

2018 Information Note Advice to Minister

Date: December 7, 2018

Ref: 110995

Issue: Revised Ministerial Directives Requiring Proactive Disclosure

Conclusion:

- Two ministerial directives that repeal and replace existing directives are attached for signature:
 - 01-2018: Disclosure of Summaries of Open and Closed Freedom of Information Requests.
 - 02-2018: Disclosure of Records Released in Response to a Freedom of Information Request.
- The new directives will not affect the availability of information published under the previous directives. That information will remain online and accessible.

Next Steps:

- The two directives will be published on the Open Information site.
s.13
- The two directives are designed to come into effect at the beginning of January 2019.
- Government Communications and Public Engagement will prepare necessary communications.

Background:

- Proactive disclosure is any release of government information to the public without a formal Freedom of Information (FOI) request.
- Establishing new categories of records to be proactively disclosed is one of the ways that government can increase the amount of information available to the public, fostering transparency and public accountability.
- In 2016, eight ministerial directives were issued.
- These directives require ministries to disclose specific categories of information without an FOI request.
- Two of these ministerial directives will be repealed and replaced with amended versions (see Attachments A and B).
- The amendments are in response to concerns from the media, the Information and Privacy Commissioner, and the Minister's Office.

Analysis:

Directive 01-2018: Disclosure of Summaries of Open and Closed FOI Requests

- This directive requires the publication of two reports:
 - a weekly report that provides information about “general” FOI requests opened in the period of 60 days to 30 days previous; and
 - a quarterly report that provides information about “general” FOI requests closed in the previous quarter.
- After the announcement of the 2016 ministerial directives, the Information and Privacy Commissioner and the media expressed concerns that the “descriptions” of FOI applicants’ open FOI requests were being made public before the applicants received their response packages.
- Some stakeholders continue to express concerns with the practice of releasing the “description” of open FOI requests.
- Directive 01-2018 will repeal and replace Directive 05-2016, resulting in two changes:
 - going forward, in response to stakeholder concerns, the requirement to publish the “description” of an open request will no longer be published; and
 - at the request of the Minister’s Office, ministry names will no longer be published.
- These data sets are accessed on a regular basis by members of the public with an interest in the information. Once the new open FOI request report is published, Information Access Operations may receive FOI requests for the two columns of information that will no longer be published proactively (i.e. the “ministry name” and the “description” columns).

Directive 02-2018: Disclosure of Records Released in Response to an FOI Request

- This directive requires online publication of response packages that are provided to FOI applicants who have made “general requests”, with some exceptions.
- Concerns have been expressed about Directive 06-2016, as some stakeholders believe that the media and other applicants may be deterred from making FOI requests, if the minimum time before a response package is proactively disclosed is five business days after it is released to the applicant.
- Directive 02-2018 will repeal and replace the original Directive 06-2016, resulting in one change: going forward, in response to stakeholder concerns, the minimum time delay will be extended from five business days to ten business days.

Both revised directives have been reviewed by ministry solicitors.

Attachments: Attachment A: Directive 01-2018; Attachment B: Directive 02-2018

Contact: Joel Fairbairn, A/Assistant Deputy Minister 778 698-5845

FREEDOM OF INFORMATION (FOI) REQUESTS

DIRECTIVE RESPECTING RECORDS AVAILABLE TO THE PUBLIC WITHOUT A REQUEST
UNDER THE *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*

DIRECTIVE: 01-2018

SUBJECT: Disclosure of Summaries of Open and Closed Freedom of Information (FOI) Requests

AUTHORITY: This directive is issued under section 71.1 of the *Freedom of Information and Protection of Privacy Act*.

APPLICATION: This directive applies to the Ministry of Citizens' Services.

EFFECTIVE DATE: January 2, 2019

Minister of Citizens' Services

Directive to the Ministry of Citizens' Services issued under section 71.1 of the *Freedom of Information and Protection of Privacy Act*

Under section 71.1 (1) of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165 (FOIPPA), I, Jinny Jogindera Sims, Minister of Citizens' Services, establish the following as a category of records available to the public without a request under that Act:

Summaries of open and closed FOI Requests, where an FOI Request is a request made under FOIPPA for access to a record. Summaries must not include personal information which if disclosed would constitute an unreasonable invasion of an individual's privacy.

Under section 71.1 (4) and (5) of FOIPPA, the summaries must contain the following information and must be disclosed in the manner and by the timelines set out below:

- (1) A summary report of open FOI Requests received between November 1, 2018 and December 10, 2018 must be posted to the Open Information website by January 9, 2019.
- (2) Once posted, the summary report referred to in (1), above, must be updated on a weekly basis to include summaries of FOI Requests received after December 10, 2018.

These weekly updates must be posted to the Open Information website at least 30 calendar days after the requests included in each update were received.

- (3) A summary report of closed FOI Requests that were closed in the third quarter of the 2018 fiscal year must be registered in the BC Data Catalogue and made accessible as open data under the Open Government Licence of British Columbia by January 31, 2019.
- (4) The summary report referred to in (3), above, must be updated on a quarterly basis, to include summaries of FOI Requests closed in subsequent quarters.

These quarterly updates must occur not later than 30 calendar days after the end of each quarter.

- (5) Each of the summaries of open FOI Requests must include, at a minimum, the following information for each FOI Request:
 - a) The date the request was opened;

- b) The request file number;
 - c) The applicant type;
 - d) The status of the request; and
 - e) The date by which the ministry or ministries must respond.
- (6) Each of the summaries of closed FOI Requests must include, at a minimum, the following information for each FOI Request:
- a) The date the request was opened;
 - b) The ministry or ministries to which the request is made;
 - c) A description of the request;
 - d) The request file number;
 - e) The applicant type;
 - f) The final disposition of the request;
 - g) The date on which the request was closed; and
 - h) Whether the response to the request was posted on the Open Information website and, if not, the rationale for not posting.
- (7) A summary report of open FOI Requests posted to the Open Information website or a summary report of closed FOI requests registered in the BC Data Catalogue and made accessible as open data under the Open Government License of British Columbia pursuant to Directive 05-2016 is not affected by this directive.

This directive rescinds and replaces Directive 05-2016 issued on May 30, 2016.

This directive is effective as of January 2, 2019.

Date

Minister of Citizens' Services

RECORDS RELEASED IN RESPONSE TO A FREEDOM OF INFORMATION (FOI) REQUEST

DIRECTIVE RESPECTING RECORDS AVAILABLE TO THE PUBLIC WITHOUT A REQUEST
UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

DIRECTIVE: 02-2018

SUBJECT: Disclosure of Records Released in Response to a
Freedom of Information (FOI) Request

AUTHORITY: This directive is issued under section 71.1 of the *Freedom of
Information and Protection of Privacy Act*.

APPLICATION: This directive applies to all ministries.

EFFECTIVE DATE: January 2, 2019

Minister of Citizens' Services

Directive to all Ministries issued under section 71.1 of the *Freedom of Information and Protection of Privacy Act*

Under section 71.1 (1) of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c.165 (FOIPPA), I, Jinny Jogindera Sims, Minister of Citizens' Services, establish the following as a category of records that is available to the public without a request under that Act:

Records released as responsive to an FOI Request, where an FOI Request is a request made under FOIPPA for access to a record, excluding the following:

- **Records released in response to a personal information request (which is a request made by an individual or their representative for access to their own personal information); or**
- **Records exempted from disclosure based on one or more of the attached exemption criteria.**

Under section 71.1 (4) and (5) of FOIPPA, these records must contain the following information and must be disclosed in the manner and by the timelines set out below:

- 1) Records released as responsive to an FOI Request must be posted with a copy of the response letter to the applicant, subject to the redaction of any personal information in the response letter which if disclosed would constitute an unreasonable invasion of an individual's privacy.
- 2) The responsive records and the response letter must be posted to the Open Information website no sooner than 10 business days after their release to the applicant.

This directive rescinds and replaces Directive 06-2016 issued on May 30, 2016.

This directive is effective as of January 2, 2019.

Date

Minister of Citizens' Services

EXEMPTION CRITERIA FOR DIRECTIVE 02-2018

Records released as responsive to an FOI Request may be exempted from disclosure on the Open Information website, either in whole or in part, if they contain any of the following:

- a) Personal information, if the disclosure would constitute an unreasonable invasion of an individual's privacy;
- b) Information that may harm relations with a First Nation;
- c) Information that may harm relations with another government;
- d) Information that may harm a third party's business interests;
- e) Information that may threaten the safety of a person or harm the security of any property or system; or
- f) Information which should not be disclosed on the Open Information website for other legal or compelling public interest reasons.

Biggs, Jackie CITZ:EX

From: Hoskins, Chad CITZ:EX
Sent: January 14, 2019 9:59 AM
To: Prodan, Matthew CITZ:EX
Subject: RE: Posts under revised directives?

Ok thanks Matt!

From: Prodan, Matthew CITZ:EX
Sent: Monday, January 14, 2019 9:56 AM
To: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>
Subject: RE: Posts under revised directives?

I think so – if he’s asking about the revised open/closed FOI request summary, our first posting of the new Open FOI Summary was this past Wednesday, January 9th. It can be found at this page:

<https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government/open-information/browse-search-catalogue/open-freedom-of-information-requests>

We will update that report on a weekly basis, every Wednesday.

The closed FOI request report wasn’t effectively changed by the directive, that will continue to post as normally and the next update to the closed report should be up on DataBC by January 30th of this month.

Hope that helps!

Matt

Matthew Prodan | Manager Consolidated Intake and Open Information | Information Access Operations | **Ph:** (250) 387-3411 | **e:** Matthew.Prodan@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Hoskins, Chad CITZ:EX
Sent: January 14, 2019 9:42 AM
To: Prodan, Matthew CITZ:EX <Matthew.Prodan@gov.bc.ca>
Subject: FW: Posts under revised directives?

Are you able to answer Joel’s question Matt?

From: Fairbairn, Joel CITZ:EX
Sent: Monday, January 14, 2019 9:36 AM
To: Sexsmith, Melissa M CITZ:EX <Melissa.M.Sexsmith@gov.bc.ca>; Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>
Subject: Posts under revised directives?

Hey,

The revised proactive disclosures- when do the first packages get posted that incorporate the changes?

Joel Fairbairn

Acting Assistant Deputy Minister and Chief Records Officer
Corporate Information and Records Management Office
Ministry of Citizens' Services

Biggs, Jackie CITZ:EX

From: Hoskins, Chad CITZ:EX
Sent: November 28, 2018 1:56 PM
To: Prodan, Matthew CITZ:EX
Subject: RE: Proactive Disclosure Directives (Revised)

Thanks for getting this done so quickly Matt!

From: Sexsmith, Melissa M CITZ:EX
Sent: Monday, November 26, 2018 7:08 PM
To: Prodan, Matthew CITZ:EX <Matthew.Prodan@gov.bc.ca>
Cc: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>; Ghag, Kris CITZ:EX <Kris.Ghag@gov.bc.ca>; Bingham, Andrea CITZ:EX <Andrea.Bingham@gov.bc.ca>; Nielsen, Michael L CITZ:EX <Michael.Nielsen@gov.bc.ca>; Fairbairn, Joel CITZ:EX <Joel.Fairbairn@gov.bc.ca>
Subject: Re: Proactive Disclosure Directives (Revised)

Thanks!

----- Original message -----

From: "Prodan, Matthew CITZ:EX" <Matthew.Prodan@gov.bc.ca>
Date: 2018-11-26 4:48 PM (GMT-08:00)
To: "Sexsmith, Melissa M CITZ:EX" <Melissa.M.Sexsmith@gov.bc.ca>
Cc: "Hoskins, Chad CITZ:EX" <Chad.Hoskins@gov.bc.ca>, "Ghag, Kris CITZ:EX" <Kris.Ghag@gov.bc.ca>, "Bingham, Andrea CITZ:EX" <Andrea.Bingham@gov.bc.ca>, "Nielsen, Michael L CITZ:EX" <Michael.Nielsen@gov.bc.ca>, "Fairbairn, Joel CITZ:EX" <Joel.Fairbairn@gov.bc.ca>
Subject: RE: Proactive Disclosure Directives (Revised)

Hi Melissa,

Please see a mock-up of the page below – I don't know if you have access to the QA site, so I've pasted a screengrab of the page. The text does look slightly smaller when you look at the web page itself (this might be a resolution issue from the screengrab)

Open Data

▼ Open Information

[About Open Information](#)

[Frequently Asked Questions](#)

► Search the Open Information Catalogue

▼ Freedom of Information

[Submit a Personal FOI Request](#)

[Submit a General FOI Request](#)

[Learn more about FOI](#)

► Performance Measures & Statistics

[Managers, Information Access](#)

[**Proactive Disclosure Directives**](#)

Proactive Disclosure Directives

- [Ministerial Directive 01-2016: Gaming Grants Paid to \(](#)
- [Ministerial Directive 02-2016: Ministers' and Deputy M](#)
- [Ministerial Directive 03-2016: Directly-Awarded Contr](#)
- [Ministerial Directive 04-2016: Ministers' Travel Receipt](#)
- [Ministerial Directive 05-2016: Summaries of Open and](#)
- [Ministerial Directive 06-2016: Records Released in Res](#)
- [Ministerial Directive 07-2016: Summaries of Contracts](#)
- [Ministerial Directive 08-2016: Summaries of Alternativ](#)
- [Ministerial Directive 01-2018: Summaries of Open and](#)
- [Ministerial Directive 02-2018: Records Released in Res](#)

Note:

Directive 05-2016 was rescinded and replaced by Directive 08-2016, which provides greater privacy for active FOI requests. Information still be found in the report on "closed" requests.

Directive 06-2016 was rescinded and replaced by Directive 07-2016, which extends the minimum number of days following disclosure online.

Matthew Prodan | Manager Consolidated Intake and Open Information | Information Access Operations | **Ph:** (250) 387-3411 | **e:** Matthew.Prodan@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Sexsmith, Melissa M CITZ:EX

Sent: November 26, 2018 9:21 AM

To: Prodan, Matthew CITZ:EX <Matthew.Prodan@gov.bc.ca>

Cc: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>; Ghag, Kris CITZ:EX <Kris.Ghag@gov.bc.ca>; Bingham, Andrea CITZ:EX <Andrea.Bingham@gov.bc.ca>; Nielsen, Michael L CITZ:EX <Michael.Nielsen@gov.bc.ca>; Fairbairn, Joel CITZ:EX <Joel.Fairbairn@gov.bc.ca>

Subject: FW: Proactive Disclosure Directives (Revised)

Hi Matt,

GCPE has now approved the following wording; as discussed, could someone at IAO prepare a QA mockup in CMS Lite (as soon as possible) for use in briefing the Minister on these two amended directives?

The page is <https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government/open-information/freedom-of-information/ministerial-directives-proactive-releases>

The revisions are in red below:

Proactive Disclosure Directives

- [Ministerial Directive 01-2016: Gaming Grants Paid to Community Organizations](#)
- [Ministerial Directive 02-2016: Ministers' and Deputy Ministers' Calendars](#)
- [Ministerial Directive 03-2016: Directly-Awarded Contracts](#)
- [Ministerial Directive 04-2016: Ministers' Travel Receipts](#)
- [Ministerial Directive 05-2016: Summaries of Open and Closed Freedom of Information \(FOI\) Requests \(Rescinded\)](#)
- [Ministerial Directive 06-2016: Records Released in Response to a Freedom of Information \(FOI\) Request \(Rescinded\)](#)
- [Ministerial Directive 07-2016: Summaries of Contracts with Values over \\$10,000 CAD](#)
- [Ministerial Directive 08-2016: Summaries of Alternative Service Delivery Contracts](#)
- Ministerial Directive 01-2018: Summaries of Open and Closed Freedom of Information (FOI) Requests
- Ministerial Directive 02-2018: Records Released in Response to a Freedom of Information (FOI) Request

Note:

Directive 05-2016 was rescinded and replaced by Directive 01-2018, in response to stakeholder feedback. The new directive provides greater privacy for active FOI requests. Information no longer published in the report on "open" FOI requests may still be found in the report on "closed" requests.

Directive 06-2015 was rescinded and replaced by Directive 02-2018, in response to stakeholder feedback. The new directive extends the minimum number of days following disclosure to an applicant before an FOI response package is published online.

Biggs, Jackie CITZ:EX

From: Biggs, Jackie CITZ:EX
Sent: December 21, 2018 9:15 AM
To: Hoskins, Chad CITZ:EX; Ghag, Kris CITZ:EX
Cc: Jacobson, Nathan CITZ:EX
Subject: RE: Signed Directives
Attachments: FOI Directive 01-2018.pdf; FOI Directive 02-2018.pdf

It always helps to attach documents.

J

From: Biggs, Jackie CITZ:EX
Sent: December 21, 2018 9:12 AM
To: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>; Ghag, Kris CITZ:EX <Kris.Ghag@gov.bc.ca>
Cc: Jacobson, Nathan CITZ:EX <Nathan.Jacobson@gov.bc.ca>
Subject: Signed Directives

Chad and Kris,

Signed directives attached.

J

FREEDOM OF INFORMATION (FOI) REQUESTS

**DIRECTIVE RESPECTING RECORDS AVAILABLE TO THE PUBLIC WITHOUT A REQUEST
UNDER THE *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT***

DIRECTIVE: 01-2018

SUBJECT: **Disclosure of Summaries of Open and Closed Freedom of
Information (FOI) Requests**

AUTHORITY: This directive is issued under section 71.1 of the *Freedom of
Information and Protection of Privacy Act*.

APPLICATION: This directive applies to the Ministry of Citizens' Services.

EFFECTIVE DATE: January 2, 2019

Minister of Citizens' Services

Directive to the Ministry of Citizens' Services issued under section 71.1 of the *Freedom of Information and Protection of Privacy Act*

Under section 71.1 (1) of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165 (FOIPPA), I, Jinny Jogindera Sims, Minister of Citizens' Services, establish the following as a category of records available to the public without a request under that Act:

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Under section 71.1 (4) and (5) of FOIPPA, the summaries must contain the following information and must be disclosed in the manner and by the timelines set out below:

- (1) A summary report of open FOI Requests received between November 1, 2018 and December 10, 2018 must be posted to the Open Information website by January 9, 2019.
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These weekly updates must be posted to the Open Information website at least 30 calendar days after the requests included in each update were received.

- (3) A summary report of closed FOI Requests that were closed in the third quarter of the 2018 fiscal year must be registered in the BC Data Catalogue and made accessible as open data under the Open Government Licence of British Columbia by January 31, 2019.
- (4) The summary report referred to in (3), above, must be updated on a quarterly basis, to include summaries of FOI Requests closed in subsequent quarters.

These quarterly updates must occur not later than 30 calendar days after the end of each quarter.

- (5) Each of the summaries of open FOI Requests must include, at a minimum, the following information for each FOI Request:
 - a) The date the request was opened;

- b) The request file number;
 - c) The applicant type;
 - d) The status of the request; and
 - e) The date by which the ministry or ministries must respond.
- (6) Each of the summaries of closed FOI Requests must include, at a minimum, the following information for each FOI Request:
- a) The date the request was opened;
 - b) The ministry or ministries to which the request is made;
 - c) A description of the request;
 - d) The request file number;
 - e) The applicant type;
 - f) The final disposition of the request;
 - g) The date on which the request was closed; and
 - h) Whether the response to the request was posted on the Open Information website and, if not, the rationale for not posting.
- (7) A summary report of open FOI Requests posted to the Open Information website or a summary report of closed FOI requests registered in the BC Data Catalogue and made accessible as open data under the Open Government License of British Columbia pursuant to Directive 05-2016 is not affected by this directive.

This directive rescinds and replaces Directive 05-2016 issued on May 30, 2016.

This directive is effective as of January 2, 2019.

19th Dec. 2019
Date

Jenny Tans
Minister of Citizens' Services

RECORDS RELEASED IN RESPONSE TO A FREEDOM OF INFORMATION (FOI) REQUEST

DIRECTIVE RESPECTING RECORDS AVAILABLE TO THE PUBLIC WITHOUT A REQUEST
UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

DIRECTIVE: 02-2018

SUBJECT: **Disclosure of Records Released in Response to a
Freedom of Information (FOI) Request**

AUTHORITY: This directive is issued under section 71.1 of the *Freedom of
Information and Protection of Privacy Act*.

APPLICATION: This directive applies to all ministries.

EFFECTIVE DATE: January 2, 2019

Minister of Citizens' Services

Directive to all Ministries issued under section 71.1 of the *Freedom of Information and Protection of Privacy Act*

Under section 71.1 (1) of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c.165 (FOIPPA), I, Jinny Jogindera Sims, Minister of Citizens' Services, establish the following as a category of records that is available to the public without a request under that Act:

Records released as responsive to an FOI Request, where an FOI Request is a request made under FOIPPA for access to a record, excluding the following:

- **Records released in response to a personal information request (which is a request made by an individual or their representative for access to their own personal information); or**
- **Records exempted from disclosure based on one or more of the attached exemption criteria.**

Under section 71.1 (4) and (5) of FOIPPA, these records must contain the following information and must be disclosed in the manner and by the timelines set out below:

- 1) Records released as responsive to an FOI Request must be posted with a copy of the response letter to the applicant, subject to the redaction of any personal information in the response letter which if disclosed would constitute an unreasonable invasion of an individual's privacy.
- 2) The responsive records and the response letter must be posted to the Open Information website no sooner than 10 business days after their release to the applicant.

This directive rescinds and replaces Directive 06-2016 issued on May 30, 2016.

This directive is effective as of January 2, 2019.

19th Dec. 2017
Date

Jinny Sims
Minister of Citizens' Services

EXEMPTION CRITERIA FOR DIRECTIVE 02-2018

Records released as responsive to an FOI Request may be exempted from disclosure on the Open Information website, either in whole or in part, if they contain any of the following:

- a) Personal information, if the disclosure would constitute an unreasonable invasion of an individual's privacy;
- b) Information that may harm relations with a First Nation;
- c) Information that may harm relations with another government;
- d) Information that may harm a third party's business interests;
- e) Information that may threaten the safety of a person or harm the security of any property or system; or
- f) Information which should not be disclosed on the Open Information website for other legal or compelling public interest reasons.

Biggs, Jackie CITZ:EX

From: Ingram, Ben GCPE:EX
Sent: January 21, 2019 3:05 PM
To: Hoskins, Chad CITZ:EX; Sexsmith, Melissa M CITZ:EX; Ghag, Kris CITZ:EX
Cc: Biggs, Jackie CITZ:EX
Subject: FOI directives KMs
Attachments: KM_FOI directives_Jan 20_DRAFT.DOCX

Hi all. Sending this out ahead of time – hasn't been reviewed by my manager/director yet, but need to get your thoughts as this info has to be in the house binder going to MO in two days.

Idea is to use these when we publish/announce the directives at a TBD date.

Any edits/comments?

Key Messages – Minister directives

Jan. 21, 2019

Minister of Citizens' Service Jinny Sims signed two directives under the Freedom of Information and Protection of Privacy Act (FOIPPA) that went into effect on Jan. 2, 2019. The following changes to Freedom of Information policy are now active:

- A monthly summary of open FOI requests published to Open Information will no longer include a description of the records. FOI request descriptions will continue to be available to the public after the records are provided to the applicant and published on Open Information.
- The amount of exclusive time requestors have with records obtained through FOI has been doubled to a minimum of 10 business days after which time they are eligible to be published on Open Information.

Government has web posted an information bulletin announcing the changes.

Key Messages:

- One of my top priorities as Minister of Citizens' Services is to make the FOI system work better for British Columbians.
- To this end, I have held dozens of face-to-face meetings with stakeholder groups and last year we completed a six-week public engagement on privacy and access to information.
- The changes to FOI policy announced today reflect feedback we have heard from journalists and others during these engagements.
- Journalists and other requestors will now have at least twice as much exclusive time with the records they obtain through FOI.
- Reporters can now file FOIs without worry that others can see a description of their request before the records are published to Open Information.

- Together, these changes help to improve the transparency and accountability of government by making the FOI system work better for the people who use it.
- Stakeholder input will continue to inform our work on future improvements to both FOI policy and legislation.

From: [Prodan, Matthew CITZ:EX](#)
To: [Frelick, Neil CITZ:EX](#); [Schumm, Ryan CITZ:EX](#)
Subject: RE: Changes to OI Website
Date: January 9, 2019 4:25:21 PM

Perfect – many thanks to the both of you. I've had a quick look at the open report and see it was set to the right date range.

Once you get that open report formatted and ready to go – you've got the all clear to publish the page and the new report to it as well.

Thanks!

Matt

Matthew Prodan | Manager Consolidated Intake and Open Information | Information Access Operations | *Ph:* (250) 387-3411 | *e:* Matthew.Prodan@gov.bc.ca | *m:* PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Frelick, Neil CITZ:EX
Sent: January 9, 2019 4:22 PM
To: Prodan, Matthew CITZ:EX <Matthew.Prodan@gov.bc.ca>; Schumm, Ryan CITZ:EX <Ryan.Schumm@gov.bc.ca>
Subject: RE: Changes to OI Website

Per our Skype conversation, this is confirmed complete and active in qa. Once the Open Report is submitted by BIAS both links will go live.

N

From: Prodan, Matthew CITZ:EX
Sent: January 9, 2019 12:07 PM
To: Schumm, Ryan CITZ:EX <Ryan.Schumm@gov.bc.ca>; Frelick, Neil CITZ:EX <Neil.Frelick@gov.bc.ca>
Subject: Changes to OI Website

Hi guys,

Further to my lync messages, I'm hoping between the two of you, with Neil's access to CMS Lite, and Ryan's attendance in training of the program – we can get some updates done to the website in house.

Firstly – and likely the easiest one... we need the text updated at the following link for:

<https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government/open-information/faqs>

Frequently Asked Questions About Open Information

[Expand All](#) | [Collapse All](#)

What is the objective of the Open Information site? ▼

What is the difference between Open Information and DataBC? ▼

Why is travel expense information for Ministers and Deputy Ministers posted? ▼

What are government information releases? ▼

How can I make a request for government information? ▼

If I apply for government information to be released, will it also be published online at the same time? Or is there a holding period? ▲

Information will be released to the applicant who requested it and then published online no sooner than 5 business days after release.

We need to update the text highlighted above to say 10 business days instead of 5.

Now for the potentially more tricky one... On the Open FOI Request page...

<https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government/open-information/browse-search-catalogue/open-freedom-of-information-requests>

Can we put the following, a few lines below the explanation of the terms (below Responding – highlights for emphasis, not for the page):

Final summary published under directive 05-2016 (rescinded) can be viewed [here](#).

-

Where “here” will contain a hyperlink to the last Open Report published under the old directive. We can also add the new open report, once the BIAS team gets it over to us and it gets formatted. Ryan has a team meeting at 2:30 today, so hopefully we can get the new open report shortly after lunch (JB pinged me that he was going to do it s.22 . Is it possible to keep this in a “QA” state until we get the new report to publish? Hope we can get this all done – thanks for your help Ryan!

Matt

Matthew Prodan | Manager Consolidated Intake and Open Information | Information Access Operations | *Ph:* (250) 387-3411 | *e:* Matthew.Prodan@gov.bc.ca | *m:* PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Bingham, Andrea CITZ:EX
To: Prodan, Matthew CITZ:EX
Subject: RE: Proactive Disclosure Directives (Revised)
Date: January 9, 2019 2:02:55 PM
Attachments: [image001.png](#)
[image004.png](#)

Thx Matt

Andrea Bingham, MPA, Senior Policy and Legislation Analyst | Strategic Policy and Legislation Branch | Corporate Information and Records Management Office | 2nd Floor – 546 Yates Street, Victoria BC | Tel: 250-387-9811 |

From: Prodan, Matthew CITZ:EX
Sent: Wednesday, January 9, 2019 1:46 PM
To: Bingham, Andrea CITZ:EX <Andrea.Bingham@gov.bc.ca>
Subject: RE: Proactive Disclosure Directives (Revised)

It has now been fixed. You may need to clear your cache (Ctrl+F5 when you are on the page) to see the changes, but the FAQ is now showing:

If I apply for government information to be released, will it also be published online at the same time? Or is there a holding period?

Information will be released to the applicant who requested it and then published online no sooner than 10 business days after release.

Matthew Prodan | Manager Consolidated Intake and Open Information | Information Access Operations | Ph: (250) 387-3411 | e: Matthew.Prodan@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Bingham, Andrea CITZ:EX
Sent: January 9, 2019 1:00 PM
To: Prodan, Matthew CITZ:EX <Matthew.Prodan@gov.bc.ca>
Subject: RE: Proactive Disclosure Directives (Revised)

Thx Matt

Andrea Bingham, MPA, Senior Policy and Legislation Analyst | Strategic Policy and Legislation Branch | Corporate Information and Records Management Office | 2nd Floor – 546 Yates Street, Victoria BC | Tel: 250-387-9811 |

From: Prodan, Matthew CITZ:EX
Sent: Wednesday, January 9, 2019 10:09 AM
To: Bingham, Andrea CITZ:EX <Andrea.Bingham@gov.bc.ca>
Cc: Nielsen, Michael L CITZ:EX <Michael.Nielsen@gov.bc.ca>; Sexsmith, Melissa M CITZ:EX <Melissa.M.Sexsmith@gov.bc.ca>
Subject: RE: Proactive Disclosure Directives (Revised)

Thanks Andrea – I'd love to say I was already on it – but we'll get on it now! I should have it fixed today.

Matt

Matthew Prodan | Manager Consolidated Intake and Open Information | Information Access Operations | Ph: (250) 387-3411 | e: Matthew.Prodan@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

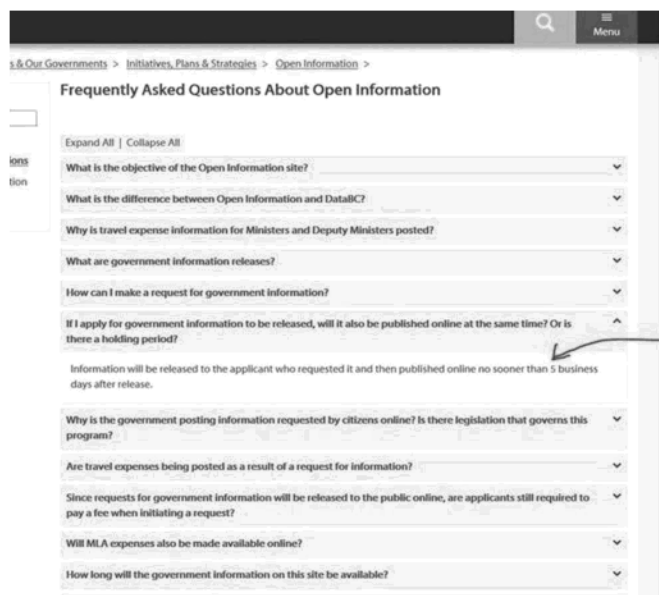
From: Bingham, Andrea CITZ:EX
Sent: January 8, 2019 4:22 PM
To: Prodan, Matthew CITZ:EX <Matthew.Prodan@gov.bc.ca>
Cc: Nielsen, Michael L CITZ:EX <Michael.Nielsen@gov.bc.ca>; Sexsmith, Melissa M CITZ:EX <Melissa.M.Sexsmith@gov.bc.ca>
Subject: RE: Proactive Disclosure Directives (Revised)

Hi Matt,

You might be on this already but it looks like there is a minor edit needed on the OI website to reflect the revised directive and the change in the publication delay from 5 – 10 business days (see snip below).

thx

Andrea Bingham, MPA, Senior Policy and Legislation Analyst | Strategic Policy and Legislation Branch | Corporate Information and Records Management Office | 2nd Floor – 546 Yates Street, Victoria BC | Tel: 250-387-9811 |



From: Sexsmith, Melissa M CITZ:EX
Sent: Tuesday, January 8, 2019 4:07 PM
To: Prodan, Matthew CITZ:EX <Matthew.Prodan@gov.bc.ca>
Cc: Bingham, Andrea CITZ:EX <Andrea.Bingham@gov.bc.ca>; Nielsen, Michael L CITZ:EX <Michael.Nielsen@gov.bc.ca>
Subject: RE: Proactive Disclosure Directives (Revised)

Sorry ☹️ I guess you got the answer you needed, because I can see this is live! Looks good. :)

Melissa

From: Prodan, Matthew CITZ:EX
Sent: December 27, 2018 11:44 AM
To: Sexsmith, Melissa M CITZ:EX
Cc: Bingham, Andrea CITZ:EX; Nielsen, Michael L CITZ:EX
Subject: RE: Proactive Disclosure Directives (Revised)

Hi Melissa,

I just want to close the loop on this one with you guys – in light of the directives now being formally signed off, I take it there are no concerns with the mock-up below?

I'm directing GCPE to have these changes published to the website on January 2, 2019 at noon to be consistent with the effective dates of the directives.

Thanks,

Matt

Matthew Prodan | Manager Consolidated Intake and Open Information | Information Access Operations | Ph: (250) 387-3411 | e: Matthew.Prodan@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Prodan, Matthew CITZ:EX
Sent: November 26, 2018 4:48 PM
To: Sexsmith, Melissa M CITZ:EX <Melissa.M.Sexsmith@gov.bc.ca>
Cc: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>; Ghag, Kris CITZ:EX <Kris.Ghag@gov.bc.ca>; Bingham, Andrea CITZ:EX <Andrea.Bingham@gov.bc.ca>; Nielsen, Michael L CITZ:EX <Michael.Nielsen@gov.bc.ca>; Fairbairn, Joel CITZ:EX <Joel.Fairbairn@gov.bc.ca>
Subject: RE: Proactive Disclosure Directives (Revised)

Hi Melissa,

Please see a mock-up of the page below – I don't know if you have access to the QA site, so I've pasted a screengrab of the page. The text does look slightly smaller when you look at the web page itself (this might be a resolution issue from the screengrab)

[Home](#) > [British Columbians & Our Governments](#) > [Initiatives, Plans & Strategies](#) > [Open Information](#) > [Freedom of Information](#) >

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Managers, Information Access

[Proactive Disclosure Directives](#)

Proactive Disclosure Directives

- [Ministerial Directive 01-2016: Gaming Grants Paid to Community Organizations](#)
- [Ministerial Directive 02-2016: Ministers' and Deputy Ministers' Calendars](#)
- [Ministerial Directive 03-2016: Directly-Awarded Contracts](#)
- [Ministerial Directive 04-2016: Ministers' Travel Receipts](#)
- [Ministerial Directive 05-2016: Summaries of Open and Closed Freedom of Information \(FOI\) Requests \(Rescinded\)](#)
- [Ministerial Directive 06-2016: Records Released in Response to a Freedom of Information \(FOI\) Request \(Rescinded\)](#)
- [Ministerial Directive 07-2016: Summaries of Contracts with Values over \\$10,000 CAD](#)
- [Ministerial Directive 08-2016: Summaries of Alternative Service Delivery Contracts](#)
- [Ministerial Directive 01-2018: Summaries of Open and Closed Freedom of Information \(FOI\) Requests](#)
- [Ministerial Directive 02-2018: Records Released in Response to a Freedom of Information \(FOI\) Request](#)

Note:

Directive 05-2016 was rescinded and replaced by Directive 01-2018, in response to stakeholder feedback. The new directive provides greater privacy for active FOI requests. Information no longer published in the report on "open" FOI requests may still be found in the report on "closed" requests.

Directive 06-2016 was rescinded and replaced by Directive 02-2018, in response to stakeholder feedback. The new directive extends the minimum number of days following disclosure to an applicant before an FOI response package is published online.

Matthew Prodan | Manager Consolidated Intake and Open Information | Information Access Operations | Ph: (250) 387-3411 | e: Matthew.Prodan@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Sexsmith, Melissa M CITZ:EX

Sent: November 26, 2018 9:21 AM

To: Prodan, Matthew CITZ:EX <Matthew.Prodan@gov.bc.ca>

Cc: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>; Ghag, Kris CITZ:EX <Kris.Ghag@gov.bc.ca>; Bingham, Andrea CITZ:EX <Andrea.Bingham@gov.bc.ca>; Nielsen, Michael L CITZ:EX <Michael.Nielsen@gov.bc.ca>; Fairbairn, Joel CITZ:EX <Joel.Fairbairn@gov.bc.ca>

Subject: FW: Proactive Disclosure Directives (Revised)

Hi Matt,

GCPE has now approved the following wording; as discussed, could someone at IAO prepare a QA mockup in CMS Lite (as soon as possible) for use in briefing the Minister on these two amended directives?

The page is <https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government/open-information/freedom-of-information/ministerial-directives-proactive-releases>

The revisions are in red below:

Proactive Disclosure Directives

- [Ministerial Directive 01-2016: Gaming Grants Paid to Community Organizations](#)
- [Ministerial Directive 02-2016: Ministers' and Deputy Ministers' Calendars](#)
- [Ministerial Directive 03-2016: Directly-Awarded Contracts](#)
- [Ministerial Directive 04-2016: Ministers' Travel Receipts](#)
- [Ministerial Directive 05-2016: Summaries of Open and Closed Freedom of Information \(FOI\) Requests \(Rescinded\)](#)
- [Ministerial Directive 06-2016: Records Released in Response to a Freedom of Information \(FOI\) Request \(Rescinded\)](#)
- [Ministerial Directive 07-2016: Summaries of Contracts with Values over \\$10,000 CAD](#)
- [Ministerial Directive 08-2016: Summaries of Alternative Service Delivery Contracts](#)
- Ministerial Directive 01-2018: Summaries of Open and Closed Freedom of Information (FOI) Requests
- Ministerial Directive 02-2018: Records Released in Response to a Freedom of Information (FOI) Request

Note:

Directive 05-2016 was rescinded and replaced by Directive 01-2018, in response to stakeholder feedback. The new directive provides greater privacy for active FOI requests. Information no longer published in the report on "open" FOI requests may still be found in the report on "closed" requests.

Directive 06-2015 was rescinded and replaced by Directive 02-2018, in response to stakeholder feedback. The new directive extends the minimum number of days following disclosure to an applicant before an FOI response package is published online.

From: [Prodan, Matthew CITZ:EX](#)
To: [GCPE TS SDE GCPE:EX](#)
Subject: RE: GCPE GDX Client Service Desk SDE-569 Changes to Open Info Website - QA Mockup needed ASAP
Date: December 27, 2018 2:58:19 PM

Thank you Lane – it looks great.

Please set a publication time for this one @ noon on January 2nd

Thanks!

Matt

Matthew Prodan | Manager Consolidated Intake and Open Information | Information Access Operations | *Ph:* (250) 387-3411 | *e:* Matthew.Prodan@gov.bc.ca | *m:* PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Lane Clark <NOREPLY.JIRA@gov.bc.ca>
Sent: December 27, 2018 1:42 PM
To: Prodan, Matthew CITZ:EX <Matthew.Prodan@gov.bc.ca>
Subject: GCPE GDX Client Service Desk SDE-569 Changes to Open Info Website - QA Mockup needed ASAP

Reply above this line.

Lane Clark commented:

Hi Mathew,

I've uploaded the assets and sent the new changes to QA
<https://www2.qa.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government/open-information/freedom-of-information/ministerial-directives-proactive-releases>

I'll wait for your confirmation to schedule the publish time.

Thank you,
Lane

[View request](#) · [Turn off this request's notifications](#)

From: [Prodan, Matthew CITZ:EX](#)
To: [GCPE TS SDE GCPE:EX](#)
Subject: RE: GCPE GDX Client Service Desk SDE-569 Changes to Open Info Website - QA Mockup needed ASAP
Date: December 27, 2018 12:02:34 PM
Attachments: [FOI Directive 01-2018.pdf](#)
[FOI Directive 02-2018.pdf](#)

Hi Lane,

Just following up on the changes you made to QA at the following link.

<https://www2.qa.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government/open-information/freedom-of-information/ministerial-directives-proactive-releases>

I'm getting closer to getting this approved for production – I'll need the following 2 files added to the new directives you added. For ease of determining which file goes to which link, I've included the relevant directive number to associate with the 2 new links you added. When you can, flip me a copy of the updated page with the files added, and I can give the green-light for publishing at noon on January 2nd.

Thanks!

Matt

Matthew Prodan | Manager Consolidated Intake and Open Information | Information Access Operations | *Ph:* (250) 387-3411 | *e:* Matthew.Prodan@gov.bc.ca | *m:* PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Lane Clark <NOREPLY.JIRA@gov.bc.ca>
Sent: November 27, 2018 4:30 PM
To: Prodan, Matthew CITZ:EX <Matthew.Prodan@gov.bc.ca>
Subject: GCPE GDX Client Service Desk SDE-569 Changes to Open Info Website - QA Mockup needed ASAP

Reply above this line.

Lane Clark commented:

You're welcome! Sounds good, I'll sit on this.

Cheers,
Lane

[View request](#) · [Turn off this request's notifications](#)

FREEDOM OF INFORMATION (FOI) REQUESTS

**DIRECTIVE RESPECTING RECORDS AVAILABLE TO THE PUBLIC WITHOUT A REQUEST
UNDER THE *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT***

DIRECTIVE: 01-2018

SUBJECT: **Disclosure of Summaries of Open and Closed Freedom of
Information (FOI) Requests**

AUTHORITY: This directive is issued under section 71.1 of the *Freedom of
Information and Protection of Privacy Act*.

APPLICATION: This directive applies to the Ministry of Citizens' Services.

EFFECTIVE DATE: January 2, 2019

Minister of Citizens' Services

Directive to the Ministry of Citizens' Services issued under section 71.1 of the *Freedom of Information and Protection of Privacy Act*

Under section 71.1 (1) of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165 (FOIPPA), I, Jinny Jogindera Sims, Minister of Citizens' Services, establish the following as a category of records available to the public without a request under that Act:

Summaries of open and closed FOI Requests, where an FOI Request is a request made under FOIPPA for access to a record. Summaries must not include personal information which if disclosed would constitute an unreasonable invasion of an individual's privacy.

Under section 71.1 (4) and (5) of FOIPPA, the summaries must contain the following information and must be disclosed in the manner and by the timelines set out below:

- (1) A summary report of open FOI Requests received between November 1, 2018 and December 10, 2018 must be posted to the Open Information website by January 9, 2019.
- (2) Once posted, the summary report referred to in (1), above, must be updated on a weekly basis to include summaries of FOI Requests received after December 10, 2018.

These weekly updates must be posted to the Open Information website at least 30 calendar days after the requests included in each update were received.

- (3) A summary report of closed FOI Requests that were closed in the third quarter of the 2018 fiscal year must be registered in the BC Data Catalogue and made accessible as open data under the Open Government Licence of British Columbia by January 31, 2019.
- (4) The summary report referred to in (3), above, must be updated on a quarterly basis, to include summaries of FOI Requests closed in subsequent quarters.

These quarterly updates must occur not later than 30 calendar days after the end of each quarter.

- (5) Each of the summaries of open FOI Requests must include, at a minimum, the following information for each FOI Request:
 - a) The date the request was opened;

- b) The request file number;
 - c) The applicant type;
 - d) The status of the request; and
 - e) The date by which the ministry or ministries must respond.
- (6) Each of the summaries of closed FOI Requests must include, at a minimum, the following information for each FOI Request:
- a) The date the request was opened;
 - b) The ministry or ministries to which the request is made;
 - c) A description of the request;
 - d) The request file number;
 - e) The applicant type;
 - f) The final disposition of the request;
 - g) The date on which the request was closed; and
 - h) Whether the response to the request was posted on the Open Information website and, if not, the rationale for not posting.
- (7) A summary report of open FOI Requests posted to the Open Information website or a summary report of closed FOI requests registered in the BC Data Catalogue and made accessible as open data under the Open Government License of British Columbia pursuant to Directive 05-2016 is not affected by this directive.

This directive rescinds and replaces Directive 05-2016 issued on May 30, 2016.

This directive is effective as of January 2, 2019.

19th Dec. 2019
Date

Jenny Tans
Minister of Citizens' Services

RECORDS RELEASED IN RESPONSE TO A FREEDOM OF INFORMATION (FOI) REQUEST

DIRECTIVE RESPECTING RECORDS AVAILABLE TO THE PUBLIC WITHOUT A REQUEST
UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

DIRECTIVE: 02-2018

SUBJECT: **Disclosure of Records Released in Response to a
Freedom of Information (FOI) Request**

AUTHORITY: This directive is issued under section 71.1 of the *Freedom of
Information and Protection of Privacy Act*.

APPLICATION: This directive applies to all ministries.

EFFECTIVE DATE: January 2, 2019

Minister of Citizens' Services

Directive to all Ministries issued under section 71.1 of the *Freedom of Information and Protection of Privacy Act*

Under section 71.1 (1) of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c.165 (FOIPPA), I, Jinny Jogindera Sims, Minister of Citizens' Services, establish the following as a category of records that is available to the public without a request under that Act:

Records released as responsive to an FOI Request, where an FOI Request is a request made under FOIPPA for access to a record, excluding the following:

- **Records released in response to a personal information request (which is a request made by an individual or their representative for access to their own personal information); or**
- **Records exempted from disclosure based on one or more of the attached exemption criteria.**

Under section 71.1 (4) and (5) of FOIPPA, these records must contain the following information and must be disclosed in the manner and by the timelines set out below:

- 1) Records released as responsive to an FOI Request must be posted with a copy of the response letter to the applicant, subject to the redaction of any personal information in the response letter which if disclosed would constitute an unreasonable invasion of an individual's privacy.
- 2) The responsive records and the response letter must be posted to the Open Information website no sooner than 10 business days after their release to the applicant.

This directive rescinds and replaces Directive 06-2016 issued on May 30, 2016.

This directive is effective as of January 2, 2019.

19th Dec. 2018
Date

Jinny Sims
Minister of Citizens' Services

EXEMPTION CRITERIA FOR DIRECTIVE 02-2018

Records released as responsive to an FOI Request may be exempted from disclosure on the Open Information website, either in whole or in part, if they contain any of the following:

- a) Personal information, if the disclosure would constitute an unreasonable invasion of an individual's privacy;
- b) Information that may harm relations with a First Nation;
- c) Information that may harm relations with another government;
- d) Information that may harm a third party's business interests;
- e) Information that may threaten the safety of a person or harm the security of any property or system; or
- f) Information which should not be disclosed on the Open Information website for other legal or compelling public interest reasons.

From: [Bingham, Andrea CITZ:EX](#)
To: [Prodan, Matthew CITZ:EX](#)
Subject: RE: quick question about draft directive dates
Date: November 27, 2018 11:54:40 AM

Thx for getting back to me Matt. I appreciate it.

Andrea Bingham, MPA, Senior Policy and Legislation Analyst | Strategic Policy and Legislation Branch | Corporate Information and Records Management Office | 2nd Floor – 546 Yates Street, Victoria BC | Tel: 250-387-9811 |

From: Prodan, Matthew CITZ:EX
Sent: Tuesday, November 27, 2018 11:36 AM
To: Bingham, Andrea CITZ:EX <Andrea.Bingham@gov.bc.ca>
Subject: Re: quick question about draft directive dates

Hi Andrea - I'm in interviews today but to answer your question, whenever a proactive is due on a holiday or weekend, we consider the publish/due date to be the business day before the holiday s.13

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: "Bingham, Andrea CITZ:EX" <Andrea.Bingham@gov.bc.ca>
Date: 2018-11-27 10:11 AM (GMT-08:00)
To: "Prodan, Matthew CITZ:EX" <Matthew.Prodan@gov.bc.ca>
Subject: quick question about draft directive dates

Hi Matt,

Unfortunately we are looking to revise the dates again on the attached draft directive. Melissa had a question about a potential effective/publication date.

s.13

thx

Andrea Bingham, MPA, Senior Policy and Legislation Analyst | Strategic Policy and Legislation Branch | Corporate Information and Records Management Office | 2nd Floor – 546 Yates Street, Victoria BC | Tel: 250-387-9811 |

From: [Bingham, Andrea CITZ:EX](#)
To: [Prodan, Matthew CITZ:EX](#)
Subject: quick question about draft directive dates
Date: November 27, 2018 10:11:56 AM
Attachments: [Attachment A-REVISED-01-2018 Summaries of Information about Closed FOI Requests-Nov 21 2018.docx](#)

Hi Matt,

Unfortunately we are looking to revise the dates again on the attached draft directive.
Melissa had a question about a potential effective/publication date.

s.13

thx

Andrea Bingham, MPA, Senior Policy and Legislation Analyst | Strategic Policy and Legislation Branch | Corporate Information and Records Management Office | 2nd Floor – 546 Yates Street, Victoria BC | Tel: 250-387-9811 |

Page 39 to/à Page 41

Withheld pursuant to/removed as

s.13

From: [Prodan, Matthew CITZ:EX](#)
To: [GCPE GDX Service Desk GCPE:EX](#)
Subject: Changes to Open Info Website - QA Mockup needed ASAP
Date: November 26, 2018 9:28:00 AM

Good morning Service Desk,

I need the following changes made at this link:

<https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government/open-information/freedom-of-information/ministerial-directives-proactive-releases>

I'd like a QA mock-up done as soon as possible, as this is something that is to be presented to our Minister for consideration. The changes to the page will be as follows:

Proactive Disclosure Directives

- [Ministerial Directive 01-2016: Gaming Grants Paid to Community Organizations](#)
- [Ministerial Directive 02-2016: Ministers' and Deputy Ministers' Calendars](#)
- [Ministerial Directive 03-2016: Directly-Awarded Contracts](#)
- [Ministerial Directive 04-2016: Ministers' Travel Receipts](#)
- [Ministerial Directive 05-2016: Summaries of Open and Closed Freedom of Information \(FOI\) Requests \(Rescinded\)](#)
- [Ministerial Directive 06-2016: Records Released in Response to a Freedom of Information \(FOI\) Request \(Rescinded\)](#)
- [Ministerial Directive 07-2016: Summaries of Contracts with Values over \\$10,000 CAD](#)
- [Ministerial Directive 08-2016: Summaries of Alternative Service Delivery Contracts](#)
- [Ministerial Directive 01-2018: Summaries of Open and Closed Freedom of Information \(FOI\) Requests](#)
- [Ministerial Directive 02-2018: Records Released in Response to a Freedom of Information \(FOI\) Request](#)

Note:

Directive 05-2016 was rescinded and replaced by Directive 01-2018, in response to stakeholder feedback. The new directive provides greater privacy for active FOI requests. Information no longer published in the report on "open" FOI requests may still be found in the report on "closed" requests. Directive 06-2016 was rescinded and replaced by Directive 02-2018, in response to stakeholder feedback. The new directive extends the minimum number of days following disclosure to an applicant before an FOI response package is published online.

Matthew Prodan | Manager Consolidated Intake and Open Information | Information Access Operations | *Ph:* (250) 387-3411 | *e:* Matthew.Prodan@gov.bc.ca | *m:* PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: [Bingham, Andrea CITZ:EX](#)
To: [Prodan, Matthew CITZ:EX](#)
Cc: [Nielsen, Michael L CITZ:EX](#)
Subject: RE: Additional questions re: revised draft proactive disclosure directive
Date: November 20, 2018 3:27:10 PM

Hi Matt,

Tomorrow's meeting might be a good place to bring up the wording that you've drafted below.
thx

Andrea Bingham, MPA, Senior Policy and Legislation Analyst | Strategic Policy and Legislation Branch | Corporate Information and Records Management Office | 2nd Floor – 546
Yates Street, Victoria BC | Tel: 250-387-9811

From: Prodan, Matthew CITZ:EX
Sent: Tuesday, November 13, 2018 11:37 AM
To: Bingham, Andrea CITZ:EX <Andrea.Bingham@gov.bc.ca>
Cc: Nielsen, Michael L CITZ:EX <Michael.Nielsen@gov.bc.ca>
Subject: RE: Additional questions re: revised draft proactive disclosure directive

Hi Andrea,

Regarding your question below around the open report – there shouldn't be an issue in hosting the old report on the same page.

I don't think we need to revise anything on the original explanatory wording, since the explanatory wording doesn't reference the changes that were made – but is there some approved language that your team would like us to include when describing the old report? I was thinking simple, something along the lines of:

s.13

Let me know what your team thinks.

Matt

Matthew Prodan | Manager Consolidated Intake and Open Information | Information Access Operations | **Ph:** (250) 387-3411 | **e:** Matthew.Prodan@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Bingham, Andrea CITZ:EX
Sent: Tuesday, November 13, 2018 10:32 AM
To: Prodan, Matthew CITZ:EX; Onciul-Omelus, Jamie CITZ:EX
Cc: Nielsen, Michael L CITZ:EX
Subject: Additional questions re: revised draft proactive disclosure directive

Hi Matt and Jamie,

Matt - Thx for taking the time to review the revised directive and provide feedback. Mike and I met with Melissa to discuss the points you raised.

1. Closed Report at: <https://catalogue.data.gov.bc.ca/dataset/freedom-of-information-foi-statistics>

s.13

;

-
2. Open Report - <https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government/open-information/browse-search-catalogue/open-freedom-of-information-requests>

s.13 . Both of the reports should stay on the same page. Again, the text can be revised to explain the two different reports and unique file names can be created for both of the reports. The direction is to keep the old report on the website forever without an expiry date.

Home > British Columbians & Our Governments > Initiatives, Plans & Strategies > Open Information > Search the Open Information Catalogue >

Open Data

- Open Information
 - About Open Information
 - Frequently Asked Questions
 - Search the Open Information Catalogue
 - Search and Browse the Open Information Catalogue
 - Browse for Information Releases (FOI Requests)
 - Search for Information Releases (FOI Requests)
 - Browse Travel Expenses
 - Search for Travel Expenses
 - Search for Open Information Documents
 - Browse Calendars
 - Search for Calendars
 - Browse Directly-Awarded Contracts
 - Search for Directly-Awarded Contracts
 - Open Freedom of Information Requests**
 - Browse Contracts over \$10,000
 - Search for Contracts over \$10,000
 - Alternative Service Delivery Contracts
 - Freedom of Information

Open Freedom of Information Requests

Explanation of Summaries of Open Freedom of Information (FOI) requests

Updates to the summary of open FOI requests posted on the Open Information website occur on a weekly basis. The information is drawn from the government's request tracking system and active requests are included no sooner than 30 calendar days after they are received. Because the requests are active, the updates provided are subject to change.

[View open Freedom of Information Requests \(XLSX 181KB\)](#)

The following terms are used in the summaries to indicate what stage each request has reached in the FOI process:

- File started** – information request has been received and assigned a file number
- Gathering/Confirming records** – includes call for records, estimating fees, clarifying scope of request with applicant
- Legislative review** – review of the records, may include consultation with other Ministries, public bodies or third-parties
- Approving** – includes peer review, initial sign-off, revisions, final sign-off
- Responding** – includes applying final redactions, printing records, preparing final response package

Matt - you suggested that we connect with Jamie O's team as they are responsible for publishing the closed report to Data BC.

Jamie – We are looking to revised proactive disclosure directive [05-2016](#). The new directive, replacing the existing directive, is 01-2018. I have attached the draft version for your reference. **s.13**

s.13

s.13 Feel free to give me a call if you have any questions about this.

Matt – could you please confirm whether there are any technological limitations associated with the Open report?

Many thanks,

Andrea Bingham, MPA, Senior Policy and Legislation Analyst | Strategic Policy and Legislation Branch | Corporate Information and Records Management Office | 2nd Floor – 546 Yates Street, Victoria BC | Tel: 250-387-9811

From: Prodan, Matthew CITZ:EX

Sent: Wednesday, November 7, 2018 11:28 AM

To: Bingham, Andrea CITZ:EX <Andrea.Bingham@gov.bc.ca>

Cc: Nielsen, Michael L CITZ:EX <Michael.Nielsen@gov.bc.ca>

Subject: RE: Pls review - revised draft directive wording

Hi Andrea,

Sorry I haven't gotten back to you sooner.

My feedback on these is largely around points 2 and 3, specifically:

s.13

Currently the closed report is a document that is updated quarterly on the Data BC website – the directive does not appear to change the details of that particular disclosure at all. **s.13**

s.13

Regarding the open report – would it make sense to include an expiration clause for the prior report? We can certainly create a new link for the new report to live (and tuck the old report into an archived/expired directive page) – but given that much of the data on the old open report will eventually wind up on the closed report down the road, I think it would be beneficial to have a means for removing the old report after a period of time (one less link for us to worry about should any technical issues arise).

Other than the above, I think everything there makes sense in the directives themselves.

Thanks!

Matt

Matthew Prodan | Manager Consolidated Intake and Open Information | Information Access Operations | **Ph:** (250) 387-3411 | **e:** Matthew.Prodan@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Bingham, Andrea CITZ:EX
Sent: Tuesday, November 6, 2018 9:29 AM
To: Prodan, Matthew CITZ:EX
Subject: FW: Pls review - revised draft directive wording

Hi Matt,

Just following up on my email from last week. I would like to get this sent off to legal once you've reviewed it. Feel free to give me a call if you have any questions. It was a confusing directive to revise.
thx

Andrea Bingham, MPA, Senior Policy and Legislation Analyst | Strategic Policy and Legislation Branch | Corporate Information and Records Management Office | 2nd Floor – 546 Yates Street, Victoria BC | Tel: 250-387-9811

From: Bingham, Andrea CITZ:EX
Sent: Thursday, November 1, 2018 12:10 PM
To: Prodan, Matthew CITZ:EX <Matthew.Prodan@gov.bc.ca>
Cc: Nielsen, Michael L CITZ:EX <Michael.Nielsen@gov.bc.ca>
Subject: Pls review - revised draft directive wording

Hi Matt,

We have a proactive disclosure directive that was sent to the Minister's office for approval. It has come back to us, from the Minister's office, with a requested revision. I have revised the directive but was hoping you could have a read through to make sure that it makes sense to you since you guys will be running the reports.

The updates relate to the directive on the summaries of open and closed FOI requests reports (05-2016).

Here is a summary of the changes made in the attached revised directive:

- New directive involves running the same two reports that are currently run (open requests & closed requests) minus the ministry name and request description for the open request report

s.13

Hopefully this makes sense - the directive dates are a bit confusing. I've left track changes on so that you can see the revisions. Feel free to give me a call to discuss if that would be easier.

FYI - I will be sending this for a legal review once you've had a chance to review it.
thx

Andrea Bingham, MPA, Senior Policy and Legislation Analyst | Strategic Policy and Legislation Branch | Corporate Information and Records Management Office | 2nd Floor – 546 Yates Street, Victoria BC | Tel: 250-387-9811

From: [Bingham, Andrea CITZ:EX](#)
To: [Onciul-Omelus, Jamie CITZ:EX](#)
Cc: [Prodan, Matthew CITZ:EX](#)
Subject: FW: Additional questions re: revised draft proactive disclosure directive
Date: November 20, 2018 11:10:52 AM
Attachments: [01-2018 Summaries of Information about Closed FOI Requests Nov 1.docx](#)

Hi Jamie,

Don't worry about responding to my below email question. The approach has changed slightly **s.13**

You can disregard my below email.
thx

Andrea Bingham, MPA, Senior Policy and Legislation Analyst | Strategic Policy and Legislation Branch | Corporate Information and Records Management Office | 2nd Floor – 546
Yates Street, Victoria BC | Tel: 250-387-9811 |

From: Bingham, Andrea CITZ:EX
Sent: Tuesday, November 13, 2018 10:32 AM
To: Prodan, Matthew CITZ:EX <Matthew.Prodan@gov.bc.ca>; Onciul-Omelus, Jamie CITZ:EX <Jamie.Onciul-Omelus@gov.bc.ca>
Cc: Nielsen, Michael L CITZ:EX <Michael.Nielsen@gov.bc.ca>
Subject: Additional questions re: revised draft proactive disclosure directive

Hi Matt and Jamie,

Matt - Thx for taking the time to review the revised directive and provide feedback. Mike and I met with Melissa to discuss the points you raised.

1. Closed Report at: <https://catalogue.data.gov.bc.ca/dataset/freedom-of-information-foi-statistics>
s.13

2. Open Report - <https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government/open-information/browse-search-catalogue/open-freedom-of-information-requests>

Melissa suggested the same approach. Both of the reports should stay on the same page. Again, the text can be revised to explain the two different reports and unique file names can be created for both of the reports. The direction is to keep the old report on the website forever without an expiry date.

Home > British Columbians & Our Governments > Initiatives, Plans & Strategies > Open Information > Search the Open Information Catalogue >

Open Freedom of Information Requests

Explanation of Summaries of Open Freedom of Information (FOI) requests
Updates to the summary of open FOI requests posted on the Open Information website occur on a weekly basis. The information is drawn from the government's request tracking system and active requests are included no sooner than 30 calendar days after they are received. Because the requests are active, the updates provided are subject to change.

View open [Freedom of Information Requests \(XLSX 181KB\)](#)

The following terms are used in the summaries to indicate what stage each request has reached in the FOI process:

- **File started** – information request has been received and assigned a file number
- **Gathering/Confirming records** – includes call for records, estimating fees, clarifying scope of request with applicant
- **Legislative review** – review of the records, may include consultation with other Ministries, public bodies or third-parties
- **Approving** – includes peer review, initial sign-off, revisions, final sign-off
- **Responding** – includes applying final redactions, printing records, preparing final response package

Matt - you suggested that we connect with Jamie O's team as they are responsible for publishing the closed report to Data BC.

Jamie – We are looking to revised proactive disclosure directive [05-2016](#). The new directive, replacing the existing directive, is 01-2018. I have attached the draft version for your reference **s.13**

s.13

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Andrea Bingham, MPA, Senior Policy and Legislation Analyst | Strategic Policy and Legislation Branch | Corporate Information and Records Management Office | 2nd Floor – 546
Yates Street, Victoria BC | Tel: 250-387-9811

From: Prodan, Matthew CITZ:EX
Sent: Wednesday, November 7, 2018 11:28 AM
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Cc: Nielsen, Michael L CITZ:EX <Michael.Nielsen@gov.bc.ca>
Subject: RE: Pls review - revised draft directive wording

Hi Andrea,

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My feedback on these is largely around points 2 and 3, specifically:

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s.13

Regarding the open report – would it make sense to include an expiration clause for the prior report? We can certainly create a new link for the new report to live (and tuck the old report into an archived/expired directive page) – but given that much of the data on the old open report will eventually wind up on the closed report down the road, I think it would be beneficial to have a means for removing the old report after a period of time (one less link for us to worry about should any technical issues arise).

Other than the above, I think everything there makes sense in the directives themselves.

Thanks!

Matt

Matthew Prodan | Manager Consolidated Intake and Open Information | Information Access Operations | **Ph:** (250) 387-3411 | **e:** Matthew.Prodan@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Bingham, Andrea CITZ:EX
Sent: Tuesday, November 6, 2018 9:29 AM
To: Prodan, Matthew CITZ:EX
Subject: FW: Pls review - revised draft directive wording

Hi Matt,

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Andrea Bingham, MPA, Senior Policy and Legislation Analyst | Strategic Policy and Legislation Branch | Corporate Information and Records Management Office | 2nd Floor – 546 Yates Street, Victoria BC | Tel: 250-387-9811

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Sent: Thursday, November 1, 2018 12:10 PM
To: Prodan, Matthew CITZ:EX <Matthew.Prodan@gov.bc.ca>
Cc: Nielsen, Michael L CITZ:EX <Michael.Nielsen@gov.bc.ca>
Subject: Pls review - revised draft directive wording

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The updates relate to the directive on the summaries of open and closed FOI requests reports (05-2016).

Here is a summary of the changes made in the attached revised directive:

- New directive involves running the same two reports that are currently run (open requests & closed requests) minus the ministry name and request description for the open request report

s.13

Hopefully this makes sense - the directive dates are a bit confusing. I've left track changes on so that you can see the revisions. Feel free to give me a call to discuss if that would be easier.

FYI - I will be sending this for a legal review once you've had a chance to review it.
thx

Page 51 to/à Page 53

Withheld pursuant to/removed as

s.13

From: [Bingham, Andrea CITZ:EX](#)
To: [Prodan, Matthew CITZ:EX](#)
Subject: FW: Pls review - revised draft directive wording
Date: November 6, 2018 9:28:58 AM
Attachments: [01-2018 Summaries of Information about Closed FOI Requests October 30.docx](#)

Hi Matt,

Just following up on my email from last week. I would like to get this sent off to legal once you've reviewed it.

Feel free to give me a call if you have any questions. It was a confusing directive to revise.

thx

Andrea Bingham, MPA, Senior Policy and Legislation Analyst | Strategic Policy and Legislation Branch | Corporate Information and Records Management Office | 2nd Floor – 546 Yates Street, Victoria BC | Tel: 250-387-9811 |

From: Bingham, Andrea CITZ:EX
Sent: Thursday, November 1, 2018 12:10 PM
To: Prodan, Matthew CITZ:EX <Matthew.Prodan@gov.bc.ca>
Cc: Nielsen, Michael L CITZ:EX <Michael.Nielsen@gov.bc.ca>
Subject: Pls review - revised draft directive wording

Hi Matt,

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Page 56 to/à Page 58

Withheld pursuant to/removed as

s.13

Biggs, Jackie CITZ:EX

From: Ingram, Ben GCPE:EX
Sent: January 16, 2019 11:38 AM
To: Hoskins, Chad CITZ:EX; Sexsmith, Melissa M CITZ:EX; Ghag, Kris CITZ:EX
Cc: Whittier, Joanne GCPE:EX
Subject: RE: Info bulletin for approval

Thanks!

From: Hoskins, Chad CITZ:EX
Sent: January 16, 2019 11:33 AM
To: Ingram, Ben GCPE:EX ; Sexsmith, Melissa M CITZ:EX ; Ghag, Kris CITZ:EX
Cc: Whittier, Joanne GCPE:EX
Subject: RE: Info bulletin for approval

I'm good with it. Thanks

From: Ingram, Ben GCPE:EX
Sent: Wednesday, January 16, 2019 10:55 AM
To: Sexsmith, Melissa M CITZ:EX <Melissa.M.Sexsmith@gov.bc.ca>; Ghag, Kris CITZ:EX <Kris.Ghag@gov.bc.ca>
Cc: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>; Whittier, Joanne GCPE:EX <Joanne.Whittier@gov.bc.ca>
Subject: RE: Info bulletin for approval

Thanks, Melissa. Chad any edits?

Ben

From: Sexsmith, Melissa M CITZ:EX
Sent: January 15, 2019 4:26 PM
To: Ingram, Ben GCPE:EX <Ben.Ingram@gov.bc.ca>; Ghag, Kris CITZ:EX <Kris.Ghag@gov.bc.ca>
Cc: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>; Whittier, Joanne GCPE:EX <Joanne.Whittier@gov.bc.ca>
Subject: Re: Info bulletin for approval

Looks great.

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: "Ingram, Ben GCPE:EX" <Ben.Ingram@gov.bc.ca>
Date: 2019-01-15 3:19 PM (GMT-08:00)
To: "Ghag, Kris CITZ:EX" <Kris.Ghag@gov.bc.ca>, "Sexsmith, Melissa M CITZ:EX" <Melissa.M.Sexsmith@gov.bc.ca>
Cc: "Hoskins, Chad CITZ:EX" <Chad.Hoskins@gov.bc.ca>, "Whittier, Joanne GCPE:EX" <Joanne.Whittier@gov.bc.ca>
Subject: RE: Info bulletin for approval

Thanks, Kris. Adding Melissa as I missed her in the original chain

From: Ghag, Kris CITZ:EX
Sent: January 15, 2019 3:18 PM
To: Ingram, Ben GCPE:EX <Ben.Ingram@gov.bc.ca>
Cc: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>; Whittier, Joanne GCPE:EX <Joanne.Whittier@gov.bc.ca>
Subject: RE: Info bulletin for approval

s.13

Kris

From: Ingram, Ben GCPE:EX
Sent: January 15, 2019 2:36 PM
To: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>; Ghag, Kris CITZ:EX <Kris.Ghag@gov.bc.ca>
Cc: Whittier, Joanne GCPE:EX <Joanne.Whittier@gov.bc.ca>
Subject: Info bulletin for approval

Hi, Chad and Kris. Attaching an info bulletin announcing the latest minister directives. Any suggestions/edits before we send it up to Joel?

Thanks for your help,

Ben Ingram
Public Affairs Officer
Ministry of Citizens' Services
778-698-5379

Biggs, Jackie CITZ:EX

From: Ingram, Ben GCPE:EX
Sent: January 15, 2019 3:19 PM
To: Ghag, Kris CITZ:EX; Sexsmith, Melissa M CITZ:EX
Cc: Hoskins, Chad CITZ:EX; Whittier, Joanne GCPE:EX
Subject: RE: Info bulletin for approval
Attachments: IB_FOI directives_Jan 20_DRAFT2 CH edits.docx

Thanks, Kris. Adding Melissa as I missed her in the original chain

From: Ghag, Kris CITZ:EX
Sent: January 15, 2019 3:18 PM
To: Ingram, Ben GCPE:EX
Cc: Hoskins, Chad CITZ:EX ; Whittier, Joanne GCPE:EX
Subject: RE: Info bulletin for approval

s.13

Kris

From: Ingram, Ben GCPE:EX
Sent: January 15, 2019 2:36 PM
To: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>; Ghag, Kris CITZ:EX <Kris.Ghag@gov.bc.ca>
Cc: Whittier, Joanne GCPE:EX <Joanne.Whittier@gov.bc.ca>
Subject: Info bulletin for approval

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Thanks for your help,

Ben Ingram
Public Affairs Officer
Ministry of Citizens' Services
778-698-5379

Page 62

Withheld pursuant to/removed as

s.13

Biggs, Jackie CITZ:EX

From: Sexsmith, Melissa M CITZ:EX
Sent: January 22, 2019 3:27 PM
To: Ghag, Kris CITZ:EX; Ingram, Ben GCPE:EX; Hoskins, Chad CITZ:EX
Cc: Biggs, Jackie CITZ:EX
Subject: RE: FOI directives KMs

Okay to send to Joel.

From: Ghag, Kris CITZ:EX
Sent: January 22, 2019 3:24 PM
To: Sexsmith, Melissa M CITZ:EX; Ingram, Ben GCPE:EX; Hoskins, Chad CITZ:EX
Cc: Biggs, Jackie CITZ:EX
Subject: RE: FOI directives KMs

Works for me too

From: Sexsmith, Melissa M CITZ:EX
Sent: January 22, 2019 3:19 PM
To: Ingram, Ben GCPE:EX ; Hoskins, Chad CITZ:EX ; Ghag, Kris CITZ:EX
Cc: Biggs, Jackie CITZ:EX
Subject: RE: FOI directives KMs

This looks really good from my perspective, Ben.

Melissa

From: Ingram, Ben GCPE:EX
Sent: January 22, 2019 3:09 PM
To: Hoskins, Chad CITZ:EX; Sexsmith, Melissa M CITZ:EX; Ghag, Kris CITZ:EX
Cc: Biggs, Jackie CITZ:EX
Subject: RE: FOI directives KMs

Hi, everyone. How does this KM look? Sorry if I missed your response – juggling quite a few priorities right now. Need to have this one nailed down as I'll also be included the messaging in the House binder re: mandate progress.

Thanks for your help,

Ben

From: Ingram, Ben GCPE:EX
Sent: January 21, 2019 3:05 PM
To: Hoskins, Chad CITZ:EX ; Sexsmith, Melissa M CITZ:EX ; Ghag, Kris CITZ:EX
Cc: Biggs, Jackie CITZ:EX
Subject: FOI directives KMs

Hi all. Sending this out ahead of time – hasn't been reviewed by my manager/director yet, but need to get your thoughts as this info has to be in the house binder going to MO in two days.

Idea is to use these when we publish/announce the directives at a TBD date.

Any edits/comments?

Biggs, Jackie CITZ:EX

From: Ingram, Ben GCPE:EX
Sent: January 21, 2019 3:05 PM
To: Hoskins, Chad CITZ:EX; Sexsmith, Melissa M CITZ:EX; Ghag, Kris CITZ:EX
Cc: Biggs, Jackie CITZ:EX
Subject: FOI directives KMs
Attachments: KM_FOI directives_Jan 20_DRAFT.DOCX

Hi all. Sending this out ahead of time – hasn't been reviewed by my manager/director yet, but need to get your thoughts as this info has to be in the house binder going to MO in two days.

Idea is to use these when we publish/announce the directives at a TBD date.

Any edits/comments?

Biggs, Jackie CITZ:EX

From: Biggs, Jackie CITZ:EX
Sent: December 21, 2018 9:15 AM
To: Hoskins, Chad CITZ:EX; Ghag, Kris CITZ:EX
Cc: Jacobson, Nathan CITZ:EX
Subject: RE: Signed Directives
Attachments: FOI Directive 01-2018.pdf; FOI Directive 02-2018.pdf

It always helps to attach documents.

J

From: Biggs, Jackie CITZ:EX
Sent: December 21, 2018 9:12 AM
To: Hoskins, Chad CITZ:EX ; Ghag, Kris CITZ:EX
Cc: Jacobson, Nathan CITZ:EX
Subject: Signed Directives

Chad and Kris,

Signed directives attached.

J

FREEDOM OF INFORMATION (FOI) REQUESTS

**DIRECTIVE RESPECTING RECORDS AVAILABLE TO THE PUBLIC WITHOUT A REQUEST
UNDER THE *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT***

DIRECTIVE: 01-2018

SUBJECT: **Disclosure of Summaries of Open and Closed Freedom of
Information (FOI) Requests**

AUTHORITY: This directive is issued under section 71.1 of the *Freedom of
Information and Protection of Privacy Act*.

APPLICATION: This directive applies to the Ministry of Citizens' Services.

EFFECTIVE DATE: January 2, 2019

Minister of Citizens' Services

Directive to the Ministry of Citizens' Services issued under section 71.1 of the *Freedom of Information and Protection of Privacy Act*

Under section 71.1 (1) of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165 (FOIPPA), I, Jinny Jogindera Sims, Minister of Citizens' Services, establish the following as a category of records available to the public without a request under that Act:

Summaries of open and closed FOI Requests, where an FOI Request is a request made under FOIPPA for access to a record. Summaries must not include personal information which if disclosed would constitute an unreasonable invasion of an individual's privacy.

Under section 71.1 (4) and (5) of FOIPPA, the summaries must contain the following information and must be disclosed in the manner and by the timelines set out below:

- (1) A summary report of open FOI Requests received between November 1, 2018 and December 10, 2018 must be posted to the Open Information website by January 9, 2019.
- (2) Once posted, the summary report referred to in (1), above, must be updated on a weekly basis to include summaries of FOI Requests received after December 10, 2018.

These weekly updates must be posted to the Open Information website at least 30 calendar days after the requests included in each update were received.

- (3) A summary report of closed FOI Requests that were closed in the third quarter of the 2018 fiscal year must be registered in the BC Data Catalogue and made accessible as open data under the Open Government Licence of British Columbia by January 31, 2019.
- (4) The summary report referred to in (3), above, must be updated on a quarterly basis, to include summaries of FOI Requests closed in subsequent quarters.

These quarterly updates must occur not later than 30 calendar days after the end of each quarter.

- (5) Each of the summaries of open FOI Requests must include, at a minimum, the following information for each FOI Request:
 - a) The date the request was opened;

- b) The request file number;
 - c) The applicant type;
 - d) The status of the request; and
 - e) The date by which the ministry or ministries must respond.
- (6) Each of the summaries of closed FOI Requests must include, at a minimum, the following information for each FOI Request:
- a) The date the request was opened;
 - b) The ministry or ministries to which the request is made;
 - c) A description of the request;
 - d) The request file number;
 - e) The applicant type;
 - f) The final disposition of the request;
 - g) The date on which the request was closed; and
 - h) Whether the response to the request was posted on the Open Information website and, if not, the rationale for not posting.
- (7) A summary report of open FOI Requests posted to the Open Information website or a summary report of closed FOI requests registered in the BC Data Catalogue and made accessible as open data under the Open Government License of British Columbia pursuant to Directive 05-2016 is not affected by this directive.

This directive rescinds and replaces Directive 05-2016 issued on May 30, 2016.

This directive is effective as of January 2, 2019.

19th Dec. 2019 Jenny Tans
Date Minister of Citizens' Services

RECORDS RELEASED IN RESPONSE TO A FREEDOM OF INFORMATION (FOI) REQUEST

**DIRECTIVE RESPECTING RECORDS AVAILABLE TO THE PUBLIC WITHOUT A REQUEST
UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

DIRECTIVE: 02-2018

SUBJECT: **Disclosure of Records Released in Response to a
Freedom of Information (FOI) Request**

AUTHORITY: This directive is issued under section 71.1 of the *Freedom of
Information and Protection of Privacy Act*.

APPLICATION: This directive applies to all ministries.

EFFECTIVE DATE: January 2, 2019

Minister of Citizens' Services

Directive to all Ministries issued under section 71.1 of the *Freedom of Information and Protection of Privacy Act*

Under section 71.1 (1) of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c.165 (FOIPPA), I, Jinny Jogindera Sims, Minister of Citizens' Services, establish the following as a category of records that is available to the public without a request under that Act:

Records released as responsive to an FOI Request, where an FOI Request is a request made under FOIPPA for access to a record, excluding the following:

- **Records released in response to a personal information request (which is a request made by an individual or their representative for access to their own personal information); or**
- **Records exempted from disclosure based on one or more of the attached exemption criteria.**

Under section 71.1 (4) and (5) of FOIPPA, these records must contain the following information and must be disclosed in the manner and by the timelines set out below:

- 1) Records released as responsive to an FOI Request must be posted with a copy of the response letter to the applicant, subject to the redaction of any personal information in the response letter which if disclosed would constitute an unreasonable invasion of an individual's privacy.
- 2) The responsive records and the response letter must be posted to the Open Information website no sooner than 10 business days after their release to the applicant.

This directive rescinds and replaces Directive 06-2016 issued on May 30, 2016.

This directive is effective as of January 2, 2019.

19th Dec. 2018
Date

Jinny Sims
Minister of Citizens' Services

EXEMPTION CRITERIA FOR DIRECTIVE 02-2018

Records released as responsive to an FOI Request may be exempted from disclosure on the Open Information website, either in whole or in part, if they contain any of the following:

- a) Personal information, if the disclosure would constitute an unreasonable invasion of an individual's privacy;
- b) Information that may harm relations with a First Nation;
- c) Information that may harm relations with another government;
- d) Information that may harm a third party's business interests;
- e) Information that may threaten the safety of a person or harm the security of any property or system; or
- f) Information which should not be disclosed on the Open Information website for other legal or compelling public interest reasons.

Biggs, Jackie CITZ:EX

From: Sexsmith, Melissa M CITZ:EX
Sent: March 28, 2018 1:36 PM
To: Ghag, Kris CITZ:EX; Hoskins, Chad CITZ:EX
Cc: Nielsen, Michael L CITZ:EX; Bingham, Andrea CITZ:EX; Sime, Mark CITZ:EX
Subject: New Proactive Disclosure Directives

Importance: High

Hi Kris and Chad,

Just a heads up that we've just learned that the Minister is hoping to announce, in April, the following:

- That the existing directives 05-2016 and 06-2016 will be rescinded and replaced with directives that have been modified to address identified stakeholder concerns.

s.13

We've booked a meeting for next week, when everyone is back in the office, to walk through discussion drafts of each of these.

Obviously there will also be other consultations required with ministry representatives, and this meeting will be to ensure a common understanding and agreement on approach within CIRMO.

Look forward to talking about this next week!

Melissa

Melissa M. Sexsmith, A/Executive Director | Strategic Policy and Legislation Branch | Corporate Information and Records Management Office |
2nd Floor – 546 Yates Street, Victoria BC | 250 514 2173 |

Russell, Shannon CITZ:EX

From: Harbord, Chris GCPE:EX
Sent: May 16, 2019 8:27 PM
To: Kot, Jill CITZ:EX
Cc: Pridmore, Kerry CITZ:EX; Ritchie, CJ CITZ:EX; Russell, Shannon CITZ:EX; Parmar, Ravi CITZ:EX; Ingram, Ben GCPE:EX; Whittier, Joanne GCPE:EX; Marriott, Sarah GCPE:EX
Subject: Re: FYI: Media Story Updated re FOI progress - Vancouver Sun/Province

Yes I agree. We did follow up in this point specifically after the article was updated but the reporter didn't feel like we addressed what the interest groups have asked for as far as updating FOIPPA as opposed to the IMA. For this reason, he declined to include this information in the update unfortunately.

On May 16, 2019, at 7:20 PM, Kot, Jill CITZ:EX <Jill.Kot@gov.bc.ca> wrote:

It would be nice if he also acknowledged we've moved forward on duty to document.

Sent from my iPhone

On May 16, 2019, at 3:48 PM, Harbord, Chris GCPE:EX <Chris.Harbord@gov.bc.ca> wrote:

Hi there – the reporter has added the following content in yellow to his stories available online in the Sun and Province. I don't see the (same) story that ran in the TC available online.

He declined to include the information we provided on documenting government decisions because the stakeholders he spoke with wanted these changes in FOIPPA, not the IMA.

<https://vancouversun.com/news/local-news/after-sims-allegations-advocates-say-promised-transparency-rules-overdue>

<https://theprovince.com/news/local-news/after-sims-allegations-advocates-say-promised-transparency-rules-overdue/wcm/b095f33c-d302-4a02-8a25-503f429a6e6a>

Thanks, Chris

From: Whittier, Joanne GCPE:EX
Sent: May 16, 2019 2:27 PM
To: Harbord, Chris GCPE:EX <Chris.Harbord@gov.bc.ca>; Ingram, Ben GCPE:EX <Ben.Ingram@gov.bc.ca>
Subject: RE: Vancouver Sun: Request for comment on FOIPPA

Story is now updated: <https://vancouversun.com/news/local-news/after-sims-allegations-advocates-say-promised-transparency-rules-overdue>

Allegations that a provincial cabinet minister may have skirted freedom of information laws have transparency advocates asking if the B.C. NDP will follow through on election promises to improve public access to government records.

A former constituency assistant has alleged that Minister of Citizens' Services Jinny Sims instructed staff to conceal messages from freedom of information requests, which comes as no surprise to Mike Larsen, president of the B.C. Freedom of Information and Privacy Association, despite the government's election promises to improve transparency.

"At the end of the day, unfortunately, this is not new," Larsen said on Wednesday, a day after an email from the former staffer, Kate Gillie, became public.

Larsen said the Freedom of Information and Protection of Privacy Act, which allows members of the public to request government records, has significant loopholes that have long allowed officials to keep documents out of the public eye.

For example, the B.C. legislature itself wasn't subject to the act's provisions until after Speaker Daryl Plecas revealed expansive overspending earlier this year, prompting Premier John Horgan to call to expand the law's scope.

"B.C.'s laws are better than most (in Canada)," said Sean Holman, a professor of information access at Mount Royal University and former legislative reporter for The Vancouver Sun. "But that doesn't mean they're good."

In 2016, a special committee made several recommendations to strengthen the legislation, including a "duty to document key decisions and actions of public bodies," which many leading NDP members, such as Attorney-General David Eby, supported.

"There was already a roadmap, and we hoped this was going to be a framing point for legislative reform," said Larsen.

In 2017, Horgan directed Sims to "improve access to information rules to provide greater public accountability" and "improve response and processing times for freedom of information requests" in a mandate letter.

A representative from Sims' office wrote that the government has changed rules to give reporters more time with records they inspect in person, but a review of the law itself is still ongoing.

"We are proceeding in a methodical and judicious manner because these changes affect the operations of more than 2,900 public bodies." reads the statement.

Advocates say little concrete change has come.

"They seem to have changed their tune during their time in power," said Larsen.

It is not the first time B.C.'s transparency laws have come under scrutiny in recent years.

In 2017, B.C. Liberal ministers were found to have mass-deleted emails through a process known as "triple delete" to hide them from freedom of information requests.

And while opposition parties have repeatedly promised change, Holman says they change their tune once they gain power.

"Opposition (parties) have promised to be more open once they take power, time and time again," said Holman. "And what we see is that the seduction of secrecy is too hard to resist."

Holman said while a review of the law is necessary, the deeper problem is partisan "jockeying" between the parties, which he said only fosters transparency when it's convenient.

"This isn't a left-wing problem or a right-wing problem," said Holman. "This is a problem with both sides of the political spectrum and everything in between."

From: Whittier, Joanne GCPE:EX
Sent: May 16, 2019 12:40 PM
To: zvescera@postmedia.com
Subject: RE: Vancouver Sun: Request for comment on FOIPPA

Hi there Zak: I checked your story but it doesn't appear to be updated at this point. Are you able to give me an eta on this? Happy to call again to discuss.

Thanks in advance, Joanne

From: Whittier, Joanne GCPE:EX
Sent: May 15, 2019 5:51 PM
To: zvescera@postmedia.com
Subject: Vancouver Sun: Request for comment on FOIPPA

Hi Zak ... apologies for the delay in getting back to you. Please find below background information in response to your inquiry.

Best, Joanne

Background information:

- Effective Jan. 2, 2019, journalists and other requestors now have at least twice as much exclusive time with the records they obtain through FOI.
- Reporters can now file FOIs without worry that others can see a description of their request before the records are published to Open Information
- Together, these changes help to improve the transparency and accountability of government by making the FOI system work better for the people who use it.
- For more information on these changes, you can view the signed ministerial directives
here: <https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government/open-information/freedom-of-information/ministerial-directives-proactive-releases>
- Additionally, in April government legislated the obligation public servants have to make records of their key decisions. You can view that

news release here: <https://news.gov.bc.ca/releases/2019CITZ0012-000536>

- Potential future changes to the Freedom of Information and Protection of Privacy Act are currently being reviewed, including all of the recommendations made by the Information and Privacy Commissioner and the Special Committee of the Legislative Assembly.
- There has not been significant updates to the legislation in almost a decade.
- We are proceeding in a methodical and judicious manner because these changes affect the operations of more than 2,900 public bodies.

Begin forwarded message:

From: "Vescera, Zak" **Date:** May 15, 2019 at 11:03:55 AM PDT
To: "Joanne.Whittier@gov.bc.ca" <Joanne.Whittier@gov.bc.ca>
Subject: Vancouver Sun: Request for comment on FOIPPA

Hi Joanne,

I hope this message finds you well. My name is Zak Vescera and I'm a reporter at The Vancouver Sun. I'm writing a story about B.C.'s access to information laws.

The BCNDP indicated in 2017 that FOIPPA would be updated to strengthen access to information for citizens and do away with practices like revealing the text of information requests online before information is sent to the requester.

Given the recent allegations against Minister Sins and other incidences of "triple-deleting" last year, I'd like to know if the government envisions updating these laws within the year and why.

My phone number is s.22 and I can be reached at this email.
My deadline is 4:30 today.

Thank you very much for your help,

Zak Vescera

Russell, Shannon CITZ:EX

From: Russell, Shannon CITZ:EX
Sent: May 15, 2019 5:12 PM
To: Whittier, Joanne GCPE:EX; Parmar, Ravi CITZ:EX
Cc: Harbord, Chris GCPE:EX; Ingram, Ben GCPE:EX; Marriott, Sarah GCPE:EX; Kot, Jill CITZ:EX; Cook, Jeannette CITZ:EX
Subject: RE: For MO: media request: Vancouver Sun/FOIPPA
Importance: High

Hi Jo, this is approved to go.

Thanks,
Shannon

Shannon Russell
Senior Ministerial Assistant to Jinny Sims
Minister of Citizens' Services
Shannon.Russell@gov.bc.ca | 250-387-9699

From: Whittier, Joanne GCPE:EX
Sent: May 15, 2019 3:50 PM
To: Russell, Shannon CITZ:EX <Shannon.Russell@gov.bc.ca>; Parmar, Ravi CITZ:EX <Ravi.Parmar@gov.bc.ca>
Cc: Harbord, Chris GCPE:EX <Chris.Harbord@gov.bc.ca>; Ingram, Ben GCPE:EX <Ben.Ingram@gov.bc.ca>; Marriott, Sarah GCPE:EX <Sarah.Marriott@gov.bc.ca>; Kot, Jill CITZ:EX <Jill.Kot@gov.bc.ca>; Cook, Jeannette CITZ:EX <Jeannette.Cook@gov.bc.ca>
Subject: For MO: media request: Vancouver Sun/FOIPPA

Hi there ... for this one; the reporter is looking for an update on changes to FOIPPA. Plz let me know if the response below is ok with MO? Thx much - Joanne

Reporter

Zak Vescera, Reporter
Vancouver Sun
zvescera@postmedia.com

s.22

Deadline Wednesday, May 15, 2019 4:30 PM

Request

The BCNDP indicated in 2017 that FOIPPA would be updated to strengthen access to information for citizens and do away with practices like revealing the text of information requests online before information is sent to the requester.

Given the recent allegations against Minister Sins, I'd like to know if the government envisions updating these laws within the year and why.

Recommended response:

- Effective Jan. 2, 2019, journalists and other requestors now have at least twice as much exclusive time with the records they obtain through FOI.
- Reporters can now file FOIs without worry that others can see a description of their request before the records are published to Open Information
- Together, these changes help to improve the transparency and accountability of government by making the FOI system work better for the people who use it.
- For more information on these changes, you can view the signed ministerial directives here: <https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government/open-information/freedom-of-information/ministerial-directives-proactive-releases>
- Additionally, in April government legislated the obligation public servants have to make records of their key decisions. You can view that news release here: <https://news.gov.bc.ca/releases/2019CITZ0012-000536>
- Potential future changes to the Freedom of Information and Protection of Privacy Act are currently being reviewed, including all of the recommendations made by the Information and Privacy Commissioner and the Special Committee of the Legislative Assembly.
- There has not been significant updates to the legislation in almost a decade.
- We are proceeding in a methodical and judicious manner because these changes affect the operations of more than 2,900 public bodies.

Parmar, Ravi CITZ:EX

From: Harbord, Chris GCPE:EX
Sent: March 29, 2019 12:11 PM
To: Russell, Shannon CITZ:EX; Whittier, Joanne GCPE:EX
Cc: Parmar, Ravi CITZ:EX; Ingram, Ben GCPE:EX
Subject: RE: For MO approval - NR and KM/QA Documenting Government Decisions
Attachments: NR_DGD_March 15_MO Review - Take 2.docx

Does this work? Cheers, Chris

From: Russell, Shannon CITZ:EX
Sent: March 29, 2019 11:50 AM
To: Harbord, Chris GCPE:EX <Chris.Harbord@gov.bc.ca>; Whittier, Joanne GCPE:EX <Joanne.Whittier@gov.bc.ca>
Cc: Parmar, Ravi CITZ:EX <Ravi.Parmar@gov.bc.ca>
Subject: For MO approval - NR and KM/QA Documenting Government Decisions
Importance: High

Hi – Some changes are required... Can you take a look please and revise as needed.

Thanks,
Shannon
Shannon Russell
Senior Ministerial Assistant to Jinny Sims
Minister of Citizens' Services
Shannon.Russell@gov.bc.ca / 250-357-9699

From: Whittier, Joanne GCPE:EX
Sent: March 29, 2019 10:01 AM
To: Harbord, Chris GCPE:EX <Chris.Harbord@gov.bc.ca>; Russell, Shannon CITZ:EX <Shannon.Russell@gov.bc.ca>;
Parmar, Ravi CITZ:EX <Ravi.Parmar@gov.bc.ca>
Cc: Ingram, Ben GCPE:EX <Ben.Ingram@gov.bc.ca>; Kot, Jill CITZ:EX <Jill.Kot@gov.bc.ca>; Olsen, Melody CITZ:EX
<Melody.Olsen@gov.bc.ca>
Subject: Resending: For MO approval - NR and KM/QA Documenting Government Decisions

Includes a quote from David Loukidelis that was part of a report on implementing the duty to document and has been approved for use


Parmar, Ravi CITZ:EX

From: noreply.newsondemand@gov.bc.ca
Sent: April 1, 2019 12:54 PM
To: Parmar, Ravi CITZ:EX
Subject: BC Gov News - Legislative updates increase transparency, accountability



Legislative updates increase transparency, accountability

New legislative changes improve transparency and accountability for British Columbians, making government's requirement to record key decisions law.

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Citizens' Services, Government Operations

[Manage your subscription](#)

[See more from BC Gov News](#)

Please do not respond to this message

Parmar, Ravi CITZ:EX

From: Russell, Shannon CITZ:EX
Sent: March 29, 2019 2:07 PM
To: Harbord, Chris GCPE:EX; Whittier, Joanne GCPE:EX
Cc: Parmar, Ravi CITZ:EX; Ingram, Ben GCPE:EX
Subject: RE: For MO approval - NR and KM/QA Documenting Government Decisions
Attachments: NR_DGD_March 15_FINAL.docx

Importance: High

The attached NR has been approved by MJS so is good to go!

Shannon Russell
Senior Ministerial Assistant to Jinny Sims
Minister of Citizens' Services
Shannon.Russell@gov.bc.ca | 250-387-9699

From: Harbord, Chris GCPE:EX
Sent: March 29, 2019 12:11 PM
To: Russell, Shannon CITZ:EX <Shannon.Russell@gov.bc.ca>; Whittier, Joanne GCPE:EX <Joanne.Whittier@gov.bc.ca>
Cc: Parmar, Ravi CITZ:EX <Ravi.Parmar@gov.bc.ca>; Ingram, Ben GCPE:EX <Ben.Ingram@gov.bc.ca>
Subject: RE: For MO approval - NR and KM/QA Documenting Government Decisions

Does this work? Cheers, Chris

From: Russell, Shannon CITZ:EX
Sent: March 29, 2019 11:50 AM
To: Harbord, Chris GCPE:EX <Chris.Harbord@gov.bc.ca>; Whittier, Joanne GCPE:EX <Joanne.Whittier@gov.bc.ca>
Cc: Parmar, Ravi CITZ:EX <Ravi.Parmar@gov.bc.ca>
Subject: For MO approval - NR and KM/QA Documenting Government Decisions
Importance: High

Hi – Some changes are required... Can you take a look please and revise as needed.

Thanks,
Shannon
Shannon Russell
Senior Ministerial Assistant to Jinny Sims
Minister of Citizens' Services
Shannon.Russell@gov.bc.ca | 250-387-9699

From: Whittier, Joanne GCPE:EX
Sent: March 29, 2019 10:01 AM
To: Harbord, Chris GCPE:EX <Chris.Harbord@gov.bc.ca>; Russell, Shannon CITZ:EX <Shannon.Russell@gov.bc.ca>;
Parmar, Ravi CITZ:EX <Ravi.Parmar@gov.bc.ca>
Cc: Ingram, Ben GCPE:EX <Ben.Ingram@gov.bc.ca>; Kot, Jill CITZ:EX <Jill.Kot@gov.bc.ca>; Olsen, Melody CITZ:EX
<Melody.Olsen@gov.bc.ca>
Subject: Resending: For MO approval - NR and KM/QA Documenting Government Decisions

Includes a quote from David Loukidelis that was part of a report on implementing the duty to document and has been approved for use

NEWS RELEASE

For Immediate Release
April 1, 2019

Ministry of Citizens' Services

Legislative updates increase transparency, accountability

VICTORIA - New legislative changes improve transparency and accountability for British Columbians, making government's requirement to record key decisions law.

"People rightly expect to have access to information about how the Province makes important decisions that impact their lives," said Jinny Sims, Minister of Citizens' Services. "This legislative change formalizes government's obligation to document decisions and helps ensure records of decisions are available and accessible."

The Information Management Act outlines how records are handled throughout their lifecycle, including storage, archival and disposal. The legislation applies to all ministries and 41 government bodies throughout the province, such as the B.C. Lottery Corporation, the Oil and Gas Commission and Destination BC. This change formalizes an existing obligation contained in core policy and now extends it to the 41 government bodies governed by the act.

"With these improvements, British Columbia becomes the first province to legislate how government decisions must be documented. These updates are designed to further promote our government's culture of transparency and accountability throughout the public service," said Sims. "We're supporting staff with a robust and mandatory training program that will provide information about creating records, protecting peoples' privacy and promoting openness across government."

The amendments were brought into force on April 1, 2019, and respond to recommendations made by former information and privacy commissioners David Loukidelis and Elizabeth Denham to legislate the duty of public servants to create records of key decisions. Loukidelis also recommended that British Columbia's chief records officer (CRO) provide guidance to government bodies and ensure compliance with the act. Additional changes to the legislation will provide the CRO with the power to conduct regular and as-needed reviews of the way the Province manages information.

"The directive and guidelines are consistent with best practices internationally and domestically," said David Loukidelis, information and privacy expert. "When properly implemented, the directive and guidelines will result in a leading-edge framework for the documentation of government decisions that meets or exceeds requirements in other jurisdictions around the world."

Every entity covered by the act has assigned a staff champion to lead implementation of the new requirements within its organization. These champions and their teams have received training and resources and will get ongoing support from the Ministry of Citizens' Services records management experts.

These changes build on the progress government is making to strengthen information access rules, improve response times and increase accountability. The amendments also take action to implement feedback from stakeholders and the public. For example, on-time response rates to freedom of information (FOI) requests improved by 10% in 2017-18 compared to 2016-17, despite a significant increase in applications. Additionally, in response to concerns raised by journalists, FOI applicants now have more exclusive time with their records and the subjects of pending requests are no longer disclosed.

The Province continues to explore legislative and policy changes to enhance public sector transparency and accountability.

Quick Facts:

- Consultations were conducted with government ministries and bodies prior to the new provisions being brought into force.
- These changes respond to five of Loukideli's 27 recommendations, as well as two concerns raised by Denham in her report Access Denied: Record Retention and Disposal Practices of the Government of British Columbia.

Learn More:

The Information Management Act governs how government handles public records from creation to disposal: <http://www.bclaws.ca/civix/document/id/lc/statreg/15027>

The legislation applies to all government ministries, as well as the 41 government bodies: <http://ow.ly/WDTe30odrG9>

The Loukidelis report provided guidance to the Province on how to address deficiencies in records management identified by former privacy commissioner Elizabeth Denham: <http://ow.ly/CFr730odrIn>

Contact:

Ministry of Citizens' Services
Government Communications and Public
Engagement
250 387-0172

Connect with the Province of B.C. at: news.gov.bc.ca/connect

Parmar, Ravi CITZ:EX

From: Russell, Shannon CITZ:EX
Sent: March 29, 2019 11:50 AM
To: Harbord, Chris GCPE:EX; Whittier, Joanne GCPE:EX
Cc: Parmar, Ravi CITZ:EX
Subject: For MO approval - NR and KM/QA Documenting Government Decisions
Attachments: NR_DGD_March 15_MO Review - Edits still required.docx

Importance: High

Hi – Some changes are required... Can you take a look please and revise as needed.

Thanks,
Shannon
Shannon Russell
*Senior Ministerial Assistant to Jinny Sims
Minister of Citizens' Services
Shannon.Russell@gov.bc.ca | 250-387-9699*

From: Whittier, Joanne GCPE:EX
Sent: March 29, 2019 10:01 AM
To: Harbord, Chris GCPE:EX <Chris.Harbord@gov.bc.ca>; Russell, Shannon CITZ:EX <Shannon.Russell@gov.bc.ca>; Parmar, Ravi CITZ:EX <Ravi.Parmar@gov.bc.ca>
Cc: Ingram, Ben GCPE:EX <Ben.Ingram@gov.bc.ca>; Kot, Jill CITZ:EX <Jill.Kot@gov.bc.ca>; Olsen, Melody CITZ:EX <Melody.Olsen@gov.bc.ca>
Subject: Resending: For MO approval - NR and KM/QA Documenting Government Decisions

Includes a quote from David Loukidelis that was part of a report on implementing the duty to document and has been approved for use

Parmar, Ravi CITZ:EX

From: Whittier, Joanne GCPE:EX
Sent: March 29, 2019 10:01 AM
To: Harbord, Chris GCPE:EX; Russell, Shannon CITZ:EX; Parmar, Ravi CITZ:EX
Cc: Ingram, Ben GCPE:EX; Kot, Jill CITZ:EX; Olsen, Melody CITZ:EX
Subject: Resending: For MO approval - NR and KM/QA Documenting Government Decisions
Attachments: NR_DGD_March 15_DRAFT6.docx

Includes a quote from David Loukidelis that was part of a report on implementing the duty to document and has been approved for use.

From: Whittier, Joanne GCPE:EX
Sent: March 27, 2019 12:17 PM
To: Russell, Shannon CITZ:EX <Shannon.Russell@gov.bc.ca>; Parmar, Ravi CITZ:EX <Ravi.Parmar@gov.bc.ca>
Cc: Harbord, Chris GCPE:EX <Chris.Harbord@gov.bc.ca>; Ingram, Ben GCPE:EX <Ben.Ingram@gov.bc.ca>; Kot, Jill CITZ:EX <Jill.Kot@gov.bc.ca>; Olsen, Melody CITZ:EX <Melody.Olsen@gov.bc.ca>
Subject: For MO approval - NR and KM/QA Documenting Government Decisions

Hi there – these have been approved up to Joel. In terms of a validator, staff (Joel) are recommending David Loukidelis as a leading information and privacy expert and also as someone who has provided input to staff on guidelines. If this work for MO, we can work with David's team on this.

In terms of timing on April 1, Corp Calendar would like to go with 3:30 p.m. Hope that works ok?

Thx much - Jo

Parmar, Ravi CITZ:EX

From: Whittier, Joanne GCPE:EX
Sent: March 27, 2019 12:17 PM
To: Russell, Shannon CITZ:EX; Parmar, Ravi CITZ:EX
Cc: Harbord, Chris GCPE:EX; Ingram, Ben GCPE:EX; Kot, Jill CITZ:EX; Olsen, Melody CITZ:EX
Subject: For MO approval - NR and KM/QA Documenting Government Decisions
Attachments: KM QA_DGD_March 15_DRAFT4.docx; NR_DGD_March 15_DRAFT6.docx

Hi there – these have been approved up to Joel. In terms of a validator, staff (Joel) are recommending David Loukidelis as a leading information and privacy expert and also as someone who has provided input to staff on guidelines. If this work for MO, we can work with David's team on this.

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