Call for Records HTH-2020-07085 - Rebecca Maxwell

From: IAOFlexTeam@gov.bc.ca

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

Sent: December 10, 2020 12:21:05 PM PST Received: December 10, 2020 12:21:49 PM PST

Attachments: G - Call for Records form.docx

Request for Documents for Request # 'HTH-2020-07085'. Your response due date is: 12/24/2020 12:00:00 AM Message from SENDER: Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

The contact tracing report regarding the COVID-19 outbreak at 1515 Blanshard. (Please do not include any personal identifiers for the infected person or those that were deemed close contacts.)

Applicant Type: Media

Request also directed to: LBR-2020-07086; GCP-2020-07087

Records Due: December 24, 2020 Legislated Due Date: January 14, 2021

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

Fees

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

- The search and retrieval time are anticipated to exceed 3 hours;
- The volume of hard-copy records is anticipated to exceed 200 pages;
- Preparation time can reasonably be expected to exceed 15 minutes or more.

If so, please complete Sections 2 and 4 of the CFR, add it to the FOI Fileshare, and then email the IAOFlexTeam@gov.bc.ca using the subject line "HTH-2020-07085 - Rebecca Maxwell - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

Load Records to the FOI Fileshare

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- Create a new folder in the FOI Fileshare titled "HTH-2020-07085 Rebecca Maxwell Records"
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Thank you,



Call For Records Form FOI Request: 292-30/HTH-2020-07085

General Request ⊠	Personal Request	Authorization R	eceived: N/A	
Applicant Type: Media	Request Received: November 3 2020	0, FOI Analyst : Re	becca Maxwell	
Legislated Due Date: January 14, 2021	Fee Estimate Due: December 17 2020	7, Records Due: D	ecember 24, 2020	
Description : The contact tracing report regarding the COVID-19 outbreak at 1515 Blanshard. (Please do not include any personal identifiers for the infected person or those that were deemed close contacts.)				
Section 2: Initial Records Asses	ssment			
Do you hold responsive records? YES				
If no, please provide an explanation tha	t can be given to the applicant (if	applicable):		
Are you aware of other records that make you				
If yes, specify:	, ,	•	•	
Section 3: No Records Respons				
Please forward to public body FOI conta have been located	act (if applicable) for delegated he	ad's final public body a	pproval if no records	
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	onal request skip to	section 5)	
Please ensure that all reasonable effor	rts are made to generate as	Estimated Hours	Actual Hours	
accurate an estimate as possible				
Locating/Retrieving – areas to search				
Outlook (including 'deleted' ar	nd 'sent' folders)			
Records management systems	s (ex. EDRMS)			
LAN, shared drives, SharePoing	t, databases			
Offsite records				
Producing – tasks include				
Identifying relevant sources of	f data/information			
 Manual time spent creating ar 				
	t from a database using existing			
data Proparing – tasks include				
Preparing – tasks include				
Photocopying/scanning record	ds into electronic format			

Ensuring completeness of responsive records				
Copying other types of media (audio and/or video)				
Volume – 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 				
Suggestions for possible narrowing:	'			
Section 5: Search Summary				
offsite records, etc.) duration of search time, and who conducted the Section 6a: Program Area Harms Assessment	search for records:			
 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?				
General requests only - Unless specific exemption criteria apply, record	ds provided to the applicanite. If you have any conce	nt in response to this		
Section 6b: Publication on Open Information (if this is a p General requests only - Unless specific exemption criteria apply, record request will be published on the Government's Open Information webs publication of the responsive records please indicate here or discuss to Section 7: Contact Information	ds provided to the applicanite. If you have any conce	nt in response to this		
General requests only - Unless specific exemption criteria apply, record request will be published on the Government's Open Information webs publication of the responsive records please indicate here or discuss version 7: Contact Information	ds provided to the applicanite. If you have any conce	nt in response to this		

Harms Assessment completed by (full name and title):	Program Area:
Harms Assessment approved by (full name and title):	

NEW: Call for Records HTH-2020-07085 - Rebecca Maxwell - due December 24, 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: Thompson, Laurel HLTH:EX <Laurel.Thompson@gov.bc.ca>, Patterson,

Catherine M HLTH:EX <Catherine.Patterson@gov.bc.ca>, HLTH FOI

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

Sent: December 10, 2020 4:34:44 PM PST Received: December 10, 2020 4:34:45 PM PST

Attachments: Questionaire to help with CFR Fee Estimate.docx, G - Call for Records

form.docx

Hi Michelle [PHO] and Jessica[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, in pdf format, are due by: **December 24, 2020**

Applicant type: Media

Request Details: The contact tracing report regarding the COVID-19 outbreak at 1515 Blanshard. (Please do not include any personal identifiers for the infected person or those that were deemed close contacts.)

- 2. Please send in your completed CFR and records (in pdf format) 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:
 - 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: December 17, 2020

Thank you,

Michael Perez de Tagle

Information and Records Analyst | Corporate Issues and Client Relations branch | Ministry of Health | 1515 Blanshard Street, Victoria, BC, V8W 3C8 | Phone: 250.952.2474

WARNING - CONFIDENTIALITY NOTICE

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From: IAOFlexTeam@gov.bc.ca **Sent:** December 10, 2020 12:21 PM **To:** HLTH FOI Operations HLTH:EX

Subject: Call for Records HTH-2020-07085 - Rebecca Maxwell

Request for Documents for Request # 'HTH-2020-07085'. Your response due date is: 12/24/2020 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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Records Due: December 24, 2020 Legislated Due Date: January 14, 2021

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Thank you,

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-2020-07085 - Rebecca Maxwell - due December 24, 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: December 11, 2020 1:41:17 PM PST
Received: December 11, 2020 1:41:18 PM PST
Attachments: image001.png, CFR HTH-2020-07085.pdf

Please find attached NRR, approved by ADM Rongve.

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:** December 10, 2020 4:35 PM

To: Sullivan, Michelle A HLTH:EX; HLTH CRHEM FOI HLTH:EX

Cc: Thompson, Laurel HLTH:EX; Patterson, Catherine M HLTH:EX; HLTH FOI Operations HLTH:EX **Subject:** NEW: Call for Records HTH-2020-07085 - Rebecca Maxwell - due December 24, 2020

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Information and Records Analyst | Corporate Issues and Client Relations branch | Ministry of Health | 1515 Blanshard Street, Victoria, BC, V8W 3C8 | Phone: 250.952.2474

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Sent: December 10, 2020 12:21 PM

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

Subject: Call for Records HTH-2020-07085 - Rebecca Maxwell

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RE: Call for Records HTH-2020-07085 - Rebecca Maxwell - due December 24, 2020

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

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

Sent: December 16, 2020 8:51:46 AM PST Received: December 16, 2020 8:51:47 AM PST

Attachments: HTH-2020-07085 NRR.pdf

Good morning,

Please see PHO NRR. This would have been handled by PSA and the particular division involved.

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 10, 2020 4:35 PM

To: Sullivan, Michelle A HLTH:EX; HLTH CRHEM FOI HLTH:EX

Cc: Thompson, Laurel HLTH:EX; Patterson, Catherine M HLTH:EX; HLTH FOI Operations HLTH:EX Subject: NEW: Call for Records HTH-2020-07085 - Rebecca Maxwell - due December 24, 2020

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CFR Reminder 1 - HTH-2020-07085 - Rebecca Maxwell

From: IAOFlexTeam@gov.bc.ca

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

Sent: December 22, 2020 10:25:58 AM PST Received: December 22, 2020 10:26:25 AM PST

Please be aware that the Call for Records for HTH-2020-07085 is due this week. 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.

The contact tracing report regarding the COVID-19 outbreak at 1515 Blanshard. (Please do not include any personal identifiers for the infected person or those that were deemed close contacts.)

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-2020-07085 - Rebecca Maxwell" in the subject line.

Thank you,

DUE DEC 24: CFR Reminder 1 - HTH-2020-07085 - Rebecca Maxwell

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

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

Catherine M HLTH:EX <Catherine.Patterson@gov.bc.ca>

Sent: December 22, 2020 11:30:04 AM PST Received: December 22, 2020 11:30:05 AM PST

Hi Jessica,

As per IAO's email below this request is due in two days. Please submit NRR/records by Thursday. 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 22, 2020 10:26 AM **To:** HLTH FOI Operations HLTH:EX

Subject: CFR Reminder 1 - HTH-2020-07085 - Rebecca Maxwell

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FW: DUE DEC 24: CFR Reminder 1 - HTH-2020-07085 - Rebecca Maxwell

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: December 22, 2020 3:20:33 PM PST Received: December 22, 2020 3:20:34 PM PST

Attachments: RE: Call for Records HTH-2020-07085 - Rebecca Maxwell - due December

24, 2020, image001.jpg

Hi Lorina,

Please see the attached response sent on December 11th – ADM Approved NRR.

Thank you,



Debra Hartlen (For Jessica Cameron, FOI and Adminstrative Coordinator)

Documents Coordinator

COVID Response & Health Emergency Management Division

Ministry of Health

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

Tel: 250-952-1040

Email: Debra.Hartlen@gov.bc.ca

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From: HLTH FOI Operations HLTH:EX **Sent:** December 22, 2020 11:30 AM **To:** HLTH CRHEM FOI HLTH:EX

Cc: HLTH FOI Operations HLTH:EX; Patterson, Catherine M HLTH:EX

Subject: DUE DEC 24: CFR Reminder 1 - HTH-2020-07085 - Rebecca Maxwell

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

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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: December 10, 2020 4:35 PM

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

<HLTH.CRHEM.FOI@gov.bc.ca>

Cc: Thompson, Laurel HLTH:EX <Laurel.Thompson@gov.bc.ca>; Patterson, Catherine M HLTH:EX <Catherine.Patterson@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca> **Subject:** NEW: Call for Records HTH-2020-07085 - Rebecca Maxwell - due December 24, 2020

Hi Michelle [PHO] and Jessica[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, in pdf format, are due by:
 December 24, 2020

Applicant type: Media

Request Details: The contact tracing report regarding the COVID-19 outbreak at 1515 Blanshard. (Please do not include any personal identifiers for the infected person or those that were deemed close contacts.)

- 2. Please send in your completed CFR and records (in pdf format) to the Health FOI Inbox at <a href="https://hut.ncbi.nlm.ncbi.nl
- 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: December 17, 2020

Thank you,

Michael Perez de Tagle

Information and Records Analyst | Corporate Issues and Client Relations branch | Ministry of Health | 1515 Blanshard Street, Victoria, BC, V8W 3C8 | Phone: 250.952.2474

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

Sent: December 10, 2020 12:21 PM

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

Subject: Call for Records HTH-2020-07085 - Rebecca Maxwell

Request for Documents for Request # 'HTH-2020-07085'. Your response due date is: 12/24/2020 12:00:00 AM Message from SENDER: Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

The contact tracing report regarding the COVID-19 outbreak at 1515 Blanshard. (Please do not include any personal identifiers for the infected person or those that were deemed close contacts.)

Applicant Type: Media

Request also directed to: LBR-2020-07086; GCP-2020-07087

Records Due: December 24, 2020 Legislated Due Date: January 14, 2021

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

Fees

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

- The search and retrieval time are anticipated to exceed 3 hours;
- The volume of hard-copy records is anticipated to exceed 200 pages;
- Preparation time can reasonably be expected to exceed 15 minutes or more.

If so, please complete Sections 2 and 4 of the CFR, add it to the FOI Fileshare, and then email the MAOFlexTeam@gov.bc.ca using the subject line "HTH-2020-07085 - Rebecca Maxwell - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

Load Records to the FOI Fileshare

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

- Create a new folder in the FOI Fileshare titled "HTH-2020-07085 Rebecca Maxwell Records"
- Copy all responsive records and the completed CFR to the folder
- Send an email to IAOFlexTeam@gov.bc.ca with the subject line "HTH-2020-07085 Rebecca Maxwell 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-2020-07085

Section 1: FOI Request Details				
General Request ⊠	Personal Request	Authorization R	eceived: N/A	
Applicant Type: Media	Request Received: November 3 2020	0, FOI Analyst : Re	becca Maxwell	
Legislated Due Date: January 14, 2021	Fee Estimate Due: December 17 2020	7, Records Due: D	ecember 24, 2020	
Description : The contact tracing report regarding the COVID-19 outbreak at 1515 Blanshard. (Please do not include any personal identifiers for the infected person or those that were deemed close contacts.)				
Section 2: Initial Records Asses	ssment			
Do you hold responsive records? YES	\square NO \boxtimes			
If no, please provide an explanation that	it can be given to the applicant (if	applicable):		
CRHEM has no records			• =	
Are you aware of other records that m			•	
Are you aware of other records that m		neid by another public	body? YES 🗵 NO 🗆	
if yes, specify, becode and possibly res	,			
Section 3: No Records Respons	se Annroval			
Please forward to public body FOI conta		ad's final public body a	pproval if no records	
have been located	(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Final public body approval (full name	e and title): Signature:	1 //	Date: December	
Ian Rongve, CRHEM ADM	Zn	Kon	11, 2020	
Section 4: Fee Estimate – Gener	al request only (if this is a pers	sonal request skip to	section 5)	
Please ensure that all reasonable effo	<u> </u>	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 report	t from a database using existing			
data				
Preparing – tasks include				
Photocopying/scanning record	ds into electronic format	1		

 Ensuring completeness of responsive records 			
Copying other types of media (audio and/or video)			
Volume – 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 	0 pages		
(single-sided)			
1 standard Records Centre Services box:			
 Legal sized folders = 1800 pages Letter sized folders = 2200 pages 			
Letter sized folders = 2200 pagesSuggestions for possible narrowing:			
Suggestions for possible narrowing.			
Section 5: Search Summary			
Please describe the search for records including what records v	were searched, (e.g., files, email, databases, EDRMS,		
offsite records, etc.) duration of search time, and who conduct			
Section Say Brogram Area Harms Assessment			
Section 6a: Program Area Harms Assessment	a nublic body's position, or a third party's interests on		
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.			
FOI process that are unrelated to the harms assessment should			
and/or Government Communications and Public Engagement of			
Please reference the applicable records and information			
below.			
 If any of these records have been prepared for, or creat 	ated to inform a decision of Cabinet or any of its		
committees, section 12 (Cabinet confidences) may apple			
what is the status of the issue? And (2) has the decision	n been made public or implemented?		
Could the release of any/all of the responsive records potential	ially cause harm? YES □ NO □		
If yes, which information, if released, may cause harm?			
•			
General requests only - Unless specific exemption criteria apply	ly, records provided to the applicant in response to this		
General requests only - Unless specific <u>exemption criteria</u> apply request will be published on the Government's <u>Open Information</u>	oly, records provided to the applicant in response to this tion website. If you have any concerns about the		
•	oly, records provided to the applicant in response to this tion website. If you have any concerns about the		
General requests only - Unless specific <u>exemption criteria</u> apply request will be published on the Government's <u>Open Information</u>	oly, records provided to the applicant in response to this tion website. If you have any concerns about the		
General requests only - Unless specific exemption criteria apply request will be published on the Government's Open Informatic publication of the responsive records please indicate here or d	oly, records provided to the applicant in response to this tion website. If you have any concerns about the		
General requests only - Unless specific exemption criteria apply request will be published on the Government's Open Informatic publication of the responsive records please indicate here or description 7: Contact Information	oly, records provided to the applicant in response to this tion website. If you have any concerns about the discuss with your FOI Analyst:		
•	oly, records provided to the applicant in response to this tion website. If you have any concerns about the discuss with your FOI Analyst: Phone Number: Date: December		
General requests only - Unless specific exemption criteria apply request will be published on the Government's Open Informatic publication of the responsive records please indicate here or description of the responsive records please indicate here or description.	oly, records provided to the applicant in response to this tion website. If you have any concerns about the discuss with your FOI Analyst:		

Harms Assessment completed by (full name and title):	Program Area:
Harms Assessment approved by (full name and title):	

RE: DUE DEC 24: CFR Reminder 1 - HTH-2020-07085 - Rebecca Maxwell

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

Sent: December 22, 2020 3:26:55 PM PST Received: December 22, 2020 3:26:55 PM PST

Attachments: image002.jpg

Hi Catherine,

Apologies, somehow this was missed. Thank you for sending again.

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

From: HLTH CRHEM FOI HLTH:EX
Sent: December 22, 2020 3:21 PM
To: HLTH FOI Operations HLTH:EX
Cc: Patterson, Catherine M HLTH:EX

Subject: FW: DUE DEC 24: CFR Reminder 1 - HTH-2020-07085 - Rebecca Maxwell

Hi Lorina,

Please see the attached response sent on December 11th – ADM Approved NRR.

Thank you,



Debra Hartlen (For Jessica Cameron, FOI and Adminstrative Coordinator)

Documents Coordinator
COVID Response & Health Emergency Management Division
Ministry of Health
PO Box 9639 Stn Prov Govt, Victoria BC, V8W 9P1

Tel: 250-952-1040

Email: <u>Debra.Hartlen@gov.bc.ca</u>

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

Sent: December 22, 2020 11:30 AM

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

Cc: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca >; Patterson, Catherine M HLTH:EX

<<u>Catherine.Patterson@gov.bc.ca</u>>

Subject: DUE DEC 24: CFR Reminder 1 - HTH-2020-07085 - Rebecca Maxwell

Hi Jessica,

As per IAO's email below this request is due in two days. Please submit NRR/records by Thursday. 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 22, 2020 10:26 AM

To: HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u> > **Subject:** CFR Reminder 1 - HTH-2020-07085 - Rebecca Maxwell

Please be aware that the Call for Records for HTH-2020-07085 is due this week. 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.

The contact tracing report regarding the COVID-19 outbreak at 1515 Blanshard. (Please do not include any personal identifiers for the infected person or those that were deemed close contacts.)

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-2020-07085 - Rebecca Maxwell" in the subject line.

Thank you,

image002.jpg



GCPE REVIEW: HTH-2020-07085 - Rebecca Maxwell - Due: December 24, 2020

From: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@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 22, 2020 3:31:00 PM PST Received: December 22, 2020 3:31:01 PM PST

Attachments: CFR HTH-2020-07085 - CRHEM NRR.pdf, HTH-2020-07085 - PHO NRR.pdf

Hi Stephen,

Please see attached NRRs for GCPE review.

Due back December 24, 2020. Thanks!

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

CFR Reminder 2 - HTH-2020-07085 - Rebecca Maxwell

From: IAOIntakeTeam@gov.bc.ca

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

Sent: December 31, 2020 9:09:55 AM PST Received: December 31, 2020 9:10:01 AM PST

This is the second and final Call for Records reminder for HTH-2020-07085. This request is in danger of not meeting the legislated due date of January 14, 2021. Please submit all responsive records or applicable fee estimates to the FOI Fileshare and notify IAO as soon as possible.

The contact tracing report regarding the COVID-19 outbreak at 1515 Blanshard. (Please do not include any personal identifiers for the infected person or those that were deemed close contacts.) 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-2020-07085 - Rebecca Maxwell" in the subject line.

Thank you,

In Signoff: CFR Reminder 2 - HTH-2020-07085 - Rebecca Maxwell

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

To: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>

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

Sent: January 4, 2021 2:13:48 PM PST Received: January 4, 2021 2:13:48 PM PST

Hi Rebecca,

This request is in for signoff as it is an NRR. I hope to have it to you this week. Are you able to assign to an analyst or do I send the signoff to you?

Thank you so much.

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: IAOIntakeTeam@gov.bc.ca **Sent:** December 31, 2020 9:10 AM **To:** HLTH FOI Operations HLTH:EX

Subject: CFR Reminder 2 - HTH-2020-07085 - Rebecca Maxwell

This is the second and final Call for Records reminder for HTH-2020-07085. This request is in danger of not meeting the legislated due date of January 14, 2021. Please submit all responsive records or applicable fee estimates to the FOI Fileshare and notify IAO as soon as possible.

The contact tracing report regarding the COVID-19 outbreak at 1515 Blanshard. (Please do not include any personal identifiers for the infected person or those that were deemed close contacts.) 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 <u>IAOFlexTeam@gov.bc.ca</u> with "HTH-2020-07085 - Rebecca Maxwell" in the subject line.

Thank you,

RE: In Signoff: CFR Reminder 2 - HTH-2020-07085 - Rebecca Maxwell

From: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>

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

Sent: January 5, 2021 8:58:09 AM PST Received: January 5, 2021 8:58:10 AM PST

Hello Darlene,

Rebecca is away today. Can you send a completed CFR so this request can be assigned to an analyst?

Thanks,

Monica Saeni | Jr. FOI Analyst | Information Access Operations | Ministry of Citizens' Services 778-698-8230 | Monica.Saeni@gov.bc.ca | PO Box 9569 Stn Prov Gov Victoria, BC, V8W-9K1

From: HLTH FOI Operations HLTH:EX

Sent: January 4, 2021 2:14 PM
To: IAO Flex Team CITZ:EX

Cc: HLTH FOI Operations HLTH:EX

Subject: In Signoff: CFR Reminder 2 - HTH-2020-07085 - Rebecca Maxwell

Hi Rebecca,

This request is in for signoff as it is an NRR. I hope to have it to you this week. Are you able to assign to an analyst or do I send the signoff to you?

Thank you so much.

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: IAOIntakeTeam@gov.bc.ca

Sent: December 31, 2020 9:10 AM

To: HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u> > **Subject:** CFR Reminder 2 - HTH-2020-07085 - Rebecca Maxwell

This is the second and final Call for Records reminder for HTH-2020-07085. This request is in danger of not meeting the legislated due date of January 14, 2021. Please submit all responsive records or applicable fee estimates to the FOI Fileshare and notify IAO as soon as possible.

The contact tracing report regarding the COVID-19 outbreak at 1515 Blanshard. (Please do not include any personal identifiers for the infected person or those that were deemed close contacts.) 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 <u>IAOFlexTeam@gov.bc.ca</u> with "HTH-2020-07085 - Rebecca Maxwell" in the subject line.

Thank you,

FW: GCPE REVIEW: HTH-2020-07085 - Rebecca Maxwell - Due: December 24, 2020

From: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@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: January 6, 2021 1:51:55 PM PST Received: January 6, 2021 1:51:56 PM PST

Attachments: CFR HTH-2020-07085 - CRHEM NRR.pdf, HTH-2020-07085 - PHO NRR.pdf

Hi Stephen,

Just following up on this file as I haven't received GCPE review yet. 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 **Sent:** December 22, 2020 3:31 PM

To: May, Stephen GCPE:EX **Cc:** HLTH FOI Operations HLTH:EX

Subject: GCPE REVIEW: HTH-2020-07085 - Rebecca Maxwell - Due: December 24, 2020

Hi Stephen,

Please see attached NRRs for GCPE review.

Due back December 24, 2020. Thanks!

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



Call For Records Form FOI Request: 292-30/HTH-2020-07085

Section 1. For Request Details				
General Request ⊠	Personal Request	Authorization Received: N/A		
Applicant Type: Media	Request Received: November 3 2020	0, FOI Analyst: Rebecca Maxwell		
Legislated Due Date: January 14, 2021	Fee Estimate Due: December 17 2020	Records Due: December 24, 2020		
Description : The contact tracing report regarding the COVID-19 outbreak at 1515 Blanshard. (Please do not include any personal identifiers for the infected person or those that were deemed close contacts.)				
Section 2: Initial Records Asse	ssment			
Do you hold responsive records? YES	□ NO ⊠			
If no, please provide an explanation that	at 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 $oximes$ NO $oximes$				
		neld by another public body? YES 🗵 NO	_	
If yes, specify: PSA, the division in whi	ch the single case occurred, BCCD0			
C+: 2. N B	0		5000	
Section 3: No Records Respons				
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	e and title): Signature:	Date: December		
Dr. Brian Emerson, A/Deputy Province Officer	ial Health	15, 2020		
Section 4: Fee Estimate – General request only (if this is a personal request skip to section 5)				
Please ensure that all reasonable effor	rts are made to generate as	Estimated Hours Actual Hours		
accurate an estimate as possible				
/				

accurate an estimate as possible		OSSIP CLASS
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 	g	
Preparing – tasks include		

	opying/scanning records into electronic format	
	g completeness of responsive records	
 Copying 	g other types of media (audio and/or video)	
Volume – in pag	ges	
• Electron		
0	Emails without attachments	
0	Emails with attachments	
0	Other: PDF, Word, Excel, photos, etc.	
2 200 200 200 200 200 200 200 200 200 2	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 	
Suggestions for	possible narrowing:	
	arch Summary	THE REAL PROPERTY AND PERSONS ASSESSED.
lease describe t	the search for records including what records were searched,	(e.g., files, email, databases, EDRMS,
ffsite records, e	etc.) duration of search time, and who conducted the search f	or records:
Section 6a: P	rogram Area Harms Assessment	
larm – disclosur	re of the records would significantly harm the public body's p	osition, or a third party's interests on
given topic. The	e harms assessment allows FOI staff to better understand the	context of the records and make
nformed severin	ng recommendations based on potential harms. Issues associat	ed with possible disclosure through th
OI process that	are unrelated to the harms assessment should be communicate	ted to your public body executive
	ent Communications and Public Engagement office.	
 Please re 	eference the applicable records and information of concern, th	e harms, and associated page number
below.	in the second of	decision of Cohinet or any of its
	these records have been prepared for, or created to inform a	
	tees, section 12 (Cabinet confidences) may apply. Please identi	
what is t	the status of the issue? And (2) has the decision been made pu	blic or implemented?
Could the releas	se of any/all of the responsive records potentially cause harm	? YES □ NO □
	ormation, if released, may cause harm?	
r yes, writer in		
Section 6h: D	Publication on Open Information (if this is a personal	request skip to section 7)
	ts only - Unless specific exemption criteria apply, records provi	
General request	ublished on the Government's <u>Open Information</u> website. If y	ou have any concerns about the
publication of th	he responsive records please indicate here or discuss with you	иг гот Апатуят:
Section 7: Co	entact Information	

Page 2 | HTH-2020-07085

Who completed this form (full name and title): Michelle Sullivan	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):		

RE: GCPE REVIEW: HTH-2020-07085 - Rebecca Maxwell - Due: December 24, 2020

From: May, Stephen GCPE:EX <Stephen.May@gov.bc.ca>

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

Sent: January 6, 2021 2:33:37 PM PST Received: January 6, 2021 2:33:38 PM PST

This has been reviewed by GCPE

From: HLTH FOI Operations HLTH:EX Sent: January 6, 2021 1:52 PM To: May, Stephen GCPE:EX Cc: HLTH FOI Operations HLTH:EX

Subject: FW: GCPE REVIEW: HTH-2020-07085 - Rebecca Maxwell - Due: December 24, 2020

Hi Stephen,

Just following up on this file as I haven't received GCPE review yet. 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 22, 2020 3:31 PM

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

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

Subject: GCPE REVIEW: HTH-2020-07085 - Rebecca Maxwell - Due: December 24, 2020

Hi Stephen,

Please see attached NRRs for GCPE review.

Due back December 24, 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-2020-07085

From: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@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: January 7, 2021 11:20:52 AM PST Received: January 7, 2021 11:20:53 AM PST

HI Susan

NRR for DM approval at the link below:

HTH-2020-07085

Thanks!

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

In Signoff: CFR Reminder 2 - HTH-2020-07085 - Rebecca Maxwell

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

To: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>

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

Sent: January 7, 2021 4:02:23 PM PST Received: January 7, 2021 4:02:23 PM PST

Hi Monica,

This is in with the DM for signoff. You should be receiving it next week.

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: IAO Flex Team CITZ:EX
Sent: January 5, 2021 8:58 AM
To: HLTH FOI Operations HLTH:EX

Subject: RE: In Signoff: CFR Reminder 2 - HTH-2020-07085 - Rebecca Maxwell

Hello Darlene,

Rebecca is away today. Can you send a completed CFR so this request can be assigned to an analyst?

Thanks,

Monica Saeni | Jr. FOI Analyst | Information Access Operations | Ministry of Citizens' Services 778-698-8230 | Monica.Saeni@gov.bc.ca | PO Box 9569 Stn Prov Gov Victoria, BC, V8W-9K1

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

Sent: January 4, 2021 2:14 PM

To: IAO Flex Team CITZ:EX < IAOFlexTeam@gov.bc.ca>

Cc: HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u>> **Subject:** In Signoff: CFR Reminder 2 - HTH-2020-07085 - Rebecca Maxwell

Hi Rebecca,

This request is in for signoff as it is an NRR. I hope to have it to you this week. Are you able to assign to an analyst or do I send the signoff to you?

Thank you so much.

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: IAOIntakeTeam@gov.bc.ca

Sent: December 31, 2020 9:10 AM

To: HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u> > **Subject:** CFR Reminder 2 - HTH-2020-07085 - Rebecca Maxwell

This is the second and final Call for Records reminder for HTH-2020-07085. This request is in danger of not meeting the legislated due date of January 14, 2021. Please submit all responsive records or applicable fee estimates to the FOI Fileshare and notify IAO as soon as possible.

The contact tracing report regarding the COVID-19 outbreak at 1515 Blanshard. (Please do not include any personal identifiers for the infected person or those that were deemed close contacts.) 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 <u>IAOFlexTeam@gov.bc.ca</u> with "HTH-2020-07085 - Rebecca Maxwell" in the subject line.

Thank you,

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

FW: OIPC File F21-84905 - Ministry of Health Section 10(2)(b) Time Extension Request - January 11 - 15, 2021

From: Nisbet, Justine CITZ:EX <Justine.Nisbet@gov.bc.ca>

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

Cc: Shust, Susan D HLTH:EX <Susan.Shust@gov.bc.ca>

Sent: January 11, 2021 3:38:12 PM PST Received: January 11, 2021 3:38:14 PM PST

Attachments: s.3

Good Afternoon,

Attached is the list of files for which we have received a 30 day extension under section 10(2)(b). Individual notifications will not be sent.

Please let me know if you have any questions or concerns.

Thanks!

Justine Nisbet, Manager Justice Social Team Health & Mental Health Team Page 40 of 48 to/à Page 48 of 48

Withheld pursuant to/removed as

Cameron, Jessica HLTH:EX

From: Rongve, Ian HLTH:EX

Sent: December 11, 2020 12:35 PM

To: HLTH CRHEM FOI HLTH:EX

Cc: Patterson, Catherine M HLTH:EX

Subject: Re: ADM NRR APPROVAL: Call for Records HTH-2020-07085 - due December 17, 2020

Approved

Sent from my iPhone

On Dec 11, 2020, at 12:26 PM, HLTH CRHEM FOI HLTH:EX wrote:

Good Afternoon Ian:

Please find attached NRR for your approval.

Due date is Dec 17.

We are advising this be transferred to the BCCDC, and possibly FCS may have records.

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:** December 10, 2020 4:35 PM

To: Sullivan, Michelle A HLTH:EX; HLTH CRHEM FOI HLTH:EX

Cc: Thompson, Laurel HLTH:EX; Patterson, Catherine M HLTH:EX; HLTH FOI Operations HLTH:EX **Subject:** NEW: Call for Records HTH-2020-07085 - Rebecca Maxwell - due December 24, 2020 Hi Michelle [PHO] and Jessica[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, in pdf format, are due by: **December 24, 2020**

Applicant type: Media

Request Details: The contact tracing report regarding the COVID-19 outbreak at 1515 Blanshard. (Please do not include any personal identifiers for the infected person or those that were deemed close contacts.)

- 2. Please send in your completed CFR and records (in pdf format) to the Health FOI Inbox at <a href="https://doi.org/10.1036/nd.1036/n
- 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: December 17, 2020

Thank you,

Michael Perez de Tagle

Information and Records Analyst | Corporate Issues and Client Relations branch | Ministry of Health | 1515 Blanshard Street, Victoria, BC, V8W 3C8 | Phone: 250.952.2474

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

Sent: December 10, 2020 12:21 PM

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

Subject: Call for Records HTH-2020-07085 - Rebecca Maxwell

Request for Documents for Request # 'HTH-2020-07085'. Your response due date is: 12/24/2020 12:00:00 AM Message from SENDER: Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

The contact tracing report regarding the COVID-19 outbreak at 1515 Blanshard. (Please do not include any personal identifiers for the infected person or those that were deemed close contacts.)

Applicant Type: Media

Request also directed to: LBR-2020-07086; GCP-2020-07087

Records Due: December 24, 2020 Legislated Due Date: January 14, 2021

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

Fees

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

- The search and retrieval time are anticipated to exceed 3 hours;
- The volume of hard-copy records is anticipated to exceed 200 pages;
- Preparation time can reasonably be expected to exceed 15 minutes or more.

If so, please complete Sections 2 and 4 of the CFR, add it to the FOI Fileshare, and then email the MAOFlexTeam@gov.bc.ca using the subject line "HTH-2020-07085 - Rebecca Maxwell - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

Load Records to the FOI Fileshare

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

- Create a new folder in the FOI Fileshare titled "HTH-2020-07085 Rebecca Maxwell Records"
- Copy all responsive records and the completed CFR to the folder
- Send an email to IAOFlexTeam@gov.bc.ca with the subject line "HTH-2020-07085 Rebecca Maxwell CFR Complete"

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

Reminder

FOIPPA obligates us to assist every applicant and to respond without delay, openly, accurately, and completely. If the public body must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Thank you,

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



Call For Records Form FOI Request: 292-30/HTH-2020-07085

Section 1: FOI Request Details				
General Request ⊠	Personal Re	equest 🗆	Authorization I	Received: N/A
Applicant Type: Media	Request Rea	ceived: November 30), FOI Analyst: Re	ebecca Maxwell
Legislated Due Date: January 14, 2021	Fee Estimat 2020	e Due: December 17,	, Records Due: [December 24, 2020
Description : The contact tracing report any personal identifiers for the infecte	-		•	Please do not include
Section 2: Initial Records Asse	ssment			
Do you hold responsive records? YES If no, please provide an explanation that CRHEM has no records Are you aware of other records that m	at can be give			lv? YES □ NO ☒
Are you aware of other records that m		•		•
If yes, specify: BCCDC and possibly FCS	5	-		
Section 3: No Records Respons				
Please forward to public body FOI contains have been located	act (if applical	ble) for delegated hea	id's final public body a	approval if no records
Final public body approval (full name	and title):	Signature:		Date: Date
Ian Rongve, CRHEM ADM	: and title):	Signature.		Date. Date
ian Kongve, CKITEIVI ADIVI				
Section 4: Fee Estimate – Gener	al request o	nly (if this is a perso	onal request skip to	section 5)
Please ensure that all reasonable effo	· · · · · · · · · · · · · · · · · · ·		Estimated Hours	Actual Hours
accurate an estimate as possible		<u> </u>		
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 record	ds into electro	onic format		

Ensuring completeness of responsive records			
 Copying other types of media (audio and/or video) Volume – in pages 			
volume – m 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 (single-sided) 1 standard Records Centre Services box: Legal sized folders = 1800 pages Letter sized folders = 2200 pages 	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 conduction			
Section 6a: Program Area Harms Assessment			
 Harm – disclosure of the records would significantly harm the a given topic. The harms assessment allows FOI staff to better informed severing recommendations based on potential harms FOI process that are unrelated to the harms assessment should and/or Government Communications and Public Engagement of Please reference the applicable records and information below. If any of these records have been prepared for, or creat committees, section 12 (Cabinet confidences) may apply what is the status of the issue? And (2) has the decision 	understand the context of the reco . Issues associated with possible d be communicated to your public office. In of concern, the harms, and associated to inform a decision of Cabine by. Please identify the applicable re	ords and make lisclosure through the body executive ciated page numbers t or any of its ecords and advise (1)	
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 the	iis is a perso <u>nal request skip to se</u>	ction 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: December	

Harms Assessment completed by (full name and title):	Program Area:
Harms Assessment approved by (full name and title):	

Cameron, Jessica HLTH:EX

From: Patterson, Catherine M HLTH:EX

Sent: December 11, 2020 1:20 PM

To: HLTH CRHEM FOI HLTH:EX

Subject: FW: Call for Records HTH-2020-07085

From: Ranta, Michelle HLTH:EX
Sent: December 11, 2020 1:11 PM
To: Patterson, Catherine M HLTH:EX

Cc: Twyford, Philip HLTH:EX

Subject: RE: Call for Records HTH-2020-07085

Hi Catherine,

I brought to Philip's attention. Thank you for sending over as an FYI, and I can confirm that we have nothing to submit for this FOI as we had no involvement with the contact tracing.

Thank you kindly, Michelle

Michelle Ranta

Manager, Divisional Operations | Office of the Assistant Deputy Minister | Finance and Corporate Services | Ministry of Health Telephone: 778-698-7811 | Cell: 250-893-6702 | Email: Michelle.Ranta@gov.bc.ca

From: Patterson, Catherine M HLTH:EX < Catherine.Patterson@gov.bc.ca>

Sent: December 10, 2020 4:44 PM

To: Twyford, Philip HLTH:EX < Philip.Twyford@gov.bc.ca **Cc:** Ranta, Michelle HLTH:EX < Michelle.Ranta@gov.bc.ca

Subject: FYI: Call for Records HTH-2020-07085

Hi Philip,

Just wanted to share this request (from the media) as FYI as you distributed the messaging regarding the one positive staff member in 1515.

Regards,

Catherine



Catherine Patterson
Manager, Divisional Operations
COVID Response and Health Emergency Management Division
Ministry of Health
PO Box 9639 Stn Prov Govt, Victoria BC V8W 9P1

Tel: 778 698-1749

Email: Catherine.Patterson@gov.bc.ca

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

Sent: December 10, 2020 4:35 PM

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

<hLTH.CRHEM.FOI@gov.bc.ca>

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

Subject: NEW: Call for Records HTH-2020-07085 - Rebecca Maxwell - due December 24, 2020

Hi Michelle [PHO] and Jessica[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, in pdf format, are due by: **December 24, 2020**

Applicant type: Media

Request Details: The contact tracing report regarding the COVID-19 outbreak at 1515 Blanshard. (Please do not include any personal identifiers for the infected person or those that were deemed close contacts.)

- 2. Please send in your completed CFR and records (in pdf format) 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: December 17, 2020

Thank you,

Michael Perez de Tagle

Information and Records Analyst | Corporate Issues and Client Relations branch | Ministry of Health | 1515 Blanshard Street, Victoria, BC, V8W 3C8 | Phone: 250.952.2474

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

Sent: December 10, 2020 12:21 PM

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

Subject: Call for Records HTH-2020-07085 - Rebecca Maxwell

Request for Documents for Request # 'HTH-2020-07085'. Your response due date is: 12/24/2020 12:00:00 AM Message from SENDER: Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

The contact tracing report regarding the COVID-19 outbreak at 1515 Blanshard. (Please do not include any personal identifiers for the infected person or those that were deemed close contacts.)

Applicant Type: Media

Request also directed to: LBR-2020-07086; GCP-2020-07087

Records Due: December 24, 2020 Legislated Due Date: January 14, 2021

Please email Rebecca Maxwell at MAOFlexTeam@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 MACFlexTeam@gov.bc.ca using the subject line "HTH-2020-07085 - Rebecca Maxwell - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

Load Records to the FOI Fileshare

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

- Create a new folder in the FOI Fileshare titled "HTH-2020-07085 Rebecca Maxwell Records"
- Copy all responsive records and the completed CFR to the folder
- Send an email to IAOFlexTeam@gov.bc.ca with the subject line "HTH-2020-07085 Rebecca Maxwell CFR Complete"

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

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Thank you,

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

Cameron, Jessica HLTH:EX

From: HLTH CRHEM FOI HLTH:EX

Sent: December 11, 2020 1:41 PM

To: HLTH FOI Operations HLTH:EX

Cc: Patterson, Catherine M HLTH:EX

Subject: RE: Call for Records HTH-2020-07085 - Rebecca Maxwell - due December 24, 2020

Attachments: CFR HTH-2020-07085.pdf

Please find attached NRR, approved by ADM Rongve.

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:** December 10, 2020 4:35 PM

To: Sullivan, Michelle A HLTH:EX; HLTH CRHEM FOI HLTH:EX

Cc: Thompson, Laurel HLTH:EX; Patterson, Catherine M HLTH:EX; HLTH FOI Operations HLTH:EX **Subject:** NEW: Call for Records HTH-2020-07085 - Rebecca Maxwell - due December 24, 2020

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- 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 <a href="https://hitt

Thank you,

Michael Perez de Tagle

Information and Records Analyst | Corporate Issues and Client Relations branch | Ministry of Health | 1515 Blanshard Street, Victoria, BC, V8W 3C8 | Phone: 250.952.2474

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Sent: December 10, 2020 12:21 PM

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

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Applicant Type: Media

Request also directed to: LBR-2020-07086; GCP-2020-07087

Records Due: December 24, 2020 Legislated Due Date: January 14, 2021

Please email Rebecca Maxwell at IAOFlexTeam@gov.bc.ca 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;
- Preparation time can reasonably be expected to exceed 15 minutes or more.

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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-2020-07085 Rebecca Maxwell 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-2020-07085 Rebecca Maxwell CFR Complete"

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

Reminder

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searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Thank you,

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



Call For Records Form FOI Request: 292-30/HTH-2020-07085

Section 1: FOI Request Details			
General Request ⊠	Personal Request	Authorization R	eceived: N/A
Applicant Type: Media	Request Received: November 30, 2020	, FOI Analyst: Re	becca Maxwell
Legislated Due Date: January 14, 2021	Fee Estimate Due: December 17, 2020	Records Due: D	ecember 24, 2020
Description : The contact tracing report any personal identifiers for the infecte	-	•	lease do not include
Section 2: Initial Records Asses	ssment		
Do you hold responsive records? YES If no, please provide an explanation that		pplicable):	
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 Annroyal		
Please forward to public body FOI conta		d's final public body a	nnroval if no records
have been located	act (ii applicable) for delegated fied	a s illiai pasile seay a	pprovarii no records
Final public body approval (full name	e and title): Signature:		Date: Date
Section 4: Fee Estimate – Gener	al request only (if this is a perso	onal request skip to	section 5)
Please ensure that all reasonable effor	rts 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 Manual time spent creating ar Ex: generating a custom report data 	·		
data			
Preparing – tasks include			

Ensuring completeness of responsive records		
Copying other types of media (audio and/or video)		
Volume – 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)		
o 1 standard Records Centre Services box:		
■ 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		, databases, EDRMS,
offsite records, etc.) duration of search time, and who condu	ted the search for records:	
Section 6a: Program Area Harms Assessment		
· · · · · · · · · · · · · · · · · · ·	multiplicated a maritime and think	
Harm - disclosure of the records would significantly harm the	public body's position, or a third	narry s interests on
a single temis. The horms assessment allows FOI staff to better		
a given topic. The harms assessment allows FOI staff to better	understand the context of the red	ords and make
informed severing recommendations based on potential harms	understand the context of the rec s. Issues associated with possible	cords and make disclosure through the
informed severing recommendations based on potential harms FOI process that are unrelated to the harms assessment should	understand the context of the rec s. Issues associated with possible d be communicated to your public	cords and make disclosure through the
informed severing recommendations based on potential harms FOI process that are unrelated to the harms assessment should and/or Government Communications and Public Engagement	understand the context of the red s. Issues associated with possible of the communicated to your public office.	cords and make disclosure through the body executive
informed severing recommendations based on potential harms FOI process that are unrelated to the harms assessment should	understand the context of the red s. Issues associated with possible of the communicated to your public office.	cords and make disclosure through the body executive
informed severing recommendations based on potential harms. FOI process that are unrelated to the harms assessment should and/or Government Communications and Public Engagement • Please reference the applicable records and information below.	understand the context of the reconstruction is associated with possible of the communicated to your public office. In of concern, the harms, and associated to your public of concern, the harms, and associated to your public of the concern, the harms, and associated the concern is the concern in the c	cords and make disclosure through the body executive ociated page numbers
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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.



Section 1: FOI Request Details

General Request 🛛

data
Preparing – tasks include

Photocopying/scanning records into electronic format

Applicant Type: Media

Call For Records Form FOI Request: 292-30/HTH-2020-07085

Authorization Received: N/A

FOI Analyst: Rebecca Maxwell

	2020		
Legislated Due Date: January 14, 2021	Fee Estimate Due: Decemb 2020	er 17, Records Due: D	December 24, 2020
Description : The contact tracing report any personal identifiers for the infected			Please do not include
Section 2: Initial Records Asses	ssment		
Do you hold responsive records? YES			
If no, please provide an explanation that	t can be given to the applicar	nt (if applicable):	
CRHEM has no records			• • • • • • •
Are you aware of other records that m			
Are you aware of other records that m If yes, specify: BCCDC and possibly FCS		est neid by another public	body: YES 🖾 NO 🗆
if yes, specify. Beebe and possibly res	,		
Section 3: No Records Respons	se Approval		
Please forward to public body FOI conta		d head's final public body a	pproval if no records
have been located			
Final public body approval (full name	and title): Signature:	0	Date: December
Ian Rongve, CRHEM ADM	4	In Kon	11, 2020
Section 4: Fee Estimate – Gener	al request only (if this is a	personal request skip to	section 5)
Please ensure that all reasonable effor	rts are made to generate as	Estimated Hours	Actual Hours
accurate an estimate as possible			
Locating/Retrieving – areas to search			
Locating/Retrieving – areas to search			
Outlook (including 'deleted' are	nd 'sent' folders)		
Records management systems			
 LAN, shared drives, SharePoint, databases 			
Offsite records			
Producing – tasks include			
Identifying relevant sources of	Identifying relevant sources of data/information		
Manual time spent creating and producing records			
Ex: generating a custom report from a database using existing		ng	

Personal Request

Request Received: November 30,

Ensuring completeness of responsive records			
Copying other types of media (audio and/or video) Nalyses in page 2.			
Volume – 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			
Suggestions for possible narrowing:			
Section 5: Search Summary			
Please describe the search for records including what records offsite records, etc.) duration of search time, and who conduct		databases, EDRMS,	
,			
Section 6a: Program Area Harms Assessment			
 Harm – disclosure of the records would significantly harm the pagiven topic. The harms assessment allows FOI staff to better uniformed severing recommendations based on potential harms. FOI process that are unrelated to the harms assessment should and/or Government Communications and Public Engagement of Please reference the applicable records and information below. If any of these records have been prepared for, or creat committees, section 12 (Cabinet confidences) may apply what is the status of the issue? And (2) has the decision 	nderstand the context of the reconstruction last associated with possible do be communicated to your public fice. In of concern, the harms, and associated to inform a decision of Cabinety, Please identify the applicable rebeen made public or implemented.	ords and make lisclosure through the body executive ciated page numbers t or any of its ecords and advise (1)	
Could the release of any/all of the responsive records potentially cause harm? YES \Box NO \Box If yes, which information, if released, may cause harm?			
Section 6b: Publication on Open Information (if the	s is a personal request skip to se	ction 7)	
General requests only - Unless specific exemption criteria apply		•	
request will be published on the Government's Open Information	•	•	
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: December	
Jessica Cameron, FOI & Administrative Coordinator		11, 2020	

Harms Assessment completed by (full name and title):	Program Area:
Harms Assessment approved by (full name and title):	

Cameron, Jessica HLTH:EX

From: HLTH FOI Operations HLTH:EX

Sent: December 22, 2020 3:27 PM

To: HLTH CRHEM FOI HLTH:EX

Cc: HLTH FOI Operations HLTH:EX

Subject: RE: DUE DEC 24: CFR Reminder 1 - HTH-2020-07085 - Rebecca Maxwell

Hi Catherine,

Apologies, somehow this was missed. Thank you for sending again.

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

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

From: HLTH CRHEM FOI HLTH:EX
Sent: December 22, 2020 3:21 PM
To: HLTH FOI Operations HLTH:EX
Cc: Patterson, Catherine M HLTH:EX

Subject: FW: DUE DEC 24: CFR Reminder 1 - HTH-2020-07085 - Rebecca Maxwell

Hi Lorina,

Please see the attached response sent on December 11th – ADM Approved NRR.

Thank you,



Debra Hartlen (For Jessica Cameron, FOI and Adminstrative Coordinator)

Documents Coordinator

COVID Response & Health Emergency Management Division

Ministry of Health

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

Tel: 250-952-1040

Email: Debra.Hartlen@gov.bc.ca

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

Sent: December 22, 2020 11:30 AM

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

Cc: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca >; Patterson, Catherine M HLTH:EX

<Catherine.Patterson@gov.bc.ca>

Subject: DUE DEC 24: CFR Reminder 1 - HTH-2020-07085 - Rebecca Maxwell

Hi Jessica,

As per IAO's email below this request is due in two days. Please submit NRR/records by Thursday. 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 22, 2020 10:26 AM

To: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca > **Subject:** CFR Reminder 1 - HTH-2020-07085 - Rebecca Maxwell

Please be aware that the Call for Records for HTH-2020-07085 is due this week. 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.

The contact tracing report regarding the COVID-19 outbreak at 1515 Blanshard. (Please do not include any personal identifiers for the infected person or those that were deemed close contacts.)

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-2020-07085 - Rebecca Maxwell" in the subject line.

Thank you,

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

Cameron, Jessica HLTH:EX

From: HLTH CRHEM FOI HLTH:EX

Sent: December 11, 2020 1:41 PM

To: HLTH FOI Operations HLTH:EX

Cc: Patterson, Catherine M HLTH:EX

Subject: RE: Call for Records HTH-2020-07085 - Rebecca Maxwell - due December 24, 2020

Attachments: CFR HTH-2020-07085.pdf

Please find attached NRR, approved by ADM Rongve.

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: December 10, 2020 4:35 PM

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

<HLTH.CRHEM.FOI@gov.bc.ca>

Cc: Thompson, Laurel HLTH:EX <Laurel.Thompson@gov.bc.ca>; Patterson, Catherine M HLTH:EX <Catherine.Patterson@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca> **Subject:** NEW: Call for Records HTH-2020-07085 - Rebecca Maxwell - due December 24, 2020

Hi Michelle [PHO] and Jessica[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, in pdf format, are due by: **December 24, 2020**

Applicant type: Media

Request Details: The contact tracing report regarding the COVID-19 outbreak at 1515 Blanshard. (Please do not include any personal identifiers for the infected person or those that were deemed close contacts.)

- 2. Please send in your completed CFR and records (in pdf format) 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 <a href="https://hitt

Thank you,

Michael Perez de Tagle

Information and Records Analyst | Corporate Issues and Client Relations branch | Ministry of Health | 1515 Blanshard Street, Victoria, BC, V8W 3C8 | Phone: 250.952.2474

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From: IAOFlexTeam@gov.bc.ca

Sent: December 10, 2020 12:21 PM

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

Subject: Call for Records HTH-2020-07085 - Rebecca Maxwell

Request for Documents for Request # 'HTH-2020-07085'. Your response due date is: 12/24/2020 12:00:00 AM Message from SENDER: Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

The contact tracing report regarding the COVID-19 outbreak at 1515 Blanshard. (Please do not include any personal identifiers for the infected person or those that were deemed close contacts.)

Applicant Type: Media

Reguest also directed to: LBR-2020-07086; GCP-2020-07087

Records Due: December 24, 2020 Legislated Due Date: January 14, 2021

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

Fees

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

- The search and retrieval time are anticipated to exceed 3 hours;
- The volume of hard-copy records is anticipated to exceed 200 pages;
- Preparation time can reasonably be expected to exceed 15 minutes or more.

If so, please complete Sections 2 and 4 of the CFR, add it to the FOI Fileshare, and then email the MACFlexTeam@gov.bc.ca using the subject line "HTH-2020-07085 - Rebecca Maxwell - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

Load Records to the FOI Fileshare

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

- Create a new folder in the FOI Fileshare titled "HTH-2020-07085 Rebecca Maxwell Records"
- Copy all responsive records and the completed CFR to the folder
- Send an email to IAOFlexTeam@gov.bc.ca with the subject line "HTH-2020-07085 Rebecca Maxwell CFR Complete"

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

Reminder

FOIPPA obligates us to assist every applicant and to respond without delay, openly, accurately, and completely. If the public body must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Thank you,

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

Sullivan, Michelle A HLTH:EX

From: HLTH FOI Operations HLTH:EX

Sent: December 10, 2020 4:35 PM

To: Sullivan, Michelle A HLTH:EX; HLTH CRHEM FOI HLTH:EX

Cc: Thompson, Laurel HLTH:EX; Patterson, Catherine M HLTH:EX; HLTH FOI Operations

HLTH:EX

Subject: NEW: Call for Records HTH-2020-07085 - Rebecca Maxwell - due December 24, 2020

Attachments: G - Call for Records form.docx; Questionaire to help with CFR Fee Estimate.docx

Hi Michelle [PHO] and Jessica[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, in pdf format, are due by: December 24, 2020

Applicant type: Media

Request Details: The contact tracing report regarding the COVID-19 outbreak at 1515 Blanshard. (Please do not include any personal identifiers for the infected person or those that were deemed close contacts.)

- Please send in your completed CFR and records (in pdf format) to the Health FOI Inbox at
 <u>HLTH.FOIOperations@gov.bc.ca</u> 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.
- 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: December 17, 2020

Thank you,

Michael Perez de Tagle

Information and Records Analyst | Corporate Issues and Client Relations branch | Ministry of Health | 1515 Blanshard Street, Victoria, BC, V8W 3C8 | Phone: 250.952.2474

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

Sent: December 10, 2020 12:21 PM

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

Subject: Call for Records HTH-2020-07085 - Rebecca Maxwell

Request for Documents for Request # 'HTH-2020-07085'. Your response due date is: 12/24/2020 12:00:00 AM Message from SENDER: Please see details below regarding this formal request made under the *Freedom of Information and Protection*

of Privacy Act (FOIPPA):

The contact tracing report regarding the COVID-19 outbreak at 1515 Blanshard. (Please do not include any personal identifiers for the infected person or those that were deemed close contacts.)

Applicant Type: Media

Request also directed to: LBR-2020-07086; GCP-2020-07087

Records Due: December 24, 2020 Legislated Due Date: January 14, 2021

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

Fees

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

- The search and retrieval time are anticipated to exceed 3 hours;
- The volume of hard-copy records is anticipated to exceed 200 pages;
- Preparation time can reasonably be expected to exceed 15 minutes or more.

If so, please complete Sections 2 and 4 of the CFR, add it to the FOI Fileshare, and then email the lAOFlexTeam@gov.bc.ca using the subject line "HTH-2020-07085 - Rebecca Maxwell - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

Load Records to the FOI Fileshare

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

- Create a new folder in the FOI Fileshare titled "HTH-2020-07085 Rebecca Maxwell Records"
- Copy all responsive records and the completed CFR to the folder
- Send an email to IAOFlexTeam@gov.bc.ca with the subject line "HTH-2020-07085 Rebecca Maxwell 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,

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



Call For Records Form FOI Request: 292-30/HTH-2020-07085

Section 1: FOI Request Detail	S			
General Request ⊠	Personal Requ	est 🗆	Authorization F	Received: N/A
Applicant Type: Media	Request Receive	ved: November 30,	FOI Analyst: Re	ebecca Maxwell
Legislated Due Date: January 14, 2021	Fee Estimate D	Oue: December 17,	Records Due:	December 24, 2020
Description : The contact tracing repo any personal identifiers for the infect				Please do not include
Section 2: Initial Records Asse	essment			
Do you hold responsive records? YES If no, please provide an explanation the Are you aware of other records that re Are you aware of other records that re	at can be given to	e to this request wit	hin your public body	
If yes, specify:	nay be responsive	e to this request her	a by another public	body: 123 🗆 110 🗀
Section 3: No Records Respon Please forward to public body FOI conf	THE RESIDENCE AND ADDRESS OF THE PARTY OF TH	for delegated band	'a final muhlin hada	
have been located	tact (II applicable)	nor delegated flead	s imai public body a	pprovai ir no records
Final public body approval (full nam	e and title): Si	gnature:		Date: Date
Section 4: Fee Estimate – Gene	ral request only	(if this is a person	al request skip to	section 5)
Please ensure that all reasonable effo	orts are made to g	enerate as	Estimated Hours	Actual Hours
accurate an estimate as possible				
Locating/Retrieving – areas to search	Township with	denies discusses		
 Outlook (including 'deleted' a Records management system LAN, shared drives, SharePoir Offsite records 	s (ex. EDRMS)			
Producing – tasks include	55 5 4 4 C 5 8 7	men La Colonia		
 Identifying relevant sources of Manual time spent creating a Ex: generating a custom report data 	nd producing reco	ords		
Preparing – tasks include				
Photocopying/scanning recor	ds into electronic	format		

F			1
	ng completeness of responsive records gother types of media (audio and/or video)		
Volume – in pa			
volume in pa			
Electro	nic records		
0	Emails without attachments		
0	Emails with attachments		
0	Other: PDF, Word, Excel, photos, etc.		
Hardco	opy records		
	Average file folder = 1" and holds approx. 200	pages	
	(single-sided)		
0	1 standard Records Centre Services box:		
	 Legal sized folders = 1800 pages 	1	
	Letter sized folders = 2200 pages		
Suggestions fo	or possible narrowing:		
ection 5: Se	earch Summary		databases EDDASS
lease describe	the search for records including what records v	vere searched, (e.g., files, email, o	databases, EDKIVIS,
ffsite records,	etc.) duration of search time, and who conduct	ed the search for records:	
	D Aug Harms Assassment		
section ba:	Program Area Harms Assessment	while had a position or a third	narty's interests on
larm – disclosi	ure of the records would significantly harm the	number of the context of the rese	arty sinterests on
given topic. T	he harms assessment allows FOI staff to better u	nderstand the context of the reco	isslasura through th
nformed sever	ing recommendations based on potential harms.	issues associated with possible di	sclosure unough un
OI process tha	t are unrelated to the harms assessment should	be communicated to your public to	ody executive
and/or Govern	ment Communications and Public Engagement of	tice.	tata da a a a a a combon
below.	reference the applicable records and information		
 If any o 	of these records have been prepared for, or creat	ed to inform a decision of Cabinet	or any of its
commi	ttees, section 12 (Cabinet confidences) may appl	y. Please identify the applicable re	cords and advise (1
what is	the status of the issue? And (2) has the decision	been made public or implemente	d?
Could the relea	ase of any/all of the responsive records potentia	lly cause harm? YES □ NO □	
If yes, which in	formation, if released, may cause harm?		
Saction Ch.	Publication on Open Information (if the	is is a personal request skip to se	ction 7)
Section ob:	sts only - Unless specific exemption criteria apply	records provided to the applican	nt in response to thi
General reque	published on the Government's Open Information	n website. If you have any conce	rns about the
request will be	the responsive records please indicate here or c	liceuse with your FOI Analyst	
publication of	the responsive records please mulcate here of t	iscuss with your For Analyst.	
	Contact Information		A STATE OF THE STA
Who complet	ted this form (full name and title):	Phone Number:	Date: Date
1			

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:

Sullivan, Michelle A HLTH:EX

Sent:

December 16, 2020 8:52 AM HLTH FOI Operations HLTH:EX

To: Subject:

RE: Call for Records HTH-2020-07085 - Rebecca Maxwell - due December 24, 2020

Attachments:

HTH-2020-07085 NRR.pdf

Good morning,

Please see PHO NRR. This would have been handled by PSA and the particular division involved.

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 10, 2020 4:35 PM

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

<HLTH.CRHEM.FOI@gov.bc.ca>

Cc: Thompson, Laurel HLTH:EX <Laurel.Thompson@gov.bc.ca>; Patterson, Catherine M HLTH:EX <Catherine.Patterson@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca> Subject: NEW: Call for Records HTH-2020-07085 - Rebecca Maxwell - due.December 24, 2020

Hi Michelle [PHO] and Jessica[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, in pdf format, are due by: December 24, 2020

Applicant type: Media

Request Details: The contact tracing report regarding the COVID-19 outbreak at 1515 Blanshard. (Please do not include any personal identifiers for the infected person or those that were deemed close contacts.)

 Please send in your completed CFR and records (in pdf format) to the Health FOI Inbox at <u>HLTH.FOIOperations@gov.bc.ca</u> - 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:
 - 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 Htth.FOIOperations@gov.bc.ca by: December 17, 2020

Thank you,

Michael Perez de Tagle

Information and Records Analyst | Corporate Issues and Client Relations branch | Ministry of Health | 1515 Blanshard Street, Victoria, BC, V8W 3C8 | Phone: 250.952.2474

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

Sent: December 10, 2020 12:21 PM

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

Subject: Call for Records HTH-2020-07085 - Rebecca Maxwell

Request for Documents for Request # 'HTH-2020-07085'. Your response due date is: 12/24/2020 12:00:00 AM Message from SENDER: Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

The contact tracing report regarding the COVID-19 outbreak at 1515 Blanshard. (Please do not include any personal identifiers for the infected person or those that were deemed close contacts.)

Applicant Type: Media

Request also directed to: LBR-2020-07086; GCP-2020-07087

Records Due: December 24, 2020 Legislated Due Date: January 14, 2021

Please email Rebecca Maxwell 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-2020-07085 - Rebecca Maxwell - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

Load Records to the FOI Fileshare

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

Create a new folder in the FOI Fileshare titled "HTH-2020-07085 - Rebecca Maxwell - 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-2020-07085 Rebecca Maxwell CFR Complete"

If you are having difficulties accessing the FOI Fileshare, please contact |AOFlexTeam@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-2020-07085

General Request ⊠	Personal Request	Authorization F	Received: N/A
Applicant Type: Media	Request Received: November 30 2020	, FOI Analyst: Re	ebecca Maxwell
Legislated Due Date: January 14, 2021	Fee Estimate Due: December 17, 2020	Records Due:	December 24, 2020
Description : The contact tracing report any personal identifiers for the infected			Please do not include
Section 2: Initial Records Asses	ssment		
Do you hold responsive records? YES		today - Til	
If no, please provide an explanation tha	t can be given to the applicant (if a	pplicable):	
Are you aware of other records that m	av be responsive to this request w	ithin your nublic had	v2 VES ⊠ NO □
Are you aware of other records that m			
If yes, specify: PSA, the division in which			
5 2 N B . L B			
Section 3: No Records Respons Please forward to public body FOI conta		d'a final muhlia hadu a	
have been located	ict (ii applicable) for delegated fleat	u s imai public body a	pprovai ir no records
Final public body approval (full name	and title): Signature:	~	Date: December
Dr. Brian Emerson, A/Deputy Provinci	al Health		15, 2020
Officer	FU		
Sortion A. Foo Estimate			
Section 4: Fee Estimate - General		THE RESERVE OF THE PERSON NAMED IN COLUMN 2 IS NOT THE OWNER.	THE RESERVE THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO I
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	teran open State on a droppe		
 Outlook (including 'deleted' and 'sent' folders) Records management systems (ex. EDRMS) 		1 100	119
LAN, shared drives, SharePoint Office records	, databases		
Offsite records Producing – tasks include			
The state of the s	CAN BEHIND WARD OF THE PARTY		
 Identifying relevant sources of 			
Manual time spent creating an			
 Ex: generating a custom report data 	from a database using existing		
Preparing – tasks include			

	Photocopying/scanning records into electronic format	
•	Ensuring completeness of responsive records	
•	Copying other types of media (audio and/or video)	
/alum		
/olum	ne – in pages	
•	Electronic records	
	o Emails without attachments	
	o Emails with attachments	
	O Other: PDF, Word, Excel, photos, etc.	
•	Hardcopy records	
	 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	
Sugge	estions for possible narrowing:	
ectio	on 5: Search Summary	THE RESIDENCE OF THE PARTY OF T
lease	describe the search for records including what records were searche	d, (e.g., files, email, databases, EDRMS
offsite	records, etc.) duration of search time, and who conducted the search	for records:
-	A 11 A	
Secti	on 6a: Program Area Harms Assessment	trian and third mentals interests on
larm -	- disclosure of the records would significantly harm the public body's	position, or a third party's interests of
give	n topic. The harms assessment allows FOI staff to better understand th	e context of the records and make
nform	ned severing recommendations based on potential harms. Issues associ	ated with possible disclosure through t
Ol pr	ocess that are unrelated to the harms assessment should be communic	cated to your public body executive
and/o	r Government Communications and Public Engagement office.	
•	Please reference the applicable records and information of concern, below.	the harms, and associated page numbe
	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 ider	tify 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 ha	
Could If yes,		
Could If yes,	the release of any/all of the responsive records potentially cause ha	
If yes,	the release of any/all of the responsive records potentially cause had, which information, if released, may cause harm?	rm? YES □ NO □
If yes,	the release of any/all of the responsive records potentially cause had, which information, if released, may cause harm?	rm? YES NO nal request skip to section 7)
Sect	the release of any/all of the responsive records potentially cause har, which information, if released, may cause harm? ion 6b: Publication on Open Information (if this is a personal requests only - Unless specific exemption criteria apply, records pro	rm? YES NO
Sect Gene	the release of any/all of the responsive records potentially cause had, which information, if released, may cause harm? ion 6b: Publication on Open Information (if this is a personal requests only - Unless specific exemption criteria apply, records property will be published on the Government's Open Information website. In	and request skip to section 7) ovided to the applicant in response to the fyou have any concerns about the
Sect Gene	the release of any/all of the responsive records potentially cause har, which information, if released, may cause harm? ion 6b: Publication on Open Information (if this is a personal requests only - Unless specific exemption criteria apply, records pro	and request skip to section 7) ovided to the applicant in response to the fyou have any concerns about the
Sect Gene	the release of any/all of the responsive records potentially cause had, which information, if released, may cause harm? ion 6b: Publication on Open Information (if this is a personal requests only - Unless specific exemption criteria apply, records property will be published on the Government's Open Information website. In	and request skip to section 7) ovided to the applicant in response to the fyou have any concerns about the
Sect Gene	the release of any/all of the responsive records potentially cause had, which information, if released, may cause harm? ion 6b: Publication on Open Information (if this is a personal requests only - Unless specific exemption criteria apply, records property will be published on the Government's Open Information website. In	and request skip to section 7) ovided to the applicant in response to the fyou have any concerns about the

Page 2 | HTH-2020-07085

Who completed this form (full name and title): Michelle Sullivan	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):		

	The contact	Media	10-Dec-20	24-Dec-20	Dec 15 - Search	C - Completed
HTH-2020- 07085	tracing report regarding the COVID-19 outbreak at 1515 Blanshard. (Please do not include any personal identifiers for the infected person or those that were deemed close contacts.)				conducted, no responsive records. Confirmed with LT that this will be NRR. PHO does not hold/have the contact tracing report. PSA and the division involved would have this information. With BE for sign off.	

Call for Records HTH-2020-07010 - Rebecca Maxwell

From: IAOFlexTeam@gov.bc.ca

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

Sent: December 2, 2020 5:23:54 PM PST
Received: December 2, 2020 5:24:10 PM PST
Attachments: G - Call for Records form.docx

Request for Documents for Request # 'HTH-2020-07010'. Your response due date is: 12/16/2020 12:00:00 AM Message from SENDER: Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

The full texts of all reports issued by the Audit and Investigations Branch, A list of plans of all areas and topics due to be audited by the entity (Date Range for Record Search: From 1/1/2020 To 12/1/2020) Date Format is MM/DD/YYYY

Applicant Type: Media

Records Due: December 16, 2020 Legislated Due Date: January 15, 2021

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

Fees

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

- The search and retrieval time are anticipated to exceed 3 hours;
- The volume of hard-copy records is anticipated to exceed 200 pages;
- Preparation time can reasonably be expected to exceed 15 minutes or more.

If so, please complete Sections 2 and 4 of the CFR, add it to the FOI Fileshare, and then email the IAOFlexTeam@gov.bc.ca using the subject line "HTH-2020-07010 - Rebecca Maxwell - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

Load Records to the FOI Fileshare

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

- Create a new folder in the FOI Fileshare titled "HTH-2020-07010 Rebecca Maxwell Records"
- Copy all responsive records and the completed CFR to the folder
- Send an email to IAOFlexTeam@gov.bc.ca with the subject line "HTH-2020-07010 Rebecca Maxwell CFR Complete"

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

Reminder

FOIPPA obligates us to assist every applicant and to respond without delay, openly, accurately, and completely. If the public body must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Thank you,



Call For Records Form FOI Request: 292-30/HTH-2020-07010

Section 1: FOI Request Details					
General Request ⊠	Personal Request	Authorization R	eceived: N/A		
Applicant Type: Media	Request Received: December 1, 2020	FOI Analyst: Re	becca Maxwell		
Legislated Due Date: January 15, 2021	Fee Estimate Due: December 9, 2020	Records Due: D	ecember 16, 2020		
Description : The full texts of all reports issued by the Audit and Investigations Branch, A list of plans of all areas and topics due to be audited by the entity (Date Range for Record Search: From 1/1/2020 To 12/1/2020)					
Section 2: Initial Records Asses	ssment				
Do you hold responsive records? YES If no, please provide an explanation that		pplicable):			
Are you aware of other records that m	ay be responsive to this request w	ithin your public body	? YES 🗆 NO 🗆		
Are you aware of other records that m	ay be responsive to this request he	eld by another public	body? YES 🗌 NO 🗌		
If yes, specify:					
Section 3: No Records Respons	<u> </u>	-V- final multiple backs			
Please forward to public body FOI contains have been located	act (ii applicable) for delegated flea	d s final public body a	pprovai ii no records		
Final public body approval (full name	e and title): Signature:		Date: Date		
Section 4: Fee Estimate – Gener	al request only (if this is a perso	onal request skip to	section 5)		
Please ensure that all reasonable effor		Estimated Hours	Actual Hours		
accurate an estimate as possible					
Locating/Retrieving – areas to search					
Outlook (including 'deleted' as	nd 'sent' folders)				
Records management systems					
 LAN, shared drives, SharePoin 					
Offsite records					
Producing – tasks include					
Identifying relevant sources of	f data/information				
Manual time spent creating ar					
 Ex: generating a custom repor data 					
Preparing – tasks include					
	ds into electronic format				

Ensuring completeness of responsive records				
Copying other types of media (audio and/or video)				
Volume – 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:				
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:				
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?				
General requests only - Unless specific <u>exemption criteria</u> apply, record request will be published on the Government's <u>Open Information</u> webs	ls provided to the applicative. If you have any conce	nt in response to this		
Section 6b: Publication on Open Information (if this is a p General requests only - Unless specific exemption criteria apply, record request will be published on the Government's Open Information webs publication of the responsive records please indicate here or discuss to Section 7: Contact Information	ls provided to the applicative. If you have any conce	nt in response to this		
General requests only - Unless specific exemption criteria apply, record request will be published on the Government's Open Information webs publication of the responsive records please indicate here or discuss version 7: Contact Information	ls provided to the applicative. If you have any conce	nt in response to this		

Harms Assessment completed by (full name and title):	Program Area:
Harms Assessment approved by (full name and title):	

NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 16, 2020

From: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
To: HLTH FCS FOI General HLTH:EX <HLTH.FCSFOI@gov.bc.ca>
Cc: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>

Sent: December 4, 2020 10:45:55 AM PST Received: December 4, 2020 10:45:56 AM PST

Attachments: Questionaire to help with CFR Fee Estimate.docx, G - Call for Records

form.docx

Hi Elise [FCS],

1. Please find attached the Call for Records for FOI request described below. Records, in pdf format, are due by: December 16, 2020

Applicant type: Media

Request Details: The full texts of all reports issued by the Audit and Investigations Branch, A list of plans of all areas and topics due to be audited by the entity

Date Range for Record Search: From 1/1/2020 To 12/1/2020

- 2. Please send in your completed CFR and records (in pdf format) to the Health FOI Inbox at <a href="https://hut.ncbi.nlm.ncbi.nl
- 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: December 9, 2020

Thank you,

Michael Perez de Tagle

Information and Records Analyst | Corporate Issues and Client Relations branch | Ministry of Health | 1515 Blanshard Street, Victoria, BC, V8W 3C8 | Phone: 250.952.2474

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From: IAOFlexTeam@gov.bc.ca Sent: December 2, 2020 5:24 PM To: HLTH FOI Operations HLTH:EX

Subject: Call for Records HTH-2020-07010 - Rebecca Maxwell

Request for Documents for Request # 'HTH-2020-07010'. Your response due date is: 12/16/2020 12:00:00 AM Message from SENDER: Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

The full texts of all reports issued by the Audit and Investigations Branch, A list of plans of all areas and topics due to be audited by the entity (Date Range for Record Search: From 1/1/2020 To 12/1/2020) Date Format is MM/DD/YYYY

Applicant Type: Media

Records Due: December 16, 2020 Legislated Due Date: January 15, 2021

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

Fees

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

- The search and retrieval time are anticipated to exceed 3 hours;
- The volume of hard-copy records is anticipated to exceed 200 pages;
- Preparation time can reasonably be expected to exceed 15 minutes or more.

If so, please complete Sections 2 and 4 of the CFR, add it to the FOI Fileshare, and then email the MACFlexTeam@gov.bc.ca using the subject line "HTH-2020-07010 - Rebecca Maxwell - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

Load Records to the FOI Fileshare

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

- Create a new folder in the FOI Fileshare titled "HTH-2020-07010 Rebecca Maxwell Records"
- Copy all responsive records and the completed CFR to the folder
- Send an email to IAOFlexTeam@gov.bc.ca with the subject line "HTH-2020-07010 Rebecca Maxwell CFR Complete"

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

Reminder

FOIPPA obligates us to assist every applicant and to respond without delay, openly, accurately, and completely. If the public body must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Thank you,

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.

CFR Reminder 1 - HTH-2020-07010 - Rebecca Maxwell

From: IAOFlexTeam@gov.bc.ca

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

Sent: December 16, 2020 3:47:58 PM PST Received: December 16, 2020 3:48:01 PM PST

Please be aware that the Call for Records for HTH-2020-07010 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.

The full texts of all reports issued by the Audit and Investigations Branch, A list of plans of all areas and topics due to be audited by the entity (Date Range for Record Search: From 1/1/2020 To 12/1/2020) Date Format MM/DD/YYY

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Thank you,

DUE YESTERDAY: CFR Reminder 1 - HTH-2020-07010 - Rebecca Maxwell

From: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
To: HLTH FCS FOI General HLTH:EX <HLTH.FCSFOI@gov.bc.ca>

Cc: Polkinghorne, Elise HLTH:EX <Elise.Polkinghorne@gov.bc.ca>, HLTH FOI

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

Sent: December 17, 2020 11:51:47 AM PST Received: December 17, 2020 11:51:48 AM PST

Hi Elise,

As per IAO's email below this request was due yesterday. If you could 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: IAOFlexTeam@gov.bc.ca **Sent:** December 16, 2020 3:48 PM **To:** HLTH FOI Operations HLTH:EX

Subject: CFR Reminder 1 - HTH-2020-07010 - Rebecca Maxwell

Please be aware that the Call for Records for HTH-2020-07010 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.

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Thank you,

Clarification - HTH-2020-07010

From: HLTH FCS FOI General HLTH:EX <HLTH.FCSFOI@gov.bc.ca>
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Cc: HLTH FCS FOI General HLTH:EX <HLTH.FCSFOI@gov.bc.ca>

Sent: December 21, 2020 9:02:43 AM PST Received: December 21, 2020 9:02:43 AM PST

Good Morning Lorina,

The program area is working on the request. As written, it is a very broad request. Do we know what type of audits the applicant is looking for?

Thanks, Elise

From: HLTH FOI Operations HLTH:EX **Sent:** December 17, 2020 11:52 AM **To:** HLTH FCS FOI General HLTH:EX

Cc: Polkinghorne, Elise HLTH:EX; HLTH FOI Operations HLTH:EX

Subject: DUE YESTERDAY: CFR Reminder 1 - HTH-2020-07010 - Rebecca Maxwell

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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 16, 2020 3:48 PM

To: HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u> > **Subject:** CFR Reminder 1 - HTH-2020-07010 - Rebecca Maxwell

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Thank you,

HTH-2020-07010 - Rebecca Maxwell - Clarification

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

To: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>

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

Sent: December 21, 2020 10:49:19 AM PST Received: December 21, 2020 10:49:20 AM PST

Hi Rebecca,

Please see the below email from FCS they are looking for clarification at have the below question. Thanks!

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

From: HLTH FCS FOI General HLTH:EX
Sent: December 21, 2020 9:03 AM
To: HLTH FOI Operations HLTH:EX
Cc: HLTH FCS FOI General HLTH:EX
Subject: Clarification - HTH-2020-07010

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

Sent: December 17, 2020 11:52 AM

To: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Cc: Polkinghorne, Elise HLTH:EX <<u>Elise.Polkinghorne@gov.bc.ca</u>>; HLTH FOI Operations HLTH:EX

<<u>HLTH.FOIOperations@gov.bc.ca</u>>

Subject: DUE YESTERDAY: CFR Reminder 1 - HTH-2020-07010 - Rebecca Maxwell

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Sent: December 16, 2020 3:48 PM

To: HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u> > **Subject:** CFR Reminder 1 - HTH-2020-07010 - Rebecca Maxwell

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Thank you,

RE: HTH-2020-07010 - Rebecca Maxwell - Clarification

From: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>

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

Sent: December 21, 2020 2:17:31 PM PST Received: December 21, 2020 2:17:32 PM PST

Hi Lorina,

Regarding the types of audits, the request description states that the applicant is seeking "The full texts of all reports issued by the <u>Audit and Investigations Branch</u>, A list of plans of <u>all areas and topics due to be audited by the entity</u> ...".

If FCS has any uncertainty regarding how to reasonably respond to the request, or if narrowing is sought, IAO can facilitate further discussion.

Best,

Rebecca Maxwell | Junior FOI Analyst | Information Access Operations | Ministry of Citizens' Services Ph: 778-974-2892 | e: Rebecca.Maxwell@gov.bc.ca

From: HLTH FOI Operations HLTH:EX **Sent:** December 21, 2020 10:49 AM

To: IAO Flex Team CITZ:EX

Cc: HLTH FOI Operations HLTH:EX

Subject: HTH-2020-07010 - Rebecca Maxwell - Clarification

Hi Rebecca,

Please see the below email from FCS they are looking for clarification at have the below question. Thanks!

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

From: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca>

Sent: December 21, 2020 9:03 AM

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

Cc: HLTH FCS FOI General HLTH:EX <HLTH.FCSFOI@gov.bc.ca>

Subject: Clarification - HTH-2020-07010

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Thanks,

Elise

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

Sent: December 17, 2020 11:52 AM

To: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Cc: Polkinghorne, Elise HLTH:EX < LTH FOI Operations HLTH:EX

<HLTH.FOIOperations@gov.bc.ca>

Subject: DUE YESTERDAY: CFR Reminder 1 - HTH-2020-07010 - Rebecca Maxwell

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

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

Sent: December 16, 2020 3:48 PM

To: HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u> > **Subject:** CFR Reminder 1 - HTH-2020-07010 - Rebecca Maxwell

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Thank you,

FW: HTH-2020-07010 - Rebecca Maxwell - Clarification

From: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
To: HLTH FCS FOI General HLTH:EX <HLTH.FCSFOI@gov.bc.ca>

Cc: Polkinghorne, Elise HLTH:EX <Elise.Polkinghorne@gov.bc.ca>, HLTH FOI

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

Sent: December 21, 2020 3:32:01 PM PST Received: December 21, 2020 3:32:02 PM PST

Hi Elise,

As per IAO's email below in with clarification in response to your question regarding this request. Thanks!

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

From: IAO Flex Team CITZ:EX
Sent: December 21, 2020 2:18 PM
To: HLTH FOI Operations HLTH:EX

Subject: RE: HTH-2020-07010 - Rebecca Maxwell - Clarification

Hi Lorina,

Regarding the types of audits, the request description states that the applicant is seeking "The full texts of all reports issued by the <u>Audit and Investigations Branch</u>, A list of plans of <u>all areas and topics due to be audited by the entity</u> ...".

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Rebecca Maxwell | Junior FOI Analyst | Information Access Operations | Ministry of Citizens' Services Ph: 778-974-2892 | e: Rebecca.Maxwell@gov.bc.ca

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

Sent: December 21, 2020 10:49 AM

To: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>

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

Subject: HTH-2020-07010 - Rebecca Maxwell - Clarification

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

From: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Sent: December 21, 2020 9:03 AM

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Subject: Clarification - HTH-2020-07010

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Sent: December 17, 2020 11:52 AM

To: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca>

Cc: Polkinghorne, Elise HLTH:EX < Elise. Polkinghorne@gov.bc.ca >; HLTH FOI Operations HLTH:EX

< HLTH.FOIOperations@gov.bc.ca >

Subject: DUE YESTERDAY: CFR Reminder 1 - HTH-2020-07010 - Rebecca Maxwell

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

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

Sent: December 16, 2020 3:48 PM

To: HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u> > **Subject:** CFR Reminder 1 - HTH-2020-07010 - Rebecca Maxwell

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Thank you,

RE: HTH-2020-07010 - Rebecca Maxwell - Clarification

From: HLTH FCS FOI General HLTH:EX <HLTH.FCSFOI@gov.bc.ca>
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Cc: HLTH FCS FOI General HLTH:EX <HLTH.FCSFOI@gov.bc.ca>

Sent: December 22, 2020 4:16:18 PM PST Received: December 22, 2020 4:16:19 PM PST

Hello Lorina,

I am working with the program area on this one. As written, the request will be approx. 90,000 pages (excluding excel spreadsheets, which will need to be converted to PDF, resulting in a substantially higher page count).

We will definitely need an extension on this one.

Thanks, Elise

From: HLTH FOI Operations HLTH:EX **Sent:** December 21, 2020 3:32 PM **To:** HLTH FCS FOI General HLTH:EX

Cc: Polkinghorne, Elise HLTH:EX; HLTH FOI Operations HLTH:EX **Subject:** FW: HTH-2020-07010 - Rebecca Maxwell - Clarification

Hi Elise,

As per IAO's email below in with clarification in response to your question regarding this request. Thanks!

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

From: IAO Flex Team CITZ:EX < IAOFlexTeam@gov.bc.ca>

Sent: December 21, 2020 2:18 PM

To: HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u> > **Subject:** RE: HTH-2020-07010 - Rebecca Maxwell - Clarification

Hi Lorina,

Regarding the types of audits, the request description states that the applicant is seeking "The full texts of all reports issued by the <u>Audit and Investigations Branch</u>, A list of plans of <u>all areas and topics due to be audited by the entity</u> ...".

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

Sent: December 21, 2020 10:49 AM

To: IAO Flex Team CITZ:EX < IAOFlexTeam@gov.bc.ca>

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

Subject: HTH-2020-07010 - Rebecca Maxwell - Clarification

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

From: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca>

Sent: December 21, 2020 9:03 AM

To: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca > **Cc:** HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Subject: Clarification - HTH-2020-07010

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

Sent: December 17, 2020 11:52 AM

To: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Cc: Polkinghorne, Elise HLTH:EX < LTH FOI Operations HLTH:EX

<HLTH.FOIOperations@gov.bc.ca>

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

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

Sent: December 16, 2020 3:48 PM

To: HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u> > **Subject:** CFR Reminder 1 - HTH-2020-07010 - Rebecca Maxwell

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Thank you,

HTH-2020-07010 - Rebecca Maxwell - Extension

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

To: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>

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

Sent: December 23, 2020 9:00:52 AM PST Received: December 23, 2020 9:00:52 AM PST

Hi Rebecca,

Please see the below email from FCS due to the large volume of records they would like to see if they can request an extension. Thanks!

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

From: HLTH FCS FOI General HLTH:EX Sent: December 22, 2020 4:16 PM To: HLTH FOI Operations HLTH:EX Cc: HLTH FCS FOI General HLTH:EX

Subject: RE: HTH-2020-07010 - Rebecca Maxwell - Clarification

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Sent: December 21, 2020 3:32 PM

To: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Cc: Polkinghorne, Elise HLTH:EX <Elise.Polkinghorne@gov.bc.ca>; HLTH FOI Operations HLTH:EX

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Sent: December 21, 2020 10:49 AM

To: IAO Flex Team CITZ:EX < IAOFlexTeam@gov.bc.ca>

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

Subject: HTH-2020-07010 - Rebecca Maxwell - Clarification

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Subject: Clarification - HTH-2020-07010

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Cc: Polkinghorne, Elise HLTH:EX < Elise HLTH:EX < a href="mailto:Elise.Polkinghorne@gov.bc.ca">Elise HLTH:EX < a href="mailto:Elise.Polkinghorne@gov.bc.ca">Elise HLTH:EX < a href="mailto:Elise.Polkinghorne@gov.bc.ca">Elise.Polkinghorne@gov.bc.ca; HLTH FOI Operations HLTH:EX

< HLTH.FOIOperations@gov.bc.ca>

Subject: DUE YESTERDAY: CFR Reminder 1 - HTH-2020-07010 - Rebecca Maxwell

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To: HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u> > **Subject:** CFR Reminder 1 - HTH-2020-07010 - Rebecca Maxwell

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RE: HTH-2020-07010 - Rebecca Maxwell - Extension

From: Craib, Patrick CITZ:EX <Patrick.Craib@gov.bc.ca>

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

Team CITZ:EX <IAOFlexTeam@gov.bc.ca>

Cc: Maxwell, Rebecca CITZ:EX <Rebecca.Maxwell@gov.bc.ca>

Sent: December 29, 2020 3:32:34 PM PST Received: December 29, 2020 3:32:35 PM PST

Hi Lorina – is the PA going to be pursuing a fee estimate on this request? I ask only because it would logically follow from preparing 90k pages of records. The applicant is unlikely to be cooperative in narrowing, so I suggest we might try a fees first approach because broaching the subject of narrowing their request.

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Patrick Craib | Team Lead - Generals Intake and Flex Team | Information Access Operations Ministry of Citizens' Services | *Ph:* 250-387-7620 | *e:* Patrick.Craib@gov.bc.ca

From: HLTH FOI Operations HLTH:EX **Sent:** December 23, 2020 9:01 AM

To: IAO Flex Team CITZ:EX
Cc: HLTH FOI Operations HLTH:EX

Subject: HTH-2020-07010 - Rebecca Maxwell - Extension

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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: HLTH FCS FOI General HLTH:EX Sent: December 22, 2020 4:16 PM To: HLTH FOI Operations HLTH:EX Cc: HLTH FCS FOI General HLTH:EX

Subject: RE: HTH-2020-07010 - Rebecca Maxwell - Clarification

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Cc: Polkinghorne, Elise HLTH:EX < Elise. Polkinghorne@gov.bc.ca >; HLTH FOI Operations HLTH:EX

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Sent: December 21, 2020 2:18 PM

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Sent: December 21, 2020 9:03 AM

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Subject: Clarification - HTH-2020-07010

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Sent: December 29, 2020 6:40:00 PM PST Received: December 29, 2020 6:40:01 PM PST

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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: December 16, 2020 3:48 PM

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To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Cc: HLTH FCS FOI General HLTH:EX <HLTH.FCSFOI@gov.bc.ca>

Sent: January 4, 2021 4:08:48 PM PST Received: January 4, 2021 4:08:49 PM PST

Hello Darlene,

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Subject: IAO's Q: HTH-2020-07010 - Rebecca Maxwell - Extension

Importance: High

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<IAOFlexTeam@gov.bc.ca>

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To: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>

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

Sent: January 5, 2021 2:59:32 PM PST Received: January 5, 2021 2:59:33 PM PST

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Subject: RE: HTH-2020-07010 - Rebecca Maxwell - Clarification

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Sent: December 21, 2020 2:18 PM

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Cc: Polkinghorne, Elise HLTH:EX <Elise.Polkinghorne@gov.bc.ca>; HLTH FOI Operations HLTH:EX

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

RE: IAO's Q: HTH-2020-07010 - Rebecca Maxwell - Extension

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To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Cc: HLTH FCS FOI General HLTH:EX <HLTH.FCSFOI@gov.bc.ca>

Sent: January 6, 2021 4:17:06 PM PST
Received: January 6, 2021 4:17:06 PM PST
Attachments: HTH-2020-07010 Fee Estimate.docx

Good Afternoon Darlene.

Please find attached FCS's fee estimate.

The estimated number of pages has decreased, but it is still significant.

Please let me know if you have any questions,

Thanks, Elise

From: HLTH FOI Operations HLTH:EX Sent: December 29, 2020 6:40 PM To: HLTH FCS FOI General HLTH:EX Cc: HLTH FOI Operations HLTH:EX

Subject: IAO's Q: HTH-2020-07010 - Rebecca Maxwell - Extension

Importance: High

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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: December 29, 2020 3:33 PM

To: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca >; IAO Flex Team CITZ:EX

<<u>IAOFlexTeam@gov.bc.ca</u>>

Cc: Maxwell, Rebecca CITZ:EX < Rebecca.Maxwell@gov.bc.ca > **Subject:** RE: HTH-2020-07010 - Rebecca Maxwell - Extension

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HTH-2020-07010 - Rebecca Maxwell - Fee Estimate

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To: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>

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

Sent: January 11, 2021 9:35:30 AM PST
Received: January 11, 2021 9:35:30 AM PST
Attachments: HTH-2020-07010 Fee Estimate.docx

Hi Rebecca,

Please see FCS' Fee Estimate. We have canvassed only FCS for this request.

Please advise once you have sent the Fee letter to the applicant and when this file is put on hold.

Thank you so much.

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

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

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Section 1: FOI Request Details

Call For Records Form FOI Request: 292-30/HTH-2020-07010

General Request ⊠	Personal Request	Authorization R	Authorization Received: N/A		
Applicant Type: Media	Request Received: December 2	1, FOI Analyst: Re	becca Maxwell		
Legislated Due Date: January 15, 2021	Fee Estimate Due: December 9	Records Due: D	ecember 16, 2020		
Description : The full texts of all reports issued by the Audit and Investigations Branch, A list of plans of all areas and topics due to be audited by the entity (Date Range for Record Search: From 1/1/2020 To 12/1/2020)					
Section 2: Initial Records Asses	ssment				
Do you hold responsive records? YES \boxtimes NO \square 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 \square NO \boxtimes Are you aware of other records that may be responsive to this request held by another public body? YES \square NO \boxtimes If yes, specify:					
Carlana Ala Barrada Barra					
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	e 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 effor	rts are made to generate as	Estimated Hours	Actual Hours		
accurate an estimate as possible					
Locating/Retrieving – areas to search		6			
 Outlook (including 'deleted' and 'sent' folders) Records management systems (ex. EDRMS) LAN, shared drives, SharePoint, databases Offsite records 					
Producing – tasks include		4			
 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		2			
Photocopying/scanning record	ds into electronic format				

Ensuring completeness of responsive records		
Copying other types of media (audio and/or video)		
Volume – in pages		
Electronic records		
Emails without attachments		
Emails with attachments		
Other: PDF, Word, Excel, photos, etc.	10, 575	
Hardcopy records		
 Average file folder = 1" and holds approx. 200 (single-sided) 	pages	
 1 standard Records Centre Services box: 		
 Legal sized folders = 1800 pages 		
■ Letter sized folders = 2200 pages		
Suggestions for possible narrowing: Exclude appendices, limit limit to specific program area (BIP, PCA, ECEU).	to specific report type, limit to a	specific audit type,
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 conduc		, ,
Section 6a: Program Area Harms Assessment		
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Page 2 | HTH-2020-07010

Elise Polkinghorne, FOI Coordinator, FCS	(236)478-2486	
Harms Assessment completed by (full name and title):	Program Area: Finance and Corporate Services	
Harms Assessment approved by (full name and title):		

FW: OIPC File F21-84905 - Ministry of Health Section 10(2)(b) Time Extension Request - January 11 - 15, 2021

From: Nisbet, Justine CITZ:EX <Justine.Nisbet@gov.bc.ca>

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

Cc: Shust, Susan D HLTH:EX <Susan.Shust@gov.bc.ca>

Sent: January 11, 2021 3:38:12 PM PST Received: January 11, 2021 3:38:14 PM PST

Attachments: s.3

Good Afternoon,

Attached is the list of files for which we have received a 30 day extension under section 10(2)(b). Individual notifications will not be sent.

Please let me know if you have any questions or concerns.

Thanks!

Justine Nisbet, Manager Justice Social Team Health & Mental Health Team Page 49 of 61 to/à Page 57 of 61

Withheld pursuant to/removed as

RE: HTH-2020-07010 - Rebecca Maxwell - Fee Estimate

From: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>

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

Sent: January 12, 2021 3:51:03 PM PST Received: January 12, 2021 3:51:04 PM PST

Hi Darlene,

I received a set of additional clarification questions from FCS on January 5th via Lorina that I have worked on sourcing a reply to, however now having received this fee estimate I would like to confirm that FCS did not require further clarification and I can proceed with the below fee estimate.

Thank you for your help,

Rebecca Maxwell | Junior FOI Analyst | Information Access Operations | Ministry of Citizens' Services

Ph: 778-974-2892 | e: Rebecca.Maxwell@gov.bc.ca

From: HLTH FOI Operations HLTH:EX Sent: January 11, 2021 9:36 AM To: IAO Flex Team CITZ:EX Cc: HLTH FOI Operations HLTH:EX

Subject: HTH-2020-07010 - Rebecca Maxwell - Fee Estimate

Importance: High

Hi Rebecca,

Please see FCS' Fee Estimate. We have canvassed only FCS for this request.

Please advise once you have sent the Fee letter to the applicant and when this file is put on hold.

Thank you so much.

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: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Sent: January 6, 2021 4:17 PM

To: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca > Cc: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Subject: RE: IAO's Q: HTH-2020-07010 - Rebecca Maxwell - Extension

Good Afternoon Darlene,

Please find attached FCS's fee estimate.

The estimated number of pages has decreased, but it is still significant.

Please let me know if you have any questions,

Thanks,

Elise

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

Sent: December 29, 2020 6:40 PM

To: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca > Cc: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca > Subject: IAO's Q: HTH-2020-07010 - Rebecca Maxwell - Extension

Importance: High

Hi Elise,

Please see IAO's question regarding a possible fee estimate from FCS? Please advise.

Thank you so much, dar

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: Craib, Patrick CITZ:EX < Patrick.Craib@gov.bc.ca >

Sent: December 29, 2020 3:33 PM

To: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca >; IAO Flex Team CITZ:EX

<IAOFlexTeam@gov.bc.ca>

Cc: Maxwell, Rebecca CITZ:EX < Rebecca.Maxwell@gov.bc.ca > **Subject:** RE: HTH-2020-07010 - Rebecca Maxwell - Extension

Hi Lorina – is the PA going to be pursuing a fee estimate on this request? I ask only because it would logically follow from preparing 90k pages of records. The applicant is unlikely to be cooperative in narrowing, so I suggest we might try a fees first approach because broaching the subject of narrowing their request.

Thanks!

Patrick Craib | Team Lead - Generals Intake and Flex Team | Information Access Operations Ministry of Citizens' Services | *Ph:* 250-387-7620 | *e:* Patrick.Craib@gov.bc.ca

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

Sent: December 23, 2020 9:01 AM

To: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>

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

Subject: HTH-2020-07010 - Rebecca Maxwell - Extension

Hi Rebecca,

Please see the below email from FCS due to the large volume of records they would like to see if they can request an extension. Thanks!

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

From: HLTH FCS FOI General HLTH:EX

Sent: December 22, 2020 4:16 PM

To: HLTH FOI Operations HLTH:EX

Cc: HLTH FCS FOI General HLTH:EX

Subject: RE: HTH-2020-07010 - Rebecca Maxwell - Clarification

Hello Lorina,

I am working with the program area on this one. As written, the request will be approx. 90,000 pages (excluding excel spreadsheets, which will need to be converted to PDF, resulting in a substantially higher page count).

We will definitely need an extension on this one.

Thanks,

Elise

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

Sent: December 21, 2020 3:32 PM

To: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca>

Cc: Polkinghorne, Elise HLTH:EX < LISE.Polkinghorne@gov.bc.ca; HLTH FOI Operations HLTH:EX

<HLTH.FOIOperations@gov.bc.ca>

Subject: FW: HTH-2020-07010 - Rebecca Maxwell - Clarification

Hi Elise,

As per IAO's email below in with clarification in response to your question regarding this request. Thanks!

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

From: IAO Flex Team CITZ:EX < IAOFlexTeam@gov.bc.ca>

Sent: December 21, 2020 2:18 PM

To: HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u> > **Subject:** RE: HTH-2020-07010 - Rebecca Maxwell - Clarification

Hi Lorina,

Regarding the types of audits, the request description states that the applicant is seeking "The full texts of all reports issued by the <u>Audit and Investigations Branch</u>, A list of plans of <u>all areas and topics due to be audited by the entity</u> ...".

If FCS has any uncertainty regarding how to reasonably respond to the request, or if narrowing is sought, IAO can facilitate further discussion.

Best,

Rebecca Maxwell | Junior FOI Analyst | Information Access Operations | Ministry of Citizens' Services Ph: 778-974-2892 | e: Rebecca.Maxwell@gov.bc.ca

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

Sent: December 21, 2020 10:49 AM

To: IAO Flex Team CITZ:EX < IAOFlexTeam@gov.bc.ca>

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

Subject: HTH-2020-07010 - Rebecca Maxwell - Clarification

Hi Rebecca,

Please see the below email from FCS they are looking for clarification at have the below question. Thanks!

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

From: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Sent: December 21, 2020 9:03 AM

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

Cc: HLTH FCS FOI General HLTH:EX <HLTH.FCSFOI@gov.bc.ca>

Subject: Clarification - HTH-2020-07010

Good Morning Lorina,

The program area is working on the request. As written, it is a very broad request. Do we know what type of audits the applicant is looking for?

Thanks,

Elise

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

Sent: December 17, 2020 11:52 AM

To: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Cc: Polkinghorne, Elise HLTH:EX < Elise.Polkinghorne@gov.bc.ca >; HLTH FOI Operations HLTH:EX

<HLTH.FOIOperations@gov.bc.ca>

Subject: DUE YESTERDAY: CFR Reminder 1 - HTH-2020-07010 - Rebecca Maxwell

Hi Elise,

As per IAO's email below this request was due yesterday. If you could 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: IAOFlexTeam@gov.bc.ca

Sent: December 16, 2020 3:48 PM

To: HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u> > **Subject:** CFR Reminder 1 - HTH-2020-07010 - Rebecca Maxwell

Please be aware that the Call for Records for HTH-2020-07010 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.

The full texts of all reports issued by the Audit and Investigations Branch, A list of plans of all areas and topics due to be audited by the entity (Date Range for Record Search: From 1/1/2020 To 12/1/2020) 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-2020-07010 - Rebecca Maxwell" in the subject line.

Thank you,

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

Polkinghorne, Elise HLTH:EX

From: HLTH FCS FOI General HLTH:EX

Sent: January 6, 2021 4:17 PM

To: HLTH FOI Operations HLTH:EX
Cc: HLTH FCS FOI General HLTH:EX

Subject: RE: IAO's Q: HTH-2020-07010 - Rebecca Maxwell - Extension

Attachments: HTH-2020-07010 Fee Estimate.docx

Good Afternoon Darlene,

Please find attached FCS's fee estimate.

The estimated number of pages has decreased, but it is still significant.

Please let me know if you have any questions,

Thanks, Elise

From: HLTH FOI Operations HLTH:EX Sent: December 29, 2020 6:40 PM To: HLTH FCS FOI General HLTH:EX Cc: HLTH FOI Operations HLTH:EX

Subject: IAO's Q: HTH-2020-07010 - Rebecca Maxwell - Extension

Importance: High

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Please see IAO's question regarding a possible fee estimate from FCS? Please advise.

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

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Cc: Maxwell, Rebecca CITZ:EX < Rebecca.Maxwell@gov.bc.ca > Subject: RE: HTH-2020-07010 - Rebecca Maxwell - Extension

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To: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

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

Polkinghorne, Elise HLTH:EX

From: McQuitty, Tamra HLTH:EX Sent: January 4, 2021 5:06 PM

To: HLTH FCS FOI General HLTH:EX; Thelisma, Marie A HLTH:EX

Cc: Longhurst, John HLTH:EX

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hi, I am working on this. Should have something to you tomorrow.

It will assume that "issued" = sent, as opposed to approved, in terms of the date range.

Cheers Tamra

From: HLTH FCS FOI General HLTH:EX Sent: December 30, 2020 8:31 AM

To: McQuitty, Tamra HLTH:EX; Thelisma, Marie A HLTH:EX

Cc: HLTH FCS FOI General HLTH:EX

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Good Morning Tamra and Marie,

IAO has asked if FCS would like to prepare a fee estimate for this request. They stated the applicant is unlikely to be cooperative in narrowing, so we should submit a fee estimate first.

I don't know if you've been working on one already? If we are going to prepare one, we will need to submit it soon.

Please advise.

Thanks, Elise

From: McQuitty, Tamra HLTH:EX < Tamra.McQuitty@gov.bc.ca >

Sent: December 23, 2020 12:47 PM

To: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Perfect

From: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Sent: December 23, 2020 8:26 AM

To: McQuitty, Tamra HLTH:EX < Tamra.McQuitty@gov.bc.ca > Cc: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Good Morning Tamra,

After discussing this with Marie, I've sent in a interim response to FOI Operations, informing them that the request as written will result in approx. 90, 000 pages (excluding excel spreadsheets, which will need to be converted to PDF, resulting in a substantially higher page count). I am aware that the page count will probably be much higher, but I wanted to provide them with a number in order to get an extension. I can provide them with an updated number if/when needed.

Please let me know if you have any questions, Thanks, Elise

From: McQuitty, Tamra HLTH:EX <Tamra.McQuitty@gov.bc.ca>

Sent: December 22, 2020 3:15 PM

To: Thelisma, Marie A HLTH:EX < Marie. Thelisma@gov.bc.ca >; King, Rita HLTH:EX < Rita. King@gov.bc.ca >; Areshenko, Michael R HLTH:EX < Michael. Areshenko@gov.bc.ca>; Sy, Michael HLTH: EX < Michael. Sy@gov.bc.ca>; Chang, Glady HLTH:EX < Glady. Chang@gov.bc.ca>

Cc: Polkinghorne, Elise HLTH:EX < Elise.Polkinghorne@gov.bc.ca >; HLTH FCS FOI General HLTH:EX <HLTH.FCSFOI@gov.bc.ca>; Comeau, Francois HLTH:EX <Francois.Comeau@gov.bc.ca>

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

John and I are working on a response to IAO to get more clarification on this request.

Should have something later today.

Cheers Tamra

From: Thelisma, Marie A HLTH:EX < Marie. Thelisma@gov.bc.ca>

Sent: December 21, 2020 4:34 PM

To: King, Rita HLTH:EX < Rita.King@gov.bc.ca >; Areshenko, Michael R HLTH:EX < Michael.Areshenko@gov.bc.ca >; Sy,

Michael HLTH:EX < Michael.Sy@gov.bc.ca>; Chang, Glady HLTH:EX < Glady.Chang@gov.bc.ca> Cc: McQuitty, Tamra HLTH:EX < Tamra. McQuitty@gov.bc.ca>; Polkinghorne, Elise HLTH:EX <Elise.Polkinghorne@gov.bc.ca>; Comeau, Francois HLTH:EX <Francois.Comeau@gov.bc.ca>

Subject: FW: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hi,

This appears to be a branch wide request.

Marie

From: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Sent: December 21, 2020 3:43 PM

To: McQuitty, Tamra HLTH:EX < Tamra. McQuitty@gov.bc.ca>; Thelisma, Marie A HLTH:EX < Marie. Thelisma@gov.bc.ca>

Cc: HLTH FCS FOI General HLTH:EX <HLTH.FCSFOI@gov.bc.ca>

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Good Afternoon Marie and Tamra,

I asked if IAO knew what types of audits the applicant was looking for.

IAO responded that:

"Regarding the types of audits, the request description states that the applicant is seeking" The full texts of all reports issued by the <u>Audit and Investigations Branch</u>, A list of plans of <u>all areas and topics due to be audited by the entity</u> ...".

If FCS has any uncertainty regarding how to reasonably respond to the request, or if narrowing is sought, IAO can facilitate further discussion"

From their response, it looks like the request is branch-wide. Do you have an estimate for the volume of records? The fee estimate deadline has passed, but if I can provide IAO with an approximate number of pages, we should be able to get an extension due to volume if needed.

Thanks, Elise

From: McQuitty, Tamra HLTH:EX < Tamra.McQuitty@gov.bc.ca >

Sent: December 18, 2020 5:05 PM

To: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Cc: Ranta, Michelle HLTH:EX < Michelle.Ranta@gov.bc.ca >; Thelisma, Marie A HLTH:EX < Marie.Thelisma@gov.bc.ca >

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

FYI – I checked in with Marie on this, and she agreed it is a very large request if this is branch-wide for AIB.

Perhaps we could get some clarification or a more specific request on what types of audits they are looking for?

Cheers Tamra

From: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Sent: December 17, 2020 4:12 PM

To: McQuitty, Tamra HLTH:EX < Tamra.McQuitty@gov.bc.ca > **Cc:** Ranta, Michelle HLTH:EX < Michelle.Ranta@gov.bc.ca >

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hi Tamra,

Sorry, I'll make a note to cc you next time!

Elise has seen this, but I don't think Michelle has. I will loop her in by way of this reply.

Thank you, Amanda

From: McQuitty, Tamra HLTH:EX < Tamra. McQuitty@gov.bc.ca >

Sent: December 17, 2020 4:04 PM

To: HLTH FCS FOI General HLTH:EX < HLTH:EX < HLTH:EX < Marie.Thelisma@gov.bc.ca>

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hi Amanda, let's see what we can do here as this is the first I've seen of this request...and it appears quite massive!

Typically FOI requests for AIB go to me and Marie only, and then we work with Elise to coordinate the response.

I am not sure that I can answer this today, but I wonder if anyone else from the ADMO has been looped in on this – I don't often see media requests.

Cheers Tamra

From: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca>

Sent: December 17, 2020 3:54 PM

To: McQuitty, Tamra HLTH:EX < Tamra. McQuitty@gov.bc.ca>

Cc: Caudle, Erin HLTH:EX < Erin.Caudle@gov.bc.ca >

Subject: FW: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hello,

IAO has reached out regarding the status of this request. Do we have an ETA? It was due on December 14.

Thank you, Amanda

From: HLTH FCS FOI General HLTH:EX <HLTH.FCSFOI@gov.bc.ca>

Sent: December 4, 2020 11:01 AM

To: Thelisma, Marie A HLTH:EX < Marie. Thelisma@gov.bc.ca >

Cc: Caudle, Erin HLTH:EX < Erin.Caudle@gov.bc.ca >; HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Subject: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hello,

Please find attached the Call for Records for FOI request described below. Records are due by: December 14, 2020

Applicant type: Media

Request Details: The full texts of all reports issued by the Audit and Investigations Branch, A list of plans of all areas and topics due to be audited by the entity

Date Range for Record Search: From 1/1/2020 To 12/1/2020

Please let me know by Dec 8 if a fee estimate is required or this needs to go to another area.

Thank you,
Amanda Macdonald | Documents Coordinator
Ministry of Health | Finance and Coorporate Services Division
Assistant Deputy Minister's Office
Ph: 236-478-1546

Polkinghorne, Elise HLTH:EX

From: HLTH FCS FOI General HLTH:EX

Sent: January 4, 2021 4:09 PM

To: HLTH FOI Operations HLTH:EX
Cc: HLTH FCS FOI General HLTH:EX

Subject: RE: IAO's Q: HTH-2020-07010 - Rebecca Maxwell - Extension

Hello Darlene,

I am just waiting on one program area to give me approximate numbers/time for the fee estimate. After discussing with the program areas, our amount of responsive records will be lower than the previous estimate I provided.

We have some questions regarding the request details:

- How should the word "issued" be interpreted? Are reports only considered to be "issued" when they are sent to the practitioner or facility being audited? Or are reports considered "issued" when they've received approval? Or are they "issued" when signed-off by staff and inspectors?
- The "list of plans of all areas and topics due to be audited" is a bit vague and potentially very large as well. Would such a list include only those areas/topics that AIB approved for audit in 2020? Would it cover any potential audits that were even discussed in 2020? A comprehensive list does not currently exist (at least nothing that includes all program areas), would AIB be obligated to create one?
- Does the request include internal reports? From our understanding of the request, these reports would not be considered to have been "issued" by AIB.

Thanks, Elise

From: HLTH FOI Operations HLTH:EX Sent: December 29, 2020 6:40 PM To: HLTH FCS FOI General HLTH:EX Cc: HLTH FOI Operations HLTH:EX

Subject: IAO's Q: HTH-2020-07010 - Rebecca Maxwell - Extension

Importance: High

Hi Elise,

Please see IAO's question regarding a possible fee estimate from FCS? Please advise.

Thank you so much, dar

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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From: Craib, Patrick CITZ:EX <Patrick.Craib@gov.bc.ca>

Sent: December 29, 2020 3:33 PM

To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>; IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>

Cc: Maxwell, Rebecca CITZ:EX < Rebecca. Maxwell@gov.bc.ca > Subject: RE: HTH-2020-07010 - Rebecca Maxwell - Extension

Hi Lorina – is the PA going to be pursuing a fee estimate on this request? I ask only because it would logically follow from preparing 90k pages of records. s.22

s.22

Thanks!

Patrick Craib | Team Lead - Generals Intake and Flex Team | Information Access Operations Ministry of Citizens' Services | *Ph:* 250-387-7620 | *e:* Patrick.Craib@gov.bc.ca

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

Sent: December 23, 2020 9:01 AM

To: IAO Flex Team CITZ:EX < IAOFlexTeam@gov.bc.ca>

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

Subject: HTH-2020-07010 - Rebecca Maxwell - Extension

Hi Rebecca,

Please see the below email from FCS due to the large volume of records they would like to see if they can request an extension. Thanks!

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

From: HLTH FCS FOI General HLTH:EX Sent: December 22, 2020 4:16 PM To: HLTH FOI Operations HLTH:EX Cc: HLTH FCS FOI General HLTH:EX

Subject: RE: HTH-2020-07010 - Rebecca Maxwell - Clarification

Hello Lorina,

I am working with the program area on this one. As written, the request will be approx. 90,000 pages (excluding excel spreadsheets, which will need to be converted to PDF, resulting in a substantially higher page count).

We will definitely need an extension on this one.

Thanks, Elise

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

Sent: December 21, 2020 3:32 PM

To: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca>

Cc: Polkinghorne, Elise HLTH:EX <Elise.Polkinghorne@gov.bc.ca>; HLTH FOI Operations HLTH:EX

<HLTH.FOIOperations@gov.bc.ca>

Subject: FW: HTH-2020-07010 - Rebecca Maxwell - Clarification

Hi Elise,

As per IAO's email below in with clarification in response to your question regarding this request. Thanks!

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

From: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>

Sent: December 21, 2020 2:18 PM

To: HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u> > **Subject:** RE: HTH-2020-07010 - Rebecca Maxwell - Clarification

Hi Lorina,

Regarding the types of audits, the request description states that the applicant is seeking "The full texts of all reports issued by the <u>Audit and Investigations Branch</u>, A list of plans of <u>all areas and topics due to be audited by the entity</u> ...".

If FCS has any uncertainty regarding how to reasonably respond to the request, or if narrowing is sought, IAO can facilitate further discussion.

Best,

Rebecca Maxwell | Junior FOI Analyst | Information Access Operations | Ministry of Citizens' Services Ph: 778-974-2892 | e: Rebecca.Maxwell@gov.bc.ca

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

Sent: December 21, 2020 10:49 AM

To: IAO Flex Team CITZ:EX < IAOFlexTeam@gov.bc.ca>

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

Subject: HTH-2020-07010 - Rebecca Maxwell - Clarification

Hi Rebecca,

Please see the below email from FCS they are looking for clarification at have the below question. Thanks!

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

From: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Sent: December 21, 2020 9:03 AM

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

Cc: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Subject: Clarification - HTH-2020-07010

Good Morning Lorina,

The program area is working on the request. As written, it is a very broad request. Do we know what type of audits the applicant is looking for?

Thanks, Elise

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

Sent: December 17, 2020 11:52 AM

To: HLTH FCS FOI General HLTH:EX <HLTH.FCSFOI@gov.bc.ca>

Cc: Polkinghorne, Elise HLTH:EX <Elise.Polkinghorne@gov.bc.ca>; HLTH FOI Operations HLTH:EX

<HLTH.FOIOperations@gov.bc.ca>

Subject: DUE YESTERDAY: CFR Reminder 1 - HTH-2020-07010 - Rebecca Maxwell

Hi Elise,

As per IAO's email below this request was due yesterday. If you could 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: IAOFlexTeam@gov.bc.ca < IAOFlexTeam@gov.bc.ca >

Sent: December 16, 2020 3:48 PM

To: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca > **Subject:** CFR Reminder 1 - HTH-2020-07010 - Rebecca Maxwell

Please be aware that the Call for Records for HTH-2020-07010 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.

The full texts of all reports issued by the Audit and Investigations Branch, A list of plans of all areas and topics due to be audited by the entity (Date Range for Record Search: From 1/1/2020 To 12/1/2020) 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-2020-07010 - Rebecca Maxwell" in the subject line.

Thank you,

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

Polkinghorne, Elise HLTH:EX

From: McQuitty, Tamra HLTH:EX
Sent: January 4, 2021 3:13 PM

To: HLTH FCS FOI General HLTH:EX
Cc: Thelisma, Marie A HLTH:EX

Subject: FW: Call for Records HTH-2020-07010 (AIB Reports 2020)

As discussed, here are records/thoughts from me and John.

Cheers Tamra

From: Longhurst, John HLTH:EX
Sent: December 22, 2020 4:15 PM
To: McQuitty, Tamra HLTH:EX

Subject: RE: Call for Records HTH-2020-07010 (AIB Reports 2020)

Hello Tamra.

Here are a few things that came to mind as I reviewed the language of this FOI request.

In addition to audit reports issued by the Billing Integrity Program (BIP), would this request also
include all PharmaCare Audit (PCA) and Service Verification Audit (SVA) reports? I am not even sure if
SVA reports are "issued" and that word seems to be a key part in this request. I believe program area
input and clarification are needed.

s.15

- I assume Audit Tracker could produce a list of all the <u>completed BIP audit reports</u> for 2020. I do not know if/how the other units track their reports.
- Does the date range of the request (Jan 1 2020-Dec 1 2020) include the recent AIC approved reports? These weren't approved until December 9, 2020. Does AIC approval mean these reports have been "issued"? Are they "issued" when signed-off by staff and Medical Inspectors? Perhaps reports are only considered to be "issued" when they are sent to the practitioner or facility being audited. I am unsure.
- Does the **AIB Executive Director's office** issue reports in addition to those from the program areas? If so, would these need to be included as a response to this request?
- The request *may* cover other reports (financial reports, statistical reports etc.) "issued" by AIB. This needs to be clarified/confirmed by IAO. If so, I am not sure how these types of reports are to be identified.
- The "list of plans of all areas and topics due to be audited" is a bit vague and potentially very large as
 well. Would such a list include only those areas/topics that AIB approved for audit in 2020? Would it
 cover any potential audits that were even discussed in 2020? I am not sure such a "list" even exists (at
 least nothing that includes all program areas). Would AIB be obligated to create this? IIRC, documents
 are not supposed to be created to satisfy FOI requests.

These are my initial thoughts. As worded, this would appear to be a pretty massive request. I strongly suggest additional clarification and further narrowing if possible. An estimate of the response volume cannot be provided without further input from the requestor via IAO.

FYI: I have created a folder on the LAN for the administration of BIP's response <u>here</u>. The other program areas should probably create similar folders on their LANs if it is determined they are responding.

John Longhurst, BA

Information Access Analyst
Billing Integrity Program
Ministry of Health
PO Box 9647 STN PROV GOVT
5th Floor 1515 Blanshard Street, Victoria BC

Phone: 250 952-2625 Fax: 250 952-2605

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A Please consider the environment before printing this email.

From: McQuitty, Tamra HLTH:EX < Tamra. McQuitty@gov.bc.ca>

Sent: December 22, 2020 10:57 AM

To: Longhurst, John HLTH:EX < John.Longhurst@gov.bc.ca >

Subject: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hi John. Would appreciate your help with this FOI request.

Tamra

From: HLTH FCS FOI General HLTH:EX <HLTH.FCSFOI@gov.bc.ca>

Sent: December 21, 2020 3:43 PM

To: McQuitty, Tamra HLTH:EX <Tamra.McQuitty@gov.bc.ca>; Thelisma, Marie A HLTH:EX <Marie.Thelisma@gov.bc.ca>

Cc: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Good Afternoon Marie and Tamra,

I asked if IAO knew what types of audits the applicant was looking for.

IAO responded that:

"Regarding the types of audits, the request description states that the applicant is seeking:

"The full texts of all reports issued by the <u>Audit and Investigations Branch</u>, A list of plans of <u>all areas</u> and topics due to be audited by the entity ...".

If FCS has any uncertainty regarding how to reasonably respond to the request, or if narrowing is sought, IAO can facilitate further discussion"

From their response, it looks like the request is branch-wide. Do you have an estimate for the volume of records? The fee estimate deadline has passed, but if I can provide IAO with an approximate number of pages, we should be able to get an extension due to volume if needed. Thanks.

Elise

From: McQuitty, Tamra HLTH:EX < Tamra. McQuitty@gov.bc.ca>

Sent: December 18, 2020 5:05 PM

To: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Cc: Ranta, Michelle HLTH:EX < Michelle.Ranta@gov.bc.ca>; Thelisma, Marie A HLTH:EX < Marie.Thelisma@gov.bc.ca>

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

FYI – I checked in with Marie on this, and she agreed it is a very large request if this is branch-wide for AIB.

Perhaps we could get some clarification or a more specific request on what types of audits they are looking for?

Tamra

From: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Sent: December 17, 2020 4:12 PM

To: McQuitty, Tamra HLTH:EX < Tamra.McQuitty@gov.bc.ca > **Cc:** Ranta, Michelle HLTH:EX < Michelle.Ranta@gov.bc.ca >

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hi Tamra,

Sorry, I'll make a note to cc you next time!

Elise has seen this, but I don't think Michelle has. I will loop her in by way of this reply. Thank you.

Amanda

From: McQuitty, Tamra HLTH:EX < Tamra.McQuitty@gov.bc.ca >

Sent: December 17, 2020 4:04 PM

To: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca > **Cc:** Thelisma, Marie A HLTH:EX < Marie.Thelisma@gov.bc.ca >

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hi Amanda, let's see what we can do here as this is the first I've seen of this request...and it appears quite massive!

Typically FOI requests for AIB go to me and Marie only, and then we work with Elise to coordinate the response.

I am not sure that I can answer this today, but I wonder if anyone else from the ADMO has been looped in on this – I don't often see media requests.

Cheers.

Tamra

From: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca>

Sent: December 17, 2020 3:54 PM

To: McQuitty, Tamra HLTH:EX < Tamra. McQuitty@gov.bc.ca >

Cc: Caudle, Erin HLTH:EX < Erin.Caudle@gov.bc.ca >

Subject: FW: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hello,

IAO has reached out regarding the status of this request. Do we have an ETA? It was due on December 14. Thank you.

Amanda

From: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Sent: December 4, 2020 11:01 AM

To: Thelisma, Marie A HLTH:EX < Marie. Thelisma@gov.bc.ca>

Cc: Caudle, Erin HLTH:EX < Erin.Caudle@gov.bc.ca >; HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Subject: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hello,

Please find attached the Call for Records for FOI request described below. Records are due by: **December 14, 2020**

Applicant type: Media

Request Details: The full texts of all reports issued by the Audit and Investigations Branch, A list of plans of all areas and topics due to be audited by the entity

Date Range for Record Search: From 1/1/2020 To 12/1/2020

Please let me know by December 8 if a fee estimate is required or this needs to go to another area. Thank you.

Amanda Macdonald | Documents Coordinator
Ministry of Health | Finance and Coorporate Services Division
Assistant Deputy Minister's Office
Ph: 236-478-1546

Polkinghorne, Elise HLTH:EX

From: Thelisma, Marie A HLTH:EX
Sent: December 21, 2020 4:34 PM

To: King, Rita HLTH:EX; Areshenko, Michael R HLTH:EX; Sy, Michael HLTH:EX; Chang, Glady HLTH:EX

Cc: McQuitty, Tamra HLTH:EX; Polkinghorne, Elise HLTH:EX; Comeau, Francois HLTH:EX

Subject: FW: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hi,

This appears to be a branch wide request.

Marie

From: HLTH FCS FOI General HLTH:EX Sent: December 21, 2020 3:43 PM

To: McQuitty, Tamra HLTH:EX; Thelisma, Marie A HLTH:EX

Cc: HLTH FCS FOI General HLTH:EX

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Good Afternoon Marie and Tamra,

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IAO responded that:

"Regarding the types of audits, the request description states that the applicant is seeking "The full texts of all reports issued by the <u>Audit and Investigations Branch</u>, A list of plans of <u>all areas and topics due to be audited by</u> the entity ...".

If FCS has any uncertainty regarding how to reasonably respond to the request, or if narrowing is sought, IAO can facilitate further discussion"

From their response, it looks like the request is branch-wide. Do you have an estimate for the volume of records? The fee estimate deadline has passed, but if I can provide IAO with an approximate number of pages, we should be able to get an extension due to volume if needed.

Thanks, Elise

From: McQuitty, Tamra HLTH:EX <Tamra.McQuitty@gov.bc.ca>

Sent: December 18, 2020 5:05 PM

To: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Cc: Ranta, Michelle HLTH:EX <Michelle.Ranta@gov.bc.ca>; Thelisma, Marie A HLTH:EX <Marie.Thelisma@gov.bc.ca>

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

FYI – I checked in with Marie on this, and she agreed it is a very large request if this is branch-wide for AIB.

Perhaps we could get some clarification or a more specific request on what types of audits they are looking for?

Cheers

Tamra

From: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca>

Sent: December 17, 2020 4:12 PM

To: McQuitty, Tamra HLTH:EX < Tamra.McQuitty@gov.bc.ca > **Cc:** Ranta, Michelle HLTH:EX < Michelle.Ranta@gov.bc.ca >

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hi Tamra,

Sorry, I'll make a note to cc you next time!

Elise has seen this, but I don't think Michelle has. I will loop her in by way of this reply.

Thank you, Amanda

From: McQuitty, Tamra HLTH:EX < Tamra.McQuitty@gov.bc.ca>

Sent: December 17, 2020 4:04 PM

To: HLTH FCS FOI General HLTH:EX < hlth.fcsfoi.org/hlth.fc

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hi Amanda, let's see what we can do here as this is the first I've seen of this request...and it appears quite massive!

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Sent: December 17, 2020 3:54 PM

To: McQuitty, Tamra HLTH:EX < Tamra. McQuitty@gov.bc.ca>

Cc: Caudle, Erin HLTH:EX < Erin.Caudle@gov.bc.ca>

Subject: FW: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

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Hello,

IAO has reached out regarding the status of this request. Do we have an ETA? It was due on December 14.

Thank you, Amanda

Polkinghorne, Elise HLTH:EX

From: Thelisma, Marie A HLTH:EX

Sent: December 22, 2020 3:02 PM

To: Polkinghorne, Elise HLTH:EX

Subject: FW: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Fyi – can we discuss

From: Sy, Michael HLTH:EX

Sent: December 22, 2020 12:46 PM **To:** Thelisma, Marie A HLTH:EX

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hi Marie.

For the compliance unit, we have plans to conduct audits on the following:

1. s.15

2.

Thanks.

Michael

From: Thelisma, Marie A HLTH:EX <Marie.Thelisma@gov.bc.ca>

Sent: December 21, 2020 4:35 PM

To: King, Rita HLTH:EX <Rita.King@gov.bc.ca>; Areshenko, Michael R HLTH:EX <Michael.Areshenko@gov.bc.ca>; Sy,

Michael HLTH:EX < Michael.Sy@gov.bc.ca >; Chang, Glady HLTH:EX < Glady.Chang@gov.bc.ca >

Cc: Comeau, Francois HLTH:EX < Francois.Comeau@gov.bc.ca >

Subject: FW: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hi This is a branch wide request.

Please review the CFR.

Thank you

From: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Sent: December 4, 2020 11:01 AM

To: Thelisma, Marie A HLTH:EX < Marie. Thelisma@gov.bc.ca >

Cc: Caudle, Erin HLTH:EX <Erin.Caudle@gov.bc.ca>; HLTH FCS FOI General HLTH:EX <HLTH.FCSFOI@gov.bc.ca>

Subject: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

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Request Details: The full texts of all reports issued by the Audit and Investigations Branch, A list of plans of all areas and topics due to be audited by the entity

Date Range for Record Search: From 1/1/2020 To 12/1/2020

Please let me know by Dec 8 if a fee estimate is required or this needs to go to another area.

Thank you,

Amanda Macdonald | Documents Coordinator

Ministry of Health | Finance and Coorporate Services Division

Assistant Deputy Minister's Office

Ph: 236-478-1546

Polkinghorne, Elise HLTH:EX

From: Thelisma, Marie A HLTH:EX

Sent: December 22, 2020 3:02 PM

To: Polkinghorne, Elise HLTH:EX

Subject: FW: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Fyi

From: Areshenko, Michael R HLTH:EX **Sent:** December 22, 2020 11:10 AM **To:** Thelisma, Marie A HLTH:EX

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

I have nothing responsive Marie.

From: Thelisma, Marie A HLTH:EX < Marie. Thelisma@gov.bc.ca>

Sent: December 21, 2020 4:35 PM

To: King, Rita HLTH:EX <Rita.King@gov.bc.ca>; Areshenko, Michael R HLTH:EX <Michael.Areshenko@gov.bc.ca>; Sy,

Michael HLTH:EX < Michael.Sy@gov.bc.ca >; Chang, Glady HLTH:EX < Glady.Chang@gov.bc.ca >

Cc: Comeau, Francois HLTH:EX < Francois.Comeau@gov.bc.ca >

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Amanda Macdonald | Documents Coordinator Ministry of Health | Finance and Coorporate Services Division Assistant Deputy Minister's Office

Ph: 236-478-1546

Polkinghorne, Elise HLTH:EX

From: McQuitty, Tamra HLTH:EX

Sent: December 17, 2020 4:15 PM

To: HLTH FCS FOI General HLTH:EX

Cc: Ranta, Michelle HLTH:EX

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

No worries at all Amanda My inbox is less hectic than Marie's so it is just helpful to get us to tackle the FOIs promptly!

Michelle, please let me know if you have any insight on this request. Happy to chat if that's easier.

Cheers Tamra

From: HLTH FCS FOI General HLTH:EX Sent: December 17, 2020 4:12 PM To: McQuitty, Tamra HLTH:EX Cc: Ranta, Michelle HLTH:EX

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

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Hello,

Please find attached the Call for Records for FOI request described below. Records are due by: December 14, 2020

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Request Details: The full texts of all reports issued by the Audit and Investigations Branch, A list of plans of all areas and topics due to be audited by the entity

Date Range for Record Search: From 1/1/2020 To 12/1/2020

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Thank you,

Amanda Macdonald | Documents Coordinator

Ministry of Health | Finance and Coorporate Services Division

Assistant Deputy Minister's Office

Ph: 236-478-1546

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Cc: Caudle, Erin HLTH:EX < Erin.Caudle@gov.bc.ca >; HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

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Thank you,

Amanda Macdonald | Documents Coordinator

Ministry of Health | Finance and Coorporate Services Division

Assistant Deputy Minister's Office

Ph: 236-478-1546

Polkinghorne, Elise HLTH:EX

From: HLTH FOI Operations HLTH:EX

Sent: December 4, 2020 10:46 AM

To: HLTH FCS FOI General HLTH:EX

Cc: HLTH FOI Operations HLTH:EX

Subject: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 16, 2020 **Attachments:** G - Call for Records form.docx; Questionaire to help with CFR Fee Estimate.docx

Hi Elise [FCS],

 Please find attached the Call for Records for FOI request described below. Records, in pdf format, are due by: December 16, 2020

Applicant type: Media

Request Details: The full texts of all reports issued by the Audit and Investigations Branch, A list of plans of all areas and topics due to be audited by the entity

Date Range for Record Search: From 1/1/2020 To 12/1/2020

- 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: December 9, 2020

Thank you,

Michael Perez de Tagle

Information and Records Analyst | Corporate Issues and Client Relations branch | Ministry of Health | 1515 Blanshard Street, Victoria, BC, V8W 3C8 | Phone: 250.952.2474

WARNING - CONFIDENTIALITY NOTICE

This email message and any attachments thereto are intended solely for the use of the individual or entity to whom it is addressed. If you have received this email in error, please notify the sender immediately by return email and delete the message unread without making any copies.

From: IAOFlexTeam@gov.bc.ca Sent: December 2, 2020 5:24 PM To: HLTH FOI Operations HLTH:EX

Subject: Call for Records HTH-2020-07010 - Rebecca Maxwell

Request for Documents for Request # 'HTH-2020-07010'. Your response due date is: 12/16/2020 12:00:00 AM Message from SENDER: Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

The full texts of all reports issued by the Audit and Investigations Branch, A list of plans of all areas and topics due to be audited by the entity (Date Range for Record Search: From 1/1/2020 To 12/1/2020) Date Format is MM/DD/YYYY

Applicant Type: Media

Records Due: December 16, 2020 Legislated Due Date: January 15, 2021

Please email Rebecca Maxwell at MOFlexTeam@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 MACFlexTeam@gov.bc.ca using the subject line "HTH-2020-07010 - Rebecca Maxwell - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

Load Records to the FOI Fileshare

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

- Create a new folder in the FOI Fileshare titled "HTH-2020-07010 Rebecca Maxwell Records"
- Copy all responsive records and the completed CFR to the folder
- Send an email to IAOFlexTeam@gov.bc.ca with the subject line "HTH-2020-07010 Rebecca Maxwell CFR Complete"

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

Reminder

FOIPPA obligates us to assist every applicant and to respond without delay, openly, accurately, and completely. If the public body must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Thank you,

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

From: McQuitty, Tamra HLTH:EX

To: Areshenko, Michael R HLTH:EX

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Date: December 18, 2020 12:01:57 PM

Attachments: <u>image001.png</u>

Hi Mike, there is a new Document Coordinator in the ADMO. She sent this to Erin as the Branch Administrator. The email should have been responded to in some way.

This is branch wide request, not BIP specific.

I am not working with ADMO to sort out next steps as Marie is on holidays.

Long story short, nothing needed at this point.

Cheers

Tamra

From: Areshenko, Michael R HLTH:EX < Michael. Areshenko@gov.bc.ca>

Sent: December 18, 2020 9:13 AM

To: McQuitty, Tamra HLTH:EX <Tamra.McQuitty@gov.bc.ca>

Subject: FW: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Anything you need us to action on this? Was this intended for Erin?

From: Caudle, Erin HLTH:EX < Erin.Caudle@gov.bc.ca

Sent: December 18, 2020 9:02 AM

To: Areshenko, Michael R HLTH:EX < Michael. Areshenko@gov.bc.ca >

Subject: FW: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hi Mike,

I was cc'ed on this email but I think it may have been intended for Aasha. Can you check with Tamra and Marie to see what this is regarding please. I haven't had a request like this before.

Thanks, Erin



Erin Caudle

Branch Administrator Audit and Investigations Branch Ministry of Health 236-478-1194 **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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Sent: December 17, 2020 3:54 PM

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Cc: Caudle, Erin HLTH:EX < Erin.Caudle@gov.bc.ca >

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Thank you,

Amanda Macdonald | Documents Coordinator

Ministry of Health | Finance and Coorporate Services Division

Assistant Deputy Minister's Office

Ph: 236-478-1546

From: McQuitty, Tamra HLTH:EX

To: Longhurst, John HLTH:EX

Subject: FW: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Date: December 22, 2020 12:48:42 PM

FYI below, I didn't realize Marie had also forwarded this to the rest of AIB, but I think we have to figure out how to coordinate the response still.

Cheers Tamra

From: Thelisma, Marie A HLTH:EX <Marie.Thelisma@gov.bc.ca>

Sent: December 21, 2020 4:34 PM

To: King, Rita HLTH:EX <Rita.King@gov.bc.ca>; Areshenko, Michael R HLTH:EX <Michael.Areshenko@gov.bc.ca>; Sy, Michael HLTH:EX <Michael.Sy@gov.bc.ca>; Chang, Glady HLTH:EX <Glady.Chang@gov.bc.ca>

Cc: McQuitty, Tamra HLTH:EX <Tamra.McQuitty@gov.bc.ca>; Polkinghorne, Elise HLTH:EX <Elise.Polkinghorne@gov.bc.ca>; Comeau, Francois HLTH:EX <Francois.Comeau@gov.bc.ca>

Subject: FW: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hi,

This appears to be a branch wide request.

Marie

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Sent: December 21, 2020 3:43 PM

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Cc: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca>

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Good Afternoon Marie and Tamra,

I asked if IAO knew what types of audits the applicant was looking for.

IAO responded that:

"Regarding the types of audits, the request description states that the applicant is seeking "The full texts of all reports issued by the <u>Audit and Investigations Branch</u>, A list of plans of <u>all</u> areas and topics due to be audited by the entity ...".

If FCS has any uncertainty regarding how to reasonably respond to the request, or if narrowing is sought, IAO can facilitate further discussion"

From their response, it looks like the request is branch-wide. Do you have an estimate for the volume of records? The fee estimate deadline has passed, but if I can provide IAO with an approximate number of pages, we should be able to get an extension due to volume if needed.

Thanks, Elise

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FYI – I checked in with Marie on this, and she agreed it is a very large request if this is branch-wide for AIB.

Perhaps we could get some clarification or a more specific request on what types of audits they are looking for?

Cheers

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<hLTH.FCSFOI@gov.bc.ca>

Subject: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hello,

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

December 14, 2020

Applicant type: Media

Request Details: The full texts of all reports issued by the Audit and Investigations Branch, A list of plans of all areas and topics due to be audited by the entity

Date Range for Record Search: From 1/1/2020 To 12/1/2020

Please let me know by Dec 8 if a fee estimate is required or this needs to go to another area.

Thank you, Amanda Macdonald | Documents Coordinator Ministry of Health | Finance and Coorporate Services Division Assistant Deputy Minister's Office

Ph: 236-478-1546

From: McQuitty, Tamra HLTH:EX

To: Thelisma, Marie A HLTH:EX; King, Rita HLTH:EX; Areshenko, Michael R HLTH:EX; Sy, Michael HLTH:EX; Chang,

Glady HLTH:EX

Cc: Polkinghorne, Elise HLTH:EX; HLTH FCS FOI General HLTH:EX; Comeau, Francois HLTH:EX

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Date: December 22, 2020 3:15:10 PM

John and I are working on a response to IAO to get more clarification on this request.

Should have something later today.

Cheers

Tamra

From: Thelisma, Marie A HLTH:EX <Marie.Thelisma@gov.bc.ca>

Sent: December 21, 2020 4:34 PM

To: King, Rita HLTH:EX <Rita.King@gov.bc.ca>; Areshenko, Michael R HLTH:EX

<Michael.Areshenko@gov.bc.ca>; Sy, Michael HLTH:EX <Michael.Sy@gov.bc.ca>; Chang, Glady

HLTH:EX <Glady.Chang@gov.bc.ca>

Cc: McQuitty, Tamra HLTH:EX <Tamra.McQuitty@gov.bc.ca>; Polkinghorne, Elise HLTH:EX <Elise.Polkinghorne@gov.bc.ca>; Comeau, Francois HLTH:EX <Francois.Comeau@gov.bc.ca>

Subject: FW: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hi,

This appears to be a branch wide request.

Marie

From: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca>

Sent: December 21, 2020 3:43 PM

To: McQuitty, Tamra HLTH:EX < Tamra.McQuitty@gov.bc.ca >; Thelisma, Marie A HLTH:EX

<Marie.Thelisma@gov.bc.ca>

Cc: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

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Good Afternoon Marie and Tamra,

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Thanks,

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Sent: December 18, 2020 5:05 PM

To: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Cc: Ranta, Michelle HLTH:EX < Michelle.Ranta@gov.bc.ca >; Thelisma, Marie A HLTH:EX

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Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

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Sent: December 17, 2020 4:12 PM

To: McQuitty, Tamra HLTH:EX < Tamra.McQuitty@gov.bc.ca > **Cc:** Ranta, Michelle HLTH:EX < Michelle.Ranta@gov.bc.ca >

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hi Tamra,

Sorry, I'll make a note to cc you next time!

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Thank you, Amanda

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Amanda Macdonald | Documents Coordinator

Ministry of Health | Finance and Coorporate Services Division

Assistant Deputy Minister's Office

Ph: 236-478-1546

From: McQuitty, Tamra HLTH:EX

To: Thelisma, Marie A HLTH:EX

Subject: FW: Call for Records HTH-2020-07010 (AIB Reports 2020)

Date: December 22, 2020 4:53:01 PM

Hi Marie, can you help me answer some of John's questions below? I think we can narrow it down a bit before sending to IAO to request more information.

Cheers Tamra

From: Longhurst, John HLTH:EX < John.Longhurst@gov.bc.ca>

Sent: December 22, 2020 4:15 PM

To: McQuitty, Tamra HLTH:EX <Tamra.McQuitty@gov.bc.ca> **Subject:** RE: Call for Records HTH-2020-07010 (AIB Reports 2020)

Hello Tamra.

Here are a few things that came to mind as I reviewed the language of this FOI request.

• In addition to audit reports issued by the **Billing Integrity Program (BIP)**, would this request also include all **PharmaCare Audit (PCA)** and **Service Verification Audit (SVA)** reports? I am not even sure if SVA reports are "issued" and that word seems to be a key part in this request. I believe program area input and clarification are needed.

s.15

- I assume Audit Tracker could produce a list of all the <u>completed BIP audit reports</u> for 2020. I do not know if/how the other units track their reports.
- Does the date range of the request (Jan 1 2020-Dec 1 2020) include the recent AIC approved reports? These weren't approved until December 9, 2020. Does AIC approval mean these reports have been "issued"? Are they "issued" when signed-off by staff and Medical Inspectors? Perhaps reports are only considered to be "issued" when they are sent to the practitioner or facility being audited. I am unsure.
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to satisfy FOI requests.

These are my initial thoughts. As worded, this would appear to be a pretty massive request. I strongly suggest additional clarification and further narrowing if possible. An estimate of the response volume cannot be provided without further input from the requestor via IAO.

FYI: I have created a folder on the LAN for the administration of BIP's response <u>here</u>. The other program areas should probably create similar folders on their LANs if it is determined they are responding.

John Longhurst, BA

Information Access Analyst Billing Integrity Program Ministry of Health PO Box 9647 STN PROV GOVT

5th Floor 1515 Blanshard Street, Victoria BC Phone: 250 952-2625 Fax: 250 952-2605

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A Please consider the environment before printing this email.

From: McQuitty, Tamra HLTH:EX < Tamra.McQuitty@gov.bc.ca>

Sent: December 22, 2020 10:57 AM

To: Longhurst, John HLTH:EX < John.Longhurst@gov.bc.ca>

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Amanda Macdonald | Documents Coordinator **Ministry of Health |** Finance and Coorporate Services Division Assistant Deputy Minister's Office Ph: 236-478-1546

Longhurst, John HLTH:EX

From: McQuitty, Tamra HLTH:EX

Sent: December 23, 2020 12:47 PM

To: Longhurst, John HLTH:EX

Subject: RE: Call for Records HTH-2020-07010 (AIB reports 2020) - interim response

FYI...

From: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Sent: December 23, 2020 8:26 AM

To: McQuitty, Tamra HLTH:EX < Tamra.McQuitty@gov.bc.ca > **Cc:** HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Good Morning Tamra,

After discussing this with Marie, I've sent in a interim response to FOI Operations, informing them that the request as written will result in approx. 90, 000 pages (excluding excel spreadsheets, which will need to be converted to PDF, resulting in a substantially higher page count). I am aware that the page count will probably be much higher, but I wanted to provide them with a number in order to get an extension. I can provide them with an updated number if/when needed.

Please let me know if you have any questions. Thanks.

Elise

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Sent: December 22, 2020 3:15 PM

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Cc: Polkinghorne, Elise HLTH:EX <Elise.Polkinghorne@gov.bc.ca>; HLTH FCS FOI General HLTH:EX <HLTH.FCSFOI@gov.bc.ca>;

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 To:
 HLTH FCS FOI General HLTH:EX

 Cc:
 Thelisma, Marie A HLTH:EX

Subject: FW: Call for Records HTH-2020-07010 (AIB Reports 2020)

Date: January 4, 2021 3:13:08 PM

As discussed, here are records/thoughts from me and John.

Cheers Tamra

From: Longhurst, John HLTH:EX **Sent:** December 22, 2020 4:15 PM **To:** McQuitty, Tamra HLTH:EX

Subject: RE: Call for Records HTH-2020-07010 (AIB Reports 2020)

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Information Access Analyst
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5th Floor 1515 Blanshard Street, Victoria BC
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Ministry of Health | Finance and Coorporate Services Division

Assistant Deputy Minister's Office

Ph: 236-478-1546

From: McOuitty, Tamra HLTH:EX

To: McQuitty, Tamra HLTH:EX; Bystedt, Nick HLTH:EX

Subject: Conversation with McQuitty, Tamra HLTH:EX

Date: January 4, 2021 4:29:55 PM

McQuitty, Tamra HLTH:EX 4:14 PM:

Hi Nick! For SVAs, do we "issue" a report of any sort after they are complete? to the physician?

Bystedt, Nick HLTH:EX 4:15 PM:

Hi Tamra, yes we do, generally it's a standard letter saying along the lines of "we have completed the SVA, no further action required"

Bystedt, Nick HLTH:EX 4:15 PM:

that's to the physician. Internally we have file notes and reports

McQuitty, Tamra HLTH:EX 4:16 PM:

gotcha, that's what I thought...I am going to need you to help me with an FOI response asking for all reports issued between Jan 1 2020 and Dec 1 2020

McQuitty, Tamra HLTH:EX 4:16 PM:

its for all of AIB!

Bystedt, Nick HLTH:EX 4:16 PM:

ok

McQuitty, Tamra HLTH:EX 4:21 PM:

tks:)

Bystedt, Nick HLTH:EX 4:21 PM:

np

Bystedt, Nick HLTH:EX 4:22 PM:

it'll basically be a list of all SVAs minus a few that we haven't closed yet

McQuitty, Tamra HLTH:EX 4:22 PM:

ok - and they would all be 1-2 pages?

Bystedt, Nick HLTH:EX 4:24 PM:

yeah just a 1-page form letter - they're all the same

McQuitty, Tamra HLTH:EX 4:24 PM:

perfect

Bystedt, Nick HLTH:EX 4:26 PM:

ah I see your email. Probably the letters I'm referring to wouldn't be reports maybe? They don't contain any information

McQuitty, Tamra HLTH:EX 4:26 PM:

that's okay

Monteiro, Jordan HLTH:EX

From: McQuitty, Tamra HLTH:EX Sent: January 5, 2021 12:47 PM To: Monteiro, Jordan HLTH:EX

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Thanks Jordan!

From: Monteiro, Jordan HLTH:EX < Jordan. Monteiro@gov.bc.ca>

Sent: January 5, 2021 10:02 AM

To: McQuitty, Tamra HLTH:EX < Tamra. McQuitty@gov.bc.ca>

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hi Tamra,

No since we haven't done any reports. The reports were sent out at the time those letters were written. Nothing else was done from that point onwards until this year.

From: McQuitty, Tamra HLTH:EX < Tamra.McQuitty@gov.bc.ca >

Sent: January 5, 2021 9:43 AM

To: Monteiro, Jordan HLTH:EX < Jordan. Monteiro@gov.bc.ca >

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hi again, all of these letters are dated August 2019.

Did we not send anything out from Jan 1 to Dec 1 2020? Just confirming (**)



Cheers

Tamra

From: Monteiro, Jordan HLTH:EX < Jordan. Monteiro@gov.bc.ca>

Sent: January 5, 2021 9:22 AM

To: McQuitty, Tamra HLTH:EX < Tamra. McQuitty@gov.bc.ca >

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

There you go, they are on the LAN.

Cheers, Jordan

From: McQuitty, Tamra HLTH:EX <Tamra.McQuitty@gov.bc.ca>

Sent: January 5, 2021 9:15 AM

To: Monteiro, Jordan HLTH:EX < Jordan. Monteiro@gov.bc.ca>

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Yes we should keep copies for sure. Can you ask her for them pls?

From: Monteiro, Jordan HLTH:EX < Jordan. Monteiro@gov.bc.ca >

Sent: January 5, 2021 9:11 AM

To: McQuitty, Tamra HLTH:EX < Tamra. McQuitty@gov.bc.ca>

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

I don't think so those were written by Chantelle Jones. I recall reviewing them and then sending them back to her. I can check to see if we saved copies ourselves

Jordan

From: McQuitty, Tamra HLTH:EX < Tamra. McQuitty@gov.bc.ca>

Sent: January 5, 2021 8:44 AM

To: Monteiro, Jordan HLTH:EX < Jordan. Monteiro@gov.bc.ca >

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Thanks Jordan, do you have a copy of the cover letters that were sent with the reports?

From: Monteiro, Jordan HLTH:EX < <u>Jordan.Monteiro@gov.bc.ca</u>>

Sent: January 5, 2021 8:35 AM

To: McQuitty, Tamra HLTH:EX < Tamra. McQuitty@gov.bc.ca >

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hi Tamra,

Please find the attached reports. These can all be found in the Extra Billing folders.

Thanks,

Jordan

From: McQuitty, Tamra HLTH:EX <Tamra.McQuitty@gov.bc.ca>

Sent: January 4, 2021 4:46 PM

To: Monteiro, Jordan HLTH:EX < <u>Jordan.Monteiro@gov.bc.ca</u>> **Cc:** Longhurst, John HLTH:EX < <u>John.Longhurst@gov.bc.ca</u>>

Subject: FW: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hi Jordan, can you please pull Extra Billing audit reports for this request? Mainly at this point, we are looking for the number of pages to do a fee estimate. Any questions, please let me know.

Request Details: The full texts of all reports issued by the Audit and Investigations Branch, A list of plans of all areas and topics due to be audited by the entity

Date Range for Record Search: From 1/1/2020 To 12/1/2020

Issued = sent to the "auditee"

Cheers

Tamra

From: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca>

Sent: December 21, 2020 3:43 PM

To: McQuitty, Tamra HLTH:EX <Tamra.McQuitty@gov.bc.ca>; Thelisma, Marie A HLTH:EX <Marie.Thelisma@gov.bc.ca>

Cc: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Good Afternoon Marie and Tamra,

I asked if IAO knew what types of audits the applicant was looking for.

IAO responded that:

"Regarding the types of audits, the request description states that the applicant is seeking "The full texts of all reports issued by the <u>Audit and Investigations Branch</u>, A list of plans of <u>all areas and topics due to be audited by the entity</u> ...".

If FCS has any uncertainty regarding how to reasonably respond to the request, or if narrowing is sought, IAO can facilitate further discussion"

From their response, it looks like the request is branch-wide. Do you have an estimate for the volume of records? The fee estimate deadline has passed, but if I can provide IAO with an approximate number of pages, we should be able to get an extension due to volume if needed.

Thanks, Elise

From: McQuitty, Tamra HLTH:EX < Tamra.McQuitty@gov.bc.ca >

Sent: December 18, 2020 5:05 PM

To: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Cc: Ranta, Michelle HLTH:EX < Michelle.Ranta@gov.bc.ca>; Thelisma, Marie A HLTH:EX < Marie.Thelisma@gov.bc.ca>

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

FYI – I checked in with Marie on this, and she agreed it is a very large request if this is branch-wide for AIB.

Perhaps we could get some clarification or a more specific request on what types of audits they are looking for?

Cheers Tamra

From: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca>

Sent: December 17, 2020 4:12 PM

To: McQuitty, Tamra HLTH:EX < Tamra.McQuitty@gov.bc.ca > **Cc:** Ranta, Michelle HLTH:EX < Michelle.Ranta@gov.bc.ca >

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hi Tamra,

Sorry, I'll make a note to cc you next time!

Elise has seen this, but I don't think Michelle has. I will loop her in by way of this reply.

Thank you, Amanda

From: McQuitty, Tamra HLTH:EX < Tamra. McQuitty@gov.bc.ca>

Sent: December 17, 2020 4:04 PM

To: HLTH FCS FOI General HLTH:EX < <u>HLTH.FCSFOI@gov.bc.ca</u> > **Cc:** Thelisma, Marie A HLTH:EX < <u>Marie.Thelisma@gov.bc.ca</u> >

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hi Amanda, let's see what we can do here as this is the first I've seen of this request...and it appears quite massive!

Typically FOI requests for AIB go to me and Marie only, and then we work with Elise to coordinate the response.

I am not sure that I can answer this today, but I wonder if anyone else from the ADMO has been looped in on this – I don't often see media requests.

Cheers Tamra

From: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Sent: December 17, 2020 3:54 PM

To: McQuitty, Tamra HLTH:EX < Tamra. McQuitty@gov.bc.ca >

Cc: Caudle, Erin HLTH:EX < Erin.Caudle@gov.bc.ca >

Subject: FW: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hello,

IAO has reached out regarding the status of this request. Do we have an ETA? It was due on December 14.

Thank you, Amanda

From: HLTH FCS FOI General HLTH:EX <HLTH.FCSFOI@gov.bc.ca>

Sent: December 4, 2020 11:01 AM

To: Thelisma, Marie A HLTH:EX < Marie. Thelisma@gov.bc.ca >

Cc: Caudle, Erin HLTH:EX < Erin.Caudle@gov.bc.ca >; HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Subject: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hello,

Please find attached the Call for Records for FOI request described below. Records are due by: December 14, 2020

Applicant type: Media

Request Details: The full texts of all reports issued by the Audit and Investigations Branch, A list of plans of all areas and topics due to be audited by the entity

Date Range for Record Search: From 1/1/2020 To 12/1/2020

Please let me know by Dec 8 if a fee estimate is required or this needs to go to another area.

Thank you,

Amanda Macdonald | Documents Coordinator

Ministry of Health | Finance and Coorporate Services Division

Assistant Deputy Minister's Office

Ph: 236-478-1546

 From:
 McQuitty, Tamra HLTH:EX

 To:
 Bystedt, Nick HLTH:EX

 Cc:
 Longhurst, John HLTH:EX

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Date: January 5, 2021 9:44:26 AM

Thanks Nick, I'll put the count down as 600.

I'll let you know if/when we need to pull the actual records.

From: Bystedt, Nick HLTH:EX < Nick.Bystedt@gov.bc.ca>

Sent: January 5, 2021 8:29 AM

To: McQuitty, Tamra HLTH:EX <Tamra.McQuitty@gov.bc.ca> **Cc:** Longhurst, John HLTH:EX <John.Longhurst@gov.bc.ca>

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hi Tamra,

SVG would have sent out 600 letters to practitioners following the closure of an SVA project during the below date range. These are each one page, single-sided.

There is also the initial letter notifying the practitioner of the upcoming SVA – that would be another 600 if those were included. That letter also includes some enclosures.

Nick

From: McQuitty, Tamra HLTH:EX < Tamra.McQuitty@gov.bc.ca>

Sent: January 4, 2021 4:21 PM

To: Bystedt, Nick HLTH:EX < <u>Nick.Bystedt@gov.bc.ca</u>> **Cc:** Longhurst, John HLTH:EX < <u>John.Longhurst@gov.bc.ca</u>>

Subject: FW: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hi Nick, can you please pull audit reports for Service Verification Audits – BIP and PCA? Mainly at this point, we are looking for the number of pages to do a fee estimate. Any questions, please let me know.

Request Details: The full texts of all reports issued by the Audit and Investigations Branch, A list of plans of all areas and topics due to be audited by the entity

Date Range for Record Search: From 1/1/2020 To 12/1/2020

Issued = sent to the "auditee"

Cheers

Tamra

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Sent: December 21, 2020 3:43 PM

To: McQuitty, Tamra HLTH:EX < Tamra.McQuitty@gov.bc.ca >; Thelisma, Marie A HLTH:EX

<Marie.Thelisma@gov.bc.ca>

Cc: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca>

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Good Afternoon Marie and Tamra,

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From their response, it looks like the request is branch-wide. Do you have an estimate for the volume of records? The fee estimate deadline has passed, but if I can provide IAO with an approximate number of pages, we should be able to get an extension due to volume if needed.

Thanks, Elise

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Sent: December 18, 2020 5:05 PM

To: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Cc: Ranta, Michelle HLTH:EX < <u>Michelle.Ranta@gov.bc.ca</u>>; Thelisma, Marie A HLTH:EX

<Marie.Thelisma@gov.bc.ca>

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

FYI – I checked in with Marie on this, and she agreed it is a very large request if this is branch-wide for AIB.

Perhaps we could get some clarification or a more specific request on what types of audits they are looking for?

Cheers Tamra From: HLTH FCS FOI General HLTH:EX <HLTH.FCSFOI@gov.bc.ca>

Sent: December 17, 2020 4:12 PM

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Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hi Tamra,

Sorry, I'll make a note to cc you next time!

Elise has seen this, but I don't think Michelle has. I will loop her in by way of this reply.

Thank you, Amanda

From: McQuitty, Tamra HLTH:EX < Tamra.McQuitty@gov.bc.ca>

Sent: December 17, 2020 4:04 PM

To: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca > **Cc:** Thelisma, Marie A HLTH:EX < Marie.Thelisma@gov.bc.ca >

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I am not sure that I can answer this today, but I wonder if anyone else from the ADMO has been looped in on this – I don't often see media requests.

Cheers

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Sent: December 17, 2020 3:54 PM

To: McQuitty, Tamra HLTH:EX < Tamra. McQuitty@gov.bc.ca>

Cc: Caudle, Erin HLTH:EX < Erin.Caudle@gov.bc.ca>

Subject: FW: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hello,

IAO has reached out regarding the status of this request. Do we have an ETA? It was due on December 14.

Thank you,

Amanda

From: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca>

Sent: December 4, 2020 11:01 AM

To: Thelisma, Marie A HLTH:EX < Marie. Thelisma@gov.bc.ca>

Cc: Caudle, Erin HLTH:EX < Erin.Caudle@gov.bc.ca; HLTH FCS FOI General HLTH:EX

<hLTH.FCSFOI@gov.bc.ca>

Subject: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Hello,

Please find attached the Call for Records for FOI request described below. Records are due by: **December 14, 2020**

Applicant type: Media

Request Details: The full texts of all reports issued by the Audit and Investigations Branch, A list of plans of all areas and topics due to be audited by the entity

Date Range for Record Search: From 1/1/2020 To 12/1/2020

Please let me know by Dec 8 if a fee estimate is required or this needs to go to another area.

Thank you,

Amanda Macdonald | Documents Coordinator **Ministry of Health |** Finance and Coorporate Services Division Assistant Deputy Minister's Office

Ph: 236-478-1546

Longhurst, John HLTH:EX

From: McQuitty, Tamra HLTH:EX Sent: January 5, 2021 1:02 PM

To: HLTH FCS FOI General HLTH:EX; Thelisma, Marie A HLTH:EX

Cc: Longhurst, John HLTH:EX

Subject: RE: HTH-2020-07010 (AIB reports) - BIP pages for Fee Estimate

Hi Elise,

I have a page estimate of 1025 pages for BIP audit reports for this time period.

I do not have any formal plan for audits for this year.

Perhaps, as this is branch-wide it would be helpful for you, me and Marie to have a chat about this.

Tamra

From: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca>

Sent: December 30, 2020 8:31 AM

To: McQuitty, Tamra HLTH:EX <Tamra.McQuitty@gov.bc.ca>; Thelisma, Marie A HLTH:EX <Marie.Thelisma@gov.bc.ca>

Cc: HLTH FCS FOI General HLTH:EX < HLTH.FCSFOI@gov.bc.ca >

Subject: RE: NEW: Call for Records HTH-2020-07010 - Rebecca Maxwell - due December 14, 2020

Good Morning Tamra and Marie,

IAO has asked if FCS would like to prepare a fee estimate for this request. They stated the applicant is unlikely to be cooperative in narrowing, so we should submit a fee estimate first.

I don't know if you've been working on one already? If we are going to prepare one, we will need to submit it soon.

Please advise.

Elise

Call for Records HTH-2020-07005 - Rebecca Maxwell

From: IAOFlexTeam@gov.bc.ca

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

 Sent:
 December 7, 2020 12:38:27 PM PST

 Received:
 December 7, 2020 12:38:41 PM PST

Attachments: G - Call for Records form.docx

Request for Documents for Request # 'HTH-2020-07005'. Your response due date is: 12/21/2020 12:00:00 AM Message from SENDER: Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

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

Applicant Type: Media

Request also directed to: GCP-2020-07004; OOP-2020-07006

Records Due: December 21, 2020 Legislated Due Date: January 15, 2021

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

Fees

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

- The search and retrieval time are anticipated to exceed 3 hours;
- The volume of hard-copy records is anticipated to exceed 200 pages;
- Preparation time can reasonably be expected to exceed 15 minutes or more.

If so, please complete Sections 2 and 4 of the CFR, add it to the FOI Fileshare, and then email the IAOFlexTeam@gov.bc.ca using the subject line "HTH-2020-07005 - Rebecca Maxwell - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

Load Records to the FOI Fileshare

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

- Create a new folder in the FOI Fileshare titled "HTH-2020-07005 Rebecca Maxwell Records"
- Copy all responsive records and the completed CFR to the folder
- Send an email to IAOFlexTeam@gov.bc.ca with the subject line "HTH-2020-07005 Rebecca Maxwell CFR Complete"

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

Reminder

FOIPPA obligates us to assist every applicant and to respond without delay, openly, accurately, and completely. If the public body must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Thank you,

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

NEW: Call for Records HTH-2020-07005 - Rebecca Maxwell - due December 21, 2020

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

To: Hansen, Lucy HLTH:EX <Lucy.Hansen@gov.bc.ca>

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

Sent: December 7, 2020 2:01:08 PM PST Received: December 7, 2020 2:01:09 PM PST

Attachments: Questionaire to help with CFR Fee Estimate.docx, G - Call for Records

form.docx

Hi Lucy [MO],

1. ** Does this FOI need to go to another area/division? Please advise by [date 3 days after receiving request]!! **

Please find attached the Call for Records for FOI request described below. Records, in pdf format, are due by: **December 21, 2020**

Applicant type: Media

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

- 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: December 14, 2020

Thank you,

Michael Perez de Tagle

Information and Records Analyst | Corporate Issues and Client Relations branch | Ministry of Health | 1515 Blanshard Street, Victoria, BC, V8W 3C8 | Phone: 250.952.2474

WARNING - CONFIDENTIALITY NOTICE

This email message and any attachments thereto are intended solely for the use of the individual or entity to whom it is addressed. If you have received this email in error, please notify the sender immediately by return email and delete the message unread without making any copies.

From: IAOFlexTeam@gov.bc.ca **Sent:** December 7, 2020 12:38 PM **To:** HLTH FOI Operations HLTH:EX

Subject: Call for Records HTH-2020-07005 - Rebecca Maxwell

Request for Documents for Request # 'HTH-2020-07005'. Your response due date is: 12/21/2020 12:00:00 AM Message from SENDER: Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

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

Applicant Type: Media

Request also directed to: GCP-2020-07004; OOP-2020-07006

Records Due: December 21, 2020 Legislated Due Date: January 15, 2021

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

Fees

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- 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 MACFlexTeam@gov.bc.ca using the subject line "HTH-2020-07005 - Rebecca Maxwell - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

Load Records to the FOI Fileshare

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Thank you,

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



Section 1: FOI Request Details

data
Preparing – tasks include

Call For Records Form FOI Request: 292-30/HTH-2020-07005

General Request ⊠	Personal Re	equest 🗆	Authorization R	eceived: N/A		
Applicant Type: Media	Request Re	ceived: December 1,	FOI Analyst: Re	becca Maxwell		
Legislated Due Date: January 15, 2021	Fee Estima 2020	te Due: December 14,	Records Due: D	ecember 21, 2020		
Description : Regarding a Sept. 11, 20, list of the names of all persons involve briefing material, script, talking points	ed and their a	ffiliations, copies of th	e agenda and minutes,	briefing notes and		
Section 2: Initial Records Asse	ssment					
Do you hold responsive records? YES						
If no, please provide an explanation the	at can be give	n to the applicant (if a	pplicable):			
Are you aware of other records that may be responsive to this request within your public body? YES \(\subseteq \text{NO} \subseteq \)						
Are you aware of other records that may be responsive to this request within your public body? YES \(\sqrt{NO} \) NO \(\sqrt{NO} \)						
If yes, specify:						
Section 3: No Records Respon						
Please forward to public body FOI cont have been located	act (if applica	ble) for delegated hea	id's final public body a	oproval if no records		
	a and ##Ia\.	Ciamatura.		Date: Date		
Final public body approval (full name	e and title):	Signature:		Date: Date		
Cartian A. Fan Fatimenta		1 ('6.1		=\		
Section 4: Fee Estimate – General			Estimated Hours	Actual Hours		
Please ensure that all reasonable effo	orts are made	to generate as	estimated nours	Actual Hours		
accurate an estimate as possible						
Locating/Retrieving – areas to search	1					
Outlook (including 'deleted' and 'sent' folders)						
Records management systems (ex. EDRMS)						
LAN, shared drives, SharePoint, databases						
Offsite records						
Producing – tasks include						
Identifying relevant sources or	of data/inform	nation				
Manual time spent creating and producing records						
 Ex: generating a custom report from a database using existing 						

Photoe	opying/scanning records into electronic forma	t				
• Ensuri	ng completeness of responsive records					
Copyir	g other types of media (audio and/or video)					
Volume – in pages						
Electro	nic records					
0	Emails without attachments					
0	Emails with attachments					
0	Other: PDF, Word, Excel, photos, etc.					
Hardco	ppy records					
	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					
Suggestions fo	r possible narrowing:					
Section 5: Se	arch Summary					
	the search for records including what records	were searched, (e.g., files, email,	databases, EDRMS,			
	etc.) duration of search time, and who conduc					
Saction Faul	tragram Araa Harms Assassment					
	Program Area Harms Assessment	mublic body's position or a third	north/s interests on			
Harm – disclos u	re of the records would significantly harm the					
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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.

RE: Call for Records HTH-2020-07005 - Rebecca Maxwell - due December 21, 2020

From: Hansen, Lucy HLTH:EX <Lucy.Hansen@gov.bc.ca>

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

Sent: December 7, 2020 2:10:26 PM PST Received: December 7, 2020 2:10:26 PM PST

Attachments: image001.png

You will have to request this information from GCPE they would of provided all the material if any to our office.

Lucy



Lucy Hansen

Administrative Coordinator to the

Honourable Adrian Dix

Minister of Health &

Minister Responsible for Francophone Affairs

Direct: 778-974-6008 Office: 250-953-3547

E-mail: Lucy.Hansen@gov.bc.ca

Pronouns: she/hers

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: https://www.lobbyistsregistrar.bc.ca/.

From: HLTH FOI Operations HLTH:EX **Sent:** December 7, 2020 2:01 PM

To: Hansen, Lucy HLTH:EX

Cc: HLTH FOI Operations HLTH:EX

Subject: NEW: Call for Records HTH-2020-07005 - Rebecca Maxwell - due December 21, 2020

Hi Lucy [MO],

1. ** Does this FOI need to go to another area/division? Please advise by [date 3 days after receiving request]!! **

Please find attached the Call for Records for FOI request described below. Records, in pdf format, are due by: **December 21, 2020**

Applicant type: Media

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

2. Please send in your completed CFR and records (in pdf format) to the Health FOI Inbox at <a href="https://hut.ncbi.nlm.ncbi.nl

- 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: December 14, 2020

Thank you,

Michael Perez de Tagle

Information and Records Analyst | Corporate Issues and Client Relations branch | Ministry of Health | 1515 Blanshard Street, Victoria, BC, V8W 3C8 | Phone: 250.952.2474

WARNING - CONFIDENTIALITY NOTICE

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From: IAOFlexTeam@gov.bc.ca

Sent: December 7, 2020 12:38 PM

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

Subject: Call for Records HTH-2020-07005 - Rebecca Maxwell

Request for Documents for Request # 'HTH-2020-07005'. Your response due date is: 12/21/2020 12:00:00 AM Message from SENDER: Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

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

Applicant Type: Media

Request also directed to: GCP-2020-07004; OOP-2020-07006

Records Due: December 21, 2020 Legislated Due Date: January 15, 2021

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

Fees

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

- The search and retrieval time are anticipated to exceed 3 hours;
- The volume of hard-copy records is anticipated to exceed 200 pages;
- Preparation time can reasonably be expected to exceed 15 minutes or more.

If so, please complete Sections 2 and 4 of the CFR, add it to the FOI Fileshare, and then email the IAOFlexTeam@gov.bc.ca using the subject line "HTH-2020-07005 - Rebecca Maxwell - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

Load Records to the FOI Fileshare

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

- Create a new folder in the FOI Fileshare titled "HTH-2020-07005 Rebecca Maxwell Records"
- Copy all responsive records and the completed CFR to the folder
- Send an email to IAOFlexTeam@gov.bc.ca with the subject line "HTH-2020-07005 Rebecca Maxwell CFR Complete"

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

Reminder

FOIPPA obligates us to assist every applicant and to respond without delay, openly, accurately, and completely. If the public body must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Thank you,

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

RE: Call for Records HTH-2020-07005 - Rebecca Maxwell - due December 21, 2020

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

To: Hansen, Lucy HLTH:EX <Lucy.Hansen@gov.bc.ca>

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

Sent: December 7, 2020 2:17:08 PM PST Received: December 7, 2020 2:17:09 PM PST

Attachments: image001.png

Hi Lucy,

This request has also gone to GCPE, but just want to clarify are you saying that any records you have would be a duplicate of what GCPE has as they sent these to you?

Thanks,

Michael

From: Hansen, Lucy HLTH:EX
Sent: December 7, 2020 2:10 PM
To: HLTH FOI Operations HLTH:EX

Subject: RE: Call for Records HTH-2020-07005 - Rebecca Maxwell - due December 21, 2020

You will have to request this information from GCPE they would of provided all the material if any to our office.

Lucy



Lucy Hansen

Administrative Coordinator to the

Honourable Adrian Dix

Minister of Health &

Minister Responsible for Francophone Affairs

Direct: 778-974-6008 Office: 250-953-3547

E-mail: Lucy.Hansen@gov.bc.ca

Pronouns: she/hers

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

Sent: December 7, 2020 2:01 PM

To: Hansen, Lucy HLTH:EX < Lucy. Hansen@gov.bc.ca>

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

Subject: NEW: Call for Records HTH-2020-07005 - Rebecca Maxwell - due December 21, 2020

Hi Lucy [MO],

1. ** Does this FOI need to go to another area/division? Please advise by [date 3 days after receiving request]!! **

Please find attached the Call for Records for FOI request described below. Records, in pdf format, are due by: **December 21, 2020**

Applicant type: Media

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

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Michael Perez de Tagle

Information and Records Analyst | Corporate Issues and Client Relations branch | Ministry of Health | 1515 Blanshard Street, Victoria, BC, V8W 3C8 | Phone: 250.952.2474

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

Sent: December 7, 2020 12:38 PM

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

Subject: Call for Records HTH-2020-07005 - Rebecca Maxwell

Request for Documents for Request # 'HTH-2020-07005'. Your response due date is: 12/21/2020 12:00:00 AM Message from SENDER: Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

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Applicant Type: Media

Request also directed to: GCP-2020-07004; OOP-2020-07006

Records Due: December 21, 2020 Legislated Due Date: January 15, 2021

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

Fees

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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 MACFlexTeam@gov.bc.ca using the subject line "HTH-2020-07005 - Rebecca Maxwell - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

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Thank you,

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

RE: Call for Records HTH-2020-07005 - Rebecca Maxwell - due December 21, 2020

From: Hansen, Lucy HLTH:EX <Lucy.Hansen@gov.bc.ca>

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

 Sent:
 December 7, 2020 2:22:06 PM PST

 Received:
 December 7, 2020 2:22:07 PM PST

Attachments: image001.png

Yes that is correct - we would have the same records as GCPE



Lucy Hansen

Administrative Coordinator to the

Honourable Adrian Dix

Minister of Health &

Minister Responsible for Francophone Affairs

Direct: 778-974-6008 Office: 250-953-3547

E-mail: Lucy.Hansen@gov.bc.ca

Pronouns: she/hers

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From: HLTH FOI Operations HLTH:EX
Sent: December 7, 2020 2:17 PM

To: Hansen, Lucy HLTH:EX

Cc: HLTH FOI Operations HLTH:EX

Subject: RE: Call for Records HTH-2020-07005 - Rebecca Maxwell - due December 21, 2020

Hi Lucy,

This request has also gone to GCPE, but just want to clarify are you saying that any records you have would be a duplicate of what GCPE has as they sent these to you?

Thanks,

Michael

From: Hansen, Lucy HLTH:EX < Lucy. Hansen@gov.bc.ca>

Sent: December 7, 2020 2:10 PM

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

Subject: RE: Call for Records HTH-2020-07005 - Rebecca Maxwell - due December 21, 2020

You will have to request this information from GCPE they would of provided all the material if any to our office.

Lucy



Lucy Hansen

Administrative Coordinator to the

Honourable Adrian Dix

Minister of Health &

Minister Responsible for Francophone Affairs

Direct: 778-974-6008 Office: 250-953-3547

E-mail: Lucy.Hansen@gov.bc.ca

Pronouns: she/hers

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

Sent: December 7, 2020 2:01 PM

To: Hansen, Lucy HLTH:EX < Lucy. Hansen@gov.bc.ca>

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

Subject: NEW: Call for Records HTH-2020-07005 - Rebecca Maxwell - due December 21, 2020

Hi Lucy [MO],

1. ** Does this FOI need to go to another area/division? Please advise by [date 3 days after receiving request]!! **

Please find attached the Call for Records for FOI request described below. Records, in pdf format, are due by: **December 21, 2020**

Applicant type: Media

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

- 2. Please send in your completed CFR and records (in pdf format) to the Health FOI Inbox at <a href="https://hut.ncbi.nlm.ncbi.nl
- 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: December 14, 2020

Thank you,

Michael Perez de Tagle

Information and Records Analyst | Corporate Issues and Client Relations branch | Ministry of Health | 1515 Blanshard Street, Victoria, BC, V8W 3C8 | Phone: 250.952.2474

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

Sent: December 7, 2020 12:38 PM

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

Subject: Call for Records HTH-2020-07005 - Rebecca Maxwell

Request for Documents for Request # 'HTH-2020-07005'. Your response due date is: 12/21/2020 12:00:00 AM Message from SENDER: Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

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

Applicant Type: Media

Request also directed to: GCP-2020-07004; OOP-2020-07006

Records Due: December 21, 2020 Legislated Due Date: January 15, 2021

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

Fees

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

- The search and retrieval time are anticipated to exceed 3 hours;
- The volume of hard-copy records is anticipated to exceed 200 pages;
- Preparation time can reasonably be expected to exceed 15 minutes or more.

If so, please complete Sections 2 and 4 of the CFR, add it to the FOI Fileshare, and then email the MACFlexTeam@gov.bc.ca using the subject line "HTH-2020-07005 - Rebecca Maxwell - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

Load Records to the FOI Fileshare

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

- Create a new folder in the FOI Fileshare titled "HTH-2020-07005 Rebecca Maxwell 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-2020-07005 Rebecca Maxwell CFR Complete"

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

Reminder

FOIPPA obligates us to assist every applicant and to respond without delay, openly, accurately, and completely. If the public body must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Thank you,

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

Transfer request: Call for Records HTH-2020-07005 - Rebecca Maxwell - due December 21, 2020

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

To: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>

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

Sent: December 8, 2020 12:16:01 PM PST Received: December 8, 2020 12:16:02 PM PST

Attachments: image001.png

Hi there,

As per below, the MO suggests that GCPE would have these records. Is it possible to do full transfer to GCPE for this?

Thanks,

Michael Perez de Tagle

Information and Records Analyst | Corporate Issues and Client Relations branch | Ministry of Health | 1515 Blanshard Street, Victoria, BC, V8W 3C8 | Phone: 250.952.2474

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From: Hansen, Lucy HLTH:EX
Sent: December 7, 2020 2:22 PM
To: HLTH FOI Operations HLTH:EX

Subject: RE: Call for Records HTH-2020-07005 - Rebecca Maxwell - due December 21, 2020

Yes that is correct — we would have the same records as GCPE



Lucy Hansen

Administrative Coordinator to the

Honourable Adrian Dix

Minister of Health &

Minister Responsible for Francophone Affairs

Direct: 778-974-6008 Office: 250-953-3547

E-mail: Lucy.Hansen@gov.bc.ca

Pronouns: she/hers

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

Sent: December 7, 2020 2:17 PM

To: Hansen, Lucy HLTH:EX < Lucy. Hansen@gov.bc.ca >

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

Subject: RE: Call for Records HTH-2020-07005 - Rebecca Maxwell - due December 21, 2020

Hi Lucy,

This request has also gone to GCPE, but just want to clarify are you saying that any records you have would be a duplicate of what GCPE has as they sent these to you?

Thanks,

Michael

From: Hansen, Lucy HLTH:EX < Lucy. Hansen@gov.bc.ca >

Sent: December 7, 2020 2:10 PM

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

Subject: RE: Call for Records HTH-2020-07005 - Rebecca Maxwell - due December 21, 2020

You will have to request this information from GCPE they would of provided all the material if any to our office.

Lucy



Lucy Hansen

Administrative Coordinator to the

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

Sent: December 7, 2020 2:01 PM

To: Hansen, Lucy HLTH:EX < Lucy. Hansen@gov.bc.ca >

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

Subject: NEW: Call for Records HTH-2020-07005 - Rebecca Maxwell - due December 21, 2020

Hi Lucy [MO],

1. ** Does this FOI need to go to another area/division? Please advise by [date 3 days after receiving request]!! **

Please find attached the Call for Records for FOI request described below. Records, in pdf format, are due by: **December 21, 2020**

Applicant type: Media

Request Details: Regarding a Sept. 11, 2020 Chinese Media Outreach involving Minister Adrian Dix and others, I seek a list of the names of all persons involved and their affiliations, copies of the agenda and

minutes, briefing notes and briefing material, script, talking points, presentation material, audio recording, transcript and handwritten notes.

- 2. Please send in your completed CFR and records (in pdf format) 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: December 14, 2020

Thank you,

Michael Perez de Tagle

Information and Records Analyst | Corporate Issues and Client Relations branch | Ministry of Health | 1515 Blanshard Street, Victoria, BC, V8W 3C8 | Phone: 250.952.2474

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From: IAOFlexTeam@gov.bc.ca

Sent: December 7, 2020 12:38 PM

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

Subject: Call for Records HTH-2020-07005 - Rebecca Maxwell

Request for Documents for Request # 'HTH-2020-07005'. Your response due date is: 12/21/2020 12:00:00 AM Message from SENDER: Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

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

Applicant Type: Media

Request also directed to: GCP-2020-07004; OOP-2020-07006

Records Due: December 21, 2020 Legislated Due Date: January 15, 2021

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

Fees

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

- The search and retrieval time are anticipated to exceed 3 hours;
- The volume of hard-copy records is anticipated to exceed 200 pages;
- Preparation time can reasonably be expected to exceed 15 minutes or more.

If so, please complete Sections 2 and 4 of the CFR, add it to the FOI Fileshare, and then email the IAOFlexTeam@gov.bc.ca using the subject line "HTH-2020-07005 - Rebecca Maxwell - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

Load Records to the FOI Fileshare

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

- Create a new folder in the FOI Fileshare titled "HTH-2020-07005 Rebecca Maxwell Records"
- Copy all responsive records and the completed CFR to the folder
- Send an email to IAOFlexTeam@gov.bc.ca with the subject line "HTH-2020-07005 Rebecca Maxwell 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,

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

Declined Transfer - Full Transfer Request - HTH-2020-07005

From: Gibbs, Chantal CITZ:EX < Chantal.Gibbs@gov.bc.ca>

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

Sent: December 11, 2020 2:58:55 PM PST Received: December 11, 2020 2:58:56 PM PST

GCPE declined full transfer of this request.

They already have a request from the Applicant under GCP-2020-07004 for:

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

Might Health provide an NRR signed off by MO staff if that office holds no records? Please note however that GCPE advised that Health's MO may have records regarding this request.

Thanks,

Chantal

Chantal Gibbs, Senior FOI Analyst

Information Access Operations | Ministry of Citizens' Services

Ph: 778 698-3880 | e: chantal.gibbs@gov.bc.ca | m: PO Box 9569 Stn Prov Govt Victoria BC V8W 9K1

From: GCPE FOI Coordinator GCPE:EX Sent: December 11, 2020 2:15 PM To: FOI Health Education CITZ:EX

Cc: GCPE FOI Coordinator GCPE:EX; Gibbs, Chantal CITZ:EX

Subject: Declined Transfer - Full Transfer Request - HTH-2020-07005

Importance: High

Good afternoon,

GCPE declines a transfer, the Ministers' Office (MO) of HTH may have records regarding this request.

Justin Smith GCPE A/FOI Lead

From: FOI.Health.Education@gov.bc.ca <FOI.Health.Education@gov.bc.ca>

Sent: December 11, 2020 10:58 AM

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

Subject: Full Transfer Request - HTH-2020-07005

The Ministry of Health received the following FOI request on December 1, 2020:

Regarding a Sept. 11, 2020 Chinese Media Outreach involving Minister Adrian Dix and others, I seek a list of the

names of all persons involved and their affiliations, copies of the agenda and minutes, briefing notes and briefing material, script, talking points, presentation material, audio recording, transcript and handwritten notes..

They believe that GCPE may have responsive records. Please advise whether a **full transfer** of the request would be appropriate at your earliest convenience.

Section 11 of FOIPPA allows the public body up to 20 business days to transfer a request once the request has been received.

A non-redacted copy of the original request and any clarification/narrowing with the applicant will follow under separate cover if the transfer is accepted.

If you have any questions or concerns please contact me.

Thank you,

Chantal Gibbs, Senior FOI Analyst Information Access Operations | Ministry of Citizens' Services

OVERDUE: GCPE Declined Transfer request: Call for Records HTH-2020-07005 - Rebecca Maxwell - due December 21, 2020

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

To: Hansen, Lucy HLTH:EX <Lucy.Hansen@gov.bc.ca>

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

Sent: December 22, 2020 8:33:54 AM PST Received: December 22, 2020 8:33:54 AM PST

Attachments: image001.png

Hi Lucy,

Just following up as this request was due yesterday and now 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 **Sent:** December 14, 2020 9:28 AM

To: Hansen, Lucy HLTH:EX

Cc: HLTH FOI Operations HLTH:EX

Subject: GCPE Declined Transfer request: Call for Records HTH-2020-07005 - Rebecca Maxwell - due December 21,

2020

Importance: High

Hi Lucy,

We received a response from IAO, GCPE will not accept the transfer.

Please provide your records or NRR asap.

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

Sent: December 8, 2020 12:16 PM

To: IAO Flex Team CITZ:EX < IAOFlexTeam@gov.bc.ca>

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

Subject: Transfer request: Call for Records HTH-2020-07005 - Rebecca Maxwell - due December 21, 2020

Hi there,

As per below, the MO suggests that GCPE would have these records. Is it possible to do full transfer to GCPE for this?

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Michael Perez de Tagle

Information and Records Analyst | Corporate Issues and Client Relations branch | Ministry of Health | 1515 Blanshard Street, Victoria, BC, V8W 3C8 | Phone: 250.952.2474

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Sent: December 7, 2020 2:22 PM

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

Subject: RE: Call for Records HTH-2020-07005 - Rebecca Maxwell - due December 21, 2020

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Lucy Hansen

Administrative Coordinator to the

Honourable Adrian Dix

Minister of Health &

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Direct: 778-974-6008 Office: 250-953-3547

E-mail: Lucy.Hansen@gov.bc.ca

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Sent: December 7, 2020 2:17 PM

To: Hansen, Lucy HLTH:EX < Lucy. Hansen@gov.bc.ca >

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

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Michael

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Lucy



Lucy Hansen

Administrative Coordinator to the

Honourable Adrian Dix

Minister of Health &

Minister Responsible for Francophone Affairs

Direct: 778-974-6008 Office: 250-953-3547

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

Sent: December 7, 2020 2:01 PM

To: Hansen, Lucy HLTH:EX < Lucy. Hansen@gov.bc.ca >

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

Subject: NEW: Call for Records HTH-2020-07005 - Rebecca Maxwell - due December 21, 2020

Hi Lucy [MO],

1. ** Does this FOI need to go to another area/division? Please advise by [date 3 days after receiving request]!! **

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Applicant type: Media

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- 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
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Thank you,

Michael Perez de Tagle

Information and Records Analyst | Corporate Issues and Client Relations branch | Ministry of Health | 1515 Blanshard Street, Victoria, BC, V8W 3C8 | Phone: 250.952.2474

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From: IAOFlexTeam@gov.bc.ca

Sent: December 7, 2020 12:38 PM

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

Subject: Call for Records HTH-2020-07005 - Rebecca Maxwell

Request for Documents for Request # 'HTH-2020-07005'. Your response due date is: 12/21/2020 12:00:00 AM Message from SENDER: Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

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Applicant Type: Media

Request also directed to: GCP-2020-07004; OOP-2020-07006

Records Due: December 21, 2020 Legislated Due Date: January 15, 2021

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

Fees

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- The search and retrieval time are anticipated to exceed 3 hours;
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Please send your completed CFR form and responsive records to IAO via the FOI Fileshare, instead of by email.

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- Send an email to IAOFlexTeam@gov.bc.ca with the subject line "HTH-2020-07005 Rebecca Maxwell CFR Complete"

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Thank you,

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

Declined Transfer - Full Transfer Request - HTH-2020-07005

From: Gibbs, Chantal CITZ:EX < Chantal.Gibbs@gov.bc.ca>

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

Sent: January 4, 2021 7:16:45 PM PST Received: January 4, 2021 7:16:45 PM PST

Reminder – Transfer Declined. GCPE advised MO may have records.

Chantal Gibbs, Senior FOI Analyst

Information Access Operations | Ministry of Citizens' Services

Ph: 778 698-3880 | e: chantal.gibbs@gov.bc.ca | m: PO Box 9569 Stn Prov Govt Victoria BC V8W 9K1

From: Gibbs, Chantal CITZ:EX **Sent:** December 11, 2020 2:59 PM **To:** HLTH FOI Operations HLTH:EX

Subject: Declined Transfer - Full Transfer Request - HTH-2020-07005

Importance: High

GCPE declined full transfer of this request.

They already have a request from the Applicant under GCP-2020-07004 for:

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

Might Health provide an NRR signed off by MO staff if that office holds no records? Please note however that GCPE advised that Health's MO may have records regarding this request.

Thanks,

Chantal

Chantal Gibbs, Senior FOI Analyst

Information Access Operations | Ministry of Citizens' Services

Ph: 778 698-3880 | e: chantal.gibbs@gov.bc.ca | m: PO Box 9569 Stn Prov Govt Victoria BC V8W 9K1

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

Sent: December 11, 2020 2:15 PM

To: FOI Health Education CITZ:EX <FOI.Health.Education@gov.bc.ca>

Cc: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>; Gibbs, Chantal CITZ:EX

<Chantal.Gibbs@gov.bc.ca>

Subject: Declined Transfer - Full Transfer Request - HTH-2020-07005

Importance: High

Good afternoon,

GCPE declines a transfer, the Ministers' Office (MO) of HTH may have records regarding this request.

Justin Smith GCPE A/FOI Lead

From: FOI.Health.Education@gov.bc.ca <FOI.Health.Education@gov.bc.ca>

Sent: December 11, 2020 10:58 AM

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

Subject: Full Transfer Request - HTH-2020-07005

The **Ministry of Health** received the following FOI request on December 1, 2020:

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

They believe that GCPE may have responsive records. Please advise whether a **full transfer** of the request would be appropriate at your earliest convenience.

Section 11 of FOIPPA allows the public body up to 20 business days to transfer a request once the request has been received.

A non-redacted copy of the original request and any clarification/narrowing with the applicant will follow under separate cover if the transfer is accepted.

If you have any questions or concerns please contact me.

Thank you,

Chantal Gibbs, Senior FOI Analyst Information Access Operations | Ministry of Citizens' Services

NRR: HTH-2020-07005

From: Shust, Susan D HLTH:EX <Susan.Shust@gov.bc.ca>

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

Sent: January 13, 2021 3:15:21 PM PST Received: January 13, 2021 3:15:21 PM PST

Please prepare NRR form:

HTH-2020-07005 NRR for MO - should be housed in Ministry if this was produced

Regarding a Sept. 11, 2020 Chinese Media Outreach involving Minister of the names of all persons involved and their affiliations, copies of the and briefing material, script, talking points, presentation material, audio

handwritten notes.

Extension | FOI Request HTH-2020-07005 | New LDD: Mar 1, 2021

From: FOI.Health.Education@gov.bc.ca

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

Sent: January 13, 2021 5:11:57 PM PST Received: January 13, 2021 5:12:11 PM PST

Regarding

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

IAO has taken an extension as per OIPC approval.

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

Sincerely,

Chantal Gibbs, FOI Analyst