

Cameron, Jessica HLTH:EX

From: Henwood, Tannis L HLTH:EX
Sent: November 18, 2020 12:18 PM
To: HLTH CRHEM FOI HLTH:EX
Cc: Cameron, Jessica HLTH:EX
Subject: FW: Call for Records HTH-2020-06651 - records due November 26, 2020

FYI

From: Therrien, Darlene HLTH:EX
Sent: November 18, 2020 12:17 PM
To: Henwood, Tannis L HLTH:EX
Subject: RE: Call for Records HTH-2020-06651 - records due November 26, 2020

No involvement from PAR on this all FHA and possibly BCCDC.

Darlene
As Dr. Bonnie Henry says:
"Be Kind, Be Calm, Stay Safe"

Mobile 250-217-2818

From: Henwood, Tannis L HLTH:EX <Tannis.Henwood@gov.bc.ca>
Sent: November 18, 2020 12:13 PM
To: Therrien, Darlene HLTH:EX <Darlene.Therrien@gov.bc.ca>
Subject: FW: Call for Records HTH-2020-06651 - records due November 26, 2020

Please advise ASAP

From: HLTH CRHEM FOI HLTH:EX <HLTH.CRHEM.FOI@gov.bc.ca>
Sent: November 18, 2020 10:10 AM
To: Henwood, Tannis L HLTH:EX <Tannis.Henwood@gov.bc.ca>
Subject: Call for Records HTH-2020-06651 - records due November 26, 2020

Hi Tannis:

I believe this graphic was a FHA document, did PAR have any input/involvement? Could you please advise ASAP if this should be transferred to FHA/BCCDC instead?

Here is the link I found: <https://www.fraserhealth.ca/news/2020/Nov/what-you-didnt-know-about-covid-19-transmission#.X7VgROBFz5c>

Request Details: Regarding the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data.

Please provide responsive records (with a clean copy of records, a copy with harms indicated and CFR form completed and approved) to me no later than **8:00 a.m. on November 26, 2020.**

Fee estimates, NRR and extension requests are due: November 23 @ noon

Thank you,



Jessica Cameron | FOI & Administrative Coordinator
COVID Response & Health Emergency Management Division
Ministry of Health | Government of British Columbia
PO Box 9639 Stn Prov Govt, Victoria BC V8W 9P1
T: 250 952-1165 | E: jessica.cameron@gov.bc.ca

From: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>

Sent: November 18, 2020 8:51 AM

To: Sullivan, Michelle A HLTH:EX <Michelle.Sullivan@gov.bc.ca>; HLTH CRHEM FOI HLTH:EX <HLTH.CRHEM.FOI@gov.bc.ca>

Cc: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>

Subject: New: Call for Records HTH-2020-06651 - Taylor Schulte - records due December 1, 2020

Hi Michelle and Jessica (PHO, CRHEM)

1. **** Does this FOI need to go to another area/division? Please advise ASAP!! ****

Please find attached the Call for Records for FOI request described below. Records are due by: December 1, 2020.

Applicant type: Media

Request Details: Regarding the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data.

2. Please send in your completed CFR and records (pdf) to the Health FOI Inbox at HLTH.FOIOperations@gov.bc.ca - **1 clean** copy and **1 harms** copy indicating specific harms recommendations.
3. If your search produces a **No Records Response (NRR)** please have your **Executive Director or ADM signoff sections 2 & 3 of the CFR** before sending as it will not be coming back for final sign-off.
4. Should a **fee estimate** be necessary, please:
 - a) fill out the attached Fee Estimate Questionnaire,
 - b) update your email subject line to include 'Fee Estimate HTH-2019-XXXXXX', and
 - c) please send to HLTH.FOIOperations@gov.bc.ca by: November 24, 2020.

Thank you,

Darlene Grieve | FOI Analyst | FOI, Litigation and Reporting |
Corporate Issues and Client Relations Branch | Ministry of Health | 250.952-1509 | email: HLTH.FOIOperations@gov.bc.ca

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From: IAOFlexTeam@gov.bc.ca <IAOFlexTeam@gov.bc.ca>

Sent: November 17, 2020 7:39 AM

To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>

Subject: Call for Records HTH-2020-06651 - Taylor Schulte

Request for Documents for Request # 'HTH-2020-06651'. Your response due date is: 12/1/2020 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 the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data Date Format is MM/DD/YYYY

Applicant Type: Media

Request also directed to: GCP

Records Due: December 1, 2020

Legislated Due Date: December 24, 2020

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 "HTH-2020-06651 - 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 "HTH-2020-06651 - 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 "HTH-2020-06651 - 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 12, 2020

FOI Analyst: Taylor Schulte

Legislated Due Date: December 24, 2020

Fee Estimate Due: November 24, 2020

Records Due: December 1, 2020

Description: Regarding the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data.

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):		

Fee Estimate Questionnaire for Narrowing Suggestions

(Do Not Use as your Fee Estimate, use CFR Form)

Narrowing Suggestions? (List here)

e.g.: date range; excluding attachments; to singular topic/issue

Justify Search Time:

e.g.:

- Where have you searched? (e.g. LAN, Hard copy files, Outlook, CRMS/Offsite records)
- Who/How many staff searched? (# of staff x # of hours)
- Any other activities included in fee estimate? (e.g. search time, preparing package, photocopying, etc.)

Reminders:

We cannot charge for marking harms and will not count as part of the fee estimate.

Cameron, Jessica HLTH:EX

From: Rongve, Ian HLTH:EX
Sent: November 18, 2020 2:24 PM
To: HLTH CRHEM FOI HLTH:EX
Cc: Patterson, Catherine M HLTH:EX
Subject: Re: ADM APPROVAL: Call for Records HTH-2020-06651 -records due December 1, 2020

That was a fraser health document

Sent from my iPhone

On Nov 18, 2020, at 2:24 PM, HLTH CRHEM FOI HLTH:EX wrote:

Good Afternoon Ian:

Please find attached CFR for no records response from CRHEM. Approved by Darlene Therrien.
Your approval due by December 1, as this will not be coming back to us.

*similar to previous request, but different file #

Thank you,

Jessica Cameron | FOI & Administrative Coordinator
COVID Response & Health Emergency Management Division
Ministry of Health | Government of British Columbia
PO Box 9639 Stn Prov Govt, Victoria BC V8W 9P1
T: 250 952-1165 | E: jessica.cameron@gov.bc.ca

From: HLTH FOI Operations HLTH:EX
Sent: November 18, 2020 8:51 AM
To: Sullivan, Michelle A HLTH:EX ; HLTH CRHEM FOI HLTH:EX
Cc: HLTH FOI Operations HLTH:EX
Subject: New: Call for Records HTH-2020-06651 - Taylor Schulte - records due December 1, 2020
Hi Michelle and Jessica (PHO, CRHEM)

1. **** Does this FOI need to go to another area/division? Please advise ASAP!! ****

Please find attached the Call for Records for FOI request described below. Records are due by:
December 1, 2020.

Applicant type: Media

Request Details: Regarding the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data.

2. Please send in your completed CFR and records (pdf) to the Health FOI Inbox at HLTH.FOIOperations@gov.bc.ca - **1 clean** copy and **1 harms** copy indicating specific harms recommendations.
3. If your search produces a **No Records Response (NRR)** please have your **Executive Director or ADM signoff sections 2 & 3 of the CFR** before sending as it will not be coming back for final sign-off.
4. Should a **fee estimate** be necessary, please:

- a) fill out the attached Fee Estimate Questionnaire,
- b) update your email subject line to include 'Fee Estimate HTH-2019-XXXXXX', and
- c) please send to HLTH.FOIOperations@gov.bc.ca by: November 24, 2020.

Thank you,

Darlene Grieve | FOI Analyst | FOI, Litigation and Reporting |

Corporate Issues and Client Relations Branch | Ministry of Health | 250.952-1509 | email:

HLTH.FOIOperations@gov.bc.ca

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Sent: November 17, 2020 7:39 AM

To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>

Subject: Call for Records HTH-2020-06651 - Taylor Schulte

Request for Documents for Request # 'HTH-2020-06651'. Your response due date is: 12/1/2020

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 the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data
Date Format is MM/DD/YYYY

Applicant Type: Media

Request also directed to: GCP

Records Due: December 1, 2020

Legislated Due Date: December 24, 2020

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

Fees

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Thank you,

Taylor Schulte, Junior FOI Analyst

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

Cameron, Jessica HLTH:EX

From: HLTH CRHEM FOI HLTH:EX
Sent: November 18, 2020 3:56 PM
To: HLTH FOI Operations HLTH:EX
Cc: Patterson, Catherine M HLTH:EX
Subject: RE: Call for Records HTH-2020-06651 - Taylor Schulte - records due December 1, 2020
Attachments: CFR HTH-2020-06651.pdf

Attached please find CFR, approved by ADM Rongve, for CRHEM's NRR response.
This should be transferred to FHA.

With thanks,



Jessica Cameron | FOI & Administrative Coordinator
COVID Response & Health Emergency Management Division
Ministry of Health | Government of British Columbia
PO Box 9639 Stn Prov Govt, Victoria BC V8W 9P1
T: 250 952-1165 | **E:** jessica.cameron@gov.bc.ca

From: HLTH FOI Operations HLTH:EX
Sent: November 18, 2020 8:51 AM
To: Sullivan, Michelle A HLTH:EX ; HLTH CRHEM FOI HLTH:EX
Cc: HLTH FOI Operations HLTH:EX
Subject: New: Call for Records HTH-2020-06651 - Taylor Schulte - records due December 1, 2020

Hi Michelle and Jessica (PHO, CRHEM)

1. **** Does this FOI need to go to another area/division? Please advise ASAP!! ****

Please find attached the Call for Records for FOI request described below. Records are due by: December 1, 2020.

Applicant type: Media

Request Details: Regarding the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data.

2. Please send in your completed CFR and records (pdf) to the Health FOI Inbox at HLTH.FOIOperations@gov.bc.ca - **1 clean** copy and **1 harms** copy indicating specific harms recommendations.

3. If your search produces a **No Records Response (NRR)** please have your **Executive Director or ADM signoff sections 2 & 3 of the CFR** before sending as it will not be coming back for final sign-off.
4. Should a **fee estimate** be necessary, please:
 - a) fill out the attached Fee Estimate Questionnaire,
 - b) update your email subject line to include 'Fee Estimate HTH-2019-XXXXXX', and
 - c) please send to HLTH.FOIOperations@gov.bc.ca by: November 24, 2020.

Thank you,

Darlene Grieve | FOI Analyst | FOI, Litigation and Reporting |
Corporate Issues and Client Relations Branch | Ministry of Health | 250.952-1509 | email: HLTH.FOIOperations@gov.bc.ca

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From: IAOFlexTeam@gov.bc.ca <IAOFlexTeam@gov.bc.ca>
Sent: November 17, 2020 7:39 AM
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Subject: Call for Records HTH-2020-06651 - Taylor Schulte

Request for Documents for Request # 'HTH-2020-06651'. Your response due date is: 12/1/2020 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 the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data Date Format is MM/DD/YYYY

Applicant Type: Media
Request also directed to: GCP
Records Due: December 1, 2020
Legislated Due Date: December 24, 2020

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 "HTH-2020-06651 - 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.

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- Copy all responsive records and the completed CFR to the folder

- Send an email to IAOFlexTeam@gov.bc.ca with the subject line "HTH-2020-06651 - Taylor Schulte - CFR Complete"

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Reminder

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Thank you,

Taylor Schulte, Junior FOI Analyst

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



Section 1: FOI Request Details

General Request ☒

Applicant Type: Media

Request Received: November 12, 2020

FOI Analyst: Taylor Schulte

Legislated Due Date: December 24, 2020

Fee Estimate Due: November 24, 2020

Records Due: December 1, 2020

Description: Regarding the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data.

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):

FHA document

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: FHA and possibly BCCDC

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):
Ian Rongve, ADM CRHEM

Signature:

Date: November 18, 2020

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 generate as accurate an estimate as possible

Estimated Hours

Actual Hours

Locating/Retrieving – areas to search

- Outlook (including 'deleted' and 'sent' folders)
- Records management systems (ex. EDRMS)
- LAN, shared drives, SharePoint, databases
- Offsite records

Producing – 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 – 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): Jessica Cameron, FOI & Administrative Coordinator	Phone Number: 250 952-1165	Date: November 18, 2020
Harms Assessment completed by (full name and title):	Program Area:	
Harms Assessment approved by (full name and title):		

Sullivan, Michelle A HLTH:EX

From: HLTH FOI Operations HLTH:EX
Sent: November 18, 2020 8:51 AM
To: Sullivan, Michelle A HLTH:EX; HLTH CRHEM FOI HLTH:EX
Cc: HLTH FOI Operations HLTH:EX
Subject: New: Call for Records HTH-2020-06651 - Taylor Schulte - records due December 1, 2020
Attachments: G - Call for Records form.docx; Questionnaire to help with CFR Fee Estimate.docx

Hi Michelle and Jessica (PHO, CRHEM)

1. **** Does this FOI need to go to another area/division? Please advise ASAP!! ****

Please find attached the Call for Records for FOI request described below. Records are due by: December 1, 2020.

Applicant type: Media

Request Details: Regarding the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data.

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 - c) please send to HLth.FOIOperations@gov.bc.ca by: November 24, 2020.

Thank you,

Darlene Grieve | FOI Analyst | FOI, Litigation and Reporting |
Corporate Issues and Client Relations Branch | Ministry of Health | 250.952-1509 | email: HLTH.FOIOperations@gov.bc.ca

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Sent: November 17, 2020 7:39 AM
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Subject: Call for Records HTH-2020-06651 - Taylor Schulte

Request for Documents for Request # 'HTH-2020-06651'. Your response due date is: 12/1/2020 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 the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data Date Format is MM/DD/YYYY

Applicant Type: Media

Request also directed to: GCP

Records Due: December 1, 2020

Legislated Due Date: December 24, 2020

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 "HTH-2020-06651 - 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 "HTH-2020-06651 - 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 "HTH-2020-06651 - 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



Section 1: FOI Request Details

General Request ☒

Applicant Type: Media

Request Received: November 12,
2020

FOI Analyst: Taylor Schulte

Legislated Due Date: December 24,
2020

Fee Estimate Due: November 24,
2020

Records Due: December 1, 2020

Description: Regarding the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data.

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)

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: <u>Date</u>
Harms Assessment completed by (full name and title):	Program Area:	
Harms Assessment approved by (full name and title):		

Fee Estimate Questionnaire for Narrowing Suggestions

(Do Not Use as your Fee Estimate, use CFR Form)

Narrowing Suggestions? (List here)

e.g.: date range; excluding attachments; to singular topic/issue

Justify Search Time:

e.g.:

- Where have you searched? (e.g. LAN, Hard copy files, Outlook, CRMS/Offsite records)
- Who/How many staff searched? (# of staff x # of hours)
- Any other activities included in fee estimate? (e.g. search time, preparing package, photocopying, etc.)

Reminders:

We cannot charge for marking harms and will not count as part of the fee estimate.

Sullivan, Michelle A HLTH:EX

From: HLTH FOI Operations HLTH:EX
Sent: December 2, 2020 1:30 PM
To: Sullivan, Michelle A HLTH:EX
Cc: HLTH FOI Operations HLTH:EX; Thompson, Laurel HLTH:EX
Subject: OVERDUE: CFR Reminder 1 - HTH-2020-06651 - Taylor Schulte

Hi Michelle,

Just following up as per IAO's email this file was due yesterday. Please submit your NRR/records as soon as possible. Thanks!

Lorina Bell | Project Assistant | FOI, Litigation and Reporting |
Corporate Issues and Client Relations Branch | Ministry of Health | 236 478-0321

From: IAOFlexTeam@gov.bc.ca <IAOFlexTeam@gov.bc.ca>
Sent: December 1, 2020 7:52 AM
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Subject: CFR Reminder 1 - HTH-2020-06651 - Taylor Schulte

Please be aware that the Call for Records for HTH-2020-06651 is due today. It is important that IAO receive timely delivery of records in order to meet legislated timelines. Please submit all responsive records or applicable fee estimates to the FOI Fileshare and notify IAO as soon as possible.

Regarding the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data Date Format MM/DD/YYYY

If you have reasons to extend this request under Section 10 of FOIPPA (e.g. anticipated volume over 200 pages, or consultations) or if you have questions regarding the Call for Records process, please contact IAOFlexTeam@gov.bc.ca with "HTH-2020-06651 - Taylor Schulte" in the subject line.

Thank you,

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

Sullivan, Michelle A HLTH:EX

From: HLTH FOI Operations HLTH:EX
Sent: December 9, 2020 12:27 PM
To: Sullivan, Michelle A HLTH:EX
Cc: Thompson, Laurel HLTH:EX; HLTH FOI Operations HLTH:EX
Subject: RE: OVERDUE: CFR Reminder 1 - HTH-2020-06651 - Taylor Schulte

Hi Michelle,

Just following up again on this request as it is overdue. Please submit NRR/records as soon as possible. Thanks!

Lorina Bell | Project Assistant | FOI, Litigation and Reporting |
Corporate Issues and Client Relations Branch | Ministry of Health | 236 478-0321

From: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Sent: December 2, 2020 1:30 PM
To: Sullivan, Michelle A HLTH:EX <Michelle.Sullivan@gov.bc.ca>
Cc: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>; Thompson, Laurel HLTH:EX <Laurel.Thompson@gov.bc.ca>
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Lorina Bell | Project Assistant | FOI, Litigation and Reporting |
Corporate Issues and Client Relations Branch | Ministry of Health | 236 478-0321

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Thank you,

Taylor Schulte, Junior FOI Analyst

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

Sullivan, Michelle A HLTH:EX

From: Sullivan, Michelle A HLTH:EX
Sent: December 23, 2020 10:00 AM
To: HLTH FOI Operations HLTH:EX
Subject: RE: OVERDUE: CFR Reminder 1 - HTH-2020-06651 - Taylor Schulte
Attachments: HTH-2020-06651 NRR.pdf

Good morning,

Please see PHO NRR. Our office did not create this infographic.

Thanks!

Michelle Sullivan

FOI and Administrative Coordinator
Office of the Provincial Health Officer
Ministry of Health
Mailing Address: PO Box 9648, STN PROV GOVT
Physical Address: 4th floor, 1515 Blanshard Street
Victoria BC V8W 9P4
250-952-1349 | 250-952-1570 | Email: michelle.sullivan@gov.bc.ca

I gratefully acknowledge that I live and work on the traditional unceded territory of the Lekwungen Peoples, specifically the Songhees and Esquimalt First Nations. Hay'sxw'qu Si'em

Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or e-mail the sender immediately and delete the message.

From: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Sent: December 9, 2020 12:27 PM
To: Sullivan, Michelle A HLTH:EX <Michelle.Sullivan@gov.bc.ca>
Cc: Thompson, Laurel HLTH:EX <Laurel.Thompson@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Subject: RE: OVERDUE: CFR Reminder 1 - HTH-2020-06651 - Taylor Schulte

Hi Michelle,

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Lorina Bell | Project Assistant | FOI, Litigation and Reporting |
Corporate Issues and Client Relations Branch | Ministry of Health | 236 478-0321

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Sent: December 2, 2020 1:30 PM
To: Sullivan, Michelle A HLTH:EX <Michelle.Sullivan@gov.bc.ca>
Cc: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>; Thompson, Laurel HLTH:EX <Laurel.Thompson@gov.bc.ca>
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Thanks!

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Corporate Issues and Client Relations Branch | Ministry of Health | 236 478-0321

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Sent: December 1, 2020 7:52 AM
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Subject: CFR Reminder 1 - HTH-2020-06651 - Taylor Schulte

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If you have reasons to extend this request under [Section 10](#) of FOIPPA (e.g. anticipated volume over 200 pages, or consultations) or if you have questions regarding the Call for Records process, please contact IAOFlexTeam@gov.bc.ca with "HTH-2020-06651 - Taylor Schulte" in the subject line.

Thank you,

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



Section 1: FOI Request Details

General Request ☒

Applicant Type: Media

Request Received: November 12,
2020

FOI Analyst: Taylor Schulte

Legislated Due Date: December 24,
2020

Fee Estimate Due: November 24,
2020

Records Due: December 1, 2020

Description: Regarding the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data.

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):

Fraser Health Authority created this. Any source data would be held with BCCDC/FHA

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: Fraser Health, BCCDC

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):
Dr. Brian Emerson, A/Deputy Provincial Health
Officer

Signature:

Date: December
15, 2020

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?

--

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): Michelle Sullivan FOI and Administrative Coordinator	Phone Number: 250-952-1330	Date: December 15, 2020
Harms Assessment completed by (full name and title):	Program Area:	
Harms Assessment approved by (full name and title):		

<p>HTH-2020-06651</p>	<p>Regarding the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data.</p>	<p>Media</p>	<p>18-Nov-20</p>	<p>1-Dec-20</p>	<p>Nov 19 - GCPE/BCCDC might have this. A case report would have been created through the HA. **Delay in search for records due to current PHO FOI volume** Dec 3 - Search of BH email's did not locate any responsive records. Dec. 15 - This was created by FHA and therefore the detailed source data would be held with BCCDC and the HA. NRR</p>	<p>C - Completed</p>
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Call for Records HTH-2020-06651 - Taylor Schulte

From: IAOFlexTeam@gov.bc.ca
To: HLTH.FOIOperations@gov.bc.ca, HLTH FOI Operations HLTH:EX
Sent: November 17, 2020 7:39:24 AM PST
Attachments: G - Call for Records form.docx

Request for Documents for Request # 'HTH-2020-06651'. Your response due date is: 12/1/2020 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 the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data
Date Format is MM/DD/YYYY

Applicant Type: Media
Request also directed to: GCP
Records Due: December 1, 2020
Legislated Due Date: December 24, 2020

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 " HTH-2020-06651 - 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 " HTH-2020-06651 - 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 " HTH-2020-06651 - 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



Section 1: FOI Request Details

General Request ☒

Applicant Type: Media

Request Received: November 12,
2020

FOI Analyst: Taylor Schulte

Legislated Due Date: December 24,
2020

Fee Estimate Due: November 24,
2020

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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)

Please ensure that all reasonable efforts are made to <u>generate as accurate an estimate as possible</u>	Estimated Hours	Actual Hours
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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.

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

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--

Section 7: Contact Information

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

New: Call for Records HTH-2020-06651 - Taylor Schulte - records due December 1, 2020

From: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
To: Sullivan, Michelle A HLTH:EX <Michelle.Sullivan@gov.bc.ca>, HLTH CRHEM
FOI HLTH:EX <HLTH.CRHEM.FOI@gov.bc.ca>
Cc: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Sent: November 18, 2020 8:51:03 AM PST
Attachments: G - Call for Records form.docx, Questionnaire to help with CFR Fee
Estimate.docx

Hi Michelle and Jessica (PHO, CRHEM)

1. **** Does this FOI need to go to another area/division? Please advise ASAP!! ****

Please find attached the Call for Records for FOI request described below. Records are due by: December 1, 2020.

Applicant type: Media

Request Details: Regarding the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data.

2. Please send in your completed CFR and records (pdf) to the Health FOI Inbox at HLTH.FOIOperations@gov.bc.ca - **1 clean copy** and **1 harms copy** indicating specific harms recommendations.
3. If your search produces a **No Records Response (NRR)** please have your **Executive Director or ADM signoff sections 2 & 3 of the CFR** before sending as it will not be coming back for final sign-off.
4. Should a **fee estimate** be necessary, please:
 - a) fill out the attached Fee Estimate Questionnaire,
 - b) update your email subject line to include 'Fee Estimate HTH-2019-XXXXXX', and
 - c) please send to HLth.FOIOperations@gov.bc.ca by: November 24, 2020.

Thank you,

Darlene Grieve | FOI Analyst | FOI, Litigation and Reporting |
Corporate Issues and Client Relations Branch | Ministry of Health | 250.952-1509 | email:
HLTH.FOIOperations@gov.bc.ca

 Please consider the environment before printing this email

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender immediately. Any unauthorized copying, disclosure or distribution of the e-mail or the information it contains is strictly forbidden

From: IAOFlexTeam@gov.bc.ca

Sent: November 17, 2020 7:39 AM

To: HLTH FOI Operations HLTH:EX

Subject: Call for Records HTH-2020-06651 - Taylor Schulte

Request for Documents for Request # 'HTH-2020-06651'. Your response due date is: 12/1/2020 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 the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data Date Format is MM/DD/YYYY

Applicant Type: Media

Request also directed to: GCP

Records Due: December 1, 2020

Legislated Due Date: December 24, 2020

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 "HTH-2020-06651 - 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 "HTH-2020-06651 - 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 "HTH-2020-06651 - 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

Fee Estimate Questionnaire for Narrowing Suggestions

(Do Not Use as your Fee Estimate, use CFR Form)

Narrowing Suggestions? (List here)

e.g.: date range; excluding attachments; to singular topic/issue

Justify Search Time:

e.g.:

- Where have you searched? (e.g. LAN, Hard copy files, Outlook, CRMS/Offsite records)
- Who/How many staff searched? (# of staff x # of hours)
- Any other activities included in fee estimate? (e.g. search time, preparing package, photocopying, etc.)

Reminders:

We cannot charge for marking harms and will not count as part of the fee estimate.

RE: Call for Records HTH-2020-06651 - Taylor Schulte - records due December 1, 2020

From: HLTH CRHEM FOI HLTH:EX <HLTH.CRHEM.FOI@gov.bc.ca>
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Cc: Patterson, Catherine M HLTH:EX <Catherine.Patterson@gov.bc.ca>
Sent: November 18, 2020 3:56:20 PM PST
Attachments: image001.png, CFR HTH-2020-06651.pdf

Attached please find CFR, approved by ADM Rongve, for CRHEM's NRR response.

This should be transferred to FHA.

With thanks,



Jessica Cameron | FOI & Administrative Coordinator

COVID Response & Health Emergency Management Division

Ministry of Health | Government of British Columbia

PO Box 9639 Stn Prov Govt, Victoria BC V8W 9P1

T: 250 952-1165 | **E:** jessica.cameron@gov.bc.ca

. 1cl eHLTH FOI Operations HLTH:EX

anhreNovember 18, 2020 8:51 AM

meSullivan, Michelle A HLTH:EX ; HLTH CRHEM FOI HLTH:EX

sNeHLTH FOI Operations HLTH:EX

aoRdNeNew: Call for Records HTH-2020-06651 - Taylor Schulte - records due December 1, 2020

Hi Michelle and Jessica (PHO, CRHEM)

1. **** Does this FOI need to go to another area/division? Please advise ASAP!! ****

Please find attached the Call for Records for FOI request described belowpRecords are due by: December 1, 2020.

Applicant type: Media

Request Details: Regarding the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data.

2. Please send in your completed CFR and records (pdf) to the Health FOI Inbox at HLTH.FOIOperations@gov.bc.ca - E Nnuh copy and E t u1 i copy indicating specific harms recommendations.
3. If your search produces a v c DnNc 1M Dni gchi n (NRR) gnuin have your f 2nNr8n C8nNc1c1ACF i8hc || inN&hi P b : c | rt n s. D before sending as it will not be coming back for final sign-off.
4. Should a jnn ni r& urn be necessary, please:
 - a. fill out the attached Fee Estimate Questionnaire,
 - b. update your email subject line to include 'Fee Estimate HTH-2019-XXXXXX', and
 - c. please send to HLth.FOIOperations@gov.bc.ca by: November 24, 2020.

Thank you,

Cu1nhn S 183n T FOI Analyst T FOI, Litigation and Reporting T

Corporate Issues and Client Relations BranchT Ministry of Health T 250.952-1509 T email:

HLTH.FOIOperations@gov.bc.ca

5 j nui n Nchi 8M1rt n nh38chl nhr Rn|c1n g18r&Grt &nl u&

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender immediately. Any unauthorized copying, disclosure or distribution of the e-mail or the information it contains is strictly forbidden

. 1cl eIAOFlexTeam@gov.bc.ca <IAOFlexTeam@gov.bc.ca>

anhreNovember 17, 2020 7:39 AM

meHLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>

aoRdNeCall for Records HTH-2020-06651 - Taylor Schulte

Request for Documents for Request # 'HTH-2020-06651'. Your response due date is: 12/1/2020 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 the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data Date Format is MM/DD/YYYY

Applicant Type: Media

Request also directed to: GCP

Records Due: December 1, 2020

Legislated Due Date: December 24, 2020

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

. nni

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 "HTH-2020-06651 - Taylor Schulte - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

LcuMDnN: 1M rc rt n . Ol . 8ni t u1n

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 "HTH-2020-06651 - 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 "HTH-2020-06651 - Taylor Schulte - CFR Complete"

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

Dnl 8Mh1

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,

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IAO . x2 mul T Ih|c1 ur&h ANhi i Ogn1ur&hi T F 8&r1y c | s 8&hi ' an13&hi

CFR Reminder 1 - HTH-2020-06651 - Taylor Schulte

From: IAOFlexTeam@gov.bc.ca
To: HLTH.FOIOperations@gov.bc.ca, HLTH FOI Operations HLTH:EX
Sent: December 1, 2020 7:51:59 AM PST

Please be aware that the Call for Records for HTH-2020-06651 is due today. It is important that IAO receive timely delivery of records in order to meet legislated timelines. Please submit all responsive records or applicable fee estimates to the FOI Fileshare and notify IAO as soon as possible.

Regarding the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data Date Format MM/DD/YYYY

If you have reasons to extend this request under Section 10 of FOIPPA (e.g. anticipated volume over 200 pages, or consultations) or if you have questions regarding the Call for Records process, please contact IAOFlexTeam@gov.bc.ca with "HTH-2020-06651 - Taylor Schulte" in the subject line.

Thank you,

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

CFR Reminder 1 - HTH-1212-20065 - Taylor Schulte

From: IAOFlexTeam@gov.bc.ca
To: HLTH.FOIOperations@gov.bc.ca, HLTH FOI Operations HLTH:EX
Sent: December 10, 2020 9:10:07 AM PST

This is the second and final Call for Records reminder for HTH-2020-06651. This request is in danger of not meeting the legislated due date of December 24, 2020. Please submit all responsive records or applicable fee estimates to the FOI Fileshare and notify IAO as soon as possible.

Regarding the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data Date Format MM/DD/YYYY

Overdue requests cannot be extended and are at risk for a deemed refusal complaint. If you have reasons to extend this request under [Section 10 of FOIPPA](#) (e.g. anticipated volume over 200 pages, or consultations) or if you have questions regarding the processing of the Call for Records, please contact IAOFlexTeam@gov.bc.ca with "HTH-2020-06651 - Taylor Schulte" in the subject line.

Thank you,

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

FOI Request HTH-2020-06651

From: IAOFlexTeam@gov.bc.ca
To: HLTH.FOIOperations@gov.bc.ca, HLTH FOI Operations HLTH:EX
Sent: December 22, 2020 12:17:20 PM PST

Dear Ministry of Health:

Regarding

Regarding the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data

IAO has taken an extension as per OIPC approval.

Therefore, the new legislated due date for this file is February 9, 2021.

Sincerely,

Taylor Schulte, Junior FOI Analyst

Information Access Operations | Ministry of Citizens' Services

P: 778 698-6773

RE: OVERDUE: CFR Reminder 1 - HTH-2020-06651 - Taylor Schulte

From: Sullivan, Michelle A HLTH:EX <Michelle.Sullivan@gov.bc.ca>
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Sent: December 23, 2020 10:00:07 AM PST
Attachments: HTH-2020-06651 NRR.pdf

Good morning,
Please see PHO NRR. Our office did not create this infographic.
Thanks!

Michelle Sullivan

FOI and Administrative Coordinator

Office of the Provincial Health Officer

Ministry of Health

Mailing Address: PO Box 9648, STN PROV GOVT

Physical Address: 4th floor, 1515 Blanshard Street

Victoria BC V8W 9P4

250-952-1349 | 250-952-1570 | Email: michelle.sullivan@gov.bc.ca

I gratefully acknowledge that I live and work on the traditional unceded territory of the Lekwungen Peoples, specifically the Songhees and Esquimalt First Nations. Hay'sxw'qu Si'em

Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or e-mail the sender immediately and delete the message.

From: HLTH FOI Operations HLTH:EX

Sent: December 9, 2020 12:27 PM

To: Sullivan, Michelle A HLTH:EX

Cc: Thompson, Laurel HLTH:EX ; HLTH FOI Operations HLTH:EX

Subject: RE: OVERDUE: CFR Reminder 1 - HTH-2020-06651 - Taylor Schulte

Hi Michelle,

Just following up again on this request as it is overdue. Please submit NRR/records as soon as possible. Thanks!

Lorina Bell | Project Assistant | FOI, Litigation and Reporting |

Corporate Issues and Client Relations Branch | Ministry of Health | 236 478-0321

From: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>

Sent: December 2, 2020 1:30 PM

To: Sullivan, Michelle A HLTH:EX <Michelle.Sullivan@gov.bc.ca>

Cc: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>; Thompson, Laurel HLTH:EX <Laurel.Thompson@gov.bc.ca>

Subject: OVERDUE: CFR Reminder 1 - HTH-2020-06651 - Taylor Schulte

Hi Michelle,

Just following up as per IAO's email this file was due yesterday. Please submit your NRR/records as soon as possible.
Thanks!

Lorina Bell | Project Assistant | FOI, Litigation and Reporting |

Corporate Issues and Client Relations Branch | Ministry of Health | 236 478-0321

From: IAOFlexTeam@gov.bc.ca <IAOFlexTeam@gov.bc.ca>

Sent: December 1, 2020 7:52 AM

To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>

Subject: CFR Reminder 1 - HTH-2020-06651 - Taylor Schulte

Please be aware that the Call for Records for HTH-2020-06651 is due today. It is important that IAO receive timely delivery of records in order to meet legislated timelines. Please submit all responsive records or applicable fee estimates to the FOI Fileshare and notify IAO as soon as possible.

Regarding the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data Date Format MM/DD/YYYY

If you have reasons to extend this request under [Section 10 of FOIPPA](#) (e.g. anticipated volume over 200 pages, or consultations) or if you have questions regarding the Call for Records process, please contact IAOFlexTeam@gov.bc.ca with "HTH-2020-06651 - Taylor Schulte" in the subject line.

Thank you,

Taylor Schulte, Junior FOI Analyst

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

GCPE REVIEW: HTH-2020-06651 - Due: December 28, 2020

From: Bell, Lorina HLTH:EX <Lorina.Bell@gov.bc.ca>
To: May, Stephen GCPE:EX <Stephen.May@gov.bc.ca>
Cc: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Sent: December 23, 2020 11:44:49 AM PST
Attachments: HTH-2020-06651 - CRHEM NRR.pdf, HTH-2020-06651 - PHO NRR.pdf

Hi Stephen,

Please see attached NRR for GCPE review.

Due back December 28, 2020. Thanks!

Lorina Bell | Project Assistant | FOI, Litigation and Reporting |
Corporate Issues and Client Relations Branch | Ministry of Health | 236 478-0321



Section 1: FOI Request Details

General Request ☒

Applicant Type: Media

Request Received: November 12, 2020

FOI Analyst: Taylor Schulte

Legislated Due Date: December 24, 2020

Fee Estimate Due: November 24, 2020

Records Due: December 1, 2020

Description: Regarding the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data.

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):

FHA document

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: FHA and possibly BCCDC

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): Ian Rongve, ADM CRHEM	Signature: 	Date: November 18, 2020
--	---	-------------------------

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): Jessica Cameron, FOI & Administrative Coordinator	Phone Number: 250 952-1165	Date: November 18, 2020
Harms Assessment completed by (full name and title):	Program Area:	
Harms Assessment approved by (full name and title):		



Section 1: FOI Request Details

General Request ☒

Applicant Type: Media

Request Received: November 12,
2020

FOI Analyst: Taylor Schulte

Legislated Due Date: December 24,
2020

Fee Estimate Due: November 24,
2020

Records Due: December 1, 2020

Description: Regarding the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data.

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):

Fraser Health Authority created this. Any source data would be held with BCCDC/FHA

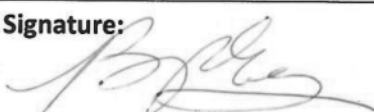
Are you aware of other records that may be responsive to this request within your public body? YES ☐ NO ☒

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

If yes, specify: Fraser Health, BCCDC

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): Dr. Brian Emerson, A/Deputy Provincial Health Officer	Signature: 	Date: December 15, 2020
---	---	--------------------------------

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): Michelle Sullivan FOI and Administrative Coordinator	Phone Number: 250-952-1330	Date: December 15, 2020
Harms Assessment completed by (full name and title):	Program Area:	
Harms Assessment approved by (full name and title):		

From: May, Stephen GCPE:EX <Stephen.May@gov.bc.ca>
To: Bell, Lorina HLTH:EX <Lorina.Bell@gov.bc.ca>
Cc: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Sent: December 23, 2020 12:35:11 PM PST

This has been reviewed by GCPE

From: Bell, Lorina HLTH:EX
Sent: December 23, 2020 11:45 AM
To: May, Stephen GCPE:EX
Cc: HLTH FOI Operations HLTH:EX
Subject: GCPE REVIEW: HTH-2020-06651 - Due: December 28, 2020

Hi Stephen,

Please see attached NRR for GCPE review.

Due back December 28, 2020. Thanks!

Lorina Bell | Project Assistant | FOI, Litigation and Reporting |
Corporate Issues and Client Relations Branch | Ministry of Health | 236 478-0321

DM APPROVAL: HTH-2020-06651

From: Bell, Lorina HLTH:EX <Lorina.Bell@gov.bc.ca>
To: Shust, Susan D HLTH:EX <Susan.Shust@gov.bc.ca>
Cc: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Sent: December 23, 2020 3:11:09 PM PST

Hi Susan,

NRRs for DM approval at the link below:

[HTH-2020-06651](#)

Thanks!

Lorina Bell | Project Assistant | FOI, Litigation and Reporting |

Corporate Issues and Client Relations Branch | Ministry of Health | 236 478-0321

Scan From MPS0503

From: SUSHUST <Susan.Shust@gov.bc.ca>
To: SUSHUST <Susan.Shust@gov.bc.ca>, Shust, Susan D HLTH:EX
Sent: December 30, 2020 9:38:26 AM PST
Attachments: Scan_20201230.pdf



Section 1: FOI Request Details

General Request ☒

Applicant Type: Media

Request Received: November 12,
2020

FOI Analyst: Taylor Schulte

Legislated Due Date: December 24,
2020

Fee Estimate Due: November 24,
2020

Records Due: December 1, 2020

Description: Regarding the 'from just one COVID-19 positive wedding guest...' contact tracing infographic showing 50 wedding guests exposed, and related impacts elsewhere, I seek the correspondence and reports about the creation of this infographic and the briefing note and report that contains the detailed source data.

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): <i>Stephen Brown, Deputy Minister</i>	Signature: 	Date: Date <i>Dec 30/20</i>
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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

HTH-2020-06651 - Taylor Schulte - DM's Final Approval of NRR

From: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
To: FOI Health Education CITZ:EX <FOI.Health.Education@gov.bc.ca>, IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>
Cc: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>, May, Stephen GCPE:EX <Stephen.May@gov.bc.ca>
Sent: December 30, 2020 5:03:20 PM PST
Attachments: HTH-2020-06651 - DM's Final Approval of NRR.pdf

Hello Teams,

Please see DM's Final Approval of NRR for this request.

Thank you.

Darlene Grieve | FOI Analyst | FOI, Litigation and Reporting |

Corporate Issues and Client Relations Branch | Ministry of Health | 250.952-1509 | email:

HLTH.FOIOperations@gov.bc.ca

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