phone Number:

Date:

Michelle Bradley, FOI Coordinator

250-387-8144

May 2, 2013

Harms assessment completed by (Full Name, Title)

Program Area:

Michelle Bradley, FOI Coordinator

Corporate Services Division

Harms assessment approved by (Full Name, Title)

### IAO Use Only

Estimated-

Hours:

Pages:

Actual-

Hours:

Pages:

Comments:

**From:** FOI Coordinator FIN:EX  
**Sent:** Monday, January 28, 2013 11:20 AM  
**To:** Mulloy, Eleanor FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013  
**Attachments:** Integrated Call for Records form.pdf; Request.pdf

**HP TRIM Record Number:** D5671113A

Please see attached request.

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**From:** IAO Business Team CITZ:EX  
**Sent:** Friday, January 25, 2013 4:37 PM  
**To:** FOI Coordinator FIN:EX  
**Cc:** MacLean, Shelley FIN:EX  
**Subject:** New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Hello,

## New FOI Request Received

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). You'll note that the attached request has been redacted to remove information that would identify the applicant. **This request was also sent to JTST and OOP**

What Do You Need to Do?

Please complete the attached Call for Records form.

- ❖ If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete **only** Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the **IAO Business Team Mailbox** by January 31, 2013. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.
- ❖ 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 it to the **IAO Business Team Mailbox** by February 13, 2013.
- ❖ Send records via email in PDF format. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

## Reminder

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

## Questions and Concerns

Please do not hesitate to contact IAO to discuss:

- whether the records may be routinely releasable;

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

Thank you for your assistance.

## **John Flatman**

### **Intake Administrator - Business Team**

*Providing services to the Ministry of Community, Sport, and Cultural Development, the Ministry of Finance, the Ministry of Jobs, Tourism, and Skills Training (Labour), and the Ministry of Transportation and Infrastructure.*

### **Information Access Operations - Shared Services BC**

Ministry of Citizens' Services and Open Government

548 Michigan Street, Victoria BC V8V 1S2

250-387-6980

[john.flatman@gov.bc.ca](mailto:john.flatman@gov.bc.ca)

## Ringma, Shalegh FIN:EX

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**From:** Riley, Dave FIN:EX  
**Sent:** Monday, January 28, 2013 3:13 PM  
**To:** Ringma, Shalegh FIN:EX  
**Subject:** RE: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

No records  
dr

---

**From:** Ringma, Shalegh FIN:EX  
**Sent:** Monday, January 28, 2013 3:13 PM  
**To:** Feulgen, Sabine FIN:EX; Epp, Don FIN:EX; Riley, Dave FIN:EX; Enemark, Gord FIN:EX; Ty, Marie FIN:EX; Harrison, Kerri FIN:EX  
**Cc:** Quin, Linda FIN:EX; Ringma, Shalegh FIN:EX; Michell, Jennifer FIN:EX; Allen, Michelle FIN:EX  
**Subject:** New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Let me know if you anticipate having records for this request. If you do, **please send me a time estimate** of how long it will take to search, compile and review them. If the retrieval time is anticipated to exceed 3 hours, we may be in a position to issue a fee estimate.

The applicant is requesting:

Contracts between the Province of BC and the Times of India Group, Bennett, Coleman & Co. Ltd., their subsidiaries, agents or representatives for the Times of India Film Awards, April 4-6, 2013; The business case, funding proposal, evaluation and approval of Province of BC funding for the Times of India Film Awards.

Shalegh Ringma  
Executive Assistant to  
Sabine Feulgen ~ **Assistant Deputy Minister**  
Room 104 - 617 Government Street Victoria BC | P: 250.387.8675  
**TREASURY BOARD STAFF**  
Ministry of Finance



## Ringma, Shalegh FIN:EX

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**From:** Epp, Don FIN:EX  
**Sent:** Monday, January 28, 2013 3:15 PM  
**To:** Ringma, Shalegh FIN:EX  
**Subject:** RE: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

No records.

---

**From:** Ringma, Shalegh FIN:EX  
**Sent:** Monday, January 28, 2013 15:13  
**To:** Feulgen, Sabine FIN:EX; Epp, Don FIN:EX; Riley, Dave FIN:EX; Enemark, Gord FIN:EX; Ty, Marie FIN:EX; Harrison, Kerri FIN:EX  
**Cc:** Quin, Linda FIN:EX; Ringma, Shalegh FIN:EX; Michell, Jennifer FIN:EX; Allen, Michelle FIN:EX  
**Subject:** New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Let me know if you anticipate having records for this request. If you do, **please send me a time estimate** of how long it will take to search, compile and review them. If the retrieval time is anticipated to exceed 3 hours, we may be in a position to issue a fee estimate.

The applicant is requesting:

Contracts between the Province of BC and the Times of India Group, Bennett, Coleman & Co. Ltd., their subsidiaries, agents or representatives for the Times of India Film Awards, April 4-6, 2013; The business case, funding proposal, evaluation and approval of Province of BC funding for the Times of India Film Awards.

Shalegh Ringma

Executive Assistant to

Sabine Feulgen ~ **Assistant Deputy Minister**

Room 104 - 617 Government Street Victoria BC | P: 250.387.8675

**TREASURY BOARD STAFF**

Ministry of Finance

## Ringma, Shalegh FIN:EX

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**From:** Allen, Michelle FIN:EX  
**Sent:** Monday, January 28, 2013 3:15 PM  
**To:** Ringma, Shalegh FIN:EX  
**Subject:** RE: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Nothing from EFA on this one.

Michelle

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**From:** Ringma, Shalegh FIN:EX  
**Sent:** Monday, January 28, 2013 3:13 PM  
**To:** Feulgen, Sabine FIN:EX; Epp, Don FIN:EX; Riley, Dave FIN:EX; Enemark, Gord FIN:EX; Ty, Marie FIN:EX; Harrison, Kerri FIN:EX  
**Cc:** Quin, Linda FIN:EX; Ringma, Shalegh FIN:EX; Michell, Jennifer FIN:EX; Allen, Michelle FIN:EX  
**Subject:** New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Let me know if you anticipate having records for this request. If you do, **please send me a time estimate** of how long it will take to search, compile and review them. If the retrieval time is anticipated to exceed 3 hours, we may be in a position to issue a fee estimate.

The applicant is requesting:

Contracts between the Province of BC and the Times of India Group, Bennett, Coleman & Co. Ltd., their subsidiaries, agents or representatives for the Times of India Film Awards, April 4-6, 2013; The business case, funding proposal, evaluation and approval of Province of BC funding for the Times of India Film Awards.

Shalegh Ringma

Executive Assistant to

Sabine Feulgen ~ **Assistant Deputy Minister**

Room 104 - 617 Government Street Victoria BC | P: 250.387.8675

**TREASURY BOARD STAFF**

Ministry of Finance

## Ringma, Shalegh FIN:EX

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**From:** Enemark, Gord FIN:EX  
**Sent:** Monday, January 28, 2013 3:23 PM  
**To:** Ringma, Shalegh FIN:EX  
**Subject:** RE: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

I do. Under 3 hours.

---

**From:** Ringma, Shalegh FIN:EX  
**Sent:** Monday, January 28, 2013 3:13 PM  
**To:** Feulgen, Sabine FIN:EX; Epp, Don FIN:EX; Riley, Dave FIN:EX; Enemark, Gord FIN:EX; Ty, Marie FIN:EX; Harrison, Kerri FIN:EX  
**Cc:** Quin, Linda FIN:EX; Ringma, Shalegh FIN:EX; Michell, Jennifer FIN:EX; Allen, Michelle FIN:EX  
**Subject:** New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Let me know if you anticipate having records for this request. If you do, **please send me a time estimate** of how long it will take to search, compile and review them. If the retrieval time is anticipated to exceed 3 hours, we may be in a position to issue a fee estimate.

The applicant is requesting:

Contracts between the Province of BC and the Times of India Group, Bennett, Coleman & Co. Ltd., their subsidiaries, agents or representatives for the Times of India Film Awards, April 4-6, 2013; The business case, funding proposal, evaluation and approval of Province of BC funding for the Times of India Film Awards.

### Shalegh Ringma

Executive Assistant to  
Sabine Feulgen ~ **Assistant Deputy Minister**  
Room 104 - 617 Government Street Victoria BC | P: 250.387.8675  
**TREASURY BOARD STAFF**  
Ministry of Finance

## Ringma, Shalegh FIN:EX

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**From:** Ty, Marie FIN:EX  
**Sent:** Monday, January 28, 2013 3:25 PM  
**To:** Ringma, Shalegh FIN:EX  
**Subject:** RE: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Nothing from my pod.

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**From:** Ringma, Shalegh FIN:EX  
**Sent:** Monday, January 28, 2013 3:13 PM  
**To:** Feulgen, Sabine FIN:EX; Epp, Don FIN:EX; Riley, Dave FIN:EX; Enemark, Gord FIN:EX; Ty, Marie FIN:EX; Harrison, Kerri FIN:EX  
**Cc:** Quin, Linda FIN:EX; Ringma, Shalegh FIN:EX; Michell, Jennifer FIN:EX; Allen, Michelle FIN:EX  
**Subject:** New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Let me know if you anticipate having records for this request. If you do, **please send me a time estimate** of how long it will take to search, compile and review them. If the retrieval time is anticipated to exceed 3 hours, we may be in a position to issue a fee estimate.

The applicant is requesting:

Contracts between the Province of BC and the Times of India Group, Bennett, Coleman & Co. Ltd., their subsidiaries, agents or representatives for the Times of India Film Awards, April 4-6, 2013; The business case, funding proposal, evaluation and approval of Province of BC funding for the Times of India Film Awards.

### Shalegh Ringma

Executive Assistant to  
Sabine Feulgen ~ **Assistant Deputy Minister**  
Room 104 - 617 Government Street Victoria BC | P: 250.387.8675  
**TREASURY BOARD STAFF**  
Ministry of Finance



## Ringma, Shalegh FIN:EX

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**From:** Quin, Linda FIN:EX  
**Sent:** Tuesday, January 29, 2013 9:04 AM  
**To:** Ringma, Shalegh FIN:EX  
**Subject:** RE: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Nothing came up in our offsite records.

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**From:** Ringma, Shalegh FIN:EX  
**Sent:** Monday, January 28, 2013 3:13 PM  
**To:** Feulgen, Sabine FIN:EX; Epp, Don FIN:EX; Riley, Dave FIN:EX; Enemark, Gord FIN:EX; Ty, Marie FIN:EX; Harrison, Kerri FIN:EX  
**Cc:** Quin, Linda FIN:EX; Ringma, Shalegh FIN:EX; Michell, Jennifer FIN:EX; Allen, Michelle FIN:EX  
**Subject:** New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Let me know if you anticipate having records for this request. If you do, **please send me a time estimate** of how long it will take to search, compile and review them. If the retrieval time is anticipated to exceed 3 hours, we may be in a position to issue a fee estimate.

The applicant is requesting:

Contracts between the Province of BC and the Times of India Group, Bennett, Coleman & Co. Ltd., their subsidiaries, agents or representatives for the Times of India Film Awards, April 4-6, 2013; The business case, funding proposal, evaluation and approval of Province of BC funding for the Times of India Film Awards.

### Shalegh Ringma

Executive Assistant to  
Sabine Feulgen ~ **Assistant Deputy Minister**  
Room 104 - 617 Government Street Victoria BC | P: 250.387.8675  
**TREASURY BOARD STAFF**  
Ministry of Finance

## Ringma, Shalegh FIN:EX

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**From:** FOI Coordinator FIN:EX  
**Sent:** Tuesday, February 12, 2013 2:49 PM  
**To:** Ringma, Shalegh FIN:EX  
**Cc:** Clark, Heather L FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013  
**Attachments:** Integrated Call for Records form.pdf; Request.pdf

**Importance:** High

**HP TRIM Record Number:** D5671113A

Hi Shalegh,

Any news on this one, it is due tomorrow.

Thanks  
Michelle

### **Michelle Bradley**

Division Records Analyst  
Divisional Operations Branch  
Corporate Services  
Serving the Ministries of Finance,  
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

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**From:** FOI Coordinator FIN:EX  
**Sent:** Monday, January 28, 2013 2:38 PM  
**To:** Ringma, Shalegh FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Please see attached request. This has gone to CAMSS as well.

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**From:** IAO Business Team CITZ:EX  
**Sent:** Friday, January 25, 2013 4:37 PM  
**To:** FOI Coordinator FIN:EX  
**Cc:** MacLean, Shelley FIN:EX  
**Subject:** New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Hello,

## **New FOI Request Received**

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). You'll note that the attached request has been redacted to remove information that would identify the applicant. **This request was also sent to JTST and OOP**

## What Do You Need to Do?

Please complete the attached Call for Records form.

- ❖ If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete **only** Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the **IAO Business Team Mailbox** by January 31, 2013. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.
- ❖ 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 it to **the IAO Business Team Mailbox** by February 13, 2013.
- ❖ Send records via email in PDF format. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

## Reminder

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

## Questions and Concerns

Please do not hesitate to contact IAO to discuss:

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

Thank you for your assistance.

### John Flatman

#### Intake Administrator - Business Team

*Providing services to the Ministry of Community, Sport, and Cultural Development, the Ministry of Finance, the Ministry of Jobs, Tourism, and Skills Training (Labour), and the Ministry of Transportation and Infrastructure.*

#### Information Access Operations - Shared Services BC

Ministry of Citizens' Services and Open Government

548 Michigan Street, Victoria BC V8V 1S2

250-387-6980

[john.flatman@gov.bc.ca](mailto:john.flatman@gov.bc.ca)



## Ringma, Shalegh FIN:EX

---

**From:** Ringma, Shalegh FIN:EX  
**Sent:** Friday, February 22, 2013 12:41 PM  
**To:** Enemark, Gord FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Gord, can I get you to gather your records for this one. As usual, one clean copy and one marked copy.

Thank you!

Shalegh Ringma  
Executive Assistant to  
Sabine Feulgen ~ **Assistant Deputy Minister**  
Room 104 - 617 Government Street Victoria BC | P: 250.387.8675  
**TREASURY BOARD STAFF**  
Ministry of Finance

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**From:** Ringma, Shalegh FIN:EX  
**Sent:** Monday, January 28, 2013 3:13 PM  
**To:** Feulgen, Sabine FIN:EX; Epp, Don FIN:EX; Riley, Dave FIN:EX; Enemark, Gord FIN:EX; Ty, Marie FIN:EX; Harrison, Kerri FIN:EX  
**Cc:** Quin, Linda FIN:EX; Ringma, Shalegh FIN:EX; Michell, Jennifer FIN:EX; Allen, Michelle FIN:EX  
**Subject:** New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Let me know if you anticipate having records for this request. If you do, **please send me a time estimate** of how long it will take to search, compile and review them. If the retrieval time is anticipated to exceed 3 hours, we may be in a position to issue a fee estimate.

The applicant is requesting:

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Shalegh Ringma  
Executive Assistant to  
Sabine Feulgen ~ **Assistant Deputy Minister**  
Room 104 - 617 Government Street Victoria BC | P: 250.387.8675  
**TREASURY BOARD STAFF**  
Ministry of Finance



## Ringma, Shalegh FIN:EX

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**From:** FOI Coordinator FIN:EX  
**Sent:** Tuesday, March 5, 2013 3:36 PM  
**To:** Ringma, Shalegh FIN:EX  
**Subject:** RE: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Thanks for the update.

### **Michelle Bradley**

Division Records Analyst  
Divisional Operations Branch  
Corporate Services  
Serving the Ministries of Finance,  
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

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**From:** Ringma, Shalegh FIN:EX  
**Sent:** Tuesday, March 5, 2013 3:34 PM  
**To:** FOI Coordinator FIN:EX  
**Subject:** RE: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Records are with Sabine for review.

Shalegh Ringma  
Executive Assistant to  
Sabine Feulgen ~ **Assistant Deputy Minister**  
Room 104 - 617 Government Street Victoria BC | P: 250.387.8675  
**TREASURY BOARD STAFF**  
Ministry of Finance

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**From:** FOI Coordinator FIN:EX  
**Sent:** Tuesday, March 5, 2013 3:33 PM  
**To:** FOI Coordinator FIN:EX; Ringma, Shalegh FIN:EX  
**Cc:** Clark, Heather L FIN:EX  
**Subject:** RE: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013  
**Importance:** High

Any news on this one. Records were due to IAO Feb 13.

Thanks  
Michelle

### **Michelle Bradley**

Division Records Analyst  
Divisional Operations Branch  
Corporate Services  
Serving the Ministries of Finance,  
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:** FOI Coordinator FIN:EX  
**Sent:** Friday, February 22, 2013 8:26 AM  
**To:** Ringma, Shalegh FIN:EX  
**Cc:** Clark, Heather L FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013  
**Importance:** High

Hi Shalegh,

Will I get the records for this today please?

Thanks  
Michelle

***Michelle Bradley***

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Hours: 7:05 a.m. to 4:00 p.m. Tuesday to Friday

---

**From:** FOI Coordinator FIN:EX  
**Sent:** Monday, January 28, 2013 2:38 PM  
**To:** Ringma, Shalegh FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Please see attached request. This has gone to CAMSS as well.

---

**From:** IAO Business Team CITZ:EX  
**Sent:** Friday, January 25, 2013 4:37 PM  
**To:** FOI Coordinator FIN:EX  
**Cc:** MacLean, Shelley FIN:EX  
**Subject:** New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Hello,

## **New FOI Request Received**

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). You'll note that the attached request has been redacted to remove information that would identify the applicant. **This request was also sent to JTST and OOP**

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

Thank you for your assistance.

### John Flatman

**Intake Administrator - Business Team**

*Providing services to the Ministry of Community, Sport, and Cultural Development, the Ministry of Finance, the Ministry of Jobs, Tourism, and Skills Training (Labour), and the Ministry of Transportation and Infrastructure.*

**Information Access Operations - Shared Services BC**

Ministry of Citizens' Services and Open Government

548 Michigan Street, Victoria BC V8V 1S2

250-387-6980

[john.flatman@gov.bc.ca](mailto:john.flatman@gov.bc.ca)



## Ringma, Shalegh FIN:EX

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**From:** FOI Coordinator FIN:EX  
**Sent:** Wednesday, March 6, 2013 2:30 PM  
**To:** Ringma, Shalegh FIN:EX  
**Cc:** Foster, Anita CITZ:EX  
**Subject:** RE: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

JTST have 183 pages, how many will we have. Should we try for an extension for volume or consult with JTST?

### **Michelle Bradley**

Division Records Analyst  
Divisional Operations Branch  
Corporate Services  
Serving the Ministries of Finance,  
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:** Ringma, Shalegh FIN:EX  
**Sent:** Tuesday, March 5, 2013 3:34 PM  
**To:** FOI Coordinator FIN:EX  
**Subject:** RE: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Records are with Sabine for review.

Shalegh Ringma  
Executive Assistant to  
Sabine Feulgen ~ **Assistant Deputy Minister**  
Room 104 - 617 Government Street Victoria BC | P: 250.387.8675  
**TREASURY BOARD STAFF**  
Ministry of Finance

---

**From:** FOI Coordinator FIN:EX  
**Sent:** Tuesday, March 5, 2013 3:33 PM  
**To:** FOI Coordinator FIN:EX; Ringma, Shalegh FIN:EX  
**Cc:** Clark, Heather L FIN:EX  
**Subject:** RE: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013  
**Importance:** High

Any news on this one. Records were due to IAO Feb 13.

Thanks  
Michelle

### **Michelle Bradley**

Division Records Analyst  
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**Sent:** Friday, February 22, 2013 8:26 AM  
**To:** Ringma, Shalegh FIN:EX  
**Cc:** Clark, Heather L FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013  
**Importance:** High

Hi Shalegh,

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Michelle

***Michelle Bradley***

Division Records Analyst  
Divisional Operations Branch  
Corporate Services  
Serving the Ministries of Finance,  
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:** FOI Coordinator FIN:EX  
**Sent:** Monday, January 28, 2013 2:38 PM  
**To:** Ringma, Shalegh FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Please see attached request. This has gone to CAMSS as well.

---

**From:** IAO Business Team CITZ:EX  
**Sent:** Friday, January 25, 2013 4:37 PM  
**To:** FOI Coordinator FIN:EX  
**Cc:** MacLean, Shelley FIN:EX  
**Subject:** New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Hello,

## **New FOI Request Received**

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). You'll note that the attached request has been redacted to remove information that would identify the applicant. **This request was also sent to JTST and OOP**

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- ❖ 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 it to **the IAO Business Team Mailbox** by February 13, 2013.
- ❖ Send records via email in PDF format. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

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## Questions and Concerns

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

Thank you for your assistance.

### John Flatman

#### Intake Administrator - Business Team

*Providing services to the Ministry of Community, Sport, and Cultural Development, the Ministry of Finance, the Ministry of Jobs, Tourism, and Skills Training (Labour), and the Ministry of Transportation and Infrastructure.*

#### Information Access Operations - Shared Services BC

Ministry of Citizens' Services and Open Government

548 Michigan Street, Victoria BC V8V 1S2

250-387-6980

[john.flatman@gov.bc.ca](mailto:john.flatman@gov.bc.ca)



## Ringma, Shalegh FIN:EX

---

**From:** FOI Coordinator FIN:EX  
**Sent:** Thursday, March 7, 2013 10:34 AM  
**To:** Ringma, Shalegh FIN:EX  
**Subject:** FW: FIN-2013-00029/Due Today

**Importance:** High

Hi Shalegh,

Please see e-mail below from Russ Fuller.

Thanks  
Michelle

### **Michelle Bradley**

Division Records Analyst  
Divisional Operations Branch  
Corporate Services  
Serving the Ministries of Finance,  
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:** Fuller, Russ D CITZ:EX  
**Sent:** Wednesday, March 6, 2013 4:28 PM  
**To:** FOI Coordinator FIN:EX  
**Cc:** Foster, Anita CITZ:EX; Flatman, John CITZ:EX  
**Subject:** FW: FIN-2013-00029/Due Today

Hi Michelle. The extension letter has been sent.

Please try to get the responsive records and ministry harms assessment to our office ASAP, so that we can initiate the consult and commence reviewing records.

### **Russ Fuller**

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

---

**From:** Foster, Anita CITZ:EX  
**Sent:** Wednesday, March 6, 2013 3:49 PM  
**To:** Flatman, John CITZ:EX  
**Cc:** Fuller, Russ D CITZ:EX  
**Subject:** FW: FIN-2013-00029/Due Today

John, please do extension for consultation and send to applicant today as this request is due today.

Russ, this is for your information.

Anita Foster, Team Lead, Information Access Operations  
Logistics and Business Services, Ministry of Citizens' Services and Open Government  
Tel: (250) 387-4558 Fax: (250) 387-9843  
our web site: <http://www.gov.bc.ca/citz/iao/>

**Providing Services to:**

*Ministry of Finance; Ministry of Transportation; Ministry of Jobs, Tourism and Skills Training; and Ministry of Community, Sport and Cultural Development.*

---

**From:** FOI Coordinator FIN:EX  
**Sent:** Wednesday, March 6, 2013 3:39 PM  
**To:** Foster, Anita CITZ:EX  
**Subject:** FW: FIN-2013-00029/Due Today

Hi Anita,

Please see response from TBS.

Thanks  
Michelle

***Michelle Bradley***

Division Records Analyst  
Divisional Operations Branch  
Corporate Services  
Serving the Ministries of Finance,  
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:** Ringma, Shalegh FIN:EX  
**Sent:** Wednesday, March 6, 2013 3:27 PM  
**To:** FOI Coordinator FIN:EX  
**Subject:** RE: FIN-2013-00029/Due Today

Extension would be great. Thank you.

Shalegh Ringma  
Executive Assistant to  
Sabine Feulgen ~ **Assistant Deputy Minister**  
Room 104 - 617 Government Street Victoria BC | P: 250.387.8675  
**TREASURY BOARD STAFF**  
Ministry of Finance

---

**From:** FOI Coordinator FIN:EX  
**Sent:** Wednesday, March 6, 2013 3:02 PM  
**To:** Ringma, Shalegh FIN:EX  
**Subject:** FW: FIN-2013-00029/Due Today

Hi Shalegh,



Please see e-mail below from Anita.

Thanks  
Michelle

***Michelle Bradley***

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

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Hours: 7:05 a.m. to 4:00 p.m. Tuesday to Friday

---

**From:** Foster, Anita CITZ:EX  
**Sent:** Wednesday, March 6, 2013 2:59 PM  
**To:** FOI Coordinator FIN:EX  
**Subject:** FIN-2013-00029/Due Today

Michelle:

As per our conversation, you indicated that treasury board has some records that would be responsive to this request. As such, it would appear that s. 12 consultation would be necessary. Let me know if you want us to extend this request for consultation under s. 10(1)(c). Thank you.

Anita Foster, Team Lead, Information Access Operations  
Logistics and Business Services, Ministry of Citizens' Services and Open Government  
Tel: (250) 387-4558 Fax: (250) 387-9843  
our web site: <http://www.gov.bc.ca/citz/iao/>

**Providing Services to:**

*Ministry of Finance; Ministry of Transportation; Ministry of Jobs, Tourism and Skills Training; and Ministry of Community, Sport and Cultural Development.*

Bradley, Michelle FIN:EX

---

**From:** FOI Coordinator FIN:EX  
**Sent:** Monday, March 11, 2013 3:17 PM  
**To:** IAO Business Team CITZ:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013  
**Attachments:** Integrated Call for Records form.pdf; Request.pdf; 20130311144029.pdf; 20130311144310.pdf; FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

**HP TRIM Record Number:** D5671113A

Please see attached records

---

**From:** Ringma, Shalegh FIN:EX  
**Sent:** Monday, March 11, 2013 2:49 PM  
**To:** FOI Coordinator FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Please find attached the TBS records responsive to this request. One clean copy and one marked.

Shalegh Ringma  
Executive Assistant to  
Sabine Feulgen ~ **Assistant Deputy Minister**  
Room 104 - 617 Government Street Victoria BC | P: 250.387.8675  
**TREASURY BOARD STAFF**  
Ministry of Finance

---

**From:** FOI Coordinator FIN:EX  
**Sent:** Monday, January 28, 2013 2:38 PM  
**To:** Ringma, Shalegh FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Please see attached request. This has gone to CAMSS as well.

---

**From:** IAO Business Team CITZ:EX  
**Sent:** Friday, January 25, 2013 4:37 PM  
**To:** FOI Coordinator FIN:EX  
**Cc:** MacLean, Shelley FIN:EX  
**Subject:** New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Hello,

## New FOI Request Received

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548 Michigan Street, Victoria BC V8V 1S2

250-387-6980

[john.flatman@gov.bc.ca](mailto:john.flatman@gov.bc.ca)

Bradley, Michelle FIN:EX

---

**From:** Mulloy, Eleanor FIN:EX  
**Sent:** Wednesday, January 30, 2013 9:38 AM  
**To:** FOI Coordinator FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013  
**Attachments:** Request.pdf; 20130130083615.pdf

Please see attached

---

**From:** McKinstry, Cindy D FIN:EX  
**Sent:** Monday, January 28, 2013 3:10 PM  
**To:** Mulloy, Eleanor FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Hi Eleanor,

No records response attached in the Call for Records form.

Thanks,  
Cindy

---

**From:** Mulloy, Eleanor FIN:EX  
**Sent:** Monday, January 28, 2013 11:21 AM  
**To:** McKinstry, Cindy D FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Please see attached FOI request.

---

**From:** FOI Coordinator FIN:EX  
**Sent:** Monday, January 28, 2013 11:20 AM  
**To:** Mulloy, Eleanor FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

Please see attached request.

---

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**To:** FOI Coordinator FIN:EX  
**Cc:** MacLean, Shelley FIN:EX  
**Subject:** New FOI request - FIN-2013-00029 Times of India Film Awards Apr/4-6/2013

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*Providing services to the Ministry of Community, Sport, and Cultural Development, the Ministry of Finance, the Ministry of Jobs, Tourism, and Skills Training (Labour), and the Ministry of Transportation and Infrastructure.*

**Information Access Operations - Shared Services BC**

Ministry of Citizens' Services and Open Government

548 Michigan Street, Victoria BC V8V 1S2

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

## CALL FOR RECORDS – GENERAL FOI REQUEST

Request Number: 292-30/ FIN-2013-00029

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	22-JAN-2013	to be assigned	31-JAN-2013	13-FEB-2013

### REQUEST DETAILS:

Contracts between the Province of BC and the Times of India Group, Bennett, Coleman & Co. Ltd., their subsidiaries, agents or representatives for the Times of India Film Awards, April 4-6, 2013; The business case, funding proposal, evaluation and approval of Province of BC funding for the Times of India Film Awards.

### Section 1: Initial Records Assessment

Do you hold any responsive records?	YES <input type="radio"/> NO <input checked="" type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?	YES <input checked="" type="radio"/> NO <input type="radio"/>
Are you aware of other records that may be responsive to this request held by another public body?	YES <input checked="" type="radio"/> NO <input type="radio"/>
If yes, specify: <input checked="" type="checkbox"/> Maybe at TBS and at JTI	

### NO RECORDS RESPONSE APPROVAL:

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

Final Public Body Approval (Full name, Title)	Signature:	Date:
Deborah Fayad	[Signature]	Jan 29, 2013

### Section 2: Fee Estimate *Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible*

#### Search

##### Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

##### Producing records

Tasks may include:

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours

Actual Hours

#### Volume

##### Electronic files (in pages):

\*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages

Actual Pages

Email with attachments:

Estimated Pages

Actual Pages

\*Other documents

Estimated Pages

Actual Pages

##### Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
  - If in legal sized folders - 1,800 pages
  - If in letter sized folders - 2,200 pages

Estimated Pages

Actual Pages

#### Preparation

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours

Actual Hours



### Section 3: Search Summary and Program Area Recommendations

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

On-line searching and reports produced to identify transactions for: Times of India Film Awards, Times of India Group, The Now Times Group Inc., Bennett Coleman & Co., BCCL, BCCL International Events Private Ltd., Entertainment Network India Ltd., ENIL, TimesofMoney, Remit2Home, ET Now, Magic Bricks, Virgin Radio and Absolute Radio. Jeanette Thompson and Cindy McKinstry performed the search which was approximately 2 hours.

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

YES ☐

NO ☒

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

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

(Please reference the information of concern, the harms, and associated page numbers below)

Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government's Open Information Website. If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst.

### Section 4: Contact Information

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

Phone Number:

Date:

Cindy McKinstry, Administrator

250-356-1781

January 28, 2013

Harms assessment completed by (Full Name, Title)

Program Area:

Cindy McKinstry, Administrator

Corporate Financial and Facilities Services Branch

Harms assessment approved by (Full Name, Title)

### IAO Use Only

Estimated-

Hours:

Pages:

Actual-

Hours:

Pages:

Comments:

Bradley, Michelle FIN:EX

---

**From:** FOI Coordinator FIN:EX  
**Sent:** Thursday, April 18, 2013 12:52 PM  
**To:** Ringma, Shalegh FIN:EX; Mulloy, Eleanor FIN:EX  
**Subject:** FW: FIN-2013-00029

Please see attached

---

**From:** FitzSimons, Cheryl CITZ:EX  
**Sent:** Thursday, April 18, 2013 7:59 AM  
**To:** FOI Coordinator FIN:EX  
**Subject:** FIN-2013-00029

I have just been granted an OIPC extension on the above file – the new due date is May 10, 2013. I am will submit this file into sign-off once I hear back from OOP regarding the s12

Thanks

Cheryl FitzSimons  
*Business Team*  
Tel: 250-387-6097  
[cheryl.fitzsimons@gov.bc.ca](mailto:cheryl.fitzsimons@gov.bc.ca)