

Call for Records GCP-2020-06910 - Taylor Schulte

From: IAOFlexTeam@gov.bc.ca
To: gcpefoicoordinator@gov.bc.ca, GCPE FOI Coordinator GCPE:EX
Cc: Jakalene.Plan@gov.bc.ca, Plan, Jakelene GCPE:EX
Sent: November 27, 2020 8:42:34 AM PST
Attachments: G - Call for Records form.docx

Request for Documents for Request # 'GCP-2020-06910'. Your response due date is: 12/11/2020 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):

The analysis report and related correspondence about daily case data errors and corrections, from Nov. 16-24 for Fraser Health COVID-19 case statistics. This relates to the verbal report by Dr. Bonnie Henry on Nov. 25. Please search the offices of Minister Adrian Dix, MA Amanda van Baarsen, DM Stephen Brown, ADM Ian Rongve, ED Darlene Therrien, Director Kalbir Parmar and DM Donna Evans, Jean-Marc Prevost and Shannon Greer (Date Range for Record Search: From 11/16/2020 To 11/24/2020) Date Format is MM/DD/YYYY

Applicant Type: Media
Request also directed to: HTH
Records Due: December 11, 2020
Legislated Due Date: January 11, 2021

Please email Taylor Schulte at IAOFlexTeam@gov.bc.ca for all questions regarding clarification, deadlines, routinely releasable records, or publicly available records.

Fees

If any of the following apply, a fee estimate may be required:

- 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.

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 " GCP-2020-06910 - Taylor Schulte - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

Load Records to the FOI Fileshare

Please send your completed CFR form and responsive records to IAO via the FOI Fileshare, instead of by email.

- Create a new folder in the FOI Fileshare titled " GCP-2020-06910 - Taylor Schulte - Records"
- Copy all responsive records and the completed CFR to the folder
- Send an email to IAOFlexTeam@gov.bc.ca with the subject line " GCP-2020-06910 - Taylor Schulte - CFR Complete"

If you are having difficulties accessing the FOI Fileshare, please contact IAOFlexTeam@gov.bc.ca.

Reminder

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 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,



Section 1: FOI Request Details

General Request ☒

Applicant Type: Media

Request Received: November 25,
2020

FOI Analyst: Taylor Schulte

Legislated Due Date: January 11,
2021

Fee Estimate Due: December 4,
2020

Records Due: December 11, 2020

Description: The analysis report and related correspondence about daily case data errors and corrections, from Nov. 16-24 for Fraser Health COVID-19 case statistics. This relates to the verbal report by Dr. Bonnie Henry on Nov. 25. Please search the offices of Minister Adrian Dix, MA Amanda van Baarsen, DM Stephen Brown, ADM Ian Rongve, ED Darlene Therrien, Director Kalbir Parmar and DM Donna Evans, Jean-Marc Prevost and Shannon Greer (Date Range for Record Search: From 11/16/2020 To 11/24/2020)

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 – areas to search		
<ul style="list-style-type: none">Outlook (including 'deleted' and 'sent' folders)Records management systems (ex. EDRMS)LAN, shared drives, SharePoint, databasesOffsite records		
Producing – tasks include		
<ul style="list-style-type: none">Identifying relevant sources of data/informationManual time spent creating and producing recordsEx: generating a custom report from a database using existing data		

Preparing – tasks include				
<ul style="list-style-type: none"> • Photocopying/scanning records into electronic format • Ensuring completeness of responsive records • Copying other types of media (audio and/or video) 				
Volume – in pages				
<ul style="list-style-type: none"> • Electronic records <ul style="list-style-type: none"> ○ Emails without attachments ○ Emails with attachments ○ Other: PDF, Word, Excel, photos, etc. • 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:

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?

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:**

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):		

NEW FOI Request: GCP-2020-06910 Due December 4th, 2020

From: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
To: May, Stephen GCPE:EX <Stephen.May@gov.bc.ca>, Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>
Cc: Prevost, Jean-Marc GCPE:EX <Jean-Marc.Prevost@gov.bc.ca>, Lawrie, Hannah GCPE:EX <Hannah.Lawrie@gov.bc.ca>, Belanger, Matthew GCPE:EX <Matthew.Belanger@gov.bc.ca>, GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>, Plan, Jakelene GCPE:EX <Jakelene.Plan@gov.bc.ca>
Sent: November 27, 2020 9:28:27 AM PST

Hello,

GCPE has received a request for information under the *Freedom of Information and Protection of Privacy Act* (FOIPPA) from a **Media Applicant** for:

The analysis report and related correspondence about daily case data errors and corrections, from Nov. 16-24 for Fraser Health COVID-19 case statistics. This relates to the verbal report by Dr. Bonnie Henry on Nov. 25. Please search the offices of Minister Adrian Dix, MA Amanda van Baarsen, DM Stephen Brown, ADM Ian Rongve, ED Darlene Therrien, Director Kalbir Parmar and DM Donna Evans, Jean-Marc Prevost and Shannon Greer (Date Range for Record Search: From 11/16/2020 To 11/24/2020).

Instructions and Due Dates:

Due Date: Friday, December 4, 2020

- Complete "Conversation Clean-up" in outlook folder prior to printing your records to PDF
- Ensure Outlook, LAN, Workstation and physical files are searched
- All records should be provided in one combined PDF ([Instructions](#))
- Submit one clean copy and one marked copy indicating specific harms recommendations ([guide to harms](#))
- Records should be inclusive of everyone in your department

Fee Estimate Due Date: Wednesday, December 2, 2020

Please discontinue your search and notify GCPEFOICoordinator@gov.bc.ca if you estimate:

- **more than 3 hours of locating and retrieving records;**
- **exceeding one of producing records; or**
- **exceeding one hour of preparing records (converting to PDF)**

1. Locating & Retrieving Records

- The first three hours spent providing this service are free.
- This is the time required to locate and retrieve responsive records from all sources and includes time spent de-duplicating records..
- Tasks may include locating and retrieving responsive off-site records, extracting records from EDRMS/TRIM, or identifying emails from Outlook folders (including 'deleted', 'sent', or any relevant subfolders).

2. Producing Records

- There are no free hours for providing this service.
- This is the time required to produce records from other sources such as time spent developing a program to produce a record from a database.
- A number of factors must be considered when determining if a record should be created. Although the access provisions in FOIPPA are intended to cover existing records in the custody or control of a ministry, there are specific circumstances under which FOIPPA requires the ministry to create a new record.
- Tasks may include manual time spent creating and producing records or identifying relevant sources of data/information required to produce those records.

1. **Preparing Records** (*ballpark range of preparation time required to prepare records for disclosure ranged between 100-175 pages per hour of preparation time.)
 - There are no free hours for providing this service.
 - This is the time required to convert records into PDF (unless an otherwise specified format has been requested), consolidate them into a single PDF document (where possible), and organize records packages (e.g. by date, department, staff, records type, etc.)
 - Tasks may include converting, scanning and photocopying records into a PDF, as well as ensuring completeness of responsive records.

Should you have any questions, concerns or anticipate any delay in processing this request please contact the GCPEFOICoordinator@gov.bc.ca at your earliest convenience.

Thank you,

Jessica Coultish

GCPE FOI Coordinator

Call for Records GCP-2020-06976 - Rebecca Maxwell

From: IAOFlexTeam@gov.bc.ca
To: gcpefoicoordinator@gov.bc.ca, GCPE FOI Coordinator GCPE:EX
Cc: Jakalene.Plan@gov.bc.ca, Plan, Jakelene GCPE:EX
Sent: December 2, 2020 4:36:18 PM PST
Attachments: G - Call for Records form.docx

Request for Documents for Request # 'GCP-2020-06976'. Your response due date is: 12/16/2020 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):

All of ADM Philip Twyford's correspondence regarding the confirmed COVID-19 case on the second floor of 1515 Blanshard including, but not limited to, contact-tracing, staff notification and communication, cleaning and business continuity (do not include any personal identifiers of the infected person). (Date Range for Record Search: From 11/16/2020 To 11/27/2020) Date Format is MM/DD/YYYY

Applicant Type: Media
Request also directed to: HTH-2020-06975
Records Due: December 16, 2020
Legislated Due Date: January 15, 2021

Please email Rebecca Maxwell at IAOFlexTeam@gov.bc.ca for all questions regarding clarification, deadlines, routinely releasable records, or publicly available records.

Fees

If any of the following apply, a fee estimate may be required:

- 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.

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 "GCP-2020-06976 - Rebecca Maxwell - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

Load Records to the FOI Fileshare

Please send your completed CFR form and responsive records to IAO via the FOI Fileshare, instead of by email.

- Create a new folder in the FOI Fileshare titled "GCP-2020-06976 - Rebecca Maxwell - Records"
- Copy all responsive records and the completed CFR to the folder
- Send an email to IAOFlexTeam@gov.bc.ca with the subject line "GCP-2020-06976 - Rebecca Maxwell - CFR Complete"

If you are having difficulties accessing the FOI Fileshare, please contact IAOFlexTeam@gov.bc.ca.

Reminder

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 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,

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



Section 1: FOI Request Details

General Request ☒

Personal Request ☐

Authorization Received: N/A

Applicant Type: Media

Request Received: December 1,
2020

FOI Analyst: Rebecca Maxwell

Legislated Due Date: January 15,
2021

Fee Estimate Due: December 9,
2020

Records Due: December 16, 2020

Description: All of ADM Philip Twyford's correspondence regarding the confirmed COVID-19 case on the second floor of 1515 Blanshard including, but not limited to, contact-tracing, staff notification and communication, cleaning and business continuity (do not include any personal identifiers of the infected person). (Date Range for Record Search: From 11/16/2020 To 11/27/2020)

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 – areas to search		
<ul style="list-style-type: none">Outlook (including 'deleted' and 'sent' folders)Records management systems (ex. EDRMS)LAN, shared drives, SharePoint, databasesOffsite records		
Producing – tasks include		
<ul style="list-style-type: none">Identifying relevant sources of data/informationManual time spent creating and producing recordsEx: generating a custom report from a database using existing data		

Preparing – tasks include				
<ul style="list-style-type: none"> • Photocopying/scanning records into electronic format • Ensuring completeness of responsive records • Copying other types of media (audio and/or video) 				
Volume – in pages				
<ul style="list-style-type: none"> • Electronic records <ul style="list-style-type: none"> ○ Emails without attachments ○ Emails with attachments ○ Other: PDF, Word, Excel, photos, etc. • 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:

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?

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:**

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):		

Call for Records GCP-2020-07001 - Rebecca Maxwell

From: IAOFlexTeam@gov.bc.ca
To: gcpefoicoordinator@gov.bc.ca, GCPE FOI Coordinator GCPE:EX
Cc: Jakalene.Plan@gov.bc.ca, Plan, Jakelene GCPE:EX
Sent: December 2, 2020 4:46:53 PM PST
Attachments: G - Call for Records form.docx

Request for Documents for Request # 'GCP-2020-07001'. Your response due date is: 12/16/2020 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):

Regarding a Sept. 9, 2020 call involving Minister Adrian Dix and others with Fraser Health influencers, I seek a list of the names of all persons involved and their affiliations, copies of the agenda and minutes, briefing notes and briefing material, script, talking points, presentation material, audio recording, transcript and handwritten notes.

Applicant Type: Media

Request also directed to: HTH-2020-07002, OOP-2020-07003

Records Due: December 16, 2020

Legislated Due Date: January 15, 2021

Please email Rebecca Maxwell at IAOFlexTeam@gov.bc.ca for all questions regarding clarification, deadlines, routinely releasable records, or publicly available records.

Fees

If any of the following apply, a fee estimate may be required:

- 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.

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 "GCP-2020-07001 - Rebecca Maxwell - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

Load Records to the FOI Fileshare

Please send your completed CFR form and responsive records to IAO via the FOI Fileshare, instead of by email.

- Create a new folder in the FOI Fileshare titled "GCP-2020-07001 - Rebecca Maxwell - Records"
- Copy all responsive records and the completed CFR to the folder
- Send an email to IAOFlexTeam@gov.bc.ca with the subject line "GCP-2020-07001 - Rebecca Maxwell - CFR Complete"

If you are having difficulties accessing the FOI Fileshare, please contact IAOFlexTeam@gov.bc.ca.

Reminder

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 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,

Rebecca Maxwell, Junior FOI Analyst

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



Section 1: FOI Request Details

General Request ☒ **Personal Request** ☐ **Authorization Received:** N/A

Applicant Type: Media **Request Received:** December 1, 2020 **FOI Analyst:** Rebecca Maxwell

Legislated Due Date: January 15, 2021 **Fee Estimate Due:** December 9, 2020 **Records Due:** December 16, 2020

Description: Regarding a Sept. 9, 2020 call involving Minister Adrian Dix and others with Fraser Health influencers, I seek a list of the names of all persons involved and their affiliations, copies of the agenda and minutes, briefing notes and briefing material, script, talking points, presentation material, audio recording, transcript and handwritten notes.

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 – areas to search		
<ul style="list-style-type: none">Outlook (including 'deleted' and 'sent' folders)Records management systems (ex. EDRMS)LAN, shared drives, SharePoint, databasesOffsite records		
Producing – tasks include		
<ul style="list-style-type: none">Identifying relevant sources of data/informationManual time spent creating and producing recordsEx: generating a custom report from a database using existing data		

Preparing – tasks include		
<ul style="list-style-type: none"> • Photocopying/scanning records into electronic format • Ensuring completeness of responsive records • Copying other types of media (audio and/or video) 		
Volume – in pages		
<ul style="list-style-type: none"> • Electronic records <ul style="list-style-type: none"> ○ Emails without attachments ○ Emails with attachments ○ Other: PDF, Word, Excel, photos, etc. • 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):		

NEW FOI Request: GCP-2020-06976 Due December 10th, 2020

From: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
To: May, Stephen GCPE:EX <Stephen.May@gov.bc.ca>
Cc: Prevost, Jean-Marc GCPE:EX <Jean-Marc.Prevost@gov.bc.ca>, Lawrie, Hannah GCPE:EX <Hannah.Lawrie@gov.bc.ca>, Belanger, Matthew GCPE:EX <Matthew.Belanger@gov.bc.ca>, GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>, Plan, Jakelene GCPE:EX <Jakelene.Plan@gov.bc.ca>
Sent: December 3, 2020 9:03:54 AM PST

Hello,

GCPE has received a request for information under the *Freedom of Information and Protection of Privacy Act* (FOIPPA) from a **Media Applicant** for:

All of ADM Philip Twyford's correspondence regarding the confirmed COVID-19 case on the second floor of 1515 Blanshard including, but not limited to, contact-tracing, staff notification and communication, cleaning and business continuity (do not include any personal identifiers of the infected person). (Date Range for Record Search: From 11/16/2020 To 11/27/2020).

Instructions and Due Dates:

Due Date: Thursday, December 10, 2020

- Complete "Conversation Clean-up" in outlook folder prior to printing your records to PDF
- Ensure Outlook, LAN, Workstation and physical files are searched
- All records should be provided in one combined PDF ([Instructions](#))
- Submit one clean copy and one marked copy indicating specific harms recommendations ([guide to harms](#))
- Records should be inclusive of everyone in your department

Fee Estimate Due Date: Tuesday, December 8, 2020

Please discontinue your search and notify GCPEFOICoordinator@gov.bc.ca if you estimate:

- **more than 3 hours of locating and retrieving records;**
- **exceeding one of producing records; or**
- **exceeding one hour of preparing records (converting to PDF)**

1. **Locating & Retrieving Records**

- The first three hours spent providing this service are free.
- This is the time required to locate and retrieve responsive records from all sources and includes time spent de-duplicating records..
- Tasks may include locating and retrieving responsive off-site records, extracting records from EDRMS/TRIM, or identifying emails from Outlook folders (including 'deleted', 'sent', or any relevant subfolders).

2. **Producing Records**

- There are no free hours for providing this service.
- This is the time required to produce records from other sources such as time spent developing a program to produce a record from a database.
- A number of factors must be considered when determining if a record should be created. Although the access provisions in FOIPPA are intended to cover existing records in the custody or control of a ministry, there are specific circumstances under which FOIPPA requires the ministry to create a new record.
- Tasks may include manual time spent creating and producing records or identifying relevant sources of data/information required to produce those records.

1. **Preparing Records (*ballpark range of preparation time required to prepare records for disclosure ranged between 100-175 pages per hour of preparation time.)**

- There are no free hours for providing this service.
- This is the time required to convert records into PDF (unless an otherwise specified format has been requested), consolidate them into a single PDF document (where possible), and organize records packages (e.g. by date, department, staff, records type, etc.)
- Tasks may include converting, scanning and photocopying records into a PDF, as well as ensuring completeness of responsive records.

Should you have any questions, concerns or anticipate any delay in processing this request please contact the **GCPEFOICoordinator@gov.bc.ca** at your earliest convenience.

Thank you,
Jessica Coultish
GCPE FOI Coordinator

NEW FOI Request: GCP-2020-07001 Due December 10th, 2020

From: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
To: May, Stephen GCPE:EX <Stephen.May@gov.bc.ca>
Cc: Prevost, Jean-Marc GCPE:EX <Jean-Marc.Prevost@gov.bc.ca>, Lawrie, Hannah GCPE:EX <Hannah.Lawrie@gov.bc.ca>, Belanger, Matthew GCPE:EX <Matthew.Belanger@gov.bc.ca>, GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>, Plan, Jakelene GCPE:EX <Jakelene.Plan@gov.bc.ca>
Sent: December 3, 2020 9:10:49 AM PST

Hello,

GCPE has received a request for information under the *Freedom of Information and Protection of Privacy Act* (FOIPPA) from a **Media Applicant** for:

Regarding a Sept. 9, 2020 call involving Minister Adrian Dix and others with Fraser Health influencers, I seek a list of the names of all persons involved and their affiliations, copies of the agenda and minutes, briefing notes and briefing material, script, talking points, presentation material, audio recording, transcript and handwritten notes.

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- Complete "Conversation Clean-up" in outlook folder prior to printing your records to PDF
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- Submit one clean copy and one marked copy indicating specific harms recommendations ([guide to harms](#))
- Records should be inclusive of everyone in your department

Fee Estimate Due Date: Tuesday, December 8, 2020

Please discontinue your search and notify GCPEFOICoordinator@gov.bc.ca if you estimate:

- **more than 3 hours of locating and retrieving records;**
- **exceeding one of producing records; or**
- **exceeding one hour of preparing records (converting to PDF)**

1. Locating & Retrieving Records

- The first three hours spent providing this service are free.
- This is the time required to locate and retrieve responsive records from all sources and includes time spent de-duplicating records..
- Tasks may include locating and retrieving responsive off-site records, extracting records from EDRMS/TRIM, or identifying emails from Outlook folders (including 'deleted', 'sent', or any relevant subfolders).

2. Producing Records

- There are no free hours for providing this service.
- This is the time required to produce records from other sources such as time spent developing a program to produce a record from a database.
- A number of factors must be considered when determining if a record should be created. Although the access provisions in FOIPPA are intended to cover existing records in the custody or control of a ministry, there are specific circumstances under which FOIPPA requires the ministry to create a new record.
- Tasks may include manual time spent creating and producing records or identifying relevant sources of data/information required to produce those records.

1. Preparing Records (*ballpark range of preparation time required to prepare records for disclosure ranged between 100-175 pages per hour of preparation time.)

- There are no free hours for providing this service.

- This is the time required to convert records into PDF (unless an otherwise specified format has been requested), consolidate them into a single PDF document (where possible), and organize records packages (e.g. by date, department, staff, records type, etc.)
- Tasks may include converting, scanning and photocopying records into a PDF, as well as ensuring completeness of responsive records.

Should you have any questions, concerns or anticipate any delay in processing this request please contact the GCPEFOICoordinator@gov.bc.ca at your earliest convenience.

Thank you,

Jessica Coultish

GCPE FOI Coordinator

Call for Records GCP-2020-07004 - Rebecca Maxwell

From: IAOFlexTeam@gov.bc.ca
To: gcpefoicoordinator@gov.bc.ca, GCPE FOI Coordinator GCPE:EX
Cc: Jakalene.Plan@gov.bc.ca, Plan, Jakelene GCPE:EX
Sent: December 7, 2020 12:28:30 PM PST
Attachments: G - Call for Records form.docx

Request for Documents for Request # 'GCP-2020-07004'. Your response due date is: 12/21/2020 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):

Regarding a Sept. 11, 2020 Chinese Media Outreach involving Minister Adrian Dix and others, I seek a list of the names of all persons involved and their affiliations, copies of the agenda and minutes, briefing notes and briefing material, script, talking points, presentation material, audio recording, transcript and handwritten notes.

Applicant Type: Media

Request also directed to: HTH-2020-07005; OOP-2020-07006

Records Due: December 21, 2020

Legislated Due Date: January 15, 2021

Please email Rebecca Maxwell at IAOFlexTeam@gov.bc.ca for all questions regarding clarification, deadlines, routinely releasable records, or publicly available records.

Fees

If any of the following apply, a fee estimate may be required:

- 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.

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 "GCP-2020-07004 - Rebecca Maxwell - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

Load Records to the FOI Fileshare

Please send your completed CFR form and responsive records to IAO via the FOI Fileshare, instead of by email.

- Create a new folder in the FOI Fileshare titled "GCP-2020-07004 - Rebecca Maxwell - Records"
- Copy all responsive records and the completed CFR to the folder
- Send an email to IAOFlexTeam@gov.bc.ca with the subject line "GCP-2020-07004 - Rebecca Maxwell - CFR Complete"

If you are having difficulties accessing the FOI Fileshare, please contact IAOFlexTeam@gov.bc.ca.

Reminder

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 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,

Rebecca Maxwell, Junior FOI Analyst

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



Section 1: FOI Request Details

General Request ☒ **Personal Request** ☐ **Authorization Received:** N/A

Applicant Type: Media **Request Received:** December 1, 2020 **FOI Analyst:** Rebecca Maxwell

Legislated Due Date: January 15, 2021 **Fee Estimate Due:** December 14, 2020 **Records Due:** December 21, 2020

Description: Regarding a Sept. 11, 2020 Chinese Media Outreach involving Minister Adrian Dix and others, I seek a list of the names of all persons involved and their affiliations, copies of the agenda and minutes, briefing notes and briefing material, script, talking points, presentation material, audio recording, transcript and handwritten notes.

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 – areas to search		
<ul style="list-style-type: none">Outlook (including 'deleted' and 'sent' folders)Records management systems (ex. EDRMS)LAN, shared drives, SharePoint, databasesOffsite records		
Producing – tasks include		
<ul style="list-style-type: none">Identifying relevant sources of data/informationManual time spent creating and producing recordsEx: generating a custom report from a database using existing data		
Preparing – tasks include		

<ul style="list-style-type: none"> • Photocopying/scanning records into electronic format • Ensuring completeness of responsive records • Copying other types of media (audio and/or video) 		
Volume – in pages		
<ul style="list-style-type: none"> • Electronic records <ul style="list-style-type: none"> ○ Emails without attachments ○ Emails with attachments ○ Other: PDF, Word, Excel, photos, etc. • 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):		

NEW FOI Request: GCP-2020-07004 Due December 14th, 2020

From: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
To: May, Stephen GCPE:EX <Stephen.May@gov.bc.ca>, Byers, Lindsay GCPE:EX <Lindsay.Byers@gov.bc.ca>
Cc: Prevost, Jean-Marc GCPE:EX <Jean-Marc.Prevost@gov.bc.ca>, Lawrie, Hannah GCPE:EX <Hannah.Lawrie@gov.bc.ca>, Belanger, Matthew GCPE:EX <Matthew.Belanger@gov.bc.ca>, GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>, Plan, Jakelene GCPE:EX <Jakelene.Plan@gov.bc.ca>, Joshi, Shruti GCPE:EX <Shruti.Joshi@gov.bc.ca>
Sent: December 7, 2020 1:38:49 PM PST

Hello,

GCPE has received a request for information under the *Freedom of Information and Protection of Privacy Act* (FOIPPA) from a **Media Applicant** for:

Regarding a Sept. 11, 2020 Chinese Media Outreach involving Minister Adrian Dix and others, I seek a list of the names of all persons involved and their affiliations, copies of the agenda and minutes, briefing notes and briefing material, script, talking points, presentation material, audio recording, transcript and handwritten notes.

Instructions and Due Dates:

Due Date: Monday, December 14, 2020

- Complete "Conversation Clean-up" in outlook folder prior to printing your records to PDF
- Ensure Outlook, LAN, Workstation and physical files are searched
- All records should be provided in one combined PDF ([Instructions](#))
- Submit one clean copy and one marked copy indicating specific harms recommendations ([guide to harms](#))
- Records should be inclusive of everyone in your department

Fee Estimate Due Date: Thursday, December 10, 2020

Please discontinue your search and notify GCPEFOICoordinator@gov.bc.ca if you estimate:

- **more than 3 hours of locating and retrieving records;**
- **exceeding one of producing records; or**
- **exceeding one hour of preparing records (converting to PDF)**

1. Locating & Retrieving Records

- The first three hours spent providing this service are free.
- This is the time required to locate and retrieve responsive records from all sources and includes time spent de-duplicating records..
- Tasks may include locating and retrieving responsive off-site records, extracting records from EDRMS/TRIM, or identifying emails from Outlook folders (including 'deleted', 'sent', or any relevant subfolders).

2. Producing Records

- There are no free hours for providing this service.
- This is the time required to produce records from other sources such as time spent developing a program to produce a record from a database.
- A number of factors must be considered when determining if a record should be created. Although the access provisions in FOIPPA are intended to cover existing records in the custody or control of a ministry, there are specific circumstances under which FOIPPA requires the ministry to create a new record.
- Tasks may include manual time spent creating and producing records or identifying relevant sources of data/information required to produce those records.

1. Preparing Records (*ballpark range of preparation time required to prepare records for disclosure ranged between 100-175 pages per hour of preparation time.)

- There are no free hours for providing this service.
- This is the time required to convert records into PDF (unless an otherwise specified format has been requested), consolidate them into a single PDF document (where possible), and organize records packages (e.g. by date, department, staff, records type, etc.)
- Tasks may include converting, scanning and photocopying records into a PDF, as well as ensuring completeness of responsive records.

Should you have any questions, concerns or anticipate any delay in processing this request please contact the **GCPEFOICoordinator@gov.bc.ca** at your earliest convenience.

Thank you,
Jessica Coultish
GCPE FOI Coordinator

RE: Response on Behalf of Team - NEW FOI Request: GCP-2020-07004 Due December 14th, 2020

From: Joshi, Shruti GCPE:EX <Shruti.Joshi@gov.bc.ca>
To: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
Cc: Byers, Lindsay GCPE:EX <Lindsay.Byers@gov.bc.ca>
Sent: December 7, 2020 2:12:19 PM PST

Thanks Justin,

This was my response individually.

Shruti Prakash Joshi | Director

Community and Media Relations

Government Communications & Public Engagement

Tel: 778-587-4521

From: GCPE FOI Coordinator GCPE:EX

Sent: December 7, 2020 2:12 PM

To: Joshi, Shruti GCPE:EX

Cc: Byers, Lindsay GCPE:EX ; GCPE FOI Coordinator GCPE:EX

Subject: Response on Behalf of Team - NEW FOI Request: GCP-2020-07004 Due December 14th, 2020

Hi Shruti,

Is this response on behalf of GCPE-Media Relations as a team?

If not, please hold off on your response until you have all connected as a team.

Thank you!

Justin Smith

GCPE A/FOI Lead

From: Joshi, Shruti GCPE:EX <Shruti.Joshi@gov.bc.ca>

Sent: December 7, 2020 2:09 PM

To: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>; May, Stephen GCPE:EX <Stephen.May@gov.bc.ca>; Byers, Lindsay GCPE:EX <Lindsay.Byers@gov.bc.ca>

Cc: Prevost, Jean-Marc GCPE:EX <Jean-Marc.Prevost@gov.bc.ca>; Lawrie, Hannah GCPE:EX <Hannah.Lawrie@gov.bc.ca>; Belanger, Matthew GCPE:EX <Matthew.Belanger@gov.bc.ca>; Plan, Jakelene GCPE:EX <Jakelene.Plan@gov.bc.ca>

Subject: RE: NEW FOI Request: GCP-2020-07004 Due December 14th, 2020

No records.

Shruti Prakash Joshi | Director

Community and Media Relations

Government Communications & Public Engagement

Tel: 778-587-4521

From: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>

Sent: December 7, 2020 1:39 PM

To: May, Stephen GCPE:EX <Stephen.May@gov.bc.ca>; Byers, Lindsay GCPE:EX <Lindsay.Byers@gov.bc.ca>

Cc: Prevost, Jean-Marc GCPE:EX <Jean-Marc.Prevost@gov.bc.ca>; Lawrie, Hannah GCPE:EX <Hannah.Lawrie@gov.bc.ca>; Belanger, Matthew GCPE:EX <Matthew.Belanger@gov.bc.ca>; GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>; Plan, Jakelene GCPE:EX <Jakelene.Plan@gov.bc.ca>; Joshi, Shruti GCPE:EX <Shruti.Joshi@gov.bc.ca>

Subject: NEW FOI Request: GCP-2020-07004 Due December 14th, 2020

Hello,

GCPE has received a request for information under the *Freedom of Information and Protection of Privacy Act* (FOIPPA) from a **Media Applicant** for:

Regarding a Sept. 11, 2020 Chinese Media Outreach involving Minister Adrian Dix and others, I seek a list of the names of all persons involved and their affiliations, copies of the agenda and minutes, briefing notes and briefing material, script, talking points, presentation material, audio recording, transcript and handwritten notes.

Instructions and Due Dates:

Due Date: Monday, December 14, 2020

- Complete "Conversation Clean-up" in outlook folder prior to printing your records to PDF
- Ensure Outlook, LAN, Workstation and physical files are searched
- All records should be provided in one combined PDF ([Instructions](#))
- Submit one clean copy and one marked copy indicating specific harms recommendations ([guide to harms](#))
- Records should be inclusive of everyone in your department

Fee Estimate Due Date: **Thursday, December 10, 2020**

Please discontinue your search and notify GCPEFOICoordinator@gov.bc.ca if you estimate:

- more than 3 hours of locating and retrieving records;
- exceeding one of producing records; or
- exceeding one hour of preparing records (converting to PDF)

1. **Locating & Retrieving Records**

- The first three hours spent providing this service are free.
- This is the time required to locate and retrieve responsive records from all sources and includes time spent de-duplicating records..
- Tasks may include locating and retrieving responsive off-site records, extracting records from EDRMS/TRIM, or identifying emails from Outlook folders (including 'deleted', 'sent', or any relevant subfolders).

2. **Producing Records**

- There are no free hours for providing this service.
- This is the time required to produce records from other sources such as time spent developing a program to produce a record from a database.
- A number of factors must be considered when determining if a record should be created. Although the access provisions in FOIPPA are intended to cover existing records in the custody or control of a ministry, there are specific circumstances under which FOIPPA requires the ministry to create a new record.
- Tasks may include manual time spent creating and producing records or identifying relevant sources of data/information required to produce those records.

1. **Preparing Records** (*ballpark range of preparation time required to prepare records for disclosure ranged between 100-175 pages per hour of preparation time.)

- There are no free hours for providing this service.
- This is the time required to convert records into PDF (unless an otherwise specified format has been requested), consolidate them into a single PDF document (where possible), and organize records packages (e.g. by date, department, staff, records type, etc.)
- Tasks may include converting, scanning and photocopying records into a PDF, as well as ensuring completeness of responsive records.

Should you have any questions, concerns or anticipate any delay in processing this request please contact the GCPEFOICoordinator@gov.bc.ca at your earliest convenience.

Thank you,

Jessica Coultish

GCPE FOI Coordinator

RE: NEW FOI Request: GCP-2020-07004 Due December 14th, 2020

From: Chan, Catherine GCPE:EX <Catherine.Chan@gov.bc.ca>
To: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
Sent: December 7, 2020 2:36:38 PM PST

Thank you, Jessica. I will get back to you.

Catherine

Catherine Chan 陳瑞欣

Director | Community & Media Relations

Government Communications & Public Engagement

778 686.7925

catherine.chan@gov.bc.ca

From: GCPE FOI Coordinator GCPE:EX

Sent: December 7, 2020 2:34 PM

To: Chan, Catherine GCPE:EX

Cc: GCPE FOI Coordinator GCPE:EX

Subject: NEW FOI Request: GCP-2020-07004 Due December 14th, 2020

Good afternoon Catherine,

Hope you are doing well! My sincere apologies for not sending this to you before, please see the below FOI Request.

Thank you so much and take care,

Jessica Coultish

GCPE FOI Coordinator

From: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>

Sent: December 7, 2020 1:39 PM

To: May, Stephen GCPE:EX <Stephen.May@gov.bc.ca>; Byers, Lindsay GCPE:EX <Lindsay.Byers@gov.bc.ca>

Cc: Prevost, Jean-Marc GCPE:EX <Jean-Marc.Prevost@gov.bc.ca>; Lawrie, Hannah GCPE:EX <Hannah.Lawrie@gov.bc.ca>; Belanger, Matthew GCPE:EX <Matthew.Belanger@gov.bc.ca>; GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>; Plan, Jakelene GCPE:EX <Jakelene.Plan@gov.bc.ca>; Joshi, Shruti GCPE:EX <Shruti.Joshi@gov.bc.ca>

Subject: NEW FOI Request: GCP-2020-07004 Due December 14th, 2020

Hello,

GCPE has received a request for information under the *Freedom of Information and Protection of Privacy Act* (FOIPPA) from a **Media Applicant** for:

Regarding a Sept. 11, 2020 Chinese Media Outreach involving Minister Adrian Dix and others, I seek a list of the names of all persons involved and their affiliations, copies of the agenda and minutes, briefing notes and briefing material, script, talking points, presentation material, audio recording, transcript and handwritten notes.

Instructions and Due Dates:

Due Date: Monday, December 14, 2020

- Complete "Conversation Clean-up" in outlook folder prior to printing your records to PDF
- Ensure Outlook, LAN, Workstation and physical files are searched
- All records should be provided in one combined PDF ([Instructions](#))
- Submit one clean copy and one marked copy indicating specific harms recommendations ([guide to harms](#))
- Records should be inclusive of everyone in your department

Fee Estimate Due Date: Thursday, December 10, 2020

Please discontinue your search and notify GCPEFOICoordinator@gov.bc.ca if you estimate:

- more than 3 hours of locating and retrieving records;
- exceeding one of producing records; or
- exceeding one hour of preparing records (converting to PDF)

1. **Locating & Retrieving Records**

- The first three hours spent providing this service are free.
 - This is the time required to locate and retrieve responsive records from all sources and includes time spent de-duplicating records..
 - Tasks may include locating and retrieving responsive off-site records, extracting records from EDRMS/TRIM, or identifying emails from Outlook folders (including 'deleted', 'sent', or any relevant subfolders).
2. **Producing Records**
- There are no free hours for providing this service.
 - This is the time required to produce records from other sources such as time spent developing a program to produce a record from a database.
 - A number of factors must be considered when determining if a record should be created. Although the access provisions in FOIPPA are intended to cover existing records in the custody or control of a ministry, there are specific circumstances under which FOIPPA requires the ministry to create a new record.
 - Tasks may include manual time spent creating and producing records or identifying relevant sources of data/information required to produce those records.
1. **Preparing Records** (*ballpark range of preparation time required to prepare records for disclosure ranged between 100-175 pages per hour of preparation time.)
- There are no free hours for providing this service.
 - This is the time required to convert records into PDF (unless an otherwise specified format has been requested), consolidate them into a single PDF document (where possible), and organize records packages (e.g. by date, department, staff, records type, etc.)
 - Tasks may include converting, scanning and photocopying records into a PDF, as well as ensuring completeness of responsive records.

Should you have any questions, concerns or anticipate any delay in processing this request please contact the GCPEFOICoordinator@gov.bc.ca at your earliest convenience.

Thank you,

Jessica Coultish

GCPE FOI Coordinator

RE: REMINDER: NEW FOI Request: GCP-2020-06910 Due December 4th, 2020

From: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
To: May, Stephen GCPE:EX <Stephen.May@gov.bc.ca>
Cc: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
Sent: December 15, 2020 10:55:14 AM PST

Hi Stephen,

My sincere apologies as I did not mean to send you this reminder, please disregard my email. I am very sorry for the inconvenience.

Take care,

Jessica Coultish

GCPE FOI Coordinator

From: May, Stephen GCPE:EX

Sent: December 15, 2020 10:49 AM

To: GCPE FOI Coordinator GCPE:EX ; Faust, Marnie L GCPE:EX

Cc: Greer, Shannon GCPE:EX ; Prevost, Jean-Marc GCPE:EX ; Lawrie, Hannah GCPE:EX ; Belanger, Matthew GCPE:EX ; Plan, Jakelene GCPE:EX

Subject: RE: REMINDER: NEW FOI Request: GCP-2020-06910 Due December 4th, 2020

As has been noted to Justin last week – we do not have capacity at this time to provide records to these FOI requests.

From: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>

Sent: December 15, 2020 10:47 AM

To: May, Stephen GCPE:EX <Stephen.May@gov.bc.ca>; Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>

Cc: Prevost, Jean-Marc GCPE:EX <Jean-Marc.Prevost@gov.bc.ca>; Lawrie, Hannah GCPE:EX <Hannah.Lawrie@gov.bc.ca>; Belanger, Matthew GCPE:EX <Matthew.Belanger@gov.bc.ca>; Plan, Jakelene GCPE:EX <Jakelene.Plan@gov.bc.ca>; GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>

Subject: REMINDER: NEW FOI Request: GCP-2020-06910 Due December 4th, 2020

Good morning,

This is a friendly reminder to please submit your response regarding the FOI request below.

Thank you so much and enjoy the rest of your day,

Jessica Coultish

GCPE FOI Coordinator

From: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>

Sent: December 7, 2020 9:40 AM

To: May, Stephen GCPE:EX <Stephen.May@gov.bc.ca>; Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>

Cc: Prevost, Jean-Marc GCPE:EX <Jean-Marc.Prevost@gov.bc.ca>; Lawrie, Hannah GCPE:EX <Hannah.Lawrie@gov.bc.ca>; Belanger, Matthew GCPE:EX <Matthew.Belanger@gov.bc.ca>; Plan, Jakelene GCPE:EX <Jakelene.Plan@gov.bc.ca>; GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>

Subject: REMINDER: NEW FOI Request: GCP-2020-06910 Due December 4th, 2020

Good morning,

This is a friendly reminder to please submit your response regarding the FOI request below.

Thank you so much and take care,

Jessica Coultish

GCPE FOI Coordinator

From: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>

Sent: November 27, 2020 9:28 AM

To: May, Stephen GCPE:EX <Stephen.May@gov.bc.ca>; Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>

Cc: Prevost, Jean-Marc GCPE:EX <Jean-Marc.Prevost@gov.bc.ca>; Lawrie, Hannah GCPE:EX <Hannah.Lawrie@gov.bc.ca>; Belanger, Matthew GCPE:EX <Matthew.Belanger@gov.bc.ca>; GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>; Plan, Jakelene GCPE:EX <Jakelene.Plan@gov.bc.ca>

Subject: NEW FOI Request: GCP-2020-06910 Due December 4th, 2020

Hello,

GCPE has received a request for information under the *Freedom of Information and Protection of Privacy Act* (FOIPPA) from a **Media Applicant** for:

The analysis report and related correspondence about daily case data errors and corrections, from Nov. 16-24 for Fraser Health COVID-19 case statistics. This relates to the verbal report by Dr. Bonnie Henry on Nov. 25. Please search the offices of Minister Adrian Dix, MA Amanda van Baarsen, DM Stephen Brown, ADM Ian Rongve, ED Darlene Therrien, Director Kalbir Parmar and DM Donna Evans, Jean-Marc Prevost and Shannon Greer (Date Range for Record Search: From 11/16/2020 To 11/24/2020).

Instructions and Due Dates:

Due Date: Friday, December 4, 2020

- Complete "Conversation Clean-up" in outlook folder prior to printing your records to PDF
- Ensure Outlook, LAN, Workstation and physical files are searched
- All records should be provided in one combined PDF ([Instructions](#))
- Submit one clean copy and one marked copy indicating specific harms recommendations ([guide to harms](#))
- Records should be inclusive of everyone in your department

Fee Estimate Due Date: Wednesday, December 2, 2020

Please discontinue your search and notify GCPEFOICoordinator@gov.bc.ca if you estimate:

- more than 3 hours of locating and retrieving records;
- exceeding one of producing records; or
- exceeding one hour of preparing records (converting to PDF)

1. Locating & Retrieving Records

- The first three hours spent providing this service are free.
- This is the time required to locate and retrieve responsive records from all sources and includes time spent de-duplicating records..
- Tasks may include locating and retrieving responsive off-site records, extracting records from EDRMS/TRIM, or identifying emails from Outlook folders (including 'deleted', 'sent', or any relevant subfolders).

2. Producing Records

- There are no free hours for providing this service.
- This is the time required to produce records from other sources such as time spent developing a program to produce a record from a database.
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1. Preparing Records (*ballpark range of preparation time required to prepare records for disclosure ranged between 100-175 pages per hour of preparation time.)

- There are no free hours for providing this service.
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Should you have any questions, concerns or anticipate any delay in processing this request please contact the GCPEFOICoordinator@gov.bc.ca at your earliest convenience.

Thank you,

Jessica Coultish

GCPE FOI Coordinator

RE: REMINDER: NEW FOI Request: GCP-2020-07004 Due December 14th, 2020

From: Chan, Catherine GCPE:EX <Catherine.Chan@gov.bc.ca>
To: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>, Byers, Lindsay GCPE:EX <Lindsay.Byers@gov.bc.ca>
Cc: Plan, Jakelene GCPE:EX <Jakelene.Plan@gov.bc.ca>, Joshi, Shruti GCPE:EX <Shruti.Joshi@gov.bc.ca>
Sent: December 15, 2020 11:15:04 AM PST

Hi Jessica,
I have no records regarding this request.
Thanks,

Catherine Chan 陳瑞欣

Director | Community & Media Relations
Government Communications & Public Engagement
778 686.7925
catherine.chan@gov.bc.ca

From: GCPE FOI Coordinator GCPE:EX
Sent: December 15, 2020 10:59 AM
To: Byers, Lindsay GCPE:EX
Cc: Plan, Jakelene GCPE:EX ; GCPE FOI Coordinator GCPE:EX ; Joshi, Shruti GCPE:EX ; Chan, Catherine GCPE:EX
Subject: REMINDER: NEW FOI Request: GCP-2020-07004 Due December 14th, 2020

Good morning,
This is a friendly reminder to please submit your response regarding the FOI request below.
Thank you so much and enjoy the rest of your day,
Jessica Coultish
GCPE FOI Coordinator

From: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
Sent: December 7, 2020 1:39 PM
To: May, Stephen GCPE:EX <Stephen.May@gov.bc.ca>; Byers, Lindsay GCPE:EX <Lindsay.Byers@gov.bc.ca>
Cc: Prevost, Jean-Marc GCPE:EX <Jean-Marc.Prevost@gov.bc.ca>; Lawrie, Hannah GCPE:EX <Hannah.Lawrie@gov.bc.ca>; Belanger, Matthew GCPE:EX <Matthew.Belanger@gov.bc.ca>; GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>; Plan, Jakelene GCPE:EX <Jakelene.Plan@gov.bc.ca>; Joshi, Shruti GCPE:EX <Shruti.Joshi@gov.bc.ca>
Subject: NEW FOI Request: GCP-2020-07004 Due December 14th, 2020

Hello,
GCPE has received a request for information under the *Freedom of Information and Protection of Privacy Act* (FOIPPA) from a **Media Applicant** for:
Regarding a Sept. 11, 2020 Chinese Media Outreach involving Minister Adrian Dix and others, I seek a list of the names of all persons involved and their affiliations, copies of the agenda and minutes, briefing notes and briefing material, script, talking points, presentation material, audio recording, transcript and handwritten notes.

Instructions and Due Dates:

Due Date: Monday, December 14, 2020

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- All records should be provided in one combined PDF ([Instructions](#))
- Submit one clean copy and one marked copy indicating specific harms recommendations ([guide to harms](#))
- Records should be inclusive of everyone in your department

Fee Estimate Due Date: Thursday, December 10, 2020

Please discontinue your search and notify GCPEFOICoordinator@gov.bc.ca if you estimate:

- **more than 3 hours of locating and retrieving records;**
- **exceeding one of producing records; or**
- **exceeding one hour of preparing records (converting to PDF)**

1. **Locating & Retrieving Records**

- The first three hours spent providing this service are free.
- This is the time required to locate and retrieve responsive records from all sources and includes time spent de-duplicating records..
- Tasks may include locating and retrieving responsive off-site records, extracting records from EDRMS/TRIM, or identifying emails from Outlook folders (including 'deleted', 'sent', or any relevant subfolders).

2. **Producing Records**

- There are no free hours for providing this service.
- This is the time required to produce records from other sources such as time spent developing a program to produce a record from a database.
- A number of factors must be considered when determining if a record should be created. Although the access provisions in FOIPPA are intended to cover existing records in the custody or control of a ministry, there are specific circumstances under which FOIPPA requires the ministry to create a new record.
- Tasks may include manual time spent creating and producing records or identifying relevant sources of data/information required to produce those records.

1. **Preparing Records** (*ballpark range of preparation time required to prepare records for disclosure ranged between 100-175 pages per hour of preparation time.)

- There are no free hours for providing this service.
- This is the time required to convert records into PDF (unless an otherwise specified format has been requested), consolidate them into a single PDF document (where possible), and organize records packages (e.g. by date, department, staff, records type, etc.)
- Tasks may include converting, scanning and photocopying records into a PDF, as well as ensuring completeness of responsive records.

Should you have any questions, concerns or anticipate any delay in processing this request please contact the **GCPEFOICoordinator@gov.bc.ca** at your earliest convenience.

Thank you,

Jessica Coultish

GCPE FOI Coordinator

Re: REMINDER: NEW FOI Request: GCP-2020-07004 Due December 14th, 2020

From: Byers, Lindsay GCPE:EX <Lindsay.Byers@gov.bc.ca>
To: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
Cc: Joshi, Shruti GCPE:EX <Shruti.Joshi@gov.bc.ca>, Chan, Catherine GCPE:EX <Catherine.Chan@gov.bc.ca>
Sent: December 21, 2020 2:08:49 PM PST

No it is not. I will review and send back a response in behalf of the team

Lindsay Byers | Director

Media Relations

Government Communications and Public Engagement

P: 778.678.5539

On Dec 21, 2020, at 2:07 PM, GCPE FOI Coordinator GCPE:EX wrote:

Good afternoon,
Hope you are all doing well! Is this response on behalf of the entire Media Relations team?
Thank you so much and take care,
Jessica Coultish
GCPE FOI Coordinator

From: Chan, Catherine GCPE:EX
Sent: December 15, 2020 11:15 AM
To: GCPE FOI Coordinator GCPE:EX ; Byers, Lindsay GCPE:EX
Cc: Plan, Jakelene GCPE:EX ; Joshi, Shruti GCPE:EX
Subject: RE: REMINDER: NEW FOI Request: GCP-2020-07004 Due December 14th, 2020

Hi Jessica,
I have no records regarding this request.
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Catherine Chan 陳瑞欣

Director | Community & Media Relations
Government Communications & Public Engagement
778 686.7925
catherine.chan@gov.bc.ca

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Cc: Plan, Jakelene GCPE:EX <Jakelene.Plan@gov.bc.ca>; GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>; Joshi, Shruti GCPE:EX <Shruti.Joshi@gov.bc.ca>; Chan, Catherine GCPE:EX <Catherine.Chan@gov.bc.ca>
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GCPE FOI Coordinator

From: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
Sent: December 7, 2020 1:39 PM
To: May, Stephen GCPE:EX <Stephen.May@gov.bc.ca>; Byers, Lindsay GCPE:EX <Lindsay.Byers@gov.bc.ca>
Cc: Prevost, Jean-Marc GCPE:EX <Jean-Marc.Prevost@gov.bc.ca>; Lawrie, Hannah GCPE:EX

<Hannah.Lawrie@gov.bc.ca>; Belanger, Matthew GCPE:EX <Matthew.Belanger@gov.bc.ca>; GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>; Plan, Jakelene GCPE:EX <Jakelene.Plan@gov.bc.ca>; Joshi, Shruti GCPE:EX <Shruti.Joshi@gov.bc.ca>

Subject: NEW FOI Request: GCP-2020-07004 Due December 14th, 2020

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GCPE has received a request for information under the *Freedom of Information and Protection of Privacy Act* (FOIPPA) from a **Media Applicant** for:

Regarding a Sept. 11, 2020 Chinese Media Outreach involving Minister Adrian Dix and others, I seek a list of the names of all persons involved and their affiliations, copies of the agenda and minutes, briefing notes and briefing material, script, talking points, presentation material, audio recording, transcript and handwritten notes.

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Fee Estimate Due Date: Thursday, December 10, 2020

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- **more than 3 hours of locating and retrieving records;**
 - **exceeding one of producing records; or**
 - **exceeding one hour of preparing records (converting to PDF)**
1. **Locating & Retrieving Records**
 - The first three hours spent providing this service are free.
 - This is the time required to locate and retrieve responsive records from all sources and includes time spent de-duplicating records..
 - Tasks may include locating and retrieving responsive off-site records, extracting records from EDRMS/TRIM, or identifying emails from Outlook folders (including 'deleted', 'sent', or any relevant subfolders).
 2. **Producing Records**
 - There are no free hours for providing this service.
 - This is the time required to produce records from other sources such as time spent developing a program to produce a record from a database.
 - A number of factors must be considered when determining if a record should be created. Although the access provisions in FOIPPA are intended to cover existing records in the custody or control of a ministry, there are specific circumstances under which FOIPPA requires the ministry to create a new record.
 - Tasks may include manual time spent creating and producing records or identifying relevant sources of data/information required to produce those records.
 1. **Preparing Records** (*ballpark range of preparation time required to prepare records for disclosure ranged between 100-175 pages per hour of preparation time.)
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Should you have any questions, concerns or anticipate any delay in processing this request please contact the GCPEFOICoordinator@gov.bc.ca at your earliest convenience.

Thank you,

Jessica Coultish

GCPE FOI Coordinator

RE: REMINDER: NEW FOI Request: GCP-2020-06910 Due December 4th, 2020

From: Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>
To: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
Sent: December 22, 2020 10:16:42 AM PST

I was JUST given access to Donna Evans inbox yesterday so I will look up the records this week.
Marnie

From: GCPE FOI Coordinator GCPE:EX
Sent: December 21, 2020 4:17 PM
To: Faust, Marnie L GCPE:EX
Cc: GCPE FOI Coordinator GCPE:EX ; Plan, Jakelene GCPE:EX
Subject: REMINDER: NEW FOI Request: GCP-2020-06910 Due December 4th, 2020

Good afternoon Marnie,
This is a friendly reminder to please submit your response regarding the FOI request below.
Thank you so much and enjoy the rest of your night,
Jessica Coultish
GCPE FOI Coordinator

From: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
Sent: December 15, 2020 10:47 AM
To: May, Stephen GCPE:EX <Stephen.May@gov.bc.ca>; Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>
Cc: Prevost, Jean-Marc GCPE:EX <Jean-Marc.Prevost@gov.bc.ca>; Lawrie, Hannah GCPE:EX <Hannah.Lawrie@gov.bc.ca>; Belanger, Matthew GCPE:EX <Matthew.Belanger@gov.bc.ca>; Plan, Jakelene GCPE:EX <Jakelene.Plan@gov.bc.ca>; GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
Subject: REMINDER: NEW FOI Request: GCP-2020-06910 Due December 4th, 2020

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This is a friendly reminder to please submit your response regarding the FOI request below.
Thank you so much and enjoy the rest of your day,
Jessica Coultish
GCPE FOI Coordinator

From: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
Sent: December 7, 2020 9:40 AM
To: May, Stephen GCPE:EX <Stephen.May@gov.bc.ca>; Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>
Cc: Prevost, Jean-Marc GCPE:EX <Jean-Marc.Prevost@gov.bc.ca>; Lawrie, Hannah GCPE:EX <Hannah.Lawrie@gov.bc.ca>; Belanger, Matthew GCPE:EX <Matthew.Belanger@gov.bc.ca>; Plan, Jakelene GCPE:EX <Jakelene.Plan@gov.bc.ca>; GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
Subject: REMINDER: NEW FOI Request: GCP-2020-06910 Due December 4th, 2020

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Thank you so much and take care,
Jessica Coultish
GCPE FOI Coordinator

From: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
Sent: November 27, 2020 9:28 AM
To: May, Stephen GCPE:EX <Stephen.May@gov.bc.ca>; Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>
Cc: Prevost, Jean-Marc GCPE:EX <Jean-Marc.Prevost@gov.bc.ca>; Lawrie, Hannah GCPE:EX <Hannah.Lawrie@gov.bc.ca>; Belanger, Matthew GCPE:EX <Matthew.Belanger@gov.bc.ca>; GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>; Plan, Jakelene GCPE:EX <Jakelene.Plan@gov.bc.ca>
Subject: NEW FOI Request: GCP-2020-06910 Due December 4th, 2020

Hello,
GCPE has received a request for information under the *Freedom of Information and Protection of Privacy Act* (FOIPPA) from a **Media Applicant** for:

The analysis report and related correspondence about daily case data errors and corrections, from Nov. 16-24 for Fraser Health COVID-19 case statistics. This relates to the verbal report by Dr. Bonnie Henry on Nov. 25. Please search the offices of Minister Adrian Dix, MA Amanda van Baarsen, DM Stephen Brown, ADM Ian Rongve, ED

Instructions and Due Dates:

Due Date: Friday, December 4, 2020

- Complete "Conversation Clean-up" in outlook folder prior to printing your records to PDF
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- Records should be inclusive of everyone in your department

Fee Estimate Due Date: Wednesday, December 2, 2020

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1. Locating & Retrieving Records

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Should you have any questions, concerns or anticipate any delay in processing this request please contact the GCPEFOICoordinator@gov.bc.ca at your earliest convenience.

Thank you,

Jessica Coultish

GCPE FOI Coordinator

RE: REMINDER: NEW FOI Request: GCP-2020-07004 Due December 14th, 2020

From: Byers, Lindsay GCPE:EX <Lindsay.Byers@gov.bc.ca>
To: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
Cc: Plan, Jakelene GCPE:EX <Jakelene.Plan@gov.bc.ca>, Joshi, Shruti GCPE:EX <Shruti.Joshi@gov.bc.ca>, Chan, Catherine GCPE:EX <Catherine.Chan@gov.bc.ca>
Sent: December 30, 2020 9:34:11 AM PST

Media Relations has no records

Lindsay Byers | Director

Media Relations

Government Communications and Public Engagement

P: 778.678.5539

From: GCPE FOI Coordinator GCPE:EX

Sent: December 15, 2020 10:59 AM

To: Byers, Lindsay GCPE:EX

Cc: Plan, Jakelene GCPE:EX ; GCPE FOI Coordinator GCPE:EX ; Joshi, Shruti GCPE:EX ; Chan, Catherine GCPE:EX

Subject: REMINDER: NEW FOI Request: GCP-2020-07004 Due December 14th, 2020

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GCPE FOI Coordinator

From: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>

Sent: December 7, 2020 1:39 PM

To: May, Stephen GCPE:EX <Stephen.May@gov.bc.ca>; Byers, Lindsay GCPE:EX <Lindsay.Byers@gov.bc.ca>

Cc: Prevost, Jean-Marc GCPE:EX <Jean-Marc.Prevost@gov.bc.ca>; Lawrie, Hannah GCPE:EX <Hannah.Lawrie@gov.bc.ca>; Belanger, Matthew GCPE:EX <Matthew.Belanger@gov.bc.ca>; GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>; Plan, Jakelene GCPE:EX <Jakelene.Plan@gov.bc.ca>; Joshi, Shruti GCPE:EX <Shruti.Joshi@gov.bc.ca>

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Thank you,

Jessica Coultish

GCPE FOI Coordinator

FOI Request GCP-2020-06976

From: FOI.SocialTechTeam@gov.bc.ca
To: GCPEFOICoordinator@gov.bc.ca, GCPE FOI Coordinator GCPE:EX
Sent: January 13, 2021 11:07:37 AM PST

Dear GCPE:

Regarding

All of ADM Philip Twyford's correspondence regarding the confirmed COVID-19 case on the second floor of 1515 Blanshard including, but not limited to, contact-tracing, staff notification and communication, cleaning and business continuity (do not include any personal identifiers of the infected person). (Date Range for Record Search: From 11/16/2020 To 11/27/2020)

IAO has taken an extension as per OIPC approval.

Therefore, the new legislated due date for this file is March 1, 2021.

Sincerely,

Social/Tech Team

Information Access Operations | Ministry of Citizens' Services

FOI Request GCP-2020-07001

From: FOI.SocialTechTeam@gov.bc.ca
To: GCPEFOICoordinator@gov.bc.ca, GCPE FOI Coordinator GCPE:EX
Sent: January 13, 2021 12:15:15 PM PST

Dear GCPE:

Regarding

Regarding a Sept. 9, 2020 call involving Minister Adrian Dix and others with Fraser Health influencers, I seek a list of the names of all persons involved and their affiliations, copies of the agenda and minutes, briefing notes and briefing material, script, talking points, presentation material, audio recording, transcript and handwritten notes.

IAO has taken an extension as per OIPC approval.

Therefore, the new legislated due date for this file is March 1, 2021.

Sincerely,

Social/Tech Team

Information Access Operations | Ministry of Citizens' Services

FOI Request GCP-2020-07004

From: FOI.SocialTechTeam@gov.bc.ca
To: GCPEFOICoordinator@gov.bc.ca, GCPE FOI Coordinator GCPE:EX
Sent: January 13, 2021 12:36:07 PM PST

Dear GCPE

Regarding

Regarding a Sept. 11, 2020 Chinese Media Outreach involving Minister Adrian Dix and others, I seek a list of the names of all persons involved and their affiliations, copies of the agenda and minutes, briefing notes and briefing material, script, talking points, presentation material, audio recording, transcript and handwritten notes.

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Sincerely,

Social/Tech Team

Information Access Operations | Ministry of Citizens' Services

RE: REMINDER: NEW FOI Request: GCP-2020-06910 Due December 4th, 2020

From: Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>
To: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
Sent: January 13, 2021 4:02:57 PM PST

No records

From: GCPE FOI Coordinator GCPE:EX
Sent: January 12, 2021 11:08 AM
To: Faust, Marnie L GCPE:EX
Cc: GCPE FOI Coordinator GCPE:EX
Subject: REMINDER: NEW FOI Request: GCP-2020-06910 Due December 4th, 2020

Good morning Marnie,
This is a friendly reminder to please submit your response regarding the FOI request below.
Thank you so much,
Jessica Coultish
GCPE FOI Coordinator

From: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
Sent: January 4, 2021 12:35 PM
To: Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>
Cc: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
Subject: REMINDER: NEW FOI Request: GCP-2020-06910 Due December 4th, 2020

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GCPE FOI Coordinator

From: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
Sent: December 30, 2020 9:09 AM
To: Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>
Cc: Plan, Jakelene GCPE:EX <Jakelene.Plan@gov.bc.ca>; GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>

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<Jakelene.Plan@gov.bc.ca>; GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>

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Sent: December 7, 2020 9:40 AM

To: May, Stephen GCPE:EX <Stephen.May@gov.bc.ca>; Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>

Cc: Prevost, Jean-Marc GCPE:EX <Jean-Marc.Prevost@gov.bc.ca>; Lawrie, Hannah GCPE:EX

<Hannah.Lawrie@gov.bc.ca>; Belanger, Matthew GCPE:EX <Matthew.Belanger@gov.bc.ca>; Plan, Jakelene GCPE:EX

<Jakelene.Plan@gov.bc.ca>; GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>

Subject: REMINDER: NEW FOI Request: GCP-2020-06910 Due December 4th, 2020

Good morning,

This is a friendly reminder to please submit your response regarding the FOI request below.

Thank you so much and take care,

Jessica Coultish

GCPE FOI Coordinator

From: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>

Sent: November 27, 2020 9:28 AM

To: May, Stephen GCPE:EX <Stephen.May@gov.bc.ca>; Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>

Cc: Prevost, Jean-Marc GCPE:EX <Jean-Marc.Prevost@gov.bc.ca>; Lawrie, Hannah GCPE:EX

<Hannah.Lawrie@gov.bc.ca>; Belanger, Matthew GCPE:EX <Matthew.Belanger@gov.bc.ca>; GCPE FOI Coordinator

GCPE:EX <GCPEFOICoordinator@gov.bc.ca>; Plan, Jakelene GCPE:EX <Jakelene.Plan@gov.bc.ca>

Subject: NEW FOI Request: GCP-2020-06910 Due December 4th, 2020

Hello,

GCPE has received a request for information under the *Freedom of Information and Protection of Privacy Act* (FOIPPA) from a **Media Applicant** for:

The analysis report and related correspondence about daily case data errors and corrections, from Nov. 16-24 for Fraser Health COVID-19 case statistics. This relates to the verbal report by Dr. Bonnie Henry on Nov. 25. Please search the offices of Minister Adrian Dix, MA Amanda van Baarsen, DM Stephen Brown, ADM Ian Rongve, ED Darlene Therrien, Director Kalbir Parmar and DM Donna Evans, Jean-Marc Prevost and Shannon Greer (Date Range for Record Search: From 11/16/2020 To 11/24/2020).

Instructions and Due Dates:

Due Date: Friday, December 4, 2020

- Complete "Conversation Clean-up" in outlook folder prior to printing your records to PDF
- Ensure Outlook, LAN, Workstation and physical files are searched
- All records should be provided in one combined PDF ([Instructions](#))
- Submit one clean copy and one marked copy indicating specific harms recommendations ([guide to harms](#))
- Records should be inclusive of everyone in your department

Fee Estimate Due Date: Wednesday, December 2, 2020

Please discontinue your search and notify GCPEFOICoordinator@gov.bc.ca if you estimate:

- more than 3 hours of locating and retrieving records;
- exceeding one of producing records; or
- exceeding one hour of preparing records (converting to PDF)

1. Locating & Retrieving Records

- The first three hours spent providing this service are free.

- This is the time required to locate and retrieve responsive records from all sources and includes time spent de-duplicating records..
 - Tasks may include locating and retrieving responsive off-site records, extracting records from EDRMS/TRIM, or identifying emails from Outlook folders (including 'deleted', 'sent', or any relevant subfolders).
2. **Producing Records**
- There are no free hours for providing this service.
 - This is the time required to produce records from other sources such as time spent developing a program to produce a record from a database.
 - A number of factors must be considered when determining if a record should be created. Although the access provisions in FOIPPA are intended to cover existing records in the custody or control of a ministry, there are specific circumstances under which FOIPPA requires the ministry to create a new record.
 - Tasks may include manual time spent creating and producing records or identifying relevant sources of data/information required to produce those records.
1. **Preparing Records** (*ballpark range of preparation time required to prepare records for disclosure ranged between 100-175 pages per hour of preparation time.)
- There are no free hours for providing this service.
 - This is the time required to convert records into PDF (unless an otherwise specified format has been requested), consolidate them into a single PDF document (where possible), and organize records packages (e.g. by date, department, staff, records type, etc.)
 - Tasks may include converting, scanning and photocopying records into a PDF, as well as ensuring completeness of responsive records.

Should you have any questions, concerns or anticipate any delay in processing this request please contact the GCPEFOICoordinator@gov.bc.ca at your earliest convenience.

Thank you,

Jessica Coultish

GCPE FOI Coordinator

From: Prevost, Jean-Marc GCPE:EX <Jean-Marc.Prevost@gov.bc.ca>
To: Smith, Justin GCPE:EX <Justin.Smith@gov.bc.ca>
Cc: Belanger, Matthew GCPE:EX <Matthew.Belanger@gov.bc.ca>
Sent: January 18, 2021 10:00:08 AM PST
Attachments: s.13

JMP

Desk: 236-478-0302
Cell: 250-886-2154

From: Prevost, Jean-Marc GCPE:EX <Jean-Marc.Prevost@gov.bc.ca>
To: Smith, Justin GCPE:EX <Justin.Smith@gov.bc.ca>
Cc: Belanger, Matthew GCPE:EX <Matthew.Belanger@gov.bc.ca>
Sent: January 18, 2021 10:03:16 AM PST
Attachments: s.13

JMP

Desk: 236-478-0302
Cell: 250-886-2154

From: Prevost, Jean-Marc GCPE:EX <Jean-Marc.Prevost@gov.bc.ca>
To: Smith, Justin GCPE:EX <Justin.Smith@gov.bc.ca>
Cc: Belanger, Matthew GCPE:EX <Matthew.Belanger@gov.bc.ca>
Sent: January 18, 2021 10:03:51 AM PST

No responsive documents.

JMP

Desk: 236-478-0302
Cell: 250-886-2154

From: Prevost, Jean-Marc GCPE:EX <Jean-Marc.Prevost@gov.bc.ca>
To: Smith, Justin GCPE:EX <Justin.Smith@gov.bc.ca>
Cc: Belanger, Matthew GCPE:EX <Matthew.Belanger@gov.bc.ca>
Sent: January 18, 2021 10:05:21 AM PST

No responsive documents.

JMP

Desk: 236-478-0302
Cell: 250-886-2154

Call Complete: GCP-2020-06910 - Taylor Schulte

From: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
To: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>
Cc: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
Sent: January 18, 2021 12:36:44 PM PST

Good afternoon,

Please find all of our records for this FOI Request on the shared LAN.

GCPE will await for the completed combined PDF to conduct our harms assessment.

Thank you so much,

Jessica Coultish

GCPE FOI Coordinator

From: IAOFlexTeam@gov.bc.ca

Sent: November 27, 2020 8:43 AM

To: GCPE FOI Coordinator GCPE:EX

Cc: Plan, Jakelene GCPE:EX

Subject: Call for Records GCP-2020-06910 - Taylor Schulte

Request for Documents for Request # 'GCP-2020-06910'. Your response due date is: 12/11/2020 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)*:

The analysis report and related correspondence about daily case data errors and corrections, from Nov. 16-24 for Fraser Health COVID-19 case statistics. This relates to the verbal report by Dr. Bonnie Henry on Nov. 25. Please search the offices of Minister Adrian Dix, MA Amanda van Baarsen, DM Stephen Brown, ADM Ian Rongve, ED Darlene Therrien, Director Kalbir Parmar and DM Donna Evans, Jean-Marc Prevost and Shannon Greer (Date Range for Record Search: From 11/16/2020 To 11/24/2020) Date Format is MM/DD/YYYY

Applicant Type: Media

Request also directed to: HTH

Records Due: December 11, 2020

Legislated Due Date: January 11, 2021

Please email Taylor Schulte at IAOFlexTeam@gov.bc.ca for all questions regarding clarification, deadlines, routinely releasable records, or publicly available records.

Fees

If any of the following apply, a fee estimate may be required:

- 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.

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 "GCP-2020-06910 - Taylor Schulte - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

Load Records to the FOI Fileshare

Please send your completed CFR form and responsive records to IAO via the FOI Fileshare, instead of by email.

- Create a new folder in the FOI Fileshare titled "GCP-2020-06910 - Taylor Schulte - Records"
- Copy all responsive records and the completed CFR to the folder
- Send an email to IAOFlexTeam@gov.bc.ca with the subject line "GCP-2020-06910 - Taylor Schulte - CFR Complete"

If you are having difficulties accessing the FOI Fileshare, please contact IAOFlexTeam@gov.bc.ca.

Reminder

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 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,

Taylor Schulte, Junior FOI Analyst

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