

Wray, Stephanie PREM:EX

From: IAO CentralTeam FIN:EX
Sent: Wednesday, May 18, 2016 3:24 PM
To: Wray, Stephanie PREM:EX
Subject: RE: Call for Records OOP-2016-62071 Records Due June 2, 2016

Done ☺

From: Wray, Stephanie PREM:EX
Sent: Wednesday, May 18, 2016 3:12 PM
To: IAO CentralTeam FIN:EX
Subject: RE: Call for Records OOP-2016-62071 Records Due June 2, 2016

Hi Kristen,

Can we please re-direct this one to IGRS as well?

Thank you,

Stephanie

From: Sanderson, Kristen [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Wednesday, May 18, 2016 9:44 AM
To: Leamy, Michelle T PREM:EX
Cc: Wray, Stephanie PREM:EX
Subject: Call for Records OOP-2016-62071 Records Due June 2, 2016

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*:

Regarding the Medal of Good Citizenship: Records about the concept, design, procurement, production, manufacture and delivery of the medals, ribbons, certificates and other items that are presented to winners including the quantities of the medals, ribbons and certificates and the dollar values for each, the names of all suppliers, how they were chosen - competitive vs. direct award - and the dollar value of each of their budgets and contracts. (Date Range for Record Search: From 04/01/2015 To 05/16/2016) Date Format is MM/DD/YYYY

Applicant Type: Media
Cross Government Number: N/A
Records Due: June 2, 2016
Legislated Due Date: June 29, 2016
IAO Contact: Derek Brennan

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

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.

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;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Derek Brennan
FOI Analyst
Central Agency Team
Information Access Operations

Wray, Stephanie PREM:EX

From: Brennan, Derek FIN:EX
Sent: Thursday, June 23, 2016 4:49 PM
To: IGRS FOI IGRS:EX
Cc: Wray, Stephanie PREM:EX
Subject: Sign off OOP-2016-62071/62073/62070/62069
Attachments: Draft Response.pdf; G - Sign Form.pdf

Good afternoon,

Please see the attached sign form and draft response letter for public body approval.
The legislated due date is June 29, 2016.

Thank you,

Derek Brennan HBA, JD | FOI Analyst | Information Access Operations | Shared Services BC
ph: 778-698-2333 | **e:** derek.brennan@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

Wray, Stephanie PREM:EX

From: IGRS FOI IGRS:EX
Sent: Friday, June 24, 2016 11:11 AM
To: Brennan, Derek FIN:EX; IGRS FOI IGRS:EX
Cc: Wray, Stephanie PREM:EX
Subject: RE: Sign off OOP-2016-62071/62073/62070/62069

Can we please have the redlines?

From: Brennan, Derek FIN:EX
Sent: Thursday, June 23, 2016 4:49 PM
To: IGRS FOI IGRS:EX
Cc: Wray, Stephanie PREM:EX
Subject: Sign off OOP-2016-62071/62073/62070/62069

Good afternoon,

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The legislated due date is June 29, 2016.

Thank you,

Derek Brennan HBA, JD | FOI Analyst | Information Access Operations | Shared Services BC
ph: 778-698-2333 | **e: derek.brennan@gov.bc.ca** | **m: PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2**

Wray, Stephanie PREM:EX

From: Brubacher, Kelly IGRS:EX
Sent: Thursday, June 30, 2016 9:42 AM
To: Olson, Alisha PREM:EX
Cc: Wray, Stephanie PREM:EX
Subject: FOI for signature
Attachments: 62071_62073_62070_62069_Sign_Sheet.pdf; Draft Response.pdf

Importance: High

Hi Alisha,

In Stephanie's absence, here is the sign off sheet for FOI 292-30/OOP-2016-62071/62073/62070/62069 that requires signatures from Neil and Kim. Please note the due date was June 29 is.14

Thank you,

Kelly Brubacher

Executive Coordinator | Intergovernmental Relations Secretariat | Office of the Premier | Government of British Columbia | Canada
Office: 250.387.0752
Cell: 250.507.6658
Fax: 250.387.1920
Email: Kelly.Brubacher@gov.bc.ca

Wray, Stephanie PREM:EX

From: Olson, Alisha PREM:EX
Sent: Thursday, June 30, 2016 9:47 AM
To: Brubacher, Kelly IGRS:EX
Cc: Wray, Stephanie PREM:EX
Subject: RE: FOI for signature

Hi Kelly, s.22

I am leaving this for action upon Stephanie's return.

From: Brubacher, Kelly IGRS:EX
Sent: Thursday, June 30, 2016 9:42 AM
To: Olson, Alisha PREM:EX
Cc: Wray, Stephanie PREM:EX
Subject: FOI for signature
Importance: High

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s.14

Thank you,

Kelly Brubacher

Executive Coordinator | Intergovernmental Relations Secretariat | Office of the Premier | Government of British Columbia | Canada
Office: 250.387.0752
Cell: 250.507.6658
Fax: 250.387.1920
Email: Kelly.Brubacher@gov.bc.ca

Wray, Stephanie PREM:EX

From: Brubacher, Kelly IGRS:EX
Sent: Thursday, June 30, 2016 10:15 AM
To: Olson, Alisha PREM:EX
Cc: Wray, Stephanie PREM:EX
Subject: RE: FOI for signature

Thank you Alisha. Have a lovely long weekend when it arrives!

From: Olson, Alisha PREM:EX
Sent: Thursday, June 30, 2016 9:47 AM
To: Brubacher, Kelly IGRS:EX
Cc: Wray, Stephanie PREM:EX
Subject: RE: FOI for signature

Hi Kelly, s.22

I am leaving this for action upon Stephanie's return.

From: Brubacher, Kelly IGRS:EX
Sent: Thursday, June 30, 2016 9:42 AM
To: Olson, Alisha PREM:EX
Cc: Wray, Stephanie PREM:EX
Subject: FOI for signature
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Executive Coordinator | Intergovernmental Relations Secretariat | Office of the Premier | Government of British Columbia | Canada

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Cell: 250.507.6658

Fax: 250.387.1920

Email: Kelly.Brubacher@gov.bc.ca

Wray, Stephanie PREM:EX

From: Gulsen, Gul PREM:EX
Sent: Monday, July 4, 2016 9:34 AM
To: Wray, Stephanie PREM:EX
Subject: Re: FOI for signature

Hi Stephanie,

Will do, as soon as our servers are back up!

Thanks,

Gul

On Jul 4, 2016, at 9:32 AM, Wray, Stephanie PREM:EX <Stephanie.Wray@gov.bc.ca> wrote:

Hi Gul,

Can you please print and get Neil to sign – then scan it back to me?

Thank you!

Stephanie

From: Brubacher, Kelly IGRS:EX
Sent: Thursday, June 30, 2016 9:42 AM
To: Olson, Alisha PREM:EX
Cc: Wray, Stephanie PREM:EX
Subject: FOI for signature
Importance: High

Hi Alisha,

In Stephanie's absence, here is the sign off sheet for FOI 292-30/OOP-2016-62071/62073/62070/62069 that requires signatures from Neil and Kim. Please note the due date was June 29 s.14 s.14

Thank you,

Kelly Brubacher

Executive Coordinator | Intergovernmental Relations Secretariat | Office of the Premier | Government of British Columbia | Canada
Office: 250.387.0752
Cell: 250.507.6658
Fax: 250.387.1920
Email: Kelly.Brubacher@gov.bc.ca

<62071_62073_62070_62069_Sign_Sheet.pdf>

<Draft Response.pdf>

Wray, Stephanie PREM:EX

From: IGRS FOI IGRS:EX
Sent: Monday, July 11, 2016 2:58 PM
To: Wray, Stephanie PREM:EX
Subject: RE: APPROVAL OOP-2016-62071/62073/62070/62069

Thank you!

From: Wray, Stephanie PREM:EX
Sent: Monday, July 11, 2016 1:43 PM
To: IGRS FOI IGRS:EX
Subject: RE: APPROVAL OOP-2016-62071/62073/62070/62069

Hi Kelly,

Here is the full scan.

Thank you,

Stephanie

From: IGRS FOI IGRS:EX
Sent: Monday, July 11, 2016 1:38 PM
To: Wray, Stephanie PREM:EX
Subject: RE: APPROVAL OOP-2016-62071/62073/62070/62069

Hi Stephanie,

It is only showing the first page scanned, no page with signatures.

Thanks,

Kelly

From: Wray, Stephanie PREM:EX
Sent: Monday, July 11, 2016 1:32 PM
To: IGRS FOI IGRS:EX
Subject: APPROVAL OOP-2016-62071/62073/62070/62069

Good afternoon,

Please see attached.

Thank you,

Stephanie

Wray, Stephanie PREM:EX

From: Brennan, Derek FIN:EX
Sent: Monday, July 18, 2016 2:41 PM
To: IGRS FOI IGRS:EX
Cc: Wray, Stephanie PREM:EX
Subject: Sign off OOP-2016-62071/62073/62070/62069
Attachments: Draft Response.pdf; G - Sign Form.pdf

Good afternoon,

Please see the attached sign form and draft response letter for public body approval.

Thank you,

Derek Brennan HBA, JD | FOI Analyst | Information Access Operations | Shared Services BC
ph: 778-698-2333 | **e: derek.brennan@gov.bc.ca** | **m: PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2**

Wray, Stephanie PREM:EX

From: IGRS FOI IGRS:EX
Sent: Wednesday, July 27, 2016 3:53 PM
To: Wray, Stephanie PREM:EX
Subject: Sign off OOP-2016-62071/62073/62070/62069
Attachments: Draft Response.pdf; 62071_62073_62070_62069_Sign_Sheet.pdf

Hi Stephanie,

Here is the signoff for FOI 62071/62073/62070/62069 regarding the Medal of Good Citizenship.

Thank you,

Kelly Brubacher

Executive Coordinator | Intergovernmental Relations Secretariat | Office of the Premier | Government of British Columbia | Canada

Office: 250.387.0752

Cell: 250.507.6658

Fax: 250.387.1920

Email: Kelly.Brubacher@gov.bc.ca

Wray, Stephanie PREM:EX

From: Wray, Stephanie PREM:EX
Sent: Friday, July 29, 2016 9:31 AM
To: IAO CentralTeam FIN:EX
Cc: IGRS FOI IGRS:EX
Subject: RESPONSE OOP-2016-62071-62073-62070-62069
Attachments: Scan_20160729.pdf

Good morning,

Please see attached CFR form to satisfy FOI request OOP-2016-62071/62073/62070-62069.

Thank you,

Stephanie



IAO - Review of Harms and Response Recommendations

Request Received: May 17, 2016 Due Date: June 29, 2016 Applicant type: Media

OOP-2016-62071 *Regarding the Medal of Good Citizenship: Records about the concept, design, procurement, production, manufacture and delivery of the medals, ribbons, certificates and other items that are presented to winners including the quantities of the medals, ribbons and certificates and the dollar values for each, the names of all suppliers, how they were chosen - competitive vs. direct award - and the dollar value of each of their budgets and contracts. (Date Range for Record Search: From 04/01/2015 To 05/16/2016)*

OOP-2016-62073 *Regarding the April 29, 2016 event and announcement of the presentation of the Medal of Good Citizenship to Dave Holmberg by Mike de Jong: Records about the strategic communications plan including the planning, production and execution of the event and interviews; How the announcement and news release date and time were chosen; Creation of quotes contained in the news release and other content of the release; The list of invitees and attendees to the event and the cost of the event. (Date Range for Record Search: From 04/01/2016 To 05/02/2016)*

OOP-2016-62070 *Copies of all nomination forms, descriptions of achievements, and signed testimonials for all citizens who have been selected to receive a Medal of Good Citizenship. (Date Range for Record Search: From 10/30/2015 To 05/16/2016)*

OOP-2016-62069 *Agendas and minutes for all meetings of the Medal of Good Citizenship committee. (Date Range for Record Search: From 10/30/2015 To 05/16/2016)*

Comments/Background:

- The Chief of Protocol in IGRS has been appointed to be secretary of the Selection Committee for the BC Medal of Good Citizenship (s. 19.2 of the Provincial Symbols and Honours Act) which is distinct from her role in IGRS.
- The British Columbia Medal of Good Citizenship Selection Committee was not designated as a public body under Schedule 2 of FOIPPA and was therefore not subject to the Act at the time the requests were made.
- IGRS advised that responsive records are treated separately from IGRS records and are not in their custody or control.
- s.14
- On July 11, 2016 The Medal of Good Citizenship Selection Committee was made a public body when it was added to Schedule 2 of FOIPPA by Ministerial Order. IGRS requested IAO redraft the applicant response letter in order to note this change.
- OOP-2016-62073 was directed to GCPE and FIN. Those requests are currently being processed by IAO.

Recommendations:


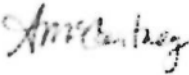

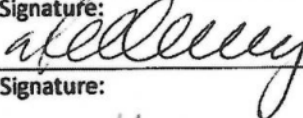

- Advise the applicant the requested records are not in the custody or under the control of the Office of the Premier and that requests can now be submitted to The Medal of Good Citizenship Selection Committee through IAO.
- Please see the attached draft response letter for the applicant.

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.

- o IAO recommends: Do not publish.
- o The reason for 'Do Not Publish' is: Outside the Scope of publication policy

FOI Analyst: Derek Brennan	Signature: 	Date: July 14, 2016
Team Lead: Angela McCartney	Signature: 	Date: July 18, 2016
Ministry - Agreement with Recommendations		
Pierrette Maranda Associate Deputy Minister	Signature: 	Date: July 27, 2016
Neil Sweeney Deputy Minister	Signature: 	Date: July 27/16
Kim Henderson Deputy Minister to the Premier and Cabinet Secretary and Head of the Public Service	Signature: 	Date: July 28/16
Comments:		

Doyle, Toyoko FIN:EX

From: Brennan, Derek FIN:EX
Sent: Wednesday, August 31, 2016 2:08 PM
To: IGRS FOI IGRS:EX
Subject: RE: Sign off OOP-2016-62071/62073/62070/62069
Attachments: Response Letter.pdf

Please find a copy of the signed response letter the applicant received on August 3 (with their contact info removed).

Thanks,
Derek

From: IGRS FOI IGRS:EX
Sent: Wednesday, August 31, 2016 1:25 PM
To: Brennan, Derek FIN:EX; Elbahir, Cindy FIN:EX
Subject: FW: Sign off OOP-2016-62071/62073/62070/62069
Importance: High

Can you please confirm that the text in the draft response is exactly the same as the response letter that was sent – or, better, send me a copy of the signed response letter please?

From: Brennan, Derek FIN:EX
Sent: Monday, July 18, 2016 2:41 PM
To: IGRS FOI IGRS:EX
Cc: Wray, Stephanie PREM:EX
Subject: Sign off OOP-2016-62071/62073/62070/62069

Good afternoon,

Please see the attached sign form and draft response letter for public body approval.

Thank you,

Derek Brennan HBA, JD | FOI Analyst | Information Access Operations | Shared Services BC
ph: 778-698-2333 | e: derek.brennan@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

ARCS: 292- 30
File: OOP-2016-62071
OOP-2016-62073
OOP-2016-62070
OOP-2016-62069

August 3, 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 requests received by the Office of the Premier. Your requests are for:

OOP-2016-62071 *Regarding the Medal of Good Citizenship: Records about the concept, design, procurement, production, manufacture and delivery of the medals, ribbons, certificates and other items that are presented to winners including the quantities of the medals, ribbons and certificates and the dollar values for each, the names of all suppliers, how they were chosen - competitive vs. direct award - and the dollar value of each of their budgets and contracts. (Date Range for Record Search: From 04/01/2015 To 05/16/2016)*

OOP-2016-62073 *Regarding the April 29, 2016 event and announcement of the presentation of the Medal of Good Citizenship to Dave Holmberg by Mike de Jong: Records about the strategic communications plan including the planning, production and execution of the event and interviews; How the announcement and news release date and time were chosen; Creation of quotes contained in the news release and other content of the release; The list of invitees and attendees to the event and the cost of the event. (Date Range for Record Search: From 04/01/2016 To 05/02/2016)*

OOP-2016-62070 *Copies of all nomination forms, descriptions of achievements, and signed testimonials for all citizens who have been selected to receive a Medal of Good Citizenship. (Date Range for Record Search: From 10/30/2015 To 05/16/2016)*

OOP-2016-62069 *Agendas and minutes for all meetings of the Medal of Good Citizenship committee. (Date Range for Record Search: From 10/30/2015 To 05/16/2016)*

Please be advised that at the time you submitted your request the British Columbia Medal of Good Citizenship Selection Committee was not designated as a public body under Schedule 2 of FOIPPA.

Division 2 (British Columbia Medal of Good Citizenship), Section 19.2 of the Provincial Symbols and Honours Act states:

Secretary of selection committee

19.2 (1) The Lieutenant Governor in Council may appoint an employee of the government to be the secretary of the selection committee.

(2) The secretary's function is to maintain the records of the selection committee and to perform other duties that the selection committee may require.

Although the Secretary of the selection committee is an employee of the government, the records she holds are not in the custody or under the control of the Office of the Premier.

FOIPPA was amended on July 11, 2016 by way of Ministerial Order. The Medal of Good Citizenship Selection Committee is now a public body under Schedule 2 of FOIPPA. You may submit your FOI requests to the Medal of Good Citizenship Selection Committee by email to FOI.Requests@gov.bc.ca or by post to:

Information Access Operations
PO Box 9569
Stn Prov Govt
Victoria BC V8W 9K1

Your files are now closed.

If you have any questions regarding your request, please contact Derek Brennan, the analyst assigned to your request, at 778 698-2333. 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 778 698-2333.

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,



On behalf of Cindy Elbahir, Manager
Central Agency Team, Information Access Operations

Enclosure

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

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

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

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

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

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

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

Doyle, Toyoko FIN:EX

From: Wray, Stephanie PREM:EX
Sent: Friday, July 29, 2016 9:31 AM
To: IAO CentralTeam FIN:EX
Cc: IGRS FOI IGRS:EX
Subject: RESPONSE OOP-2016-62071-62073-62070-62069
Attachments: Scan_20160729.pdf

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Thank you,

Stephanie

IAO - Review of Harms and Response Recommendations

Request Received: May 17, 2016 **Due Date:** June 29, 2016 **Applicant type:** Media

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Recommendations:


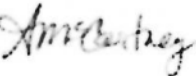
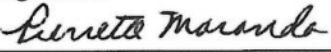
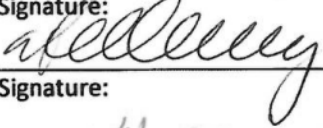

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- IAO recommends: Do not publish.
- The reason for 'Do Not Publish' is: Outside the Scope of publication policy

FOI Analyst: Derek Brennan	Signature: 	Date: July 14, 2016
Team Lead: Angela McCartney	Signature: 	Date: July 18, 2016
Ministry - Agreement with Recommendations		
Pierrette Maranda Associate Deputy Minister	Signature: 	Date: July 27, 2016
Neil Sweeney Deputy Minister	Signature: 	Date: July 27/16
Kim Henderson Deputy Minister to the Premier and Cabinet Secretary and Head of the Public Service	Signature: 	Date: July 28/16
Comments:		

Doyle, Toyoko FIN:EX

From: Brubacher, Kelly IGRS:EX on behalf of IGRS FOI IGRS:EX
Sent: Wednesday, July 27, 2016 3:53 PM
To: Wray, Stephanie PREM:EX
Subject: Sign off OOP-2016-62071/62073/62070/62069
Attachments: Draft Response.pdf; 62071_62073_62070_62069_Sign_Sheet.pdf

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Thank you,

Kelly Brubacher

Executive Coordinator | Intergovernmental Relations Secretariat | Office of the Premier | Government of British Columbia | Canada
Office: 250.387.0752
Cell: 250.507.6658
Fax: 250.387.1920
Email: Kelly.Brubacher@gov.bc.ca

ARCS: 292- 30
File: OOP-2016-62071
OOP-2016-62073
OOP-2016-62070
OOP-2016-62069

June 14, 2016

Sent via email:

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OOP-2016-62069 *Agendas and minutes for all meetings of the Medal of Good Citizenship committee. (Date Range for Record Search: From 10/30/2015 To 05/16/2016)*

Please be advised that at the time you submitted your request the British Columbia Medal of Good Citizenship Selection Committee was not designated as a public body under Schedule 2 of FOIPPA.

Division 2 (British Columbia Medal of Good Citizenship), Section 19.2 of the Provincial Symbols and Honours Act states:

Secretary of selection committee

19.2 (1) The Lieutenant Governor in Council may appoint an employee of the government to be the secretary of the selection committee.

(2) The secretary's function is to maintain the records of the selection committee and to perform other duties that the selection committee may require.

Although the Secretary of the selection committee is an employee of the government, the records she holds are not in the custody or under the control of the Office of the Premier.

FOIPPA was amended on July 11, 2016 by way of Ministerial Order. The Medal of Good Citizenship Selection Committee is now a public body under Schedule 2 of FOIPPA. You may submit your FOI requests to the Medal of Good Citizenship Selection Committee by email to FOI.Requests@gov.bc.ca or by post to:

Information Access Operations
PO Box 9569
Stn Prov Govt
Victoria BC V8W 9K1

Your files are now closed.

If you have any questions regarding your request, please contact Derek Brennan, the analyst assigned to your request, at 778 698-2333. 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 778 698-2333.

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,

Cindy Elbahir, Manager
Central Agency Team, Information Access Operations

Enclosure

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

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

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

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

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

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

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

IAO - Review of Harms and Response Recommendations

Request Received: May 17, 2016 **Due Date:** June 29, 2016 **Applicant type:** Media

OOP-2016-62071 *Regarding the Medal of Good Citizenship: Records about the concept, design, procurement, production, manufacture and delivery of the medals, ribbons, certificates and other items that are presented to winners including the quantities of the medals, ribbons and certificates and the dollar values for each, the names of all suppliers, how they were chosen - competitive vs. direct award - and the dollar value of each of their budgets and contracts. (Date Range for Record Search: From 04/01/2015 To 05/16/2016)*

OOP-2016-62073 *Regarding the April 29, 2016 event and announcement of the presentation of the Medal of Good Citizenship to Dave Holmberg by Mike de Jong: Records about the strategic communications plan including the planning, production and execution of the event and interviews; How the announcement and news release date and time were chosen; Creation of quotes contained in the news release and other content of the release; The list of invitees and attendees to the event and the cost of the event. (Date Range for Record Search: From 04/01/2016 To 05/02/2016)*

OOP-2016-62070 *Copies of all nomination forms, descriptions of achievements, and signed testimonials for all citizens who have been selected to receive a Medal of Good Citizenship. (Date Range for Record Search: From 10/30/2015 To 05/16/2016)*

OOP-2016-62069 *Agendas and minutes for all meetings of the Medal of Good Citizenship committee. (Date Range for Record Search: From 10/30/2015 To 05/16/2016)*

Comments/Background:

- The Chief of Protocol in IGRS has been appointed to be secretary of the Selection Committee for the BC Medal of Good Citizenship (s. 19.2 of the Provincial Symbols and Honours Act) which is distinct from her role in IGRS.
- The British Columbia Medal of Good Citizenship Selection Committee was not designated as a public body under Schedule 2 of FOIPPA and was therefore not subject to the Act at the time the requests were made.
- IGRS advised that responsive records are treated separately from IGRS records and are not in their custody or control.
- s.14
- On July 11, 2016 The Medal of Good Citizenship Selection Committee was made a public body when it was added to Schedule 2 of FOIPPA by Ministerial Order. IGRS requested IAO redraft the applicant response letter in order to note this change.
- OOP-2016-62073 was directed to GCPE and FIN. Those requests are currently being processed by IAO.

Recommendations:


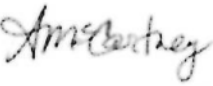

- Advise the applicant the requested records are not in the custody or under the control of the Office of the Premier and that requests can now be submitted to The Medal of Good Citizenship Selection Committee through IAO.
- Please see the attached draft response letter for the applicant.

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.
- The reason for 'Do Not Publish' is: Outside the Scope of publication policy

FOI Analyst: Derek Brennan	Signature: 	Date: July 14, 2016
Team Lead: Angela McCartney	Signature: 	Date: July 18, 2016
Ministry - Agreement with Recommendations		
Pierrette Maranda Associate Deputy Minister	Signature: 	Date: July 27, 2016
Neil Sweeney Deputy Minister	Signature:	Date:
Kim Henderson Deputy Minister to the Premier and Cabinet Secretary and Head of the Public Service	Signature:	Date:
Comments:		

Doyle, Toyoko FIN:EX

From: Brubacher, Kelly IGRS:EX on behalf of IGRS FOI IGRS:EX
Sent: Tuesday, July 19, 2016 12:54 PM
To: Brennan, Derek FIN:EX
Subject: RE: Sign off OOP-2016-62071/62073/62070/62069

Thank you Derek.

From: Brennan, Derek FIN:EX
Sent: Tuesday, July 19, 2016 12:51 PM
To: IGRS FOI IGRS:EX
Subject: RE: Sign off OOP-2016-62071/62073/62070/62069

Hi Kelly,

The legislated due date of these requests was June 29th so as soon as possible/feasible would be great.

Thanks,
Derek

From: IGRS FOI IGRS:EX
Sent: Tuesday, July 19, 2016 12:48 PM
To: IAO CentralTeam FIN:EX
Cc: Brennan, Derek FIN:EX
Subject: Q: Sign off OOP-2016-62071/62073/62070/62069

Hi Derek,

What is the due date to have this sign off complete? All 3 signatories are out of town.

Thank you,

Kelly

From: Brennan, Derek FIN:EX
Sent: Monday, July 18, 2016 2:41 PM
To: IGRS FOI IGRS:EX
Cc: Wray, Stephanie PREM:EX
Subject: Sign off OOP-2016-62071/62073/62070/62069

Good afternoon,

Please see the attached sign form and draft response letter for public body approval.

Thank you,

Derek Brennan HBA, JD | FOI Analyst | Information Access Operations | Shared Services BC
ph: 778-698-2333 | e: derek.brennan@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

Doyle, Toyoko FIN:EX

From: Brubacher, Kelly IGRS:EX on behalf of IGRS FOI IGRS:EX
Sent: Tuesday, July 19, 2016 12:51 PM
To: Maranda, Pierrette IGRS:EX
Subject: Sign off OOP-2016-62071/62073/62070/62069
Attachments: Draft Response.pdf; G - Sign Form.pdf

Hi Pierrette,

This is the sign off sheet for the MGC request. I am sending now in case you wish to discuss with Neil and Kim and get all sign offs completed there. I have requested the due date.

Thank you,

Kelly

From: Brennan, Derek FIN:EX
Sent: Monday, July 18, 2016 2:41 PM
To: IGRS FOI IGRS:EX
Cc: Wray, Stephanie PREM:EX
Subject: Sign off OOP-2016-62071/62073/62070/62069

Good afternoon,

Please see the attached sign form and draft response letter for public body approval.

Thank you,

Derek Brennan HBA, JD | FOI Analyst | Information Access Operations | Shared Services BC
ph: 778-698-2333 | e: derek.brennan@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

IAO - Review of Harms and Response Recommendations

Request Received: May 17, 2016 **Due Date:** June 29, 2016 **Applicant type:** Media

OOP-2016-62071 *Regarding the Medal of Good Citizenship: Records about the concept, design, procurement, production, manufacture and delivery of the medals, ribbons, certificates and other items that are presented to winners including the quantities of the medals, ribbons and certificates and the dollar values for each, the names of all suppliers, how they were chosen - competitive vs. direct award - and the dollar value of each of their budgets and contracts. (Date Range for Record Search: From 04/01/2015 To 05/16/2016)*

OOP-2016-62073 *Regarding the April 29, 2016 event and announcement of the presentation of the Medal of Good Citizenship to Dave Holmberg by Mike de Jong: Records about the strategic communications plan including the planning, production and execution of the event and interviews; How the announcement and news release date and time were chosen; Creation of quotes contained in the news release and other content of the release; The list of invitees and attendees to the event and the cost of the event. (Date Range for Record Search: From 04/01/2016 To 05/02/2016)*

OOP-2016-62070 *Copies of all nomination forms, descriptions of achievements, and signed testimonials for all citizens who have been selected to receive a Medal of Good Citizenship. (Date Range for Record Search: From 10/30/2015 To 05/16/2016)*

OOP-2016-62069 *Agendas and minutes for all meetings of the Medal of Good Citizenship committee. (Date Range for Record Search: From 10/30/2015 To 05/16/2016)*

Comments/Background:

- The Chief of Protocol in IGRS has been appointed to be secretary of the Selection Committee for the BC Medal of Good Citizenship (s. 19.2 of the Provincial Symbols and Honours Act) which is distinct from her role in IGRS.
- The British Columbia Medal of Good Citizenship Selection Committee was not designated as a public body under Schedule 2 of FOIPPA and was therefore not subject to the Act at the time the requests were made.
- IGRS advised that responsive records are treated separately from IGRS records and are not in their custody or control.
- s.14
- On July 11, 2016 The Medal of Good Citizenship Selection Committee was made a public body when it was added to Schedule 2 of FOIPPA by Ministerial Order. IGRS requested IAO redraft the applicant response letter in order to note this change.
- OOP-2016-62073 was directed to GCPE and FIN. Those requests are currently being processed by IAO.

Recommendations:

- Advise the applicant the requested records are not in the custody or under the control of the Office of the Premier and that requests can now be submitted to The Medal of Good Citizenship Selection Committee through IAO.
- 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.
- The reason for 'Do Not Publish' is: Outside the Scope of publication policy

FOI Analyst: Derek Brennan

Signature:



Date: July 14, 2016

Team Lead:
Angela McCartney

Signature:



Date: July 18, 2016

Ministry - Agreement with Recommendations

Pierrette Maranda
Associate Deputy Minister

Signature:

Date:

Neil Sweeney
Deputy Minister

Signature:

Date:

Kim Henderson
Deputy Minister to the Premier and
Cabinet Secretary and Head of the
Public Service

Signature:

Date:

Comments:

Doyle, Toyoko FIN:EX

From: Robertson, Glenda J IGRS:EX on behalf of IGRS FOI IGRS:EX
Sent: Thursday, July 14, 2016 4:21 PM
To: McCartney, Angela FIN:EX
Subject: RE: APPROVAL OOP-2016-62071/62073/62070/62069

Sorry, Angela, it's me Glenda.

From: McCartney, Angela FIN:EX
Sent: Thursday, July 14, 2016 8:24 AM
To: IGRS FOI IGRS:EX
Subject: RE: APPROVAL OOP-2016-62071/62073/62070/62069

Hello,
I'm not sure who was writing to ask this question? Can you give me a call?

Thanks,
Angela

From: IGRS FOI IGRS:EX
Sent: Wednesday, July 13, 2016 10:08 AM
To: McCartney, Angela FIN:EX
Subject: FW: APPROVAL OOP-2016-62071/62073/62070/62069

Hi, Angela
Can you please advise me on what happened with this request? This has been signed, but we have also had a discussion about the imminent addition as a public body.
I'm not sure what the end result was – was this held back and the applicant advised to re-apply or are we now to go ahead with the various requests, keeping in mind that we are already way past the due date and Protocol had indicated they might require extra time for volume, etc.?

From: Wray, Stephanie PREM:EX
Sent: Monday, July 11, 2016 1:43 PM
To: IGRS FOI IGRS:EX
Subject: RE: APPROVAL OOP-2016-62071/62073/62070/62069

Hi Kelly,

Here is the full scan.

Thank you,

Stephanie

From: IGRS FOI IGRS:EX
Sent: Monday, July 11, 2016 1:38 PM
To: Wray, Stephanie PREM:EX
Subject: RE: APPROVAL OOP-2016-62071/62073/62070/62069

Hi Stephanie,

It is only showing the first page scanned, no page with signatures.

Thanks,

Kelly

From: Wray, Stephanie PREM:EX
Sent: Monday, July 11, 2016 1:32 PM
To: IGRS FOI IGRS:EX
Subject: APPROVAL OOP-2016-62071/62073/62070/62069

Good afternoon,

Please see attached.

Thank you,

Stephanie

Doyle, Toyoko FIN:EX

From: Robertson, Glenda J IGRS:EX on behalf of IGRS FOI IGRS:EX
Sent: Wednesday, July 13, 2016 10:08 AM
To: McCartney, Angela FIN:EX
Subject: FW: APPROVAL OOP-2016-62071/62073/62070/62069
Attachments: Scan_20160711.pdf

Hi, Angela

Can you please advise me on what happened with this request? This has been signed, but we have also had a discussion about the imminent addition as a public body.

I'm not sure what the end result was – was this held back and the applicant advised to re-apply or are we now to go ahead with the various requests, keeping in mind that we are already way past the due date and Protocol had indicated they might require extra time for volume, etc.?

From: Wray, Stephanie PREM:EX
Sent: Monday, July 11, 2016 1:43 PM
To: IGRS FOI IGRS:EX
Subject: RE: APPROVAL OOP-2016-62071/62073/62070/62069

Hi Kelly,

Here is the full scan.

Thank you,

Stephanie

From: IGRS FOI IGRS:EX
Sent: Monday, July 11, 2016 1:38 PM
To: Wray, Stephanie PREM:EX
Subject: RE: APPROVAL OOP-2016-62071/62073/62070/62069

Hi Stephanie,

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Thanks,

Kelly

From: Wray, Stephanie PREM:EX
Sent: Monday, July 11, 2016 1:32 PM
To: IGRS FOI IGRS:EX
Subject: APPROVAL OOP-2016-62071/62073/62070/62069

Good afternoon,

Please see attached.

Thank you,

Stephanie



IAO - Review of Harms and Response Recommendations

Request Received: May 17, 2016 Due Date: June 29, 2016 Applicant type: Media

OOP-2016-62071 Regarding the Medal of Good Citizenship: Records about the concept, design, procurement, production, manufacture and delivery of the medals, ribbons, certificates and other items that are presented to winners including the quantities of the medals, ribbons and certificates and the dollar values for each, the names of all suppliers, how they were chosen - competitive vs. direct award - and the dollar value of each of their budgets and contracts. (Date Range for Record Search: From 04/01/2015 To 05/16/2016)

OOP-2016-62073 Regarding the April 29, 2016 event and announcement of the presentation of the Medal of Good Citizenship to Dave Holmberg by Mike de Jong: Records about the strategic communications plan including the planning, production and execution of the event and interviews; How the announcement and news release date and time were chosen; Creation of quotes contained in the news release and other content of the release; The list of invitees and attendees to the event and the cost of the event. (Date Range for Record Search: From 04/01/2016 To 05/02/2016)

OOP-2016-62070 Copies of all nomination forms, descriptions of achievements, and signed testimonials for all citizens who have been selected to receive a Medal of Good Citizenship. (Date Range for Record Search: From 10/30/2015 To 05/16/2016)

OOP-2016-62069 Agendas and minutes for all meetings of the Medal of Good Citizenship committee. (Date Range for Record Search: From 10/30/2015 To 05/16/2016)

Comments/Background:


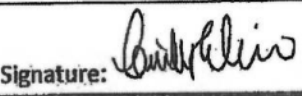
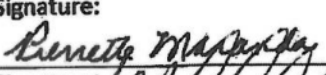
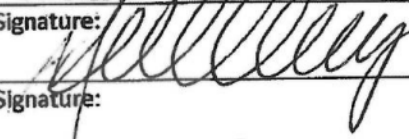
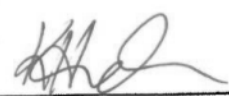
- The Chief of Protocol in IGRS has been appointed to be secretary of the Selection Committee for the BC Medal of Good Citizenship (s. 19.2 of the Provincial Symbols and Honours Act) which is distinct from her role in IGRS. The British Columbia Medal of Good Citizenship Selection Committee is not designated as a public body under Schedule 2 of FOIPPA and is therefore not subject to the Act.
- IGRS advised that responsive records are treated separately from IGRS records and are not in their custody or control.
- s.14
- OOP-2016-62073 was directed to GCPE and FIN. Those requests are currently being processed by IAO.

Recommendations:

- Advise the applicant the requested records are not in the custody or under the control of the Office of the Premier.
- 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.
 - The reason for 'Do Not Publish' is: Outside the Scope of publication policy

FOI Analyst: Derek Brennan	Signature: 	Date: June 22, 2016
Manager: Cindy Elbahr	Signature: 	Date: June 23, 2016
Ministry - Agreement with Recommendations		
Pierrette Maranda Associate Deputy Minister	Signature: 	Date: June 29, 2016
Neil Sweeney Deputy Minister	Signature: 	Date: Jul 6/16
Kim Henderson Deputy Minister to the Premier and Cabinet Secretary and Head of the Public Service	Signature: 	Date: July 7/16
Comments:		

Doyle, Toyoko FIN:EX

From: Olson, Alisha PREM:EX
Sent: Thursday, June 30, 2016 9:47 AM
To: Brubacher, Kelly IGRS:EX
Cc: Wray, Stephanie PREM:EX
Subject: RE: FOI for signature

Hi Kelly, s.22

I am leaving this for action upon Stephanie's return.

From: Brubacher, Kelly IGRS:EX
Sent: Thursday, June 30, 2016 9:42 AM
To: Olson, Alisha PREM:EX
Cc: Wray, Stephanie PREM:EX
Subject: FOI for signature
Importance: High

Hi Alisha,

In Stephanie's absence, here is the sign off sheet for FOI 292-30/OOP-2016-62071/62073/62070/62069 that requires signatures from Neil and Kim. Please note the due date was June 29 S.14
S.14

Thank you,

Kelly Brubacher

Executive Coordinator | Intergovernmental Relations Secretariat | Office of the Premier | Government of British Columbia | Canada
Office: 250.387.0752
Cell: 250.507.6658
Fax: 250.387.1920
Email: Kelly.Brubacher@gov.bc.ca

IAO - Review of Helios and Response Recommendations

Request Received: May 17, 2016 **Due Date:** June 29, 2016 **Applicant type:** Media

OOP-2016-62071 *Regarding the Medal of Good Citizenship: Records about the concept, design, procurement, production, manufacture and delivery of the medals, ribbons, certificates and other items that are presented to winners including the quantities of the medals, ribbons and certificates and the dollar values for each, the names of all suppliers, how they were chosen - competitive vs. direct award - and the dollar value of each of their budgets and contracts. (Date Range for Record Search: From 04/01/2015 To 05/16/2016)*

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OOP-2016-62070 *Copies of all nomination forms, descriptions of achievements, and signed testimonials for all citizens who have been selected to receive a Medal of Good Citizenship. (Date Range for Record Search: From 10/30/2015 To 05/16/2016)*

OOP-2016-62069 *Agendas and minutes for all meetings of the Medal of Good Citizenship committee. (Date Range for Record Search: From 10/30/2015 To 05/16/2016)*

Comments/Background:

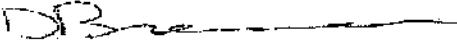

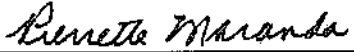
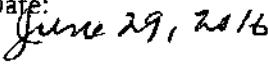
- The Chief of Protocol in IGRS has been appointed to be secretary of the Selection Committee for the BC Medal of Good Citizenship (s. 19.2 of the Provincial Symbols and Honours Act) which is distinct from her role in IGRS. The British Columbia Medal of Good Citizenship Selection Committee is not designated as a public body under Schedule 2 of FOIPPA and is therefore not subject to the Act.
- IGRS advised that responsive records are treated separately from IGRS records and are not in their custody or control.
- s.14
- OOP-2016-62073 was directed to GCPE and FIN. Those requests are currently being processed by IAO.

Recommendations:

- Advise the applicant the requested records are not in the custody or under the control of the Office of the Premier.
- 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.
 - The reason for 'Do Not Publish' is: Outside the Scope of publication policy

FOI Analyst: Derek Brennan	Signature: 	Date: June 22, 2016
Manager: Cindy Elbahir	Signature: 	Date: June 23, 2016
Ministry - Agreement with Recommendations		
Pierrette Maranda Associate Deputy Minister	Signature: 	Date: 
Neil Sweeney Deputy Minister	Signature:	Date:
Kim Henderson Deputy Minister to the Premier and Cabinet Secretary and Head of the Public Service	Signature:	Date:
Comments:		

Doyle, Toyoko FIN:EX

From: IGRS FOI IGRS:EX
Sent: Monday, June 27, 2016 11:04 AM
To: IGRS FOI IGRS:EX
Subject: FW: Sign off OOP-2016-62071/62073/62070/62069

Hi Glenda,

Lucy is getting advice on this one.

Thanks,

Kelly

From: IAO CentralTeam FIN:EX
Sent: Friday, June 24, 2016 4:05 PM
To: IGRS FOI IGRS:EX
Cc: Brennan, Derek FIN:EX
Subject: RE: Sign off OOP-2016-62071/62073/62070/62069

An NRR is a no records response.

I believe this was a one off due to the complexity of how the documents are officially handled. I am sure Derek or Cindy can provide a much more detailed explanation if you wanted to know all that is behind it.

Have a great weekend,

Kristen

From: IGRS FOI IGRS:EX
Sent: Friday, June 24, 2016 3:51 PM
To: IGRS FOI IGRS:EX; IAO CentralTeam FIN:EX
Cc: Brennan, Derek FIN:EX
Subject: RE: Sign off OOP-2016-62071/62073/62070/62069

Well, actually, I'm unclear. What is an 'NRR'? Is this now how calendar requests will work? Inquiring minds want to know...

Glenda

From: IGRS FOI IGRS:EX
Sent: Friday, June 24, 2016 3:04 PM
To: IAO CentralTeam FIN:EX; IGRS FOI IGRS:EX
Cc: Brennan, Derek FIN:EX
Subject: RE: Sign off OOP-2016-62071/62073/62070/62069

Thank you for clarifying Kristen!

Kelly

From: IAO CentralTeam FIN:EX
Sent: Friday, June 24, 2016 2:59 PM
To: IGRS FOI IGRS:EX; IAO CentralTeam FIN:EX
Cc: Brennan, Derek FIN:EX
Subject: RE: Sign off OOP-2016-62071/62073/62070/62069

Hi Kelly,

I spoke with Cindy and this is a NRR so there would be no redlines. There are some interesting logistics around it and the sign form will clearly show what is going on with the files.

Regards,

Kristen

From: IGRS FOI IGRS:EX
Sent: Friday, June 24, 2016 2:34 PM
To: IAO CentralTeam FIN:EX
Cc: Brennan, Derek FIN:EX; IGRS FOI IGRS:EX
Subject: FW: Sign off OOP-2016-62071/62073/62070/62069

Hello,

Could someone else please send this through if Derek is not available today?

Thank you!

Kelly

From: IGRS FOI IGRS:EX
Sent: Friday, June 24, 2016 11:11 AM
To: Brennan, Derek FIN:EX; IGRS FOI IGRS:EX
Cc: Wray, Stephanie PREM:EX
Subject: RE: Sign off OOP-2016-62071/62073/62070/62069

Can we please have the redlines?

From: Brennan, Derek FIN:EX
Sent: Thursday, June 23, 2016 4:49 PM
To: IGRS FOI IGRS:EX
Cc: Wray, Stephanie PREM:EX
Subject: Sign off OOP-2016-62071/62073/62070/62069

Good afternoon,

Please see the attached sign form and draft response letter for public body approval.
The legislated due date is June 29, 2016.

Thank you,

Derek Brennan HBA, JD | FOI Analyst | Information Access Operations | Shared Services BC
ph: **778-698-2333** | e: derek.brennan@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

IAO - Review of Harms and Response Recommendations

Request Received: May 17, 2016 **Due Date:** June 29, 2016 **Applicant type:** Media

OOP-2016-62071 *Regarding the Medal of Good Citizenship: Records about the concept, design, procurement, production, manufacture and delivery of the medals, ribbons, certificates and other items that are presented to winners including the quantities of the medals, ribbons and certificates and the dollar values for each, the names of all suppliers, how they were chosen - competitive vs. direct award - and the dollar value of each of their budgets and contracts. (Date Range for Record Search: From 04/01/2015 To 05/16/2016)*

OOP-2016-62073 *Regarding the April 29, 2016 event and announcement of the presentation of the Medal of Good Citizenship to Dave Holmberg by Mike de Jong: Records about the strategic communications plan including the planning, production and execution of the event and interviews; How the announcement and news release date and time were chosen; Creation of quotes contained in the news release and other content of the release; The list of invitees and attendees to the event and the cost of the event. (Date Range for Record Search: From 04/01/2016 To 05/02/2016)*

OOP-2016-62070 *Copies of all nomination forms, descriptions of achievements, and signed testimonials for all citizens who have been selected to receive a Medal of Good Citizenship. (Date Range for Record Search: From 10/30/2015 To 05/16/2016)*

OOP-2016-62069 *Agendas and minutes for all meetings of the Medal of Good Citizenship committee. (Date Range for Record Search: From 10/30/2015 To 05/16/2016)*

Comments/Background:

- The Chief of Protocol in IGRS has been appointed to be secretary of the Selection Committee for the BC Medal of Good Citizenship (s. 19.2 of the Provincial Symbols and Honours Act) which is distinct from her role in IGRS. The British Columbia Medal of Good Citizenship Selection Committee is not designated as a public body under Schedule 2 of FOIPPA and is therefore not subject to the Act.
- IGRS advised that responsive records are treated separately from IGRS records and are not in their custody or control.
- s.14
- OOP-2016-62073 was directed to GCPE and FIN. Those requests are currently being processed by IAO.

Recommendations:

- Advise the applicant the requested records are not in the custody or under the control of the Office of the Premier.
- 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.
 - The reason for 'Do Not Publish' is: Outside the Scope of publication policy

FOI Analyst: Derek Brennan	Signature: 	Date: June 22, 2016
Manager: Cindy Elbahir	Signature: 	Date: June 23, 2016
Ministry - Agreement with Recommendations		
Pierrette Maranda Associate Deputy Minister	Signature:	Date:
Neil Sweeney Deputy Minister	Signature:	Date:
Kim Henderson Deputy Minister to the Premier and Cabinet Secretary and Head of the Public Service	Signature:	Date:
Comments:		

Doyle, Toyoko FIN:EX

From: IAO CentralTeam FIN:EX
Sent: Thursday, June 16, 2016 2:13 PM
To: IGRS FOI IGRS:EX
Cc: Brennan, Derek FIN:EX
Subject: RE: Call for Records OOP-2016-62073 Due June 30, 2016

I (Kristen) have been sending out the CFRs for staff.

I didn't receive this request until recently so it auto chose the 10 days and it shows the legislated due date as June 29th as this file apparently came in on the 17th of May.

I will look into why we had the delay, but in the dates are correct.

Regards,

Kristen

From: IGRS FOI IGRS:EX
Sent: Thursday, June 16, 2016 2:08 PM
To: IAO CentralTeam FIN:EX
Subject: RE: Call for Records OOP-2016-62073 Due June 30, 2016

Derek – you have the reply due date and legislated due date the same date. Can you please clarify?

From: Brennan, Derek [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Thursday, June 16, 2016 12:55 PM
To: IGRS FOI IGRS:EX
Cc: Wray, Stephanie PREM:EX
Subject: Call for Records OOP-2016-62073 Due June 30, 2016

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*:

Regarding the April 29, 2016 event and announcement of the presentation of the Medal of Good Citizenship to Dave Holmberg by Mike de Jong: Records about the strategic communications plan including the planning, production and execution of the event and interviews; How the announcement and news release date and time were chosen; Creation of quotes contained in the news release and other content of the release; The list of invitees and attendees to the event and the cost of the event. (Date Range for Record Search: From 04/01/2016 To 05/02/2016) Date Format is MM/DD/YYYY

Applicant Type: Media
Request also directed to: FIN; GCP
Records Due: June 29, 2016
Legislated Due Date: June 29, 2016
IAO Contact: Derek Brennan

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

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.

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;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Derek Brennan
FOI Analyst
Central Agency Team
Information Access Operations

Doyle, Toyoko FIN:EX

From: IAO CentralTeam FIN:EX
Sent: Thursday, June 16, 2016 2:09 PM
To: IGRS FOI IGRS:EX
Subject: RE: Call for Records OOP-2016-62073 Due June 30, 2016

The dates are correct. Cindy is going to give you a call about this one.

Thanks,
Derek

From: IGRS FOI IGRS:EX
Sent: Thursday, June 16, 2016 2:08 PM
To: IAO CentralTeam FIN:EX
Subject: RE: Call for Records OOP-2016-62073 Due June 30, 2016

Derek – you have the reply due date and legislated due date the same date. Can you please clarify?

From: Brennan, Derek [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Thursday, June 16, 2016 12:55 PM
To: IGRS FOI IGRS:EX
Cc: Wray, Stephanie PREM:EX
Subject: Call for Records OOP-2016-62073 Due June 30, 2016

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*:

Regarding the April 29, 2016 event and announcement of the presentation of the Medal of Good Citizenship to Dave Holmberg by Mike de Jong: Records about the strategic communications plan including the planning, production and execution of the event and interviews; How the announcement and news release date and time were chosen; Creation of quotes contained in the news release and other content of the release; The list of invitees and attendees to the event and the cost of the event. (Date Range for Record Search: From 04/01/2016 To 05/02/2016) Date Format is MM/DD/YYYY

Applicant Type: Media
Request also directed to: FIN; GCP
Records Due: June 29, 2016
Legislated Due Date: June 29, 2016
IAO Contact: Derek Brennan

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

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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;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Derek Brennan
FOI Analyst
Central Agency Team
Information Access Operations

Doyle, Toyoko FIN:EX

From: Lobmeier, Lucy S IGRS:EX
Sent: Friday, May 27, 2016 11:12 AM
To: Robertson, Glenda J IGRS:EX
Subject: FW: FOI - 62071

SharePoint Tasks List: FOI
<https://fin.gov.bc.ca/igrs/IGRS%20e-huddle/FOI/Lists/Tasks>

Hi Glenda. Karen estimates it will take 7 hours to comply with this request. Please let us know what the next steps are. Thanks.

-Lucy

From: IGRSFOI [<mailto:DoNotReply@SP2010.gov.bc.ca>]
Sent: Thursday, May 19, 2016 9:41 AM
To: Lobmeier, Lucy S IGRS:EX
Subject: FOI - 62071
SharePoint Tasks List: FOI
<https://fin.gov.bc.ca/igrs/IGRS%20e-huddle/FOI/Lists/Tasks>

IGRSFOI

62071 has been added

[Modify my alert settings](#) | [View 62071](#) | [View FOI](#) | [Mobile View](#)

Request#:	62071
Description:	Regarding the Medal of Good Citizenship: Records about the concept, design, procurement, production, manufacture and delivery of the medals, ribbons, certificates and other items that are presented to winners including the quantities of the medals, ribbons and certificates and the dollar values for each, the names of all suppliers, how they were chosen - competitive vs. direct award - and the dollar value of each of their budgets and contracts. (Date Range for Record Search: From 04/01/2015 To 05/16/2016) Date Format is MM/DD/YYYY
Request Type:	General Information
FOI Contact:	Brennan, Derek MTIC:EX
Reply Due Date:	6/2/2016
Start Date:	5/19/2016
Docs to IAO:	
Status:	Not Started
IssueMgmt:	No
Action:	
Final Due Date:	6/29/2016
Requested by:	None

Predecessors:	
To Exec for Harms:	
Harms from Exec:	
Redline from IAO:	
Redline to Exec:	
Redline from Exec:	
To DMO:	
From DMO:	
To DPO:	
Complete:	
Calendar?:	No

Last Modified 5/19/2016 9:36 AM by Robertson, Glenda J IGRS:EX

Doyle, Toyoko FIN:EX

From: Lobmeier, Lucy S IGRS:EX
Sent: Thursday, May 19, 2016 6:09 PM
To: Robertson, Glenda J IGRS:EX
Subject: RE: FOI - 62071

Thanks.

From: Robertson, Glenda J IGRS:EX
Sent: Thursday, May 19, 2016 6:03 PM
To: Lobmeier, Lucy S IGRS:EX
Subject: Re: FOI - 62071

Sorry - same as the other two: media

From: Lobmeier, Lucy S IGRS:EX
Sent: Thursday, May 19, 2016 6:01 PM
To: Robertson, Glenda J IGRS:EX
Subject: FW: FOI - 62071

() has invited you to connect the IGRSFOI - FOI Task List to Outlook.

This SharePoint List is supported on any computer with a compatible program, such as Microsoft Outlook 2007 or later. To connect to this SharePoint List, copy and paste the following Web address into your Web browser:

<stssync://sts/?ver=1.1&type=tasks&cmd=add-folder&base-url=https%3A%2F%2Ffin%2Egov%2Ebc%2Eca%2Ffigrs%2FIGRS%20e%2Dhuddle%2FFOI&list-url=Lists%2FTasks&guid=%7b89C1D7A2%2dD021%2d4B28%2d850F%2d60EA01033F9C%7d&site-name=IGRSFOI&list-name=FOI>

Alternatively, you can view this content on the Web at:

<https://fin.gov.bc.ca/igrs/IGRS%20e-huddle/FOI/Lists/Tasks>

For instructions on how to connect SharePoint Lists to Outlook copy and paste the following Web address into your Web browser:

<http://go.microsoft.com/fwlink/?LinkId=57560>

~~*~*~*~*~*~*~*~*

Do we know who this was requested by? I don't see info in that field. Thanks.

-L.

From: IGRSFOI [mailto:DoNotReply@SP2010.gov.bc.ca]
Sent: Thursday, May 19, 2016 9:41 AM

To: Lobmeier, Lucy S IGRS:EX

Subject: FOI - 62071

SharePoint Tasks List: FOI

<https://fin.gov.bc.ca/igrs/IGRS%20e-huddle/FOI/Lists/Tasks>

IGRSFOI

62071 has been added

[Modify my alert settings](#) | [View 62071](#) | [View FOI](#) | [Mobile View](#)

Request#:	62071
Description:	Regarding the Medal of Good Citizenship: Records about the concept, design, procurement, production, manufacture and delivery of the medals, ribbons, certificates and other items that are presented to winners including the quantities of the medals, ribbons and certificates and the dollar values for each, the names of all suppliers, how they were chosen - competitive vs. direct award - and the dollar value of each of their budgets and contracts. (Date Range for Record Search: From 04/01/2015 To 05/16/2016) Date Format is MM/DD/YYYY
Request Type:	General Information
FOI Contact:	Brennan, Derek MTIC:EX
Reply Due Date:	6/2/2016
Start Date:	5/19/2016
Docs to IAO:	
Status:	Not Started
IssueMgmt:	No
Action:	
Final Due Date:	6/29/2016
Requested by:	None
Predecessors:	
To Exec for Harms:	
Harms from Exec:	
Redline from IAO:	
Redline to Exec:	
Redline from Exec:	
To DMO:	
From DMO:	
To DPO:	
Complete:	

Calendar?:	No
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Last Modified 5/19/2016 9:36 AM by Robertson, Glenda J IGRS:EX

Doyle, Toyoko FIN:EX

From: Elbahir, Cindy FIN:EX
Sent: Thursday, May 19, 2016 9:41 AM
To: IGRS FOI IGRS:EX; Brennan, Derek FIN:EX
Cc: McCartney, Angela FIN:EX
Subject: RE: Call for Records OOP-2016-62071 Records Due June 2, 2016

Good morning! Derek, if you have these requests let's meet at some point soon so I can explain. Thanks :0)

CE

From: IGRS FOI IGRS:EX
Sent: Thursday, May 19, 2016 9:38 AM
To: IAO CentralTeam FIN:EX; Brennan, Derek FIN:EX
Cc: McCartney, Angela FIN:EX; Elbahir, Cindy FIN:EX
Subject: RE: Call for Records OOP-2016-62071 Records Due June 2, 2016

Re FOI 62069, 70, and 71:

Please note that the Medal of Good Citizenship is covered under the Honours and Awards Act and the section of FOIPPA which is associated with that Act.

From: Sanderson, Kristen [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Wednesday, May 18, 2016 3:24 PM
To: IGRS FOI IGRS:EX
Subject: Call for Records OOP-2016-62071 Records Due June 2, 2016

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*:

Regarding the Medal of Good Citizenship: Records about the concept, design, procurement, production, manufacture and delivery of the medals, ribbons, certificates and other items that are presented to winners including the quantities of the medals, ribbons and certificates and the dollar values for each, the names of all suppliers, how they were chosen - competitive vs. direct award - and the dollar value of each of their budgets and contracts. (Date Range for Record Search: From 04/01/2015 To 05/16/2016) Date Format is MM/DD/YYYY

Applicant Type: Media
Cross Government Number: N/A
Records Due: June 2, 2016
Legislated Due Date: June 29, 2016
IAO Contact: Derek Brennan

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 by the Fee Estimate Due date noted above. 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.

Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

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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;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Derek Brennan
FOI Analyst
Central Agency 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	May 17, 2016	Derek Brennan		June 2, 2016

REQUEST DETAILS:

Regarding the Medal of Good Citizenship: Records about the concept, design, procurement, production, manufacture and delivery of the medals, ribbons, certificates and other items that are presented to winners including the quantities of the medals, ribbons and certificates and the dollar values for each, the names of all suppliers, how they were chosen - competitive vs. direct award - and the dollar value of each of their budgets and contracts. (Date Range for Record Search: From 04/01/2015 To 05/16/2016) Date Format is MM/DD/YYYY

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** ☐

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:

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:

--	--	--

Harms assessment completed by (Full Name, Title)

Program Area:

--	--

Harms assessment approved by (Full Name, Title)

--