

From: [Gotto, Sarah F MMHA:EX](#)
To: [Rollheiser, Kate MMHA:EX](#)
Subject: FW: Cliff and FOI
Date: Tuesday, May 8, 2018 11:11:23 AM

Hi. Alex is wondering if there is a one pager - tip sheet available on how to navigate cliff - are you aware?

-----Original Message-----

From: MacDonald, Alex MMHA:EX
Sent: Monday, May 7, 2018 9:40 PM
To: Gotto, Sarah F MMHA:EX
Subject: RE: Cliff and FOI

Reviewing some old emails and just wanted to check on if there is something like a one pager or short manual on how to navigate cliff.

I don't know when I'd have time for a full on training until the summer recess.

-Alex

-----Original Message-----

From: Gotto, Sarah F MMHA:EX
Sent: Friday, April 13, 2018 6:09 PM
To: MacDonald, Alex MMHA:EX
Subject: Cliff and FOI

Hey Alex

Just thinking about our conversation around cliff and freedom of information. Let me know if you would like me to book a meeting with the FOI coordinator and I'll go ahead and do that also let me know if you have access to Cliff and if you want official training or if you want some internal training or pointers

Sent from my iPhone

From: [Lindsay-Baugh, Anna MMHA:EX](#)
To: [Pommelet, Lisa MMHA:EX](#)
Cc: [Rollheiser, Kate MMHA:EX](#)
Subject: FOI reference document
Date: Friday, April 6, 2018 10:56:15 AM
Attachments: [Cheat Sheet - FOIPPA Jan 2011.docx](#)

As discussed, see attached. ☺

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Anna Lindsay-Baugh

Ministerial Assistant to the
Honourable Judy Darcy
Minister of Mental Health and Addictions
Room 346 Parliament Buildings

s.17 | anna.lindsaybaugh@gov.bc.ca

Freedom of Information and Protection of Privacy Act

Severing Cheatsheet

Section 12 – Cabinet and Local Body Confidences

Information that would reveal the substance of deliberations of Executive, including any advice, recommendations, policy considerations or draft legislation/regulations

Section 13 – Policy Advice or Recommendations

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

Section 14 – Legal Advice

Information that is subject to solicitor-client privilege

Section 15 – Disclosure harmful to law enforcement

Information that is the disclosure could reasonably be expect to harm a law enforcement matter (see section for specifics). Often used for (l) harm the security of any property or system, including a building, a vehicle, a computer system or a communications system.

Section 16 – Disclosure Harmful to Intergovernmental Relations/Negotiations

Disclosure would harm relations between the Government of BC and the Government of Canada, a province within Canada, a municipal/regional government, an aboriginal government, a foreign government, or an international organization of states

Section 17 – Disclosure Harmful to the Financial/Economic Interests of the Public Body

Disclosure could reasonably be expected to harm the financial/economic interests or the ability of government to manage the economy

Section 18 - Disclosure harmful to the conservation of heritage sites, etc.

Disclosure could reasonably be expected to result in damage to, or interfere with the conservation of, fossil sites, natural sites or sites that have an anthropological or heritage value

Section 19 – Disclosure Harmful to Individual/Public Safety

Including personal information about the applicant if disclosure could threaten anyone else's safety/mental/physical health or interfere with public safety

Section 20 – Information that will be Published/Released within 60 Days

If information is available for purchase by the public or that within 60 days of the request is to be published/released to the public

Section 21 – Disclosure Harmful to Business Interests of a Third Party

Information that would reveal secrets/information of a third party, that is supplied in confidence, and that disclosure can be expected to harm third party

Section 22 – Disclosure Harmful to Personal Privacy

Personal information that is an unreasonable invasion of a third party's personal privacy

Section 22.1 – Disclosure of Information Relating to Abortion Services

Lawful medical services for the termination of pregnancy

From: [Thumath, Meaghan MMHA:EX](#)
To: [Lindsay-Baugh, Anna MMHA:EX](#)
Subject: Fwd: FOI training materials for ministry staff
Date: Monday, May 28, 2018 2:29:21 PM
Attachments: [ITT. FOI Request Process Overview.21September2017.Final to MO.pptx](#)
[ATT00001.htm](#)
[MSD - Divisional Contact FOI Process Chart - July 2017.pdf](#)
[ATT00002.htm](#)
[Divisional Contact Instructions.docx](#)
[ATT00003.htm](#)
[Information Management Training for Ministerial Staff - Aug2017 - CITZ \(2\).pdf](#)
[ATT00004.htm](#)

FW: Call for Records MHA-2018-83720 - Due May 31

Meaghan Thumath, RN, MPH, PhD(c.)
Senior MA to the Honourable Judy Darcy
Minister of Mental Health and Addictions
Room 346 Parliament Buildings
Mobile: s.17
Meaghan.Thumath@gov.bc.ca

Begin forwarded message:

From: "Thumath, Meaghan MMHA:EX" <Meaghan.Thumath@gov.bc.ca>
To: "MacDonald, Alex GCPE:EX" <Alex.MacDonald@gov.bc.ca>, "Darcy, Judy MMHA:EX" <Judy.Darcy@gov.bc.ca>
Cc: "Gotto, Sarah F MMHA:EX" <Sarah.Gotto@gov.bc.ca>, "Pommelet, Lisa MMHA:EX" <Lisa.Pommelet@gov.bc.ca>
Subject: Fwd: FOI training materials for ministry staff

Please review attached

Thank you,

Meaghan Thumath, RN, MPH, PhD(c.)
Senior MA to the Honourable Judy Darcy
Minister of Mental Health and Addictions
Room 346 Parliament Buildings
Mobile: s.17
Meaghan.Thumath@gov.bc.ca

M.

Instructions for FOI Divisional Contacts

Role of the Divisional Contact:

When a new FOI Request is received, the FOI office directs the “Call for Records” (CFR) to the Divisional Contact. The Divisional Contact is responsible for circulating the CFR within their Division to the appropriate individuals. They also liaise with our office on behalf of their Division if there are any questions or concerns raised by staff relating to the FOI request.

Search for Records:

- ✓ The search for records must include all records within the custody or control of the Division (emails, LAN, hardcopy records, Executive’s records, all individuals’ personal folders, “confidential” records, contractor records, any electronic filing systems such as TRIM and CLIFF and off-site storage).
When conducting an off-site storage search there should be some reasonable grounds to do so – some belief that responsive records MAY be found. In most circumstances a search of off-site records will not be necessary. The same goes for ‘contractor’ records – there should be a belief they hold responsive records.
- ✓ Please ensure staff note where they searched (ie. emails, LAN, CLIFF, etc.).
- ✓ Please ensure program area staff understand that if they estimate a search **will take longer than 3 hours to gather and prepare records for our office** – they are to notify the Divisional Coordinator immediately who will then advise our office. When a search to gather records is estimated to take more than 3 hours, we will have a ‘Fee Estimate’ issued to the applicant requesting they make an attempt (if possible) to narrow the scope of the request. We will seek additional details from you at such time.
- ✓ If you know that another program area may have responsive records and you have not seen them noted on the ‘Call For Records’ email - please advise our office and we will follow up.
- ✓ Search ‘Deleted Items’ folder.
- ✗ DO NOT search for records outside the Ministry except with specific contractors as necessary.

Submitting Records to our Office:

- ✓ Please ensure that records gathered are “responsive to the wording of the request”. Eg. Do the records fall within the date range requested? Do the records contain information the applicant is seeking?
- ✓ Please ensure any duplicates have been removed.
- ✓ Please ensure all records have been scanned into one clean un-marked pdf.
- ✓ Please ensure that sensitive material (ie. Harms) has been identified by subject matter experts.
- ✓ Please provide the completed ‘Call For Records’ to our team mailbox at: FOI.Inbox@gov.bc.ca

Harms:

Harms generally refers to any information contained within a record that, if it is released, would cause harm to the ministry and/or government. **“Harms” may be provided to us in one of 3 ways:**

1. A marked copy of responsive records (highlighting specific portions – may also include electronic sticky notes with relevant information). *If a ‘marked’ copy of a pdf is provided – please ensure a clean copy is also provided.* We are not able to process records that have been ‘marked’;
2. A general overview of sensitivities in the response email to us, eg. “...contains information of a confidential and on-going matter under negotiation with ...”, “This information/item relates to work the ministry is contemplating ...” This relates to a Cabinet Submission currently being prepared for Cabinet...”; OR
3. Providing the name of the subject matter expert who we may contact to discuss the relevant harms with after our office has had a chance to review the records provided to us.

*The best approach to identify harms is generally determined as a result of the type of request and the records that have been gathered. Where there are only a few records, the review for harms may be a simple act, whereas if the volume of records accounted for several hundred or even thousands of records it would likely be easier to submit them first to us for an initial review.

Overview of Harms: Freedom of Information and Protection of Privacy Act

Section 12: Cabinet Confidences

This section requires a provincial government public body to withhold information that would reveal Cabinet confidences. This section also allows local public bodies to withhold information that was discussed at closed-door (in camera) meetings. ***If information is being flagged as coming under this section – we must know: What is the Status of this item, ie. where is it at in the Cabinet process.**

Section 13: Advice or Recommendations

This section allows a public body to withhold advice or recommendations, a proposed courses of action and quite often – draft materials.

Section 14: Legal Advice

This section allows a public body to withhold communications between itself and its legal counsel.

Section 15: Law Enforcement

Public bodies may withhold information that would harm a law enforcement matter. Ministries will often withhold locations attended (personal safety) and I.T. specifications that could compromise security.

Section 16: Intergovernmental Relations

Matters which could harm the relations between B.C.'s levels of government and governments from other provinces and jurisdictions may be withheld under this section.

Section 17: Financial or Economic Harm

This section allows public bodies to withhold information which, if released, would cause financial or economic harm to the public body or to the government.

Section 21: Harm to Business Interests

Public bodies are often in possession of commercial or financial information of outside businesses and must withhold that information from an applicant if releasing it would cause harm to the business. To apply s21, a three-part test must be met in order to appropriately apply the section.

Section 22: Harm to Personal Privacy

Your personal information belongs to you, and except in very limited circumstances, public bodies must not release your information to anyone but you.



FOI REQUEST PROCESS OVERVIEW – FOR MINISTER’S OFFICE

Kris Ghag

Director, Information Management and Strategic Initiatives

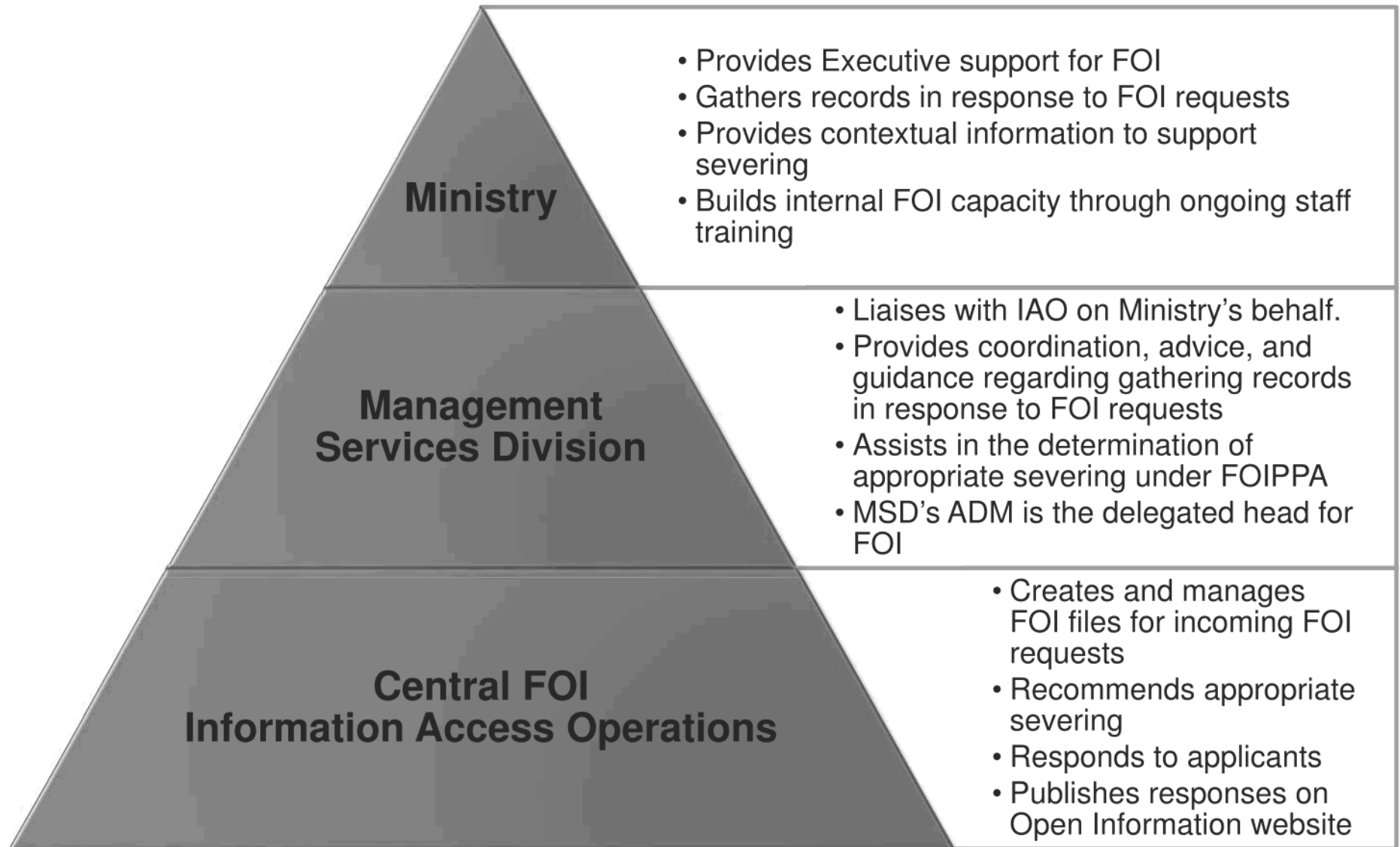
Management Services Division

September 21, 2017

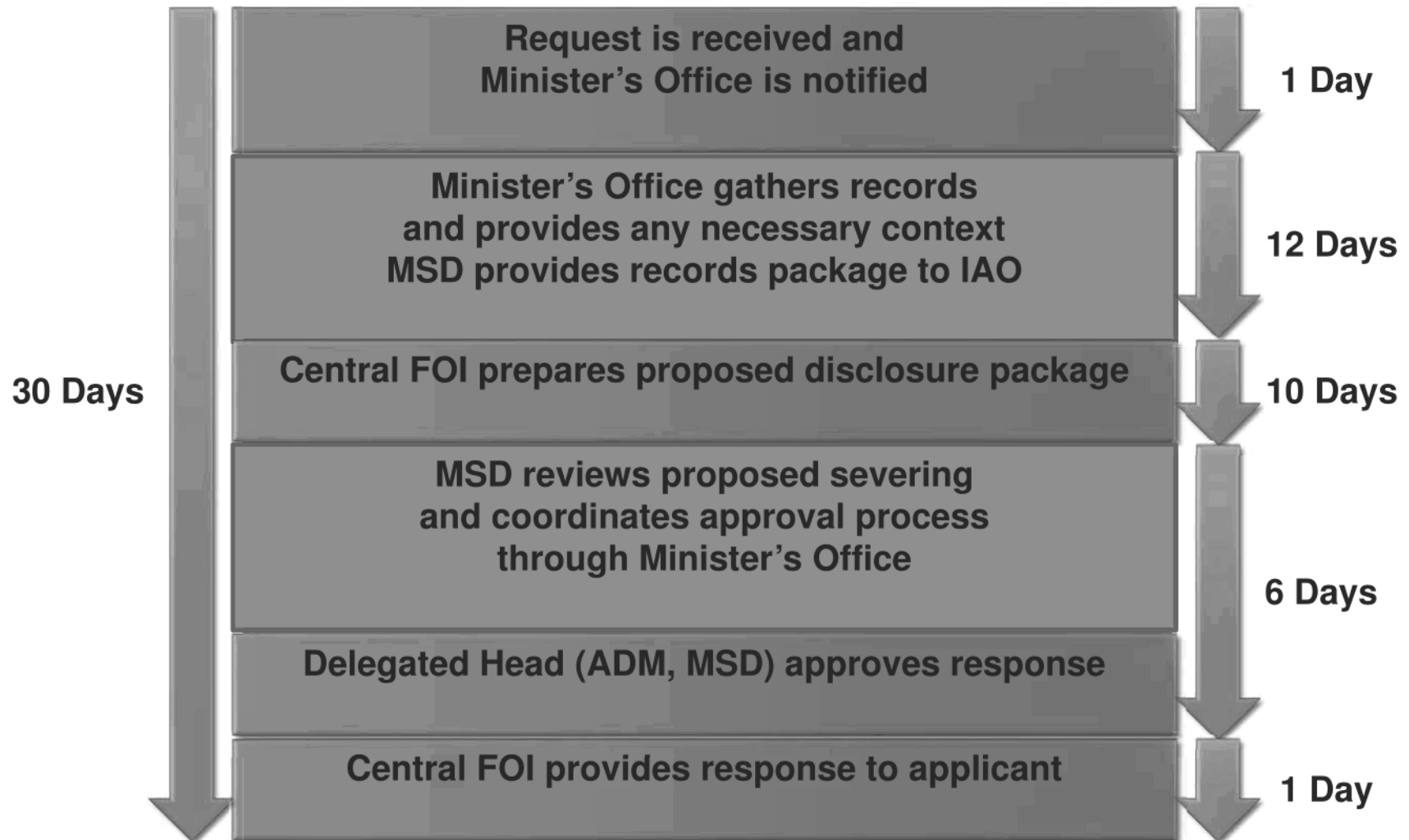
Process Overview – For Minister's Office

- **Government FOI Structure**
- **Current FOI Request Process for the Minister's Office**
- **Ministry's FOI Performance Fiscal Year 2017/18**

Government FOI Structure



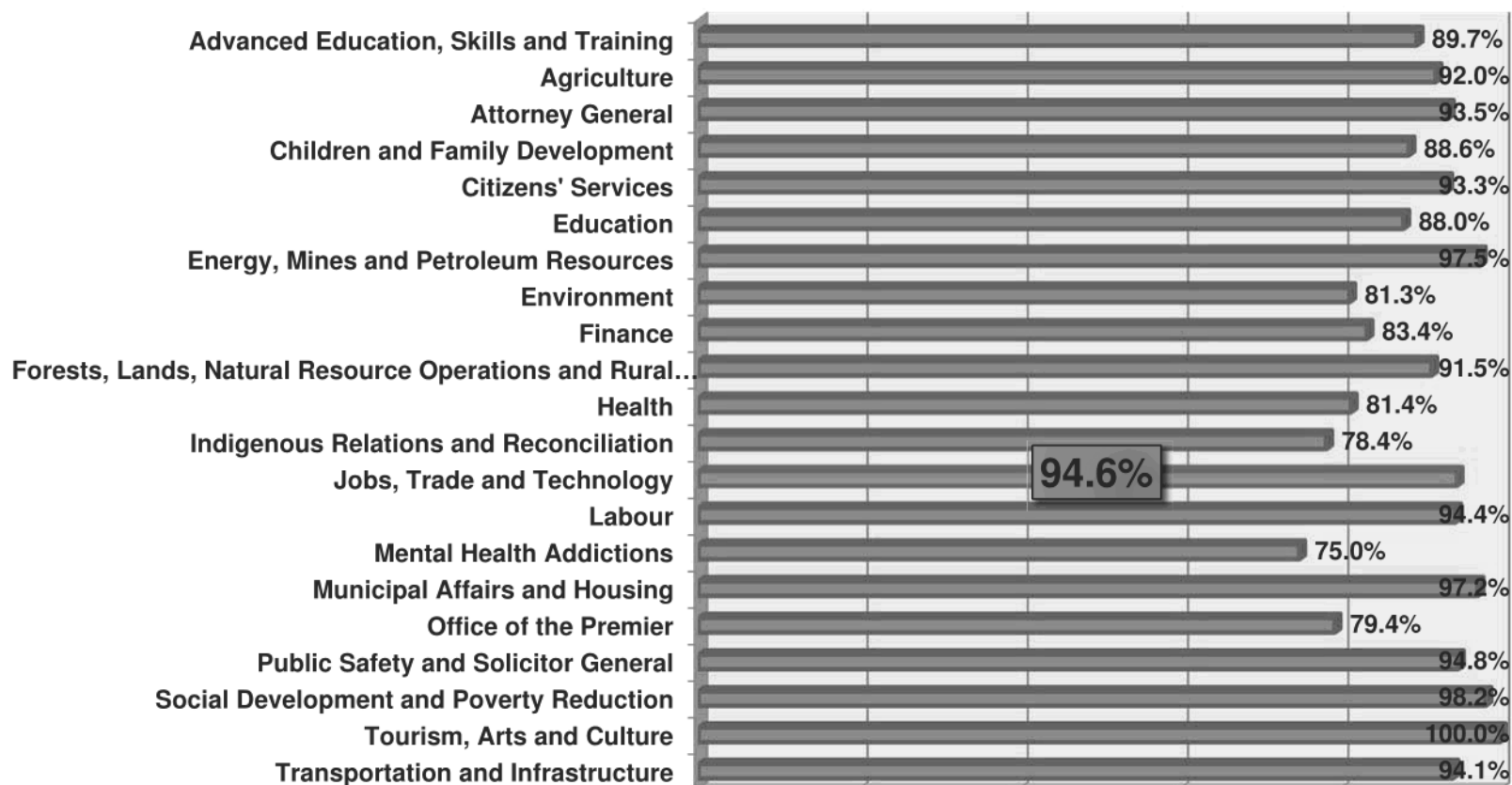
FOI Request Process for the Minister's Office



Ministry's FOI Performance

Fiscal Year 2017/18

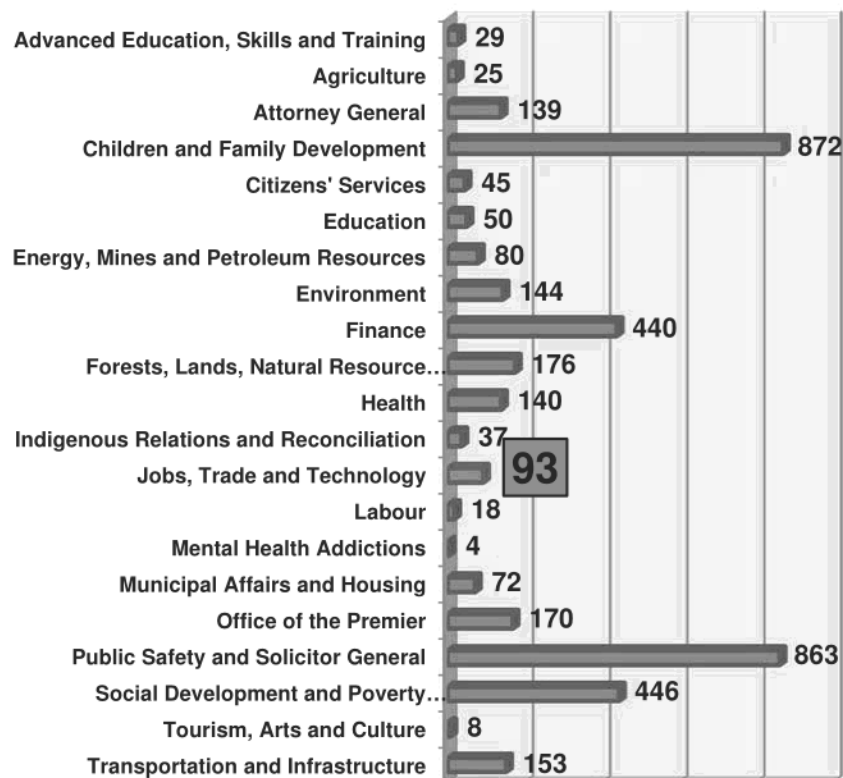
Timeliness



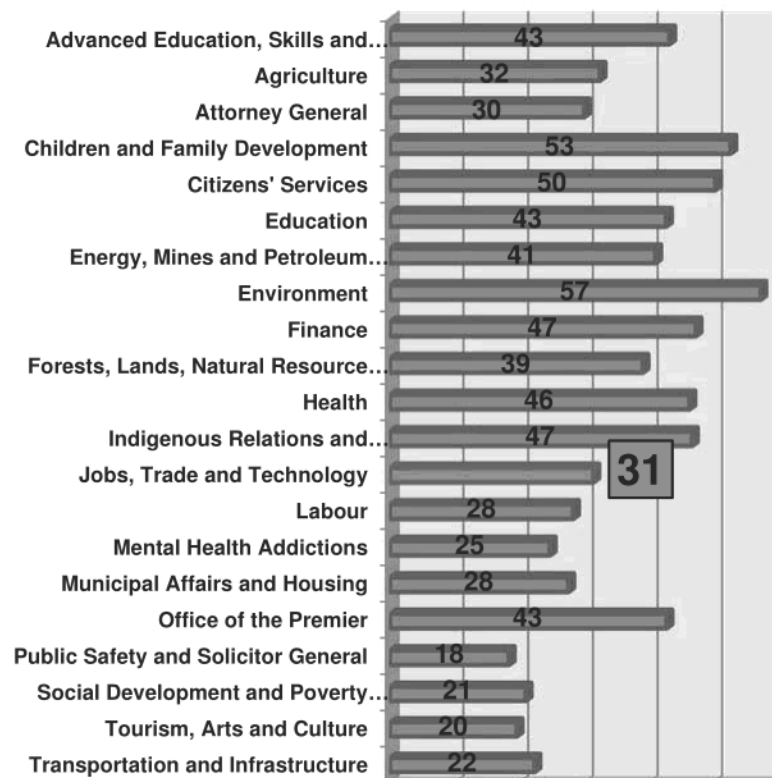
Ministry's FOI Performance

Fiscal Year 2017/18

Files Closed



Average Processing Days

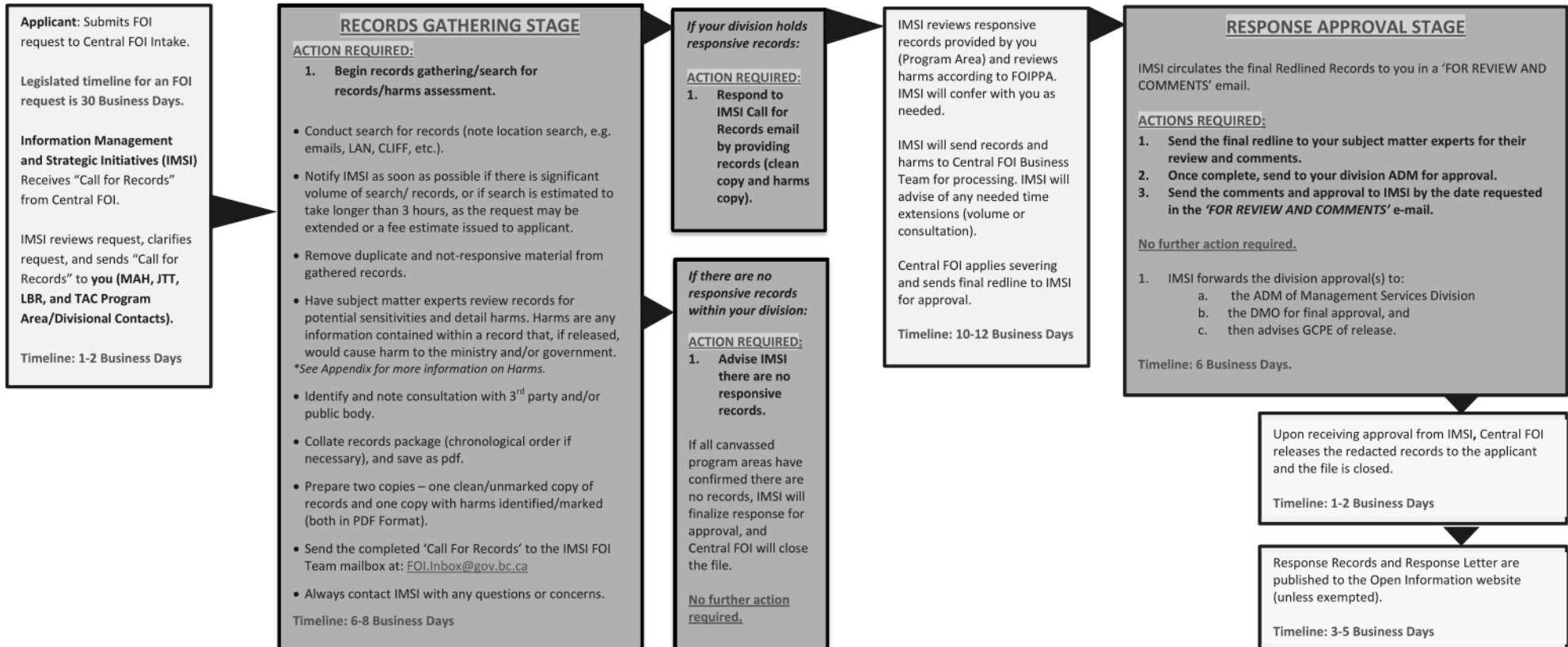


Questions?

Contact:

**Kris Ghag, Director
Information Management and Strategic Initiatives
Management Services Division
Kris.Ghag@gov.bc.ca
250 387-9801**

MSD - FOI PROCESS CHART for Divisional Contacts



From: [Thumath, Meaghan MMHA:EX](#)
To: [Lindsay-Baugh, Anna MMHA:EX](#)
Subject: Fwd: Foi training
Date: Monday, May 28, 2018 2:30:15 PM

FW: Call for Records MHA-2018-83720 - Due May 31

Meaghan Thumath, RN, MPH, PhD(c.)
Senior MA to the Honourable Judy Darcy
Minister of Mental Health and Addictions
Room 346 Parliament Buildings
Mobile s.17
Meaghan.Thumath@gov.bc.ca

Begin forwarded message:

From: "Thumath, Meaghan MMHA:EX" <Meaghan.Thumath@gov.bc.ca>
Date: October 18, 2017 at 10:36:50 AM PDT
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: Re: Foi training

Wonderful, we are in our training so it's just for you and the AAs.

Meaghan Thumath, RN, MPH, PhD(c.)
Senior MA to the Honourable Judy Darcy
Minister of Mental Health and Addictions
Room 346 Parliament Buildings
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Meaghan.Thumath@gov.bc.ca

On Oct 18, 2017, at 10:24 AM, Wade, Debbie MMHA:EX
<Debbie.Wade@gov.bc.ca> wrote:

Hi Meaghan;

Maxine called our Office this morning to book at time. I will discuss with you when you get back to the office.

Thanks!

Debbie Wade
Administrative Co-ordinator to the
Honourable Judy Darcy

Minister of Mental Health and Addictions
Room 346 Parliament Buildings
Ph# 387-9846

From: Thumath, Meaghan MMHA:EX
Sent: Wednesday, October 18, 2017 1:54 AM
To: Ghag, Kris MAH:EX
Cc: Vanzetta, Maxine FIN:EX; Wade, Debbie MMHA:EX
Subject: Re: Foi training

Thank you can you please book with Debbie?

Meaghan Thumath, RN, MPH, PhD(c.)
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Meaghan.Thumath@gov.bc.ca

On Oct 4, 2017, at 9:27 AM, Ghag, Kris MAH:EX
<Kris.Ghag@gov.bc.ca> wrote:

Hi Meaghan,

Absolutely.

My division is actually a corporate service provider for JTT, LBR, MAH, and TAC only but I've reached out the Manager of Access to Information for the Health/Education Sector (she works for government's central FOI office, Information Access Operations and is copied here) and confirmed that she'll follow up with you directly to arrange some training for the MO.

Thanks,

Kris Ghag

A/Director, Information Management and Strategic Initiatives
Management Services Division

Ph: 250 387-9801 | e: Kris.Ghag@gov.bc.ca

From: Thumath, Meaghan MHA:EX
Sent: Wednesday, October 4, 2017 3:30 AM
To: Ghag, Kris MAH:EX
Subject: Foi training

Hi Chris,

Can we get FOI office training for the minister of mental health and addictions office?

Many thanks,

Meaghan Thumath
Senior MA

s.17