

## Call for Records HTH-2023-30751 - Tanya James

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From: IAOFlexTeam@gov.bc.ca  
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
Sent: March 21, 2023 3:38:03 PM PDT  
Attachments: G - Call for Records form.docx  
Request for Documents for Request # 'HTH-2023-30751'. Your response due date is: 4/4/2023 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):

*Any email sent to or received from employees of the BC Centre on Substance Use related to cocaine as part of safe supply policy. Restrict search to the Substance Use Prevention & Promotion Division. (Date Range for Record Search: From 6/1/2022 To 2/22/2023) Date Format is MM/DD/YYYY*

Applicant Type: Political Party  
Notes for Search: Similar requests: MHA-2023-30776 and HTH-2023-30725  
Records Due: April 4, 2023  
Legislated Due Date: May 4, 2023

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

Please clearly advise in your CFR response if the records contain images of a graphic nature, or if there are other similar concerns with graphic content within the package.

### **Routine Release**

Information that can be provided to the applicant without the need for an FOI request under FOIPPA can be "routinely released". If the Ministry deems these records routinely releasable, please respond to this CFR as soon as possible with responsive records, or with the contact information of the individual who will facilitate access. IAO will release the records and/or the contact information of the individual who will facilitate access and close the request. Please contact IAO for advice regarding making this determination.

**Please note:** *If the request description excludes all email attachments, IAO will exclude all email attachments from the compiled records package. If the Ministry determines that there are particular email attachments that should be included in the records package, please save those as separate files on the FOI fileshare so they are not automatically excluded.*

### **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-2023-30751 - Tanya James - 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-2023-30751 - Tanya James - 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-2023-30751 - Tanya James - 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,

**Tanya James, Junior FOI Analyst**  
**Information Access Operations | Ministry of Citizens' Services**

## HTH-2023-30751 - ASSIGN to PLBSD, MHAD

From: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
To: HLTH FOI-PLBSD HLTH:EX <HLTH.FOIPLBSD@gov.bc.ca>, Lamont, Cara F HLTH:EX <Cara.Lamont@gov.bc.ca>  
Cc: Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>, HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
Sent: March 21, 2023 4:01:34 PM PDT  
Attachments: G - Call for Records form.docx

**\*\*For all communications regarding this file, please copy/paste table below into email\*\***

Hi,

Please find below the details of a new FOI file from IAO.

### ***Applicant Type: Political Party***

***Request Details: Any email sent to or received from employees of the BC Centre on Substance Use related to cocaine as part of safe supply policy. Restrict search to the Substance Use Prevention & Promotion Division. (Date Range for Record Search: From 6/1/2022 To 2/22/2023) Date Format is MM/DD/YYYY***

HTH-2023-30751		
Estimate Due: March 31, 2023		
Records Due: April 4, 2023		
LAN: <a href="#">HTH-2023-30751</a>		
<b>Actions</b>	Please indicate with X and explain reasoning:	
Fee Estimate <sup>1</sup> (uploaded to LAN)		<a href="#">Fee Estimate Questionnaire</a> – for reference
NRR <sup>2</sup> (uploaded to LAN with ADM sign off)		
CFR <sup>3</sup> (uploaded to LAN with all sections complete**)		
Records <sup>3</sup> (uploaded to LAN)		
Deduplication Required <sup>3</sup>		
Harms <sup>3</sup> (uploaded to LAN – marked HARMS)		
No Harms <sup>3</sup> (uploaded to LAN – marked CLEAN)		
Other		
<b>Incl Other Areas</b>	Please indicate with X and explain reasoning:	
Include another Division in CFR		

External Harms Review Required by: Details of Review needed (Ie who/pages):		
Internal Harms Review Required by: Details of Review needed (Ie who/pages):		
Other		

HLTH.FOIOperations@gov.bc.ca **MUST** be notified when documents uploaded to LAN

#### ***Detailed Instructions***

##### **1. Fee Estimate**

- Complete CFR – Sections 2, 4, 5 & 7 – IN FULL – **ensure Sec. 5 provides rationale for fee**
- Go to HTH-FOI LAN link provided above
- Create subfolder called (Your Division's Acronym) ie CRHEM, HSIAR
- Upload CFR in PDF as 'HTH-2021-#####-(Div) – FEE ESTIMATE

##### **2. No Responsive Records (NRR)**

- Complete CFR – Sections 2, 3 & 7 – IN FULL
- Go to HTH-FOI LAN link provided above
- Create subfolder called (Your Division's Acronym) ie CRHEM, HSIAR
- Upload CFR in PDF as 'HTH-2021-#####-(DIV) - NRR

##### **3. Responsive Records**

- Complete CFR – Sections 2, 5, 6 & 7 – IN FULL
- Go to HTH-FOI LAN link provided above
- Create subfolder called (Your Division's Acronym) ie CRHEM, HSIAR
- Upload CFR in PDF as 'HTH-2021-#####-(Div) – CFR
- If records are submissible as-is – upload to folder in PDF as 'Records'
- If records require **deduplication** – upload to folder as 'Records for Dedup'
- If records contain **harms** – upload to folder as two PDF files
  - 'Records – CLEAN'
  - 'Records – HARMS'
- If records require **internal or external harms review**– indicate on CFR (Sec. 6a) **and** in email to FOI Ops

Thanks,

**Shazia Saif**

Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920

Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)





### Section 1: FOI Request Details

General Request ☒

Personal Request ☐

Authorization Received: N/A

Applicant Type: Political Party

Request Received: March 21, 2023

FOI Analyst: Tanya James

Legislated Due Date: May 4, 2023

Fee Estimate Due: March 28, 2023

Records Due: April 4, 2023

**Description:** Any email sent to or received from employees of the BC Centre on Substance Use related to cocaine as part of safe supply policy. Restrict search to the Substance Use Prevention & Promotion Division. (Date Range for Record Search: From 6/1/2022 To 2/22/2023)

### Section 2: Initial Records Assessment

Do you hold responsive records? YES ☐ NO ☐

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

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

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

If yes, specify:

### Section 3: No Records Response Approval

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

Final public body approval (full name and title):	Signature:	Date: Date
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### Section 4: Fee Estimate – General request only (if this is a personal request skip to section 5)

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

Estimated Hours

Actual Hours

**Locating/Retrieving – this includes searching all relevant sources.**  
**Areas to consider searching include:**

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

**Producing – this only applies where you are creating records from other sources\* (e.g. developing a program to create new records from a database) and tasks include**

- Identifying relevant sources of data/information
- Manual time spent creating and producing records
- Ex: generating a custom report from a database using existing data

<b>Preparing – this may include time spent by IAO (for electronic records) or the Ministry (for hardcopy records) and tasks include</b>		
<ul style="list-style-type: none"> <li>• Converting records to PDF</li> <li>• Consolidating records into a single PDF document</li> <li>• Organizing records packages (e.g. by date department, staff, records type, etc.)</li> <li>• Photocopying or scanning records into electronic format</li> <li>• Ensuring completeness of responsive records</li> <li>• Copying other types of media (audio and/or video)</li> </ul> <b>For electronic records, you do not need to provide a time estimate, please provide the number of files where requested below and IAO will be in a position to calculate the time required and to consider charging a fee.</b>		
<b>Volume – for electronic records please provide the estimated number of files and for hardcopy records please continue to provide the number of pages</b>		
<ul style="list-style-type: none"> <li>• <b>Electronic records</b> <ul style="list-style-type: none"> <li>○ Files (e.g. emails, Word Docs, Excel sheets, PDFs, photos, etc.)</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Hardcopy records</b> <ul style="list-style-type: none"> <li>○ Average file folder = 1” and holds approx. 200 pages (single-sided)</li> <li>○ 1 standard Records Centre Services box: <ul style="list-style-type: none"> <li>▪ Legal sized folders = 1800 pages</li> <li>▪ Letter sized folders = 2200 pages</li> </ul> </li> </ul> </li> </ul>		
<b>Suggestions for possible narrowing:</b>		

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):		

## MHAD - NRR - HTH-2023-30751 - ASSIGN to PLBSD, MHAD

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From: Lamont, Cara F HLTH:EX <Cara.Lamont@gov.bc.ca>  
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
Cc: Cruse, Cassandra MMHA:EX <Cassandra.Cruse@gov.bc.ca>  
Sent: March 29, 2023 8:33:42 AM PDT  
Attachments: RE: HTH-2023-30751 - ASSIGN to PLBSD, MHAD, G - Call for Records form.docx  
Good morning Shazia,

Please see the NRR from the MHSU program. If you require anything else, please don't hesitate to reach out.

Thank you,  
Cara Lamont (she/hers)  
Project Lead | Mental Health and Substance Use Branch  
Assistant Deputy Minister's Office | Mental Health and Addictions Division  
Ministry of Health  
1515 Blanshard St. Victoria BC V8W 3C8  
[Cara.Lamont@gov.bc.ca](mailto:Cara.Lamont@gov.bc.ca) 778-974-4030

---

**From:** Sturtevant, Darryl MMHA:EX <Darryl.Sturtevant@gov.bc.ca>  
**Sent:** Wednesday, March 29, 2023 8:27 AM  
**To:** Lamont, Cara F HLTH:EX <Cara.Lamont@gov.bc.ca>  
**Cc:** Cruse, Cassandra MMHA:EX <Cassandra.Cruse@gov.bc.ca>  
**Subject:** RE: HTH-2023-30751 - ASSIGN to PLBSD, MHAD

Good morning Cara. I am good with this.

Thanks

Darryl

---

**From:** Lamont, Cara F HLTH:EX <Cara.Lamont@gov.bc.ca>  
**Sent:** Wednesday, March 29, 2023 8:05 AM  
**To:** Sturtevant, Darryl MMHA:EX <Darryl.Sturtevant@gov.bc.ca>  
**Cc:** Cruse, Cassandra MMHA:EX <Cassandra.Cruse@gov.bc.ca>  
**Subject:** FW: HTH-2023-30751 - ASSIGN to PLBSD, MHAD

Good morning Darryl,

This concludes our responsive records search related to the below request. Please review and if you approve, please reply to this email so I can close the request with FOI.

Thank you,

Cara Lamont (she/hers)  
Project Lead | Mental Health and Substance Use Branch  
Assistant Deputy Minister's Office | Mental Health and Addictions Division  
Ministry of Health  
1515 Blanshard St. Victoria BC V8W 3C8  
[Cara.Lamont@gov.bc.ca](mailto:Cara.Lamont@gov.bc.ca) 778-974-4030

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**From:** Tupper, Kenneth HLTH:EX <Kenneth.Tupper@gov.bc.ca>  
**Sent:** Tuesday, March 28, 2023 10:15 AM

**To:** Dalzell, Kacey HLTH:EX <Kacey.Dalzell@gov.bc.ca>; Blemings, Roxanne HLTH:EX <Roxanne.Blemings@gov.bc.ca>; Lamont, Cara F HLTH:EX <Cara.Lamont@gov.bc.ca>; North, Naomi HLTH:EX <Naomi.North@gov.bc.ca>; van der Leer, Gerrit HLTH:EX <Gerrit.vanderLeer@gov.bc.ca>  
**Cc:** Cruse, Cassandra MMHA:EX <Cassandra.Cruse@gov.bc.ca>  
**Subject:** RE: HTH-2023-30751 - ASSIGN to PLBSD, MHAD

Hi all

I have done a thorough search and concluded what I initially suspected: no responsive records from me (cocaine has not been talked about as a PSS medication option since before the policy got finalized, and even then it was just speculative for some possible future state; implementation since July 2021 has been focused on Rx opioid medications)

Thanks  
Ken

---

**From:** Dalzell, Kacey HLTH:EX <Kacey.Dalzell@gov.bc.ca>  
**Sent:** Monday, March 27, 2023 8:35 AM  
**To:** Blemings, Roxanne HLTH:EX <Roxanne.Blemings@gov.bc.ca>; Lamont, Cara F HLTH:EX <Cara.Lamont@gov.bc.ca>; North, Naomi HLTH:EX <Naomi.North@gov.bc.ca>; Tupper, Kenneth HLTH:EX <Kenneth.Tupper@gov.bc.ca>; van der Leer, Gerrit HLTH:EX <Gerrit.vanderLeer@gov.bc.ca>  
**Cc:** Cruse, Cassandra MMHA:EX <Cassandra.Cruse@gov.bc.ca>  
**Subject:** RE: HTH-2023-30751 - ASSIGN to PLBSD, MHAD

Hi Cara,

No Responsive Records for me.

Thanks,  
Kacey

---

**From:** Blemings, Roxanne HLTH:EX <Roxanne.Blemings@gov.bc.ca>  
**Sent:** Monday, March 27, 2023 8:27 AM  
**To:** Lamont, Cara F HLTH:EX <Cara.Lamont@gov.bc.ca>; North, Naomi HLTH:EX <Naomi.North@gov.bc.ca>; Dalzell, Kacey HLTH:EX <Kacey.Dalzell@gov.bc.ca>; Tupper, Kenneth HLTH:EX <Kenneth.Tupper@gov.bc.ca>; van der Leer, Gerrit HLTH:EX <Gerrit.vanderLeer@gov.bc.ca>  
**Cc:** Cruse, Cassandra MMHA:EX <Cassandra.Cruse@gov.bc.ca>  
**Subject:** RE: HTH-2023-30751 - ASSIGN to PLBSD, MHAD

Hi all, assuming that the below means Ken's team only. Either way, NRR for us. R

---

**From:** Lamont, Cara F HLTH:EX <Cara.Lamont@gov.bc.ca>  
**Sent:** Monday, March 27, 2023 7:59 AM  
**To:** Blemings, Roxanne HLTH:EX <Roxanne.Blemings@gov.bc.ca>; North, Naomi HLTH:EX <Naomi.North@gov.bc.ca>; Dalzell, Kacey HLTH:EX <Kacey.Dalzell@gov.bc.ca>; Tupper, Kenneth HLTH:EX <Kenneth.Tupper@gov.bc.ca>; van der Leer, Gerrit HLTH:EX <Gerrit.vanderLeer@gov.bc.ca>  
**Cc:** Cruse, Cassandra MMHA:EX <Cassandra.Cruse@gov.bc.ca>  
**Subject:** FW: HTH-2023-30751 - ASSIGN to PLBSD, MHAD

Good morning everyone-

Here is a request for **any emails- sent or received-** from employees of the **BC CENTRE ON SUBSTANCE USE** related to **COCAINE as part of safe supply policy.**

Please limit your search to the **SUBSTANCE USE PREVENTION AND PROMOTION DIVISION.** The dates are **JUNE 1, 2022, TO FEB 22 2023.**

**The records are due APRIL 4, 2023.**

If you have records, please determine if we need to make a fee estimate **by MARCH 31, 2023.**

Thank you everyone!

---

**From:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Sent:** Tuesday, March 21, 2023 4:02 PM  
**To:** HLTH FOI-PLBSD HLTH:EX <HLTH.FOIPLBSD@gov.bc.ca>; Lamont, Cara F HLTH:EX <Cara.Lamont@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Subject:** HTH-2023-30751 - ASSIGN to PLBSD, MHAD

**\*\*For all communications regarding this file, please copy/paste table below into email\*\***

Hi,

Please find below the details of a new FOI file from IAO.

***Applicant Type: Political Party***

***Request Details: Any email sent to or received from employees of the BC Centre on Substance Use related to cocaine as part of safe supply policy. Restrict search to the Substance Use Prevention & Promotion Division. (Date Range for Record Search: From 6/1/2022 To 2/22/2023) Date Format is MM/DD/YYYY***

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LAN: <u>HTH-2023-30751</u>		
Actions	Please indicate with X and explain reasoning:	
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NRR <sup>2</sup> (uploaded to LAN with ADM sign off)		
CFR <sup>3</sup> (uploaded to LAN with all sections complete**)		
Records <sup>3</sup> (uploaded to LAN)		
Deduplication Required <sup>3</sup>		
Harms <sup>3</sup> (uploaded to LAN – marked HARMS)		
No Harms <sup>3</sup> (uploaded to LAN – marked CLEAN)		
Other		
Incl Other Areas	Please indicate with X and explain reasoning:	
Include another Division in CFR		

External Harms Review Required by: Details of Review needed (Ie who/pages):		
Internal Harms Review Required by: Details of Review needed (Ie who/pages):		
Other		

[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca) **MUST** be notified when documents uploaded to LAN

#### ***Detailed Instructions***

##### **1. Fee Estimate**

- Complete CFR – Sections 2, 4, 5 & 7 – IN FULL – **ensure Sec. 5 provides rationale for fee**
- Go to HTH-FOI LAN link provided above
- Create subfolder called (Your Division's Acronym) ie CRHEM, HSIAR
- Upload CFR in PDF as 'HTH-2021-#####-(Div) – FEE ESTIMATE

##### **2. No Responsive Records (NRR)**

- Complete CFR – Sections 2, 3 & 7 – IN FULL
- Go to HTH-FOI LAN link provided above
- Create subfolder called (Your Division's Acronym) ie CRHEM, HSIAR
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##### **3. Responsive Records**

- Complete CFR – Sections 2, 5, 6 & 7 – IN FULL
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Thanks,

**Shazia Saif**

Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920

Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

## RE: HTH-2023-30751 - ASSIGN to PLBSD, MHAD

---

From: van der Leer, Gerrit HLTH:EX <Gerrit.vanderLeer@gov.bc.ca>  
To: Lamont, Cara F HLTH:EX <Cara.Lamont@gov.bc.ca>  
Cc: Cruse, Cassandra MMHA:EX <Cassandra.Cruse@gov.bc.ca>, Dalzell, Kacey HLTH:EX <Kacey.Dalzell@gov.bc.ca>, Blemings, Roxanne HLTH:EX <Roxanne.Blemings@gov.bc.ca>, North, Naomi HLTH:EX <Naomi.North@gov.bc.ca>, Tupper, Kenneth HLTH:EX <Kenneth.Tupper@gov.bc.ca>, van der Leer, Gerrit HLTH:EX <Gerrit.vanderLeer@gov.bc.ca>  
Sent: March 27, 2023 11:20:18 AM PDT

Hello Cara, I do not have any records within the scope of this request

Gerrit van der Leer  
A/Executive Director  
Mental Health and Substance Use Division  
Ministry of Health  
6-2, 1515 Blanshard St  
Victoria BC V8W 3C8  
Ph. (250) 952 1610 Fax: (250) 952 1282  
Email: [Gerrit.vanderLeer@gov.bc.ca](mailto:Gerrit.vanderLeer@gov.bc.ca)  
Admin support: Eva Eaton [eva.eaton@gov.bc.ca](mailto:eva.eaton@gov.bc.ca) ph. 236.478.3406

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**Cc:** Cruse, Cassandra MMHA:EX <Cassandra.Cruse@gov.bc.ca>  
**Subject:** RE: HTH-2023-30751 - ASSIGN to PLBSD, MHAD

Hi Cara,

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Thanks,  
Kacey

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**Sent:** Tuesday, March 21, 2023 4:02 PM  
**To:** HLTH FOI-PLBSD HLTH:EX <HLTH.FOIPLBSD@gov.bc.ca>; Lamont, Cara F HLTH:EX <Cara.Lamont@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Subject:** HTH-2023-30751 - ASSIGN to PLBSD, MHAD

**\*\*For all communications regarding this file, please copy/paste table below into email\*\***

Hi,

Please find below the details of a new FOI file from IAO.

***Applicant Type: Political Party***

***Request Details: Any email sent to or received from employees of the BC Centre on Substance Use related to cocaine as part of safe supply policy. Restrict search to the Substance Use Prevention & Promotion Division. (Date Range for Record Search: From 6/1/2022 To 2/22/2023) Date Format is MM/DD/YYYY***

HTH-2023-30751		
Estimate Due: March 31, 2023		
Records Due: April 4, 2023		
LAN: <u>HTH-2023-30751</u>		
Actions	Please indicate with X and explain reasoning:	
Fee Estimate <sup>1</sup> (uploaded to LAN)		<u>Fee Estimate Questionnaire</u> – for reference
NRR <sup>2</sup> (uploaded to LAN with ADM sign off)		
CFR <sup>3</sup> (uploaded to LAN with all sections complete**)		
Records <sup>3</sup> (uploaded to LAN)		

Deduplication Required <sup>3</sup>		
Harms <sup>3</sup> (uploaded to LAN – marked HARMS)		
No Harms <sup>3</sup> (uploaded to LAN – marked CLEAN)		
Other		
<b>Incl Other Areas</b>	Please indicate with X and explain reasoning:	
Include another Division in CFR		
External Harms Review Required by: Details of Review needed (Ie who/pages):		
Internal Harms Review Required by: Details of Review needed (Ie who/pages):		
Other		

[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca) **MUST** be notified when documents uploaded to LAN

### **Detailed Instructions**

#### **1. Fee Estimate**

- Complete CFR – Sections 2, 4, 5 & 7 – IN FULL – **ensure Sec. 5 provides rationale for fee**
- Go to HTH-FOI LAN link provided above
- Create subfolder called (Your Division's Acronym) ie CRHEM, HSIAR
- Upload CFR in PDF as 'HTH-2021-#####-(Div) – FEE ESTIMATE

#### **2. No Responsive Records (NRR)**

- Complete CFR – Sections 2, 3 & 7 – IN FULL
- Go to HTH-FOI LAN link provided above
- Create subfolder called (Your Division's Acronym) ie CRHEM, HSIAR
- Upload CFR in PDF as 'HTH-2021-#####-(DIV) - NRR

#### **3. Responsive Records**

- Complete CFR – Sections 2, 5, 6 & 7 – IN FULL
- Go to HTH-FOI LAN link provided above
- Create subfolder called (Your Division's Acronym) ie CRHEM, HSIAR
- Upload CFR in PDF as 'HTH-2021-#####-(Div) – CFR
- If records are submissible as-is – upload to folder in PDF as 'Records'
- If records require **deduplication** – upload to folder as 'Records for Dedup'
- If records contain **harms** – upload to folder as two PDF files
  - 'Records – CLEAN'
  - 'Records – HARMS'
- If records require **internal or external harms review**– indicate on CFR (Sec. 6a) **and** in email to FOI Ops

Thanks,

**Shazia Saif**

Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920

Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)



### Section 1: FOI Request Details

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

**Applicant Type:** Political Party **Request Received:** March 21, 2023 **FOI Analyst:** Tanya James

**Legislated Due Date:** May 4, 2023 **Fee Estimate Due:** March 28, 2023 **Records Due:** April 4, 2023

**Description:** Any email sent to or received from employees of the BC Centre on Substance Use related to cocaine as part of safe supply policy. Restrict search to the Substance Use Prevention & Promotion Division. (Date Range for Record Search: From 6/1/2022 To 2/22/2023)

### 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):

Cocaine is not considered a PSS medication option

**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

<b>Final public body approval (full name and title):</b> Darryl Sturtevant, Assistant Deputy Minister	<b>Signature:</b> See email	<b>Date:</b> March 29, 2023
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### Section 4: Fee Estimate – General request only (if this is a personal request skip to section 5)

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

**Estimated Hours**

**Actual Hours**

**Locating/Retrieving – this includes searching all relevant sources.**  
**Areas to consider searching include:**

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

**Producing – this only applies where you are creating records from other sources\* (e.g. developing a program to create new records from a database) and tasks include**

- Identifying relevant sources of data/information
- Manual time spent creating and producing records
- Ex: generating a custom report from a database using existing data

<b>Preparing – this may include time spent by IAO (for electronic records) or the Ministry (for hardcopy records) and tasks include</b>		
<ul style="list-style-type: none"> <li>• Converting records to PDF</li> <li>• Consolidating records into a single PDF document</li> <li>• Organizing records packages (e.g. by date department, staff, records type, etc.)</li> <li>• Photocopying or scanning records into electronic format</li> <li>• Ensuring completeness of responsive records</li> <li>• Copying other types of media (audio and/or video)</li> </ul> <p><b>For electronic records, you do not need to provide a time estimate, please provide the number of files where requested below and IAO will be in a position to calculate the time required and to consider charging a fee.</b></p>		
<b>Volume – for electronic records please provide the estimated number of files and for hardcopy records please continue to provide the number of pages</b>		
<ul style="list-style-type: none"> <li>• <b>Electronic records</b> <ul style="list-style-type: none"> <li>○ Files (e.g. emails, Word Docs, Excel sheets, PDFs, photos, etc.)</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Hardcopy records</b> <ul style="list-style-type: none"> <li>○ Average file folder = 1” and holds approx. 200 pages (single-sided)</li> <li>○ 1 standard Records Centre Services box: <ul style="list-style-type: none"> <li>▪ Legal sized folders = 1800 pages</li> <li>▪ Letter sized folders = 2200 pages</li> </ul> </li> </ul> </li> </ul>		
<b>Suggestions for possible narrowing:</b>		

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

<b>Who completed this form (full name and title):</b> Cara Lamont, Project Lead	<b>Phone Number:</b> 778-974-4030	<b>Date:</b> March 29, 2023
<b>Harms Assessment completed by (full name and title):</b>	<b>Program Area:</b>	
<b>Harms Assessment approved by (full name and title):</b>		

## RE: MHAD - NRR - HTH-2023-30751

---

From: Lamont, Cara F HLTH:EX <Cara.Lamont@gov.bc.ca>  
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
Cc: Cruse, Cassandra MMHA:EX <Cassandra.Cruse@gov.bc.ca>  
Sent: March 29, 2023 8:53:37 AM PDT  
Its ours. Ken Tupper responded to the NRR with no responsive records. It should be in the email thread.

---

**From:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Sent:** Wednesday, March 29, 2023 8:52 AM  
**To:** Lamont, Cara F HLTH:EX <Cara.Lamont@gov.bc.ca>  
**Cc:** Cruse, Cassandra MMHA:EX <Cassandra.Cruse@gov.bc.ca>  
**Subject:** RE: MHAD - NRR - HTH-2023-30751

Hi Cara,

In the email chain, I see that Roxanne Blemings has suggested Ken's team. Could you please let me know which division would that be?

Thanks,

Shazia Saif  
Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920  
Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Lamont, Cara F HLTH:EX <Cara.Lamont@gov.bc.ca>  
**Sent:** Wednesday, March 29, 2023 8:34 AM  
**To:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Cc:** Cruse, Cassandra MMHA:EX <Cassandra.Cruse@gov.bc.ca>  
**Subject:** MHAD - NRR - HTH-2023-30751 - ASSIGN to PLBSD, MHAD

Good morning Shazia,

Please see the NRR from the MHSU program. If you require anything else, please don't hesitate to reach out.

Thank you,  
Cara Lamont (she/hers)  
Project Lead | Mental Health and Substance Use Branch  
Assistant Deputy Minister's Office | Mental Health and Addictions Division  
Ministry of Health  
1515 Blanshard St. Victoria BC V8W 3C8  
[Cara.Lamont@gov.bc.ca](mailto:Cara.Lamont@gov.bc.ca) 778-974-4030

---

**From:** Sturtevant, Darryl MMHA:EX <Darryl.Sturtevant@gov.bc.ca>  
**Sent:** Wednesday, March 29, 2023 8:27 AM  
**To:** Lamont, Cara F HLTH:EX <Cara.Lamont@gov.bc.ca>  
**Cc:** Cruse, Cassandra MMHA:EX <Cassandra.Cruse@gov.bc.ca>

**Subject:** RE: HTH-2023-30751 - ASSIGN to PLBSD, MHAD

Good morning Cara. I am good with this.

Thanks

Darryl

---

**From:** Lamont, Cara F HLTH:EX <[Cara.Lamont@gov.bc.ca](mailto:Cara.Lamont@gov.bc.ca)>  
**Sent:** Wednesday, March 29, 2023 8:05 AM  
**To:** Sturtevant, Darryl MMHA:EX <[Darryl.Sturtevant@gov.bc.ca](mailto:Darryl.Sturtevant@gov.bc.ca)>  
**Cc:** Cruse, Cassandra MMHA:EX <[Cassandra.Cruse@gov.bc.ca](mailto:Cassandra.Cruse@gov.bc.ca)>  
**Subject:** FW: HTH-2023-30751 - ASSIGN to PLBSD, MHAD

Good morning Darryl,

This concludes our responsive records search related to the below request. Please review and if you approve, please reply to this email so I can close the request with FOI.

Thank you,

Cara Lamont (she/hers)  
Project Lead | Mental Health and Substance Use Branch  
Assistant Deputy Minister's Office | Mental Health and Addictions Division  
Ministry of Health  
1515 Blanshard St. Victoria BC V8W 3C8  
[Cara.Lamont@gov.bc.ca](mailto:Cara.Lamont@gov.bc.ca) 778-974-4030

---

**From:** Tupper, Kenneth HLTH:EX <[Kenneth.Tupper@gov.bc.ca](mailto:Kenneth.Tupper@gov.bc.ca)>  
**Sent:** Tuesday, March 28, 2023 10:15 AM  
**To:** Dalzell, Kacey HLTH:EX <[Kacey.Dalzell@gov.bc.ca](mailto:Kacey.Dalzell@gov.bc.ca)>; Blemings, Roxanne HLTH:EX <[Roxanne.Blemings@gov.bc.ca](mailto:Roxanne.Blemings@gov.bc.ca)>; Lamont, Cara F HLTH:EX <[Cara.Lamont@gov.bc.ca](mailto:Cara.Lamont@gov.bc.ca)>; North, Naomi HLTH:EX <[Naomi.North@gov.bc.ca](mailto:Naomi.North@gov.bc.ca)>; van der Leer, Gerrit HLTH:EX <[Gerrit.vanderLeer@gov.bc.ca](mailto:Gerrit.vanderLeer@gov.bc.ca)>  
**Cc:** Cruse, Cassandra MMHA:EX <[Cassandra.Cruse@gov.bc.ca](mailto:Cassandra.Cruse@gov.bc.ca)>  
**Subject:** RE: HTH-2023-30751 - ASSIGN to PLBSD, MHAD

Hi all

I have done a thorough search and concluded what I initially suspected: no responsive records from me (cocaine has not been talked about as a PSS medication option since before the policy got finalized, and even then it was just speculative for some possible future state; implementation since July 2021 has been focused on Rx opioid medications)

Thanks  
Ken

---

**From:** Dalzell, Kacey HLTH:EX <[Kacey.Dalzell@gov.bc.ca](mailto:Kacey.Dalzell@gov.bc.ca)>  
**Sent:** Monday, March 27, 2023 8:35 AM  
**To:** Blemings, Roxanne HLTH:EX <[Roxanne.Blemings@gov.bc.ca](mailto:Roxanne.Blemings@gov.bc.ca)>; Lamont, Cara F HLTH:EX <[Cara.Lamont@gov.bc.ca](mailto:Cara.Lamont@gov.bc.ca)>; North, Naomi HLTH:EX <[Naomi.North@gov.bc.ca](mailto:Naomi.North@gov.bc.ca)>; Tupper, Kenneth HLTH:EX <[Kenneth.Tupper@gov.bc.ca](mailto:Kenneth.Tupper@gov.bc.ca)>; van der Leer, Gerrit HLTH:EX <[Gerrit.vanderLeer@gov.bc.ca](mailto:Gerrit.vanderLeer@gov.bc.ca)>  
**Cc:** Cruse, Cassandra MMHA:EX <[Cassandra.Cruse@gov.bc.ca](mailto:Cassandra.Cruse@gov.bc.ca)>  
**Subject:** RE: HTH-2023-30751 - ASSIGN to PLBSD, MHAD

Hi Cara,

No Responsive Records for me.

Thanks,  
Kacey

---

**From:** Blemings, Roxanne HLTH:EX <Roxanne.Blemings@gov.bc.ca>  
**Sent:** Monday, March 27, 2023 8:27 AM  
**To:** Lamont, Cara F HLTH:EX <Cara.Lamont@gov.bc.ca>; North, Naomi HLTH:EX <Naomi.North@gov.bc.ca>; Dalzell, Kacey HLTH:EX <Kacey.Dalzell@gov.bc.ca>; Tupper, Kenneth HLTH:EX <Kenneth.Tupper@gov.bc.ca>; van der Leer, Gerrit HLTH:EX <Gerrit.vanderLeer@gov.bc.ca>  
**Cc:** Cruse, Cassandra MMHA:EX <Cassandra.Cruse@gov.bc.ca>  
**Subject:** RE: HTH-2023-30751 - ASSIGN to PLBSD, MHAD

Hi all, assuming that the below means Ken's team only. Either way, NRR for us. R

---

**From:** Lamont, Cara F HLTH:EX <Cara.Lamont@gov.bc.ca>  
**Sent:** Monday, March 27, 2023 7:59 AM  
**To:** Blemings, Roxanne HLTH:EX <Roxanne.Blemings@gov.bc.ca>; North, Naomi HLTH:EX <Naomi.North@gov.bc.ca>; Dalzell, Kacey HLTH:EX <Kacey.Dalzell@gov.bc.ca>; Tupper, Kenneth HLTH:EX <Kenneth.Tupper@gov.bc.ca>; van der Leer, Gerrit HLTH:EX <Gerrit.vanderLeer@gov.bc.ca>  
**Cc:** Cruse, Cassandra MMHA:EX <Cassandra.Cruse@gov.bc.ca>  
**Subject:** FW: HTH-2023-30751 - ASSIGN to PLBSD, MHAD

Good morning everyone-

Here is a request for **any emails- sent or received-** from employees of the **BC CENTRE ON SUBSTANCE USE** related to **COCAINE as part of safe supply policy.**

Please limit your search to the **SUBSTANCE USE PREVENTION AND PROMOTION DIVISION.** The dates are **JUNE 1, 2022, TO FEB 22 2023.**

**The records are due APRIL 4, 2023.**

If you have records, please determine if we need to make a fee estimate **by MARCH 31, 2023.**

Thank you everyone!

---

**From:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Sent:** Tuesday, March 21, 2023 4:02 PM  
**To:** HLTH FOI-PLBSD HLTH:EX <HLTH.FOIPLBSD@gov.bc.ca>; Lamont, Cara F HLTH:EX <Cara.Lamont@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Subject:** HTH-2023-30751 - ASSIGN to PLBSD, MHAD

**\*\*For all communications regarding this file, please copy/paste table below into email\*\***

Hi,

Please find below the details of a new FOI file from IAO.

***Applicant Type: Political Party***

***Request Details: Any email sent to or received from employees of the BC Centre on Substance Use related to cocaine as part of safe supply policy. Restrict search to the Substance Use Prevention & Promotion Division. (Date Range for Record Search: From 6/1/2022 To 2/22/2023) Date Format is MM/DD/YYYY***



HTH-2023-30751		
Estimate Due: March 31, 2023		
Records Due: April 4, 2023		
LAN: <u>HTH-2023-30751</u>		
Actions	Please indicate with X and explain reasoning:	
Fee Estimate <sup>1</sup> (uploaded to LAN)		<a href="#">Fee Estimate Questionnaire</a> – for reference
NRR <sup>2</sup> (uploaded to LAN with ADM sign off)		
CFR <sup>3</sup> (uploaded to LAN with all sections complete**)		
Records <sup>3</sup> (uploaded to LAN)		
Deduplication Required <sup>3</sup>		
Harms <sup>3</sup> (uploaded to LAN – marked HARMS)		
No Harms <sup>3</sup> (uploaded to LAN – marked CLEAN)		
Other		
Incl Other Areas	Please indicate with X and explain reasoning:	
Include another Division in CFR		
External Harms Review Required by: Details of Review needed (Ie who/pages):		
Internal Harms Review Required by: Details of Review needed (Ie who/pages):		
Other		

[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca) **MUST** be notified when documents uploaded to LAN

#### Detailed Instructions

##### 1. Fee Estimate

- Complete CFR – Sections 2, 4, 5 & 7 – IN FULL – ensure Sec. 5 provides rationale for fee
- Go to HTH-FOI LAN link provided above
- Create subfolder called (Your Division's Acronym) ie CRHEM, HSIAR
- Upload CFR in PDF as 'HTH-2021-#####-(Div) – FEE ESTIMATE

##### 2. No Responsive Records (NRR)

- Complete CFR – Sections 2, 3 & 7 – IN FULL
- Go to HTH-FOI LAN link provided above
- Create subfolder called (Your Division's Acronym) ie CRHEM, HSIAR
- Upload CFR in PDF as 'HTH-2021-#####-(DIV) - NRR

##### 3. Responsive Records

- Complete CFR – Sections 2, 5, 6 & 7 – IN FULL
- Go to HTH-FOI LAN link provided above
- Create subfolder called (Your Division's Acronym) ie CRHEM, HSIAR

- Upload CFR in PDF as 'HTH-2021-#####-(Div) – CFR
- If records are submissible as-is – upload to folder in PDF as 'Records'
- If records require **deduplication** – upload to folder as 'Records for Dedup'
- If records contain harms – upload to folder as two PDF files
  - 'Records – CLEAN'
  - 'Records – HARMS'
- If records require **internal or external harms review**– indicate on CFR (Sec. 6a) **and** in email to FOI Ops

Thanks,

**Shazia Saif**

Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920

Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

## HTH-2023-30751 - Tanya James - 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: March 29, 2023 9:01:01 AM PDT  
Attachments: 2023-30751 - PLBSD - fee estimate.docx

Hi,

We have canvassed PLBSD for records for this file and they have provided a fee estimate (attached).

We will consider this file on hold until we hear from you. Please confirm for us via email when the fee estimate has been presented to the applicant and when they are expected to respond by.

Thanks,

Shazia Saif  
Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920  
Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)



### Section 1: FOI Request Details

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

**Applicant Type:** Political Party **Request Received:** March 21, 2023 **FOI Analyst:** Tanya James

**Legislated Due Date:** May 4, 2023 **Fee Estimate Due:** March 28, 2023 **Records Due:** April 4, 2023

**Description:** Any email sent to or received from employees of the BC Centre on Substance Use related to cocaine as part of safe supply policy. Restrict search to the Substance Use Prevention & Promotion Division. (Date Range for Record Search: From 6/1/2022 To 2/22/2023)

### 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

<b>Final public body approval (full name and title):</b>	<b>Signature:</b>	<b>Date:</b> 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>	<b>Estimated Hours</b>	<b>Actual Hours</b>
<b>Locating/Retrieving – this includes searching all relevant sources.</b> <b>Areas to consider searching include:</b> <ul style="list-style-type: none"><li>Outlook (including 'deleted' and 'sent' folders)</li><li>Records management systems (ex. EDRMS)</li><li>LAN, shared drives, SharePoint, databases</li><li>Offsite records</li></ul>	More or less 5 hrs	
<b>Producing – this only applies where you are creating records from other sources* (e.g. developing a program to create new records from a database) and tasks include</b> <ul style="list-style-type: none"><li>Identifying relevant sources of data/information</li><li>Manual time spent creating and producing records</li><li>Ex: generating a custom report from a database using existing data</li></ul>		

<b>Preparing – this may include time spent by IAO (for electronic records) or the Ministry (for hardcopy records) and tasks include</b>			
<ul style="list-style-type: none"> <li>• Converting records to PDF</li> <li>• Consolidating records into a single PDF document</li> <li>• Organizing records packages (e.g. by date department, staff, records type, etc.)</li> <li>• Photocopying or scanning records into electronic format</li> <li>• Ensuring completeness of responsive records</li> <li>• Copying other types of media (audio and/or video)</li> </ul> <p><b>For electronic records, you do not need to provide a time estimate, please provide the number of files where requested below and IAO will be in a position to calculate the time required and to consider charging a fee.</b></p>			
<b>Volume – for electronic records please provide the estimated number of files and for hardcopy records please continue to provide the number of pages</b>			
<ul style="list-style-type: none"> <li>• <b>Electronic records</b> <ul style="list-style-type: none"> <li>○ Files (e.g. emails, Word Docs, Excel sheets, PDFs, photos, etc.)</li> </ul> </li> </ul>	More or less 100 files		
<ul style="list-style-type: none"> <li>• <b>Hardcopy records</b> <ul style="list-style-type: none"> <li>○ Average file folder = 1" and holds approx. 200 pages (single-sided)</li> <li>○ 1 standard Records Centre Services box: <ul style="list-style-type: none"> <li>▪ Legal sized folders = 1800 pages</li> <li>▪ Letter sized folders = 2200 pages</li> </ul> </li> </ul> </li> </ul>			
<b>Suggestions for possible narrowing:</b>			

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:

LAN, emails, CLIFF log

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**

<b>Who completed this form (full name and title):</b> Joyce Maglanque	<b>Phone Number:</b> 778-572-2125	<b>Date:</b> March 22, 2023
<b>Harms Assessment completed by (full name and title):</b>	<b>Program Area:</b>	
<b>Harms Assessment approved by (full name and title):</b>		

## FOI Request HTH-2023-30751

---

From: FOI.SocialEducationTeam@gov.bc.ca  
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
Sent: March 30, 2023 3:49:52 PM PDT

Hello,

Please note that this request is now on hold. The applicant has until May 1, 2023, to respond to the fee letter. Responses can include narrowing, fee waiver request or payment.

Please do NOT gather records until advised by IAO of next steps.

If narrowing options are received from the applicant, IAO will relay the narrowing options to the public body to determine if the fee will be reduced and/or eliminated. We ask that the public body replies to narrowing options as soon as possible.

Thank you,

**Joshua Robinson, FOI Specialist**

**Information Access Operations | Ministry of Citizens' Services**

**P: 250 419-8621**

## HTH-2023-30751 – Tanya James – Fees Paid Resume CFR

---

From: IAOflexteam@gov.bc.ca  
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
Sent: April 4, 2023 10:16:59 AM PDT

Hello Team,

The applicant has now paid the fee as of March 31, 2023. Please resume gathering records and send them to IAO as soon as possible.

As the file was on hold, the new legislated due date is **May 5, 2023**.

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-2023-30751 - Tanya James" in the subject line.

### **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-2023-30751 - Tanya James - 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-2023-30751 - Tanya James - 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 for your assistance,

Tanya James, Junior FOI Analyst  
Information Access Operations | Ministry of Citizens' Services



## RE: HTH-2023-30751 - CFR-NRR

---

From: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
To: Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>, HLTH PLBSD FOI HLTH:EX <HLTH.FOIPLBSD@gov.bc.ca>  
Cc: Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>, Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>, HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
Sent: April 13, 2023 10:46:55 AM PDT  
Attachments: 2023-30751 - PLBSD - fee estimate.docx  
Hi Libby,

I am a bit confused with this NRR as the program area said earlier that they have responsive records and provided a fee estimate. Could you please clarify it?  
MHSU was canvassed earlier and they have already provided NRR.

Thanks,

**Shazia Saif**  
Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920  
Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Sent:** Thursday, April 13, 2023 9:52 AM  
**To:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>  
**Subject:** HTH-2023-30751 - CFR-NRR  
**Importance:** High

Good Morning:

Please find HTH-2023-30751 - CFR\_NRR on the shared LAN: **HTH-2023-30751**.

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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---

**From:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Sent:** Tuesday, April 4, 2023 11:17 AM  
**To:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>; HLTH PLBSD FOI HLTH:EX <HLTH.FOIPLBSD@gov.bc.ca>

**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>

**Subject:** HTH-2023-30751 - Fees Paid - Resume CFR

Hi Libby,

IAO has confirmed that applicant has paid the fees. Please resume gathering records and send them as soon as possible.

**Due Date:** April 13, 2023

Thanks,

**Shazia Saif**

Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920

Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>

**Sent:** Wednesday, March 22, 2023 10:08 AM

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

**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>

**Subject:** HTH-2023-30751 - Call for records - fee estimate

Good Morning:

Please find HTH2023-30751 call for records fee estimate from PLBSD in the shared [HTH-2023-30751](#)

HTH-2023-30751		
<b>Estimate Due: March 31, 2023</b>		
<b>Records Due: April 4, 2023</b>		
<b>LAN: <a href="#">HTH-2023-30751</a></b>		
<b>Actions</b>	Please indicate with X and explain reasoning:	
Fee Estimate <sup>1</sup> (uploaded to LAN)	x	<a href="#">Fee Estimate Questionnaire</a> – for reference
NRR <sup>2</sup> (uploaded to LAN with ADM sign off)		
CFR <sup>3</sup> (uploaded to LAN with all sections complete**)		
Records <sup>3</sup> (uploaded to LAN)		
Deduplication Required <sup>3</sup>		
Harms <sup>3</sup> (uploaded to LAN – marked HARMS)		

No Harms <sup>3</sup> (uploaded to LAN – marked CLEAN)		
Other		
<b>Incl Other Areas</b>	Please indicate with X and explain reasoning:	
Include another Division in CFR		
External Harms Review Required by: Details of Review needed (Ie who/pages):		
Internal Harms Review Required by: Details of Review needed (Ie who/pages):		
Other		

Thank you,

Libby Vandergriendt  
 FOI/Records Coordinator  
 Medical Beneficiary and Pharmaceutical Services Division  
 Ministry of Health  
 250-952-2796

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## RE: HTH-2023-30751 - CFR-NRR

---

From: Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>, HLTH PLBSD FOI HLTH:EX <HLTH.FOIPLBSD@gov.bc.ca>  
Cc: Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>, Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>  
Sent: April 13, 2023 12:29:32 PM PDT  
Hi Shazia:

I think they thought they had records and now they say they no not after all.

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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---

**From:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Sent:** Thursday, April 13, 2023 10:47 AM  
**To:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>; HLTH PLBSD FOI HLTH:EX <HLTH.FOIPLBSD@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Subject:** RE: HTH-2023-30751 - CFR-NRR

Hi Libby,

I am a bit confused with this NRR as the program area said earlier that they have responsive records and provided a fee estimate. Could you please clarify it?  
MHSU was canvassed earlier and they have already provided NRR.

Thanks,

Shazia Saif  
Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920  
Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Sent:** Thursday, April 13, 2023 9:52 AM

**To:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>  
**Subject:** HTH-2023-30751 - CFR-NRR  
**Importance:** High

Good Morning:

Please find HTH-2023-30751 - CFR\_NRR on the shared LAN: **HTH-2023-30751**.

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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---

**From:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Sent:** Tuesday, April 4, 2023 11:17 AM  
**To:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>; HLTH PLBSD FOI HLTH:EX <HLTH.FOIPLBSD@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Subject:** HTH-2023-30751 - Fees Paid - Resume CFR

Hi Libby,

IAO has confirmed that applicant has paid the fees. Please resume gathering records and send them as soon as possible.

**Due Date:** April 13, 2023

Thanks,

Shazia Saif  
Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920  
Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Sent:** Wednesday, March 22, 2023 10:08 AM  
**To:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>  
**Subject:** HTH-2023-30751 - Call for records - fee estimate

Good Morning:

HTH-2023-30751		
<b>Estimate Due: March 31, 2023</b>		
<b>Records Due: April 4, 2023</b>		
<b>LAN: <a href="#">HTH-2023-30751</a></b>		
<b>Actions</b>	Please indicate with X and explain reasoning:	
Fee Estimate <sup>1</sup> (uploaded to LAN)	x	<a href="#">Fee Estimate Questionnaire</a> – for reference
NRR <sup>2</sup> (uploaded to LAN with ADM sign off)		
CFR <sup>3</sup> (uploaded to LAN with all sections complete**)		
Records <sup>3</sup> (uploaded to LAN)		
<b>Deduplication Required<sup>3</sup></b>		
Harms <sup>3</sup> (uploaded to LAN – marked HARMS)		
No Harms <sup>3</sup> (uploaded to LAN – marked CLEAN)		
Other		
<b>Incl Other Areas</b>	Please indicate with X and explain reasoning:	
Include another Division in CFR		
External Harms Review Required by: Details of Review needed (Ie who/pages):		
Internal Harms Review Required by: Details of Review needed (Ie who/pages):		
Other		

Thank you,

Libby Vanderriendt  
 FOI/Records Coordinator  
 Medical Beneficiary and Pharmaceutical Services Division  
 Ministry of Health  
 250-952-2796

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## HTH-2023-30751 - NRR - GCPE Review

---

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: April 13, 2023 1:24:59 PM PDT  
Attachments: G - Call for Records form.docx

Hi Stephen,

Please find the attached file for details of HTH-2023-30751 - NRR for GCPE review.

Thanks,

**Shazia Saif**

Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920

Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

## RE: HTH-2023-30751 - NRR - GCPE Review

---

From: May, Stephen GCPE:EX <Stephen.May@gov.bc.ca>  
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
Sent: April 13, 2023 1:52:49 PM PDT  
This has been reviewed by GCPE

---

**From:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Sent:** Thursday, April 13, 2023 1:25 PM  
**To:** May, Stephen GCPE:EX <Stephen.May@gov.bc.ca>  
**Cc:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Subject:** HTH-2023-30751 - NRR - GCPE Review

Hi Stephen,

Please find the attached file for details of HTH-2023-30751 - NRR for GCPE review.

Thanks,

**Shazia Saif**  
Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920  
Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)



## RE: HTH-2023-30751 – Tanya James – NRR - DM Approval

---

From: Robinson, Joshua CITZ:EX <Joshua.Robinson@gov.bc.ca>  
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
Sent: April 20, 2023 7:56:50 AM PDT  
Attachments: HTH-2023-30751 - DM Approval.pdf  
Hello Health,

Before responding to the applicant and closing this request, may I trouble you to have the program area confirm the actual hours that were spent searching? This is missing in the attached signed and approved NRR. If the program area is unable to confirm the actual hours spent searching for records, of which none were located, would the Ministry be willing to consider issuing a refund to the applicant?

Be well,

Josh

---

**From:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Sent:** Tuesday, April 18, 2023 12:20 PM  
**To:** IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>  
**Cc:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Subject:** HTH-2023-30751 – Tanya James – NRR - DM Approval

Hi,

Please find the attached executive approval for HTH-2023-30751 – NRR.  
Please note that the program area provided a fee estimate for this FOI previously but later gave NRR,

Thanks,

**Shazia Saif**  
Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920  
Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

## RE: HTH-2023-30751 - CFR-NRR

---

From: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
To: Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>, HLTH PLBSD FOI HLTH:EX <HLTH.FOIPLBSD@gov.bc.ca>  
Cc: Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>, Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>, HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
Sent: April 20, 2023 8:22:51 AM PDT  
Attachments: 2023-30751 G - Call for Records form- NRR.docx  
Hi Libby,

Could you please confirm the actual number of hours that were spent in searching? Also, please see the following comment form IAO and advise:

**If the program area is unable to confirm the actual hours spent searching for records, of which none were located, would the Ministry be willing to consider issuing a refund to the applicant?**

Thanks,

Shazia Saif  
Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920  
Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Sent:** Thursday, April 13, 2023 9:52 AM  
**To:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>  
**Subject:** HTH-2023-30751 - CFR-NRR  
**Importance:** High

Good Morning:

Please find HTH-2023-30751 - CFR\_NRR on the shared LAN: **HTH-2023-30751**.

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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---

**From:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Sent:** Tuesday, April 4, 2023 11:17 AM

**To:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>; HLTH PLBSD FOI HLTH:EX <HLTH.FOIPLBSD@gov.bc.ca>

**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>

**Subject:** HTH-2023-30751 - Fees Paid - Resume CFR

Hi Libby,

IAO has confirmed that applicant has paid the fees. Please resume gathering records and send them as soon as possible.

**Due Date:** April 13, 2023

Thanks,

Shazia Saif  
Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920

Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>

**Sent:** Wednesday, March 22, 2023 10:08 AM

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

**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>

**Subject:** HTH-2023-30751 - Call for records - fee estimate

Good Morning:

Please find HTH2023-30751 call for records fee estimate from PLBSD in the shared **HTH-2023-30751**

HTH-2023-30751		
<b>Estimate Due: March 31, 2023</b>		
<b>Records Due: April 4, 2023</b>		
<b>LAN: <u>HTH-2023-30751</u></b>		
Actions	Please indicate with X and explain reasoning:	
Fee Estimate <sup>1</sup> (uploaded to LAN)	x	<u>Fee Estimate Questionnaire</u> – for reference
NRR <sup>2</sup> (uploaded to LAN with ADM sign off)		
CFR <sup>3</sup> (uploaded to LAN with all sections complete**)		
Records <sup>3</sup> (uploaded to LAN)		
Deduplication Required <sup>3</sup>		

Harms <sup>3</sup> (uploaded to LAN – marked HARMS)		
No Harms <sup>3</sup> (uploaded to LAN – marked CLEAN)		
Other		
<b>Incl Other Areas</b>	Please indicate with X and explain reasoning:	
Include another Division in CFR		
External Harms Review Required by: Details of Review needed (Ie who/pages):		
Internal Harms Review Required by: Details of Review needed (Ie who/pages):		
Other		

Thank you,

Libby Vandergriendt  
 FOI/Records Coordinator  
 Medical Beneficiary and Pharmaceutical Services Division  
 Ministry of Health  
 250-952-2796

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### Section 1: FOI Request Details

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

**Applicant Type:** Political Party **Request Received:** March 21, 2023 **FOI Analyst:** Tanya James

**Legislated Due Date:** May 4, 2023 **Fee Estimate Due:** March 28, 2023 **Records Due:** April 4, 2023

**Description:** Any email sent to or received from employees of the BC Centre on Substance Use related to cocaine as part of safe supply policy. Restrict search to the Substance Use Prevention & Promotion Division. (Date Range for Record Search: From 6/1/2022 To 2/22/2023)

### 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):

After search PAA has advised no responsive records - Restrict search to the Substance Use Prevention & Promotion Division (Date Range for Record Search: From 6/1/2022 To 2/22/2023)

**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

<b>Final public body approval (full name and title):</b> Mitch Moneo, ADM, PLBSD	<b>Signature:</b> approved by Mariana Diacu, by eapproval on behalf of Mitch	<b>Date:</b> April 13, 2023
---	---	--------------------------------

### 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

**Locating/Retrieving – this includes searching all relevant sources.**  
**Areas to consider searching include:**

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

**Producing – this only applies where you are creating records from other sources\* (e.g. developing a program to create new records from a database) and tasks include**

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

**Estimated Hours**

More or less 5 hr

**Actual Hours**

<ul style="list-style-type: none"> <li>Ex: generating a custom report from a database using existing data</li> </ul>		
<b>Preparing – this may include time spent by IAO (for electronic records) or the Ministry (for hardcopy records) and tasks include</b>		
<ul style="list-style-type: none"> <li>Converting records to P. F</li> <li>Consolidating records into a single P. F document</li> <li>Organizing records by date, department, staff, records type, etc.</li> <li>Photocopying or scanning records into electronic format</li> <li>Ensuring completeness of responsive records</li> <li>Copying other types of media (audio and/or video)</li> </ul> <p><b>For electronic records, you do not need to provide a time estimate, please provide the number of files where requested below and IAO will be in a position to calculate the time required and to consider charging a fee.</b></p>		
<b>Volume – for electronic records please provide the estimated number of files and for hardcopy records please continue to provide the number of pages</b>		
<ul style="list-style-type: none"> <li><b>Electronic records</b> <ul style="list-style-type: none"> <li>Files (emails, Word docs, Excel sheets, P. Fs, photos, etc.)</li> </ul> </li> </ul>	More or less 100 files	
<ul style="list-style-type: none"> <li><b>Hardcopy records</b> <ul style="list-style-type: none"> <li>Average file folder = 1" and holds approx 200 pages (single-sided)</li> <li>1 standard Records Centre Services box: <ul style="list-style-type: none"> <li>Legal sized folders = 1800 pages</li> <li>Letter sized folders = 2200 pages</li> </ul> </li> </ul> </li> </ul>		
<b>Suggestions for possible narrowing:</b>		

## 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:

LAN, emails, CLIFF log

## 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 officer.

- 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): Joyce Maglanque	Phone Number: 778-572-2125	Date: March 22, 2023
Harms Assessment completed by (full name and title):	Program Area:	
Harms Assessment approved by (full name and title):		

## FW: HTH-2023-30751 - CFR-NRR

---

From: Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
Cc: Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>, Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>  
Sent: April 20, 2023 2:11:46 PM PDT  
Attachments: 2023-30751 G - Call for Records form- NRR\_April2023.docx

Good Afternoon:

Please see HTH2023-30751 explanation from the Program area of PLBSD attached.

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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

---

**From:** Maglanque, Joyce HLTH:EX <Joyce.Maglanque@gov.bc.ca>  
**Sent:** Thursday, April 20, 2023 2:09 PM  
**To:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>  
**Subject:** RE: HTH-2023-30751 - CFR-NRR

Hi Libby,

After reviewing the request details again, CSE has no responsive records.  
I have attached the NRR for your further action.

**Regards,**

**Joyce Maglanque**  
Office Manager, New Westminster Office  
Executive Assistant to Dr. Susan Bouma/Executive Director  
Clinical Services and Evaluation Branch  
Pharmaceutical, Laboratory & Blood Services | BC Ministry of Health  
303-960 Quayside Dr. New Westminster BC V3M 6G2  
Tel. 778 572 2125/Fax 604 660 2108  
email: [Joyce.Maglanque@gov.bc.ca](mailto:Joyce.Maglanque@gov.bc.ca)

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---

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>



**Sent:** Thursday, April 20, 2023 1:15 PM

**To:** Maglanque, Joyce HLTH:EX <[Joyce.Maglanque@gov.bc.ca](mailto:Joyce.Maglanque@gov.bc.ca)>

**Cc:** Laanstra, Bronwyn HLTH:EX <[Bronwyn.Laanstra@gov.bc.ca](mailto:Bronwyn.Laanstra@gov.bc.ca)>; Rajalingam, Adrian HLTH:EX <[Adrian.Rajalingam@gov.bc.ca](mailto:Adrian.Rajalingam@gov.bc.ca)>

**Subject:** FW: HTH-2023-30751 - CFR-NRR

**Importance:** High

Good Afternoon:

Please see the email below for HTH2023-30751 below from IAO. The applicant will have to be repaid back for the fee estimate. Could you advise.

Thank you

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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---

**From:** HLTH FOI Operations HLTH:EX <[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca)>

**Sent:** Thursday, April 20, 2023 8:23 AM

**To:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>; HLTH PLBSD FOI HLTH:EX <[HLTH.FOIPLBSD@gov.bc.ca](mailto:HLTH.FOIPLBSD@gov.bc.ca)>

**Cc:** Laanstra, Bronwyn HLTH:EX <[Bronwyn.Laanstra@gov.bc.ca](mailto:Bronwyn.Laanstra@gov.bc.ca)>; Rajalingam, Adrian HLTH:EX <[Adrian.Rajalingam@gov.bc.ca](mailto:Adrian.Rajalingam@gov.bc.ca)>; HLTH FOI Operations HLTH:EX <[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca)>

**Subject:** RE: HTH-2023-30751 - CFR-NRR

**Importance:** High

Hi Libby,

Could you please confirm the actual number of hours that were spent in searching? Also, please see the following comment from IAO and advise:

**If the program area is unable to confirm the actual hours spent searching for records, of which none were located, would the Ministry be willing to consider issuing a refund to the applicant?**

Thanks,

Shazia Saif  
Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920

Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Sent:** Thursday, April 13, 2023 9:52 AM  
**To:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>  
**Subject:** HTH-2023-30751 - CFR-NRR  
**Importance:** High

Good Morning:

Please find HTH-2023-30751 - CFR\_NRR on the shared LAN: **HTH-2023-30751**.

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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---

**From:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Sent:** Tuesday, April 4, 2023 11:17 AM  
**To:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>; HLTH PLBSD FOI HLTH:EX <HLTH.FOIPLBSD@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Subject:** HTH-2023-30751 - Fees Paid - Resume CFR

Hi Libby,

IAO has confirmed that applicant has paid the fees. Please resume gathering records and send them as soon as possible.

**Due Date:** April 13, 2023

Thanks,

Shazia Saif  
Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920  
Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Sent:** Wednesday, March 22, 2023 10:08 AM  
**To:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>  
**Subject:** HTH-2023-30751 - Call for records - fee estimate

Good Morning:

Please find HTH2023-30751 call for records fee estimate from PLBSD in the shared [HTH-2023-30751](#)

HTH-2023-30751		
Estimate Due: March 31, 2023		
Records Due: April 4, 2023		
LAN: <a href="#">HTH-2023-30751</a>		
<b>Actions</b>	Please indicate with X and explain reasoning:	
Fee Estimate <sup>1</sup> (uploaded to LAN)	x	Fee Estimate Questionnaire – for reference
NRR <sup>2</sup> (uploaded to LAN with ADM sign off)		
CFR <sup>3</sup> (uploaded to LAN with all sections complete**)		
Records <sup>3</sup> (uploaded to LAN)		
Deduplication Required <sup>3</sup>		
Harms <sup>3</sup> (uploaded to LAN – marked HARMS)		
No Harms <sup>3</sup> (uploaded to LAN – marked CLEAN)		
Other		
<b>Incl Other Areas</b>	Please indicate with X and explain reasoning:	
Include another Division in CFR		
External Harms Review Required by: Details of Review needed (Ie who/pages):		
Internal Harms Review Required by: Details of Review needed (Ie who/pages):		
Other		

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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### Section 1: FOI Request Details

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

Applicant Type: Political Party Request Received: March 21, 2023 FOI Analyst: Tanya James

Legislated Due Date: May 4, 2023 Fee Estimate Due: March 28, 2023 Records Due: April 4, 2023

**Description:** Any email sent to or received from employees of the BC Centre on Substance Use related to cocaine as part of safe supply policy. Restrict search to the Substance Use Prevention & Promotion Division. (Date Range for Record Search: From 6/1/2022 To 2/22/2023)

### 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):

After search PAA has advised no responsive records - Restrict search to the Substance Use Prevention & Promotion Division (Date Range for Record Search: From 6/1/2022 To 2/22/2023)

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): Mitch Moneo, ADM, PLBSD	Signature: approved by Mariana Diacu, by eapproval on behalf of Mitch	Date: April 13, 2023
--	--	-------------------------

### 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

**Locating/Retrieving – this includes searching all relevant sources.**  
**Areas to consider searching include:**

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

**Producing – this only applies where you are creating records from other sources\* (e.g. developing a program to create new records from a database) and tasks include**

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours	Actual Hours
-----------------	--------------

<ul style="list-style-type: none"> <li>Ex: generating a custom report from a database using existing data</li> </ul>		
<b>Preparing – this may include time spent by IAO (for electronic records) or the Ministry (for hardcopy records) and tasks include</b>		
<ul style="list-style-type: none"> <li>Converting records to PDF</li> <li>Consolidating records into a single PDF document</li> <li>Organizing records packages (e.g. by date department, staff, records type, etc.)</li> <li>Photocopying or scanning records into electronic format</li> <li>Ensuring completeness of responsive records</li> <li>Copying other types of media (audio and/or video)</li> </ul> <p><b>For electronic records, you do not need to provide a time estimate, please provide the number of files where requested below and IAO will be in a position to calculate the time required and to consider charging a fee.</b></p>		
<b>Volume – for electronic records please provide the estimated number of files and for hardcopy records please continue to provide the number of pages</b>		
<ul style="list-style-type: none"> <li><b>Electronic records</b> <ul style="list-style-type: none"> <li>Files (e.g. emails, Word Docs, Excel sheets, PDFs, photos, etc.)</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li><b>Hardcopy records</b> <ul style="list-style-type: none"> <li>Average file folder = 1" and holds approx. 200 pages (single-sided)</li> <li>1 standard Records Centre Services box: <ul style="list-style-type: none"> <li>Legal sized folders = 1800 pages</li> <li>Letter sized folders = 2200 pages</li> </ul> </li> </ul> </li> </ul>		
<b>Suggestions for possible narrowing:</b>		

### 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:

LAN, emails, CLIFF log

### 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): Joyce Maglanque	Phone Number: 778-572-2125	Date: April 20, 2023
Harms Assessment completed by (full name and title):	Program Area:	
Harms Assessment approved by (full name and title):		

## HTH-2023-30751 - PLBSD re CFR-NRR

---

From: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
To: Robinson, Joshua CITZ:EX <Joshua.Robinson@gov.bc.ca>  
Cc: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>, FOI SOCIAL EDUCATION TEAM CITZ:EX <FOI.SocialEducationTeam@gov.bc.ca>  
Sent: April 24, 2023 11:03:06 AM PDT  
Attachments: 2023-30751 G - Call for Records form- NRR\_April2023.docx  
Hi Josh,

Please see PLBSD's Actual Number of Hours explanation in the attached CFR form.

Thank you so much.

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

 Please consider the environment before printing this email

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---

**From:** HLTH PLBSD FOI HLTH:EX <HLTH.FOIPLBSD@gov.bc.ca>  
**Sent:** Thursday, April 20, 2023 4:07 PM  
**To:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>; Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Cc:** Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>; Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>  
**Subject:** RE: HTH-2023-30751 - CFR-NRR

Hi Shazia

Attached is the CFR-NRR for HTH2023-30751 from Program Area.

Thanks  
Adrian

---

**From:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Sent:** Thursday, April 20, 2023 3:30 PM  
**To:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>; HLTH PLBSD FOI HLTH:EX <HLTH.FOIPLBSD@gov.bc.ca>  
**Cc:** Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>; Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Subject:** RE: HTH-2023-30751 - CFR-NRR  
**Importance:** High

Hi Libby,

The CFR form in the email has the estimates removed. IAO is asking the program area to provide the actuals in addition to the estimate. Could you please put the estimates back and add the actuals and send them to me asap?

Thanks,

Shazia Saif  
Information and Records Analyst



FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920  
Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>  
**Sent:** Thursday, April 20, 2023 2:12 PM  
**To:** HLTH FOI Operations HLTH:EX <[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca)>  
**Cc:** Rajalingam, Adrian HLTH:EX <[Adrian.Rajalingam@gov.bc.ca](mailto:Adrian.Rajalingam@gov.bc.ca)>; Laanstra, Bronwyn HLTH:EX <[Bronwyn.Laanstra@gov.bc.ca](mailto:Bronwyn.Laanstra@gov.bc.ca)>  
**Subject:** FW: HTH-2023-30751 - CFR-NRR

Good Afternoon:

Please see HTH2023-30751 explanation from the Program area of PLBSD attached.

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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---

**From:** Maglanque, Joyce HLTH:EX <[Joyce.Maglanque@gov.bc.ca](mailto:Joyce.Maglanque@gov.bc.ca)>  
**Sent:** Thursday, April 20, 2023 2:09 PM  
**To:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>  
**Cc:** Laanstra, Bronwyn HLTH:EX <[Bronwyn.Laanstra@gov.bc.ca](mailto:Bronwyn.Laanstra@gov.bc.ca)>; Rajalingam, Adrian HLTH:EX <[Adrian.Rajalingam@gov.bc.ca](mailto:Adrian.Rajalingam@gov.bc.ca)>  
**Subject:** RE: HTH-2023-30751 - CFR-NRR

Hi Libby,

After reviewing the request details again, CSE has no responsive records.  
I have attached the NRR for your further action.

**Regards,**

**Joyce Maglanque**  
Office Manager, New Westminster Office  
Executive Assistant to Dr. Susan Bouma/Executive Director  
Clinical Services and Evaluation Branch  
Pharmaceutical, Laboratory & Blood Services | BC Ministry of Health  
303-960 Quayside Dr. New Westminster BC V3M 6G2  
Tel. 778 572 2125/Fax 604 660 2108

email: [Joyce.Maglanque@gov.bc.ca](mailto:Joyce.Maglanque@gov.bc.ca)

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**From:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>  
**Sent:** Thursday, April 20, 2023 1:15 PM  
**To:** Maglanque, Joyce HLTH:EX <[Joyce.Maglanque@gov.bc.ca](mailto:Joyce.Maglanque@gov.bc.ca)>  
**Cc:** Laanstra, Bronwyn HLTH:EX <[Bronwyn.Laanstra@gov.bc.ca](mailto:Bronwyn.Laanstra@gov.bc.ca)>; Rajalingam, Adrian HLTH:EX <[Adrian.Rajalingam@gov.bc.ca](mailto:Adrian.Rajalingam@gov.bc.ca)>  
**Subject:** FW: HTH-2023-30751 - CFR-NRR  
**Importance:** High

Good Afternoon:

Please see the email below for HTH2023-30751 below from IAO. The applicant will have to be repaid back for the fee estimate. Could you advise.

Thank you

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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---

**From:** HLTH FOI Operations HLTH:EX <[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca)>  
**Sent:** Thursday, April 20, 2023 8:23 AM  
**To:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>; HLTH PLBSD FOI HLTH:EX <[HLTH.FOIPLBSD@gov.bc.ca](mailto:HLTH.FOIPLBSD@gov.bc.ca)>  
**Cc:** Laanstra, Bronwyn HLTH:EX <[Bronwyn.Laanstra@gov.bc.ca](mailto:Bronwyn.Laanstra@gov.bc.ca)>; Rajalingam, Adrian HLTH:EX <[Adrian.Rajalingam@gov.bc.ca](mailto:Adrian.Rajalingam@gov.bc.ca)>; HLTH FOI Operations HLTH:EX <[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca)>  
**Subject:** RE: HTH-2023-30751 - CFR-NRR  
**Importance:** High

Hi Libby,

Could you please confirm the actual number of hours that were spent in searching? Also, please see the following comment from IAO and advise:

**If the program area is unable to confirm the actual hours spent searching for records, of which none were located, would the Ministry be willing to consider issuing a refund to the applicant?**

Thanks,

Shazia Saif  
Information and Records Analyst

FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920  
Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>  
**Sent:** Thursday, April 13, 2023 9:52 AM  
**To:** HLTH FOI Operations HLTH:EX <[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca)>  
**Cc:** Laanstra, Bronwyn HLTH:EX <[Bronwyn.Laanstra@gov.bc.ca](mailto:Bronwyn.Laanstra@gov.bc.ca)>; Rajalingam, Adrian HLTH:EX <[Adrian.Rajalingam@gov.bc.ca](mailto:Adrian.Rajalingam@gov.bc.ca)>  
**Subject:** HTH-2023-30751 - CFR-NRR  
**Importance:** High

Good Morning:

Please find HTH-2023-30751 - CFR\_NRR on the shared LAN: **HTH-2023-30751**.

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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---

**From:** HLTH FOI Operations HLTH:EX <[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca)>  
**Sent:** Tuesday, April 4, 2023 11:17 AM  
**To:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>; HLTH PLBSD FOI HLTH:EX <[HLTH.FOIPLBSD@gov.bc.ca](mailto:HLTH.FOIPLBSD@gov.bc.ca)>  
**Cc:** Laanstra, Bronwyn HLTH:EX <[Bronwyn.Laanstra@gov.bc.ca](mailto:Bronwyn.Laanstra@gov.bc.ca)>; HLTH FOI Operations HLTH:EX <[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca)>  
**Subject:** HTH-2023-30751 - Fees Paid - Resume CFR

Hi Libby,

IAO has confirmed that applicant has paid the fees. Please resume gathering records and send them as soon as possible.

**Due Date:** April 13, 2023

Thanks,

Shazia Saif  
Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920  
Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Sent:** Wednesday, March 22, 2023 10:08 AM  
**To:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>  
**Subject:** HTH-2023-30751 - Call for records - fee estimate

Good Morning:

Please find HTH2023-30751 call for records fee estimate from PLBSD in the shared [HTH-2023-30751](#)

HTH-2023-30751		
Estimate Due: March 31, 2023		
Records Due: April 4, 2023		
LAN: <a href="#">HTH-2023-30751</a>		
Actions	Please indicate with X and explain reasoning:	
Fee Estimate <sup>1</sup> (uploaded to LAN)	x	<a href="#">Fee Estimate Questionnaire</a> – for reference
NRR <sup>2</sup> (uploaded to LAN with ADM sign off)		
CFR <sup>3</sup> (uploaded to LAN with all sections complete**)		
Records <sup>3</sup> (uploaded to LAN)		
Deduplication Required <sup>3</sup>		
Harms <sup>3</sup> (uploaded to LAN – marked HARMS)		
No Harms <sup>3</sup> (uploaded to LAN – marked CLEAN)		
Other		
Incl Other Areas	Please indicate with X and explain reasoning:	
Include another Division in CFR		
External Harms Review Required by: Details of Review needed (Ie who/pages):		
Internal Harms Review Required by: Details of Review needed (Ie who/pages):		
Other		

Thank you,

Libby Vandergriendt

FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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### Section 1: FOI Request Details

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

Applicant Type: Political Party Request Received: March 21, 2023 FOI Analyst: Tanya James

Legislated Due Date: May 4, 2023 Fee Estimate Due: March 28, 2023 Records Due: April 4, 2023

**Description:** Any email sent to or received from employees of the BC Centre on Substance Use related to cocaine as part of safe supply policy. Restrict search to the Substance Use Prevention & Promotion Division. (Date Range for Record Search: From 6/1/2022 To 2/22/2023)

### 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):

After search PAA has advised no responsive records - Restrict search to the Substance Use Prevention & Promotion Division (Date Range for Record Search: From 6/1/2022 To 2/22/2023)

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): Mitch Moneo, ADM, PLBSD	Signature: approved by Mariana Diacu, by eapproval on behalf of Mitch	Date: April 13, 2023
--	--	-------------------------

### 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

Locating/Retrieving – this includes searching all relevant sources.  
Areas to consider searching include:

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

Estimated Hours

More or less 5 hrs

Actual Hours

After reviewing again the request (April 12, 2023), we have determined that we do not have records, therefore, there is no actual hours used.

<b>Producing – this only applies where you are creating records from other sources* (e.g. developing a program to create new records from a database) and tasks include</b>			
<ul style="list-style-type: none"> <li>Identifying relevant sources of data/information</li> <li>Manual time spent creating and producing records</li> <li>Ex: generating a custom report from a database using existing data</li> </ul>			
<b>Preparing – this may include time spent by IAO (for electronic records) or the Ministry (for hardcopy records) and tasks include</b>			
<ul style="list-style-type: none"> <li>Converting records to PDF</li> <li>Consolidating records into a single PDF document</li> <li>Organizing records packages (e.g. by date department, staff, records type, etc.)</li> <li>Photocopying or scanning records into electronic format</li> <li>Ensuring completeness of responsive records</li> <li>Copying other types of media (audio and/or video)</li> </ul> <p><b>For electronic records, you do not need to provide a time estimate, please provide the number of files where requested below and IAO will be in a position to calculate the time required and to consider charging a fee.</b></p>			
<b>Volume – for electronic records please provide the estimated number of files and for hardcopy records please continue to provide the number of pages</b>			
<ul style="list-style-type: none"> <li><b>Electronic records</b> <ul style="list-style-type: none"> <li>Files (e.g. emails, Word Docs, Excel sheets, PDFs, photos, etc.)</li> </ul> </li> </ul>	More or less 100 files		
<ul style="list-style-type: none"> <li><b>Hardcopy records</b> <ul style="list-style-type: none"> <li>Average file folder = 1" and holds approx. 200 pages (single-sided)</li> <li>1 standard Records Centre Services box: <ul style="list-style-type: none"> <li>Legal sized folders = 1800 pages</li> <li>Letter sized folders = 2200 pages</li> </ul> </li> </ul> </li> </ul>			
<b>Suggestions for possible narrowing:</b>			

### 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:

LAN, emails, CLIFF log

### 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): Joyce Maglanque	Phone Number: 778-572-2125	Date: April 20, 2023
Harms Assessment completed by (full name and title):	Program Area:	
Harms Assessment approved by (full name and title):		



## RE: HTH-2023-30751 - PLBSD re CFR-NRR

---

From: Robinson, Joshua CITZ:EX <Joshua.Robinson@gov.bc.ca>  
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
Sent: April 26, 2023 11:25:04 AM PDT

Thank you for your reply, Shazia. I'll issue the NRR response and have the refund processed and request closed.

Be well,

Josh

---

**From:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Sent:** Wednesday, April 26, 2023 9:39 AM  
**To:** Robinson, Joshua CITZ:EX <Joshua.Robinson@gov.bc.ca>  
**Cc:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Subject:** RE: HTH-2023-30751 - PLBSD re CFR-NRR

Hi Joshua,

We agree that the fees should be refunded to the applicant.

Thanks,

Shazia Saif  
Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920  
Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Robinson, Joshua CITZ:EX <Joshua.Robinson@gov.bc.ca>  
**Sent:** Tuesday, April 25, 2023 7:35 AM  
**To:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Subject:** RE: HTH-2023-30751 - PLBSD re CFR-NRR

Hello, Darlene.

Thank you for this reply. With PLBSD confirming that no actual hours were spent searching for records, IAO recommends that the Ministry refund the applicant's fee payment of \$60.00, which was processed on March 31, 2023. May I trouble you to advise if the Ministry agrees to this recommendation?

Be well,

Josh

---

**From:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Sent:** Monday, April 24, 2023 11:03 AM  
**To:** Robinson, Joshua CITZ:EX <Joshua.Robinson@gov.bc.ca>  
**Cc:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>; FOI SOCIAL EDUCATION TEAM CITZ:EX <FOI.SocialEducationTeam@gov.bc.ca>  
**Subject:** HTH-2023-30751 - PLBSD re CFR-NRR  
**Importance:** High

Hi Josh,

Please see PLBSD's Actual Number of Hours explanation in the attached CFR form.

Thank you so much.

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

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**From:** HLTH PLBSD FOI HLTH:EX <[HLTH.FOIPLBSD@gov.bc.ca](mailto:HLTH.FOIPLBSD@gov.bc.ca)>  
**Sent:** Thursday, April 20, 2023 4:07 PM  
**To:** HLTH FOI Operations HLTH:EX <[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca)>; Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>  
**Cc:** Rajalingam, Adrian HLTH:EX <[Adrian.Rajalingam@gov.bc.ca](mailto:Adrian.Rajalingam@gov.bc.ca)>; Laanstra, Bronwyn HLTH:EX <[Bronwyn.Laanstra@gov.bc.ca](mailto:Bronwyn.Laanstra@gov.bc.ca)>  
**Subject:** RE: HTH-2023-30751 - CFR-NRR

Hi Shazia

Attached is the CFR-NRR for HTH2023-30751 from Program Area.

Thanks  
Adrian

---

**From:** HLTH FOI Operations HLTH:EX <[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca)>  
**Sent:** Thursday, April 20, 2023 3:30 PM  
**To:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>; HLTH PLBSD FOI HLTH:EX <[HLTH.FOIPLBSD@gov.bc.ca](mailto:HLTH.FOIPLBSD@gov.bc.ca)>  
**Cc:** Rajalingam, Adrian HLTH:EX <[Adrian.Rajalingam@gov.bc.ca](mailto:Adrian.Rajalingam@gov.bc.ca)>; Laanstra, Bronwyn HLTH:EX <[Bronwyn.Laanstra@gov.bc.ca](mailto:Bronwyn.Laanstra@gov.bc.ca)>; HLTH FOI Operations HLTH:EX <[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca)>  
**Subject:** RE: HTH-2023-30751 - CFR-NRR  
**Importance:** High

Hi Libby,

The CFR form in the email has the estimates removed. IAO is asking the program area to provide the actuals in addition to the estimate. Could you please put the estimates back and add the actuals and send them to me asap?

Thanks,

**Shazia Saif**  
Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920  
Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>  
**Sent:** Thursday, April 20, 2023 2:12 PM

**To:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Cc:** Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>; Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>  
**Subject:** FW: HTH-2023-30751 - CFR-NRR

Good Afternoon:

Please see HTH2023-30751 explanation from the Program area of PLBSD attached.

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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---

**From:** Maglanque, Joyce HLTH:EX <Joyce.Maglanque@gov.bc.ca>  
**Sent:** Thursday, April 20, 2023 2:09 PM  
**To:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>  
**Subject:** RE: HTH-2023-30751 - CFR-NRR

Hi Libby,

After reviewing the request details again, CSE has no responsive records.  
I have attached the NRR for your further action.

**Regards,**

**Joyce Maglanque**  
Office Manager, New Westminster Office  
Executive Assistant to Dr. Susan Bouma/Executive Director  
Clinical Services and Evaluation Branch  
Pharmaceutical, Laboratory & Blood Services | BC Ministry of Health  
303-960 Quayside Dr. New Westminster BC V3M 6G2  
Tel. 778 572 2125/Fax 604 660 2108  
email: [Joyce.Maglanque@gov.bc.ca](mailto:Joyce.Maglanque@gov.bc.ca)

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---

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Sent:** Thursday, April 20, 2023 1:15 PM  
**To:** Maglanque, Joyce HLTH:EX <Joyce.Maglanque@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>

**Subject:** FW: HTH-2023-30751 - CFR-NRR

**Importance:** High

Good Afternoon:

Please see the email below for HTH2023-30751 below from IAO. The applicant will have to be repaid back for the fee estimate. Could you advise.

Thank you

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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---

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

**Sent:** Thursday, April 20, 2023 8:23 AM

**To:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>; HLTH PLBSD FOI HLTH:EX <HLTH.FOIPLBSD@gov.bc.ca>

**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>

**Subject:** RE: HTH-2023-30751 - CFR-NRR

**Importance:** High

Hi Libby,

Could you please confirm the actual number of hours that were spent in searching? Also, please see the following comment from IAO and advise:

**If the program area is unable to confirm the actual hours spent searching for records, of which none were located, would the Ministry be willing to consider issuing a refund to the applicant?**

Thanks,

Shazia Saif  
Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920

Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>

**Sent:** Thursday, April 13, 2023 9:52 AM

**To:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>  
**Subject:** HTH-2023-30751 - CFR-NRR  
**Importance:** High

Good Morning:

Please find HTH-2023-30751 - CFR\_NRR on the shared LAN: **HTH-2023-30751**.

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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---

**From:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Sent:** Tuesday, April 4, 2023 11:17 AM  
**To:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>; HLTH PLBSD FOI HLTH:EX <HLTH.FOIPLBSD@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Subject:** HTH-2023-30751 - Fees Paid - Resume CFR

Hi Libby,

IAO has confirmed that applicant has paid the fees. Please resume gathering records and send them as soon as possible.

**Due Date:** April 13, 2023

Thanks,

Shazia Saif  
Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920  
Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Sent:** Wednesday, March 22, 2023 10:08 AM  
**To:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>  
**Subject:** HTH-2023-30751 - Call for records - fee estimate

Good Morning:

HTH-2023-30751		
<b>Estimate Due: March 31, 2023</b>		
<b>Records Due: April 4, 2023</b>		
<b>LAN: <a href="#">HTH-2023-30751</a></b>		
<b>Actions</b>	Please indicate with X and explain reasoning:	
Fee Estimate <sup>1</sup> (uploaded to LAN)	x	<a href="#">Fee Estimate Questionnaire</a> – for reference
NRR <sup>2</sup> (uploaded to LAN with ADM sign off)		
CFR <sup>3</sup> (uploaded to LAN with all sections complete**)		
Records <sup>3</sup> (uploaded to LAN)		
Deduplication Required <sup>3</sup>		
Harms <sup>3</sup> (uploaded to LAN – marked HARMS)		
No Harms <sup>3</sup> (uploaded to LAN – marked CLEAN)		
Other		
<b>Incl Other Areas</b>	Please indicate with X and explain reasoning:	
Include another Division in CFR		
External Harms Review Required by: Details of Review needed (Ie who/pages):		
Internal Harms Review Required by: Details of Review needed (Ie who/pages):		
Other		

Thank you,

Libby Vandergriendt  
 FOI/Records Coordinator  
 Medical Beneficiary and Pharmaceutical Services Division  
 Ministry of Health  
 250-952-2796

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## RE: Is this your area? PRIORITY! URGENT!

---

From: Fazlagic, Tijana HLTH:EX <Tijana.Fazlagic@gov.bc.ca>  
To: Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>, Mitchell, Tyler HLTH:EX <Tyler.Mitchell@gov.bc.ca>  
Cc: Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>  
Sent: March 22, 2023 8:07:45 AM PDT  
No

---

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Sent:** Wednesday, March 22, 2023 8:05 AM  
**To:** Fazlagic, Tijana HLTH:EX <Tijana.Fazlagic@gov.bc.ca>; Mitchell, Tyler HLTH:EX <Tyler.Mitchell@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>  
**Subject:** Is this your area? PRIORITY! URGENT!  
**Importance:** High

To TAA:

Please advise if your branch is to provide records (via response from the Executive Director) for the FOI below, please respond in 24 hours, so we may action in e-Approvals and send to appropriate area. Please respond **yes or no** and **reply direct** to me or Bronwyn.

**Request Details:** Any email sent to or received from employees of the BC Centre on Substance Use related to Is . Restrict search to the Substance Use Prevention & Promotion Division. (Date Range for Record Search: From 6/1/2022 To 2/22/2023)

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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## RE: Is this your area? PRIORITY! URGENT!

---

From: Pop, Sorin HLTH:EX <Sorin.Pop@gov.bc.ca>  
To: Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>, Pierson, Sierra HLTH:EX <Sierra.Pierson@gov.bc.ca>  
Cc: Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>  
Sent: March 22, 2023 9:14:40 AM PDT  
Hi Libby – IHSPS will not have records related to this request.

Thank you.

### Sorin Pop

Executive Director  
Integrated Health Services, Planning, and Systems Branch | Pharmaceutical, Laboratory, and Blood Services Division | Ministry of Health  
1515 Blanshard St | Victoria, BC  
Office: 250-952-2288 | Mobile: 250-415-4075

*I gratefully acknowledge and respect the ləkʷəŋən peoples on whose traditional territory I work, live and play and the Songhees, Esquimalt and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day.*

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---

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Sent:** Wednesday, March 22, 2023 8:12 AM  
**To:** Pop, Sorin HLTH:EX <Sorin.Pop@gov.bc.ca>; Pierson, Sierra HLTH:EX <Sierra.Pierson@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>  
**Subject:** Is this your area? PRIORITY! URGENT!  
**Importance:** High

To IHSPS:

Please advise if your branch is to provide records (via response from the Executive Director) for the FOI below, please respond in **24 hours**, so we may action in e-Approvals and send to appropriate area. Please respond **yes or no** and **reply direct** to me or Bronwyn.

**Request Details:** Any email sent to or received from employees of the BC Centre on Substance Use related to cocaine as part of safe supply policy. Restrict search to the Substance Use Prevention & Promotion Division. (Date Range for Record Search: From 6/1/2022 To 2/22/2023)

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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## RE: Is this your area? PRIORITY! URGENT!

---

From: Capelli, John HLTH:EX <John.Capelli@gov.bc.ca>  
To: Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>, Ines, Angela HLTH:EX <Angela.Ines@gov.bc.ca>  
Cc: Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>  
Sent: March 22, 2023 9:44:47 AM PDT  
Not PPLE.

Thanks.

John

---

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Sent:** Wednesday, March 22, 2023 8:11 AM  
**To:** Capelli, John HLTH:EX <John.Capelli@gov.bc.ca>; Ines, Angela HLTH:EX <Angela.Ines@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>  
**Subject:** Is this your area? PRIORITY! URGENT!  
**Importance:** High

To PPLE:

Please advise if your branch is to provide records (via response from the Executive Director) for the FOI below, please respond in **24 hours**, so we may action in e-Approvals and send to appropriate area. Please respond **yes or no** and **reply direct** to me or Bronwyn.

**Request Details:** Any email sent to or received from employees of the BC Centre on Substance Use related to cocaine as part of safe supply policy. Restrict search to the Substance Use Prevention & Promotion Division. (Date Range for Record Search: From 6/1/2022 To 2/22/2023)

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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### Section 1: FOI Request Details

General Request ☒

Personal Request ☐

Authorization Received: N/A

Applicant Type: Political Party

Request Received: March 21, 2023

FOI Analyst: Tanya James

Legislated Due Date: May 4, 2023

Fee Estimate Due: March 28, 2023

Records Due: April 4, 2023

**Description:** Any email sent to or received from employees of the BC Centre on Substance Use related to cocaine as part of safe supply policy. Restrict search to the Substance Use Prevention & Promotion Division. (Date Range for Record Search: From 6/1/2022 To 2/22/2023)

### 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 – this includes searching all relevant sources.**  
**Areas to consider searching include:**

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

More or less 5 hrs

**Producing – this only applies where you are creating records from other sources\* (e.g. developing a program to create new records from a database) and tasks include**

- Identifying relevant sources of data/information
- Manual time spent creating and producing records
- Ex: generating a custom report from a database using existing data

<b>Preparing – this may include time spent by IAO (for electronic records) or the Ministry (for hardcopy records) and tasks include</b>			
<ul style="list-style-type: none"> <li>• Converting records to PDF</li> <li>• Consolidating records into a single PDF document</li> <li>• Organizing records packages (e.g. by date department, staff, records type, etc.)</li> <li>• Photocopying or scanning records into electronic format</li> <li>• Ensuring completeness of responsive records</li> <li>• Copying other types of media (audio and/or video)</li> </ul> <p><b>For electronic records, you do not need to provide a time estimate, please provide the number of files where requested below and IAO will be in a position to calculate the time required and to consider charging a fee.</b></p>			
<b>Volume – for electronic records please provide the estimated number of files and for hardcopy records please continue to provide the number of pages</b>			
<ul style="list-style-type: none"> <li>• <b>Electronic records</b> <ul style="list-style-type: none"> <li>○ Files (e.g. emails, Word Docs, Excel sheets, PDFs, photos, etc.)</li> </ul> </li> </ul>	More or less 100 files		
<ul style="list-style-type: none"> <li>• <b>Hardcopy records</b> <ul style="list-style-type: none"> <li>○ Average file folder = 1" and holds approx. 200 pages (single-sided)</li> <li>○ 1 standard Records Centre Services box: <ul style="list-style-type: none"> <li>▪ Legal sized folders = 1800 pages</li> <li>▪ Letter sized folders = 2200 pages</li> </ul> </li> </ul> </li> </ul>			
<b>Suggestions for possible narrowing:</b>			

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:

LAN, emails, CLIFF log

Section 6a: Program Area Harms Assessment

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

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

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

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

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

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

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### Section 7: Contact Information

Who completed this form (full name and title): Joyce Maglanque	Phone Number: 778-572-2125	Date: March 22, 2023
Harms Assessment completed by (full name and title):	Program Area:	
Harms Assessment approved by (full name and title):		

## **RE: Is this your area? PRIORITY! URGENT! cocaine as part of safe supply policy**

---

**From:** Bouma, Susan HLTH:EX <Susan.Bouma@gov.bc.ca>  
**To:** Park, Cho HLTH:EX <Cho.Park@gov.bc.ca>, Maglanque, Joyce HLTH:EX <Joyce.Maglanque@gov.bc.ca>, Tse, Gary HLTH:EX <Gary.Tse@gov.bc.ca>  
**Sent:** April 12, 2023 5:04:05 PM PDT

Look at what the restriction is here below. Sorry we didn't catch it. in red highlight now...we should not have done any work on this one

---

**From:** Park, Cho HLTH:EX <Cho.Park@gov.bc.ca>  
**Sent:** Thursday, April 6, 2023 1:51 PM  
**To:** Bouma, Susan HLTH:EX <Susan.Bouma@gov.bc.ca>; Maglanque, Joyce HLTH:EX <Joyce.Maglanque@gov.bc.ca>; Tse, Gary HLTH:EX <Gary.Tse@gov.bc.ca>  
**Subject:** RE: Is this your area? PRIORITY! URGENT! cocaine as part of safe supply policy

Hi Joyce,

CLIFF and LAN searches are done for the FOI.

There are no records under CSE in CLIFF, and no records in LAN as well for emails. I have couple of items in PDF and excel, but I believe they are not subject to this FOI request? If so please let me know.

Regards,

**Cho Park**

Administrative Assistant  
Pharmaceutical Care Initiatives | Clinical Services and Evaluation Branch  
Pharmaceutical, Laboratory & Blood Services | BC Ministry of Health  
303-960 Quayside Drive, New Westminster BC V3M 6G2  
Phone: 236-468-1104  
Email: [cho.park@gov.bc.ca](mailto:cho.park@gov.bc.ca)

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---

**From:** Bouma, Susan HLTH:EX <Susan.Bouma@gov.bc.ca>  
**Sent:** Tuesday, April 4, 2023 4:15 PM  
**To:** Maglanque, Joyce HLTH:EX <Joyce.Maglanque@gov.bc.ca>; Tse, Gary HLTH:EX <Gary.Tse@gov.bc.ca>  
**Cc:** Park, Cho HLTH:EX <Cho.Park@gov.bc.ca>  
**Subject:** RE: Is this your area? PRIORITY! URGENT! cocaine as part of safe supply policy

I still need to move some more over

---

**From:** Maglanque, Joyce HLTH:EX <Joyce.Maglanque@gov.bc.ca>  
**Sent:** Tuesday, April 4, 2023 2:51 PM  
**To:** Tse, Gary HLTH:EX <Gary.Tse@gov.bc.ca>  
**Cc:** Park, Cho HLTH:EX <Cho.Park@gov.bc.ca>; Bouma, Susan HLTH:EX <Susan.Bouma@gov.bc.ca>  
**Subject:** RE: Is this your area? PRIORITY! URGENT! cocaine as part of safe supply policy  
**Importance:** High

Hi Gary and Sue,

The FOI eapps is now with me, we are now asked to gather records for this.  
Cho, please check CLIFF log and our LAN for the keyword:

### **1. Cocaine**

## 2. the Substance Use Prevention & Promotion

here is the folder:

S:\CSE\100-499 - ADMINISTRATION\292- FOI -N- OPR-DE\30 Requests and related complaints (GENERAL FOIs)\HTH2023-30751 Call for Records- Cocaine as part of safe supply policy

**Regards,**

**Joyce Maglanque**

Office Manager, New Westminster Office  
Executive Assistant to Dr. Susan Bouma/Executive Director  
Clinical Services and Evaluation Branch  
Pharmaceutical, Laboratory & Blood Services | BC Ministry of Health  
303-960 Quayside Dr. New Westminster BC V3M 6G2  
Tel. 778 572 2125/Fax 604 660 2108  
email: [Joyce.Maglanque@gov.bc.ca](mailto:Joyce.Maglanque@gov.bc.ca)

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**From:** Maglanque, Joyce HLTH:EX  
**Sent:** Wednesday, March 22, 2023 9:23 AM  
**To:** Tse, Gary HLTH:EX <[Gary.Tse@gov.bc.ca](mailto:Gary.Tse@gov.bc.ca)>; Susan HLTH:EX Bouma ([Susan.Bouma@gov.bc.ca](mailto:Susan.Bouma@gov.bc.ca)) <[Susan.Bouma@gov.bc.ca](mailto:Susan.Bouma@gov.bc.ca)>  
**Cc:** Park, Cho HLTH:EX <[Cho.Park@gov.bc.ca](mailto:Cho.Park@gov.bc.ca)>  
**Subject:** FW: Is this your area? PRIORITY! URGENT! cocaine as part of safe supply policy

HEADS UP!

This FOI will be coming to us to gather records.

I completed the Call For Records(CFR) form and will wait for the applicant for payment, once they paid we are to gather records.

Thanks.

**Regards,**

**Joyce Maglanque**

Executive Assistant to Dr. Susan Bouma/Executive Director  
Clinical Services and Evaluation Branch  
Pharmaceutical, Laboratory & Blood Services | BC Ministry of Health  
303-960 Quayside Dr. New Westminster BC V3M 6G2  
Tel. 778 572 2125/Fax 604 660 2108  
email: [Joyce.Maglanque@gov.bc.ca](mailto:Joyce.Maglanque@gov.bc.ca)

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**From:** Bouma, Susan HLTH:EX <[Susan.Bouma@gov.bc.ca](mailto:Susan.Bouma@gov.bc.ca)>  
**Sent:** Wednesday, March 22, 2023 8:21 AM  
**To:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>; Maglanque, Joyce HLTH:EX <[Joyce.Maglanque@gov.bc.ca](mailto:Joyce.Maglanque@gov.bc.ca)>  
**Cc:** Laanstra, Bronwyn HLTH:EX <[Bronwyn.Laanstra@gov.bc.ca](mailto:Bronwyn.Laanstra@gov.bc.ca)>  
**Subject:** RE: Is this your area? PRIORITY! URGENT! cocaine as part of safe supply policy

May have records for this. Me and Gary.

---

**From:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>

**Sent:** March 22, 2023 8:09 AM

**To:** Bouma, Susan HLTH:EX <Susan.Bouma@gov.bc.ca>; Maglanque, Joyce HLTH:EX <Joyce.Maglanque@gov.bc.ca>

**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>

**Subject:** Is this your area? PRIORITY! URGENT! cocaine as part of safe supply policy

**Importance:** High

To CSE:

Please advise if your branch is to provide records (via response from the Executive Director) for the FOI below, please respond in 24 hours, so we may action in e-Approvals and send to appropriate area. Please respond yes or no and reply direct to me or Bronwyn.

**Request Details:** Any email sent to or received from employees of the BC Centre on Substance Use related to cocaine as part of safe supply policy. Restrict search to the Substance Use Prevention & Promotion Division. (Date Range for Record Search: From 6/1/2022 To 2/22/2023)

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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ID: 77216, Title: HTH-2023-30751 - Call for records - cocaine as part of safe supply policy  
Importance: High

Full Name:

Approval Route:

Assigned To: Vandergriendt, Libby HLTH:EX Rush: No Other - Other Signature: Assign

Branch: Clinical Services & Evaluation Other Number: N/A

Link: N/A

Due Date: 4/11/2023 Date Completed: N/A Date Initiated: 3/22/2023 N/A

## Item History

4/13/2023 09:30 AM

Tryan, Derek N HLTH:EX [Assignee] forwarded an eApprovals item to Vandergriendt, Libby HLTH:EX for action  
Hi Libby, this has been approved by Mariana Diacu OBO Mitch

4/13/2023 09:20 AM

Diacu, Mariana HLTH:EX [Assignee] approved the item and forwarded it to Tryan, Derek N HLTH:EX for action  
Approved

4/13/2023 08:23 AM

Tryan, Derek N HLTH:EX [Assignee] approved the item and forwarded it to Diacu, Mariana HLTH:EX for action  
No Comment

4/13/2023 08:04 AM

Vandergriendt, Libby HLTH:EX [Assignee] forwarded an eApprovals item to Tryan, Derek N HLTH:EX for action  
Please find attached HTH2023-30751 - Call for records - NRR for ADM approval.

4/13/2023 08:02 AM

Vandergriendt, Libby HLTH:EX added a document: FW\_ Is this your area\_ PRIORITY! URGENT! cocaine as part of safe supply policy.msg

4/13/2023 08:02 AM

Vandergriendt, Libby HLTH:EX deleted a document: RE\_ Is this your area\_ PRIORITY! URGENT! cocaine as part of safe supply policy -yes- CSE.msg

4/12/2023 08:04 PM

Maglanque, Joyce HLTH:EX [Assignee] forwarded an eApprovals item to Vandergriendt, Libby HLTH:EX for action  
Per my email we do not have records for this FOI request, sending back to you.

4/6/2023 02:40 PM

Tse, Gary HLTH:EX [Assignee] forwarded an eApprovals item to Maglanque, Joyce HLTH:EX for action  
Complete - no results in email relevant to the requested period and subject matter.

4/4/2023 03:49 PM

Park, Cho HLTH:EX [Assignee] forwarded an eApprovals item to Tse, Gary HLTH:EX for action

4/4/2023 02:58 PM

Maglanque, Joyce HLTH:EX [Assignee] forwarded an eApprovals item to Park, Cho HLTH:EX for action  
Please forward to Gary, we have to start gathering records for this call for records and please put in the folder I sent the link in the email.

4/4/2023 11:30 AM

Vandergriendt, Libby HLTH:EX [Assignee] forwarded an eApprovals item to Maglanque, Joyce HLTH:EX for action  
The applicant has paid the fees for 2023-30751, please gather the records

4/4/2023 11:30 AM

Vandergriendt, Libby HLTH:EX made some changes to this item's details

3/23/2023 09:26 AM

Vandergriendt, Libby HLTH:EX [Assignee] added a comment  
Call for records fee estimate sent to HTH ops



3/22/2023 09:21 AM

Maglanque, Joyce HLTH:EX [Assignee] forwarded an eApprovals item to Vandergriendt, Libby HLTH:EX for action  
CFR completed over to you.

3/22/2023 08:51 AM

Vandergriendt, Libby HLTH:EX added a document: G - Call for Records form.docx

3/22/2023 08:51 AM

Vandergriendt, Libby HLTH:EX added a document: RE\_ Is this your area\_ PRIORITY! URGENT! cocaine as part of safe supply policy  
-yes- CSE.msg

3/22/2023 08:50 AM

Vandergriendt, Libby HLTH:EX created this item

Please find attached HTH2023-30751 - Call for records - Request Details: Any email sent to or received from employees of the BC Centre on Substance Use related to cocaine as part of safe supply policy. Restrict search to the Substance Use Prevention & Promotion Division. (Date Range for Record Search: From 6/1/2022 To 2/22/2023)

3/22/2023 08:50 AM

Vandergriendt, Libby HLTH:EX has created a new eApprovals item and assigned it to Maglanque, Joyce HLTH:EX

## FW: HTH-2023-30751 - CFR-NRR

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From: Vandergriendt, Libby HLTH:EX  
To: Maglanque, Joyce HLTH:EX <Joyce.Maglanque@gov.bc.ca>  
Cc: Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>, Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>  
Sent: April 20, 2023 1:15:22 PM PDT  
Attachments: 2023-30751 G - Call for Records form- NRR.docx  
Good Afternoon:

Please see the email below for HTH2023-30751 below from IAO. The applicant will have to be repaid back for the fee estimate. Could you advise.

Thank you

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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---

**From:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Sent:** Thursday, April 20, 2023 8:23 AM  
**To:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>; HLTH PLBSD FOI HLTH:EX <HLTH.FOIPLBSD@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Subject:** RE: HTH-2023-30751 - CFR-NRR  
**Importance:** High

Hi Libby,

Could you please confirm the actual number of hours that were spent in searching? Also, please see the following comment from IAO and advise:

**If the program area is unable to confirm the actual hours spent searching for records, of which none were located, would the Ministry be willing to consider issuing a refund to the applicant?**

Thanks,

Shazia Saif  
Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920

Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>  
**Sent:** Thursday, April 13, 2023 9:52 AM  
**To:** HLTH FOI Operations HLTH:EX <[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca)>  
**Cc:** Laanstra, Bronwyn HLTH:EX <[Bronwyn.Laanstra@gov.bc.ca](mailto:Bronwyn.Laanstra@gov.bc.ca)>; Rajalingam, Adrian HLTH:EX <[Adrian.Rajalingam@gov.bc.ca](mailto:Adrian.Rajalingam@gov.bc.ca)>  
**Subject:** HTH-2023-30751 - CFR-NRR  
**Importance:** High

Good Morning:

Please find HTH-2023-30751 - CFR\_NRR on the shared LAN: **HTH-2023-30751**.

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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---

**From:** HLTH FOI Operations HLTH:EX <[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca)>  
**Sent:** Tuesday, April 4, 2023 11:17 AM  
**To:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>; HLTH PLBSD FOI HLTH:EX <[HLTH.FOIPLBSD@gov.bc.ca](mailto:HLTH.FOIPLBSD@gov.bc.ca)>  
**Cc:** Laanstra, Bronwyn HLTH:EX <[Bronwyn.Laanstra@gov.bc.ca](mailto:Bronwyn.Laanstra@gov.bc.ca)>; HLTH FOI Operations HLTH:EX <[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca)>  
**Subject:** HTH-2023-30751 - Fees Paid - Resume CFR

Hi Libby,

IAO has confirmed that applicant has paid the fees. Please resume gathering records and send them as soon as possible.

**Due Date:** April 13, 2023

Thanks,

Shazia Saif  
Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920  
Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>  
**Sent:** Wednesday, March 22, 2023 10:08 AM  
**To:** HLTH FOI Operations HLTH:EX <[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca)>

**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>

**Subject:** HTH-2023-30751 - Call for records - fee estimate

Good Morning:

Please find HTH2023-30751 call for records fee estimate from PLBSD in the shared **HTH-2023-30751**

HTH-2023-30751		
Estimate Due: March 31, 2023		
Records Due: April 4, 2023		
LAN: <u>HTH-2023-30751</u>		
<b>Actions</b>	Please indicate with X and explain reasoning:	
Fee Estimate <sup>1</sup> (uploaded to LAN)	x	<u>Fee Estimate Questionnaire</u> – for reference
NRR <sup>2</sup> (uploaded to LAN with ADM sign off)		
CFR <sup>3</sup> (uploaded to LAN with all sections complete**)		
Records <sup>3</sup> (uploaded to LAN)		
Deduplication Required <sup>3</sup>		
Harms <sup>3</sup> (uploaded to LAN – marked HARMS)		
No Harms <sup>3</sup> (uploaded to LAN – marked CLEAN)		
Other		
<b>Incl Other Areas</b>	Please indicate with X and explain reasoning:	
Include another Division in CFR		
External Harms Review Required by: Details of Review needed (Ie who/pages):		
Internal Harms Review Required by: Details of Review needed (Ie who/pages):		
Other		

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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## Section 1: FOI Request Details

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

Applicant Type: Political Party Request Received: March 21, 2023 FOI Analyst: Tanya James

Legislated Due Date: May 4, 2023 Fee Estimate Due: March 28, 2023 Records Due: April 4, 2023

**Description:** Any email sent to or received from employees of the BC Centre on Substance Use related to cocaine as part of safe supply policy. Restrict search to the Substance Use Prevention & Promotion Division. (Date Range for Record Search: From 6/1/2022 To 2/22/2023)

## 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):

After search PAA has advised no responsive records - Restrict search to the Substance Use Prevention & Promotion Division (Date Range for Record Search: From 6/1/2022 To 2/22/2023)

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): Mitch Moneo, ADM, PLBSD	Signature: approved by Mariana Diacu, by eapproval on behalf of Mitch	Date: April 13, 2023
--	--	-------------------------

## 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

Locating/Retrieving – this includes searching all relevant sources.  
Areas to consider searching include:

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

Producing – this only applies where you are creating records from other sources\* (e.g. developing a program to create new records from a database) and tasks include

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours Actual Hours

More or less 5 hr

<ul style="list-style-type: none"> <li>Ex: generating a custom report from a database using existing data</li> </ul>		
<b>Preparing – this may include time spent by IAO (for electronic records) or the Ministry (for hardcopy records) and tasks include</b>		
<ul style="list-style-type: none"> <li>Converting records to P. F</li> <li>Consolidating records into a single P. F document</li> <li>Organizing records by date, department, staff, records type, etc.</li> <li>Photocopying or scanning records into electronic format</li> <li>Ensuring completeness of responsive records</li> <li>Copying other types of media (audio and/or video)</li> </ul> <p><b>For electronic records, you do not need to provide a time estimate, please provide the number of files where requested below and IAO will be in a position to calculate the time required and to consider charging a fee.</b></p>		
<b>Volume – for electronic records please provide the estimated number of files and for hardcopy records please continue to provide the number of pages</b>		
<ul style="list-style-type: none"> <li><b>Electronic records</b> <ul style="list-style-type: none"> <li>Files (emails, Word docs, Excel sheets, P. Fs, photos, etc.)</li> </ul> </li> </ul>	More or less 100 files	
<ul style="list-style-type: none"> <li><b>Hardcopy records</b> <ul style="list-style-type: none"> <li>Average file folder = 1" and holds approx 200 pages (single-sided)</li> <li>1 standard Records Centre Services box: <ul style="list-style-type: none"> <li>Legal sized folders = 1800 pages</li> <li>Letter sized folders = 2200 pages</li> </ul> </li> </ul> </li> </ul>		
<b>Suggestions for possible narrowing:</b>		

## 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:

LAN, emails, CLIFF log

## 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 officer.

- 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): Joyce Maglanque	Phone Number: 778-572-2125	Date: March 22, 2023
Harms Assessment completed by (full name and title):	Program Area:	
Harms Assessment approved by (full name and title):		



## RE: HTH-2023-30751 - CFR-NRR

---

From: Maglanque, Joyce HLTH:EX  
To: Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
Cc: Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>, Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>  
Sent: April 20, 2023 1:28:04 PM PDT  
Attachments: RE: Is this your area? PRIORITY! URGENT! cocaine as part of safe supply policy  
Hi Libby,

This is the FOI that I said we/CSE do not have records, see attached.  
I am not sure about the other branches if they have records though.  
You may want to check with other branches.

**Regards,**

**Joyce Maglanque**

Office Manager, New Westminster Office  
Executive Assistant to Dr. Susan Bouma/Executive Director  
Clinical Services and Evaluation Branch  
Pharmaceutical, Laboratory & Blood Services | BC Ministry of Health  
303-960 Quayside Dr. New Westminster BC V3M 6G2  
Tel. 778 572 2125/Fax 604 660 2108  
*email: [Joyce.Maglanque@gov.bc.ca](mailto:Joyce.Maglanque@gov.bc.ca)*

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---

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Sent:** Thursday, April 20, 2023 1:15 PM  
**To:** Maglanque, Joyce HLTH:EX <Joyce.Maglanque@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>  
**Subject:** FW: HTH-2023-30751 - CFR-NRR  
**Importance:** High

Good Afternoon:

Please see the email below for HTH2023-30751 below from IAO. The applicant will have to be repaid back for the fee estimate. Could you advise.

Thank you

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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---

**From:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Sent:** Thursday, April 20, 2023 8:23 AM  
**To:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>; HLTH PLBSD FOI HLTH:EX <HLTH.FOIPLBSD@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Subject:** RE: HTH-2023-30751 - CFR-NRR  
**Importance:** High

Hi Libby,

Could you please confirm the actual number of hours that were spent in searching? Also, please see the following comment form IAO and advise:

**If the program area is unable to confirm the actual hours spent searching for records, of which none were located, would the Ministry be willing to consider issuing a refund to the applicant?**

Thanks,

Shazia Saif  
Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920  
Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Sent:** Thursday, April 13, 2023 9:52 AM  
**To:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>  
**Subject:** HTH-2023-30751 - CFR-NRR  
**Importance:** High

Good Morning:

Please find HTH-2023-30751 - CFR\_NRR on the shared LAN: **HTH-2023-30751**.

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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---

**From:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Sent:** Tuesday, April 4, 2023 11:17 AM  
**To:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>; HLTH PLBSD FOI HLTH:EX <HLTH.FOIPLBSD@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Subject:** HTH-2023-30751 - Fees Paid - Resume CFR

Hi Libby,

IAO has confirmed that applicant has paid the fees. Please resume gathering records and send them as soon as possible.

**Due Date:** April 13, 2023

Thanks,

**Shazia Saif**  
Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920  
Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Sent:** Wednesday, March 22, 2023 10:08 AM  
**To:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>  
**Subject:** HTH-2023-30751 - Call for records - fee estimate

Good Morning:

Please find HTH2023-30751 call for records fee estimate from PLBSD in the shared [HTH-2023-30751](#)

HTH-2023-30751		
<b>Estimate Due: March 31, 2023</b>		
<b>Records Due: April 4, 2023</b>		
<b>LAN: <a href="#">HTH-2023-30751</a></b>		
Actions	Please indicate with X and explain reasoning:	
Fee Estimate <sup>1</sup> (uploaded to LAN)	x	<a href="#">Fee Estimate Questionnaire</a> – for reference
NRR <sup>2</sup> (uploaded to LAN with ADM sign off)		
CFR <sup>3</sup> (uploaded to LAN with all sections complete**)		

Records <sup>3</sup> (uploaded to LAN)		
Deduplication Required <sup>3</sup>		
Harms <sup>3</sup> (uploaded to LAN – marked HARMS)		
No Harms <sup>3</sup> (uploaded to LAN – marked CLEAN)		
Other		
<b>Incl Other Areas</b>	Please indicate with X and explain reasoning:	
Include another Division in CFR		
External Harms Review Required by: Details of Review needed (Ie who/pages):		
Internal Harms Review Required by: Details of Review needed (Ie who/pages):		
Other		

Thank you,

Libby Vandergriendt  
 FOI/Records Coordinator  
 Medical Beneficiary and Pharmaceutical Services Division  
 Ministry of Health  
 250-952-2796

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## **RE: Is this your area? PRIORITY! URGENT! cocaine as part of safe supply policy**

---

From: Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
To: Maglanque, Joyce HLTH:EX <Joyce.Maglanque@gov.bc.ca>, Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>  
Cc: Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>, Park, Cho HLTH:EX <Cho.Park@gov.bc.ca>, Tse, Gary HLTH:EX <Gary.Tse@gov.bc.ca>, Tryan, Derek N HLTH:EX <Derek.Tryan@gov.bc.ca>  
Sent: April 13, 2023 9:39:46 AM PDT

Yes I understood that.

Thank you

---

**From:** Maglanque, Joyce HLTH:EX <Joyce.Maglanque@gov.bc.ca>  
**Sent:** Thursday, April 13, 2023 9:30 AM  
**To:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>; Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; Park, Cho HLTH:EX <Cho.Park@gov.bc.ca>; Tse, Gary HLTH:EX <Gary.Tse@gov.bc.ca>; Tryan, Derek N HLTH:EX <Derek.Tryan@gov.bc.ca>  
**Subject:** RE: Is this your area? PRIORITY! URGENT! cocaine as part of safe supply policy

Hi Libby,

I understand that, but we do not have records.

The request follows and Sue has highlighted the part in red, this is not for my team.

**Request Details:** Any email sent to or received from employees of the BC Centre on Substance Use related to cocaine as part of safe supply policy. Restrict search to the Substance Use Prevention & Promotion Division. (Date Range for Record Search: From 6/1/2022 To 2/22/2023)

The initial email Sue responded with a yes, but after she read the above request again, she said this is not for us. I have asked Sue and Gary and they do not have records/emails.

**Regards,**

**Joyce Maglanque**

Office Manager, New Westminster Office  
Executive Assistant to Dr. Susan Bouma/Executive Director  
Clinical Services and Evaluation Branch  
Pharmaceutical, Laboratory & Blood Services | BC Ministry of Health  
303-960 Quayside Dr. New Westminster BC V3M 6G2  
Tel. 778 572 2125/Fax 604 660 2108  
email: [Joyce.Maglanque@gov.bc.ca](mailto:Joyce.Maglanque@gov.bc.ca)

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---

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Sent:** Thursday, April 13, 2023 7:40 AM  
**To:** Maglanque, Joyce HLTH:EX <Joyce.Maglanque@gov.bc.ca>; Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; Park, Cho HLTH:EX <Cho.Park@gov.bc.ca>; Tse, Gary HLTH:EX <Gary.Tse@gov.bc.ca>; Tryan, Derek N HLTH:EX <Derek.Tryan@gov.bc.ca>  
**Subject:** RE: Is this your area? PRIORITY! URGENT! cocaine as part of safe supply policy  
**Importance:** High

Good Morning:

As a gentle reminder that each branch in the division is sent this request for due diligence. This is the FOI for PLBSD and under the FOIPPA Act - **Duty to assist applicants Section 6 (1)** The head of a public body must make every reasonable effort to assist applicants and to respond without delay to each applicant openly, accurately and completely.

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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---

**From:** Maglanque, Joyce HLTH:EX <[Joyce.Maglanque@gov.bc.ca](mailto:Joyce.Maglanque@gov.bc.ca)>  
**Sent:** Wednesday, April 12, 2023 8:04 PM  
**To:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>; Rajalingam, Adrian HLTH:EX <[Adrian.Rajalingam@gov.bc.ca](mailto:Adrian.Rajalingam@gov.bc.ca)>  
**Cc:** Laanstra, Bronwyn HLTH:EX <[Bronwyn.Laanstra@gov.bc.ca](mailto:Bronwyn.Laanstra@gov.bc.ca)>; Park, Cho HLTH:EX <[Cho.Park@gov.bc.ca](mailto:Cho.Park@gov.bc.ca)>; Tse, Gary HLTH:EX <[Gary.Tse@gov.bc.ca](mailto:Gary.Tse@gov.bc.ca)>  
**Subject:** FW: Is this your area? PRIORITY! URGENT! cocaine as part of safe supply policy  
**Importance:** High

Hi Libby and Adrian,

As Sue has mentioned below, after she has reviewed again what is being asked in this FOI, she has determined that we do not have records for this request and we should have not started our search. Please see her highlights in red in the below email.

**Therefore, I am withdrawing my CFR form on this FOI.**

My apologies on this.

Thanks.

**Regards,**

**Joyce Maglanque**

Office Manager, New Westminster Office  
Executive Assistant to Dr. Susan Bouma/Executive Director  
Clinical Services and Evaluation Branch  
Pharmaceutical, Laboratory & Blood Services | BC Ministry of Health  
303-960 Quayside Dr. New Westminster BC V3M 6G2  
Tel. 778 572 2125/Fax 604 660 2108  
email: [Joyce.Maglanque@gov.bc.ca](mailto:Joyce.Maglanque@gov.bc.ca)

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---

**From:** Bouma, Susan HLTH:EX <Susan.Bouma@gov.bc.ca>

**Sent:** Wednesday, April 12, 2023 5:04 PM

**To:** Park, Cho HLTH:EX <Cho.Park@gov.bc.ca>; Maglanque, Joyce HLTH:EX <Joyce.Maglanque@gov.bc.ca>; Tse, Gary HLTH:EX <Gary.Tse@gov.bc.ca>

**Subject:** RE: Is this your area? PRIORITY! URGENT! cocaine as part of safe supply policy

Look at what the restriction is here below. Sorry we didn't catch it. in red highlight now...we should not have done any work on this one

---

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>

**Sent:** March 22, 2023 8:09 AM

**To:** Bouma, Susan HLTH:EX <Susan.Bouma@gov.bc.ca>; Maglanque, Joyce HLTH:EX <Joyce.Maglanque@gov.bc.ca>

**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>

**Subject:** Is this your area? PRIORITY! URGENT! cocaine as part of safe supply policy

**Importance:** High

To CSE:

Please advise if your branch is to provide records (via response from the Executive Director) for the FOI below, please respond in 24 hours, so we may action in e-Approvals and send to appropriate area. Please respond yes or no and reply direct to me or Bronwyn.

**Request Details:** Any email sent to or received from employees of the BC Centre on Substance Use related to cocaine as part of safe supply policy. Restrict search to the Substance Use Prevention & Promotion Division (Date Range for Record Search: From 6/1/2022 To 2/22/2023)

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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## RE: HTH-2023-30751 - CFR-NRR

---

From: Maglanque, Joyce HLTH:EX  
To: Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
Cc: Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>, Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>  
Sent: April 20, 2023 2:09:07 PM PDT  
Attachments: 2023-30751 G - Call for Records form- NRR\_April2023.docx  
Hi Libby,

After reviewing the request details again, CSE has no responsive records.  
I have attached the NRR for your further action.

**Regards,**

**Joyce Maglanque**

Office Manager, New Westminster Office  
Executive Assistant to Dr. Susan Bouma/Executive Director  
Clinical Services and Evaluation Branch  
Pharmaceutical, Laboratory & Blood Services | BC Ministry of Health  
303-960 Quayside Dr. New Westminster BC V3M 6G2  
Tel. 778 572 2125/Fax 604 660 2108  
*email: [Joyce.Maglanque@gov.bc.ca](mailto:Joyce.Maglanque@gov.bc.ca)*

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---

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Sent:** Thursday, April 20, 2023 1:15 PM  
**To:** Maglanque, Joyce HLTH:EX <Joyce.Maglanque@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>  
**Subject:** FW: HTH-2023-30751 - CFR-NRR  
**Importance:** High

Good Afternoon:

Please see the email below for HTH2023-30751 below from IAO. The applicant will have to be repaid back for the fee estimate. Could you advise.

Thank you

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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---

**From:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Sent:** Thursday, April 20, 2023 8:23 AM  
**To:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>; HLTH PLBSD FOI HLTH:EX <HLTH.FOIPLBSD@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Subject:** RE: HTH-2023-30751 - CFR-NRR  
**Importance:** High

Hi Libby,

Could you please confirm the actual number of hours that were spent in searching? Also, please see the following comment form IAO and advise:

**If the program area is unable to confirm the actual hours spent searching for records, of which none were located, would the Ministry be willing to consider issuing a refund to the applicant?**

Thanks,

Shazia Saif  
Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920  
Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Sent:** Thursday, April 13, 2023 9:52 AM  
**To:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>  
**Subject:** HTH-2023-30751 - CFR-NRR  
**Importance:** High

Good Morning:

Please find HTH-2023-30751 - CFR\_NRR on the shared LAN: **HTH-2023-30751**.

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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---

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

**Sent:** Tuesday, April 4, 2023 11:17 AM

**To:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>; HLTH PLBSD FOI HLTH:EX <[HLTH.FOIPLBSD@gov.bc.ca](mailto:HLTH.FOIPLBSD@gov.bc.ca)>

**Cc:** Laanstra, Bronwyn HLTH:EX <[Bronwyn.Laanstra@gov.bc.ca](mailto:Bronwyn.Laanstra@gov.bc.ca)>; HLTH FOI Operations HLTH:EX <[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca)>

**Subject:** HTH-2023-30751 - Fees Paid - Resume CFR

Hi Libby,

IAO has confirmed that applicant has paid the fees. Please resume gathering records and send them as soon as possible.

**Due Date:** April 13, 2023

Thanks,

**Shazia Saif**

Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920

Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>

**Sent:** Wednesday, March 22, 2023 10:08 AM

**To:** HLTH FOI Operations HLTH:EX <[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca)>

**Cc:** Laanstra, Bronwyn HLTH:EX <[Bronwyn.Laanstra@gov.bc.ca](mailto:Bronwyn.Laanstra@gov.bc.ca)>

**Subject:** HTH-2023-30751 - Call for records - fee estimate

Good Morning:

Please find HTH2023-30751 call for records fee estimate from PLBSD in the shared **HTH-2023-30751**

HTH-2023-30751		
<b>Estimate Due: March 31, 2023</b>		
<b>Records Due: April 4, 2023</b>		
<b>LAN: <u>HTH-2023-30751</u></b>		
Actions	Please indicate with X and explain reasoning:	
Fee Estimate <sup>1</sup> (uploaded to LAN)	x	<u>Fee Estimate Questionnaire</u> – for reference
NRR <sup>2</sup> (uploaded to LAN with ADM sign off)		
CFR <sup>3</sup> (uploaded to LAN with all sections complete**)		
Records <sup>3</sup> (uploaded to LAN)		

<b>Deduplication Required<sup>3</sup></b>		
<b>Harms<sup>3</sup></b> (uploaded to LAN – marked HARMS)		
<b>No Harms<sup>3</sup></b> (uploaded to LAN – marked CLEAN)		
Other		
<b>Incl Other Areas</b>	Please indicate with X and explain reasoning:	
Include another Division in CFR		
<b>External Harms Review Required by:</b> Details of Review needed (Ie who/pages):		
<b>Internal Harms Review Required by:</b> Details of Review needed (Ie who/pages):		
Other		

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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### Section 1: FOI Request Details

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

Applicant Type: Political Party Request Received: March 21, 2023 FOI Analyst: Tanya James

Legislated Due Date: May 4, 2023 Fee Estimate Due: March 28, 2023 Records Due: April 4, 2023

**Description:** Any email sent to or received from employees of the BC Centre on Substance Use related to cocaine as part of safe supply policy. Restrict search to the Substance Use Prevention & Promotion Division. (Date Range for Record Search: From 6/1/2022 To 2/22/2023)

### 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):

After search PAA has advised no responsive records - Restrict search to the Substance Use Prevention & Promotion Division (Date Range for Record Search: From 6/1/2022 To 2/22/2023)

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): Mitch Moneo, ADM, PLBSD	Signature: approved by Mariana Diacu, by eapproval on behalf of Mitch	Date: April 13, 2023
--	--	-------------------------

### 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

**Locating/Retrieving – this includes searching all relevant sources.**  
**Areas to consider searching include:**

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

**Producing – this only applies where you are creating records from other sources\* (e.g. developing a program to create new records from a database) and tasks include**

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours	Actual Hours
-----------------	--------------

<ul style="list-style-type: none"> <li>Ex: generating a custom report from a database using existing data</li> </ul>		
<b>Preparing – this may include time spent by IAO (for electronic records) or the Ministry (for hardcopy records) and tasks include</b>		
<ul style="list-style-type: none"> <li>Converting records to PDF</li> <li>Consolidating records into a single PDF document</li> <li>Organizing records packages (e.g. by date department, staff, records type, etc.)</li> <li>Photocopying or scanning records into electronic format</li> <li>Ensuring completeness of responsive records</li> <li>Copying other types of media (audio and/or video)</li> </ul> <p><b>For electronic records, you do not need to provide a time estimate, please provide the number of files where requested below and IAO will be in a position to calculate the time required and to consider charging a fee.</b></p>		
<b>Volume – for electronic records please provide the estimated number of files and for hardcopy records please continue to provide the number of pages</b>		
<ul style="list-style-type: none"> <li><b>Electronic records</b> <ul style="list-style-type: none"> <li>Files (e.g. emails, Word Docs, Excel sheets, PDFs, photos, etc.)</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li><b>Hardcopy records</b> <ul style="list-style-type: none"> <li>Average file folder = 1" and holds approx. 200 pages (single-sided)</li> <li>1 standard Records Centre Services box: <ul style="list-style-type: none"> <li>Legal sized folders = 1800 pages</li> <li>Letter sized folders = 2200 pages</li> </ul> </li> </ul> </li> </ul>		
<b>Suggestions for possible narrowing:</b>		

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:

LAN, emails, CLIFF log

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): Joyce Maglanque	Phone Number: 778-572-2125	Date: April 20, 2023
Harms Assessment completed by (full name and title):	Program Area:	
Harms Assessment approved by (full name and title):		

## RE: HTH-2023-30751 - CFR-NRR

---

From: Maglanque, Joyce HLTH:EX  
To: Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>  
Cc: Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>, Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
Sent: April 20, 2023 4:00:36 PM PDT  
Attachments: 2023-30751 G - Call for Records form- NRR\_April2023.docx  
Here you go, I hope I did it right.

**Regards,**

**Joyce Maglanque**

Office Manager, New Westminster Office  
Executive Assistant to Dr. Susan Bouma/Executive Director  
Clinical Services and Evaluation Branch  
Pharmaceutical, Laboratory & Blood Services | BC Ministry of Health  
303-960 Quayside Dr. New Westminster BC V3M 6G2  
Tel. 778 572 2125/Fax 604 660 2108  
email: [Joyce.Maglanque@gov.bc.ca](mailto:Joyce.Maglanque@gov.bc.ca)

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---

**From:** Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>  
**Sent:** Thursday, April 20, 2023 3:50 PM  
**To:** Maglanque, Joyce HLTH:EX <Joyce.Maglanque@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Subject:** RE: HTH-2023-30751 - CFR-NRR

Hi Joyce

IAO is asking that the estimates be put back.

Thanks  
Adrian

---

**From:** HLTH FOI Operations HLTH:EX <[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca)>  
**Sent:** Thursday, April 20, 2023 3:30 PM  
**To:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>; HLTH PLBSD FOI HLTH:EX <[HLTH.FOIPLBSD@gov.bc.ca](mailto:HLTH.FOIPLBSD@gov.bc.ca)>  
**Cc:** Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>; Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; HLTH FOI Operations HLTH:EX <[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca)>  
**Subject:** RE: HTH-2023-30751 - CFR-NRR  
**Importance:** High

Hi Libby,

The CFR form in the email has the estimates removed. IAO is asking the program area to provide the actuals in addition to the estimate. Could you please put the estimates back and add the actuals and send them to me asap?

Thanks,

Shazia Saif

Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920  
Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>  
**Sent:** Thursday, April 20, 2023 2:12 PM  
**To:** HLTH FOI Operations HLTH:EX <[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca)>  
**Cc:** Rajalingam, Adrian HLTH:EX <[Adrian.Rajalingam@gov.bc.ca](mailto:Adrian.Rajalingam@gov.bc.ca)>; Laanstra, Bronwyn HLTH:EX <[Bronwyn.Laanstra@gov.bc.ca](mailto:Bronwyn.Laanstra@gov.bc.ca)>  
**Subject:** FW: HTH-2023-30751 - CFR-NRR

Good Afternoon:

Please see HTH2023-30751 explanation from the Program area of PLBSD attached.

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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---

**From:** Maglanque, Joyce HLTH:EX <[Joyce.Maglanque@gov.bc.ca](mailto:Joyce.Maglanque@gov.bc.ca)>  
**Sent:** Thursday, April 20, 2023 2:09 PM  
**To:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>  
**Cc:** Laanstra, Bronwyn HLTH:EX <[Bronwyn.Laanstra@gov.bc.ca](mailto:Bronwyn.Laanstra@gov.bc.ca)>; Rajalingam, Adrian HLTH:EX <[Adrian.Rajalingam@gov.bc.ca](mailto:Adrian.Rajalingam@gov.bc.ca)>  
**Subject:** RE: HTH-2023-30751 - CFR-NRR

Hi Libby,

After reviewing the request details again, CSE has no responsive records.  
I have attached the NRR for your further action.

**Regards,**

**Joyce Maglanque**  
Office Manager, New Westminster Office  
Executive Assistant to Dr. Susan Bouma/Executive Director  
Clinical Services and Evaluation Branch  
Pharmaceutical, Laboratory & Blood Services | BC Ministry of Health  
303-960 Quayside Dr. New Westminster BC V3M 6G2



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**From:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>

**Sent:** Thursday, April 20, 2023 1:15 PM

**To:** Maglanque, Joyce HLTH:EX <[Joyce.Maglanque@gov.bc.ca](mailto:Joyce.Maglanque@gov.bc.ca)>

**Cc:** Laanstra, Bronwyn HLTH:EX <[Bronwyn.Laanstra@gov.bc.ca](mailto:Bronwyn.Laanstra@gov.bc.ca)>; Rajalingam, Adrian HLTH:EX <[Adrian.Rajalingam@gov.bc.ca](mailto:Adrian.Rajalingam@gov.bc.ca)>

**Subject:** FW: HTH-2023-30751 - CFR-NRR

**Importance:** High

Good Afternoon:

Please see the email below for HTH2023-30751 below from IAO. The applicant will have to be repaid back for the fee estimate. Could you advise.

Thank you

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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---

**From:** HLTH FOI Operations HLTH:EX <[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca)>

**Sent:** Thursday, April 20, 2023 8:23 AM

**To:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>; HLTH PLBSD FOI HLTH:EX <[HLTH.FOIPLBSD@gov.bc.ca](mailto:HLTH.FOIPLBSD@gov.bc.ca)>

**Cc:** Laanstra, Bronwyn HLTH:EX <[Bronwyn.Laanstra@gov.bc.ca](mailto:Bronwyn.Laanstra@gov.bc.ca)>; Rajalingam, Adrian HLTH:EX <[Adrian.Rajalingam@gov.bc.ca](mailto:Adrian.Rajalingam@gov.bc.ca)>; HLTH FOI Operations HLTH:EX <[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca)>

**Subject:** RE: HTH-2023-30751 - CFR-NRR

**Importance:** High

Hi Libby,

Could you please confirm the actual number of hours that were spent in searching? Also, please see the following comment from IAO and advise:

**If the program area is unable to confirm the actual hours spent searching for records, of which none were located, would the Ministry be willing to consider issuing a refund to the applicant?**

Thanks,

Shazia Saif

Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920  
Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>  
**Sent:** Thursday, April 13, 2023 9:52 AM  
**To:** HLTH FOI Operations HLTH:EX <[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca)>  
**Cc:** Laanstra, Bronwyn HLTH:EX <[Bronwyn.Laanstra@gov.bc.ca](mailto:Bronwyn.Laanstra@gov.bc.ca)>; Rajalingam, Adrian HLTH:EX <[Adrian.Rajalingam@gov.bc.ca](mailto:Adrian.Rajalingam@gov.bc.ca)>  
**Subject:** HTH-2023-30751 - CFR-NRR  
**Importance:** High

Good Morning:

Please find HTH-2023-30751 - CFR\_NRR on the shared LAN: **HTH-2023-30751**.

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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**From:** HLTH FOI Operations HLTH:EX <[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca)>  
**Sent:** Tuesday, April 4, 2023 11:17 AM  
**To:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>; HLTH PLBSD FOI HLTH:EX <[HLTH.FOIPLBSD@gov.bc.ca](mailto:HLTH.FOIPLBSD@gov.bc.ca)>  
**Cc:** Laanstra, Bronwyn HLTH:EX <[Bronwyn.Laanstra@gov.bc.ca](mailto:Bronwyn.Laanstra@gov.bc.ca)>; HLTH FOI Operations HLTH:EX <[HLTH.FOIOperations@gov.bc.ca](mailto:HLTH.FOIOperations@gov.bc.ca)>  
**Subject:** HTH-2023-30751 - Fees Paid - Resume CFR

Hi Libby,

IAO has confirmed that applicant has paid the fees. Please resume gathering records and send them as soon as possible.

**Due Date:** April 13, 2023

Thanks,

Shazia Saif  
Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920  
Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Sent:** Wednesday, March 22, 2023 10:08 AM  
**To:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>  
**Subject:** HTH-2023-30751 - Call for records - fee estimate

Good Morning:

Please find HTH2023-30751 call for records fee estimate from PLBSD in the shared [HTH-2023-30751](#)

HTH-2023-30751		
<b>Estimate Due: March 31, 2023</b>		
<b>Records Due: April 4, 2023</b>		
<b>LAN: <a href="#">HTH-2023-30751</a></b>		
<b>Actions</b>	Please indicate with X and explain reasoning:	
Fee Estimate <sup>1</sup> (uploaded to LAN)	x	<a href="#">Fee Estimate Questionnaire</a> – for reference
NRR <sup>2</sup> (uploaded to LAN with ADM sign off)		
CFR <sup>3</sup> (uploaded to LAN with all sections complete**)		
Records <sup>3</sup> (uploaded to LAN)		
Deduplication Required <sup>3</sup>		
Harms <sup>3</sup> (uploaded to LAN – marked HARMS)		
No Harms <sup>3</sup> (uploaded to LAN – marked CLEAN)		
Other		
<b>Incl Other Areas</b>	Please indicate with X and explain reasoning:	
Include another Division in CFR		
External Harms Review Required by: Details of Review needed (Ie who/pages):		
Internal Harms Review Required by: Details of Review needed (Ie who/pages):		
Other		

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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## Section 1: FOI Request Details

General Request ☒

Personal Request ☐

Authorization Received: N/A

Applicant Type: Political Party

Request Received: March 21, 2023

FOI Analyst: Tanya James

Legislated Due Date: May 4, 2023

Fee Estimate Due: March 28, 2023

Records Due: April 4, 2023

**Description:** Any email sent to or received from employees of the BC Centre on Substance Use related to cocaine as part of safe supply policy. Restrict search to the Substance Use Prevention & Promotion Division. (Date Range for Record Search: From 6/1/2022 To 2/22/2023)

## 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):

After search PAA has advised no responsive records - Restrict search to the Substance Use Prevention & Promotion Division (Date Range for Record Search: From 6/1/2022 To 2/22/2023)

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):  
Mitch Moneo, ADM, PLBSD

Signature: approved by Mariana Diacu,  
by eapproval on behalf of Mitch

Date: April 13,  
2023

## 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 – this includes searching all relevant sources.  
Areas to consider searching include:

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

More or less 5 hrs

After reviewing again the request (April 12, 2023), we have determined that we do not have records, therefore, there is no actual hours used.

<b>Producing – this only applies where you are creating records from other sources* (e.g. developing a program to create new records from a database) and tasks include</b>			
<ul style="list-style-type: none"> <li>Identifying relevant sources of data/information</li> <li>Manual time spent creating and producing records</li> <li>Ex: generating a custom report from a database using existing data</li> </ul>			
<b>Preparing – this may include time spent by IAO (for electronic records) or the Ministry (for hardcopy records) and tasks include</b>			
<ul style="list-style-type: none"> <li>Converting records to P. F</li> <li>Consolidating records into a single P. F document</li> <li>Organizing records packages (e.g. by date, department, staff, records type, etc.)</li> <li>Photocopying or scanning records into electronic format</li> <li>Ensuring completeness of responsive records</li> <li>Copying other types of media (audio and/or video)</li> </ul> <p><b>For electronic records, you do not need to provide a time estimate, please provide the number of files where requested below and IAO will be in a position to calculate the time required and to consider charging a fee.</b></p>			
<b>Volume – for electronic records please provide the estimated number of files and for hardcopy records please continue to provide the number of pages</b>			
<ul style="list-style-type: none"> <li><b>Electronic records</b> <ul style="list-style-type: none"> <li>Files (e.g. Emails, Word documents, Excel sheets, P. Fs, photos, etc.)</li> </ul> </li> </ul>	More or less 100 files		
<ul style="list-style-type: none"> <li><b>Hardcopy records</b> <ul style="list-style-type: none"> <li>Average file folder = 1" and holds approx 200 pages (single-sided)</li> <li>1 standard Records Centre Services box: <ul style="list-style-type: none"> <li>Legal sized folders = 1800 pages</li> <li>Letter sized folders = 2200 pages</li> </ul> </li> </ul> </li> </ul>			
<b>Suggestions for possible narrowing:</b>			

## 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:

LAN, emails, CLIFF log

## 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 officer.

- 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): Joyce Maglanque	Phone Number: 778-572-2125	Date: April 20, 2023
Harms Assessment completed by (full name and title):	Program Area:	
Harms Assessment approved by (full name and title):		

## RE: HTH-2023-30751 - CFR-NRR

---

From: HLTH PLBSD FOI HLTH:EX <HLTH.FOIPLBSD@gov.bc.ca>  
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>, Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
Cc: Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>, Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>  
Sent: April 20, 2023 4:07:20 PM PDT  
Attachments: 2023-30751 G - Call for Records form- NRR\_April2023.docx  
Hi Shazia

Attached is the CFR-NRR for HTH2023-30751 from Program Area.

Thanks  
Adrian

---

**From:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Sent:** Thursday, April 20, 2023 3:30 PM  
**To:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>; HLTH PLBSD FOI HLTH:EX <HLTH.FOIPLBSD@gov.bc.ca>  
**Cc:** Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>; Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Subject:** RE: HTH-2023-30751 - CFR-NRR  
**Importance:** High

Hi Libby,

The CFR form in the email has the estimates removed. IAO is asking the program area to provide the actuals in addition to the estimate. Could you please put the estimates back and add the actuals and send them to me asap?

Thanks,

**Shazia Saif**  
Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920  
Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Sent:** Thursday, April 20, 2023 2:12 PM  
**To:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Cc:** Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>; Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>  
**Subject:** FW: HTH-2023-30751 - CFR-NRR

Good Afternoon:

Please see HTH2023-30751 explanation from the Program area of PLBSD attached.



Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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**From:** Maglanque, Joyce HLTH:EX <[Joyce.Maglanque@gov.bc.ca](mailto:Joyce.Maglanque@gov.bc.ca)>  
**Sent:** Thursday, April 20, 2023 2:09 PM  
**To:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>  
**Cc:** Laanstra, Bronwyn HLTH:EX <[Bronwyn.Laanstra@gov.bc.ca](mailto:Bronwyn.Laanstra@gov.bc.ca)>; Rajalingam, Adrian HLTH:EX <[Adrian.Rajalingam@gov.bc.ca](mailto:Adrian.Rajalingam@gov.bc.ca)>  
**Subject:** RE: HTH-2023-30751 - CFR-NRR

Hi Libby,

After reviewing the request details again, CSE has no responsive records.  
I have attached the NRR for your further action.

**Regards,**

**Joyce Maglanque**

Office Manager, New Westminster Office  
Executive Assistant to Dr. Susan Bouma/Executive Director  
Clinical Services and Evaluation Branch  
Pharmaceutical, Laboratory & Blood Services | BC Ministry of Health  
303-960 Quayside Dr. New Westminster BC V3M 6G2  
Tel. 778 572 2125/Fax 604 660 2108  
email: [Joyce.Maglanque@gov.bc.ca](mailto:Joyce.Maglanque@gov.bc.ca)

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**From:** Vandergriendt, Libby HLTH:EX <[Libby.Vandergriendt@gov.bc.ca](mailto:Libby.Vandergriendt@gov.bc.ca)>  
**Sent:** Thursday, April 20, 2023 1:15 PM  
**To:** Maglanque, Joyce HLTH:EX <[Joyce.Maglanque@gov.bc.ca](mailto:Joyce.Maglanque@gov.bc.ca)>  
**Cc:** Laanstra, Bronwyn HLTH:EX <[Bronwyn.Laanstra@gov.bc.ca](mailto:Bronwyn.Laanstra@gov.bc.ca)>; Rajalingam, Adrian HLTH:EX <[Adrian.Rajalingam@gov.bc.ca](mailto:Adrian.Rajalingam@gov.bc.ca)>  
**Subject:** FW: HTH-2023-30751 - CFR-NRR  
**Importance:** High

Good Afternoon:

Please see the email below for HTH2023-30751 below from IAO. The applicant will have to be repaid back for the fee estimate. Could you advise.

Thank you

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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**From:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Sent:** Thursday, April 20, 2023 8:23 AM  
**To:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>; HLTH PLBSD FOI HLTH:EX <HLTH.FOIPLBSD@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Subject:** RE: HTH-2023-30751 - CFR-NRR  
**Importance:** High

Hi Libby,

Could you please confirm the actual number of hours that were spent in searching? Also, please see the following comment form IAO and advise:

**If the program area is unable to confirm the actual hours spent searching for records, of which none were located, would the Ministry be willing to consider issuing a refund to the applicant?**

Thanks,

Shazia Saif  
Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920  
Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Sent:** Thursday, April 13, 2023 9:52 AM  
**To:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; Rajalingam, Adrian HLTH:EX <Adrian.Rajalingam@gov.bc.ca>  
**Subject:** HTH-2023-30751 - CFR-NRR  
**Importance:** High

Good Morning:

Please find HTH-2023-30751 - CFR\_NRR on the shared LAN: **HTH-2023-30751**.

Thank you,

Libby Vandergriendt  
FOI/Records Coordinator  
Medical Beneficiary and Pharmaceutical Services Division  
Ministry of Health  
250-952-2796

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**From:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Sent:** Tuesday, April 4, 2023 11:17 AM  
**To:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>; HLTH PLBSD FOI HLTH:EX <HLTH.FOIPLBSD@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Subject:** HTH-2023-30751 - Fees Paid - Resume CFR

Hi Libby,

IAO has confirmed that applicant has paid the fees. Please resume gathering records and send them as soon as possible.

**Due Date:** April 13, 2023

Thanks,

Shazia Saif  
Information and Records Analyst  
FOI, Litigation, Records and Reporting  
Corporate Issues and Client Relations Branch  
Ministry of Health

Phone: 778-405-2920  
Email: [Shazia.Saif@gov.bc.ca](mailto:Shazia.Saif@gov.bc.ca)

---

**From:** Vandergriendt, Libby HLTH:EX <Libby.Vandergriendt@gov.bc.ca>  
**Sent:** Wednesday, March 22, 2023 10:08 AM  
**To:** HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>  
**Cc:** Laanstra, Bronwyn HLTH:EX <Bronwyn.Laanstra@gov.bc.ca>  
**Subject:** HTH-2023-30751 - Call for records - fee estimate

Good Morning:

Please find HTH2023-30751 call for records fee estimate from PLBSD in the shared **HTH-2023-30751**

HTH-2023-30751
<b>Estimate Due: March 31, 2023</b>
<b>Records Due: April 4, 2023</b>
<b>LAN: <u>HTH-2023-30751</u></b>

<b>Actions</b>	Please indicate with X and explain reasoning:	
Fee Estimate <sup>1</sup> (uploaded to LAN)	x	<a href="#">Fee Estimate Questionnaire</a> – for reference
NRR <sup>2</sup> (uploaded to LAN with ADM sign off)		
CFR <sup>3</sup> (uploaded to LAN with all sections complete**)		
Records <sup>3</sup> (uploaded to LAN)		
Deduplication Required <sup>3</sup>		
Harms <sup>3</sup> (uploaded to LAN – marked HARMS)		
No Harms <sup>3</sup> (uploaded to LAN – marked CLEAN)		
Other		
<b>Incl Other Areas</b>	Please indicate with X and explain reasoning:	
Include another Division in CFR		
External Harms Review Required by: Details of Review needed (Ie who/pages):		
Internal Harms Review Required by: Details of Review needed (Ie who/pages):		
Other		

Thank you,

Libby Vandergriendt  
 FOI/Records Coordinator  
 Medical Beneficiary and Pharmaceutical Services Division  
 Ministry of Health  
 250-952-2796

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