EMCR Freedom of Information (FOI) Request Process Map

IAO

Information Access Operations (IAO) Analyst – Intake - 1-2 days

- FOI request is received by the Information Access Operations (IAO) Office.
- IAO reviews and determines if there is sufficient information to open a formal request and then has the IAO Flex Team assign the "Call for Records" to the EMBC FOI analyst at EMBCFOI@gov.bc.ca.

FOI Analyst

FOI Analyst via EMCR FOI Mailbox - 1 day

- EMCR FOI analyst receives and reviews the request, determining if the ministry can accept it.
- FOI analyst assigns the request via email, with due dates, to related ADMO/ELO and program areas requesting recommendation of any others who may possess records (internal or external).

Program Area

EMCR Program Area - Record Search/Collection - 7 days

- EMCR program area and ADMO receives the request, confirms it belongs to their area, advises if other program areas should be canvassed, and begins the records search.
- *If search and retrieval time is anticipated to exceed three hours of combined staff effort and/or the total volume of records is likely to exceed 200 pages, program area or ADMO advises FOI analyst who works with staff to develop a fee estimate.*
  - *If a fee estimate is required, the EMCR FOI analyst prepares and submits it to IAO.*
  - *Fee estimates put the request on hold, stopping the search, until the fee is paid or the scope of the request is narrowed.*
- Staff locate and retrieve responsive records, ensuring that collected records are responsive to the scope and fall within the date range of the request — quality control is applied.
- Staff email the collected records, in their raw form, to the EMBC FOI coordinator for processing and review.
  - *If the records are too large or there are too many to be emailed, they can be transferred via LAN (M:\FOI Depository).*

FOI Analyst

FOI Analyst - Processing and Harms Assessment - 2 days

- FOI analyst coordinates the receipt of records from all program areas who may have had records to provide.
- Analyst reviews, deduplicates, and combines into single ordered PDF.
- Analyst reviews records for harms, referencing the FOIPPA Policy & Procedures Manual to cite specific sections justifying redaction.
- Analyst confirms harms with subject matter experts or ADMO where necessary, adding context to the "marked" PDF copy.
- Analyst sends marked records via eApprovals to executive support for ADMO or EL to arrange for approval of harms identification.
- Where records pertain to more than one program area, each office reviews records concurrently via eApprovals.

ADM/EL

Assistant Deputy Minister / Executive Lead - Harms Approvals - 1-3 days

- ADM's or EL's office reviews the records, checking existing harms comments and highlights, identifying any additional harmful content not yet marked.
- ADM/EL approves harms assessment and returns to EMCR FOI analyst via eApprovals.

FOI Analyst

FOI Analyst - Updating and Sending - 1 day

- Analyst reviews package, confirming completeness and appropriate approvals, finalizes the Call for Records form, and submits to IAO.
- The eApproval is closed and its history is saved to the EMBC FOI LAN, alongside the records and forms.

IAO

IAO Flex Team and Analyst – Review – 10 days

- The IAO Flex Team reviews records and EMCR's recommendations for severing.
- The IAO analyst undertakes a full harms assessment of their own, considering EMCR's recommended suggestions. The analyst may reach out to the EMCR analyst to confirm harms and seek subject clarification.
- Once complete, a "redline" copy with areas of redaction applied is sent to the EMBC analyst. Red marked information is blacked out (severed) at the end of the FOI process — not yet.

FOI Analyst

FOI Analyst – Harms Check and Sign-Off Request – 1 day

- With the redline received, the EMCR FOI analyst compares it with the previously provided harms assessment to ensure all harmful content is marked on this new copy.
- If any revisions are required, the analyst works with IAO, escalating as needed.
- Once finalized, EMCR FOI analyst opens a new eApproval, attaching the redline, the sign-off form, and draft letter, flagging any discrepancies between the earlier harms assessment and this redline, then sends to ADMO/EL for sign-off, via executive support.

ADM/EL

ADM / EL Sign-Off – 1 day

- The ADM/EL reviews records, checking eApprovals comments for notes on any changes made since the document was last approved.
- If new changes to the redline are required, the eApp is returned to the analyst with detail and justification to arrange a revision with IAO.
- Once approved, the eApproval is returned to the analyst to apply the executive signature.

DM / Assoc.

Deputy Minister / Associate Deputy Minister Sign-Off – 1 day

- EMBC FOI analyst forwards approved eApproval to Director, Executive Ops, for review.
- Director, Executive Ops, reviews and provides to DM or Associate DM for sign-off.
- Once approved, eApproval is returned to the analyst to apply DM or Associate DM signature.

FOI Analyst

FOI Analyst - Provide to IAO and Close – 1 day

- EMBC FOI analyst updates tracking and returns the signed form to IAO.
- The eApproval is closed, and its contents, including eApps history, are saved to the EMCR FOI LAN.

IAO

IAO Release – 1-2 days

- The IAO analyst finalizes the release package and provides the final version to the applicant.
- IAO posts the response to the Open Information website unless exempt from publication: www.gov.bc.ca/openinformation

MINISTRY OF EMERGENCY MANAGEMENT AND CLIMATE READINESS
Deputy Ministers Office
December 2023

- **Deputy Minister** — DM
  - **Senior Executive Assistant** — SEA
  - **Director, Exec Operations** — Band 4
    - **FOI Analyst** — AO 18
    - **Records Analyst** — AO 18
    - **Correspondence Analyst** — CLK 15
  - **Manager, Executive Operations** — Band 2
  - **Exec Lead, Strategic Partnerships** — Executive Lead
  - **ADM, Disaster Risk Management** — ADM
  - **ADM, Disaster Recovery** — ADM
    - **Exec Lead, Provincial Disaster Recovery** — Executive Lead
  - **Director, Communications** — GCPE
    - **Manager, Communications** — Band 3
      - **Senior Public Affairs Officer** — Band 2
      - **Public Affairs Officer** — Band 1
      - **Senior Public Affairs Officer** — Band 2
      - **Communications Coordinator** — AO 18