Deputy Minister's Office

Deputy Minister
Teri Collins
131-0006

Senior Executive Assistant
A/Lisa Shepherd
S15
(J. Alexander base)

Director
Executive Operations
A/Nikki Papadopoulos
Band 3

Manager, Business Operations
A/Iana Sexton
Band 2

Legislation Coordinator
VACANT
AO21

Strategic HR Analyst
A/Cassandra Finlay
Band 1

Document Coordinaor
Kirandeep Kaur
Clk 12

HR Coordinator
VACANT
AO18

Assistant Deputy Minister
Bindi Sawchuck
Housing and Land Use Policy Division

Assistant Deputy Minister
Meghan Will
Homelessness, Partnerships and Housing Supports Division

Executive Lead
Francois Bertrand
Strategy, Governance and Accountability Division

Executive Lead
John Thomson
Housing Innovations

Assistant Deputy Minister /
Executive Financial Officer
Tracy Campbell
Corporate Management Services

Assistant Deputy Minister /
Chief Information Officer
Chris Mah
Information Systems

Housing and Land Use Policy Division

Assistant Deputy Minister
Bindi Sawchuk
ADM
131-0001

- Executive Coordinator — Lori Willms — Band 1
- Executive Administrative Assistant — Indiana King — EAA
- Documents Coordinator — Cory Scott — Clk 12

Administrative Assistant — VACANT — CS9
Administrative Assistant — VACANT — CS9

- Executive Director — A/Gord Enemark — Band 5 — 131-0010
- Executive Director — Jade Ashbourne — Band 5 — 131-0010
  - Office Manager — A/Heather Doerksen — Clk 12
- Executive Director — A/Cimarron Corpe — Band 5 — 131-0014
  - Office Manager — VACANT — Clerk 12
- Executive Director — A/Kevin Harding — Band 5 (Z. May's base) — 131-0030
  - Office Manager — A/Brian Ruhland — Clk 12
- Executive Director — Jessica Brooks — Band 5 — 131-0020
  - Branch Coordinator — Marlinda Cabral — Clerk 15

Housing Policy Branch

- Director, Policy & Legislation — A/Doug Page — Band 4
- Director, Policy & Legislation — Amy Higginbotham — Band 4
  - Senior Policy Analyst — Veronica Barlee — POL SIH 27R
  - Senior Policy Analyst — Roxanne Desouza — POL SIH 27R
  - Senior Policy Analyst — Kylie Sandham — POL SIH 27R
  - Manager, Housing Strategy — Stefanie Cepeda — Band 3
    - Senior Policy Analyst — Mikhail Molchanov — POL SIH 27R
    - Policy Analyst — Lucas Assenza — AO24
- Director, Title TBD — A/Hannah Rabinovitch — Band 4 (C. Corpe's base)
  - Manager, Housing Policy and Legislation — Sara Huber — Band 3
    - Senior Policy Analyst — Alyssa Teekah — POL SIH 27R
    - Senior Policy Analyst — Rebecca Veilleux — POL SIH 27
    - Policy Analyst — Erica Greenup — AO24
    - Senior Policy Analyst — Alexandra Santos — POL SIH 27
  - Manager, Housing Policy and Research — VACANT — Band 3 (H. Rabinovitch's base)
    - Senior Policy Analyst — Leslie Cramer — POL SIH 27R
    - Policy Analyst — VACANT — AO24 (K.Krumenacker's base)
    - Economist — Monica Mow — ECON 30

Housing Targets Branch

- Director, Policy & Engagement — A/Rebecca Penz — Band 4
  - Senior Planning Analyst — Alex Hallbom — PLNO27
  - Senior Policy Analyst — Susan Karim — POL SIH 27R
  - Senior Planning Analyst — Lauren Goodland — PLNO27
  - Senior Policy Analyst — Ava Receveur-Tedeschini — POL SIH 27R
  - Senior Planning Analyst — Katelyn McDougall — PLNO27
- Director, Data Analytics & Performance — A/Candice Gartner — Band 4
  - Sr. Economist — Sandra Pittroff — ECON 30
  - Sr. Economist — Liangxu Zhu — ECON 30
  - Senior Policy Analyst — Varinderjit Badh — POL SIH 27R
  - Senior Planning Analyst — Nicole Miller — PLNO27
  - Economist — VACANT — ECON 27
- Manager, Program Systems — VACANT — Band 3
  - Business Analyst — VACANT — IS24
  - Business Analyst — VACANT — IS24
  - Policy Analyst — Sidney Tham — AO24
  - Policy Analyst — VACANT — AO24

Building and Safety Standards Branch

- Director, Building Codes and Standards — Jun'ichi Jensen — Band 4
  - Team Lead, Codes & Standards — Andy Chase — POL SC 30R
    - Codes Administrator — Tommy Dang — DEV STO 18-24 (at a 21)
  - Senior Codes Administrator — Jim Baker — POL SC 27R
  - Senior Codes Administrator — Lyle Kuhnert — POL SC 27R
  - Senior Codes Administrator — Stephen Watt — POL SC 27R
  - Senior Policy Analyst — Aura McCrae — POL SIH 27R
- Director, Building Policy and Legislation — A/Aman Gill — Band 4 (N. Vukosavljevic's base)
  - Manager, Policy & Legislation — FREEZE — Band 3
    - Senior Policy Analyst — FREEZE — POL SIH 27R
    - Senior Legislative Analyst — Will Grass — POL SIH 27R
  - Senior Policy Analyst — Tracy Olsen — POL SIH 27R
  - Senior Policy Analyst — VACANT — POL SIH 27R
  - Senior Policy Analyst — Hugo Wong — POL SIH 27R
- Director, Safety Policy — FREEZE — Band 4 (K. Harding' base)
  - Manager, Safety Policy — FREEZE — Band 3 (A. Gill's base)
  - Senior Codes Engineer — Scott Williams — LSO 3 DPE (report to K.Harding)
  - Senior Policy Analyst — Shannon Laboucane — POL SIH 27R (reports to K.Harding)

Planning and Land Use Management Branch

- Director, Planning and Land Use Policy — Lesley Scowcroft — Band 4
  - Manager, Emergency Planning — David Tudhope — Band 3
    - Senior Planning Analyst — Madeline Dams — PLNO27
    - Senior Planning Analyst — VACANT — PLNO27
  - Manager, Planning and Land Use — VACANT — Band 3 (M. Johnson's base)
    - Senior Planning Analyst — Katherine Brandt — PLNO07
    - Senior Planning Analyst — Hollie Mckeil — PLNO27
- Director, Planning and Land Use Management — Eric Nicholls — Band 4
  - Planning and Land Use Coordinator — A/Lia Thomson — Band 1
  - Manager Planning and Land Use — James Proctor — Band 3
    - Senior Planning Analyst — Matthew Smith — PLNO27
    - Senior Planning Analyst — Katharine Levett — PLNO27
- Director, Planning and Land Use Policy — Avery Kelly — Band 4
  - Manager, Planning and Land Use — Urszula Mezynska — Band 3
    - Policy Analyst — Stansilava Dymnikova — AO24
    - Senior Planning Analyst — Stephanie Billingham — PLNO27
    - Senior Planning Analyst — Jonathan Bleakley — PLNO27
  - Manager — VACANT — Band 3 — Housing Strategy
    - Senior Planning Analyst — John Gamey — PLNO27
    - Senior Planning Analyst — Brian Clifford — PLNO27
- Director, Planning and Land Use Management — VACANT — Band 4
  - Manager Planning and Land Use — Mark Sadoway — Band 3
    - Senior Planning Analyst — Julia Meyer-MacLeod — PLNO27

Homelessness, Partnerships and Housing Supports Division

Assistant Deputy Minister
Meghan Will
ADM
131-0011

Executive Coordinator
A/Jennifer Moran
Band 1
(N. Papadopolous' base)

Executive Administrative Assistant
Rowan Monteiro
EAA

Executive Director
A/Melanie Hope
Band 5
131-0100

Project Assistant
A/Jenna Pollack
Clerk 12

Executive Director
A/Jennifer Miller
00121094
Band 5
131-0012

Director, Special Projects
A/Nathan Allen
Band 4
(GCPE position)

Executive Director
A/Richard Rogers
Band 6
131-0050

Executive Director
Jess Gunnarson
Band 6
131-0050

Office Manager
A/Marites Tundag
CLK12

Homelessness and Supportive Housing Policy Branch

Director
Research, Policy & Evaluation
Annik Foreman
Band 4

Director
Program, Policy and Implementation
A/Rebekah Aguirre
Band 4

Manager, Policy and Research
A/Taro Gurney
Band 3

Senior Policy Analyst
Jasmine Johl
POL SIH 27R

Senior Policy Analyst
Sarah Edmunds
POL SIH 27R

Senior Policy Analyst
Arberesha Bishaj-Gashi
POL SIH 27R

Senior Policy Analyst
Vanessa Leblanc
POL SIH 27R

Senior Policy Analyst
Carol-Anne Hudson
POL SIH 27R

Senior Policy Analyst
Carly Ferguson
POL SIH 27R
(T.Gurney base)

Engagement and Encampment Response Branch

Manager, Engagement and Encampment Response
A/Holly Sponaugle
Band 2

Director, Encampment Response
Sarah Petrescu
Band 4

Director, Community Engagement
A/Cody Spencer
Band 4

Senior Policy Analyst
Brynn Warren
POL SIH 27R

Senior Policy Analyst
Daniel Muthui
POL SIH 27R

Policy Analyst
A/Robyn Stacey
AO24

Policy Analyst
Alicia Campbell
AO24

Policy Analyst
Michael Duncan
AO 24

Senior Policy Analyst
Casey van Wensem
POL SIH 27R

Residential Tenancy Branch (RTB operations on separate tab)

Director, Innovation and Continuous Improvement
Eddy Piasentin
Band 4

Director, Policy
Tyann Blewett
Band 4

Director, Compliance and Enforcement
Scott McGregor
Band 4

Investigation Assistant
Katie Maxwell
AO18

Director, Operations
A/Tracy Hannah
Band 4

Senior Digital Product Manager
A/Norm Hayes
Band 3

Business Solutions Manager
Mohammad Shojaei
IS 27

Senior Policy Analyst
Brad Sparrow
POL SIH 27R

Policy Analyst (Developmental)
A/Darcy Fitzgerald
AO 24

Case Manager
A/Christy-Lynn Sorley
Band 2

Office Manager
VACANT
Clk 12

Office Manager
Kandy Walker
CLK 12

Sr. Data Analyst
Robert Williams
IS 24

Development Solutions Analyst
Mei Li Chiu
R 21

Policy Analyst
Ellen Graham
AO 24

Junior Policy Analyst
VACANT
AO 18

Senior Compliance & Enforcement Investigator
Yae Jee Shin
(Josephine)
AO 24

Senior Compliance & Enforcement Investigator
John O-Donovan
AO24

Senior Compliance & Enforcement Investigator
A/Ann Hoang
AO 24
(C. Sorley's base)

RTB Operations
See separate tab for org chart

Administrative Assistant
Cynthia Nelson
CLK 9

User Experience Designer
VACANT
IS 24

Policy Analyst
VACANT
AO 24

Coordinator, Education and Training
VACANT
AO 24

Compliance & Enforcement Investigator
A/Kassandra O'Brien
AO21
(A. Hoang's base)

Compliance & Enforcement Investigator
Michelle Mah
AO21

Compliance & Enforcement Officer
A/Jon Lam
AO 18

Senior Policy Analyst
Carly Watt
POL SIH 27R

Senior Policy Analyst
A/Andrew Prosser
POL SIH 27R

Compliance & Enforcement Officer
VACANT
AO 18
(R. Conti's base)

Senior Policy Analyst
Lisa Clout
POL SIH 27R

Residential Tenancy Branch Operations

Director, Operations
Tracy Hannah
Band 4

Assistant Director Information Services
Bernard James
Band 3

Manager — Ayn Lexi, Band 3

- Arbitrator, Dixie Vaughn, Band 2
- Arbitrator, Anne Wood, Band 2
- Arbitrator, Nancy Smith, Band 2
- Arbitrator, Victoria Parker, Band 2
- Arbitrator, Cheryl Mitchel, Band 2
- Arbitrator, Sharnjit Kaila, Band 2
- Adjudicator, Simon Campbell, Band 1
- Arbitrator, Phyllis Senay, Band 2
- Arbitrator, Ally Sandulesku, Band 2
- Adjudicator, Sonia Grande, Band 1
- Arbitrator, Christian Wilson, Band 2
- Adjudicator, Jacqueline Doyon, Band 1
- Adjudicator, Sarah Smit, Band 1
- Adjudicator, A/Rose Conti, Band 1 (J. Randhawa base)

Manager — A/Patrick O'Neill, Band 3

- Arbitrator, Richard Yee, Band 2
- Arbitrator, Chris Nelson, Band 2
- Arbitrator, Igor Borba, Band 2
- Arbitrator, Claudia Lopez, Band 2
- Arbitrator, Johnny Ceraldi, Band 2
- Arbitrator, Laura Mooney, Band 2
- Arbitrator, Afeeza Martin, Band 2
- Arbitrator, Caeli MacPerson (start: Feb 1, 2024), Band 2 (N. Hayes base)

Manager — Daniel Holloway, Band 3

- Arbitrator, Christopher Arnsdor, Band 2
- Arbitrator, Brian Ho Yee, Band 2
- Arbitrator, Naomi McKay, Band 2
- Arbitrator, Kim Akow, Band 2
- Arbitrator, Adrian Denegar, Band 2
- Arbitrator, Morgan Schwartz, Band 2
- Arbitrator, Sunjeet Judge, Band 2
- Arbitrator, Matthew Fox, Band 2
- Arbitrator, Jonathan Edwards, Band 2
- Arbitrator, Charmaine Reid, Band 2
- Arbitrator, Derek Tangedal, Band 2
- Arbitrator, Joseph Muzalewski, Band 2
- Arbitrator, Marguerite Kurt, Band 2
- Arbitrator, Delani Buchan, Band 2

Manager — Monica Uribe, Band 3

- Arbitrator, VACANT, Band 2 (P. O'Neill base)
- Arbitrator, Kyle Wang, Band 2
- Arbitrator, Mark Thiessen, Band 2
- Arbitrator, Gina Lloyd, Band 2
- Arbitrator, Todd Harlow, Band 2
- Arbitrator, Peter Driscoll, Band 2
- Arbitrator, Sarah Baker, Band 2
- Arbitrator, Nima Massah, Band 2
- Arbitrator, William Luney, Band 2
- Arbitrator, Susan Green, Band 2
- Arbitrator, Mayling Lee, Band 2

Manager — Michelle Crawford, Band 3

- Arbitrator, Christopher Mackie, Band 2
- Arbitrator, Dan Armstrong, Band 2
- Arbitrator, Farid Muttalid, Band 2
- Arbitrator, Dominic Lo, Band 2
- Arbitrator, Jaclyn Casler, Band 2
- Arbitrator, Navid Tasouji, Band 2

Sr. Information Officers

- Sr. Information Officer, Bon Towe, AO 18
- Sr. Information Officer, Janetta Hurst, AO 18
- Sr. Information Officer, Michelle Harris, AO 18
- Sr. Information Officer, VACANT (L. Teitelbaum base), AO 18
- Sr. Information Officer, Dal Rai, AO 18
- Sr. Information Officer, Jamie Farquhar, AO 18

Supervisor, Operations — Lisa Schell, AO21

- Information Officer, A/Robyn Eckert, AO 15 (J. Lam's base)
- Information Officer, Jeron Singh, AO 15
- Information Officer, Zainab Khareghani, AO 15
- Information Officer, Pankush Sharma, AO 15
- Information Officer, Alex Alstad, AO 15
- Information Officer, Deirdre Haaf, AO 15
- Information Officer, Abdl Sheikh, AO 15
- Information Officer, Surjeet Khabra, AO 15
- Information Officer, Kimberly Poldon, AO 15
- Information Officer, Jasmine Baines, AO 15
- Information Officer, Gloria Adaba, AO 15
- Information Officer, Shehnaz Chatur, AO 15
- Information Officer, Jared Wegenast, AO 15
- Information Officer, Zackery McLeod, AO 15
- Information Officer, Singh Gurveer, AO 15

Supervisor, Operations — Pardeep Sunner, AO 21

- Information Officer, Angela Wong, AO 15
- Information Officer, Jessica Mullen, AO 15
- Information Officer, Dennis Taylor, AO 15
- Information Officer, Amber Haire, AO 15
- Information Officer, Joel Celaje, AO 15
- Information Officer, VACANT, AO 15 (Q. Onyojekwe's base)
- Information Officer, Patrick Garwecki, AO 15
- Information Officer, Christine Sergeant, AO 15
- Information Officer, Jagjit Pangli, AO 15
- Information Officer, Jonathan Munn, AO 15
- Information Officer, Paul Stevens, AO 15
- Information Officer, A/Jayda Craig, AO 15 (P. Morrison base)
- Information Officer, Hrishikesh Munj, AO 15
- Information Officer, Gerry Loverro, AO 15
- Information Officer, VACANT, AO 15 (N. Dorsey's base)
- Information Officer, Miranda Jensen, AO 15

Supervisor, Information Services — NEW, AO21

Supervisor, Information Services — Sandra Ash, AO21

- Information Officer, Rima Gardner, AO15
- Information Officer, Liette Gordon, AO 15
- Information Officer, Heidi Biberger, AO 15
- Information Officer, Sarah Hill, AO 15
- Information Officer, Janice Man, AO 15
- Information Officer, Joanne Siebert, AO 15
- Information Officer, Nicole Chen, AO 15
- Information Officer, Lisa Liu, AO 15
- Information Officer, Jonathan Au, AO 15
- Information Officer, Ashley Logan, AO 15
- Information Officer, Karishma Konikkara, AO 15
- Information Officer, Tia Sangha, AO 15
- Information Officer, Alycia Tooby, AO 15
- Information Officer, Brennan Welch, AO 15
- Information Officer, Remi Losier, AO 15

Supervisor, Information Services — Jonathan Colbon, AO21

- Information Officer, Darlene MacDonald, AO 15
- Information Officer, Tania Smith, AO 15
- Information Officer, Danai Smith, AO 15
- Information Officer, Thespina Kindylides, AO 15
- Information Officer, Marius Tomuta, AO 15
- Information Officer, Carly Crowe, AO 15
- Information Officer, Matthew Glockzin, AO 15
- Information Officer, Krista Plesu, AO 15
- Information Officer, Kelly Cooper, AO 15
- Information Officer, Anick Dagamesh, AO 15
- Information Officer, Angela Ray, AO 15
- Information Officer, Yi Zou, AO 15
- Information Officer, Nathaniel MacDonald, AO 15
- Information Officer, Davinder Bagri, AO 15
- Information Officer, Daniel Assaf, AO 15

Strategy, Governance and Accountability Division

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┌─────────────────────────┐     ┌──────────────┐
│     Executive Lead      │─────│ Project Assistant │
│   Francois Bertrand     │     │   A/Cassidy      │
│        Band 6           │     │   Harbottle      │
│       131-0007          │     │     Clk 12       │
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┌──────────────────────────┐   ┌──────────────────────────────┐
│   Executive Director   │   │   Executive Director   │
│ Governance and   │   │ Strategic and Results   │
│ Accountability   │   │ Management   │
│   Melia Walker   │   │   Robert Lawson   │
│   Band 5   │   │   Band 5   │
│   131-0015   │   │   131-0016   │
└──────────────────────────┘   └──────────────────────────────┘

Governance and Accountability Branch

Director Stakeholder Relations & Issues Management VACANT Band 3		Director Crown Agency Liaison Sandra Maxson Band 4
Senior Policy Analyst Julie Ko POL 27	Senior Advisor, Issues and Communication Katie Frost AO24	Team Lead, Correspondence and FOI A/Tammy Tubman AO21	Secretariat Support/ Coordination Benjamin Gregory AO21

Stakeholder Relations column:
- Senior Policy Analyst — Julie Ko — POL 27
- Senior Advisor, Issues and Communication — Katie Frost — AO24
  - Senior Writer — Jaimy Lang — Clk 15
  - Senior Writer — Ryan Jones — Clk 15
- Team Lead, Correspondence and FOI — A/Tammy Tubman — AO21
  - Correspondence Coordinator — Starr Levesque — Clk 12
  - Correspondence Clerk — Linda Phillips — Clk 9
  - Division Records & Engagement Coordinator — Catherine Palendat — Clk 12

Crown Agency Liaison column:
- Secretariat Support/ Coordination — Benjamin Gregory — AO21
- Policy Analyst — Jake Plan — AO24 (C. Hunter's base)
- Senior Policy Analyst — A/Christine Hunter — POL SIH 27R
- Senior Policy Analyst — VACANT — POL SIH 27R

Strategic and Results Management Branch

Project Director, Homelessness Strategy Emme Lee Band 3	Project Director, Housing Strategy Rashi Aggarwal Band 3	Project Director, Results Management (Project Board) VACANT Band 3

Homelessness Strategy column:
- Performance Management Analyst — Ana Avramovic — AO24
- Project Coordinator — VACANT — AO18 (R. Stacey's base)

Housing Strategy column:
- Senior Policy Analyst — VACANT — POL SIH 27R
- Policy Analyst — Yashar Ghajar — AO 24
- Project Coordinator — Dibya Shrestha — AO 21

Housing Innovations

Executive Lead
John Thomson
131-0013

Senior Policy Analyst
A/Meghan Gunn
POL SIH 27R

Project Coordinator
A/Pearce Morrison
AO18

Executive Director, Housing Innovations
Bonnie Ruscheinski
Band 5

Executive Director
Zachary May
Band 5

Director, Digital Delivery
A/Nicole Vukosavljevic
Band 4

Senior Policy Analyst
Julia Leggett
POL SIH 27R

Sr. Product Owner
A/Bethany Frei
Band 3

Policy Analyst
Melissa Ushtchenko
Dev. AO 18-24

Senior User Experience Designer
VACANT
IS27

Senior Planner
Heike Schmidt
PLNO27

Scrum Master
VACANT
IS27

Policy Analyst
VACANT
ADMN O 24R
(M. Gunn's base)

Corporate Housing Finance

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                        ┌─────────────────────────┐
                        │  Chief Financial Officer │
                        │      Caryn Fischer       │
                        │         Band 5           │
                        └─────────────────────────┘
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Chief Financial Officer
Caryn Fischer
Band 5

Budget Manager
Henry Kwan
Band 2

Senior Director
Dominique Makay
Band 4

Senior Director
VACANT
Band 4

Financial Analyst
Abby Han
FO21

Financial Analyst
Pallavi Chavan
FO18

Financial &
Administrative
Analyst
Isis Nascimento
FO15

Financial Analyst
Carlos Zegarra
FO18

Senior Manager, Project
Assessment & Reporting
David Phillips
Band 3

Senior Capital
Analyst
Valentin Voigt
AO27

Capital Reporting
Advisor
VACANT
AO24

Senior Capital
Analyst
A/Andrew Hawes
AO27

Capital Analyst
Lisa Wang
AO18

Senior Capital
Analyst
VACANT
AO27

Senior Manager,
Strategic Initiatives
Shahid Qadeer
Band 3

Senior Analyst,
Strategic
Initiatives
VACANT
AO27

Analyst, Strategic
Initiatives
A/Michelle Smith
AO24

DRAFT – Ministry of Housing Process - FOI

New FOI Request - Fee Estimate

New FOI Request – Fee Estimate Process Flow Chart

HOUS FOI Coordinator receives
Call for Records (CFR) – Fee Estimate Request
from CORP FOI Coordinator

AG FOI Coordinator
Holly Skogstad
HOUS FOI Coordinator
Catherine Palendat

HOUS FOI Coordinator sends
Request to Search for Records – Fee Estimate
to Branch contacts (OMs)

Branch Contact (OM) works with staff
to identify responsive records
and provide a fee estimate

Branch Contact (OM) receives branch search
results including time and volume estimates when
responsive records are located.

No Responsive Records (NRR)

Responsive Records Located

Branch Contact (OM):
- Arranges ED approval of search result
- Responds to HOUS FOI Coordinator

Branch Contact (OM):
- Compiles branch results and fee estimate
- Responds to OHCS FOI Coordinator

HOUS FOI Coordinator:
- Completes CFR
- Creates an eApproval w/CFR attached.
- Refers NRR to ADM/EL (program area)
> ADM Tracy Campbell – > DM Collins.

OHCS FOI Coordinator:
- Calculates OHCS fee estimate
- Enters information on CFR
- Sends to CORP FOI Coordinator

DM approved NRR is referred to CORP FOI
Coordinator via eApprovals

Record collection does not begin
Until HOUS FOI Coordinator receives go ahead
from CORP FOI Coordinator ahead

Page 1

DRAFT – Ministry of Housing Process - FOI

Background:
- IAO (Information Access Operations-CITZ) sends new FOI request with *Call for Records* form (CFR) attached to CORP FOI Contact, Holly Skogstad, Senior FOI Analyst
- CORP FOI sends to the HOUS FOI Coordinator to action.

Call for Records MAG-2022-21508 - Due June 8, 2022

AP — AG PSSG FOI Coordinator AG:EX

To: ○ Papadopoulos, Nikki OHCS:EX
Cc: ● Phillips, Linda OHCS:EX; ○ AG PSSG FOI Coordinator AG:EX

↩ Reply   ↩ Reply All   → Forward
Thu 2022-05-26 2:

ⓘ You forwarded this message on 2022-06-03 10:10 AM.

📄 G - Call for Records form.docx 47 KB   📄 Request description.docx 16 KB

Good Afternoon,

Please see the below new call for records, please canvass your branch for records relating to the request. If the Branch holds records please either send the native records to Cer FOI or upload them to the FileShare and notify Central FOI.

If a Fee Estimate is required please send over the estimation by June 2, 2022. If this request is a NRR please send the ADM approved CFR form to Central FOI by June 8, 2022.

Records relating to the operation of the Abbotsford Travelodge Hotel as an emergency shelter or transitional housing, or supportive housing site. The non profit Phoenix Society, Charitable Registration # 89245 1931 RR0001, has been operating the site as an emergency housing shelter, & possibly as a COVID isolation site for

> **Example Email from CORP FOI Coordinator to HOUS Coordinator**

INFORMATION ACCESS OPERATIONS
Ministry of Citizens' Services

Call For Records Form
FOI Request: 292-30/MAG-2024-xxx

Section 1: FOI Request Details

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

Applicant Type: Political Party   Request Received: May 5, 2024   FOI Analyst:

Legislated Due Date: June 17, 2024   Fee Estimate Due: May 17, 2022   Records Due: May 25, 2

Description: *Regarding complex care services at ….(Date Range for Record Search: From 7/1/2021 To 4/*

> **Example of Call for Records Form (CFR) attached to the email**

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

Section 4: Fee Estimate – General request only (if this is a personal request skip to section 5)

	Estimated Hours	Actual Hours
Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible		
Locating/Retrieving – this includes searching all relevant sources. Areas to consider searching include: • Outlook (including 'deleted' and 'sent' folders) • Records management systems (ex. EDRMS) • LAN, shared drives, SharePoint, databases • Offsite records		
Producing – this only applies where you are creating records from other sources* (e.g. developing a program to create new records from a database) and tasks include • Identifying relevant sources of data/information • Manual time spent creating and producing records • Ex: generating a custom report from a database using existing data		
Preparing – this may include time spent by IAO (for electronic records) or the Ministry (for hardcopy records) and tasks include		

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DRAFT – Ministry of Housing Process - FOI

#1 - New FOI Request - Fee Estimate

HOUS FOI Coordinator

1. Receives request by email from CORP FOI Coordinator, confirms the subject of the request is OHCS related, and determines which branches and/or ADMO the request falls under—check with supervisor if unsure.

2. Creates a folder on the LAN and in the ADMO mailbox each new request.
   - ☐ Folder name is the same as the FOI Request (e.g., MAG 2022-21508).
   - ☐ Saves the incoming request, related emails and documents to the folders.
   - ☐ Link to LAN folder:

   I:\Common OHCS\ADMINISTRATION (100-499)\292 FREEDOM OF INFORMATION\-30 FOI requests

3. Updates OHCS FOI Tracking Log by adding the new request
   I:\Common OHCS\ADMINISTRATION (100-499)\292 FREEDOM OF INFORMATION\-30 FOI requests\2022\1. OHCS FOI Tracking Doc_2022.xlsx

4. Sends request to branch FOI contacts. Branch request is sent to will vary depending on request description. If not sure, check with supervisor.
   - ☐ Open email received from CORP FOI Coordinator and remove attached "Call for Records Form".
   - ☐ Update subject [e.g., FOR ACTION due May 11 | Fee Estimate MAG-2022-21328]
   - ☐ Calculate due date (usually in 2 or 3 days). The fee estimate has a short turnaround time and a response to the FOI AG Contact is expected by the due date noted in the incoming.
   - ☐ Copy template from LAN and paste into email. Add request #, due date and description
     FOI Template #1-New Request-Fee Estimate.docx
     See example on next page.

FOI Contacts	Name	Email	Alternative
HLUPD	Lori Willms	Lori.willms@gov.bc.ca	Indiana King
SGAD	Cassidy Harbottle	Cassidy.harbottle@gov.bc.ca	
HPHSD	Rowan Monteiro	rowan. monteiro@gov.bc.ca	Jennifer Moran
ADMO-Correspondence	Starr Levesque	ohcscorr@gov.bc.ca	Tammy Tubman
DMO	Nikki Papadopoulos		Jana
SEA for DM	Lisa Shephard * NEW		
CSMB	Barb Pearson	Barb.pearson@gov.bc.ca	Lorna Hay
Teri	SEA or Nikki responds on her behalf		

DRAFT – Ministry of Housing Process - FOI

Last-updated-August-10, 2022¶

Subject: FOR-ACTION-due-[XXX]—New-FOI-Request—Fee-Estimate-|-[MAG-2002-XXX]¶

¶

Good-morning,¶

¶

We-have-received-a-new-FOI-request-for-fee-estimate,-please-have-your-team-search-for-responsive-records-and-if-found,-provide-a-fee-estimate.¶

¶

Once-branch-search-is-complete,-please-fill-out-the-form-below,-and-return-to-me.¶

¶

Thank-you,-¶

¶

To-activate-checkboxes,-before-completing-form,-press-"Reply".

OHCS — New-FOI-Request — Fee-Estimate¤		
[FOI-REQUEST-#]¤	Due-to-ADMO:¤	**[DATE]¤**

FOI-Request-Details¤

[Copy-and-paste-description-from-Call-for-Records-form]¶
¤

Search-Summary¤

Please-indicate-what-records-were-searched-¤
Areas-to-consider-searching:¤

☐ Email/Outlook-(including-'deleted'-and-'sent'-folders)¶   ☐ Other-areas-searched---specify-below:¶
☐ LAN,-shared-drives,-SharePoint¶   ¤
☐ Databases¶
☐ Records-management-systems-(e.g.,-EDRMS)¶
☐ Offsite-Records¤
☐ CLIFF¶
What-parameters-were-used-when-searching-CLIFF?-Specify-below-–-including-is-optional.¶

¤

Do-you-have-responsive-records?¤
☐ YES—Complete-fee-estimate-information-below.¤
☐ NO-–-☐ ED-Approved—If-applicable,-provide-an-explanation-that-can-be-given-to-the-applicant.¤

¤

Do-you-know-of-any-program-area/organization/ministry-that-may-have-responsive-records?-☐ YES ☐ NO¤
If-yes,-specify-below:¶

¤

Do-you-know-if-any-of-the-request-is-publicly-available?-If-yes,-please-provide-specific-location/s?-☐ YES ☐ NO¤
If-yes,-specify-below:¶

¤

Fee-Estimate-(to-be-completed-when-there-are-responsive-records)¤

Locating/Retrieving:¶ • → This-is-the-time-required-to-locate-and-retrieve-responsive-records-from-all-sources.¶ • → Tasks-may-include-locating-and-retrieving-responsive-from-sources-such-as-CLIFF,-EDRMS-and-off-sites-or-identifying-emails-from-Outlook-folders.¤	¤	Hours¤
Producing-–-only-applies-where-you-are-creating-records/databases-from-other-sources¶ • → Identifying-relevant-sources-of-data/information-required-to-produce-the-records/database-This-is-time-required-to-produce/create-records-from-other-sources-such-as-time-spent-developing-a-program-to-produce-a-record-from-a-database-or-to-create-an-Excel-spreadsheet-to-respond-to-request.¶ • → Tasks-may-include-manual-time-spent-creating-and-producing-records-or-identifying-relevant-sources-of-data/information-required-to-produce-those-records¶ • → There-are-no-free-hours-for-this-service.¤	¤	¤
Electronic-records-–-Volume¶ • → Example:--emails-(and-attachments),-Word-Docs,-Excel-sheets,-PDFs,-photos,-etc.¤	¤	Pages¤
Hardcopy-records-–-Volume¶ • → Average-file-folder-=-1"-and-holds-approx.-200-pages-(single-sided)¤	¤	¤

DO-NOT-BEGIN-COLLECTING-RECORDS-UNTIL-ADVISED¶

Fee-estimates-will-be-compiled-for-all-areas-involved-in-request.--Based-on-the-accumulative-total,--if-any-of-the-following-apply-fee-estimate-may-be-issued-to-the-applicant:↵
• *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.¤*

Page 4

DRAFT – Ministry of Housing Process - FOI

Responding to a new FOI – Fee Estimate Request

Branch FOI Contacts Process

Branch contact (OM) works with staff to identify responsive records and to provide a fee estimate for any responsive records held by the branch/staff.

Records are <u>not</u> collected at this stage—contacts will receive an email from the OHCS FOI Coordinator advising to collect records once the AG FOI Coordinator gives the go.

Branch contact (OM) compiles branch search results and fee estimate. If the branch does not locate any responsive records (NRR), arranges for ED approval of search results.

The branch summary is sent to the OHCS FOI Coordinator by replying to the email that initiated the new FOI records search–fee estimate request.

Required information includes:
- What records were searched.
- Whether there are responsive records or not
- If records are located, a fee estimate – time and volume.
- If the branch is aware of another public body/organization/ministry that may hold responsive records, provides specifics. (e.g., BC Housing)
- If the branch is aware of any of the request that may be available publicly, provide specifics.

Identifying Responsive Records

Excerpt from FOI Request Processing Guidelines,

DRAFT – Ministry of Housing Process - FOI

Fees information:

If any of the following apply, the AG FOI may request a fee estimate be issued to the applicant:

- 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.

How do I Assess Fees for Requests?

> Excerpts from FOI Request Processing Guidelines,

Recording Search Time

If a fee estimate was issued for an FOI request, the program area should record the actual search times and page counts. Once records have been prepared in response to an FOI request, add information on search times to the CFR form submitted with records. Search time can be estimated to the quarter hour.

The applicant will be required to pay the actual cost whether it is higher or lower than the estimate. If it appears that the actual cost of processing the request will be different than the original fee estimate, IAO may issue a revised estimate.

Locating: This time is used to locate the responsive records in all potential sources. Tasks may include locating responsive email records, searching for responsive files, locating responsive off-site records, or reviewing box content lists. For more information see Identifying Responsive Records.

Retrieving: This is the time used to retrieve the responsive records from the identified sources. Tasks may include extracting records from EDRMS/TRIM, pulling copies of emails from Outlook, de-duplicating records, or retrieving boxes from off-site storage.

Producing: This time is used to create a new record that *may* be produced in response to the request. Tasks may include extracting data from a database or authoring a new record to respond to the request. For more information see Producing Responsive Records. There are certain cases where fees may not apply to producing a new record. Connect with the Ministry's FOI Contact prior to creating records in response to a request.

Preparation: This time is used to convert the records to PDF. Tasks may include converting, scanning and photocopying records into PDF format. For more information see Organizing Records Packages.

How do I Document a Search for Records?

Search Summary

Ministries are responsible for properly documenting their search for records. This documentation will be relied upon should the adequacy of the search be challenged. For more information see Identifying Responsive Records.

The CFR form will ask for a description detailing what records were searched and who conducted the search. This description should list all potential sources of records that have been searched, as well as individuals or program areas that have been canvassed. While it is not necessary to include all search terms, any other relevant information about the search should also be included in the description. For more information see Conducting Searches for Responsive Records.

Responding with No Responsive Records

There are instances when no responsive records are located. This may be because the ministry is not responsible for the matters or issues related to the request and would therefore not hold responsive records. However, there may also be instances where it may be less obvious to the public why a ministry would not hold responsive records.

The CFR form asks the program area if it holds responsive records. When no responsive records are located, a best practice is to provide the applicant with accurate and complete context for the reason(s) why records do not exist. The information sent back to IAO on the CFR form should include:

- ▶ Details of the search efforts
- ▶ Any reason(s) why the ministry would not hold responsive records

DRAFT – Ministry of Housing Process - FOI

HOUS FOI Coordinator receives responses from branch FOI contacts

- ☐ Confirm responses have been received from all contacts and follows up as necessary.
- ☐ Save emails with branch search results to the corresponding email folder and LAN folder.
- ☐ Locate the Call for Records form attached to initial email from AG FOI Coordinator. Fill in Sections 2, 3 if NRR, 4 if responsive records, and 7.
- ☐ Update FOI tracking sheet.

No Responsive Records (NRR)
- o Check ED has approved
- o Fill in Section 2 and 7 of the CFR.
- o Create eApprovals and attach CFR form
- o Refer eApprovals for approval/sign off - ADM/EL (program area) – ADM Tracy Campbell – DM
- o eSig is not required on CFR form – eAps approval is adequate

NRR Example:

Responsive Records located
- o Add up time and volume estimates and fill out CFR with accumulative total.
- o Fill in Sections 2, 4 and 7 of CFR.
- o Respond to initial email from AGPSSG.FOICoordinator@gov.bc.ca and attach completed CFR.

Example response:

Hi Holly,

Attached is the CRF with our estimate.

Please let me know if you need anything further.

I will wait to hear back from you before we start collecting records.

Thank you,

DRAFT - ADMO FOI PROCESS

#2 - Collecting Responsive Records

1. AG FOI Coordinator sends an email advising to go ahead and start collecting records.
2. Copy email to appropriate folder in OHCS ADMO mailbox.
3. Update FOI tracking document with current status.
4. Within the folder for the FOI (same name as request), create a subfolder for each branch with responsive records to save clean (raw) documents.
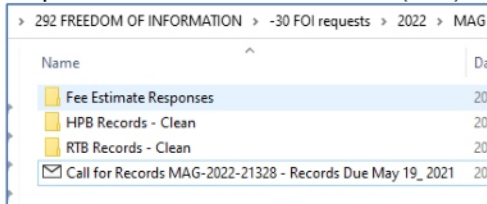
5. Send a call for records request to OMs/ADMO contacts that indicated they have records – include date due to ADMO
   - ☐ Open email received from AG FOI Coordinator.
   - ☐ Update subject [e.g., FOR ACTION due May 11 | Call for Records MAG-2022-21328]
   - ☐ Calculate date due to ADMO based on date AG CU provides.
   - ☐ Copy template from LAN and paste into email. Add request #, due date and description
     - o [FOI Template #2-Collect Records.docx](#)
     - o Example on next page.

Email·#2·—·FOI·—·Call·for·Records·—·Template··*[From·OHCS·FOI·Coordinator·to·Branch·FOI·Contacts]*¶
Last·updated·July·22,·2022¶
¶
Subject:··FOR·ACTION·due·[XXX]·—·Call·for·Records·|·[MAG-2022-XXXX]¶
¶
Good·afternoon,¶
¶
It·is·now·time·to·begin·gathering·records·for·the·attached·FOI·request.¶
¶
Please·have·your·team·collect·and·upload·responsive·records·to·LAN·folder·[MAG-2022-21508·—>·Raw·Records·(No·Harms)].··Link·to·folder:·[insert·link]¶
¶
Before·responding,·please·check·to·confirm:¶
- → Records·gathered·are·responsive·to·the·wording·of·the·request.¶
  - o → Do·the·records·fall·within·the·date·range·requested?¶
  - o → Do·the·records·contain·information·the·applicant·is·seeking?¶
- → Raw·records·have·been·uploaded·to·the·LAN·folder·meaning·no·identifying·or·removing·harms.··Records·will·be·returned·to·us·after·de-duplication·for·harms·assessment.¶
¶
Once·record·collection·is·complete,·please·advise·me·by·email.¶
¶
Thank·you,¶

Branch FOI Contact Process

Branch contacts work with staff to gather raw records and save to LAN.

Once all branch records have been collected and uploaded to the dedicated FOI folder on the LAN, the contact informs the OHCS FOI Coordinator by email.

SAMPLE – Folder of Collected Records

OHCS FOI Coordinator

6. Uploads/copies the Raw/Native responsive records from OHCS LAN to the FOI FileShare for de-duplication.

   Link to AGPSSG file share: Z:\AGPSSG\HOUSING\TO IAO
   - ☐ Create a folder – FOI name [e.g., MAG2022-20902] – Subfolder [OHCS Native Records]
   - ☐ Copy records to folder.
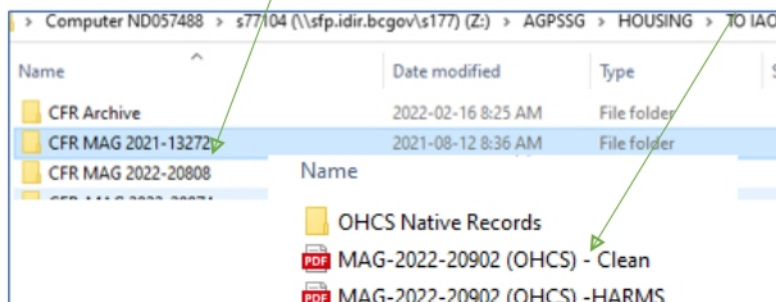
7. Notify AG Coordinator by email once record collection is complete. IAO de-duplicates files and will advise AG Coordinator once ready for Harms assessment. Example email on next page.

Raw Records | RE: Call for Records MAG-2022-21328 - Records Due May 19, 2021

Papadopoulos, Nikki OHCS:EX
To ○ AG PSSG FOI Coordinator AG:EX
Cc ● Phillips, Linda OHCS:EX

FOI

Hello Holly,

I have added our raw responsive records to be compiled and deduplicated for this request to the AGPSSG shared drive. Folder location is linked below.

\\sfp.idir.bcgov\s177\S77104\AGPSSG\HOUSING\TO IAO\MAG-2022-21328

Regards,

Nikki Papadopoulos

A/Executive Coordinator
Office of Housing and Construction Standards
Cell: 250.886.7982

From: AG PSSG FOI Coordinator AG:EX <AGPSSG.FOICoordinator@gov.bc.ca>
Sent: Tuesday, May 17, 2022 10:50 AM
To: OHCS ADMO OHCS:EX <OHCS.ADMO@gov.bc.ca>; AG PSSG FOI Coordinator AG:EX <AGPSSG.FOICoordinator@gov.bc.ca>
Cc: Papadopoulos, Nikki OHCS:EX <Nikki.Papadopoulos@gov.bc.ca>
Subject: Update | RE: Call for Records MAG-2022-21328 - Records Due May 19, 2021

Good Morning,

Thank you for the Fee Estimate for MAG-2022-21328. The attached estimate is below the threshold for a fee. Please proceed with gathering the records and advise when the Native files are ready for de-duplication.

Let me know if you have any questions

Thank you

Holly Skogstad
(778) 698-3889| holly.skogstad@gov.bc.ca

CONSULT Request - Review for Harms
Received by eApprovals

Background

Another ministry or Premier's Office received the FOI request and have records that they are not the subject matter expert on—OHCS is. AG FOI Coordinator (Holly) sends records to OHCS FOI Coordinator for HARMS review. Some requests are received by eApprovals and others by email.

Overview

OHCS FOI Coordinator refers Consult to appropriate branch for harms assessment and ED approval. ADM approval is not required unless AG FOI requests or ED flags (As per ADM Collins via Nikki).

OHCS Coordinator sends Consult result to AG FOI Coordinator.

Process (received by eApprovals)

1. AG FOI Office (Holly Skogstad or Teresa Latzel) refers eApprovals to OHCS.
   Example eAps comment:
   "AG has received an Estimates Binder consult re: Indigenous housing. Consultants are not provided a redline, please have ADM approval with your harms recommendations.- thank you Teresa"
2. Open attachment and determine branch responsible
3. Create a folder on the LAN
   Folder is named the same as the Request
   I:\Common OHCS\ADMINISTRATION (100-499)\292 FREEDOM OF INFORMATION\-30 FOI requests\2022
4. Save a copy of the clean record in the folder
5. Add assignment to FOI tracking sheet
6. Save a copy of the clean record, rename and upload to eApprovals
   - Rename: add "OHCS Harms" to the end of the document name (e.g., IRR to AG estimates consult - OHCS HARMS).
   - The branch identifies harms on the attachment titled "XXX - OHCS Harms" attachment. The original attachment (clean) remains untouched.
7. OHCS FOI coordinator refers eAps to Branch Contact.
   Example eAps comment:
   Estimates consult from IRR re: Indigenous housing for harms assessment for HPB's review. Please review PDF Titled "IRR to AG estimates consult - OHCS HARMS" and add highlighting and comments to areas identified with harms. Once assessment is complete, please have ED approve. Due to ADMO for review/approval July 4, 2022.

Branch Contact refers to staff for harms review and then ED approval. Once complete, refers eApprovals back to OHCS ADMO.

8. Review eApprovals comments and check ED approval is indicated.
9. Open record "OHCS Harms", confirm document attached has harms identified as noted in eApprovals comment.
10. Save attachment with harms identified to LAN folder.
11. Update FOI tracking sheet.

==***If AG FOI or ED indicated ADM approval required==
Refer eApprovals to Nikki for ADM approval
Example eAps comment:
Estimate consult for ADM review/approval. HPB reviewed OHCS content on page 152 for harms and did not identify any issues. ED Ruscheinski approved, please see comment below. Once ADM review complete, please refer eAps to Teresa"
ADM approved
Example eAps comment:
Program staff reviewed OHCS content on page 152 for harms and did not identify any issues. No comment for pages 158 + as no reference to OHCS content. Consult approved by ADM Collins.

12. Refer eAps to Holly
13. Save eApprovals history to LAN folder
14. Update FOI Tracking document

eApproval example below and next page.

54169 - AG Estimates Consult - IRR page 152

\# No nu...   👤 Latzel, Teresa   🏷 FOI - Proactive Disclosure   🔏 Assistant Deputy Minister   ⏰ July 5th 2022

📎
ATTACHMENTS

ⓘ
DETAILS

Other Number Not avail...	**Signature Level** Assistant Deputy Minister
Priority Normal	**Category** FOI
Branch Office of Housing and Construction Standards	**Subcategory** Proactive Disclosure
Date Created June 28th 2022	**Link** Not available
Date Final Due July 5th 2022	
Date Completed Not available	
IAO Date Due July 5th 2022	**Stage** Responsive Records Review
Legislated Date Due July 5th 2022	**Applicant Type** Other
Owner Latzel, Teresa	**Currently assigned to** Latzel, Teresa

Approval Route
OHCS CU --> OM --> Analyst --> ED--> OHCS-ADMO

CONSULT Request - Review for Harms
Received by Email

Background
Another ministry or Premier's Office received the FOI request and have records that they are not the subject matter expert on—OHCS is. AG FOI Coordinator (Holly) sends records to OHCS FOI Coordinator for HARMS review. Some requests are received by eApprovals and others by email.

Overview
OHCS FOI Coordinator refers Consult to appropriate branch for harms assessment and ED approval. ADM approval is not required unless AG FOI requests or ED flags (As per ADM Collins via Nikki).

OHCS Coordinator sends Consult result to AG FOI Coordinator.

Process (received by eapprovals)

1.   AG FOI Coordinator refers to OHCS FOI Coordinator by email
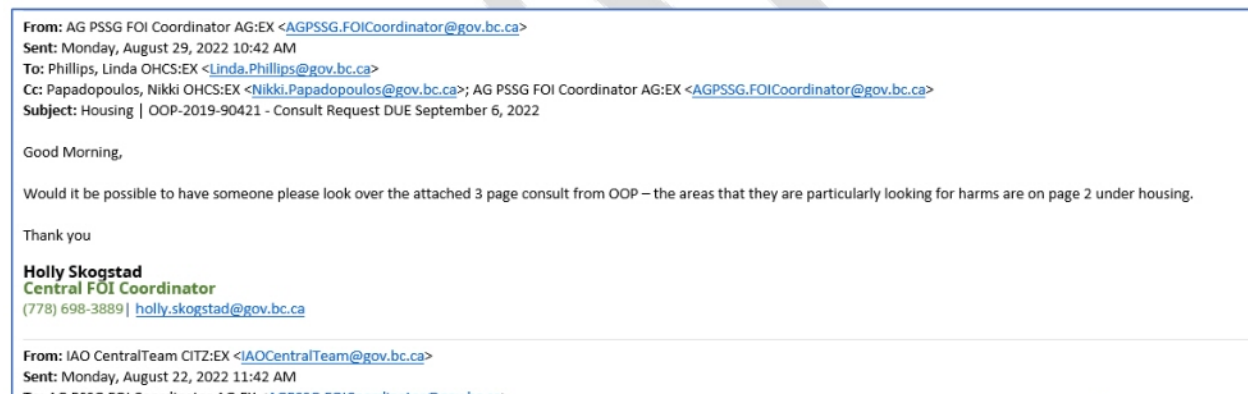
1. Open attachment and determine branch responsible
2. Create a folder on the LAN and save incoming request and related emails
   o   Folder is named the same as the Request (e.g., Consult - OOP-2019-90421)
   I:\Common OHCS\ADMINISTRATION (100-499)\292 FREEDOM OF INFORMATION\-30 FOI requests\2022
   o   Create a subfolder titled "Harms"
   o   Save a copy of the email attachment (record) in the "Harms" folder
       Branch will use to identify harms
3. Creates a folder in the ADMO mailbox – same name as the request
   o   Saves the incoming request and related emails to this folder
4. Add assignment to OHCS FOI Tracking Log [1. OHCS FOI Tracking Doc_2022]
   I:\Common OHCS\ADMINISTRATION (100-499)\292 FREEDOM OF INFORMATION\-30 FOI requests\2022
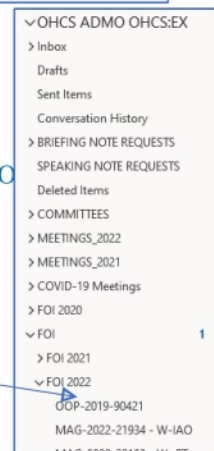
5. Forward email received from AG FOI to Branch Contact (OM) to action
   o Update email subject line: FOR ACTION due XXX | OOP-2019-96374
   o Remove Attachment
   o Include link to LAN folder with record to be reviewed
   o Example email below

From: Phillips, Linda OHCS:EX
Sent: Monday, August 29, 2022 11:37 AM
To: OHCS Housing Policy Branch OHCS:EX <Housing.Policy@gov.bc.ca>
Cc: Papadopoulos, Nikki OHCS:EX <Nikki.Papadopoulos@gov.bc.ca>; Palendat, Catherine OHCS:EX <Catherine.Palendat@gov.bc.ca>
Subject: FOR ACTION due to ADMO August 31 | OOP-2019-90421 - Consult Request

Good morning,

Records have been provided from the Premier's Office for a consult regarding disclosure.

Please have your team review the 3-page PDF titled "OOP-2019-90421_HOU consult - OHCS Harms for harms." The areas that they are particularly looking for harms are on page 2 under housing. The records are located on our common drive: I:\Common OHCS\ADMINISTRATION (100-499)\292 FREEDOM OF INFORMATION\-30 FOI requests\2022\Consult - OOP-2019-90421\HARMS\OOP-2019-90421_HOU consult - OHCS Harms.pdf

Once harms have been assessed, please have your ED review/approve, and when complete advise me by email.

Thank you,

Linda Phillips
Correspondence Clerk | Office of Housing and Construction Standards
Ministry of Attorney General and Minister Responsible for Housing
Phone: 778-974-2013
OHCSCORR@gov.bc.ca

From: AG PSSG FOI Coordinator AG:EX <AGPSSG.FOICoordinator@gov.bc.ca>
Sent: Monday, August 29, 2022 10:42 AM
To: Phillips, Linda OHCS:EX <Linda.Phillips@gov.bc.ca>
Cc: Papadopoulos, Nikki OHCS:EX <Nikki.Papadopoulos@gov.bc.ca>; AG PSSG FOI Coordinator AG:EX <AGPSSG.FOICoordinator@gov.bc.ca>
Subject: Housing | OOP-2019-90421 - Consult Request DUE September 6, 2022

Good Morning,

Would it be possible to have someone please look over the attached 3 page consult from OOP – the areas that they are particularly looking for harms are on page 2 under housing.

Thank you

Branch Contact refers to staff for harms review and then ED approval. Once complete, advises OHCS Coordinator by email.

Harms assessment complete:
9. Receives email from Branch contact, review email and check ED approval indicated.
10. Save email in LAN folder and OHCS mailbox
11. Open the PDF on the LAN the branch used for the assessment (in "Harms" folder) and confirm harms indicated are consistent with information in email.

==If AG FOI or ED indicate, ADM approval required==:
   o Create an eApprovals and attach:
      - Incoming email request from AG FOI Coordinator
      - Email from Branch Contact/OM with result of harms review and ED approval
      - PDF record the Branch identified harms on
   o Refer eApprovals to Nikki for ADM approval
      Example eApprovals comment: *OOP Consult for ADM review/approval. HPB reviewed for harms and did not identify any issues. ED Ruscheinski approved. Once ADM review complete, please refer eAps to Holly.*
   o Update FOI tracking sheet
   o Save a copy of eApps history to LAN folder
   o Update FOI tracking sheet.

==ADM approval not required==:
12. Send result of harms review to AG FOI by responding to initial email request
   o Attach document branch identified harms on
Example email on next page
13. Save the email to the LAN and OHCS ADMO mailbox.

FW: Housing | OOP-2019-90421 - Consult Request DUE September 6, 2022

Phillips, Linda OHCS:EX
To ○ AG PSSG FOI Coordinator AG:EX
Cc ● Papadopoulos, Nikki OHCS:EX; ◉ Palendat, Catherine OHCS:EX
Bcc ● Phillips, Linda OHCS:EX

[PDF] OOP-2019-90421_HOU consult.pdf
1 MB

Good morning,

Program staff reviewed the attached 3-page record, particularly page 2 under housing, and advise no harms were identified—ED approved.

Thank you,

Linda Phillips
Correspondence Clerk | Office of Housing and Construction Standards
Ministry of Attorney General and Minister Responsible for Housing
Phone: 778-974-2013
OHCSCORR@gov.bc.ca

From: AG PSSG FOI Coordinator AG:EX <AGPSSG.FOICoordinator@gov.bc.ca>
Sent: Monday, August 29, 2022 10:42 AM
To: Phillips, Linda OHCS:EX <Linda.Phillips@gov.bc.ca>
Cc: Papadopoulos, Nikki OHCS:EX <Nikki.Papadopoulos@gov.bc.ca>; AG PSSG FOI Coordinator AG:EX <AGPSSG.FOICoordinator@gov.bc.ca>
Subject: Housing | OOP-2019-90421 - Consult Request DUE September 6, 2022

Good Morning,

Would it be possible to have someone please look over the attached 3 page consult from OOP – the areas that they are particularly looking for harms are on page 2 under housing.

Thank you

Holly Skogstad
Central FOI Coordinator

14. Update FOI Tracking document.