

Email Details

From:	IAOFlexTeam@gov.bc.ca
To:	env.dmo.irm@gov.bc.ca
Cc:	
Bcc:	
Subject:	Call for Records MOE-2021-10933 - Pablo Frederick
Date Sent:	3/2/2021 9:02:23 AM
Body:	<p>Please see details below regarding this formal request made under the <i>Freedom of Information and Protection of Privacy Act</i> (FOIPPA):</p> <p>Records showing how the BC Parks division assess whether removing an obstacle faced by a person with a disability is an undue hardship. This includes documents such as, but not limited to the following: policies, procedures, guidelines, and blank forms. Date Format is MM/DD/YYYY</p> <p>Applicant Type: Individual Records Due: March 16, 2021 Legislated Due Date: April 14, 2021</p> <p>Please email Pablo Frederick at IAOFlexTeam@gov.bc.ca for all questions regarding clarification, deadlines, routinely releasable records, or publicly available records.</p> <p>Fees</p> <p>If any of the following apply, a fee estimate may be required:</p> <ul style="list-style-type: none">• The search and retrieval time are anticipated to exceed 3 hours;• The volume of hard-copy records is anticipated to exceed 200 pages;• Preparation time can reasonably be expected to exceed 15 minutes or more. <p>If so, please complete Sections 2 and 4 of the CFR, add it to the FOI Fileshare, and then email the IAOFlexTeam@gov.bc.ca using the subject line "MOE-2021-10933 - Pablo Frederick - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.</p> <p>Load Records to the FOI Fileshare</p> <p>Please send your completed CFR form and responsive records to IAO via the FOI Fileshare, instead of by email.</p> <ul style="list-style-type: none">• Create a new folder in the FOI Fileshare titled "MOE-2021-10933 - Pablo Frederick - Records"• Copy all responsive records and the completed CFR to the folder• Send an email to IAOFlexTeam@gov.bc.ca with the subject line "MOE-2021-10933 - Pablo Frederick - CFR Complete" <p>If you are having difficulties accessing the FOI Fileshare, please contact IAOFlexTeam@gov.bc.ca.</p> <p>Reminder</p> <p>FOIPPA obligates us to assist every applicant and to respond without delay, openly, accurately, and completely. If the public body must defend the adequacy of its search to the Information and Privacy Commissioner at</p>

Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Thank you,

Pablo Frederick, Junior FOI Analyst
IAO Flex Team | Information Access Operations | Ministry of Citizens'
Services

Section 1: FOI Request Details

General Request ☒

Applicant Type: Individual

Request Received: March 1, 2021

FOI Analyst: Pablo Frederick

Legislated Due Date: April 14, 2021

Fee Estimate Due: March 9, 2021

Records Due: March 16, 2021

Description: Records showing how the BC Parks division assess whether removing an obstacle faced by a person with a disability is an undue hardship. This includes documents such as, but not limited to the following: policies, procedures, guidelines, and blank forms.

Section 2: Initial Records Assessment

Do you hold responsive records? YES ☐ NO ☐

If no, please provide an explanation that can be given to the applicant (if applicable):

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

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

If yes, specify:

Section 3: No Records Response Approval

Please forward to public body FOI contact (if applicable) for delegated head's final public body approval if no records have been located

Final public body approval (full name and title):	Signature:	Date: Date
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Section 4: Fee Estimate – General request only (if this is a personal request skip to section 5)

Please ensure that all reasonable efforts are made to <u>generate as accurate an estimate as possible</u>	Estimated Hours	Actual Hours
Locating/Retrieving – this includes searching all relevant sources. Areas to consider searching include: <ul style="list-style-type: none"> Outlook (including 'deleted' and 'sent' folders) Records management systems (ex. EDRMS) LAN, shared drives, SharePoint, databases Offsite records 		
Producing – this only applies where you are creating records from other sources* (e.g. developing a program to create new records from a database) and tasks include <ul style="list-style-type: none"> Identifying relevant sources of data/information Manual time spent creating and producing records Ex: generating a custom report from a database using existing data 		

Preparing – this may include time spent by IAO (for electronic records) or the Ministry (for hardcopy records) and tasks include		
<ul style="list-style-type: none"> • Converting records to PDF • Consolidating records into a single PDF document • Organizing records packages (e.g. by date department, staff, records type, etc.) • Photocopying or scanning records into electronic format • Ensuring completeness of responsive records • Copying other types of media (audio and/or video) <p>For electronic records, you do not need to provide a time estimate, please provide the number of files where requested below and IAO will be in a position to calculate the time required and to consider charging a fee.</p>		
Volume – for electronic records please provide the estimated number of files and for hardcopy records please continue to provide the number of pages		
<ul style="list-style-type: none"> • Electronic records <ul style="list-style-type: none"> ○ Files (e.g. emails, Word Docs, Excel sheets, PDFs, photos, etc.) 		
<ul style="list-style-type: none"> • Hardcopy records <ul style="list-style-type: none"> ○ Average file folder = 1" and holds approx. 200 pages (single-sided) ○ 1 standard Records Centre Services box: <ul style="list-style-type: none"> ▪ Legal sized folders = 1800 pages ▪ Letter sized folders = 2200 pages 		
Suggestions for possible narrowing:		

Section 5: Search Summary

Please describe the search for records including what records were searched, (e.g., files, email, databases, EDRMS, offsite records, etc.) duration of search time, and who conducted the search for records:

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Section 6a: Program Area Harms Assessment

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

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

Could the release of any/all of the responsive records potentially cause harm? YES ☐ NO ☐

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

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Section 6b: Publication on Open Information (if this is a personal request skip to section 7)

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

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Section 7: Contact Information

Who completed this form (full name and title):	Phone Number:	Date: Date
Harms Assessment completed by (full name and title):	Program Area:	
Harms Assessment approved by (full name and title):		

Craib, Patrick CITZ:EX

From: IAO Flex Team CITZ:EX
Sent: March 4, 2021 9:06 AM
To: ENV Information Management Team ENV:EX
Subject: RE: Call for Records MOE-2021-10933 - Pablo Frederick - Concerns/Question

Hello,

No the applicant is not re-wording their request, in this case I believe an NRR would be appropriate. Thank you for asking.

Regards,

Pablo Frederick

Junior FOI Analyst | Information Access Operations

Corporate Information and Records Management | Ministry of Citizens' Services

Ph.778-974-2001| e: Pablo.Frederick@gov.bc.ca m: PO Box 9569, STN PROV GOVT Victoria BC V8W 9K1

From: ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>
Sent: March 4, 2021 8:45 AM
To: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>
Subject: RE: Call for Records MOE-2021-10933 - Pablo Frederick - Concerns/Question

Hi Pablo,

Thanks for your message yesterday. Because the applicant does not want the document, should I make this FOI request then an NRR and close it? Or is the applicant re-wording their request? Just wondering where this request stands and what actions I need to take.

Thanks,
Vivian-Grace

Vivian Grace Ostan
IRM Technician | Information & Records Management Team (IRMT)
Deputy Minister's Office | Ministry of Environment & Climate Change Strategy

From: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>
Sent: March 3, 2021 12:58 PM
To: ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>
Subject: RE: Call for Records MOE-2021-10933 - Pablo Frederick - Concerns/Question

Hello,

I have asked the applicant and they are not interested in the document you described, thank you.

Regards,

Pablo Frederick

Junior FOI Analyst | Information Access Operations

Corporate Information and Records Management | Ministry of Citizens' Services

Ph.778-974-2001| e: Pablo.Frederick@gov.bc.ca m: PO Box 9569, STN PROV GOVT Victoria BC V8W 9K1

From: ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>
Sent: March 3, 2021 10:21 AM
To: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>
Subject: RE: Call for Records MOE-2021-10933 - Pablo Frederick - Concerns/Question

Hi Pablo,

I sent the CFR email to the program areas but based on the current wording of the request, we may be looking at an NRR (no responsive records).

If the applicant is interested, we can provide the Universal Design Guideline, as this document provides information on how BC Parks assesses accessibility in park environments. There are no directives or records that evaluate "undue hardships" of removing an obstacle or evaluate their duty to accommodate people with disabilities.

Please advise how the applicant would like to move forward.

Thanks,
Vivian-Grace

Vivian Grace Ostan
IRM Technician | Information & Records Management Team (IRMT)
Deputy Minister's Office | Ministry of Environment & Climate Change Strategy

From: IAOFlexTeam@gov.bc.ca <IAOFlexTeam@gov.bc.ca>
Sent: March 2, 2021 9:03 AM
To: ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>
Subject: Call for Records MOE-2021-10933 - Pablo Frederick

Hi Vivian-Grace – this request should go to BC Parks, Visitor Programs (Sydney Martin's group). Thanks!

Request for Documents for Request # 'MOE-2021-10933'. Your response due date is: 3/16/2021 12:00:00 AM Message from SENDER: Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

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Records Due: March 16, 2021
Legislated Due Date: April 14, 2021

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Thank you,

Pablo Frederick, Junior FOI Analyst

IAO Flex Team | Information Access Operations | Ministry of Citizens' Services

Craib, Patrick CITZ:EX

From: ENV Information Management Team ENV:EX
Sent: March 4, 2021 12:08 PM
To: IAO Flex Team CITZ:EX
Subject: MOE-2021-10933 - Pablo Frederick - NRR

Hi Pablo,

This is to confirm that the program has no responsive records for this request.

Thanks,
Vivian-Grace

Vivian Grace Ostan
IRM Technician | Information & Records Management Team (IRMT)
Deputy Minister's Office | Ministry of Environment & Climate Change Strategy