

Foster, Bruce GCPE:EX

From: Foster, Bruce GCPE:EX on behalf of GCPE FOI Coordinator GCPE:EX
Sent: Monday, June 6, 2016 2:45 PM
To: FOI Health Education FIN:EX
Cc: Porter, Rodney GCPE:EX; van Marum, Karen GCPE:EX; Fougner, Trish GCPE:EX; Sall, Gurmeet GCPE:EX; Champion, Denise GCPE:EX
Subject: GCPE Reply - GCP-2016-61844 for executive review and sign off due by June 7th.
Attachments: Signed DM Approval Slip.pdf; G - Response - section 20 response..docx

Good afternoon Tara,

Please find attached the Signed DM Approval Slip and approved response letter for FOI Request GCP 2016-61844.

Should you have any questions please let me know.

Thanks.

Bruce Foster, Records Services Officer and
Acting FOI Coordinator
Workplace Support Services
Government Communications and
Public Engagement (GCPE)
250 812-2122

From: MacNair, Tara FIN:EX
Sent: Friday, May 27, 2016 3:02 PM
To: Thorkelson, Meaghan GCPE:EX
Subject: GCP-2016-61844 for executive review and sign off due by June 7th.

Hi Meaghan,

Please see the special draft response letter and sign off for approval re: GCP-2016-61844. Please direct your responses to FOI.HEALTH.EDUCATION@gov.bc.ca and cc myself.

Thank you.

Tara MacNair | FOI Analyst | Information Access Operations | Shared Services BC
direct: 778-698-2331 | email: Tara.MacNair@gov.bc.ca

Request Received: April 25, 2016 Due Date: June 7, 2016 Applicant type: Media

Description: In a similar format to GCP-2015-53853 a breakdown of all costs for all advertising and marketing costs of the BC Government for all media platforms including but not limited to TV, radio, print, broadcast, Internet and out-of-home. (Date Range for Record Search: From 04/01/2015 To 03/31/2016).

Comments/Background:

- Government Communications and Public Engagement were canvassed for records. They have advised that this information will be published within 60 days on Public Accounts.

Consultations:

- N/A

Recommendations

- Pursuant to section(s) 20 (Information that will be published or released within 60 days) this information will not be released at this time, as it will be posted to the 2015/2016 Public Accounts by mid July.
- Please see the attached draft response letter for the applicant.

Publication Recommendations:

- 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.
 - IAO recommends 'Do Not Publish' as this response is outside the scope of our publication policy.

FOI Analyst: Tara MacNair

Signature:

Date: May 26, 2016

Team Lead:

Signature:

Date: Click here to enter a date.

Manager:

Signature:

Date: Click here to enter a date.

Ministry Agreement with Recommendations

Approval Authority

Signature:

Date:

Name: John Paul Fraser, DM

June 2, 2016

Ministry Executive

Signature:

Date:

Name:

Ministry Executive

Signature:

Date:

Name:

Comments:

Exercise of Discretion:

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

Factors relevant to the exercise of discretion include:

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



ARCS: 292-30
File: GCP-2016-61844

May 25, 2016

Sent via email:

Dear

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

I am writing further to your request received by the Government Communications and Public Engagement. Your request is for:

In a similar format to GCP-2015-53853 a breakdown of all costs for all advertising and marketing costs of the BC Government for all media platforms including but not limited to TV, radio, print, broadcast, Internet and out-of-home. (Date Range for Record Search: From 04/01/2015 To 03/31/2016)

Please be advised that these records will not be released at this time, pursuant to section(s) 20 (Information that will be published or released within 60 days) of FOIPPA. These records will be published with the 2015/2016 Public Accounts by mid July, and will be found online at: <http://www.fin.gov.bc.ca/pubs.htm>

A complete copy of FOIPPA is available online at:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00

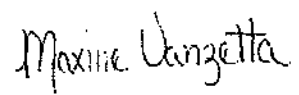
Your file is now closed.

.../2

If you have any questions regarding your request, please contact Tara MacNair, the analyst assigned to your request, at 778 698-2331. This number can be reached toll-free by calling from Vancouver, 604 660-2421, or from elsewhere in BC, 1 800 663-7867 and asking to be transferred to 778 698-2331.

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

Sincerely,

A handwritten signature in black ink that reads "Maxine Vanzetta". The script is cursive and fluid, with the first name "Maxine" and last name "Vanzetta" clearly legible.

Maxine Vanzetta, Manager
Health / Education MSDSI Team
Information Access Operations

Enclosures

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

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

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

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

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

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

Foster, Bruce GCPE:EX

From: Thorkelson, Meaghan GCPE:EX on behalf of GCPE FOI Coordinator GCPE:EX
Sent: Tuesday, May 10, 2016 1:39 PM
To: Prodan, Matthew FIN:EX
Cc: FOI Health Education FIN:EX; Taekema, Jack GCPE:EX; Champion, Denise GCPE:EX; Foster, Bruce GCPE:EX; Fougner, Trish GCPE:EX; Porter, Rodney GCPE:EX; Sall, Gurmeet GCPE:EX; van Marum, Karen GCPE:EX
Subject: GCPE Reply - Decline Full Transfer - FIN-2016-61842

Hi Matt,

GCPE does not hold records that are responsive to FOI request GCP-2016-61844, therefore we cannot accept this full transfer from the Ministry of Finance. Please be advised that we are in the process of compiling the 2015/16 advertising expenditure information for release with Public Accounts in July 2016.

Please let me know if you have any questions.

Thank you,

Meaghan Thorkelson

Freedom of Information Coordinator, GCPE
Cell: (250) 882-3811

From: Prodan, Matthew MTIC:EX
Sent: Friday, April 29, 2016 9:48 AM
To: GCPE FOI Coordinator GCPE:EX
Cc: FOI Health Education MTIC:EX
Subject: Full Transfer Request - FIN-2016-61842

Good morning Meaghan,

The Ministry of Finance is requesting a full transfer of the above-noted FOI request to GCPE for a request from a media applicant:

In a similar format to GCP-2015-53853 a breakdown of all costs for all advertising and marketing costs of the BC Government for all media platforms including but not limited to TV, radio, print, broadcast, Internet and out-of-home. (Date Range for Record Search: From 04/01/2015 To 03/31/2016) Date Format is MM/DD/YYYY

GCPE has this same request open under GCP-2016-61844.

If GCPE will be responding with records, would you accept a full transfer of the above-noted FOI from the Ministry of Finance?

Thanks,

Matthew Prodan | Team Lead | Information Access Operations | Ministry of Finance | **Ph:** (250) 387-3411 | **e:** Matthew.Prodan@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1



Foster, Bruce GCPE:EX

From: Champion, Denise GCPE:EX
Sent: Thursday, May 5, 2016 9:10 AM
To: GCPE FOI Coordinator GCPE:EX
Cc: Taekema, Jack GCPE:EX
Subject: RE: FOI Request GCP 2016-61844 Due May 13

Follow Up Flag: Follow up
Flag Status: Completed

Hi Meaghan.

A slight modification – advise IAO that we are in the process of compiling the 2015/16 advertising expenditure information for release with Public Accounts in July 2016. Thank you!

Denise

From: GCPE FOI Coordinator GCPE:EX
Sent: Thursday, May 5, 2016 9:05 AM
To: Champion, Denise GCPE:EX
Cc: Taekema, Jack GCPE:EX
Subject: FW: FOI Request GCP 2016-61844 Due May 13

Good morning!

This is the current FOI request I was talking about yesterday where the applicant is looking for a 2015/16 advertising expenditures breakdown in the same format as GCP-2015-53853 (attached). If GCPE wants to proceed as a NIL records response, I have attached the completed Call for Records form with the following statement:

"The expenditures for 2015/16 will be available after public accounts - some time in July 2016..."

Please let me know if you agree with this response and I will proceed with the sign-off process.

Thank you,

Meaghan Thorkelson

Freedom of Information Coordinator, GCPE
Cell: (250) 882-3811

From: Thorkelson, Meaghan GCPE:EX
Sent: Friday, April 29, 2016 10:44 AM
To: Champion, Denise GCPE:EX
Cc: Taekema, Jack GCPE:EX; Dila, Mary GCPE:EX; Stewart, Dawn M GCPE:EX; Foster, Bruce GCPE:EX; Sali, Gurmeet GCPE:EX; van Marum, Karen GCPE:EX; Fougner, Trish GCPE:EX; Porter, Rodney GCPE:EX
Subject: FOI Request GCP 2016-61844 Due May 13

Good morning Denise,

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:

In a similar format to GCP-2015-53853 a breakdown of all costs for all advertising and marketing costs of the BC Government for all media platforms including but not limited to TV, radio, print, broadcast, Internet and out-of-home. (Date Range for Record Search: From 04/01/2015 To 03/31/2016)

Information Request Type: Media

I spoke with Dawn and Jack about this one and they agreed that we would not have the expenditures table to provide them (as we did for GCP-2015-53853 - attached) until Public Accounts in July. I have attached the completed Call for Records form for a NIL records response for review. Please confirm that you agree with this response and I will send it into sign-off.

Thank you,

Meaghan Thorkelson

Freedom of Information Coordinator, GCPE
Cell: (250) 882-3811

Foster, Bruce GCPE:EX

From: Thorkelson, Meaghan GCPE:EX on behalf of GCPE FOI Coordinator GCPE:EX
Sent: Tuesday, May 10, 2016 1:29 PM
To: FOI Health Education FIN:EX
Cc: Dila, Mary GCPE:EX; MacNair, Tara FIN:EX; Champion, Denise GCPE:EX; Foster, Bruce GCPE:EX; Fougner, Trish GCPE:EX; Porter, Rodney GCPE:EX; Sall, Gurmeet GCPE:EX; van Marum, Karen GCPE:EX
Subject: GCPE Reply - Call for Records GCP-2016-61844 Due May 13, 2016
Attachments: Signed DM approval form GCP-2016-61844.pdf

Hello Tara,

Please find attached the signed DM approval form for FOI request GCP-2016-61844. **This is a NIL records response.** Please note the statement on the Call for Records form with GCPE's explanation of the NIL response.

If you have any questions, please let me know.

Thank you,

Meaghan Thorkelson

Freedom of Information Coordinator, GCPE
Cell: (250) 882-3811

From: MacNair, Tara [<mailto:FOI.Health.Education@gov.bc.ca>]
Sent: Friday, April 29, 2016 9:45 AM
To: GCPE FOI Coordinator GCPE:EX
Cc: Champion, Denise GCPE:EX; van Marum, Karen GCPE:EX; Fougner, Trish GCPE:EX; Sall, Gurmeet GCPE:EX
Subject: Call for Records GCP-2016-61844 Due May 13, 2016

Hello GCP,

Please find attached a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be Tara MacNair.

Please send the records to FOI.Health.Education@gov.bc.ca by May 13, 2016.

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

Please do not hesitate to contact your analyst to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;

- whether staff would be available to discuss the request with the applicant, if the applicant is agreeable;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Thank you,

Tara MacNair
FOI Analyst
Health / Education Team
Information Access Operations



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	April 25, 2016	Tara MacNair	May 6th, 2016	May 12, 2016

REQUEST DETAILS:

In a similar format to GCP-2015-53853 a breakdown of all costs for all advertising and marketing costs of the BC Government for all media platforms including but not limited to TV, radio, print, broadcast, Internet and out-of-home. (Date Range for Record Search: From 04/01/2015 To 03/31/2016)

Section 1: Initial Records Assessment

Do you hold responsive records? *If no, please provide an explanation that can be given to the applicant (if applicable):* YES ☐ NO ☒

We are in the process of compiling the 2015/16 advertising expenditure information for release with Public Accounts in July 2016.

Are you aware of other records that may be responsive to this request within your Ministry? YES ☐ NO ☒

Are you aware of other records that may be responsive to this request held by another public body? YES ☐ NO ☒

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:
John Paul Fraser, Deputy Minister GCPE		May 10, 2016

Section 2: Fee Estimate — General Request only (if this is a Personal Request skip to Section 3)

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.

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 applicable records and information of concern, the harms, and associated page numbers below.
- If any of these records have been prepared for, or used to inform, a decision of Cabinet or any of its committees, section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise: (1) what is the status of the issue? and (2) has the decision been made public or implemented?

(GENERAL REQUEST ONLY)-

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:

Meaghan Thorkelson, FOI Coordinator GCPE

250-882-3811

2016-05-05

Harms assessment completed by (Full Name, Title)

Program Area:

Government Communications and Public Engagement

Harms assessment approved by (Full Name, Title)