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? <u>Could you please advise ASAP if this should be transferred to FHA/BCCDC instead?</u>

Here is the link I found: $\underline{https://www.fraserhealth.ca/news/2020/Nov/what-you-didnt-know-about-covid-19-transmission\#.X7VqR0BFz5c$

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)

** 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 <u>Hlth.FOIOperations@gov.bc.ca</u> 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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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 <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 <u>IAOFlexTeam@gov.bc.ca</u> 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 MAOFlexTeam@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 MAOFlexTeam@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 MOFlexTeam@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,



Call For Records Form FOI Request: 292-30/HTH-2020-06651

Section 1: FOI Request Details

General Request 🛛

Applicant Type: Media	Request Received: November 1: 2020	2, FOI Analyst: Ta	ylor Schulte
Legislated Due Date: December 24, 2020	Fee Estimate Due: November 24 2020	Records Due: D	ecember 1, 2020
Description : Regarding the 'from just of 50 wedding guests exposed, and relate creation of this infographic and the bri	ed impacts elsewhere, I seek the co	orrespondence and rep	orts about the
Section 2: Initial Records Asses	ssment		
Do you hold responsive records? YES			
If no, please provide an explanation tha	at can be given to the applicant (if	applicable):	
Are you aware of other records that m Are you aware of other records that m If yes, specify:			•
Section 3: No Records Respons	se Approval		
Please forward to public body FOI conta	act (if applicable) for delegated he	ad's final public body a	pproval if no records
have been located			
Final multiple advisors and Hullinger			Data: Data
Final public body approval (full name	e and title): Signature:		Date: Date
Section 4: Fee Estimate – Gener	al request only (if this is a pers		section 5)
Section 4: Fee Estimate – Gener Please ensure that all reasonable effor	al request only (if this is a pers	onal request skip to s	
Section 4: Fee Estimate – Gener	al request only (if this is a pers		section 5)
Section 4: Fee Estimate – Gener Please ensure that all reasonable effor	ral request only (if this is a pers		section 5)
Section 4: Fee Estimate – Gener Please ensure that all reasonable effor accurate an estimate as possible Locating/Retrieving – areas to search Outlook (including 'deleted' an	ral request only (if this is a person of the second of the		section 5)
Section 4: Fee Estimate – Gener Please ensure that all reasonable effor accurate an estimate as possible Locating/Retrieving – areas to search Outlook (including 'deleted' are Records management systems)	ral request only (if this is a person of the second of the		section 5)
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Section 4: Fee Estimate – Gener Please ensure that all reasonable effor accurate an estimate as possible Locating/Retrieving – areas to search Outlook (including 'deleted' areas to search) Records management systems LAN, shared drives, SharePoint Offsite records Producing – tasks include Identifying relevant sources of Manual time spent creating are	ral request only (if this is a person of the second of the		section 5)

51 .			
	ying/scanning records into electronic format		
_	completeness of responsive records		
Volume – in page	other types of media (audio and/or video)		
volume – m page	5		
• Electronic	records		
o Ei	mails without attachments		
O E	mails with attachments		
0 0	ther: PDF, Word, Excel, photos, etc.		
	ther. 1 D1, Word, Exect, photos, etc.		
 Hardcopy 	records		
o A	verage file folder = 1" and holds approx. 200 pages		
	ingle-sided)		
0 1	standard Records Centre Services box:		
	 Legal sized folders = 1800 pages 		
	 Letter sized folders = 2200 pages 		
Suggestions for p	ossible narrowing:		
Saction E. Saar	ich Summany		
Section 5: Sear	•		1
	e search for records including what records were sear		databases, EDRIVIS,
offsite records, etc	.) duration of search time, and who conducted the se	arch for records:	
Section 6a: Pro	ogram Area Harms Assessment		
	of the records would significantly harm the public boo	dy's position, or a third	party's interests on
	narms assessment allows FOI staff to better understand		
	recommendations based on potential harms. Issues as		
_	e unrelated to the harms assessment should be comm	•	_
•	t Communications and Public Engagement office.	, ,	,
	rence the applicable records and information of conce	rn, the harms, and asso	ciated page numbers
below.		,	
 If any of the 	ese records have been prepared for, or created to info	rm a decision of Cabine	t or any of its
committee	s, section 12 (Cabinet confidences) may apply. Please i	dentify the applicable r	ecords and advise (1)
	status of the issue? And (2) has the decision been made		
Could the release of	of any/all of the responsive records potentially cause	harm? YES □ NO □	
If yes, which inforn	nation, if released, may cause harm?		
Section 6b: Pul	blication on Open Information (if this is a pers	sonal request skin to se	ection 7)
	only - Unless specific exemption criteria apply, records		·
	office on the Government's Open Information website		•
	responsive records please indicate here or discuss wit		and about the
pasiication or the	responsive records piedse indicate here of discuss wit	your ror 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.
- 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:

1

- 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 <u>Hlth.FOIOperations@gov.bc.ca</u> 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):

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Applicant Type: Media

Request also directed to: GCP Records Due: December 1, 2020

Legislated Due Date: December 24, 2020

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

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- The volume of hard-copy records is anticipated to exceed 200 pages;
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If so, please complete Sections 2 and 4 of the CFR, add it to the FOI Fileshare, and then email the MAOFlexTeam@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.

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Thank you,

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

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Thank you,

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

Corporate Issues and Client Relations Branch | Ministry of Health | 250.952-1509 | email: <u>HLTH.FOIOperations@gov.bc.ca</u>

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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

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Legislated Due Date: December 24, 2020

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Thank you,

Call For Records Form

FOI Request: 292-30/HTH-2020-06651

FOI Analyst: Taylor Schulte

Records Due: December 1, 2020

Section	1: FOI	Requ	est D	etails

Legislated Due Date: December 24,

General Request ⊠

2020

Applicant Type: Media

Description : Regarding the 'from just one COVID-19	positive wedding gu	est' contact tracing in	fographic showing
50 wedding guests exposed, and related impacts els	sewhere, I seek the co	orrespondence and rep	orts about the
creation of this infographic and the briefing note ar			
	<u>'</u>		
Section 2: Initial Records Assessment			
Do you hold responsive records? YES ☐ NO ☒			
If no, please provide an explanation that can be give	n to the applicant (if a	pplicable):	
FHA document			
Are you aware of other records that may be respon	sive to this request w	ithin your public body	? YES □ NO ⊠
Are you aware of other records that may be respon	sive to this request h	eld by another public	body? YES ⊠ NO □
If yes, specify: FHA and possibly BCCDC			
Section 3: No Records Response Approva	al		
Please forward to public body FOI contact (if applica	ble) for delegated hea	ıd's final public body a	oproval if no records
have been located			
Final public body approval (full name and title):	Signature:	2	Date: November
Ian Rongve, ADM CRHEM	Signature:	an	18, 2020
		- 1	
Continue A. For Fatiments Communication	- L - ('C + L '- '		
Section 4: Fee Estimate – General request of			
Please ensure that all reasonable efforts are made		onal request skip to s Estimated Hours	section 5) Actual Hours
Please ensure that all reasonable efforts are made accurate an estimate as possible			
Please ensure that all reasonable efforts are made			
Please ensure that all reasonable efforts are made accurate an estimate as possible Locating/Retrieving – areas to search	to generate as		
Please ensure that all reasonable efforts are made accurate an estimate as possible Locating/Retrieving – areas to search Outlook (including 'deleted' and 'sent' folders)	to generate as		
Please ensure that all reasonable efforts are made accurate an estimate as possible Locating/Retrieving – areas to search Outlook (including 'deleted' and 'sent' fold Records management systems (ex. EDRMS)	to generate as		
Please ensure that all reasonable efforts are made accurate an estimate as possible Locating/Retrieving – areas to search Outlook (including 'deleted' and 'sent' folders)	to generate as		
Please ensure that all reasonable efforts are made accurate an estimate as possible Locating/Retrieving – areas to search Outlook (including 'deleted' and 'sent' folde Records management systems (ex. EDRMS) LAN, shared drives, SharePoint, databases	to generate as		
Please ensure that all reasonable efforts are made accurate an estimate as possible Locating/Retrieving – areas to search Outlook (including 'deleted' and 'sent' fold Records management systems (ex. EDRMS) LAN, shared drives, SharePoint, databases Offsite records	to generate as		
Please ensure that all reasonable efforts are made accurate an estimate as possible Locating/Retrieving – areas to search Outlook (including 'deleted' and 'sent' fold Records management systems (ex. EDRMS) LAN, shared drives, SharePoint, databases Offsite records	ers)		
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Please ensure that all reasonable efforts are made accurate an estimate as possible Locating/Retrieving – areas to search Outlook (including 'deleted' and 'sent' fold Records management systems (ex. EDRMS) LAN, shared drives, SharePoint, databases Offsite records Producing – tasks include Identifying relevant sources of data/inform	ers) ation records		
Please ensure that all reasonable efforts are made accurate an estimate as possible Locating/Retrieving – areas to search Outlook (including 'deleted' and 'sent' folde Records management systems (ex. EDRMS) LAN, shared drives, SharePoint, databases Offsite records Producing – tasks include Identifying relevant sources of data/inform Manual time spent creating and producing Ex: generating a custom report from a data data	ers) ation records		
Please ensure that all reasonable efforts are made accurate an estimate as possible Locating/Retrieving – areas to search Outlook (including 'deleted' and 'sent' folde Records management systems (ex. EDRMS) LAN, shared drives, SharePoint, databases Offsite records Producing – tasks include Identifying relevant sources of data/inform Manual time spent creating and producing Ex: generating a custom report from a data	ers) ation records		
Please ensure that all reasonable efforts are made accurate an estimate as possible Locating/Retrieving – areas to search Outlook (including 'deleted' and 'sent' folde Records management systems (ex. EDRMS) LAN, shared drives, SharePoint, databases Offsite records Producing – tasks include Identifying relevant sources of data/inform Manual time spent creating and producing Ex: generating a custom report from a data data	ers) ation records		

Request Received: November 12,

Fee Estimate Due: November 24,

2020

2020

• Ensuring	opying/scanning records into electronic format	
Ensuring Copying		
Copying	g completeness of responsive records	
	- '	
Volume – in nac	g other types of media (audio and/or video)	
Volume in pag	ges	
Electron	nic records	
0	Emails without attachments	
0	Emails with attachments	
0	Other: PDF, Word, Excel, photos, etc.	
Hardcop	py records	
0	Average file folder = 1" and holds approx. 200 pages	
	(single-sided)	
0	1 standard Records Centre Services box:	
	 Legal sized folders = 1800 pages 	
	 Letter sized folders = 2200 pages 	
C		
Suggestions for	possible narrowing:	
Section 5: Sea	arch Summary	
	the search for records including what records were searched,	le g files email databases FDRMS
	etc.) duration of search time, and who conducted the search	
onsite records, e	ect.) duration of search time, and who conducted the search	ioi records.
Section 62: P	rogram Area Harms Assessment	
Section va. r		
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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; Questionaire 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">
 https://example.com/html/
 harms copy indicating specific harms recommendations.
 https://example.com/harms/definitions/harms/definitio
- 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.
- 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

A 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 <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 MAOFlexTeam@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 <u>IAOFlexTeam@gov.bc.ca</u> with the subject line "HTH-2020-06651 Taylor Schulte CFR Complete"

If you are having difficulties accessing the FOI Fileshare, please contact MAOFlexTeam@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,



Call For Records Form FOI Request: 292-30/HTH-2020-06651

Section 1: FOI Request Details			
General Request ⊠		1 10 00 0 100 to 1 100 to	
Applicant Type: Media	Request Received: November 2020	12, FOI Analyst: Ta	ylor Schulte
Legislated Due Date: December 24, 2020	Fee Estimate Due: November 2 2020	Records Due: D	December 1, 2020
Description : Regarding the 'from just 50 wedding guests exposed, and relate creation of this infographic and the bri	ed impacts elsewhere, I seek the	correspondence and rep	orts about the
Section 2: Initial Records Asses	ssment		
Do you hold responsive records? YES If no, please provide an explanation that		applicable):	
Are you aware of other records that m Are you aware of other records that m If yes, specify:			
Section 3: No Records Respons	se Approval		
Please forward to public body FOI conta		ead's final public body a	pproval if no records
have been located			
Final public body approval (full name	e and title): Signature:	The street of	Date: Date
Section 4: Fee Estimate – Gener		sonal request skip to	section 5)
Please ensure that all reasonable effor accurate an estimate as possible	rts are made to generate as	Estimated Hours	Actual Hours
Locating/Retrieving – areas to search			10 10 20 - 10 -
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Producing – tasks include			all a second and a second
data			
Preparing – tasks include			

Photocor	oying/scanning records into electronic format	
	completeness of responsive records	
 Copying 	other types of media (audio and/or video)	
/olume – in page		
Electron	ic records	
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0	Emails with attachments	
0 (Other: PDF, Word, Excel, photos, etc.	
	y records	
0	Average file folder = 1" and holds approx. 200 pages	
	(single-sided)	
0	1 standard Records Centre Services box:	
	 Legal sized folders = 1800 pages 	
	 Letter sized folders = 2200 pages 	
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Section 7: Contact Information

Who completed this form (full name and title):	Phone Number:	Date: Date
Harms Assessment completed by (full name and title):	Program Area:	9
Harms Assessment approved by (full name and title):		F

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/YYY

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

Thank you,

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

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

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Thank you,

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.

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Thank you,

Call For Records Form FOI Request: 292-30/HTH-2020-06651

Section 1: FOI	Request	Detail	S
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General Request ⊠

Applicant Type: Media

Request Received: November 12,

FOI Analyst: Taylor Schulte

2020

Legislated Due Date: December 24,

Fee Estimate Due: November 24,

Records Due: December 1, 2020

2020

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 ☒	TA STATE OF THE STATE OF	
If no, please provide an explanation that can be give	en to the applicant (if applicable):	
Fraser Health Authority created this. Any source da		
Are you aware of other records that may be responded as a specify: Fraser Health, BCCDC Section 3: No Records Response Approv	nsive to this request held by anot	public body? YES NO her public body? YES NO
Please forward to public body FOI contact (if applica have been located		blic body approval if no records

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, databasesOffsite records	ē	
Producing – tasks include		
Identifying relevant sources of data/information	1	
 Manual time spent creating and producing records 		
 Ex: generating a custom report from a database using existing data 		,

	asks inclu	de						
Photo	ocopying/	scanning recor	ds into electronic	format				
			ponsive records		1			
			(audio and/or vid	eo)				
/olume – in p	pages							
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ection 5:	Search	Summary			ushed to a	files em	ail databases El	DIM
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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):			

HTH-2020-06651	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.	Media	18-Nov-20	1-Dec-20	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	C - Completed
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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,



Section 1: FOI Request Details

Call For Records Form FOI Request: 292-30/HTH-2020-06651

General Request ⊠			
Applicant Type: Media	Request Received: November 12, 2020	, FOI Analyst: Ta	ylor Schulte
Legislated Due Date: December 24, 2020	Fee Estimate Due: November 24, 2020	Records Due: D	ecember 1, 2020
Description : Regarding the 'from just 50 wedding guests exposed, and relate creation of this infographic and the bri	ed impacts elsewhere, I seek the co	rrespondence and rep	orts about the
Section 2: Initial Records Asses	ssment		
Do you hold responsive records? YES			
If no, please provide an explanation that	at can be given to the applicant (if ap	oplicable):	
Are you aware of other records that m	azy ha rasnonsiya to this request w	ithin your nublic body	√2 VES □ NO □
Are you aware of other records that m			
If yes, specify:	ay be responsive to this request he	na by another public	2044. 123 E 110 E
,,.			
Section 3: No Records Respons	se Approval		
Please forward to public body FOI conta	act (if applicable) for delegated head	d's final public body a	pproval if no records
have been located			
Final public body approval (full name	e and title): Signature:		Date: Date
	'		
Section 4: Fee Estimate – Gener	ral request only (if this is a perso	nal request skip to	section 5)
Please ensure that all reasonable effo		Estimated Hours	Actual Hours
accurate an estimate as possible			
Locating/Retrieving – areas to search			
Outlook (including 'deleted' a	nd 'sent' folders)		
Records management systems			
 LAN, shared drives, SharePoin 			
Offsite records			
Producing – tasks include			
Identifying relevant sources or	f data/information		
Manual time spent creating as	nd producing records		
Ex: generating a custom repor	rt from a database using existing		
data			
Preparing – tasks include			

DI			
	opying/scanning records into electronic forma ng completeness of responsive records	t	
	g other types of media (audio and/or video)		
Volume – in pa			
Electro	onic records		
0	Emails without attachments		
0	Emails with attachments		
0	Other: PDF, Word, Excel, photos, etc.		
Hardco	ppy records		
0	Average file folder = 1" and holds approx. 20 (single-sided)) pages	
0	1 standard Records Centre Services box:		
	Legal sized folders = 1800 pages		
	Letter sized folders = 2200 pages		
Suggestions fo	r possible narrowing:		
Section 5: Se	earch 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 condu	cted the search for records:	
Section 6a: F	Program Area Harms Assessment		
	Program Area Harms Assessment re of the records would significantly harm the	public body's position, or a third	party's interests on
Harm – disclos u	Program Area Harms Assessment re of the records would significantly harm the herms assessment allows FOI staff to better		
Harm – disclosu a given topic . Tl	re of the records would significantly harm the	understand the context of the reco	ords and make
Harm – disclosu a given topic. Tl informed severi FOI process that	re of the records would significantly harm the ne harms assessment allows FOI staff to better ng recommendations based on potential harm are unrelated to the harms assessment should	understand the context of the reco s. Issues associated with possible d d be communicated to your public	ords and make isclosure through the
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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, Questionaire 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">
 https://example.com/html/
 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 MAOFlexTeam@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

mc eSullivan, Michelle A HLTH:EX; HLTH CRHEM FOI HLTH:EX

s NeHLTH FOI Operations HLTH:EX

aoRdhNeNew: 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 pRecords 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 ull i copy indicating specific harms recommendations.
- 3. If your search produces a v c DnNc1M Dnigchin (NRR) gmuin have your f 2nNor&n C&nNc1c1ACF i &c | inNahi Pb: c|rtns.D before sending as it will not be coming back for final sign-off.
- 4. Should a |nn 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,

Culnhn S 18a3n 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

📥 jxnuin Nchi&Mn1rtn nh3&lchl nhr Rn |c1n g1&hr&hGrt & nl u&c

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.1cl elAOFlexTeam@gov.bc.ca <lAOFlexTeam@gov.bc.ca>

anhreNovember 17, 2020 7:39 AM

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

aoRdnNeCall 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 MAOFlexTeam@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 MAOFlexTeam@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.

LcuMDnNt1MIrcrtn.OI.8nitu1n

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 MAOFlexTeam@gov.bc.ca.

Dnl & Mh1

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,

muyxc1aNtoxrn, Joh&1. Ol Ahuxyir IAO.xn2 mnul Tlh|c1| ur&h ANNhii Ogn1ur&hi TF &h&r1yc|s &&nhi'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/YYY

If you have reasons to extend this request under <u>Section 10 of FOIPPA</u> (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/YYY

Overdue requests cannot be extended and are at risk for a deemed refusal complaint. If you have reasons to extend this request under <u>Section 10 of FOIPPA</u> (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

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/YYY

If you have reasons to extend this request under <u>Section 10 of FOIPPA</u> (e.g. anticipated volume over 200 pages, or consultations) or if you have questions regarding the Call for Records process, please contact <u>IAOFlexTeam@gov.bc.ca</u> 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 ⊠

Call For Records Form FOI Request: 292-30/HTH-2020-06651

•		
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
50 wedding guests exposed, and relate	one COVID-19 positive wedding guest' ed impacts elsewhere, I seek the corresp efing note and report that contains the o	oondence and reports about the
Section 2: Initial Records Asses	sment	
Do you hold responsive records? YES	□ NO ⊠	
If no, please provide an explanation tha	t can be given to the applicant (if applic	able):
FHA document		
Are you aware of other records that ma	ay be responsive to this request within	your public body? YES □ NO ⊠
Are you aware of other records that ma	ay be responsive to this request held b	y another public body?YES 🛛 NO 🗆
If yes, specify: FHA and possibly BCCD0	3	
Section 3: No Records Respons	e Approval	
Please forward to public body FOI conta have been located	act (if applicable) for delegated head's fi	nal public body approval if no records
Final public body approval (full name lan Rongve, ADM CRHEM	e and title): Signature: La Ra	Date: November 18, 2020
		-

Section 4: Fee Estimate – General request only (if this is a perso	onal request skip to	section 5)
Please ensure that all reasonable efforts are made to generate as	Estimated Hours	Actual Hours
accurate an estimate as possible		
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		

•	Photocopying/scanning records into electronic format		
•	Ensuring completeness of responsive records		
•	Copying other types of media (audio and/or video)		
Volum	e – in pages		
•	Electronic records		
	 Emails without attachments 		
	 Emails with attachments 		
	Other: PDF, Word, Excel, photos, etc.		
•	Hardcopy records		
	 Average file folder = 1" and holds approx. 200 pages 		
	(single-sided)		
	 1 standard Records Centre Services box: 		
	Legal sized folders = 1800 pages		
	Letter sized folders = 2200 pages		
Sugges	tions for possible narrowing:		
Cootio	- F. Saarah Sumanaan		
	n 5: Search Summary		
	lescribe the search for records including what records were sea		databases, EDRMS,
offsite r	ecords, etc.) duration of search time, and who conducted the se	earch for records:	
Sectio	n 6a: Program Area Harms Assessment		
	disclosure of the records would significantly harm the public bo	du's position or a third	narty's interests on
	topic . The harms assessment allows FOI staff to better understar		-
_	•		
	d severing recommendations based on potential harms. Issues as		
	cess that are unrelated to the harms assessment should be comm	iunicated to your public	body executive
	Government Communications and Public Engagement office.		
	Please reference the applicable records and information of conc	ern, the narms, and asso	ciated page numbers
	below.		
	If any of these records have been prepared for, or created to info		•
	committees, section 12 (Cabinet confidences) may apply. Please		
	what is the status of the issue? And (2) has the decision been ma	de public or implement	ed?
Could +k	ne release of any/all of the responsive records potentially cause	harm? VES □ NO □	
	hich information, if released, may cause harm?	marin: 125 🗆 NO 🗆	
11 yes, w	mich mormation, in released, may eause narm.		
	n 6b: Publication on Open Information (if this is a per		
	requests only - Unless specific exemption criteria apply, records		•
-	will be published on the Government's Open Information websit		erns about the
publicat	tion of the responsive records please indicate here or discuss wi	tn 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):		



Manual time spent creating and producing records

Ex: generating a custom report from a database using existing

Call For Records Form FOI Request: 292-30/HTH-2020-06651

Section 1: FOI Request Details			
General Request ⊠			
Applicant Type: Media	Request Received: November 2020	er 12, FOI Analyst: Ta	aylor Schulte
Legislated Due Date: December 24, 2020	Fee Estimate Due: Novembe 2020	Records Due: 1	December 1, 2020
Description : Regarding the 'from just 50 wedding guests exposed, and relate creation of this infographic and the br	ed impacts elsewhere, I seek th	ne correspondence and rep	oorts about the
Section 2: Initial Records Asses	ssment	PRODUCTION OF THE PARTY OF THE	
Do you hold responsive records? YES			
If no, please provide an explanation that		(if applicable):	
Fraser Health Authority created this. A			
Are you aware of other records that m	ay be responsive to this reque	st within your public bod	y? YES □ NO ☒
Are you aware of other records that m	ay be responsive to this reque	st held by another public	body? YES ⊠ NO □
If yes, specify: Fraser Health, BCCDC	Liebring 1892 Uniday Sive	97 Language (** 151 Ga)	A Therese Title
Section 3: No Records Response Please forward to public body FOI contact have been located		head's final public body a	pproval if no records
Final public body approval (full name	and title): Signature:	1	Date: December
Dr. Brian Emerson, A/Deputy Province Officer		Oles .	15, 2020
Section 4: Fee Estimate – Gener	al request only (if this is a po	ersonal request skip to	section 5)
Please ensure that all reasonable effor accurate an estimate as possible	rts are made to generate as	Estimated Hours	Actual Hours
Locating/Retrieving – areas to search			
 Outlook (including 'deleted' ar Records management systems LAN, shared drives, SharePoint Offsite records 	(ex. EDRMS)		
Producing – tasks include			
 Identifying relevant sources of 	data/information		

Page 1 | HTH-2020-06651

Photocopying/scanning reco	ords into electronic format	
 Ensuring completeness of re 		
 Copying other types of med 	ia (audio and/or video)	
Volume – in pages		
Electronic records		
o Emails without attac	chments	
o Emails with attachm	nents	
o Other: PDF, Word, E	excel, photos, etc.	
Hardcopy records		
 Average file folder = (single-sided) 	= 1" and holds approx. 200 pages	
 1 standard Records 	Centre Services box:	
_	folders = 1800 pages	
 Letter sized 	folders = 2200 pages	
Suggestions for possible narrowing	i	
given topic. The harms assessment nformed severing recommendations	uld significantly harm the public body's pos allows FOI staff to better understand the co based on potential harms. Issues associated	ontext of the records and make d with possible disclosure through the
 Please reference the applicate below. If any of these records have to committees, section 12 (Cabi 	harms assessment should be communicated and Public Engagement office. Ole records and information of concern, the peen prepared for, or created to inform a denet confidences) may apply. Please identify e? And (2) has the decision been made publication.	harms, and associated page numbers ecision of Cabinet or any of its the applicable records and advise (1)
 Please reference the applicate below. If any of these records have to committees, section 12 (Cabie what is the status of the issue) Could the release of any/all of the research	s and Public Engagement office. ble records and information of concern, the been prepared for, or created to inform a de net confidences) may apply. Please identify e? And (2) has the decision been made publices esponsive records potentially cause harm?	harms, and associated page numbers ecision of Cabinet or any of its the applicable records and advise (1) ic or implemented?
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Page 2 | HTH-2020-06651

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):		

GCPERVC GCI W: PHTH-2020-06651 - DuePDecember 28, 2020

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

Call For Records Form FOI Request: 292-30/HTH-2020-06651

General Request ⊠			
Applicant Type: Media	Request Received: November 12 2020	2, FOI Analyst: Ta	aylor Schulte
Legislated Due Date: December 24, 2020	Fee Estimate Due: November 24 2020	Records Due: [December 1, 2020
Description : Regarding the 'from just 50 wedding guests exposed, and relat creation of this infographic and the br	ted impacts elsewhere, I seek the co	orrespondence and rep	oorts about the
Section 2: Initial Records Asse	ssment		
Do you hold responsive records? YES If no, please provide an explanation that Are you aware of other records that m	at can be given to the applicant (if a		v? YES □ NO ⊠
Are you aware of other records that m If yes, specify:		A	
Section 3: No Records Respon	se Approval		
Please forward to public body FOI cont		ad's final public body a	pproval if no records
have been located		1	
Final public body approval (full name Stephen Brown, Deputy Mini		1000000	Dec 30/20
Section 4: Fee Estimate – Gener	ral request only (if this is a ners	onal request skin to	section 5)
Please ensure that all reasonable effo		Estimated Hours	Actual Hours
accurate an estimate as possible	- W 19		
Locating/Retrieving – areas to search	Toronto de Congressor e e en estado de constante de la constan	17.00	stores pro Mars
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Producing – tasks include	Spino survist yeale in 1895 or file	1	yahu eti dar 👢 u-sel
 Identifying relevant sources o Manual time spent creating a Ex: generating a custom report data 	2012		
Preparing – tasks include			

Priorecopying scanning records Copying other types of media (audio and/or video) Copying other types of me		Photocopying/scanning records into electronic format	
Copying other types of media (audio and/or video) Folume – in pages Electronic records Emails without attachments Other: PDF, Word, Excel, photos, etc. Hardcopy records Average file folder = 1" and holds approx. 200 pages (single-sided) 1 standard Records Centre Services box: Legal sized folders = 1800 pages Letter sized folders = 1200 pages Letter sized folders = 2200 pages Suggestions for possible narrowing: Cotton 5: Search Summary Lease describe the search for records including what records were searched, (e.g., files, email, databases, EDRMS ffsite records, etc.) duration of search time, and who conducted the search for records: Cotton 6a: Program Area Harms Assessment Larm—disclosure of the records would significantly harm the public body's position, or a third party's interests or given topic. The harms assessment allows F0 staff to better understand the context of the records and make informed severing recommendations based on potential harms. Issues associated with possible disclosure through to Ol 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 numbe 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 (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 □ Foreign file foreign and the publication on Open Information (if this is a personal request skip to section 7) Seneral requests only - Unless specific exemption criteria apply, records provided to the applicant in response to the publication of the responsive records please indicate here or discuss with your FOI Analyst:		* A 1800	
Electronic records			
□ Emails without attachments □ Emails with attachments □ Other: PDF, Word, Excel, photos, etc. ■ Hardcopy records □ Average file folder = 1" and holds approx. 200 pages □ Single-sided) □ 1 standard Records Centre Services box: □ Legal sized folders = 1800 pages □ Letter sized folders = 2200 pages □ Letter sized folders = 2200 pages □ Letter sized folders = 2200 pages Suggestions for possible narrowing: ection 5: Search Summary lease describe the search for records including what records were searched, (e.g., files, email, databases, EDRMS ffsite records, etc.) duration of search time, and who conducted the search for records: ection 6a: Program Area Harms Assessment alram – disclosure of the records would significantly harm the public body's position, or a third party's interests or 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 to OI process that are unrelated to the harms assessment hould 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 numbe 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 (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 □ fyes, 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 the qublication of the responsive reco	Volun		
O Emails with attachments O Other: PDF, Word, Excel, photos, etc. Hardcopy records O Average file folder = 1" and holds approx. 200 pages (single-sided) O 1 standard Records Centre Services box: Legal sized folders = 1800 pages Letter sized folders = 2200 pages Letter sized folders = 2200 pages Letter sized folders = 2200 pages Suggestions for possible narrowing: ection 5: Search Summary lease describe the search for records including what records were searched, (e.g., files, email, databases, EDRMS ffsite records, etc.) duration of search time, and who conducted the search for records: ection 6a: Program Area Harms Assessment larm – disclosure of the records would significantly harm the public body's position, or a third party's interests or given topic. The harms assessment allows FOI staff to better understand the context of the records and make not process that are unrelated to the harms assessment should be communicated by possible disclosure through to OI process that are unrelated to the harms assessment should be communicated to your public body executive nol/or Government Communications and Public Engagement office. Please reference the applicable records and information of concern, the harms, and associated page numbe 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 (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 □ Figure 1 and 1 an	•	Electronic records	
O Other: PDF, Word, Excel, photos, etc. Hardcopy records O Average file folder = 1" and holds approx. 200 pages (single-sided) O 1 standard Records Centre Services box: Legal sized folders = 1800 pages Letter sized folders = 2200 pages Suggestions for possible narrowing: ection 5: Search Summary lease describe the search for records including what records were searched, (e.g., files, email, databases, EDRMS ffsite records, etc.) duration of search time, and who conducted the search for records: ection 6a: Program Area Harms Assessment larm – disclosure of the records would significantly harm the public body's position, or a third party's interests or given topic. The harms assessment allows FOI staff to better understand the context of the records and make formed severing recommendations based on potential harms. Issues associated with possible disclosure through to OI process that are unrelated to the harms assessment should be communicated to your public body executive mol/or Government Communications and Public Engagement office. Please reference the applicable records and information of concern, the harms, and associated page numbe 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 (Saynath and Saynath		o Emails without attachments	
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(single-sided) o 1 standard Records Centre Services box: Legal sized folders = 1800 pages Letter sized folders = 2200 pages Suggestions for possible narrowing: ection 5: Search Summary lease describe the search for records including what records were searched, (e.g., files, email, databases, EDRMS ffsite records, etc.) duration of search time, and who conducted the search for records: ection 6a: Program Area Harms Assessment same of disclosure of the records would significantly harm the public body's position, or a third party's interests or 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 to OI 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 numbe 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 (Section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise (Section 13 (Cabinet confidences) may apply. Please identify the applicable records and advise (Section 14 (Section 15 (Cabinet confidences) may apply. Please identify the applicable records and advise (Section 15 (Cabinet confidences) may apply. Please identify the applicable records and advise (Section 15 (Cabinet confidences) may apply. Please identify the applicable records and advise (Section 15 (Cabinet confidences) may apply. Please identify the applicable records and advise (Section 16 (Cabinet confidences) may apply. Please identify the applicable records and advise (Section 16 (Cabinet confidences) may apply. Please identify the applicable records and advise (S	•		
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ection 5: Search Summary lease describe the search for records including what records were searched, (e.g., files, email, databases, EDRMS ffsite records, etc.) duration of search time, and who conducted the search for records: ection 6a: Program Area Harms Assessment farm – disclosure of the records would significantly harm the public body's position, or a third party's interests or 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 to OI process that are unrelated to the harms assessment should be communicated to your public body executive ind/or Government Communications and Public Engagement office. Please reference the applicable records and information of concern, the harms, and associated page numbe 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 (Suphat 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 feet of 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 the equest 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:			
lease describe the search for records including what records were searched, (e.g., files, email, databases, EDRMS ffsite records, etc.) duration of search time, and who conducted the search for records: Continued Continued	Sugge		,
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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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