

## UNDERSTANDING EXCEPTIONS

The list below can be used as a quick reference for brief descriptions of FOIPPA exceptions. Information within a record may contain multiple harms. For a more detailed guide to FOIPPA exceptions, see the [FOIPPA Policy & Procedures Manual](#).

### SECTION 12 - Cabinet confidences

Information that would reveal the substance of deliberations of, or any advice or recommendations submitted or prepared for, the Executive Council or any of its committees.

- Does not include background explanations or analysis if the decision is either already public or implemented, or over 5 years have passed since the decision was considered.

### SECTION 13 - Policy advice or recommendations

Information that would reveal advice or recommendations developed by or for a public body or a minister.

- Intended to allow open and frank discussion of policy issues which would not occur if the deliberate process were subject to excessive scrutiny.
- Does not apply to information in a record over 10 years old.

### SECTION 14 - Legal advice

Information that is subject to solicitor-client and litigation privilege.

- Applies to client-generated documents and opinions. May be as formal as a communication between lawyer and client or as simple as notes on the file made to assist the lawyer in litigation.

### SECTION 15 - Disclosure harmful to law enforcement

Information that could reasonably be expected to harm a law enforcement matter.

- Not limited to police forces. Includes investigations and proceedings that lead or could lead to a penalty being imposed to enforce compliance or remedy non-compliance with standards, duties, and responsibilities under statutes and regulations.

### SECTION 16 - Disclosure harmful to intergovernmental relations or negotiations

Information that could harm the conduct of relations between BC and another government, including a First Nation.

- Includes positions, options, instructions and criteria to be used in negotiations.
- A fear that disclosure would hinder, impede, or minimally interfere with the conduct of intergovernmental relations or negotiations does not satisfy this exception.

### SECTION 17 - Disclosure harmful to the financial or economic interests of a public body

Information could harm the financial, competitive, economic or negotiating interests of a public body.

- Includes plans, programs, and negotiations that have not yet been implemented or made public.
- The harms must not be fanciful, imaginary or contrived, but rather based on reason.

### SECTION 18 - Disclosure harmful to the conservation of heritage sites, etc

Information disclosure could result in damage to or interfere with the conservation of fossil sites, natural sites, valuable anthropological or heritage sites, or endangered, threatened, vulnerable or rare living resources.

- Includes the exact location of bear dens, First Nation cultural sites and endangered species habitats.

#### SECTION 19 - Disclosure harmful to individual or public safety

Information which could threaten a person's safety, mental or physical health, or interfere with public safety.

- There should be grounds to judge that a clear threat is present.

#### SECTION 20 - Information to be published or released within 60 days

#### SECTION 21 - Disclosure harmful to business interests of a third party

Valuable financial, commercial or scientific information about a **third party's** business that was supplied to the government in confidence. Application of this exception requires more than an assertion—there must be evidence of a "significant" potential harm to business interests.

All three of the following must be true:

- The information contains trade secrets, technical, commercial, financial, or labour relations information; and
- The information was supplied to government "in confidence" (not simply marked by the third party as confidential); and
- Its disclosure could significantly harm the business interests of a third party.

#### SECTION 22 - Disclosure harmful to personal privacy

Personal information disclosed in response to an FOI request that would constitute an unreasonable invasion of a third party's personal privacy.

- Does not include business contact information (i.e., the names and contact information of BC government staff or those of third parties communicating with government in a professional capacity).

Under legislation, the head of a public body must make every reasonable effort to assist FOI applicants, and to respond without delay to each applicant openly, accurately and completely. As an open and transparent government, we have a legal obligation to assist applicants when requesting access to records we hold.

FOI requests are processed with the scope as received, unless clarification is required or the applicant reduces the scope to avoid a potential search fee.

.....

They identified the attached document(s) as responsive records and wish to get your views on disclosure. Please review the records and provide our office with a 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.

Exercise of Discretion:

The Freedom of Information and Protection of Privacy Act (FOIPPA) contains both mandatory and discretionary exceptions to disclosure. Where Information Access Operations (IAO) has advised the head that a discretionary exception may apply, it is important that the head consider the possibility of releasing the information despite the fact that an exception may apply.

## Proposed JSB FOI process

- FOI request is received at IAO Flex Team
- IAO Flex team sends the request to the Central FOI coordinator for distribution. Once it is decided that the request should be directed to JSB the central FOI Coordinator will forward the CFR to Treena Watters [JSBFOI.Requests@gov.bc.ca](mailto:JSBFOI.Requests@gov.bc.ca) for circulation within JSB.
  - Native files can be sent directly to the Central FOI Coordinator for de-duplication. As discussed, the FileShare will continue to be used for uploading.
  - NRRs, Fee Estimates and consults will be directed through the Central FOI Coordinator for streamlining.
- Central FOI Coordinator combines all records for the request on the FileShare for De-duplication at IAO
- Once the file has been de-duplicated, IAO Flex team will advise the Central FOI Coordinator that it is ready for Harms assessment.
- Central FOI coordinator will send it to JSB for harms review.
  - The Branch will review the file and note possible harms in the records.
  - Once review is complete, the file can be sent back to the Central FOI Coordinator
- Once the records have been reviewed, the central FOI coordinator will advise the IAO Justice team when records are ready.
- IAO Justice team will apply the redlines, request consults and ensure consistent severing if it is a multi-ministry request.
- IAO Justice team sends the central FOI coordinator the sign off package for final review and distribution.
- NRR's from Justice Services Branch can be preapproved in eApprovals for a/ADM Paul Craven to review and approve.
- Central Coordinator will forward the package to JSB. Sign off package will be uploaded to eApprovals for circulation.
  - The Branch will receive final sign off package in eApprovals for review and approval.
  - Any additions to the redline can be requested in eApprovals and sent to the Central FOI Coordinator. The Central FOI Coordinator will work with IAO to have the additions applied and uploaded the revised redline for review.
  - Note: there may be records from more than one area. When there is more than one area in a package, the pages will be identified or possibly 2 redlines attached and named accordingly (depending upon how IAO processes it)
  - Once the package is approved by the ADM Paul Craven, the package can be sent to the Central FOI coordinator.
  - E-signatures no longer need to be applied to the CFR or Sign off documents. Going forward we will use the eApproval history.
- **If package requires DAG sign off, the central FOI coordinator will send it to the DAG in eApprovals.**
- Central FOI coordinator will send the completed approved sign off package to IAO for closing and distribution to the applicant.



## HARMS ASSESSMENT CHEAT SHEET

**“Mandatory”** = a required course of action characterized by such directives as **“shall”** and not **“may”**

If reviewer is unsure what exception to apply and concerned about sensitivity, document this in *Call for Records* form. Alternately, contact IAO Analyst for assistance.

Mandatory Exceptions – <u>MUST</u> WITHHOLD		
Section	Exception	Basic Requirements
12  <i>12(1) re premature disclosure 12(3) Discretionary; consult with DMO</i>	Cabinet confidences  <i>Only applies to Executive Council and its committees; does not extend to individual minister level unless individual minister is acting as Cabinet committee.  Information in a record that has been in existence for 15 years or more not withheld.</i>	- Would reveal the substance of deliberations of Cabinet including advice, recommendations, policy considerations or draft legislations  <i>Consider: Could someone make a well informed deduction based on formation released. “...could someone reasonably infer something...?”</i>
21	Harm to the business interests of a third party	Three requirements (ALL must be true): 1. disclosure would reveal trade secrets, commercial, financial, labour relations, scientific information of third party 2. information was supplied in confidence 3. disclosure could reasonably be expected to cause significant harm to the third party
22  <i>22(3)(e) personal information was obtained on a tax return or gathered for the purpose of collecting a tax.</i>	Harm to personal privacy  <i>Personal information is information that identifies and individual other than business contact information.</i>	- Disclosure would be an unreasonable invasion of an individual's personal privacy  - ss.22 (4) lists disclosure of information that is <b>NOT</b> an unreasonable invasion of a third party's personal privacy including: information about a government employees functions or remuneration, disclosure reveals details of a contract to supply goods or services to the government, disclosure reveals details of a licence, permit or other discretionary benefit granted to the third party by a public body.

**Note:** Executive calendars need to be continuously managed due to the high volume of FOI requests. Information contained within calendars must not require the application of s.12.

**“Discretionary”** = when applied to public officers means power to act in an official capacity in a manner which appears to be just and proper under the circumstances – the discretion must be exercised in good faith, and not for an improper purpose, or based on irrelevant considerations.

Discretionary Exceptions – <u>MAY</u> WITHHOLD		
Section	Exception	Basic Requirements
13	Policy advice, recommendations or draft regulations	<ul style="list-style-type: none"> <li>- disclosure would reveal recommendations developed by or for a public body</li> <li>- does not include factual material, public opinion polls, final reports or audits etc.</li> </ul>
14	Solicitor client privilege  <i>Consider:</i> <ul style="list-style-type: none"> <li>• <i>Is there any pending litigation?</i></li> <li>• <i>Is there any likelihood of litigation?</i></li> </ul>	<ul style="list-style-type: none"> <li>- disclosure would reveal information subject to solicitor/client privilege</li> <li>- two types of privilege:               <ol style="list-style-type: none"> <li>(1) legal professional privilege (to qualify three things must be true:                   <ol style="list-style-type: none"> <li>(i) Communication is between a solicitor and client</li> <li>(ii) The parties intended the communication to be confidential</li> <li>(iii) Communication entails the seeking or giving of legal advice)</li> </ol> </li> <li>(2) Litigation privilege (records created for the dominant purpose of preparing for, advising on, or conducting litigation)</li> </ol> </li> </ul>
15  15 (1) (l)	Harm to law enforcement  <i>Could there be reasonable harm to the security of any property or system, including building, a vehicle, a computer system or communications system, i.e., harm to the integrity of the system?</i>	<ul style="list-style-type: none"> <li>- list of specific harms including: if disclosure could reasonably be expected to harm law enforcement, effectiveness of investigative techniques, endanger the life or safety of law enforcement officer or any other person, reveal identity of a confidential source of information</li> </ul>
16	Disclosure harmful to intergovernmental relations	<ul style="list-style-type: none"> <li>- disclosure could reasonably be expected to harm relations between the government of BC and other governments including aboriginal governments</li> </ul>
17	Harm to financial or economic interests of a public body	<ul style="list-style-type: none"> <li>- disclosure could reasonably be expected to harm the financial or economic interests of a public body</li> <li>- Order 00-41: “the alleged harm must not be fanciful, imaginary or contrived...”</li> </ul>
18	Harm to conservation of heritage sites	<ul style="list-style-type: none"> <li>- Disclosure could reasonably be expected to result in damage to, or interfere with conservation of fossil sites, heritage sites, endangered species, etc.</li> </ul>
19	Harm to individual or public safety	<ul style="list-style-type: none"> <li>- Disclosure could reasonably be expected to threaten anyone else’s safety or mental or physical health or interfere with public safety</li> </ul>
20	Information is public or will be public within 60 days	<ul style="list-style-type: none"> <li>- Information is available for purchase, or</li> <li>- Information will be published or released to the public within 60 days</li> </ul>

Example	Redacted?
A document or other material filed with the court	Redacted, this is court record information
Case specific tracking information on participants/process (ex: party names, appearances).	Redacted
Vague summaries written by CSB staff (ex: "we have 6 people going to court today).	Not redacted under s. 3.
Rulings or reasons for judgement produced by the judiciary.	Redacted
Specific scheduling information (ex: Justice Hinkson will be hearing cases in room 62 today).	Redacted
<b>General</b> references to speaking with judicial staff (ex: I just got off the phone with Justice Cohen)	Not redacted under s. 3.
<b>Specific</b> references to the content of conversations with judiciary (ex: I just got off the phone with Justice Cohen and he recommends...)	Potentially redactable
References to the content of judicial training programs	Potentially redactable. Note that judiciary's Annual Reports also contain information on judicial training programs, and we do not have grounds to redact if information is freely accessible elsewhere.
An email from a judge to a CSB employee regarding personal matters (ex: proposing they grab lunch together).	Not redacted under s. 3. Section 3 is triggered when a person is <b>acting in</b> a judicial or quasi judicial capacity. See <a href="#">OIPC Ruling 1034</a> .
Statistics of judicial activity prepared <b>by</b> or <b>for</b> a judge	Redacted
A report created <b>for</b> a judge	Redacted
A report created at the direction of a judge, by a counsellor, to be shared with parties and in court.	Not necessarily redacted. See <a href="#">OIPC Ruling 1046</a> . Debate surrounded whether this report related to a "support service provided to the judge"—OIPC determined that it didn't and could be released.





## FREEDOM OF INFORMATION (FOI) REQUESTS

**BACKGROUND / INTRODUCTION:** The [Freedom of Information and Protection of Privacy Act](#) (FOIPPA) enables the public to request and obtain copies of records held by B.C. Government ministries.

**POLICY CONTEXT:** [Section 6](#) of the Freedom of Information and Protection of Privacy Act states that public servants have a legislated duty to assist anyone who submits an FOI request. FOIPPA requires public bodies to make every reasonable effort to assist applicants and to respond without delay to each applicant openly, accurately and completely.

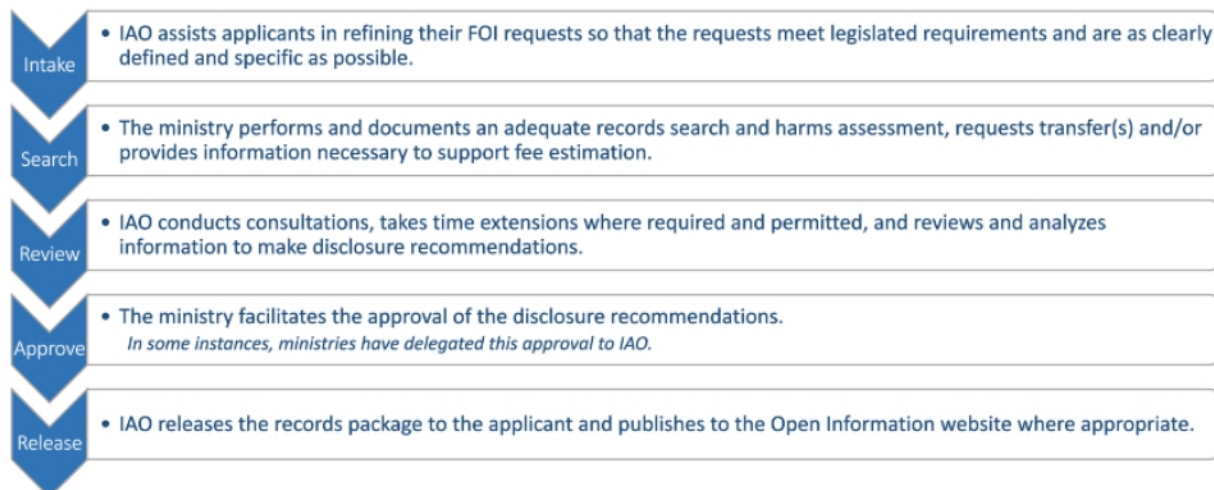
The [interpretation](#) of Section 6 may be found on the [FOIPPA Policy and Procedures Manual](#) website.

**AUTHORITY:** Government wide mandate.

**DIRECTIONS:** Please see the [FOIPPA Policy and Procedures Manual](#). FOIPPA was updated in 2021.

The graphic below illustrates the 5 steps FOI requests may go through:

### THE FOI PROCESS



**REQUIRED APPROVAL LEVEL:** Program area → Executive Director of program area → Assistant Deputy Minister → Deputy Minister (unless informed otherwise)

## RELATED DOCUMENTS:

The JSB Admin Manual (once available)

[FOIPPA Updates](#)

[FOIPPA Learning Opportunities](#)

[Privacy and Personal Information Resources](#)

**KEY CONTACTS:** For more information about FOI procedure and policy, please contact:

1. The FOI coordinator for JSB by emailing: [jsbfoi.requests@gov.bc.ca](mailto:jsbfoi.requests@gov.bc.ca).
2. The Senior FOI Coordinator, Information Systems Branch, by emailing: [holly.skogstad@gov.bc.ca](mailto:holly.skogstad@gov.bc.ca).
3. The Information Access Operations at [FOI.requests@gov.bc.ca](mailto:FOI.requests@gov.bc.ca).

**UPDATES:** If changes need to be made to this policy and process document, please advise the Executive Coordinator of the ADMO, JSB.


Version History		
Version #	Date Updated:	Changes Made By:
01	2019-10-07	Emma Valentinuzzi
02	2022-08-12	Treena Watters

September 2022

## How to gather and process a multiple BN request

1. FOI Flex team send Briefing note FOI request to AGPSSG FOI Coordinator email
2. Search up BNs in Cliff to see what branch they belong to. Sometimes the BNs are in cliff other times they are not, and you will have to request them from the branch. If they are available in Cliff, save the clean copies and provide them to the branch when requesting a Harms review.
3. Create individual emails by branch for BNs request, see below examples:

Records requested with harms | Call for Records MAG-2022-22498 -Due Oct 3, 2022



AG PSSG FOI Coordinator AG:EX  
To ○ AG JSB FOI Requests AG:EX  
Cc ○ AG PSSG FOI Coordinator AG:EX

Reply Reply All Forward

Mon 2022-09-26 3:03 PM

Good Afternoon,

Please see the below list of BNs requested for MAG-2022-22498. Below are notes drafted by JSB, can I please get a clean copy and have a harms review from the program area.

628531 - DAG - DBN- **s. 12**  
629079 - IIO staffing pressures - 5-year rule – Louis Chen  
629424 - IBN- AG- Informal Trail Pilot and Family Violence in response to a news article posted June 5, 2022 about the pilot – Julie Meier  
628285 - AG -IBN OSPG building and construction sector info note – Emily Lewis

Thank you

**Holly Skogstad**  
Central FOI Coordinator  
Information Systems Branch  
Ministry of Attorney General  
(778) 698-3889 | [agpssg.foicoordinator@gov.bc.ca](mailto:agpssg.foicoordinator@gov.bc.ca)

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

*Copy of the following briefing notes as listed online with BN30031: 628531, 629079, 629424, 628285, 629425 and 629605 (Date Range for Record Search: From 6/1/2022 To 6/30/2022)  
Date Format is MM/DD/YYYY*

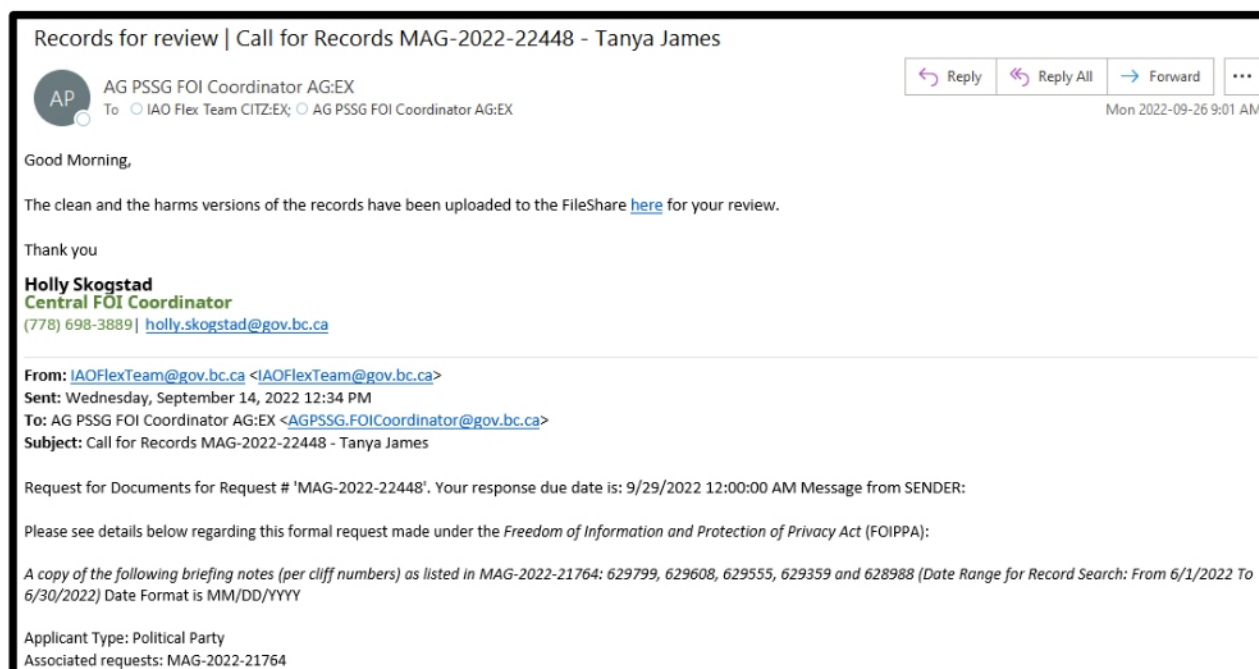
Applicant Type: Political Party

**s. 14**

4. Once you have created all the emails for the branches included in the CFR, send out requests.

September 2022

5. As each branch returns the notes and harms, flag them in the folder until all BNs and harms are received.
6. When all the BNs are back, create the Clean and Harms version of the pdf packages. It is best to do both the clean and harms packages together to ensure the page counts and order is the same.
7. Once the packages are created, review the harms version with the provided harms from the branches email to ensure all Consults, harms and highlights are there for IAO to review.
8. Once completed, the page numbers match and the harms version includes all notes for IAO you are ready to advise IAO that the records are ready for review – see below example:



9. Once the final redline is provided from IAO, review the harms against the harms provided from the branches. There will be 2 procedures from the point:
  - a. If there are any harms that are NOT included in the final Redline, review with IAO, If rationale provided requires further discussions with the branch, circulate the redline to the branches in which the harms were not applied as requested and get approval for the changes. **This could result in the Ministry insisting that the harms be applied as originally requested.** Once this portion is complete with the branch proceed to step b.
  - b. If all harms are applied as requested then redline package only needs to be sent to the DM for sign off (political FOI requests request Deputy Minister approval)
10. Once DM approved, Download eApproval history for IAO and save the final redline package on the FOI LAN:




September 2022

AG_JS8_FOI <span>s. 15</span>		
> 292-01 FOI Resources	MAG-2022-20172	2022-07-18 3:45 PM
> 292-27 FOI Proactive Release	MAG-2022-20213	2022-04-21 1:20 PM
> 292-30 FOI Requests	MAG-2022-20320	2022-04-21 1:21 PM
> 2018	MAG-2022-20411	2022-04-21 1:22 PM
> 2019	MAG-2022-20543	2022-04-21 1:24 PM
> 2020	MAG-2022-20591	2022-06-09 10:39 AM
> 2021	MAG-2022-20595	2022-04-21 1:25 PM
> 2022	MAG-2022-20618	2022-04-21 1:27 PM
> Overdue	MAG-2022-20647	2022-04-21 1:27 PM
	MAG-2022-20702	2022-04-21 1:28 PM
	MAG-2022-20740	2022-06-23 3:15 PM

# 11. Send Approval email to IAO, see example below:

Approved | Sign Off MAG-2022-22317 - 16 pages



AG PSSG FOI Coordinator AG:EX  
To: Thow, Taylor W CITZ:EX; AG PSSG FOI Coordinator AG:EX


← Reply

↶ Reply All

→ Forward

⋮

Fri 2022-09-23 3:18 PM



DAG approved eApproval history for MAG-2022-22317.pdf  
43 KB

Good Afternoon,

Please see the attached DAG approved eApproval history for MAG-2022-22317

Thank you

**Holly Skogstad**  
Central FOI Coordinator  
(778) 698-3889 | [holly.skogstad@gov.bc.ca](mailto:holly.skogstad@gov.bc.ca)

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**From:** Taylor.Thow@gov.bc.ca <Taylor.Thow@gov.bc.ca>  
**Sent:** Thursday, September 22, 2022 10:44 AM  
**To:** AG PSSG FOI Coordinator AG:EX <AGPSSG.FOICoordinator@gov.bc.ca>  
**Subject:** Sign Off MAG-2022-22317 - 16 pages

Please see the FOI FileShare or attached, for the sign off package for public body approval of this file.

Sign off due: October 13, 2022

Legislated due date of file: October 18, 2022

# 12. Ensure this request number comes off the open FOI report, then file all emails into the folder created on the LAN. This file and its contents will be retained as per the retention period outlined by GRS.

March 2023

**New request received in the FOI MOD system for processing.**

1. A new request is generated and will show up under 'MY TEAMS REQUESTS' on the FOI Dashboard located here: <https://foirequests.gov.bc.ca/foi/dashboard>

**Your FOI Request Queue | Advanced Search**

Search in Queue ...							MY REQUESTS	MY TEAM'S REQUESTS	WATCHING REQUESTS
ID NUMBER	CATEGORY	TYPE	REQUEST STATE	ASSIGNED TO	RECORDS DUE	LDD			
PSS-2023-30927	Individual	Personal	Call For Records	PSSG Ministry Team	MAR 27 2023	APR 24 2023			
MAG-2023-30664	Political Party	General	Call For Records	AG Ministry Team	MAR 28 2023	APR 27 2023			
PSS-2023-30661	Media	General	Call For Records	PSSG Ministry Team	MAR 29 2023	APR 27 2023			
MAG-2019-90409	Interest Group	General	Consult	Skogstad, Holly	FEB 01 2019	MAY 24 2019			
MAG-2019-93183	Interest Group	General	Consult	Skogstad, Holly	JUN 05 2019	AUG 15 2019			
MAG-2019-90126	Political Party	General	Consult	Skogstad, Holly	JAN 25 2019	NOV 04 2019			
MAG-2019-96158	Political Party	General	Ministry Sign Off	Skogstad, Holly	OCT 24 2019	MAR 10 2020			

2. The Request will come in assigned to 'Ministry Team' as highlighted above.
3. The request will need be assigned.

Request Queue / PSS-2023-30927

**PSS-2023-30927**

Watch 0

IAO Assigned To  
Andres, SashaMinistry Assigned To  
Unassigned

## Applicant Details

First Name s. 22	Middle Name	Last Name
Application Type Individual	Request Type Personal	Authorization YYYY MM DD

## REQUEST DESCRIPTION

[Description History](#)

Date Range for Record Search      Start Date: s. 22      End Date: s. 22

## Request Description

s. 22

4. The request description will be on the request tab as well as the Due Dates
5. Once reviewed, Central FOI will assign the request to the Divisions as required – see below.

March 2023

EXTENSION REASON	DAYS	NEW DUE DATE
No extensions taken.		
<div> <div> Select Division <div> Minister's Office Deputy Solicitor General RoadSafety BC Corporate Management Services Branch Information Systems Branch Cannabis, Customer Protection and Corporate Policy Community Safety and Crime Prevention Victim Services and Crime Prevention Civil Forfeiture Office Liquor and Cannabis Regulation Branch Policing and Security Branch Gaming Enforcement and Policy Branch </div> </div> <div> <div> Select Division Stage Assigned to Division </div> <div> Select Division Stage Assigned to Division </div> </div> </div>		
<div> <div> Accessibility Copyright </div> </div>		

No extensions taken.

DIVISIONAL TRACKING

Select Division

Policing and Security Branch

Select Division Stage

Assigned to Division

Select Division

Deputy Solicitor General

Select Division Stage

Assigned to Division

+

Add division to track

- Once Divisions are assigned, Request emails will need to be drafted. I have set up Signatures with General wording and Personals Wording in which to use quickly. For General Emails – the CFR will need to be downloaded from FOI MOD to attach to the email for the division.




March 2023

New Request | MAG-2023-30615 - Due March 21, 2023

**AP** AG PSSG FOI Coordinator AG:EX  
 To AG JSB FOI Requests AG:EX  
 Cc AG PSSG FOI Coordinator AG:EX

*You replied to this message on 2023-03-14 2:20 PM.*

 MAG-2023-30615 - G - Call for Records form.docx  
 61 KB

 Reply  Reply All  Forward

Mon 2023-03-13 11:53

Good Morning

Please see the below new FOI request:

*All records, including but not limited to documents, emails, memos, reports, text messages, notes and all other documentation regarding the Civilian Review and Complaints Commission report File No PC-2016-1913 that resulted from a complaint by [named individual]. (Date Range for Record Search: From 1/1/2018 To 3/7/2023)*

**Applicant Type:** Individual

Can you please canvass the branch and advise if JSB would hold any records relating to the above subject. Records Due **March 21, 2023**. If no records are located, please provide an approved NRR by **March 23, 2023**

Thank you

**Holly Skogstad**  
 Central FOI Coordinator  
 Information Systems Branch  
 Ministry of Attorney General  
 (778) 698-3889 | [agpssg.foicoordinator@gov.bc.ca](mailto:agpssg.foicoordinator@gov.bc.ca)

- Once the emails have been sent out, you will need to update the FOI MOD. I attach the email under the attachments using the add attachment button.

**Request #MAG-2023-30615** Export All + Add Attachment

GENERAL EXTENSIONS ALL

**RE: New Request\_ MAG-2023-30615 - Due March 21\_ 2023.msg**

**General** Skogstad, Holly 2023 Mar 14 | 02:19 PM

MAG-2023-30615 - G - Call for Records form.docx

- I also add a comment when the request changes state, such as below. I will note when the CFR has been sent, records for de-duplication, harms ready for IAO's review etc.

**Request #PSS-2023-30265** + Add Comment

User Comments Request History Comments Divisional Tracking

**Anderson, Jazmine** | 2023 Mar 13 | 09:36 AM  
 I have deduped the records and sent for harms but this request is still on hold awaiting analyst assigned to take off hold to change the current action Reply

**Skogstad, Holly** | 2023 Mar 09 | 03:53 PM  
**Records uploaded to the FileShare for De-Duplication.** Reply

**Prodan, Matthew** | 2023 Mar 08 | 05:03 PM  
 Gibbs, Chantal - FYI - as we put the request on hold in FOI mod later than it was originally, please note that should the fee be resolved and the request comes off hold, you will need to manually recalculate the due date in AXIS and sync the request over. Reply



March 2023

9. Once the records are back from De-Duplication, I send them back to the Program Area for Harms review – note this is for program specific sensitivities and harms to be flagged. Mandatory harms are applied at IAO.
10. Once the harms are returned to Central FOI, I review the file and add any harms that are found.
11. The Clean and harms package is uploaded to the FileShare and MOD updated with that information (as shown highlighted below). When adding the comment in MOD, I attach direct it to the analyst that is assigned to the request. Once I have attached all documentation, updated the comments and updated the Divisional tracking I change the drop down to Records review.

MAG-2023-30664

Records Review ▾ Request #MAG-2023-30664 + Add Comment

Request

CFR Form

Attachments (1)

Comments (10)

Search Comments ... User Comments Request History Comments Divisional Tracking All

Skogstad, Holly | 2023 Mar 16 | 08:22 AM

James, Tanya, and Jean, and harms records have been uploaded to the FileShare for your review.

AGPSSG:TO:IAO:MAG-2023-30664

Reply

## DIVISIONAL TRACKING

Select Division ▾ Minister's Office

Select Division Stage ▾ Records Received

Received Date \* 2023-03-15

+ Add division to track

12. Notifications will come in once IAO flips the request to Ministry Sign off.
13. I will review the Final redline and Sign off form. If there are any flags, missing redactions etc., I will request them prior to sending to the Program area.
14. When I am happy with the sign off, I create an eApproval for the Program area to circulate for approval. I will provide some comments for clarification on the package. Circulate to the Program areas that provided records and depending upon the applicant note where final sign off is. For Political and Media requests – these are all circulated to the DMO offices (HSG, MAG and PSSG) for final sign off. PSS MO gets to view the redline just prior to sending to DSG for final approval. If there is a tight timeline, I will send out concurrently and note that in both Approvals.
  - For Roadsafety BC – All FOI requests are inputted into eApprovals from MOD – once final sign off has been provided, the files will just need to be added to the existing eApp and forwarded to Roadsafety BC for final ADM review and approval
  - For GPEB – all FOIs are inputted into eApprovals from MOD – Once the final redline has been provided from IAO, the same as above occurs.

March 2023

69562 - RUSH Sign off - HSG-2023-30349

# No nu... Campbell, Tracy FOI - Media / Political Applicant Deputy Minister March 20th 2023

ATTACHMENTS DETAILS HISTORY USERS

Sign - Sign Form.docx

HSG-2023-30349 response letter.docx

HSG-2023-30349.pdf

Download All Attachments

USER COMMENTS

Papadopoulos, Nikki - Forward - 03/21/23, 2:23 PM  
Hi Tracy - can you please review/sign off on this redline. Apologies for the rush request. LDD is today. -Nikki

Collins, Teri - Forward - 03/20/23, 7:35 PM  
for discussion please

Newman, Debbie AG EX - Forward - 03/17/23, 1:57 PM  
For your review/approval pls - due by March 21. Thanks, Debbie

Skogstad, Holly AG EX - Comment - 03/17/23, 1:54 PM  
Please see the 32 page redline for final review and approval. Portions of the records have been withheld pursuant to section(s) 15 (Disclosure harmful to law enforcement), and 17 (Disclosure harmful to the financial or economic interests of a public body) of FOIPPA. Once approved please return to central FOI for closing and filing. This request has a tight timeline, the LDD is March 21st. If possible please try to get approval to Central FOI by noon March 21st.

15. Once eApprovals is updated, I will note in MOD where the package is being circulated and update the divisional tracking to show the eApp number.

Request

Attachments (1)

Comments (13)

Search Comments ...

Skogstad, Holly | 2023 Mar 16 | 03:31 PM  
Circulated to CSB for final sign off.

DIVISIONAL TRACKING

Select Division  
Court Services Branch

Select Division Stage  
Pending Sign Off

E-Apps/Other  
69185

Division Due Date  
2023-03-23

+ Add division to track

16. Once the Final redline is approved and any additional redaction have been updated and a revised redline provided for review and approval it is time to close the request. I save the eApproval history on the FOI LAN under the file created for the request. I also download all final approved documents from eApproval and save them in the file (see below example).

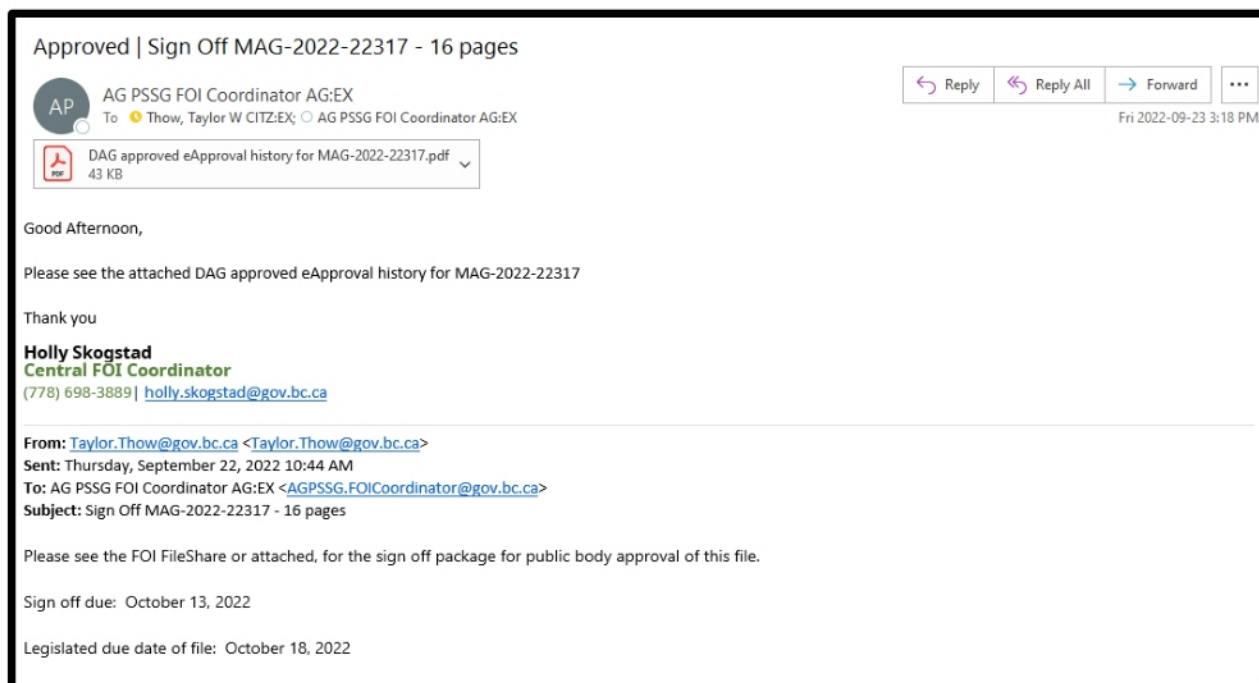
N:\ > 292-30 FOI Requests > 2023 > MAG-2023-30303

Search MAG-2023-3030

Name	Date modified
Approved Redline	2023-02-28 2:53 PM
DAG Approved eApproval History for MAG-2023-30303	2023-02-28 2:53 PM
MAG-2023-30303 - Clean	2023-02-13 2:49 PM
MAG-2023-30303 - Harms	2023-02-15 1:14 PM
MAG-2023-30303 - JSB Harms	2023-02-13 2:50 PM
MAG-2023-30303	2023-02-13 2:41 PM

March 2023

17. Once the approval has been saved to the LAN I prepare an email to IAO (this step will be morphing into just attaching the approval and updating the request in MOD).



18. Once sent, I attach the email to MOD under the attachments tab. Tag the analyst and put in a comment. Update the Divisional tracking to Sign off Complete and update the request to Response.

Request #MAG-2023-30359

Export All

+ Add Attachment

Search Attachments...

GENERAL

EXTENSIONS

ALL

Approved \_ Sign Off MAG-2023-30359.msg

...

General

Skogstad, Holly

2023 Mar 09 | 10:57 AM

Call - Complete - MAG-2023-30359.pdf

...

CFR &gt; Review

kyeggles@idir

2023 Mar 07 | 01:48 PM



Search Comments ...

Skogstad, Holly | 2023 Mar 09 | 10:57 AM

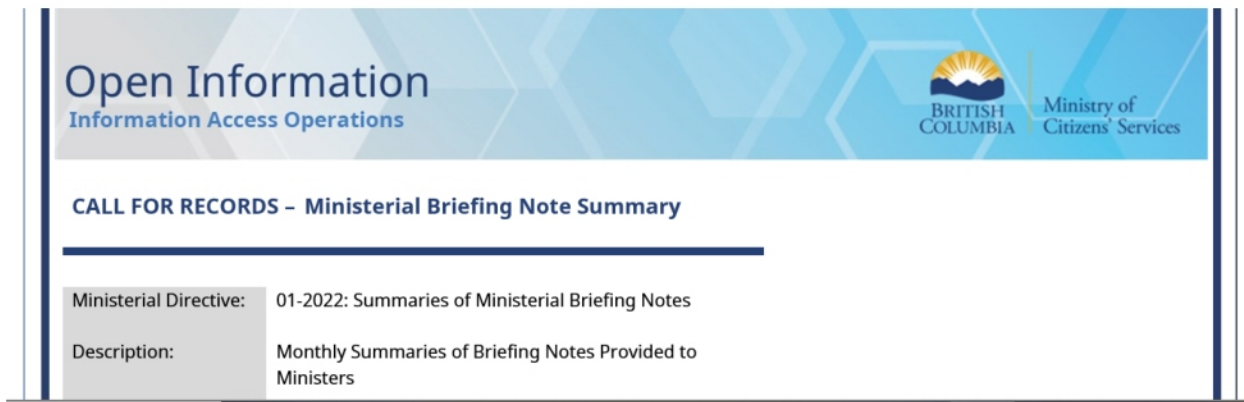
Andres, Sasha Request Approved from the MO on 02/28/2023

19. Once the request has been closed in MOD, then file all emails into the folder created on the LAN (this step will minimize soon with MOD). This file and its contents will be retained as per the retention period outlined by GRS.

March 2023

## Proactive Disclosure – Briefing note summary

1. A request will come from Open Information (IAO) close to the first of the month for the request of the Ministerial Directive 01-2022. This will come from the CITZ Open Information Group ( [Open.InfoGroup@gov.bc.ca](mailto:Open.InfoGroup@gov.bc.ca) )



2. Once received – Prepare the records gathering emails for the Deputy Ministers office. The Emails should be directed to the following:
  - PSSG BN Summary – Kelsey Highsted cc Jen Benn
  - MAG BN Summary – Morgan Genzale, cc Brianna Parrott
  - HSG BN Summary – Jana Sexton, cc Nikki Papadopoulos



Good Afternoon,

Please see the below request for the **MAG BN Summary request for August 2023**. I will circulate for harms review from the Program areas.  
Can you please send the records to: [agpssg.foicoordinator@gov.bc.ca](mailto:agpssg.foicoordinator@gov.bc.ca) by **Friday Sept 8<sup>th</sup>, 2023**

Thank you

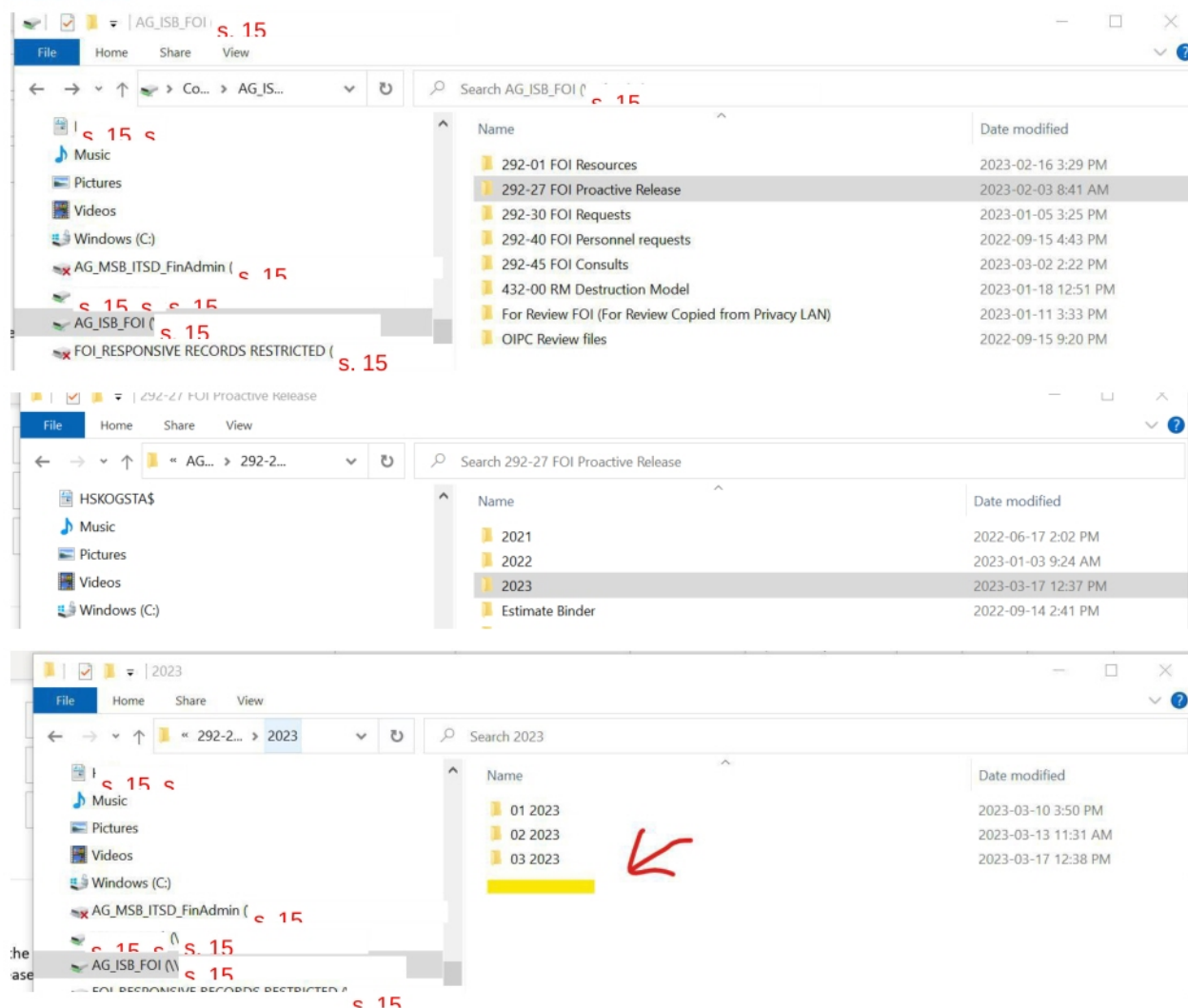
**Holly Skogstad**  
Central FOI Coordinator  
Information Systems Branch  
Ministry of Attorney General  
(778) 698-3889 | [agpssg.foicoordinator@gov.bc.ca](mailto:agpssg.foicoordinator@gov.bc.ca)

3. Provide a due date no more than 7 days from the received date. Central FOI sends the titles to all Program areas in which are included in the report. The report will most likely contain both Minister and Deputy Minister BNs. Please save a Master copy of this in the Proactive Disclosure Prior to removing the DM requests from the list. Please save a copy of the List here:



## AG PSSG FOI Procedures – Proactive Disclosure Briefing Note Summaries

March 2023



If there is no file for the month in which you are saving – please create one.

- Once saved in excel format, remove any DM BNs listed, and prepare the PDF. My Suggestion is to sort the requests by the Division to make harms requests easier to prepare.

Ministry:	PSSG				
Month, Year:	Feb-23				
CLIFF Number	Name of Minister	Subject or Title of Briefing Note	Briefing Note type	Date Started	Office, division or branch
<small>Enter the Cliff number (if applicable)</small>	<small>Enter the name of the Minister the note was sent to</small>	<small>The description must be summarized in such a way that it does not reveal information that may or must be excepted from disclosure under Part 2 of FOIPPA. Where the entire description would be excepted, a descriptive category may be substituted [e.g., confidential legal services, confidential consulting services]</small>	<small>Information, Decision, Issue, etc.</small>	<small>Enter the date the note was sent to Minister (MMM DD,YYYY)</small>	<small>Enter the name of the office, division, or branch that created the note</small>
638062	Farnworth	IBN - Coroners Report into the high profile death of Arlene Westervelt	Information	February 7th/23	Coroners
637287	Farnworth	Update on Canada Border Services Agency Arrangement	IBN	February 16/2023	Corrections
637569	Farnworth	GVV Crisis Lines Pilot Update	Information	January 31, 2023	CSCP
637609	Farnworth	DBN and Proclamation Stop the Sexual Exploitation of Children and Youth Awareness Week 2023	Decision	February 2, 2023	CSCP

- Once the PDF is prepared – highlight the titles (by division) and send out Harms review requests. I note the due date is 2 days before the file is due to Open information to allow time to prepare the file and allow for some time in case someone is late responding.

March 2023

Ministry:	PSSG		
Month, Year:	Feb-23		
CLIFF Number	Name of Minister	Subject or Title of Briefing Note	Briefing Note type
<i>Enter the Cliff number (if applicable)</i>	<i>Enter the name of the Minister the note was sent to</i>	<i>The description must be summarized in such a way that it does not reveal information that may or must be excepted from disclosure under Part 2 of FOIPPA. Where the entire description would be excepted, a descriptive category may be substituted (e.g., confidential legal services, confidential consulting services)</i>	<i>Information, Decision, Issue, etc.</i>
638062	Farnworth	IBN - Coroners Report into the high profile death of Arlene Westervelt	Information
637287	Farnworth	Update on Canada Border Services Agency Arrangement	IBN
637569	Farnworth	GVB Crisis Lines Pilot Update	Information
		DBN and Proclamation Stop the Sexual Exploitation of Children and Youth	
637609	Farnworth	Awareness Week 2023	Decision
638413	DSG Scott	IN for DSG Scott - s. 12	IBN
637570	Farnworth/Conroy	Process to create an unexplained wealth order (UWOs)	Decision
638140	DSG Scott/Farnworth	IBN- Timeline for replacing the GCR	IBN
637498	Farnworth	Surrey Police Board Council Appointee	Decision
637926	Farnworth	DBN New Westminster Police Board - New Appointments	Information
637460	Farnworth	- DBN Police Board Appointment - Delta TFN	DBN
637809	DSG Scott	IBN- RCMP Metrics Quarterly Report	IBN
638444	DSG Scott	BN-Information Note - DSG - RCMP Q3 Resourcing Capacity	IBN
		Legislative amendments required to enable digitization of Motor Vehicle Act (MVA) forms	Decision
637928	Farnworth	(MVA) forms	Decision
638199	Farnworth	UBCIC-RSBC-ICBC-CAS Driver Licencing Working Group Progress Report	BN materials

Below I an example of the email that I send to the Program areas. These harms are directed to the FOI contacts in each area – they will circulate and get approval and provide it back to Central FOI for updating the master file.

CSB Harms - February 2023 MAG BN Summary - Due March 13, 2023

AP AG PSSG FOI Coordinator AG:EX  
 To Nazarko, Zach AG:EX  
 Cc AG PSSG FOI Coordinator AG:EX

Reply Reply All Forward

Wed 2023-03-08 2

Proactive Disclosures

CSB Harms - MAG Proactive Ministerial Briefing Note CLIFF Summary\_February - Clean.pdf  
 143 KB

Good Afternoon,

Please see the attached file for your review of the highlighted title. If you could possibly provide me with your harms no later than Monday March 13, 2023 that would be appreciated.

Thank you

Holly Skogstad  
 Central FOI Coordinator  
 Information Systems Branch  
 Ministry of Attorney General  
 (778) 698-3889 | [agpssg.foicoordinator@gov.bc.ca](mailto:agpssg.foicoordinator@gov.bc.ca)

NOTE: On MAG BN Summaries – s. 14

s. 14

s. 14

- Once all harms have been received from all program areas, prepare the PDF Clean and harms versions, and send the notification to Open Information. Please ensure all harms from the PAs are saved on the FOI LAN under Proactive Disclosures for reference if needed.

March 2023

Records for review | Call for Records - February 2023 Briefing Note Summary | DUE: MAR 15 2023



AG PSSG FOI Coordinator AG:EX

To: CITZ OPEN INFOGROUP CITZ:EX

Cc: AG PSSG FOI Coordinator AG:EX

Reply

Reply All

Forward

Fri 2023-03-17 1

## Proactive Disclosures

Follow up. Start by Friday, March 17, 2023. Due by Friday, March 17, 2023.

February 2023 Housing BN Summary - Harms.pdf 119 KB	February 2023 Housing BN Summary.pdf 115 KB
February 2023 PSSG BN Summary - Harms.pdf 144 KB	February 2023 PSSG BN Summary.pdf 117 KB
MAG Proactive Ministerial Briefing Note CLIFF Summary_February - Clean.pdf	MAG Proactive Ministerial Briefing Note CLIFF Summary_February - Harms.pdf

Good Morning,

Apologies for the delay – please see the attached Housing, PSSG and MAG BN Summary

Thank you

**Holly Skogstad**

Central FOI Coordinator

(778) 698-3889 | [holly.skogstad@gov.bc.ca](mailto:holly.skogstad@gov.bc.ca)

- Once the files have been prepared at Open Information, Approval is requested from the Ministry. The approval can be sent to the DMOs using eApprovals or if that is unavailable email. Use the same contacts as noted above. Sometimes additional redactions are found during final review, if this is the case, just provide Open information with the additions and they will send over a revised redline.

APPROVAL REQUIRED: JANUARY 2023 Ministerial Briefing Note Summaries | DUE: MAR 17, 2023



CITZ OPEN INFOGROUP CITZ:EX

To: AG PSSG FOI Coordinator AG:EX

Cc: CITZ OPEN INFOGROUP CITZ:EX



## Proactive Disclosures

Follow up. Completed on Friday, March 17, 2023.

You replied to this message on 2023-03-17 12:03 PM.

'AG' of '01 January'.pdf .pdf File	'HSG' of '01 January'.pdf .pdf File	'PSSG' of '01 January'.pdf .pdf File
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## MINISTRY APPROVAL REQUIRED

Ministerial Directive: 01-2022: Summaries of Ministerial Briefing Notes  
 Report period: January | Fiscal Year 2022/23  
 Ministry Approval Due Date: **March 17, 2023**

Thank you for providing the requested records for proactive disclosure.




The Open Information team has completed our review of the records and require approval prior to publishing.

**Action Required:**


March 2023


8. Once approval is received and any additional redactions are updated (if needed), send the approval to open information so that they can prepare the records for publishing.


Approved | APPROVAL REQUIRED: JANUARY 2023 Ministerial Briefing Note Summaries | DUE: MAR 17, 2023


 AG PSSG FOI Coordinator AG:EX  
To:  CITZ OPEN INFOGROUP CITZ:EX;  AG PSSG FOI Coordinator AG:EX

Proactive Disclosures

 Follow up. Completed on Friday, March 17, 2023.

 DAG approved eApproval History for January BN Summary Proactive Disclosure.pdf  
180 KB

 DM Collins approved eApproval History for January BN Summary Proactive Disclosure.pdf  
180 KB

 DSG approved eApproval History for January BN Summary Proactive Disclosure.pdf  
..

Good Afternoon

Please see that attached approvals for DM Collins, DSG and DSG for the January BN Summaries.

Thank you

**Holly Skogstad**  
Central FOI Coordinator  
(778) 698-3889 | [holly.skogstad@gov.bc.ca](mailto:holly.skogstad@gov.bc.ca)

Reply

Reply

9. File the approvals on the FOI LAN under Proactive Disclosure and the month where they belong.



March 2023

## Proactive Disclosure – Calendar Requests

1. A request will come from Open Information (IAO) close to the first of the month for the request of the Ministerial Directive 02-2016. This will come from the CITZ Open Information Group ( [Open.InfoGroup@gov.bc.ca](mailto:Open.InfoGroup@gov.bc.ca) )

**Open Information**  
Information Access Operations



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**CALL FOR RECORDS - Calendars**

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Ministerial Directive:

02-2016: Ministers' and Deputy Ministers' Calendars

Description:

Calendars of Ministers, Ministers of State, Deputy Ministers and Associate Deputy Ministers.

2. Once received – Prepare the records gathering emails for the Deputy Ministers office (and going forward the Parliamentary Secretary calendars). The Emails should be directed to the following:

- DAG Calendar – Morgan Genzale, cc Brianna Parrott
- DSG Calendar – Kelsey Highsted, cc Jen Benn
- DM Collins – Lisa Shepherd, cc Nikki Papadopoulos

### For Parliamentary Secretary

- PS Russell (Housing) – Caitlyn Warbeck
- PS Elmore (AG) – Paula Demelo

Send

From

AGPSSG.FOICoordinator@gov.bc.ca

To

[Genzale, Morgan AG:EX:](#)

Cc

[Parrott, Brianna AG:EX:](#) [AG PSSG FOI Coordinator AG:EX:](#)

Subject

Proactive Disclosure | DAG Carmichael AUG 2023 Calendars | DUE: SEP 8 2023

Good Afternoon

Please see the below request for **DAG Carmichael August 2023 calendar**. I am recommending that the calendar be sent over **pre-approved** in order to streamline the process. Can you please send these too: [agpssg.foicoordinator@gov.bc.ca](mailto:agpssg.foicoordinator@gov.bc.ca) pre-approved **no later than Friday Sept 8th, 2023**.

Thank you

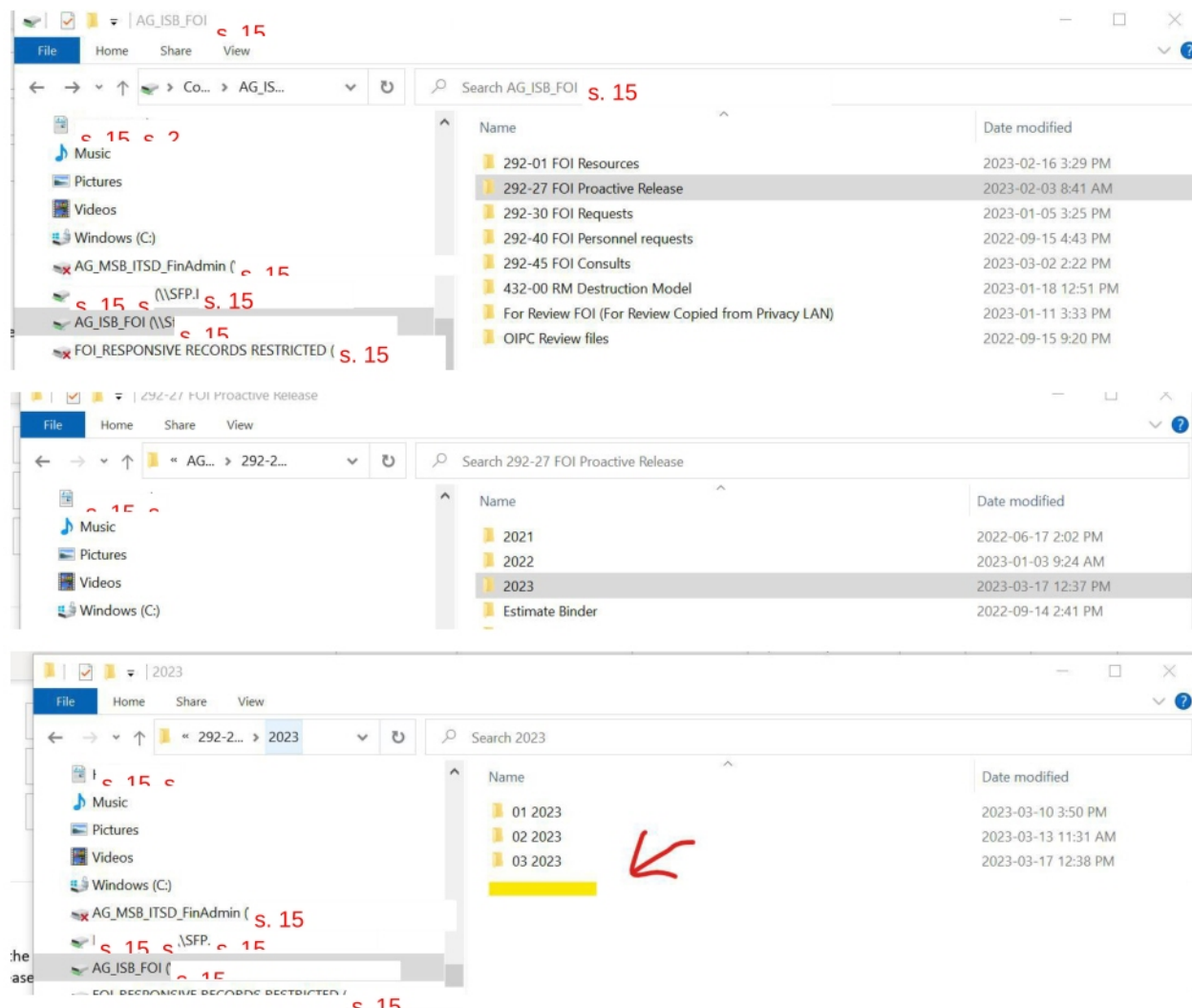
**Holly Skogstad**  
Central FOI Coordinator  
(778) 698-3889 | [holly.skogstad@gov.bc.ca](mailto:holly.skogstad@gov.bc.ca)

3. Please note all offices except the DAG provide pre-approved Calendars so they will not need sign off.



March 2023

4. Provide a due date that is approximately 2-3 days prior to the records due date to Open information to allow for discussion or for delays that may occur.
5. Once the records are provided from the DMO's and PS save them on the FOI LAN Here:



If there is no file for the month in which you are saving – please create one.

6. Once saved, please review the calendars for any harms or redactions needed prior to sending to Open information. If there are redactions needed, ensure that you have a clean file:



## March 2023

7. Once completed – reply to the original email request and send the files to Open Information for records review. Most Calendars are provided pre-approved (with the exception of the DAG). Please note that on the email to Open Information.

Records for review | Call for Records - February Calendars | DUE: March 15, 2023

AP AG PSSG FOI Coordinator AG:EX  
To: CITZ OPEN INFOGROUP CITZ:EX  
Cc: AG PSSG FOI Coordinator AG:EX

Proactive Disclosures  
Follow up. Start by Friday, March 17, 2023. Due by Friday, March 17, 2023.

DM Collins February 2023 Calendar Clean.pdf 242 KB	DM Collins February 2023 Calendar Harms.pdf 138 KB	DSG Feb 2023 Calendar - Clean.pdf 111 KB
DAG Feb 2023 Calendar Clean.pdf 354 KB	DAG Feb 2023 Calendar Harms.pdf 371 KB	

Good Afternoon,

DM Collins and DSG calendars have been pre-approved. DAG will need to come back for final approval. Please note there are no harms noted for the DSG February Calendar.

Thank you

**Holly Skogstad**  
Central FOI Coordinator  
(778) 698-3889 | [holly.skogstad@gov.bc.ca](mailto:holly.skogstad@gov.bc.ca)

8. Once reviewed if final approval is required. An email will be sent from Open information requesting approval.

APPROVAL REQUIRED: January Calendar - Collins | DUE: MARCH 8, 2023

CO CITZ OPEN INFOGROUP CITZ:EX  
To: AG PSSG FOI Coordinator AG:EX  
Cc: CITZ OPEN INFOGROUP CITZ:EX

Proactive Disclosures  
Follow up. Completed on Thursday, March 2, 2023.  
You replied to this message on 2023-03-02 11:58 AM.

'Collins, Teri' of '01 January'.pdf  
3 MB

**MINISTRY APPROVAL REQUIRED**

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Ministerial Directive:	02-2016: Ministers' and Deputy Ministers' Calendars
Report period:	January   Fiscal Year 2022/23
Ministry Approval Due Date:	<b>March 8, 2023</b>

Thank you for providing the requested records for proactive disclosure.  
The Open Information team has completed our review of the records and require approval prior to publishing.

The approval can be sent to the DMO using eApprovals or if that is unavailable email. Use the same contacts as noted above. Sometimes additional redactions are found during final review, if this is the case, just provide Open information with the additions and they will send over a revised redline.

March 2023

9. Once approval is received and any additional redactions are updated (if needed), send the approval to open information so that they can prepare the records for publishing.


Approved | APPROVAL REQUIRED: January Calendar - Carmichael | DUE: MARCH 6, 2023

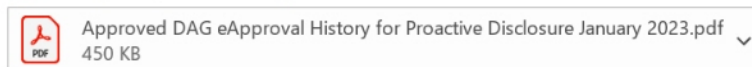


AG PSSG FOI Coordinator AG:EX

To  CITZ OPEN INFOGROUP CITZ:EX;  AG PSSG FOI Coordinator AG:EX

Proactive Disclosures

 Follow up. Completed on Tuesday, March 14, 2023.



Good Morning

Please see the attached DAG Approval for the January Proactive Disclosure Calendar.

Thank you

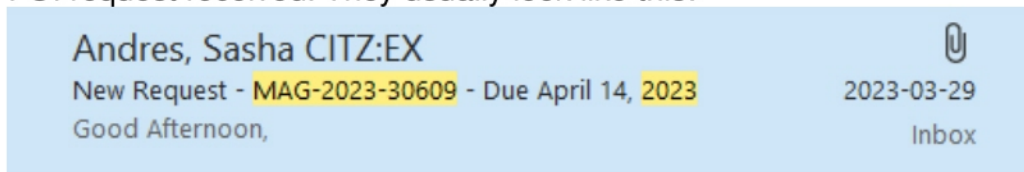
**Holly Skogstad**  
**Central FOI Coordinator**  
(778) 698-3889 | [holly.skogstad@gov.bc.ca](mailto:holly.skogstad@gov.bc.ca)

---

**From:** CITZ OPEN INFOGROUP CITZ:EX <[Open.InfoGroup@gov.bc.ca](mailto:Open.InfoGroup@gov.bc.ca)>

10. File the approvals on the FOI LAN under Proactive Disclosure and the month where they belong.

1. FOI request received. They usually look like this:



2. Review request to confirm that it applies to CSB. If request involves an HR matter contact Jen Earl, manager of business operations.
3. Create folder for FOI request in appropriate year folder, [here](#). Drag incoming request and attached Word doc into this folder. All relevant emails pertaining to this request are to be saved in this folder.
4. If request pertains to court admin, send to relevant regional executive director. If it pertains to sheriffs, send to Roger Philips (Deputy Chief of Operations), Jackie Smith (Deputy Chief), and Kevin Schmidt (Superintendent, Central Operations). Depending on the nature of the request you may need to send it to the head of policy and/or SIBA as well.
  - a. With this email, you're looking to determine:
    - i. Whether CSB holds records that are responsive (applicable) to this request, and;
    - ii. How long it would take to search for, and retrieve, these records.

### **Fee Estimate**

5. If the total search/retrieval/production time is estimated to be **less than three hours**, the appropriate executive will coordinate the search and retrieval of raw records. Once retrieved, the raw records may be placed in the [CSB fileshare](#), under the CFR section.
  - a. You can then email whoever sent you the FOI request to advise that the raw records are in our fileshare.
6. If the total search/retrieval/production time is estimated to be **more than three hours**, work with all executives and program area experts to confirm estimated search and retrieval time. It's better to be slightly liberal rather than conservative with the estimate.
  - a. If there is an estimated search/retrieval/production time of more than three hours, the FOI applicant will receive a *fee estimate*. To prepare a fee estimate, open the Call for Records (CFR) form that was emailed along with the request.
  - b. Fill out Section 2 as appropriate.

## 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:

- c. Fill out Section 4 as appropriate based on conversations with executives/subject matter experts. This is an example of Section 4 on a recent CFR (they're not all this long):

Locating/Retrieving – this includes searching all relevant sources. Areas to consider searching include:	165 total Locating/Retrieving
<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>	<p>Approx 45-50 hours to review non-digital incidents (filed before our digital incident reporting system was adopted.</p> <p>An additional 100 hours to search for 23 years of 'reports/studies done in relation to security. This would involve all regions of the sheriff service, as well as both Court Services HQ and Court Services policy team.</p> <p>An additional 20 hours to search for 23 years of policies regarding searches. If the applicant was only seeking 'current policies' regarding searches this figure would likely be reduced to 1-2 hours. 23 years of policies would involve reviewing and scanning off-sited digital records.</p>



- d. Fill out the 'Suggestions for possible narrowing' field with ways the applicant could potentially reduce cost. A recent example:

Suggestions for possible narrowing: The applicant could significantly reduce the timeframe (so as to avoid us needing to order records that have been off-sited). They can also reduce the number of court locations. They could specify an incident type: "threat to security" is vague and would potentially require a detailed manual review of 23 years worth of incident reports.

- e. Fill out the contact information section with your details. Put saved CFR form into fileshare, and email whoever sent you the FOI request to advise that the fee estimate is complete.
  - f. The applicant will either pay a portion of the fee (at which point you go to step 5 and coordinate the search/retrieval of records), or they'll change the scope of the request (go to step 4 and confirm new search/retrieval time).
7. MAG's central FOI coordinator emails you advising that the records have been compiled and deduplicated into 1 PDF

### Harms Review

8. The harms review is a chance for CSB management to flag any preliminary harms with the record package. A harm is a section of the record that can be redacted under the FOIPPA legislation. For example, Section 22 of FOIPPA deals with Disclosure harmful to personal privacy. The phone number of a private individual would be redacted under section 22. There will be more opportunities to flag harms later in the process.
  - a. FOIPPA has mandatory exceptions (like section 22) that **must** be applied to records.
  - b. FOIPPA also has discretionary exceptions (like section 14 – Legal Advice), that can be applied to records if we would like.
9. Send the record PDF to the subject matter experts/executives involved in the request. In this email, include the CSB Cheat Sheet available [here](#).
  - a. Sometimes (typically sheriffs) request that IAO review the records without an initial CSB harms review. This is done on a case-by-case basis and can be requested through MAG's central FOI coordinator.
10. Typically, subject matter experts will annotate the PDF with the harms they've flagged. Sometimes they'll simply reach out and say something general "all sheriff names should be redacted", and then you'll annotate the PDF yourself.
11. Once the harms review is complete, update the CFR to note that harms
12. Once the harms review is complete, put the harms copy of the PDF in the fileshare, along with the CFR, with Section 6a filled out:

### 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?

Please see attached PDF. Sheriff names represent harms under s. 15. HR records constitute harms under s. 22. Judicial records redacted under s. 3.

13. Email the central coordinator to advise them that our harms copy has been uploaded to the fileshare.

### Final Review

I like emphasizing to people that the harms review is preliminary, and they'll get another chance to review the records. The final review gives everyone an opportunity to sign off on the FOI request.

14. Redacted records received (typically through eApps) from the FOI team. Send records to subject matter experts who provided the records/harms review for further comments.

- a. If they would like more redacted, send the eApp back to our central coordinator with feedback.

15. Once subject matter experts have approved records, send eApp to Manager of Business Operations → ADM → Central Coordinator.

16. Save all applicable emails in appropriate FOI folder, [here](#). Drag folder from Active to Completed.

## FOI Q&A

Q: What is a Freedom of Information (FOI) request?

A: An FOI request can be submitted by a person, corporation, partnership, or political party. FOI requests are submitted to request records or information from the government. Requests can be broad: “all records pertaining to the Small Claims Act”, or specific: “A copy of the PowerPoint used in the presentation of October 25, 2022.” Requests can also be made for an individual’s records—such as emails, Skype logs, or MS Teams chats.

Q: What do I do if an FOI request is sent to me?

A: Carefully read the request to determine what the requestor is looking for. If you do not hold applicable records, reach out to the FOI coordinator (the person who sent you the request). If you believe that you may hold applicable records that **can** easily be accessed (like emails in your inbox), forward your records to the FOI coordinator. If you believe that you may hold applicable records that **cannot** be easily accessed—or if you believe that you will need to conduct a search of your files—contact your FOI coordinator with an estimate of the time needed to search and retrieve your records.

Q: Can court records be FOI’d?

A: The Freedom of Information and Protection of Privacy Act (FOIPPA), does not apply to records in a court file, records of judicial staff, personal notes of judicial staff, or judicial administration records. These records should not be provided to your FOI coordinator. If you are unsure whether the records in your possession are court records, contact your FOI coordinator.

Q: I’ve provided records to the FOI coordinator, and I’d like something specific to be severed (removed so that the applicant can’t view it). Is that possible?

A: When you provide your records to the FOI coordinator, you will likely also be asked to provide *harms*. Harms are portions of your record that should not be released, based on sections of FOIPPA. Some common sections that can be used when severing are section 22 (disclosure harmful to personal privacy), and section 14 (legal advice). If there is something that you are concerned about releasing, it can only be severed if there are grounds under FOIPPA.

Q: What happens if we don’t respond to an FOI request? Can we say no?

A: As public servants, we are required to respond to FOI applicants without delay—openly, accurately, and completely. We cannot say “no” to an FOI request, but we can suggest ways for an FOI request to be rewritten or simplified. The final decision on whether an FOI request gets changed is up to the applicant.

If we do not respond in a timely fashion to an FOI request, it opens us up to a possible complaint from the applicant. These complaints are serious and involve both the Ministry of Citizens’ Services and the Legal Services Branch. Any costs associated with an FOI complaint are incurred by the branch involved.



# Administrative Memorandum

Office of the Assistant Deputy Minister  
Court Services Branch

6<sup>th</sup> Floor – 850 Burdett Avenue, PO Box 9249 Stn Prov Govt, Victoria, BC V8W 9J2 Phone: 250 356-1550 Fax: 250 387-4743

<b>Date:</b>	April 25, 2022
<b>To:</b>	All CSB Staff
<b>Issue:</b>	<b>Records retention: Email, text messages, Skype conversations and Freedom of Information and Protection of Privacy Act (FOIPPA)</b>
<b>Background:</b>	<p>Government employees use email, text messages and Skype conversations for communication with colleagues and stakeholders. Considering the volume and diversity of the emails we create and receive each day, it is important that all staff are aware of email use and retention practices.</p> <p>Email communication should be concise and professional and align with the <a href="#">Standards of Conduct for BC Public Service employees</a>.</p> <p>Unless there is a specific business requirement to do so, staff should avoid using government email to send confidential, sensitive, protected, or personal information.</p> <p>Employees should determine if the information they have created or collected from others in email, text messages or Skype conversations is of business value.</p> <p>Most email, text messages or Skype conversations do not have business value, are deemed to be transitory and should be deleted in accordance with the <a href="#">Information Management Act</a>.</p> <p>When an FOI request is received, an exact, complete copy of all responsive records must be provided. This could include email messages, text messages, Skype conversations and written notes.</p> <p>Any transitory email messages that have not been disposed of before a request is received and are relevant to the request, fall under the legislation and must be treated as any other document and processed as part of the request.</p>
<b>Action:</b>	When using government email, all staff must comply with the <a href="#">Freedom of Information and Protection of Privacy Act (FOIPPA)</a> , the <a href="#">Core Policies</a>




and Procedures Manual (Chapter 12), the [Appropriate Use Policy](#), and the [Standards of Conduct for BC Public Service employees](#).

**Contact:**

All staff are encouraged to review the BC Public Service [Email Guide](#).

Any questions should be directed to [AskPolicy@gov.bc.ca](mailto:AskPolicy@gov.bc.ca) or the Manager, Business Operations.

A handwritten signature in blue ink, appearing to read 'Kevin Conn', is positioned above the printed name.

Kevin Conn  
Acting Assistant Deputy Minister  
Court Services Branch

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## 11. Freedom of Information (FOI)

### ***JSB FOI Coordinator Role***

The Justice Services Branch (JSB) FOI Coordinator:

- **Monitors** the JSB FOI intake email account.
- **Reviews** incoming requests for:
  - harms reviews,
  - proactive disclosures,
  - consultations,
  - advice,
  - requests for personal information collected and held by government,
  - requests for program information, and
  - requests for approvals (sign offs) related to FOIs,
 and **forwards** those requests to the appropriate divisions for action.
- Accepts incoming information from divisions and **gathers** that **information** into the final form that will be sent back to the Information Access Operations (IAO) through the Central FOI Coordinator for the ministry.
- **Requests clarification** from the Central FOI Coordinator regarding the specifics of FOI requests if JSB staff have questions.
- **Provides advice** when requested. If unsure of the correct advice to give, requests information from the Central FOI Coordinator.
- **Ensures** that the proper **approvals** are in place before releasing any documents (electronic or otherwise).
- Is the **branch level contact** for the Central FOI Coordinator for the ministry. The Central FOI Coordinator is the main contact for the IAO of the Ministry of Citizens' Services.
- **Reports** FOI progress for the branch to the ADMO on a monthly basis.

The FOI Coordinator role for the branch requires access to:

- The JSB FOI requests intake email account (JSBFOI.Requests@gov.bc.ca).
- The Information Access Operations' shared drive folder.
- The JSB ADMO LAN – specifically the FOI folder.
- eApprovals
- CLIFF

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## You Will Need – JSB FOI Requests Intake Email Access

- **You will need** access to AG JSB FOI Requests AG:EX ([JSBFOI.Requests@gov.bc.ca](mailto:JSBFOI.Requests@gov.bc.ca)).

The owner of the email account is the Executive Coordinator, ADMO, they can request access for you.

The purpose for having access to this email account is to be able to monitor it for incoming FOI requests and to send requests out from it.

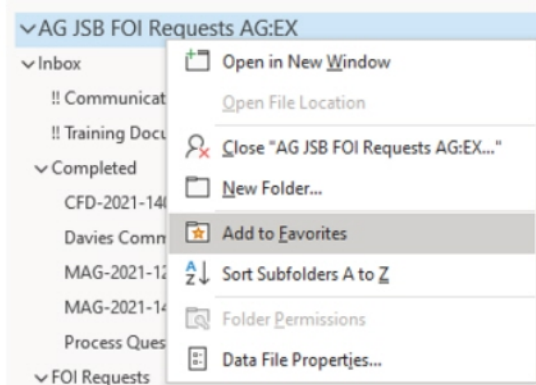
- **Process:**
  - Request access to AG JSB FOI Requests AG:EX [JSBFOI.Requests@gov.bc.ca](mailto:JSBFOI.Requests@gov.bc.ca) from the Executive Coordinator, ADMO.
  - The Executive Coordinator will ensure that a ServiceNow request is submitted on your behalf. The ServiceNow request will look like this:

### ○ **Example:**

- Below is a summary of what is being requested:
 

RITM0035691:	<b>Account Access Request</b>
Requested By	<b><u>Name of Person Filling Out ServiceNow Request</u></b>
What would you like to do?	<b>Modify existing account (not a transfer)</b>
Service	<b>EMAIL - Generic Email</b>
Do you require access to encrypted shares?	<b>No</b>
Access Details	<b>Please provide <u>Name of Person Needing Access to the Email Account</u> (Alias: <u>IDIR of Person</u>) with full access to the email inbox AG JSB FOI Requests AG:EX (<a href="mailto:JSBFOI.Requests@gov.bc.ca">JSBFOI.Requests@gov.bc.ca</a>, Alias: JSBFOIR)</b>
Who should approve this item?	<b>Business Manager of JSB (BSO)</b>
When do you need it by?	<b>2021-04-30 (try to give them at least a week)</b>
GL Code	<b>s. 17</b>
Additional Information	<b>Thank you!</b>

- Once the ServiceNow request has gone through the approval process and you have been granted access, you will be informed. Look for your added FOI email account on the left side of your Outlook.
- You may pin the JSB FOI Requests inbox to your 'Favourites' in Outlook by right-clicking on the AG JSB FOI Requests AG:EX folder in your Outlook and choosing the option 'Add to Favourites' in the resulting pop up box.



## You Will Need – Information Access Operations (IAO) FileShare Drive Folder Access

- **You will need** access to the IAO, Ministry of Citizens' Services, FileShare drive – specifically, their Justice Services Branch subfolder.

The purpose for having this access is to receive FOI requests which come with large attachments. Likewise, you may need to save files onto that shared environment if an FOI request results in hundreds of pages worth of documents that JSB must provide to the IAO.

- **Process:**
  - The current FOI Coordinator for JSB will email Justine Nisbet, Manager, Justice/ Health Team, IAO, to introduce you and request access to the FileShare drive. Your name, title and IDIR will need to be provided to action the request.
  - The request can take up to one week to action.
  - When you receive notification that access has been granted, you will also receive the following instructions:

You will need to “map” the new drive to your computer.

If you click on the search button on your task bar (the magnifying glass) and type in map network drive, a folder will open.

Once in that folder, click on Map network drive and follow the prompts, use this info to add to the folder info:

s. 15



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### **You Will Need – ADMO LAN (Shared Drive) Access**

- **You will need** access to the ADMO LAN.

The LAN is named S86034\_AG\_JSB-Vic\_ADMOffice s. 15

The purpose for having this access is to save completed FOI request info. into the FOI Requests (292) folder and 'Closed' subfolder. This access is also useful for looking up information about previous FOIs.

- **Process:**
  - Request approval to be granted access to the ADMO LAN from the Executive Coordinator, ADMO, who will also ensure that a ServiceNow request is submitted on your behalf.
  - Once you have gained LAN access, please map the new LAN to your computer.

### **You Will Need – eApprovals Access**

- **You will need** access to eApprovals – the approvals routing system for the Ministry.

The purpose for having this access is to request approvals (sign off) from the Assistant Deputy Minister.

- **Process:**
  - Request that the Executive Coordinator for the ADMO add you to eApprovals as a user, and as your 'watcher' in eApprovals so that someone can always access your own eApprovals if you are away from the office.
  - Read up on how to use eApprovals.

### **You Will Need – CLIFF Access**

- **You will need** access to CLIFF – the high-level document tracking system for the provincial government.

The purpose for having this access is to gain an efficient way of verifying which briefing notes belong to which divisions in JSB. All BNs are logged into the CLIFF system. All correspondence with an Executive Director's signature block, or that of a higher decision-making authority, is also recorded in CLIFF.

If an FOI request comes in based on a subject you haven't dealt with before, try using the search function in CLIFF to gain an understanding of which divisions have dealt with that subject and may have responsive records.

- **Process:**

- Ask your supervisor to contact Kim King, Correspondence Coordinator for the Ministry, to request that Kim grant you access to CLIFF.
- Ask your supervisor to put you in contact with someone in JSB who can show you how to use the search function in CLIFF, and who can give you a quick overview on where to find info. in the CLIFF logs.

## General Information – Keeping Active FOI Records in Outlook

- Remember to **cc: the JSB FOI Requests AG:EX email account** on all outgoing email messages. If you do that, you will always have a complete record of the activity on any FOI request. When it is time to file that request, you won't need to search your sent folder for missing information related to that FOI request.
- **Create a new Outlook folder** - When a new FOI request arrives in the JSB FOI Requests inbox, please create a new folder under 'FOI Requests' and name the new folder using the FOI's identification number.

▼ AG JSB FOI Request...

▼ Inbox

- !! Communication
- !! Training Documents

▼ Completed

- CFD-2021-14086
- MAG-2021-12418
- MAG-2021-14006
- Process Questions

▼ FOI Requests

- Davies Commission
- MAG-2021-15543

▼ Templates

- CFR Template

That new folder is where you will move related emails that you don't need to reference on a regular basis. Keep the original incoming FOI request in the main inbox – it's a visual reminder of which requests are pending.

- Once the FOI request is completed, please move its Outlook folder from 'FOI Requests' to 'Completed'.
- The folder may stay under 'Completed' until you have time to file the info. on the ADMO LAN.

## General Information – Filing a Completed FOI Request to the ADMO LAN

- You may choose to keep a completed FOI request in Outlook for a time if you believe there is a chance that the Central FOI Coordinator may come back with questions.
- Once you are ready to file an FOI request in the ADMO LAN, go into the LAN and look for the folder named 'FOI Requests (292)'.
- While in 'FOI Requests (292)', open the sub-folder named '*CLOSED Requests (-30)*'.
- Create a new folder in '*CLOSED Requests (-30)*' and name the new folder using the FOI identification number.

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- Now you are ready to start electronically filing the closed request.
- Outlooks gives extra info. about an email at-a-glance, such as when it was received and who it was from. When that email is moved to the LAN, you don't have the same visual info. about it. So, when I save an email to the LAN, I add date info., remove unnecessary data from the subject line and add tags such as who an email was from or what its purpose was. Example provided below:

This is how the MAG-2021-14006 information looked in the Outlook folder (some info. has been redacted to protect privacy):

From	Subject	Received
AG JSB FOI Requests AG:EX	RE: FOI Request: MAG-2021-14006, [REDACTED]...	Thu 2021-12-02 11:...
[REDACTED] Victor AG:EX	Re: Action Request - FOI Request: MAG-2021-14006, [REDACTED]..	Thu 2021-12-02 8:4...
Chelsea [REDACTED]@gov.bc.ca	FOI Request: MAG-2021-14006, [REDACTED]..	Thu 2021-12-02 8:3...
AG JSB FOI Requests AG:EX	RE: Action Request - FOI Request: MAG-2021-14006, [REDACTED]..	Wed 2021-12-01 11:...
[REDACTED] Kira AG:EX	RE: Action Request - FOI Request: MAG-2021-14006, [REDACTED]..	Tue 2021-11-30 11:...
AG JSB FOI Requests AG:EX	Action Request - FOI Request: MAG-2021-14006, [REDACTED]..	Wed 2021-11-24 1:...
[REDACTED] Kyla AG:EX	RE: Action Request - FOI Request: MAG-2021-14006, [REDACTED]..	Fri 2021-11-19 11:4...
AG JSB FOI Requests AG:EX	Action Request - FOI Request: MAG-2021-14006, [REDACTED]..	Fri 2021-11-19 9:13...
Chelsea [REDACTED]@gov.bc.ca	FOI Request: MAG-2021-14006, Blagi, Ilario on behalf of...	Thu 2021-11-18 4:1...

This is how the same information looks after being renamed and saved to the ADMO LAN:

Name

- ✉ 2021-11-18 - MAG-2021-14006 - from IAO
- ✉ 2021-11-19 - MAG-2021-14006 - response from FJSD
- ✉ 2021-11-19 - MAG-2021-14006 - to FJSD and LAPD
- ✉ 2021-11-24 - MAG-2021-14006 - to MELS
- ✉ 2021-11-30 - MAG-2021-14006 - response from LAPD
- ✉ 2021-12-02 - MAG-2021-14006 - reminder from IAO
- ✉ 2021-12-02 - MAG-2021-14006 - response from MELS
- ✉ 2021-12-02 - MAG-2021-14006 - to IAO - closed

- Saving emails with the naming convention of: 'date email received – FOI number – action taken' makes it easy to find a specific email in future.
- Now that all of the MAG-2021-14006 info has been saved to the LAN, you may delete the MAG-2021-14006 folder from Outlook.

## General Information – Reporting Out to ADM

- The ADM-JSB meets with the DAG regularly. One of their agenda items is JSB's FOI response statistics.
- The FOI response statistics reported by the Information Access Operations is ministry-specific, which does not provide our ADM with the necessary tools to address JSB FOI response times.



- To assist the ADM, please **keep a report** (in table format) up-to-date and **send it to the ADMO** at the end of each month.
- The reports are kept in: **ADMO LAN NEW / FOI Requests (292) / \_Tracking (-02)**

### FOI Requests – Why They Are Necessary

- *The Freedom of Information and Protection of Privacy Act* (FOIPPA) is the law that FOI is governed by, and it is a law that applies to government records.
- Freedom of Information is the right that the public has to government records (some exceptions do apply), and the right of the public to know that their personal information (held by government) is protected.
- The value of the FOI request process is that freedom of information encourages open, honest and transparent government.

### FOI Request – Personal Information – Call for Records

- Any individual may request copies of their own personal information if it is held by a government body. They may request someone *else's* personal information if they are the legally designated executor of that person's estate.
- FOI requests for personal information usually mention the divisions/ programs which are expected to have responsive records.
- The incoming request often contain a line that looks like this:

**Applicant:** Last Name, First Name **DOB:** Month Day, Year

and, or, has **Personal and Confidential** noted first in the subject line of the email request.

- **JSB's Goal** is to:
  1. provide IAO with a complete package of responsive records
  2. by the legally mandated due date of the request
  3. in a manner which ensures only the people who absolutely *must* see this personal information see it.

**VERY IMPORTANT!** In keeping with our goal, the JSB FOI Coordinator does NOT handle FOI requests for personal information.

**The Executive Coordinator, in the ADMO, manages FOI requests for personal information.** The JSB FOI Coordinator alerts the Executive Coordinator if a request for personal information comes in through JSB's FOI intake email account.

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- **Process:**

- The Executive Coordinator, ADMO, determine which division should receive the request for personal information. That request should be emailed to that division's Executive Director.
- The Executive Director should be informed that:
  - Once they receive responsive records, they should **create one pdf.** containing all the records.
  - A **harms** review is **not** requested on FOIs for personal information.
  - The pdf. of records and the Executive Director's emailed approval should be **sent to the originator** (this is usually the ministry's **Central FOI Coordinator (Holly or Julia), or** an FOI Analyst from the **Information Access Operations**).
  - Lastly, the Executive Director should send a separate **email** (without the .pdf of personal info.) **to the Executive Coordinator**, ADMO, to **inform** that the task has been **completed**.
  - All of this info. has been included in the **Example email** below.

**Approval to release info. personal information:** These requests only need Executive Director approval. The ED of the division which gathered and kept these records is the custodian of them. It is essential that the ED knows that these records are being shared outside of their division in response to an FOI request.

- **If .pdf is too large to email:** It's important to streamline the path that these records take from the division that holds them to the Central FOI Coordinator and to do so in the most secure method possible. To that end, if the volume of responsive records creates a pdf that is too large to email, the Executive Director should ask the Executive Coordinator, ADMO, to assist by stepping in to save the pdf onto the IAO's FileShare drive (see the very bottom of the original FOI request-email for instructions).
- The Central FOI Coordinator will ensure that the FOI Analyst at IAO is given the responsive records.
- Once the FOI Analyst at IAO has had a chance to review the information package and apply necessary redactions, you will be alerted that the documents are ready for review and final sign off.
- Go to the IAO FileShare drive and pull the redacted package from the JSB folder. Send that package to the appropriate Exec. Director for review and sign off of the package.
- Please keep the redaction package as confidential as possible and save the signed off package to the same location that IAO originally set aside on their FileShare drive.



- **FINAL APPROVAL** – Personal info. FOIs do not require ADM sign off, **only Exec. Director sign off** is necessary before IAO can release the redacted package of info. to the original requester.
- **eApproval** – **No**. Please be aware that you and others have assigned watchers in eApprovals who may not be approved to view this personal information.
- **Filing** – **No**. Please do not file personal info FOIs to the ADMO LAN. The Central FOI Coordinator and the IAO will keep records of these FOIs. The IAO is the office of primary responsibility for FOI requests.

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**Example 1: Email to send to Exec. Director (or their equivalent) for personal FOIs:**

Hi \_\_\_\_\_,

Please see below for a call for records for personal info. **DUE to (NAME OF REQUESTOR), no later then (DUE DATE).**

This is a highly confidential request.

If your division has responsive records, please pdf them into one document. If your division does not have the requested records, please inform **(NAME OF REQUESTOR)** why the records no longer exist.

- **Executive Director approval is required and possible harms** recommendations should be noted for the responsive documents you provide.
- The pdf. of records and the Executive Director's emailed approval should be **sent to the originator** (this is usually the **ministry's Central FOI Coordinator (Holly or Julia)**).
- Lastly, please send a separate **email** (without the .pdf of personal info.) **to the ADMO Executive Coordinator, Lesley Todd**, to **inform** that the task has been **completed**.

Thank you.

## FOI Request – Program Information (Briefing Notes) – Call for Records

(Example saved to LAN: MAG-2021-15739)

- An FOI request for briefing note (BN) *content* will usually include a list of BN CLIFF numbers as well as a specific request for copies of the actual briefing notes.
- **JSB's Goal** is to provide the Central FOI Coordinator with:
  1. the requested briefing notes (and their attachments),
  2. harms recommendations for each BN, and
  3. Executive Director approvals on those harms recommendations.
  4. And to do all of this by the due date.
- **Process:**
  - **Locate** electronic copies of the final (or the latest) version of all **BNs** on the list. BNs can be located
  - **Confirm** which BNs originated from which divisions.
  - Send separate **emails to each division** effected by this FOI request. **Attach** only the BNs which that division drafted. (see example email below)
  - In each email, provide:
    - an electronic copy of their BNs,
    - a due date for the harms reviews,
    - a request for harms reviews on the content of the full BNs (not just the BN titles) and their attachments, and
    - a reminder to include proof that their Exec. Director approves of the harms recommendations (emailed proof is fine).
  - Email **reminders** to divisions 3-4 days before the FOI request is due back to the Central FOI Coordinator.
  - Once all of the harms recommendations and the Exec. Director's approvals are in, put together a **response email to the Central FOI Coordinator**.
  - The response email should provide:
    - attached copies of all **requested BNs** – HARMS and CLEAN copies in instances where staff have made harms recommendations directly *in* the BN.
    - the name of each **effected division**,
    - a list of the BNs that each division is responsible for with the **harms recommendations** noted after each one,
    - proof of **Executive Director approval** of the harms recommendations.
  - **APPROVALS:** Only **Executive Director** approval is necessary for this initial release of BNs to IAO. (\*see **Harms Review – Responsive Records Redaction REDLINES** section for info. about the final redline harms review – the 'redline' is where ADM approval is required.)

### Example 1: Email to send to divisions for harms review:

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From: (me) To: (Coco Puffs division) Chapter 00: <b>FOI Branch Coordinator Role Section 00-FOI</b>	Page ???
Subject: Action Request - Records requested w/Harms   MAG-2022-____ - Due: July 13, 2022	

(ATTACHMENT: 123667 – DAG IBN – Coco Puff Expansion Plan, 123586 – ADM DBN – Chocolate Chip Shortage, 164983 – DAG DBN – Secondment to Vanilla Frosting)

Hi Coco Puffs Office Manager,

Would you mind requesting harms review for the full content of the attached BNs? (This is a harms review on the *entire* BN + any BN attachments).

I will also need emailed proof that your Exec. Director has seen the harms recommendations and approves of them.

The harms review, and ED approval, is due on **Wednesday, July 13**. Thank you.

The mandatory and discretionary exceptions are noted below:

Mandatory Exceptions	
Section 12	Cabinet confidence
Section 21	Third party business information
Section 22	Personal information
Discretionary Exceptions	
Section 13	Policy advice/recommendations
Section 14	Legal advice
Section 15	Law enforcement
Section 16	Intergovernmental relations
Section 17	Financial or economic interests
Section 18	Heritage sites
Section 19	Personal health or safety
Section 20	Information soon to be published



\*Please note that there is a new mandatory exception:

- s. 18.1/s. 23: This is a new **mandatory** exception. Given the consent requirement, please also be aware that there are new s. 23 requirements

Disclosure harmful to interests of an Indigenous people: 18.1 (1) The head of a public body must refuse to disclose information if the disclosure could reasonably be expected to harm the rights of an Indigenous people to maintain, control, protect or develop any of the following with respect to the Indigenous people: (a) cultural heritage; (b) traditional knowledge; (c) traditional cultural expressions; (d) manifestations of sciences, technologies or cultures. (2) Subsection (1) does not apply if the Indigenous people has consented in writing to the disclosure.

### Example 2: Response email to Central FOI Coordinator:

Hello (name of Central FOI Coordinator):

I have attached the requested briefing notes to this email. In cases where harms recommendations were noted in the BN, a 'HARMS' and a 'CLEAN' copy have been attached.

Please see below for a list of the attached BNs, the harms recommendation and the Executive Director approvals of those recommendations.

**Coco Puff Division**

**Note:** This part of the call for records is now done. However, in a few weeks, the full pdf package of redacted BNs will come back (the Redline) with an approval sheet for official sign off. At that point, you will need to get ED and ADM approval on the redaction (redline) pkg. (see **Harms Review – Responsive Records**)

## FOI Request – Program Information – Call for Records

(Example saved to LAN: MAG-2021-13830 / MAG-2021-12418 / MAG-2021-11419)

- The Central FOI Coordinator may email in an FOI request for information related to a project, a decision, a set of circumstances which JSB was involved in, etc.
- These requests note the **topic** of the search and the **date range** that the records must fall within.
- There can be an additional fee for these requests depending on the volume of records involved. There will be times when the original requestor may narrow their search or abandon it based on the fees.
- Because of this uncertainty, the first step in this process is to gather info. about *volume* of responsive records and the amount of *time* it may take to gather the records.
- **JSB's Goal** is to provide the Central FOI Coordinator with:
  1. enough information about the volume of responsive records so that IAO can determine if additional fees must be changed before the gathering of records can begin;
  2. all responsive records (if the FOI progresses to the gathering/ producing stage);
  3. harms recommendations for each record,
  4. Executive Director approvals on those harms recommendations, and
  5. to do all of this by the due date provided.
- **Process Part 1: Fee Assessment:**
  - When the FOI request arrives, review the topic of the search and the date range that the info. will need to fall within. A blank form should have been included for fee assessment.
  - Send the request (by don't include the form) to all JSB divisions that may have responsive records – send to their office managers. If you're unsure of who has records, send the request out to *all* JSB divisions.
  - The request should be clear on what you are asking for, which is:
    - Does your area have responsive records?
    - **How many** records (approx.)?
    - What **type** of records? Emails, other electronic records, physical, etc)
    - How much **time** would it take (approx.) to gather those records?
    - Instructions that they **should not gather** the records at this time.
    - Instructions that you will be filling out the info. re: amount of records / time to process in the fee assessment **form** for them.
    - **Due date** for response to this part of the request.



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- Once the estimates of volume of records and response time have been received, you will condense that info. into the fee assessment form which you will send to the Central FOI Coordinator.
  - The numbers in the form will determine if the person who requested the information through the FOI request will have to pay a fee to receive the info.
  - **Process Part 2: Gathering / Producing Records:**
    - If the Central FOI Coordinator responds back with approval from the IAO to gather the records that have been identified, you may then send a **call to action** email to the effected divisions.
    - Be clear about the expectations. Divisions are now asked to provide:
      - The actual records that are responsive to the subject and the date range of the FOI request.
      - All records must be provided in their native format (emails provided as emails, Excel docs as Excel docs, etc.). The reason for this is because the IAO now has software which automatically sorts documents in order of date created and tags all records which may be duplicates. The software system does not work on .pdf packages.
      - **Harms should NOT be identified at this point.** The reason for this is because the order of the documents and the amount of documents, will change after they have been run through IAO's software. The documents will be returned for an initial harms review, but only after they have been packaged by the IAO.
      - Responsive records should be seen by the Executive Director of a div. before they are provided to the JSB FOI Coordinator.
      - Proof of Exec. Director approval that the docs. are responsive to the FOI request should be send in the form of an email.
    - Once all records and Exec. Director approvals are received, the JSB FOI Coordinator will forward that information to the Central FOI Coordinator.
    - If the volume of records is large, the JSB FOI Coordinator will download all relevant information to the JSB folder of the IAO FileShare drive and will alert the Central FOI Coordinator that the info. is there.
  - There may be questions that go back and forth so that the IAO can fine tune their redactions. Other than that, you are done with this FOI request for now\*.
- (\*see **Harms Review** section.)
- **APPROVALS: Executive Director** approval is required to ensure only responsive records are released to the Central FOI Coordinator.

Sometimes the ED will provide additional info. related to the request (such as a document which is key to understanding the topic but which falls outside of the date range; or a recommendation that, instead of providing a mountain of documents, a summary of the topic could be written up for the requestor).

Additional info. such as described should be sent to the Central FOI Coordinator under separate cover. EDs are asked **not** to write summary documents until the IAO gives approval.

**There is no ADM approval at this stage.**

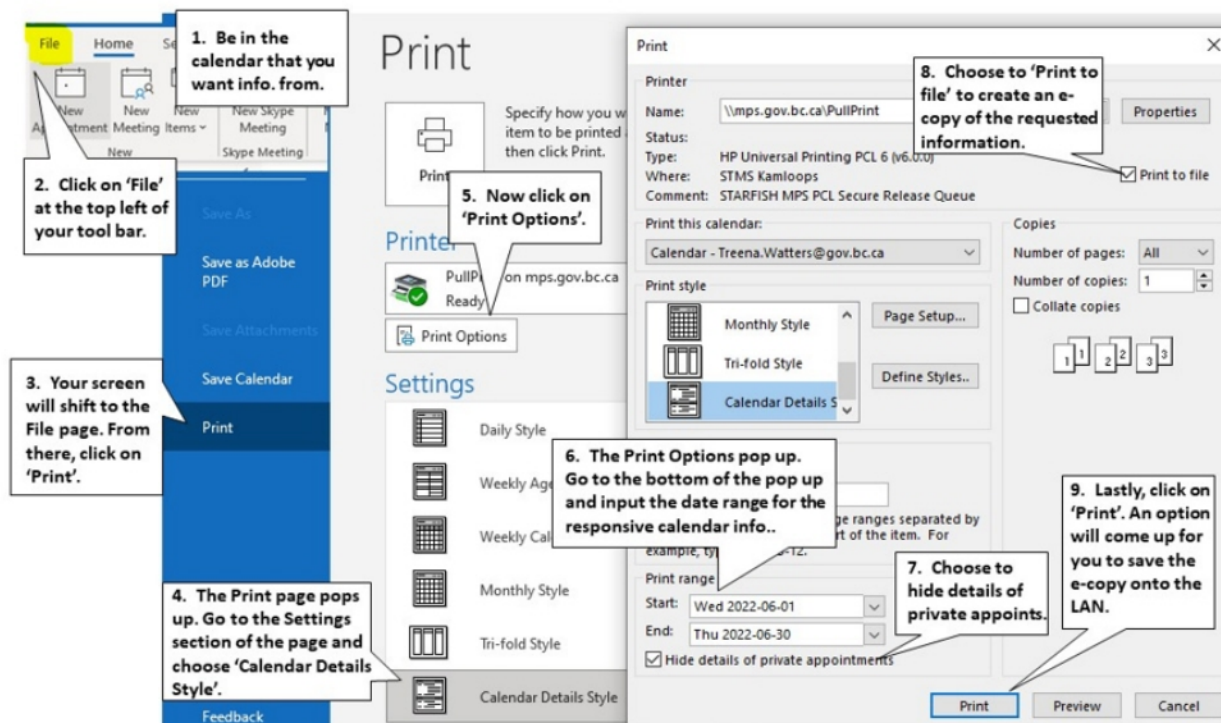
## FOI Request – Calendars – Call for Records

(Examples saved to LAN: Sorry, but I don't remember the last one that came in.)

- The Central FOI Coordinator may email in an FOI request for the calendars of Executive Directors or the ADM. This was a common request and may become common in future.
- The purpose of a calendar request is to gain an understanding of which projects and which stakeholder relationships are the current focus of high-level decision makers in government.
- **JSB's Goal** is to:
  1. provide the requested information in pdf format – unmarked (**clean**), and also
  2. provide the requested information in pdf format – marked with **harms** recommendations,
  3. and to do so by the requested due date.
- **Process:**
  - Email the request for calendar information to effected divisions.
  - Also provide instructions on how to gather calendar information (see below).
  - Once calendars are sent to you (both **CLEAN** and **HARMS** versions), you may send them to the Central FOI Coordinator.
  - (Only Exec. Directors can provide harms on their own calendars so their approval of the harms is implied. Same policy for the ADM.)
- **APPROVALS:** When calendar information is first provided to the Central FOI Coordinator, only the **owner's approval** of release of the info. is required.
- **Note:** This part of the call for records is now done. However, in a few weeks, the full pdf package of redacted BNs will come back with an approval sheet for official sign off. At that point, you will need to get ED and ADM approval on the redaction pkg. (see **Harms Review – Responsive Records Redaction REDLINES**)

**HOW TO GATHER AND SAVE CALENDAR INFO. FOR AN FOI:**

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## Harms Review – Why Is the Review Necessary?

- Any document may contain discretionary and non-discretionary harms. Harms being information which the *Freedom of Information and Protection of Privacy Act* specifically names as being protected from disclosure.
- Information Access Operations (IAO) staff don't have the subject matter expertise on topics that our working papers detail. They don't have a working relationship with our stakeholders, they haven't attended the meetings which would give insight into whether a particular sentence in a BN could be Cabinet confidential.
- It is more efficient for subject matter experts to review their own documents for harms.
- Those recommendations are sent to IAO, who may reach out to clarify the fine points of requested redactions.
- The IAO then produces a complete package of all documents responsive to a particular FOI request, they input our suggested redactions along with their own identified redactions. That package is sent to our branch so that Executive Directors can double check that the redactions they wanted are in place.

- Exec. Director and then ADM sign off occurs to prove that JSB agrees that FOIPPA rules have been adhered to, that we have safeguarded the info. we are required to protect and encouraged the release of all info. that can be disclosed.



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## Harms Review – What Constitutes Harms?

Mandatory Exceptions	
Section 12	Cabinet confidence
Section 21	Third party business information
Section 22	Personal information
Discretionary Exceptions	
Section 13	Policy advice/recommendations
Section 14	Legal advice
Section 15	Law enforcement
Section 16	Intergovernmental relations
Section 17	Financial or economic interests
Section 18	Heritage sites
Section 19	Personal health or safety
Section 20	Information soon to be published

\*Please note that there is a new mandatory exception:

- s. 18.1/s. 23: This is a new **mandatory** exception. Given the consent requirement, please also be aware that there are new s. 23 requirements

Disclosure harmful to interests of an Indigenous people: 18.1 (1) The head of a public body must refuse to disclose information if the disclosure could reasonably be expected to harm the rights of an Indigenous people to maintain, control, protect or develop any of the following with respect to the Indigenous people: (a) cultural heritage; (b) traditional knowledge; (c) traditional cultural expressions; (d) manifestations of sciences, technologies or cultures. (2) Subsection (1) does not apply if the Indigenous people has consented in writing to the disclosure.

## Harms Review – Special Considerations (ADM)

### Assistant Deputy Minister

- When sending a harms review package to the ADM:
  1. **Provide a summary of the suggested harms.** (The ADM's time is in high demand and a summary helps to make ADM-level reviews/ sign offs efficient.)
  2. Send all FOI packages through eApprovals when sending to the ADM **except** for briefing note **title** harms reviews. BN title reviews are so common that an email is the most efficient way of asking for approval for them.
- Make certain that the ADM has, **at minimum, a full day** to review the final harms package. Longer if the harms are extensive or complex.



## Harms Review – Briefing Note (BN) Titles – Proactive Disclosure

(Examples saved to LAN: MAG-2021-14848)

- A request for current BN titles is one of the most common requests that IAO receives. The request usually originates from a media outlet or the opposition government and is used to gather a snapshot of current and future government activity.
- You will receive a request that includes the BN title (exactly as it may be released), its CLIFF tracking number, the date it was created, the branch it originated from and possibly the name of the drafter.
- The BN *title*, its CLIFF number and the date it was created are the only piece of information which may be released. All additional information is there to help verify that everyone is dealing with the correct BN.
- The incoming request usually contains a paragraph that looks like this:

*The request is for: A summary document showing the cliff number, date and title/issue of all briefing notes, issues note and advice to the Deputy Minister and the Minister/Minister of State/Premier (Date Range for Record Search: From 11/1/2021 To 11/30/2021)*

- **JSB's Goal** is to provide IAO with a complete harms assessment of the BN titles which includes:
  1. assurance that a BN title can be released, or
  2. assurance that a BN title can NOT be release along with the reasons why that is so,
  3. proof of Executive Director approval of the harms (or lack of harms) noted
  4. proof of Assistant Deputy Minister approval.
- **Process:**
  - **Forward** the incoming email request for harms on BN titles to every division's office manager who has a BN title in this request.
  - In the beginning of the **subject line** of the email you are about to forward add 'ACTION REQUEST – '
  - At the end of the **subject line** add '- due by \_\_\_\_' (Note the date you need harms returned to you – this will be one day before the IAO needs the harms returned to them. You'll need that day for ADM review.).
  - In the **body of the email** first note what you are asking for and note the due date again. (see email example 1 provided below)
  - Now, **list the Cliff numbers, BN titles and drafters** that are in the FOI request – list them **by division**. When they are listed by division, it's easier for the divisions to quickly review their information without missing anything.
  - **Warning:** This is where CLIFF comes in. Because staff move around within JSB, it's more efficient to look up BN's in CLIFF, using their CLIFF tracking numbers, and having a quick glance at which division originally signed off on the BN. That is the division that you want to list the BN title under.
  - **Additional Info.** At the end of the email, I usually include information about which types of 'harms' staff should look for. (see email example 1 provided below)

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- Now that you know which divisions have BN titles involved in this request, you can go up to the 'to' line of your email and add the email addresses of each **division's office manager and their administrative assistants**.
- In the 'cc' line of your email, please include the JSB FOI Request intake email address so that you have a record of where this request was sent.
- **Reminder:** You may want to add a note to your calendar, approx. 1-2 days before FOI request is due. If all divisions have not responded by the time your calendar reminder pops up, just send a reminder to those remaining divisions by emailing their office manager.
- When all of the divisions have responded with their harms reviews and Exec. Director approvals, start putting together the 'FOR ADM Approval' email. (see email example 2 provided below)
- **FINAL APPROVAL** - Send the 'FOR ADM Approval' email to the Executive Coordinator, ADMO. The Exec. Coordinator will email you back once the **ADM** has approved.
- **eApproval** is not required for BN title harms reviews.
- Once you have ADM approval, forward that email (showing proof of ADM and Exec. Director approvals, plus all harms reviews) to the IAO. Make sure that:
  - the subject line of the email mirrors IAO's *original* subject line,
  - the attached document IAO originally sent you is attached to the email you are sending back to them,
  - you are using the correct email to send the request back to the IAO FOI Analyst who sent you the original request, and
  - you have cc:ed the AG JSB FOI Requests AG:EX intake email account.
- You're done!

### Example 1: Email to Divisions:

Would you please request a **harms review for the following briefing note titles**? (Just the titles.) For your convenience, the BN titles in the attached pdf. doc. have been listed under the division that created them.

1. **Please provide an email noting what type of harms are associated with the BN's title and why those harms are applicable. Also note if there are no harms.** (scroll down for a list of potential harms to look for)
2. **Please provide proof that your Exec. Director has approved the recommendations of harms / no harms.**

The deadline for this request is by end of business day on **Thursday, December 16**. This is to allow time for final ADM approval before IAO's deadline. Thank you.


#### **DIVISION 1**

CLIFF No. – BN Title – (drafter: )  
CLIFF No. – BN Title – (drafter: )

## DIVISION 2

CLIFF No. – BN Title – (drafter: )

Mandatory Exceptions	
Section 12	Cabinet confidence
Section 21	Third party business information
Section 22	Personal information
Discretionary Exceptions	
Section 13	Policy advice/recommendations
Section 14	Legal advice
Section 15	Law enforcement
Section 16	Intergovernmental relations
Section 17	Financial or economic interests
Section 18	Heritage sites
Section 19	Personal health or safety
Section 20	Information soon to be published



\*Please note that there is a new mandatory exception:

- s. 18.1/s. 23: This is a new **mandatory** exception. Given the consent requirement, please also be aware that there are new s. 23 requirements

Disclosure harmful to interests of an Indigenous people: 18.1 (1) The head of a public body must refuse to disclose information if the disclosure could reasonably be expected to harm the rights of an Indigenous people to maintain, control, protect or develop any of the following with respect to the Indigenous people: (a) cultural heritage; (b) traditional knowledge; (c) traditional cultural expressions; (d) manifestations of sciences, technologies or cultures. (2) Subsection (1) does not apply if the Indigenous people has consented in writing to the disclosure.

## Example 2: Email to ADMO for Approval:

Would you please request ADM review of the harms recommendations for these briefing note titles?  
The timeline for this request is by end of business day on **Friday, December 17**.  
(Executive Director approvals of harms reviews are noted below.)

**SUMMARY for ADM:** Two Divisions. Three BN Titles.  
**One harms** recommendation under section 12 (Cabinet confidence).

## DIVISION 1

CLIFF No. – BN Title – (drafter: ) – **NO HARMs**

CLIFF No. – BN Title – (drafter: ) – **HARMS S.12 - explanation as to why section 12 is applicable.**

### Proof of Division 1 Executive Director approval:

**From:** exec director's name

**Subject:** RE: ACTION Due Dec 15 - Harms Review - MAG-2021-10003

**Recommendation approved.**

## DIVISION 2

CLIFF No. – BN Title – (drafter: ) – **NO HARMs**

### Proof of Division 2 Executive Director approval:

**From:** exec director's name

**Subject:** RE: ACTION Due Dec 15 - Harms Review - MAG-2021-10003

**Agree no harms on this title.**

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**Note:** You may want to keep the table of possible harms exceptions in the email for the ADM to reference.

## Harms Review – Consultations

(Examples saved to LAN: PSS-2022-20005 – consultation / Consultation - 2022 e54182)

- Another ministry, branch, federal or indigenous government has found a document which originated from JSB. This document is responsive to a current FOI request. In that case, they may request that JSB provide a harms review of that document – this is a ‘consultation’.
- Consultations are requested by the other ministry, branch, federal or indigenous governments, but the request is funnelled through the Central FOI Coordinator.
- **JSB’s Goal** is to provide:
  1. a harms review / recommendations,
  2. Executive Director approval of that recommendation,
  3. ADM approval of that recommendation (we don’t see final redlines of consultations),
  4. and to do so by the due date provided.
- **Process:**
  - Once you receive an FOI request for consultation on a document, determine which division holds expertise in the subject.
  - Forward the consultation request to the Office Manager of that division and ask that they organize a harms review of the document and Exec. Director approval of the harms review.
  - In some cases, consultations might be a one-time option for your branch to see the material and approve if it (or portions of it) should be released.
  - When the recommendation and Exec. Director approval is emailed back to you, check if you need to send the info. to the ADM for approval. (you usually need this level or approval, but consultations are unique and ED level approval may be sufficient in some cases)
  - If ADM approval is required, eApproval the harms review to the ADMO.
  - Once all approvals are in, send the document, the harms recommendations and the approvals back to the Central FOI Coordinator.



## Harms Review – Estimates Notes – Proactive Disclosure

(Example saved to LAN: Proactive Dis - 2022-06-06 - Est Notes)

- Once Estimates Notes have been used to support the budget in the House, they are commonly requested through FOI and, increasingly, released through proactive disclosure.
- **JSB's Goal** is to:
  1. Anticipate the FOI request for Estimates Notes by completing harms reviews once Estimates Notes has been approved and before they are used in the House.
  2. Provide an update on the harms recommendations when the official FOI request of the Estimates Notes is issued.
  3. Have Exec. Director and ADM approval of those updated recommendations by the FOI due date.
- **Process:**
  - When the FOI request arrives in the JSB FOI intake email account, send separate emails to divisions through their Office Manager and include:
    - the latest versions of their Estimates Notes,
    - any info. available on past harms reviews of those Estimates Notes,
    - a request that harms reviews be given to those Notes or that their original harms reviews be updated,
    - a reminder that Exec. Director approval is necessary (emailed proof of their approval or recommendations is sufficient), and
    - the due date for the request.
  - When those harms recommendations and approvals come back to you, send a reply to the Central FOI Coordinator in the same manner described in the '**FOI Request – Program Information (Briefing Notes) – Call for Records**' section.

**APPROVALS:** At this first stage of harms assessments, only **Exec. Director** approval is required.

**Note:** This part of the call for records is now done. However, in a few weeks, the full pdf package of redacted BNs will come back with an approval sheet for official sign off. At that point, you will need to get ED and ADM approval on the redaction pkg. (see **Harms Review – of Responsive Records**)

## Harms Review – Responsive Records Redaction REDLINE

(Examples saved to LAN: MAG-2022-20998 / MAG-2021-11419)

- A month or two ago, you provided JSB records to the Central FOI Coordinator, along with harms recommendations. Now they're back!
- You have received an eApproval request for official sign-off of a redline document. This document contains all the information which was fed into the IAO for a particular FOI request. It could contain info. from other branches or ministries.



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- The request's attachments are likely to be:
  - the redaction redline doc.,
  - a sign off sheet,
  - a draft letter to the original requestor, and
  - a cheat sheet for identifying harms.
  
- **JSB's Goal** is to:
  1. secure approvals of the redline,
  2. return a fully signed off approval sheet, including any additional changes to the redline, to the Central FOI Coordinator, and
  3. do so by the established due date.
  
- **Process:**
  - Check the redline doc. in the eApproval. Is there information saved on the LAN regarding past harms recommendations that fed into this redline? Label those early recommendations as 'for reference' and provide them to the division(s) who will be reviewing the redline.
  - Does this redline need review/ approval from only one division's Exec. Director? If so, update the sign off sheet with the appropriate signing authority details and forward the eApproval to that division's Office Manager.
  - If the redline needs to be reviewed/ approved by multiple divisions, copy all relevant info. from the eApproval into emails, including all necessary attachments.
  - Update the sign off sheet to include all signing authority details.
  - Send each division their own sign off information. Inform them that you will put all electronic signatures they send into a master 'sign off sheet' once all approvals have been sent back to you.
  - When approvals are in, create a summary sheet to provide the ADM the necessary info. at a glance. Attach it and any updated documents to the original eApproval and send to the ADMO for approval.
  - eApproval attachments should now look like this:
    - the redaction redline doc.,
    - a sign off sheet (**updated**),
    - a draft letter to the original requestor,
    - a cheat sheet for identifying harms, and
    - **summary for ADM-JSB.**
  - Once ADM approval is given, double check that all signatures are embedded in the sign off sheet.
  - Now you can safeguard those signatures by **pdf'ing the sign off sheet** and re-saving it to the eApproval.

- Save a copy of the eApproval history and all relevant documents to the LAN.
- Send the eApproval back to the Central FOI Coordinator or to Teresa Latzel (whoever originally sent it to you).
- Save all emails relating to the FOI request to the LAN.
- Done!

### Special Processes – Why They Are Necessary?

- JSB has temporary custody of Commission of Inquiry records at times. Inquiries are subject to FOIPPA. They may have records which are protected from disclosure under FOIPPA or under legally binding Orders. Due to the unique nature of Inquiry records, there may be a special process for responding to FOI requests for Inquiry records.
- While all the agencies, boards and tribunals are subject to FOIPPA, some of them have special legal considerations for the records they hold. There may be additional rules regarding who they can disclose information to and what very specific types of records they can share. There can be rules surrounding the length of time a record must exist before it can be disclosed.
- Agencies, boards and tribunals with these additional rules to consider, usually have their own FOI intake procedures. They do *not* use the Information Access Operations to administrate their FOI processes.
- Because of the relationship that the Tribunals and Agency Support Division (TASD) has with many of these agencies, board and tribunals, the Justice Services Branch often receives FOIs for them.
- Please see below for what to do with special process FOI requests.

### Special Processes – Maintenance Enforcement and Locate Services (MELS)

- There are certain pieces of information which MELS, by law, cannot surrender in an FOI request; however, they may be able to offer other information through their internal FOI processes.
- **Process:**
  - Send the incoming FOI Request to MELS for their review.  
If they have responsive records they may release, they will provide those records. You can then send those records to the Central FOI Coordinator for the usual process of harms redactions and eventual sign off.
  - If MELS deems that the requested information *cannot* be released, they will send you the following blurb (as well as an attached list of routinely released information):

Upon review of this file, there is information this applicant is requesting that cannot be released under the Family Maintenance Enforcement Act (“FMEA”), Section 43(1). Information obtained under the FMEA can only be disclosed for enforcement purposes. For the information they are able to request, I have attached a list of documents that would be

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available to the applicant. If they wish to obtain these documents they should contact the Victoria Family Maintenance and Enforcement office:

Mail: Box 5100, Victoria, BC V8R 6N3

Phone: 250-220-4040

Fax: 250-220-4050

Toll-free: 1-800-663-3455



- Send MELS' response and their attached list to the Central FOI Coordinator.

Explain that the director of MELS provided sign-off approval for this type of wording to be sent to a requestor (see FOI request MAG-2022-20783 for proof of that approval). A letter, drafted by the FOI analyst, with MELS' wording should still be on file. The MELS' director signed off on use of that letter's wording for use in future requests.

### Special Processes – BC Family Maintenance Agency (BCFMA)

- The Chief Executive Officer and the Executive Coordinator of the BCFMA **must be cc:ed** on any FOI requests for that agency.
- Joanne Hanson ([joanne.hanson@bcfma.ca](mailto:joanne.hanson@bcfma.ca)) is the Chief Executive Officer of the BCFMA.
- Candace Lester ([candace.lester@bcfma.ca](mailto:candace.lester@bcfma.ca)) is the Executive Coordinator of the BCFMA.

(info. last updated: 2022-08-11)

### Special Processes – Civil Resolution Tribunal (CRT)

- FOI requests should be made directly to the CRT by the original requestor.
- The requestor should close out any Prov. Govt. FOI request they may have made through the Information Access Operations (IAO).
- The requestor should then send a message to the CRT **to the attention of** the Executive Director and Registrar, Kandis McCall.
- Contact access is located on this internet page:

<https://civilresolutionbc.ca/contact-us/>

- For the sake of efficiency, ask the TTIOD Office Manager to give CRT a heads-up that an FOI request is likely to show up in the CRT e-intake box.

### Special Processes – Labour Relations Board (LRB)

(Examples saved to LAN: MAG-2021-13536)

- FOI requests should be made directly to the LRB by the original requestor.
- Let the Central FOI Coordinator know that the original requestor should have their Prov. Govt. FOI request closed and they should submit their FOI request directly to the LRB.
- LRB FOI intake: [registrar@lrb.bc.ca](mailto:registrar@lrb.bc.ca)
- For the sake of efficiency, ask the TASD Office Manager to give LRB a heads-up that an FOI request is likely to show up in the LRB intake email box.
- The LRB contact is: [Jacquie.deAguayo@lrb.bc.ca](mailto:Jacquie.deAguayo@lrb.bc.ca) (do NOT disclose Jacquie's contact info. to original requestor). This contact information is for TADD's use only.

### Special Processes – Cullen Commission

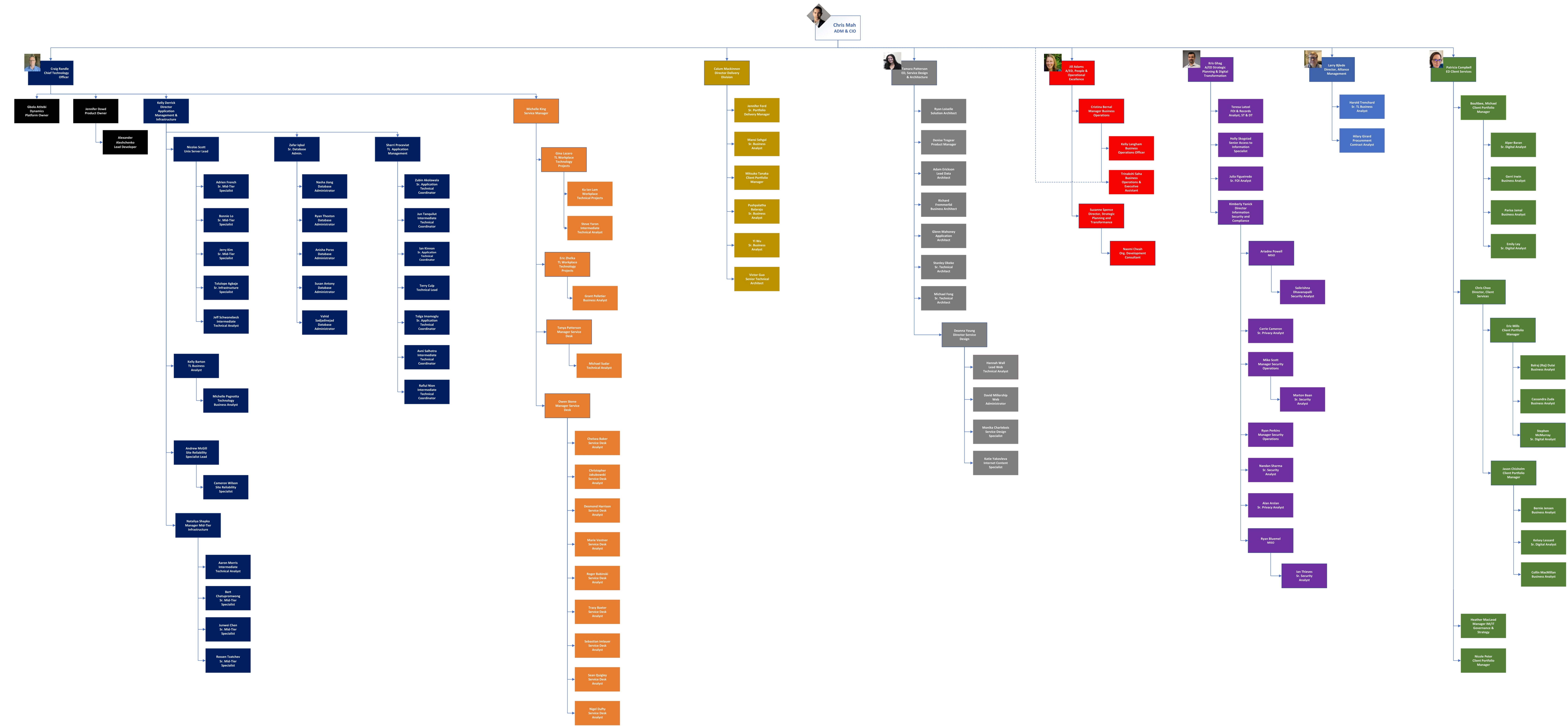
- The Cullen Commission tabled their report June 2022.
- Their files (all electronic) were transferred into the custody of TASD in August 2022, where they will remain until the BC Archives electronic archive is up-and-running.
- **Process:**
  - Send the incoming FOI Request to TASD, through their office manager, for their review.
  - TASD executive and Holly (Central FOI Coordinator) are aware of the special considerations for Cullen Commission records.
  - TASD may respond directly to the Central FOI Coordinator to ensure Cullen Commission records are kept as confidential as possible.



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## Special Processes – Indigenous Justice Secretariat (IJS)

- The IJS, once a part of Justice Service Branch, is now its own entity, with its own ADM.
- Because it will take up to a year for IJS to staff themselves to full capacity, JSB continues to provide some support to the Secretariat, one of those supports is FOI coordination.
- **Process:**
  - When an FOI request comes in which involves IJS information, please send that request to IJS along with instructions for what needs to be done on a branch level to complete the request (including which levels of approval are needed – ED or ED *and* ADM approvals).
  - Give IJS the option of sending the information to you to check over before you forward it to Central FOI Coordination, or IJS can send the requested information/approvals directly to Central FOI Coordination.
  - Remind IJS to keep a convenience file copy of all emails relating to the FOI request on their LAN.
  - **NOTE:** JSB does not keep a record of IJS' FOI requests/responses and does not track their FOI requests on the tracking spreadsheet.





















## - Organization Chart

