

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.

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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

General Request ☒

Personal Request ☐

Authorization Received: N/A

Applicant Type: Media

Request Received: November 30, 2020

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 Assessment

Do you hold responsive records? YES ☐ NO ☐

If no, please provide an explanation that can be given to the applicant (if applicable):

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

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

If yes, specify:

Section 3: No Records Response Approval

Please forward to public body FOI contact (if applicable) for delegated head's final public body approval if no records have been located

| | | |
|---|------------|------------|
| Final public body approval (full name and title): | Signature: | Date: Date |
|---|------------|------------|

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

| | | |
|--|-----------------|--------------|
| Please ensure that all reasonable efforts are made to <u>generate as accurate an estimate as possible</u> | Estimated Hours | Actual Hours |
| Locating/Retrieving – areas to search | | |
| <ul style="list-style-type: none">Outlook (including 'deleted' and 'sent' folders)Records management systems (ex. EDRMS)LAN, shared drives, SharePoint, databasesOffsite records | | |
| Producing – tasks include | | |
| <ul style="list-style-type: none">Identifying relevant sources of data/informationManual time spent creating and producing recordsEx: generating a custom report from a database using existing data | | |
| Preparing – tasks include | | |
| <ul style="list-style-type: none">Photocopying/scanning records into electronic format | | |

| | | |
|---|--|--|
| <ul style="list-style-type: none"> Ensuring completeness of responsive records Copying other types of media (audio and/or video) | | |
| Volume – in pages | | |
| <ul style="list-style-type: none"> Electronic records <ul style="list-style-type: none"> Emails without attachments Emails with attachments Other: PDF, Word, Excel, photos, etc. Hardcopy records <ul style="list-style-type: none"> Average file folder = 1" and holds approx. 200 pages (single-sided) 1 standard Records Centre Services box: <ul style="list-style-type: none"> Legal sized folders = 1800 pages Letter sized folders = 2200 pages | | |
| Suggestions for possible narrowing: | | |

Section 5: Search Summary

Please describe the search for records including what records were searched, (e.g., files, email, databases, EDRMS, offsite records, etc.) duration of search time, and who conducted the search for records:

| |
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| |
|--|

Section 6a: Program Area Harms Assessment

Harm – **disclosure of the records would significantly harm the public body's position, or a third party's interests on a given topic.** The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your public body executive and/or Government Communications and Public Engagement office.

- Please reference the applicable records and information of concern, the harms, and associated page numbers below.
- If any of these records have been prepared for, or created to inform a decision of Cabinet or any of its committees, section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise (1) what is the status of the issue? And (2) has the decision been made public or implemented?

Could the release of any/all of the responsive records potentially cause harm? YES ☐ NO ☐

If yes, which information, if released, may cause harm?

| |
|--|
| |
|--|

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

General requests only - Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government's Open Information website. **If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst:**

| |
|--|
| |
|--|

Section 7: Contact Information

| | | |
|---|----------------------|-------------------|
| Who completed this form (full name and title): | Phone Number: | Date: Date |
| | | |

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

NEW: 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: Questionnaire 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.
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

WARNING - CONFIDENTIALITY NOTICE

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Rebecca Maxwell, Junior FOI Analyst

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

Fee Estimate Questionnaire for Narrowing Suggestions

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

Narrowing Suggestions? (List here)

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

Justify Search Time:

e.g.:

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

Reminders:

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

RE: Call for Records HTH-2020-07085 - 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

Hi Michelle [PHO] and Jessica[CRHEM],

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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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Rebecca Maxwell, Junior FOI Analyst

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

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.

-

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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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Thank you,

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.)

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Thank you,

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

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

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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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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 Administrative 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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Thank you,

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 <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

WARNING - CONFIDENTIALITY NOTICE

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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 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

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,



Section 1: FOI Request Details

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

Applicant Type: Media **Request Received:** November 30, 2020 **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 Assessment

Do you hold responsive records? YES ☐ NO ☒

If no, please provide an explanation that can be given to the applicant (if applicable):

CRHEM has no records

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

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

If yes, specify: BCCDC and possibly FCS

Section 3: No Records Response Approval

Please forward to public body FOI contact (if applicable) for delegated head's final public body approval if no records have been located

| | | |
|---|---|--------------------------------|
| Final public body approval (full name and title): Ian Rongve, CRHEM ADM | Signature:  | Date: December 11, 2020 |
|---|---|--------------------------------|

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

| | | |
|--|------------------------|---------------------|
| Please ensure that all reasonable efforts are made to <u>generate as accurate an estimate as possible</u> | Estimated Hours | Actual Hours |
| Locating/Retrieving – areas to search | | |
| <ul style="list-style-type: none">Outlook (including 'deleted' and 'sent' folders)Records management systems (ex. EDRMS)LAN, shared drives, SharePoint, databasesOffsite records | | |
| Producing – tasks include | | |
| <ul style="list-style-type: none">Identifying relevant sources of data/informationManual time spent creating and producing recordsEx: generating a custom report from a database using existing data | | |
| Preparing – tasks include | | |
| <ul style="list-style-type: none">Photocopying/scanning records into electronic format | | |

| | | |
|---|--|--|
| <ul style="list-style-type: none"> Ensuring completeness of responsive records Copying other types of media (audio and/or video) | | |
| Volume – in pages | | |
| <ul style="list-style-type: none"> Electronic records <ul style="list-style-type: none"> Emails without attachments Emails with attachments Other: PDF, Word, Excel, photos, etc. Hardcopy records <ul style="list-style-type: none"> Average file folder = 1" and holds approx. 200 pages (single-sided) 1 standard Records Centre Services box: <ul style="list-style-type: none"> Legal sized folders = 1800 pages Letter sized folders = 2200 pages | | |
| Suggestions for possible narrowing: | | |

Section 5: Search Summary

Please describe the search for records including what records were searched, (e.g., files, email, databases, EDRMS, offsite records, etc.) duration of search time, and who conducted the search for records:

| |
|--|
| |
|--|

Section 6a: Program Area Harms Assessment

Harm – **disclosure of the records would significantly harm the public body's position, or a third party's interests on a given topic.** The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your public body executive and/or Government Communications and Public Engagement office.

- Please reference the applicable records and information of concern, the harms, and associated page numbers below.
- If any of these records have been prepared for, or created to inform a decision of Cabinet or any of its committees, section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise (1) what is the status of the issue? And (2) has the decision been made public or implemented?

Could the release of any/all of the responsive records potentially cause harm? YES ☐ NO ☐

If yes, which information, if released, may cause harm?

| |
|--|
| |
|--|

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

General requests only - Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government's Open Information website. **If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst:**

| |
|--|
| |
|--|

Section 7: Contact Information

| | | |
|--|----------------------|--------------------------------|
| Who completed this form (full name and title): Jessica Cameron, FOI & Administrative Coordinator | Phone Number: | Date: December 11, 2020 |
|--|----------------------|--------------------------------|

| | |
|---|----------------------|
| 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 Administrative 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 Section 10 of FOIPPA (e.g. anticipated volume over 200 pages, or consultations) or if you have questions regarding the Call for Records process, please contact IAOFlexTeam@gov.bc.ca with "HTH-2020-07085 - Rebecca Maxwell" in the subject line.

Thank you,

Rebecca Maxwell, Junior FOI Analyst

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



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/YYYY

Overdue requests cannot be extended and are at risk for a deemed refusal complaint. If you have reasons to extend this request under Section 10 of FOIPPA (e.g. anticipated volume over 200 pages, or consultations) or if you have questions regarding the processing of the Call for Records, please contact IAOFlexTeam@gov.bc.ca with "HTH-2020-07085 - Rebecca Maxwell" in the subject line.

Thank you,

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

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/YYYY

Overdue requests cannot be extended and are at risk for a deemed refusal complaint. If you have reasons to extend this request under [Section 10 of FOIPPA](#) (e.g. anticipated volume over 200 pages, or consultations) or if you have questions regarding the processing of the Call for Records, please contact IAOFlexTeam@gov.bc.ca with "HTH-2020-07085 - Rebecca Maxwell" in the subject line.

Thank you,

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

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 <IAOIntakeTeam@gov.bc.ca>
Sent: December 31, 2020 9:10 AM
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
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/YYYY

Overdue requests cannot be extended and are at risk for a deemed refusal complaint. If you have reasons to extend this request under [Section 10 of FOIPPA](#) (e.g. anticipated volume over 200 pages, or consultations) or if you have questions regarding the processing of the Call for Records, please contact IAOFlexTeam@gov.bc.ca with "HTH-2020-07085 - 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



Section 1: FOI Request Details

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

Applicant Type: Media Request Received: November 30, 2020 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 Assessment

Do you hold responsive records? YES ☐ NO ☒

If no, please provide an explanation that can be given to the applicant (if applicable):


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

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

If yes, specify: PSA, the division in which the single case occurred, BCCDC

Section 3: No Records Response Approval

Please forward to public body FOI contact (if applicable) for delegated head's final public body approval if no records have been located

| | | |
|--|--|-------------------------|
| Final public body approval (full name and title): Dr. Brian Emerson, A/Deputy Provincial Health Officer | Signature:  | Date: December 15, 2020 |
|--|--|-------------------------|

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

| Please ensure that all reasonable efforts are made to <u>generate as accurate an estimate as possible</u> | Estimated Hours | Actual Hours |
|--|-----------------|--------------|
| Locating/Retrieving – areas to search | | |
| <ul style="list-style-type: none">Outlook (including 'deleted' and 'sent' folders)Records management systems (ex. EDRMS)LAN, shared drives, SharePoint, databasesOffsite records | | |
| Producing – tasks include | | |
| <ul style="list-style-type: none">Identifying relevant sources of data/informationManual time spent creating and producing recordsEx: generating a custom report from a database using existing data | | |
| Preparing – tasks include | | |

| | | |
|---|--|--|
| <ul style="list-style-type: none"> • Photocopying/scanning records into electronic format • Ensuring completeness of responsive records • Copying other types of media (audio and/or video) | | |
| Volume – in pages | | |
| <ul style="list-style-type: none"> • Electronic records <ul style="list-style-type: none"> ○ Emails without attachments ○ Emails with attachments ○ Other: PDF, Word, Excel, photos, etc. • Hardcopy records <ul style="list-style-type: none"> ○ Average file folder = 1" and holds approx. 200 pages (single-sided) ○ 1 standard Records Centre Services box: <ul style="list-style-type: none"> ▪ Legal sized folders = 1800 pages ▪ Letter sized folders = 2200 pages | | |
| Suggestions for possible narrowing: | | |

Section 5: Search Summary

Please describe the search for records including what records were searched, (e.g., files, email, databases, EDRMS, offsite records, etc.) duration of search time, and who conducted the search for records:

Section 6a: Program Area Harms Assessment

Harm – disclosure of the records would significantly harm the public body's position, or a third party's interests on a given topic. The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your public body executive and/or Government Communications and Public Engagement office.

- Please reference the applicable records and information of concern, the harms, and associated page numbers below.
- If any of these records have been prepared for, or created to inform a decision of Cabinet or any of its committees, section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise (1) what is the status of the issue? And (2) has the decision been made public or implemented?

Could the release of any/all of the responsive records potentially cause harm? YES ☐ NO ☐

If yes, which information, if released, may cause harm?

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

General requests only - Unless specific [exemption criteria](#) apply, records provided to the applicant in response to this request will be published on the Government's [Open Information](#) website. If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst:

Section 7: Contact Information

| | | |
|--|--------------------------------------|-----------------------------------|
| Who completed this form (full name and title): Michelle Sullivan | 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 <HLTH.FOIOperations@gov.bc.ca>
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

 Please consider the environment before printing this email

From: IAOIntakeTeam@gov.bc.ca <IAOIntakeTeam@gov.bc.ca>
Sent: December 31, 2020 9:10 AM
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
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/YYYY

Overdue requests cannot be extended and are at risk for a deemed refusal complaint. If you have reasons to extend this request under Section 10 of FOIPPA (e.g. anticipated volume over 200 pages, or consultations) or if you have questions regarding the processing of the Call for Records, please contact IAOFlexTeam@gov.bc.ca with "HTH-2020-07085 - 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*

s.3

Page 40 of 48 to/à Page 48 of 48

Withheld pursuant to/removed as

s.3

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 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 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

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

Section 1: FOI Request Details

General Request ☒

Personal Request ☐

Authorization Received: N/A

Applicant Type: Media

Request Received: November 30, 2020

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 Assessment

Do you hold responsive records? YES ☐ NO ☒

If no, please provide an explanation that can be given to the applicant (if applicable):

CRHEM has no records

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

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

If yes, specify: BCCDC and possibly FCS

Section 3: No Records Response Approval

Please forward to public body FOI contact (if applicable) for delegated head's final public body approval if no records have been located

| | | |
|--|------------|------------|
| Final public body approval (full name and title): Ian Rongve, CRHEM ADM | Signature: | Date: Date |
|--|------------|------------|

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

| Please ensure that all reasonable efforts are made to <u>generate as accurate an estimate as possible</u> | Estimated Hours | Actual Hours |
|--|-----------------|--------------|
| Locating/Retrieving – areas to search | | |
| <ul style="list-style-type: none"> Outlook (including 'deleted' and 'sent' folders) Records management systems (ex. EDRMS) LAN, shared drives, SharePoint, databases Offsite records | | |
| Producing – tasks include | | |
| <ul style="list-style-type: none"> Identifying relevant sources of data/information Manual time spent creating and producing records Ex: generating a custom report from a database using existing data | | |
| Preparing – tasks include | | |
| <ul style="list-style-type: none"> Photocopying/scanning records into electronic format | | |

| | | |
|---|--|--|
| <ul style="list-style-type: none"> Ensuring completeness of responsive records Copying other types of media (audio and/or video) | | |
| Volume – in pages | | |
| <ul style="list-style-type: none"> Electronic records <ul style="list-style-type: none"> Emails without attachments Emails with attachments Other: PDF, Word, Excel, photos, etc. Hardcopy records <ul style="list-style-type: none"> Average file folder = 1" and holds approx. 200 pages (single-sided) 1 standard Records Centre Services box: <ul style="list-style-type: none"> Legal sized folders = 1800 pages Letter sized folders = 2200 pages | | |
| Suggestions for possible narrowing: | | |

Section 5: Search Summary

Please describe the search for records including what records were searched, (e.g., files, email, databases, EDRMS, offsite records, etc.) duration of search time, and who conducted the search for records:

| |
|--|
| |
|--|

Section 6a: Program Area Harms Assessment

Harm – **disclosure of the records would significantly harm the public body's position, or a third party's interests on a given topic.** The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your public body executive and/or Government Communications and Public Engagement office.

- Please reference the applicable records and information of concern, the harms, and associated page numbers below.
- If any of these records have been prepared for, or created to inform a decision of Cabinet or any of its committees, section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise (1) what is the status of the issue? And (2) has the decision been made public or implemented?

Could the release of any/all of the responsive records potentially cause harm? YES ☐ NO ☐

If yes, which information, if released, may cause harm?

| |
|--|
| |
|--|

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

General requests only - Unless specific [exemption criteria](#) apply, records provided to the applicant in response to this request will be published on the Government's [Open Information](#) website. **If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst:**

| |
|--|
| |
|--|

Section 7: Contact Information

| | | |
|--|----------------------|--------------------------------|
| Who completed this form (full name and title): Jessica Cameron, FOI & Administrative Coordinator | Phone Number: | Date: December 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: 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](mailto: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 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

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

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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

Hi Michelle [PHO] and Jessica[CRHEM],

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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.)

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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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Sent: December 10, 2020 12:21 PM
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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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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

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"
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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

Section 1: FOI Request Details

General Request ☒

Personal Request ☐

Authorization Received: N/A

Applicant Type: Media

Request Received: November 30, 2020

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 Assessment

Do you hold responsive records? YES ☐ NO ☐

If no, please provide an explanation that can be given to the applicant (if applicable):

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

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

If yes, specify:

Section 3: No Records Response Approval

Please forward to public body FOI contact (if applicable) for delegated head's final public body approval if no records have been located

| | | |
|---|------------|------------|
| Final public body approval (full name and title): | Signature: | Date: Date |
|---|------------|------------|

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

| Please ensure that all reasonable efforts are made to <u>generate as accurate an estimate as possible</u> | Estimated Hours | Actual Hours |
|--|-----------------|--------------|
| Locating/Retrieving – areas to search | | |
| <ul style="list-style-type: none"> Outlook (including 'deleted' and 'sent' folders) Records management systems (ex. EDRMS) LAN, shared drives, SharePoint, databases Offsite records | | |
| Producing – tasks include | | |
| <ul style="list-style-type: none"> Identifying relevant sources of data/information Manual time spent creating and producing records Ex: generating a custom report from a database using existing data | | |
| Preparing – tasks include | | |
| <ul style="list-style-type: none"> Photocopying/scanning records into electronic format | | |

| | | |
|---|--|--|
| <ul style="list-style-type: none"> Ensuring completeness of responsive records Copying other types of media (audio and/or video) | | |
| Volume – in pages | | |
| <ul style="list-style-type: none"> Electronic records <ul style="list-style-type: none"> Emails without attachments Emails with attachments Other: PDF, Word, Excel, photos, etc. Hardcopy records <ul style="list-style-type: none"> Average file folder = 1" and holds approx. 200 pages (single-sided) 1 standard Records Centre Services box: <ul style="list-style-type: none"> Legal sized folders = 1800 pages Letter sized folders = 2200 pages | | |
| Suggestions for possible narrowing: | | |

Section 5: Search Summary

Please describe the search for records including what records were searched, (e.g., files, email, databases, EDRMS, offsite records, etc.) duration of search time, and who conducted the search for records:

| |
|--|
| |
|--|

Section 6a: Program Area Harms Assessment

Harm – **disclosure of the records would significantly harm the public body's position, or a third party's interests on a given topic.** The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your public body executive and/or Government Communications and Public Engagement office.

- Please reference the applicable records and information of concern, the harms, and associated page numbers below.
- If any of these records have been prepared for, or created to inform a decision of Cabinet or any of its committees, section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise (1) what is the status of the issue? And (2) has the decision been made public or implemented?

Could the release of any/all of the responsive records potentially cause harm? YES ☐ NO ☐

If yes, which information, if released, may cause harm?

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

General requests only - Unless specific [exemption criteria](#) apply, records provided to the applicant in response to this request will be published on the Government's [Open Information](#) website. **If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst:**

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Section 7: Contact Information

| | | |
|---|----------------------|-------------------|
| Who completed this form (full name and title): | Phone Number: | Date: Date |
|---|----------------------|-------------------|

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

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 ☒

Personal Request ☐

Authorization Received: N/A

Applicant Type: Media

Request Received: November 30, 2020

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 Assessment

Do you hold responsive records? YES ☐ NO ☒

If no, please provide an explanation that can be given to the applicant (if applicable):

CRHEM has no records

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

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

If yes, specify: BCCDC and possibly FCS

Section 3: No Records Response Approval

Please forward to public body FOI contact (if applicable) for delegated head's final public body approval if no records have been located

| | | |
|--|---|-------------------------|
| Final public body approval (full name and title): Ian Rongve, CRHEM ADM | Signature:  | Date: December 11, 2020 |
|--|---|-------------------------|

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

| Please ensure that all reasonable efforts are made to <u>generate as accurate an estimate as possible</u> | Estimated Hours | Actual Hours |
|--|-----------------|--------------|
| Locating/Retrieving – areas to search | | |
| <ul style="list-style-type: none"> Outlook (including 'deleted' and 'sent' folders) Records management systems (ex. EDRMS) LAN, shared drives, SharePoint, databases Offsite records | | |
| Producing – tasks include | | |
| <ul style="list-style-type: none"> Identifying relevant sources of data/information Manual time spent creating and producing records Ex: generating a custom report from a database using existing data | | |
| Preparing – tasks include | | |
| <ul style="list-style-type: none"> Photocopying/scanning records into electronic format | | |

| | | |
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| <ul style="list-style-type: none"> Ensuring completeness of responsive records Copying other types of media (audio and/or video) | | |
| Volume – in pages | | |
| <ul style="list-style-type: none"> Electronic records <ul style="list-style-type: none"> Emails without attachments Emails with attachments Other: PDF, Word, Excel, photos, etc. Hardcopy records <ul style="list-style-type: none"> Average file folder = 1" and holds approx. 200 pages (single-sided) 1 standard Records Centre Services box: <ul style="list-style-type: none"> Legal sized folders = 1800 pages Letter sized folders = 2200 pages | | |
| Suggestions for possible narrowing: | | |

Section 5: Search Summary

Please describe the search for records including what records were searched, (e.g., files, email, databases, EDRMS, offsite records, etc.) duration of search time, and who conducted the search for records:

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Section 6a: Program Area Harms Assessment

Harm – **disclosure of the records would significantly harm the public body's position, or a third party's interests on a given topic.** The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your public body executive and/or Government Communications and Public Engagement office.

- Please reference the applicable records and information of concern, the harms, and associated page numbers below.
- If any of these records have been prepared for, or created to inform a decision of Cabinet or any of its committees, section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise (1) what is the status of the issue? And (2) has the decision been made public or implemented?

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If yes, which information, if released, may cause harm?

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

General requests only - Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government's Open Information website. **If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst:**

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Section 7: Contact Information

| | | |
|--|----------------------|--------------------------------|
| Who completed this form (full name and title): Jessica Cameron, FOI & Administrative Coordinator | Phone Number: | Date: December 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 Administrative 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 [Section 10 of FOIPPA](#) (e.g. anticipated volume over 200 pages, or consultations) or if you have questions regarding the Call for Records process, please contact IAOFlexTeam@gov.bc.ca with "HTH-2020-07085 - 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 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 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

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; Questionnaire to help with CFR Fee Estimate.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.)

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4. Should a **fee estimate** be necessary, please:
 - a) fill out the attached Fee Estimate Questionnaire,
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 - c) please send to HLth.FOIOperations@gov.bc.ca by: **December 17, 2020**

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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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Applicant Type: Media

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

Records Due: December 24, 2020

Legislated Due Date: January 14, 2021

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- The search and retrieval time are anticipated to exceed 3 hours;
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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

General Request ☒

Personal Request ☐

Authorization Received: N/A

Applicant Type: Media

Request Received: November 30, 2020

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 Assessment

Do you hold responsive records? YES ☐ NO ☐

If no, please provide an explanation that can be given to the applicant (if applicable):

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

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

If yes, specify:

Section 3: No Records Response Approval

Please forward to public body FOI contact (if applicable) for delegated head's final public body approval if no records have been located

| | | |
|---|------------|------------|
| Final public body approval (full name and title): | Signature: | Date: Date |
|---|------------|------------|

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

Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

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

| | | |
|---|--|--|
| <ul style="list-style-type: none"> Ensuring completeness of responsive records Copying other types of media (audio and/or video) | | |
| Volume – in pages | | |
| <ul style="list-style-type: none"> Electronic records <ul style="list-style-type: none"> ○ Emails without attachments ○ Emails with attachments ○ Other: PDF, Word, Excel, photos, etc. Hardcopy records <ul style="list-style-type: none"> ○ Average file folder = 1" and holds approx. 200 pages (single-sided) ○ 1 standard Records Centre Services box: <ul style="list-style-type: none"> ▪ Legal sized folders = 1800 pages ▪ Letter sized folders = 2200 pages | | |
| Suggestions for possible narrowing: | | |

Section 5: Search Summary

Please describe the search for records including what records were searched, (e.g., files, email, databases, EDRMS, offsite records, etc.) duration of search time, and who conducted the search for records:

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Harm – disclosure of the records would significantly harm the public body's position, or a third party's interests on a given topic. The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your public body executive and/or Government Communications and Public Engagement office.

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Could the release of any/all of the responsive records potentially cause harm? YES ☐ NO ☐

If yes, which information, if released, may cause harm?

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

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| |
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Section 7: Contact Information

| | | |
|---|----------------------|----------------------------------|
| Who completed this form (full name and title): | Phone Number: | Date: <small>Date</small> |
| | | |

| | |
|---|----------------------|
| 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
To: HLTH FOI Operations HLTH:EX
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

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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.
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 - a) fill out the attached **Fee Estimate Questionnaire**,
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 - 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 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

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



Section 1: FOI Request Details

General Request ☒

Personal Request ☐

Authorization Received: N/A

Applicant Type: Media

Request Received: November 30, 2020

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 Assessment

Do you hold responsive records? YES ☐ NO ☒

If no, please provide an explanation that can be given to the applicant (if applicable):

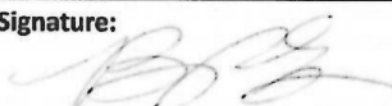
Are you aware of other records that may be responsive to this request within your public body? YES ☒ NO ☐

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

If yes, specify: PSA, the division in which the single case occurred, BCCDC

Section 3: No Records Response Approval

Please forward to public body FOI contact (if applicable) for delegated head's final public body approval if no records have been located

| | | |
|--|--|-------------------------|
| Final public body approval (full name and title): Dr. Brian Emerson, A/Deputy Provincial Health Officer | Signature:  | Date: December 15, 2020 |
|--|--|-------------------------|

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

| Please ensure that all reasonable efforts are made to <u>generate as accurate an estimate as possible</u> | Estimated Hours | Actual Hours |
|--|-----------------|--------------|
| Locating/Retrieving – areas to search | | |
| <ul style="list-style-type: none">Outlook (including 'deleted' and 'sent' folders)Records management systems (ex. EDRMS)LAN, shared drives, SharePoint, databasesOffsite records | | |
| Producing – tasks include | | |
| <ul style="list-style-type: none">Identifying relevant sources of data/informationManual time spent creating and producing recordsEx: generating a custom report from a database using existing data | | |
| Preparing – tasks include | | |

| | | |
|---|--|--|
| <ul style="list-style-type: none"> • Photocopying/scanning records into electronic format • Ensuring completeness of responsive records • Copying other types of media (audio and/or video) | | |
| Volume – in pages | | |
| <ul style="list-style-type: none"> • Electronic records <ul style="list-style-type: none"> ○ Emails without attachments ○ Emails with attachments ○ Other: PDF, Word, Excel, photos, etc. • Hardcopy records <ul style="list-style-type: none"> ○ Average file folder = 1" and holds approx. 200 pages (single-sided) ○ 1 standard Records Centre Services box: <ul style="list-style-type: none"> ▪ Legal sized folders = 1800 pages ▪ Letter sized folders = 2200 pages | | |
| Suggestions for possible narrowing: | | |

Section 5: Search Summary

Please describe the search for records including what records were searched, (e.g., files, email, databases, EDRMS, offsite records, etc.) duration of search time, and who conducted the search for records:

Section 6a: Program Area Harms Assessment

Harm – disclosure of the records would significantly harm the public body's position, or a third party's interests on a given topic. The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your public body executive and/or Government Communications and Public Engagement office.

- Please reference the applicable records and information of concern, the harms, and associated page numbers below.
- If any of these records have been prepared for, or created to inform a decision of Cabinet or any of its committees, section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise (1) what is the status of the issue? And (2) has the decision been made public or implemented?

Could the release of any/all of the responsive records potentially cause harm? YES ☐ NO ☐

If yes, which information, if released, may cause harm?

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

General requests only - Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government's Open Information website. If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst:

Section 7: Contact Information

| | | |
|--|--------------------------------------|-----------------------------------|
| Who completed this form (full name and title): Michelle Sullivan | Phone Number: 250-952-1330 | Date: December 15, 2020 |
| Harms Assessment completed by (full name and title): | Program Area: | |
| Harms Assessment approved by (full name and title): | | |

| | | | | | | |
|------------------------------|---|---------------------|------------------|-------------------------|--|-----------------------------|
| <p>HTH-2020-07085</p> | <p>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.)</p> | <p>Media</p> | <p>10-Dec-20</p> | <p>24-Dec-20</p> | <p>Dec 15 - Search 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.</p> | <p>C - Completed</p> |
|------------------------------|---|---------------------|------------------|-------------------------|--|-----------------------------|

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,

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



Section 1: FOI Request Details

General Request ☒

Personal Request ☐

Authorization Received: N/A

Applicant Type: Media

Request Received: December 1,
2020

FOI Analyst: Rebecca Maxwell

Legislated Due Date: January 15,
2021

Fee Estimate Due: December 9,
2020

Records Due: December 16, 2020

Description: 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 Assessment

Do you hold responsive records? YES ☐ NO ☐

If no, please provide an explanation that can be given to the applicant (if applicable):

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

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

If yes, specify:

Section 3: No Records Response Approval

Please forward to public body FOI contact (if applicable) for delegated head's final public body approval if no records have been located

| | | |
|---|------------|------------|
| Final public body approval (full name and title): | Signature: | Date: Date |
|---|------------|------------|

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

| | | |
|--|-----------------|--------------|
| Please ensure that all reasonable efforts are made to <u>generate as accurate an estimate as possible</u> | Estimated Hours | Actual Hours |
| Locating/Retrieving – areas to search | | |
| <ul style="list-style-type: none">Outlook (including 'deleted' and 'sent' folders)Records management systems (ex. EDRMS)LAN, shared drives, SharePoint, databasesOffsite records | | |
| Producing – tasks include | | |
| <ul style="list-style-type: none">Identifying relevant sources of data/informationManual time spent creating and producing recordsEx: generating a custom report from a database using existing data | | |
| Preparing – tasks include | | |
| <ul style="list-style-type: none">Photocopying/scanning records into electronic format | | |

| | | |
|---|--|--|
| <ul style="list-style-type: none"> Ensuring completeness of responsive records Copying other types of media (audio and/or video) | | |
| Volume – in pages | | |
| <ul style="list-style-type: none"> Electronic records <ul style="list-style-type: none"> Emails without attachments Emails with attachments Other: PDF, Word, Excel, photos, etc. Hardcopy records <ul style="list-style-type: none"> Average file folder = 1" and holds approx. 200 pages (single-sided) 1 standard Records Centre Services box: <ul style="list-style-type: none"> Legal sized folders = 1800 pages Letter sized folders = 2200 pages | | |
| Suggestions for possible narrowing: | | |

Section 5: Search Summary

Please describe the search for records including what records were searched, (e.g., files, email, databases, EDRMS, offsite records, etc.) duration of search time, and who conducted the search for records:

| |
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| |
|--|

Section 6a: Program Area Harms Assessment

Harm – **disclosure of the records would significantly harm the public body's position, or a third party's interests on a given topic.** The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your public body executive and/or Government Communications and Public Engagement office.

- Please reference the applicable records and information of concern, the harms, and associated page numbers below.
- If any of these records have been prepared for, or created to inform a decision of Cabinet or any of its committees, section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise (1) what is the status of the issue? And (2) has the decision been made public or implemented?

Could the release of any/all of the responsive records potentially cause harm? YES ☐ NO ☐

If yes, which information, if released, may cause harm?

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

General requests only - Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government's Open Information website. **If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst:**

| |
|--|
| |
|--|

Section 7: Contact Information

| | | |
|---|----------------------|-------------------|
| Who completed this form (full name and title): | Phone Number: | Date: Date |
| | | |

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

NEW: 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: Questionnaire 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 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 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 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,

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

Fee Estimate Questionnaire for Narrowing Suggestions

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

Narrowing Suggestions? (List here)

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

Justify Search Time:

e.g.:

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

Reminders:

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

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/YYYY

If you have reasons to extend this request under Section 10 of FOIPPA (e.g. anticipated volume over 200 pages, or consultations) or if you have questions regarding the Call for Records process, please contact IAOFlexTeam@gov.bc.ca with "HTH-2020-07010 - Rebecca Maxwell" in the subject line.

Thank you,

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

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.

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/YYYY

If you have reasons to extend this request under Section 10 of FOIPPA (e.g. anticipated volume over 200 pages, or consultations) or if you have questions regarding the Call for Records process, please contact IAOFlexTeam@gov.bc.ca with "HTH-2020-07010 - Rebecca Maxwell" in the subject line.

Thank you,

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

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

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/YYYY

If you have reasons to extend this request under [Section 10 of FOIPPA](#) (e.g. anticipated volume over 200 pages, or consultations) or if you have questions regarding the Call for Records process, please contact IAOFlexTeam@gov.bc.ca with "HTH-2020-07010 - Rebecca Maxwell" in the subject line.

Thank you,

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

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

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/YYYY

If you have reasons to extend this request under Section 10 of FOIPPA (e.g. anticipated volume over 200 pages, or consultations) or if you have questions regarding the Call for Records process, please contact IAOFlexTeam@gov.bc.ca with "HTH-2020-07010 - Rebecca Maxwell" in the subject line.

Thank you,

Rebecca Maxwell, Junior FOI Analyst

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

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 Audit and Investigations Branch, A list of plans of all areas and topics due to be audited by the entity ...*".

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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
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,

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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 <HLTH.FCSFOI@gov.bc.ca>
Sent: December 21, 2020 9:03 AM
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Cc: Polkinghorne, Elise HLTH:EX <Elise.Polkinghorne@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
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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: December 22, 2020 4:16:18 PM PST
Received: December 22, 2020 4:16:19 PM PST

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HTH-2020-07010 - Rebecca Maxwell - Extension

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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: December 23, 2020 9:00:52 AM PST
Received: December 23, 2020 9:00:52 AM PST
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Corporate Issues and Client Relations Branch | Ministry of Health | 236 478-0321

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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

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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

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Cc: HLTH FOI Operations HLTH:EX
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Cc: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Sent: December 29, 2020 6:40:00 PM PST
Received: December 29, 2020 6:40:01 PM PST

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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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

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

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

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

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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

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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:
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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

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HTH-2020-07010 - Rebecca Maxwell - Questions

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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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Cc: HLTH FCS FOI General HLTH:EX
Subject: 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,

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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!

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

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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/YYYY

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Thank you,

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

HTH-2020-07010 - Rebecca Maxwell - Fee Estimate

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 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:
HLTH.FOIOperations@gov.bc.ca

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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

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,
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Elise

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Sent: December 29, 2020 6:40 PM
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Cc: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Subject: IAO's Q: HTH-2020-07010 - Rebecca Maxwell - Extension
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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 <IAOFlexTeam@gov.bc.ca>
Cc: Maxwell, Rebecca CITZ:EX <Rebecca.Maxwell@gov.bc.ca>
Subject: RE: HTH-2020-07010 - Rebecca Maxwell - Extension

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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

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

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Sent: December 21, 2020 10:49 AM
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Cc: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
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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

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

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

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

Description: 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 Assessment

Do you hold responsive records? YES ☒ NO ☐

If no, please provide an explanation that can be given to the applicant (if applicable):

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

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

If yes, specify:

Section 3: No Records Response Approval

Please forward to public body FOI contact (if applicable) for delegated head's final public body approval if no records have been located

| | | |
|--|-------------------|-------------------|
| Final public body approval (full name and title): | Signature: | Date: Date |
|--|-------------------|-------------------|

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

| | | |
|--|------------------------|---------------------|
| Please ensure that all reasonable efforts are made to <u>generate as accurate an estimate as possible</u> | Estimated Hours | Actual Hours |
| Locating/Retrieving – areas to search | 6 | |
| <ul style="list-style-type: none">Outlook (including 'deleted' and 'sent' folders)Records management systems (ex. EDRMS)LAN, shared drives, SharePoint, databasesOffsite records | | |
| Producing – tasks include | 4 | |
| <ul style="list-style-type: none">Identifying relevant sources of data/informationManual time spent creating and producing recordsEx: generating a custom report from a database using existing data | | |
| Preparing – tasks include | 2 | |
| <ul style="list-style-type: none">Photocopying/scanning records into electronic format | | |

| | | |
|--|---------|--|
| <ul style="list-style-type: none"> Ensuring completeness of responsive records Copying other types of media (audio and/or video) | | |
| Volume – in pages | | |
| <ul style="list-style-type: none"> Electronic records <ul style="list-style-type: none"> Emails without attachments Emails with attachments Other: PDF, Word, Excel, photos, etc. | | |
| | 10, 575 | |
| <ul style="list-style-type: none"> Hardcopy records <ul style="list-style-type: none"> Average file folder = 1" and holds approx. 200 pages (single-sided) 1 standard Records Centre Services box: <ul style="list-style-type: none"> Legal sized folders = 1800 pages Letter sized folders = 2200 pages | | |
| Suggestions for possible narrowing: Exclude appendices, limit to specific report type, limit to a specific audit type, limit to specific program area (BIP, PCA, ECEU). | | |

Section 5: Search Summary

Please describe the search for records including what records were searched, (e.g., files, email, databases, EDRMS, offsite records, etc.) duration of search time, and who conducted the search for records:

Section 6a: Program Area Harms Assessment

Harm – **disclosure of the records would significantly harm the public body's position, or a third party's interests on a given topic.** The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your public body executive and/or Government Communications and Public Engagement office.

- Please reference the applicable records and information of concern, the harms, and associated page numbers below.
- If any of these records have been prepared for, or created to inform a decision of Cabinet or any of its committees, section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise (1) what is the status of the issue? And (2) has the decision been made public or implemented?

Could the release of any/all of the responsive records potentially cause harm? YES ☐ NO ☐

If yes, which information, if released, may cause harm?

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

General requests only - Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government's Open Information website. **If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst:**

Section 7: Contact Information

| | | |
|---|----------------------|--------------------------------|
| Who completed this form (full name and title): | Phone Number: | Date: December 30, 2020 |
|---|----------------------|--------------------------------|

| | | |
|--|--|--|
| 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*

s.3

Page 49 of 61 to/à Page 57 of 61

Withheld pursuant to/removed as

s.3

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

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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 <IAOFlexTeam@gov.bc.ca>
Cc: Maxwell, Rebecca CITZ:EX <Rebecca.Maxwell@gov.bc.ca>
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Polkinghorne, Elise HLTH:EX

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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: 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!

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 <HLTH.FOIOperations@gov.bc.ca>
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 Audit and Investigations Branch, A list of plans of all 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.

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

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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 <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/YYYY

If you have reasons to extend this request under Section 10 of FOIPPA (e.g. anticipated volume over 200 pages, or consultations) or if you have questions regarding the Call for Records process, please contact IAOFlexTeam@gov.bc.ca with "HTH-2020-07010 - 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 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, Gladys HLTH:EX <Gladys.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, Gladys HLTH:EX <Gladys.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 Audit and Investigations Branch, A list of plans of all 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

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@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 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 Corporate 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: HLTH.FOIOperations@gov.bc.ca

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Sent: December 29, 2020 3:33 PM

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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

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

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

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

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

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

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

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

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Sent: December 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

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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/YYYY

If you have reasons to extend this request under [Section 10](#) of FOIPPA (e.g. anticipated volume over 200 pages, or consultations) or if you have questions regarding the Call for Records process, please contact IAOFlexTeam@gov.bc.ca with "HTH-2020-07010 - 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 completed BIP audit reports 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 [here](#). 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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 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 Audit and Investigations Branch, A list of plans of all 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

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?

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

Hi Tamra,

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

Amanda

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Cheers.

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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 Corporate 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, Gladys 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.

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Sent: December 21, 2020 3:43 PM
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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, Gladys HLTH:EX <Gladys.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

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Thank you,

Amanda Macdonald | Documents Coordinator

Ministry of Health | Finance and Corporate Services Division

Assistant Deputy Minister's Office

Ph: 236-478-1546

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Sent: December 22, 2020 3:02 PM
To: Polkinghorne, Elise HLTH:EX
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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, Gladys HLTH:EX <Gladys.Chang@gov.bc.ca>
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Ministry of Health | Finance and Corporate 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

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Cc: Ranta, Michelle HLTH:EX
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Ministry of Health | Finance and Corporate 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; Questionnaire to help with CFR Fee Estimate.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 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 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 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,

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: [image001.png](#)

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

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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>
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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 Corporate 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, Gladys HLTH:EX <Gladys.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,

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

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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

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

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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>

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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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

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

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 Corporate 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, Gladys 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

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

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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>

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

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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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Amanda

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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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December 14, 2020

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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 Corporate 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 completed BIP audit reports 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 [here](#). 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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 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

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Ministry of Health | Finance and Corporate 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

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

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From: [McQuitty, Tamra HLTH:EX](#)
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
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- 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 [here](#). 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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 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

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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

<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

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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

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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.

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 Corporate Services Division

Assistant Deputy Minister's Office

Ph: 236-478-1546

From: [McQuitty, 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:

tk's :)

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 <Jordan.Monteiro@gov.bc.ca>
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 <Jordan.Monteiro@gov.bc.ca>
Cc: Longhurst, John HLTH:EX <John.Longhurst@gov.bc.ca>
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

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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,

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 Audit and Investigations Branch, A list of plans of all 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,
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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?

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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,
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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.

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

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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 <Nick.Bystedt@gov.bc.ca>
Cc: Longhurst, John HLTH:EX <John.Longhurst@gov.bc.ca>
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.

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Thank you,

Amanda Macdonald | Documents Coordinator
Ministry of Health | Finance and Corporate 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;
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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: Questionnaire to help with CFR Fee Estimate.docx, G - Call for Records form.docx

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1. **** Does this FOI need to go to another area/division? Please advise by [date 3 days after receiving request]!! ****

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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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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
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Records Due: December 21, 2020

Legislated Due Date: January 15, 2021

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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

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

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

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

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

Section 2: Initial Records Assessment

Do you hold responsive records? YES ☐ NO ☐

If no, please provide an explanation that can be given to the applicant (if applicable):

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

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

If yes, specify:

Section 3: No Records Response Approval

Please forward to public body FOI contact (if applicable) for delegated head's final public body approval if no records have been located

| | | |
|--|-------------------|-------------------|
| Final public body approval (full name and title): | Signature: | Date: Date |
|--|-------------------|-------------------|

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

| | | |
|--|------------------------|---------------------|
| Please ensure that all reasonable efforts are made to <u>generate as accurate an estimate as possible</u> | Estimated Hours | Actual Hours |
| Locating/Retrieving – areas to search | | |
| <ul style="list-style-type: none">Outlook (including 'deleted' and 'sent' folders)Records management systems (ex. EDRMS)LAN, shared drives, SharePoint, databasesOffsite records | | |
| Producing – tasks include | | |
| <ul style="list-style-type: none">Identifying relevant sources of data/informationManual time spent creating and producing recordsEx: generating a custom report from a database using existing data | | |
| Preparing – tasks include | | |

| | | |
|---|--|--|
| <ul style="list-style-type: none"> • Photocopying/scanning records into electronic format • Ensuring completeness of responsive records • Copying other types of media (audio and/or video) | | |
| Volume – in pages | | |
| <ul style="list-style-type: none"> • Electronic records <ul style="list-style-type: none"> ○ Emails without attachments ○ Emails with attachments ○ Other: PDF, Word, Excel, photos, etc. • Hardcopy records <ul style="list-style-type: none"> ○ Average file folder = 1" and holds approx. 200 pages (single-sided) ○ 1 standard Records Centre Services box: <ul style="list-style-type: none"> ▪ Legal sized folders = 1800 pages ▪ Letter sized folders = 2200 pages | | |
| Suggestions for possible narrowing: | | |

Section 5: Search Summary

Please describe the search for records including what records were searched, (e.g., files, email, databases, EDRMS, offsite records, etc.) duration of search time, and who conducted the search for records:

| |
|--|
| |
|--|

Section 6a: Program Area Harms Assessment

Harm – **disclosure of the records would significantly harm the public body's position, or a third party's interests on a given topic.** The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your public body executive and/or Government Communications and Public Engagement office.

- Please reference the applicable records and information of concern, the harms, and associated page numbers below.
- If any of these records have been prepared for, or created to inform a decision of Cabinet or any of its committees, section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise (1) what is the status of the issue? And (2) has the decision been made public or implemented?

Could the release of any/all of the responsive records potentially cause harm? YES ☐ NO ☐

If yes, which information, if released, may cause harm?

| |
|--|
| |
|--|

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

General requests only - Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government's Open Information website. **If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst:**

| |
|--|
| |
|--|

Section 7: Contact Information

| | | |
|---|----------------------|-------------------|
| Who completed this form (full name and title): | Phone Number: | Date: Date |
|---|----------------------|-------------------|

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

Fee Estimate Questionnaire for Narrowing Suggestions

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

Narrowing Suggestions? (List here)

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

Justify Search Time:

e.g.:

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

Reminders:

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

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
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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

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Attachments: image001.png

Hi Lucy,

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Yes that is correct – we would have the same records as GCPE



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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 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

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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

*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 <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

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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<https://www.lobbyistsregistrar.bc.ca/>.*

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 <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

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?

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 <Lucy.Hansen@gov.bc.ca>

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

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
Honourable Adrian Dix
Minister of Health &
Minister Responsible for Francophone Affairs
Direct: 778-974-6008
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<https://www.lobbyistsregistrar.bc.ca/>.*

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:
- fill out the attached Fee Estimate Questionnaire,
 - update your email subject line to include 'Fee Estimate HTH-2019-XXXXXX', and
 - 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 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.

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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