

Begley, Rhianna GCPE:EX

From: Begley, Rhianna GCPE:EX
Sent: Friday, January 13, 2012 3:08 PM
To: Feraru, Loredana SSBC:EX; MacLeod, Stephanie SSBC:EX
Cc: Denis, Louise L GCPE:EX; Greer, David GCPE:EX
Subject: Sign Off - GCP-2011-00130
Attachments: 20120110132345.pdf; Redline.pdf; DM Approval Slip - GCP-2011-00130.pdf

Hello Loredana and Stephanie,

Please find attached the signed approval slip for GCP-2011-00130.

Should you have any questions or require any further information please don't hesitate to contact me.

Thank you,

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

From: Feraru, Loredana SSBC:EX
Sent: Tuesday, January 10, 2012 1:36 PM
To: Begley, Rhianna GCPE:EX
Cc: Sime, Mark SSBC:EX
Subject: For Sign Off-Consultation #GCP-2011-00130

Good afternoon,

Please see attached the synopsis and approval slip along with a copy of the record for sign off.

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

Many thanks,
Loredana

Request Number:

292-30/GCP-2011-00130

Request Received: December 14, 2011

Due Date: January 30, 2012

Requester type: Media

Wording of the request:

"The BC Jobs Plan and Canada Starts Here advertising plan, including budget and expenditures for the creative concept, production and placement in all types of media (broadcast, Internet, out-of-home, newspaper, magazine, direct mail, etc.) including the list of all individuals and companies contracted, the status of their contracts (direct award versus tendered) and the dollar value of the contracts."

Comments/Background:

- GCPE was canvassed for the above noted request.
- GCPE created a record in response for the above noted request.
- We recommend releasing this record in its entirety.

Recommendations:

- Release records in its entirety.

Publication Recommendations:

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

FOI Analyst:
Loredana Feraru, Analyst

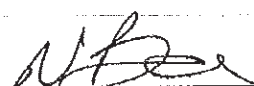
Signature:



Date: January 10, 2012

FOI Director/Manager Approval:
Cindy Elbahir, Manager
Central Agency Team

Signature:



Date: January 10, 2012

2 Ministry Program Area - Agreement with Recommendations

Approval Authority:
Name:

Athana Mentzelopoulos
Deputy Minister
Government Communications and Public
Engagement

Signature:



Date:

Jan 13, 2012

Comments:

3 IAO - Release to applicant

Package release prepared by:

FOI Analyst:

Date:

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

Begley, Rhianna GCPE:EX

From: Begley, Rhianna GCPE:EX
Sent: Tuesday, January 10, 2012 10:32 AM
To: Feraru, Loredana SSBC:EX
Cc: Champion, Denise GCPE:EX; Price, Jane GCPE:EX; Foster, Bruce GCPE:EX
Subject: Responsive Records - FOI Request # GCP-2011-00130
Attachments: Responsive Records - GCP-2011-00130.pdf; Call for Records - GCP-2011-00130.docx

Good morning Loredana,

Please find attached the responsive records and the Call for Records form for FOI Request GCP-2011-00130.

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

Thank you,

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

From: Feraru, Loredana SSBC:EX
Sent: Tuesday, December 20, 2011 3:53 PM
To: Begley, Rhianna GCPE:EX
Cc: Price, Jane GCPE:EX; Greer, David GCPE:EX
Subject: Call for Records-FOI Request # GCP-2011-00130

Please see below a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA). Your analyst for the attached request will be Loredana Feraru at 250-952-6297.

" The BC Jobs Plan and Canada Starts Here advertising plan, including budget and expenditures for the creative concept, production and placement in all types of media (broadcast, Internet, out-of-home, newspaper, magazine, direct mail, etc.) including the list of all individuals and companies contracted, the status of their contracts (direct award versus tendered) and the dollar value of the contracts."

Please complete the attached Call for Records form and return to your analyst by Jan 10/11. 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. If this is the case, please also complete the attached Fee Calculation form and return to your analyst ASAP.

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

Please do not hesitate to contact your analyst to discuss:

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

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

2nd Floor | 548 Michigan Street | Victoria, BC | V8W 2H2
✉ Loredana.Feraru@gov.bc.ca
P: 250-952-6297
F: 250-387-9843

Providing Services to:

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



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Memorandum

Government Communications and
Public Engagement

Date: December 22, 2011

To: Loredana Feraru
Information and Privacy Analyst
Information Access Office

Re: FOI Request GCPE 2011-00130

Further to the request for records received December 21, 2011, requesting all records of advertising costs for Canada Starts Here: The BC Jobs Plan and information regarding contractors retained to provide services, I can confirm the following:

- Budget allocations for individual campaigns vary based on decisions taken throughout the course of a campaign and are not considered final until a decision is taken to conclude a campaign.
- As of December 14, 2011 (the date of the request) supplier invoices totaling \$866,697 have been received and processed for payment.
- Two suppliers have been retained to work on this project: Cossette Communications (creative and production) and Vizeum Canada Inc. (the agency of record for advertising placement for the province excluding domestic tourism advertising conducted by Tourism BC). Cossette Communications is one of six suppliers included on a Corporate Supply Arrangement established in conjunction with the Purchasing Services Branch for provision of advertising services. Under the Corporate Supply Arrangement, contracts are not entered into on a project by project basis. Instead suppliers are required to submit draw downs that provide estimated costs for various components of the project.
- As in past years, a detailed listing of STOB 67 expenditures will be provided with the release of the Public Accounts.

Please feel free to contact me if you have any questions in this regard. Thank you!

Denise Champion
Executive Director
Corporate Services

Information Access Operations

Call for Records - General

FOI Request Number:	GCP-2011-00130	Applicant Type:	Media
IAO Analyst:	Loredana Feraru	Received Date:	Dec 14/11
Records Due at IAO:	Jan 10/11	Legislated Due Date:	Jan 30/12

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.	Denise Champion provided responsive 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.	N/A
<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:	Government Communications and Public Engagement
Recommendations Completed By:	Kelly Gleeson, ADM
Date:	January 10, 2012
Location of Records	
Please indicate here, if you are aware of any other public bodies or locations that may have records responsive to this request.	
Ministry Program Area:	
Recommendations Completed By:	
Date:	

NOTE:

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

Ministry Support Guidelines for GENERAL FOI Requests

Preliminary Search for Records and Assessment of Fees:

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

Records Gathering Process:

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

Providing Responsive Records to IAO:

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

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

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

Begley, Rhianna GCPE:EX

From: Meier, Kristi GCPE:EX
Sent: Wednesday, December 21, 2011 9:22 AM
To: Champion, Denise GCPE:EX; Dila, Mary GCPE:EX
Cc: Stewart, Dawn M GCPE:EX
Subject: RE: FOI Request - GCP-2011-00130

Hi Denise

Thanks for doing this. If you need anything from Regan or Adrienne for this, their last day in the office is today before Christmas holidays.

Kristi

From: Champion, Denise GCPE:EX
Sent: Wednesday, December 21, 2011 9:19 AM
To: Meier, Kristi GCPE:EX; Dila, Mary GCPE:EX
Cc: Stewart, Dawn M GCPE:EX
Subject: FW: FOI Request - GCP-2011-00130

Hi!

I will prepare a response to this request and run it by Mary before submitting to Rhianna for processing.

Denise

From: Begley, Rhianna GCPE:EX
Sent: Wednesday, December 21, 2011 9:04 AM
To: Stewart, Dawn M GCPE:EX; Meier, Kristi GCPE:EX; Dila, Mary GCPE:EX
Cc: Gleeson, Kelly T GCPE:EX; Greer, David GCPE:EX; Champion, Denise GCPE:EX; Price, Jane GCPE:EX; Foster, Bruce GCPE:EX; Groot, Jeff GCPE:EX; Denis, Louise L GCPE:EX
Subject: FOI Request - GCP-2011-00130

Good morning,

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

"The BC Jobs Plan and Canada Starts Here advertising plan, including budget and expenditures for the creative concept, production and placement in all types of media (broadcast, Internet, out-of-home, newspaper, magazine, direct mail, etc.) including the list of all individuals and companies contracted, the status of their contracts (direct award versus tendered) and the dollar value of the contracts."

Please search for records dated up to and including December 14, 2011.

Information Request Type: Media

Instructions

- Please search your shop for any records that fall within scope.
- Please review your responsive records for information that could represent harm if released to the public and/or if posted online to the Open Information site. Indicate these concerns in yellow

post-it notes only.

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

Areas Searched (Please Complete)

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

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

Due Dates to Respond

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

If more than three hours search time or a large volume of records is anticipated, please **discontinue your search** and notify Rhianna Begley by the end of day **Wednesday, December 28th** so that a fee estimate may be requested from the applicant. Please provide an estimate of search time and volume of records (estimation of page numbers/paperwork measured in inches).

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

The Central Agency FOI Analyst assigned to this request is Loredana Feraru who can be reached at (250) 952-6297.

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

Thank you,



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

December 28, 2011

Once Review is completed please:

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

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

FOI – Responsive Records Review

FOI Request	Subject	Date due to FOI Coordinator	Harms recommendations	Review Complete (Initial)
GCP-2011-00130	Advertising costs for Jobs Plan/Canada Starts Here	2012-01-03	N/A	RG

Scope:

"The BC Jobs Plan and Canada Starts Here advertising plan, including budget and expenditures for the creative concept, production and placement in all types of media (broadcast, Internet, out-of-home, newspaper, magazine, direct mail, etc.) including the list of all individuals and companies contracted, the status of their contracts (direct award versus tendered) and the dollar value of the contracts."

FOI DISTRIBUTION FORM.XLS

Scope: " The BC Jobs Plan and Canada Starts Here advertising plan, including budget and expenditures for the creative concept, production and placement in all types of media (broadcast, Internet, out-of-home, newspaper, magazine, direct mail, etc.) including the list of all individuals and companies contracted, the status of their contracts (direct award versus tendered) and the dollar value of the contracts."

FOI Request: GCP-2011-00130

Data Collection Due Date: 2011-12-30

FOI Analyst/Due Date to Analyst: Loredana Feraru/2012-01-10

GCPE FOI Distribution	Search Results Response Yes or Nil	Search Time - Hrs	Date Records Received	Description or # of Documents
Updated December 6, 2011				
(ARR) Maria Wilkie / Robin Platts				
(AVED) Marc Black/Joanne Whittier				
(AG) TBD / Linda Mueller				
(AGRI) David Crebo/Sharon Dean				
(CFD) Corinna Filion/Lisa Leslie/Cindy Rose				
(Com Support Services) Mary Dila				
(CSCD) Jeff Rud/Gillian Rhodes				
(LCTZ) David Greer/Jason Macnaughton				
(EDUC) TBD/Scott Sutherland				
(ENV) Karen Johnston/ Dan Gilmore				
(FIN) Jamie Edwardson (Director)				
(Technical Services) Charles Macpherson				
(Financial Services, HQ) Dawn Stewart				
(FLNR) David Crebo / Vivian Thomas				
(HLTH) Michelle Stewart / Rodney Porter/Ryan Jabs				
(IGRS) Nina Chiarelli				
(JTI) Marisa Adair/Carolyn Heiman/Caroline McAndrews				
(Media Relations Unit) Karen Murry				
(MEM) Paul Woolley/ Christine Ash				
(MSD) Sue Mader/ David Haslam				
(MSD Multiculturalism) Brian Bonney				
Pacific Gateway (ask TRAN)				
(PSSG) Robert Pauliszyn/Bonnie Bates Gibbs/Tasha Schollen				
(PSSG Policy and Comm Safety) Robert Pauliszyn/Donna Sitter				
(PSSG Emergency Management) Robert Pauliszyn/Julianne McCaffrey				
(Advertising and Marketing) Kristi Meter for Shellene McConnell				
(TRAN) Liz Bicknell / Jeff Knight				
(Social Media/Online Communications)Carolynn Hunter				
(Corp Comm & Talent) Alison Paine (Exec.Dir)				
(OHR) - Denise Champion / Jane Price	FYI	yes	2011-12-22	
(Comm. Services Division) ADM Kelly Gleeson	FYI			
(Exec Coordinator to DM) Louise Denis	FYI			
(Communications Director, LCTZ) David Greer	FYI			
(Strategic Priorities) Jeff Groot	FYI			
Date Records forwarded to FOI: 2012-01-10				

Begley, Rhianna GCPE:EX

From: Begley, Rhianna GCPE:EX
Sent: Wednesday, December 21, 2011 9:12 AM
To: Fraser, John Paul GCPE:EX
Cc: Olson, Lianna GCPE:EX
Subject: FOI Request - GCP-2011-00130

Good morning John Paul,

My apologies for missing you on the original distribution of FOI Request GCP-2011-00130 this morning. Please see below for details of this FOI Request.

Thank you,

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

From: Begley, Rhianna GCPE:EX
Sent: Wednesday, December 21, 2011 9:04 AM
To: Stewart, Dawn M GCPE:EX; Meier, Kristi GCPE:EX; Dila, Mary GCPE:EX
Cc: Gleeson, Kelly T GCPE:EX; Greer, David GCPE:EX; Champion, Denise GCPE:EX; Price, Jane GCPE:EX; Foster, Bruce GCPE:EX; Groot, Jeff GCPE:EX; Denis, Louise L GCPE:EX
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Please search for records dated up to and including December 14, 2011.

Information Request Type: Media

Instructions

- Please search your shop for any records that fall within scope.
- Please review your responsive records for information that could represent harm if released to the public and/or if posted online to the Open Information site. Indicate these concerns in yellow highlighter or communicate them to your FOI Coordinator. Hard-copy comments should be made on post-it notes only.
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Areas Searched (Please Complete)

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

Due Dates to Respond

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

The Central Agency FOI Analyst assigned to this request is Loredana Feraru who can be reached at (250) 952-6297.

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

Thank you,



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

Begley, Rhianna GCPE:EX

From: Begley, Rhianna GCPE:EX
Sent: Tuesday, December 20, 2011 4:00 PM
To: Champion, Denise GCPE:EX
Subject: FW: Call for Records-FOI Request # GCP-2011-00130
Attachments: Call for Records.docx; FEE ESTIMATE.docx

Hi Denise,

I noted that you were missed on Loredana's email below. GCPE's distribution email will follow tomorrow morning.

Thanks,
Rhianna

From: Feraru, Loredana SSBC:EX
Sent: Tuesday, December 20, 2011 3:53 PM
To: Begley, Rhianna GCPE:EX
Cc: Price, Jane GCPE:EX; Greer, David GCPE:EX
Subject: Call for Records-FOI Request # GCP-2011-00130

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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.

Loredana Feraru, BA, MA.
Information and Privacy Analyst
Information Access Operations | Shared Services BC
Logistics and Business Services
Ministry of Labour, Citizens' Services and Open Government

2nd Floor | 548 Michigan Street | Victoria, BC | V8W 2H2
✉ Loredana.Feraru@gov.bc.ca
P: 250-952-6297

Providing Services to:

Office of the Premier| Government Communications and Public Engagement

BC Public Service Agency | Ministry of Labour Citizens' Services and Open Government



Where ideas work



BEFORE PRINTING THIS LETTER

Please consider the following:

Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or e-mail the sender immediately and delete the message.

Information Access Operations

Call for Records - General

FOI Request Number:	GCP-2011-00130	Applicant Type:	Media
IAO Analyst:	Loredana Feraru	Received Date:	Dec 14/11
Records Due at IAO:	Jan 10/11	Legislated Due Date:	Jan 30/12

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.

Information Access Operations

Fee Estimate Calculation Table

FOI Request Number:	GCP-2011-00130
IAO Analyst:	Loredana Feraru

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)
This is to include time spent: <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; 		
<ul style="list-style-type: none"> 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 		

Information Access Operations - Fee Estimate Calculation Table

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:		

Begley, Rhianna GCPE:EX

From: Feraru, Loredana SSBC:EX
Sent: Tuesday, December 20, 2011 3:53 PM
To: Begley, Rhianna GCPE:EX
Cc: Price, Jane GCPE:EX; Greer, David GCPE:EX
Subject: Call for Records-FOI Request # GCP-2011-00130
Attachments: Call for Records.docx; FEE ESTIMATE.docx; image005.jpg; image006.jpg

Please see below a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA). Your analyst for the attached request will be Loredana Feraru at 250-952-6297.

" The BC Jobs Plan and Canada Starts Here advertising plan, including budget and expenditures for the creative concept, production and placement in all types of media (broadcast, Internet, out-of-home, newspaper, magazine, direct mail, etc.) including the list of all individuals and companies contracted, the status of their contracts (direct award versus tendered) and the dollar value of the contracts."

Please complete the attached Call for Records form and return to your analyst by Jan 10/11.

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. If this is the case, please also complete the attached Fee Calculation form and return to your analyst ASAP.

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

Please do not hesitate to contact your analyst to discuss:

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

Loredana Feraru, BA, MA.
Information and Privacy Analyst
Information Access Operations | Shared Services BC
Logistics and Business Services
Ministry of Labour, Citizens' Services and Open Government

2nd Floor | 548 Michigan Street | Victoria, BC | V8W 2H2
✉ Loredana.Feraru@gov.bc.ca
P: 250-952-6297
F: 250-387-9843

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

 Where ideas work

