

From: [Lindsay-Baugh, Anna MMHA:EX](#)
To: [HLTH FOI Operations HLTH:EX](#)
Cc: [Gotto, Sarah F MMHA:EX](#); [Newhook, Kelly TAC:EX](#)
Subject: Fee estimate MHA-2019-93952
Date: Wednesday, July 17, 2019 6:22:19 PM
Attachments: [CFR MHA-2019-93952 fee estimate.pdf](#)

Please find fee estimate for this request, attached.

Sincerely,

Anna

--

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

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From: HLTH FOI Operations HLTH:EX
Sent: Monday, July 8, 2019 11:16 AM
To: Lindsay-Baugh, Anna MMHA:EX <Anna.LindsayBaugh@gov.bc.ca>
Cc: Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>; Newhook, Kelly TAC:EX <Kelly.Newhook@gov.bc.ca>
Subject: New: Call for Records MHA-2019-93952 Due July 19, 2019

Hi Anna,

1. Please find attached the Call for Records for FOI request described below. Records are due by: July 19, 2019.

Applicant type: *Political Party*

Request Details: *Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages – excluding attachments - sent from the Minister/Minister of State.*

Date Range for Record Search: *From 04/01/2019 To 04/30/2019*
XGR request

2. Please send in your completed CFR and records (pdf) to the Health FOI Inbox at HLTH.FOIOperations@gov.bc.ca - **1 clean** copy and **1 harms** copy indicating specific harms recommendations.
3. Should a fee estimate be necessary, please:
 1. fill out the attached Fee Estimate Questionnaire,
 2. update your email subject line to include 'Fee Estimate HTH-2019-XXXXXX', and
 3. please send to Hlth.FOIOperations@gov.bc.ca by July 12, 2019.
4. If your search produces a **No Records Response** (NRR) **please** have your **Executive Director or ADM approve** before sending as it will not be coming back for final sign-off.

Thank you,

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: HLTH.FOIOperations@gov.bc.ca

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From: Joyce, Sasha <Sasha.Joyce@gov.bc.ca>

Sent: July 5, 2019 1:09 PM

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

Subject: Call for Records MHA-2019-93952 Due July 19, 2019

Hello

Please find attached a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be Derek Turkington

Please send the records to FOI.Health.Education@gov.bc.ca by July 19, 2019.

Request Due Date: August 16, 2019

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits to prove that they have conducted an adequate search for relevant records.

Please do not hesitate to contact your analyst to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- whether staff would be available to discuss the request with the applicant, if the applicant is agreeable;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Thank you,

Sasha Joyce, FOI Analyst
Health / Education Team
Information Access Operations

From: [Lindsay-Baugh, Anna MMHA:EX](#)
To: [HLTH FOI Operations HLTH:EX](#)
Cc: [Newhook, Kelly TAC:EX](#); [Gotto, Sarah F MMHA:EX](#)
Subject: Fee estimate MHA-2019-94137
Date: Wednesday, July 17, 2019 6:32:21 PM
Attachments: [CFR MHA-2019-94137 fee estimate.pdf](#)

Please find fee estimate for this request, attached.

Sincerely,

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

From: HLTH FOI Operations HLTH:EX
Sent: Wednesday, July 17, 2019 10:28 AM
To: Lindsay-Baugh, Anna MMHA:EX <Anna.LindsayBaugh@gov.bc.ca>
Cc: Newhook, Kelly TAC:EX <Kelly.Newhook@gov.bc.ca>; Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Subject: New: Call for Records MHA-2019-94137 Due July 31, 2019

Hi Anna,

1. Please find attached the Call for Records for FOI request described below. Records are due by:
[date]

Applicant type: *Political Party*

Request Details: *Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages – excluding attachments – sent from the Minister's Ministerial Assistant(s), where such a position existed and was staffed.*

Date Range for Record Search: *From 09/25/2018 To 09/30/2018*

2. Please send in your completed CFR and records (pdf) to the Health FOI Inbox at HLTH.FOIOperations@gov.bc.ca - **1 clean** copy and **1 harms** copy indicating specific harms recommendations.
3. Should a fee estimate be necessary, please:
 1. fill out the attached Fee Estimate Questionnaire,

2. update your email subject line to include 'Fee Estimate HTH-2019-XXXXXX', and
3. please send to Hlth.FOIOperations@gov.bc.ca by July 24, 2019.
4. If your search produces a **No Records Response** (NRR) **please** have your **Executive Director or ADM approve** before sending as it will not be coming back for final sign-off.

Thank you,

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: HLTH.FOIOperations@gov.bc.ca

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From: Joyce, Sasha <Sasha.Joyce@gov.bc.ca>

Sent: July 17, 2019 10:01 AM

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

Subject: Call for Records MHA-2019-94137 Due July 31, 2019

Hello

Please find attached a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be Derek Turkington

Please send the records to FOI.Health.Education@gov.bc.ca by July 31, 2019.

Request Due Date: August 29, 2019

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits to prove that they have conducted an adequate search for relevant records.

Please do not hesitate to contact your analyst to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- whether staff would be available to discuss the request with the applicant, if the applicant is agreeable;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or

- any other questions or concerns relating to this request.

Thank you,

Sasha Joyce, FOI Analyst
Health / Education Team
Information Access Operations

From: [HLTH FOI Operations HLTH:EX](#)
To: [Lindsay-Baugh, Anna MMHA:EX](#)
Cc: [HLTH FOI Operations HLTH:EX](#); [Newhook, Kelly TAC:EX](#); [Gotto, Sarah F MMHA:EX](#)
Subject: Narrowing: Fee estimate: MHA-2019-93831
Date: Thursday, July 18, 2019 5:31:38 PM

Hi Anna,

Please see narrowing suggestions from the applicant and let me know if this will reduce or eliminate the fee. Thx.

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: HLTH.FOIOperations@gov.bc.ca

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From: Turkington, Derek CITZ:EX
Sent: July 18, 2019 12:36 PM
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Subject: RE: Fee estimate: MHA-2019-93831

Good afternoon,

Please be advised that the applicant has asked if narrowing the request down to one week, March 1, 2019, to March 9, 2019 will reduce or eliminate the fee. Please advise.

Thank you,

Derek Turkington - FOI Analyst | MADR

Health Education Team, Information Access Operations

derek.turkington@gov.bc.ca | 778-974-5127 |

PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

Acknowledging the traditional Lekwungen Territories on which we work, live and play.

From: Lindsay-Baugh, Anna MMHA:EX
Sent: July 17, 2019 5:59 PM
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Cc: FOI Health Education CITZ:EX <FOI.Health.Education@gov.bc.ca>; Newhook, Kelly TAC:EX <Kelly.Newhook@gov.bc.ca>; Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>
Subject: RE: Fee estimate: MHA-2019-93831

Apologies, please find updated fee estimate with correct number of pages in Section 2, subsection: Volume.

Sincerely,
Anna

From: Lindsay-Baugh, Anna MMHA:EX
Sent: Wednesday, July 17, 2019 5:48 PM
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Cc: FOI Health Education CITZ:EX <FOI.Health.Education@gov.bc.ca>; Newhook, Kelly TAC:EX <Kelly.Newhook@gov.bc.ca>; Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>
Subject: Fee estimate: MHA-2019-93831

Hi there,

Please find fee estimate for this request attached.

Sincerely,
Anna

--

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

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From: HLTH FOI Operations HLTH:EX
Sent: Thursday, July 4, 2019 9:21 AM
To: Lindsay-Baugh, Anna MMHA:EX <Anna.LindsayBaugh@gov.bc.ca>
Cc: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>; FOI Health Education CITZ:EX <FOI.Health.Education@gov.bc.ca>; MacDonald, Alex MMHA:EX <Alex.MacDonald@gov.bc.ca>; Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>
Subject: New: Call for Records MHA-2019-93831 Due July 17, 2019

Hi Anna,

1. **** Does this FOI need to go to another area/division? Please advise ASAP!! ****

Please find attached the Call for Records for FOI request described below. Records are due by: July 17, 2019.

Applicant type: *Political Party*

Request Details: *Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages – excluding attachments – sent from the Minister's Ministerial Assistant(s), where such a position existed and was staffed*

Date Range for Record Search: *From 03/01/2019 To 03/31/2019*
XGR request

2. Please send in your completed CFR and records (pdf) to the Health FOI Inbox at HLTH.FOIOperations@gov.bc.ca - **1 clean** copy and **1 harms** copy indicating specific harms recommendations.
3. Should a fee estimate be necessary, please:
 1. fill out the attached Fee Estimate Questionnaire,
 2. update your email subject line to include 'Fee Estimate HTH-2019-XXXXXX', and
 3. please send to HLTH.FOIOperations@gov.bc.ca by July 10, 2019.
4. If your search produces a **No Records Response** (NRR) **please** have your **Executive Director or ADM approve** before sending as it will not be coming back for final sign-off.

Thank you,

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: HLTH.FOIOperations@gov.bc.ca

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From: Joyce, Sasha <Sasha.Joyce@gov.bc.ca>

Sent: July 3, 2019 11:58 AM

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

Subject: Call for Records MHA-2019-93831 Due July 17, 2019

Hello

Please find attached a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be Derek Turkington

Please send the records to FOI.Health.Education@gov.bc.ca by July 17, 2019.

Request Due Date: August 14, 2019

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits to prove that they have conducted an adequate search for relevant records.

Please do not hesitate to contact your analyst to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- whether staff would be available to discuss the request with the applicant, if the applicant is agreeable;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Thank you,

Sasha Joyce, FOI Analyst
Health / Education Team
Information Access Operations

From: [HLTH FOI Operations HLTH:EX](#)
To: [Newhook, Kelly TAC:EX](#)
Cc: [Lindsay-Baugh, Anna MMHA:EX](#); [Gotto, Sarah F MMHA:EX](#); [HLTH FOI Operations HLTH:EX](#)
Subject: RE: Narrowing: FOI Request MHA-2019-93952 and FOI Request MHA-2019-94137
Date: Thursday, August 1, 2019 5:06:40 PM

Hi Kelly,

Just sending a reminder regarding the narrowing of this request. Please see email string below for full details. Thx.

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: HLTH.FOIOperations@gov.bc.ca

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From: HLTH FOI Operations HLTH:EX
Sent: July 23, 2019 10:49 AM
To: Newhook, Kelly TAC:EX <Kelly.Newhook@gov.bc.ca>
Cc: Lindsay-Baugh, Anna MMHA:EX <Anna.LindsayBaugh@gov.bc.ca>; Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Subject: Narrowing: FOI Request MHA-2019-93952 and FOI Request MHA-2019-94137

Hi Kelly,

Please see IAO's email regarding applicants request to narrow both requests (MHA-2019-93952 and MHA-2019-94137)

IAO's email: *"The applicant has asked if narrowing the request time periods on these would reduce or eliminate the fees. Please advise."*

Please respond asap. Thx.

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: HLTH.FOIOperations@gov.bc.ca

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From: Turkington, Derek CITZ:EX

Sent: July 22, 2019 2:46 PM

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

Subject: FOI Request MHA-2019-93952-FOI Request MHA-2019-94137

Good afternoon,

The applicant has asked if narrowing the request time periods on these would reduce or eliminate the fees. Please advise.

MHA-2019-93952 - April 1, 2019 - April 7, 2019

MHA-2019-94137 - Sept 27, - Sept 28, 2019.

Thank you,

Derek Turkington - FOI Analyst | MADR

Health Education Team, Information Access Operations

derek.turkington@gov.bc.ca | 778-974-5127 |

PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

Acknowledging the traditional Lekwungen Territories on which we work, live and play.

From: [Lindsay-Baugh, Anna MMHA:EX](#)
To: [HLTH FOI Operations HLTH:EX](#)
Cc: [Newhook, Kelly TAC:EX](#); [Gotto, Sarah F MMHA:EX](#)
Subject: RE: Reminder: RE: Fee estimate: MHA-2019-93831
Date: Thursday, August 8, 2019 5:35:40 PM

Hi Darlene,

This narrowed request produces approximately 83 records. At an average of 2 pages per record (so, an estimated 166 pages) responsive to this request. At 30 seconds to convert each record to PDF and 30 seconds to review each record for duplication, that would take approximately 1.38 hours under the preparation section. Narrowing suggestion: if applicant has a specific topic or is looking for emails between specific people the fee will likely be eliminated.

Sincerely,

Anna

--

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

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From: HLTH FOI Operations HLTH:EX
Sent: Thursday, August 1, 2019 5:28 PM
To: Lindsay-Baugh, Anna MMHA:EX <Anna.LindsayBaugh@gov.bc.ca>
Cc: Newhook, Kelly TAC:EX <Kelly.Newhook@gov.bc.ca>; Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Subject: Reminder: RE: Fee estimate: MHA-2019-93831

Hi Anna,

Just sending a reminder regarding the narrowing of the request. Thx.

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: HLTH.FOIOperations@gov.bc.ca

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addressed. If you have received this email in error **please notify the sender immediately**. Any unauthorized copying, disclosure or distribution of the e-mail or the information it contains is strictly forbidden.

From: Turkington, Derek CITZ:EX
Sent: August 1, 2019 9:26 AM
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Subject: RE: Fee estimate: MHA-2019-93831

Good morning,

Just wanted to check in on this request to see if MHA has a response for the applicant. Please advise.

Thank you,

Derek

Good afternoon,

Please be advised that the applicant has asked if narrowing the request down to one week, March 1, 2019, to March 9, 2019 will reduce or eliminate the fee. Please advise.

Thank you,

Derek Turkington - FOI Analyst | MADR
Health Education Team, Information Access Operations
derek.turkington@gov.bc.ca | 778-974-5127 |
PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

Acknowledging the traditional Lekwungen Territories on which we work, live and play.

From: Lindsay-Baugh, Anna MMHA:EX
Sent: July 17, 2019 5:59 PM
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Cc: FOI Health Education CITZ:EX <FOI.Health.Education@gov.bc.ca>; Newhook, Kelly TAC:EX <Kelly.Newhook@gov.bc.ca>; Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>
Subject: RE: Fee estimate: MHA-2019-93831

Apologies, please find updated fee estimate with correct number of pages in Section 2, subsection: Volume.

Sincerely,
Anna

From: Lindsay-Baugh, Anna MMHA:EX
Sent: Wednesday, July 17, 2019 5:48 PM
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Cc: FOI Health Education CITZ:EX <FOI.Health.Education@gov.bc.ca>; Newhook, Kelly TAC:EX <Kelly.Newhook@gov.bc.ca>; Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>
Subject: Fee estimate: MHA-2019-93831

Hi there,

Please find fee estimate for this request attached.

Sincerely,
Anna

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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

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From: HLTH FOI Operations HLTH:EX
Sent: Thursday, July 4, 2019 9:21 AM
To: Lindsay-Baugh, Anna MMHA:EX <Anna.LindsayBaugh@gov.bc.ca>
Cc: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>; FOI Health Education CITZ:EX <FOI.Health.Education@gov.bc.ca>; MacDonald, Alex MMHA:EX <Alex.MacDonald@gov.bc.ca>; Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>
Subject: New: Call for Records MHA-2019-93831 Due July 17, 2019

Hi Anna,

1. **** Does this FOI need to go to another area/division? Please advise ASAP!! ****

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

July 17, 2019.

Applicant type: *Political Party*

Request Details: *Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages – excluding attachments – sent from the Minister's Ministerial Assistant(s), where such a position existed and was staffed*

Date Range for Record Search: *From 03/01/2019 To 03/31/2019*
XGR request

2. Please send in your completed CFR and records (pdf) to the Health FOI Inbox at HLTH.FOIOperations@gov.bc.ca - **1 clean** copy and **1 harms** copy indicating specific harms recommendations.
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4. If your search produces a **No Records Response** (NRR) **please** have your **Executive Director or ADM approve** before sending as it will not be coming back for final sign-off.

Thank you,

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: HLTH.FOIOperations@gov.bc.ca

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From: Joyce, Sasha <Sasha.Joyce@gov.bc.ca>

Sent: July 3, 2019 11:58 AM

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

Subject: Call for Records MHA-2019-93831 Due July 17, 2019

Hello

Please find attached a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be Derek Turkington

Please send the records to FOI.Health.Education@gov.bc.ca by July 17, 2019.

Request Due Date: August 14, 2019

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits to prove that they have conducted an adequate search for relevant records.

Please do not hesitate to contact your analyst to discuss:

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- whether the information is being prepared for public release or is already publicly available;
- whether staff would be available to discuss the request with the applicant, if the applicant is agreeable;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Thank you,

Sasha Joyce, FOI Analyst
Health / Education Team
Information Access Operations

From: [Lindsay-Baugh, Anna MMHA:EX](#)
To: [HLTH FOI Operations HLTH:EX](#); [Newhook, Kelly TAC:EX](#)
Cc: [Gotto, Sarah F MMHA:EX](#)
Subject: RE: Narrowing: FOI Request MHA-2019-93952 and FOI Request MHA-2019-94137
Date: Friday, August 9, 2019 12:56:27 PM

Hi there,

For the narrowed request for 93952:

This narrowed request produces approximately 17 records. At an average of 2 pages per record (so, an estimated 34 pages) responsive to this request. At 30 seconds to convert each record to PDF and 30 seconds to review each record for duplication, that would take approximately 0.28 hours under the preparation section. Narrowing suggestion: if applicant has a specific topic or is looking for emails between specific people the fee will likely be eliminated.

Sincerely,

Anna

--

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

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From: HLTH FOI Operations HLTH:EX
Sent: Thursday, August 1, 2019 5:07 PM
To: Newhook, Kelly TAC:EX <Kelly.Newhook@gov.bc.ca>
Cc: Lindsay-Baugh, Anna MMHA:EX <Anna.LindsayBaugh@gov.bc.ca>; Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Subject: RE: Narrowing: FOI Request MHA-2019-93952 and FOI Request MHA-2019-94137

Hi Kelly,

Just sending a reminder regarding the narrowing of this request. Please see email string below for full details. Thx.

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: HLTH.FOIOperations@gov.bc.ca

 **Please consider the environment before printing this email**

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From: HLTH FOI Operations HLTH:EX
Sent: July 23, 2019 10:49 AM
To: Newhook, Kelly TAC:EX <Kelly.Newhook@gov.bc.ca>
Cc: Lindsay-Baugh, Anna MMHA:EX <Anna.LindsayBaugh@gov.bc.ca>; Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Subject: Narrowing: FOI Request MHA-2019-93952 and FOI Request MHA-2019-94137

Hi Kelly,

Please see IAO's email regarding applicants request to narrow both requests (MHA-2019-93952 and MHA-2019-94137)

IAO's email: *"The applicant has asked if narrowing the request time periods on these would reduce or eliminate the fees. Please advise."*

Please respond asap. Thx.

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: HLTH.FOIOperations@gov.bc.ca

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From: Turkington, Derek CITZ:EX
Sent: July 22, 2019 2:46 PM
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Subject: FOI Request MHA-2019-93952-FOI Request MHA-2019-94137

Good afternoon,

The applicant has asked if narrowing the request time periods on these would reduce or eliminate the fees. Please advise.

MHA-2019-93952 - April 1, 2019 - April 7, 2019

MHA-2019-94137 - Sept 27, - Sept 28, 2019.

Thank you,

Derek Turkington - FOI Analyst | MADR

Health Education Team, Information Access Operations

derek.turkington@gov.bc.ca | 778-974-5127 |

PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

Acknowledging the traditional Lekwungen Territories on which we work, live and play.

From: [HLTH FOI Operations HLTH:EX](#)
To: [Lindsay-Baugh, Anna MMHA:EX](#)
Cc: [HLTH FOI Operations HLTH:EX](#); [Newhook, Kelly TAC:EX](#); [Gotto, Sarah F MMHA:EX](#)
Subject: FW: Revised fee estimate/Narrowing: MHA-2019-94137
Date: Friday, September 6, 2019 4:34:54 PM

Hi Anna,

Just following up on the status of the narrowing suggestions. Thx, Darlene.

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: HLTH.FOIOperations@gov.bc.ca

 **Please consider the environment before printing this email**

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From: Joyce, Sasha CITZ:EX
Sent: September 6, 2019 12:07 PM
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Cc: Galloway, Clinton CITZ:EX <Clinton.Galloway@gov.bc.ca>
Subject: FW: Revised fee estimate/Narrowing: MHA-2019-94137

Hi Darlene,

Just following up on this one? Has the fee been eliminated?

Please advise ASAP as this one is currently still on hold.

Thank you,

Sasha Joyce | Junior FOI Analyst | Information Access Operations | Ministry of Citizens' Services
-Ph: 250-387-7851 (please use all 10 numbers when dialing) | **e:** sasha.joyce@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Boyd, Melissa CITZ:EX
Sent: August 13, 2019 7:59 AM
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Cc: FOI Health Education CITZ:EX <FOI.Health.Education@gov.bc.ca>
Subject: RE: Revised fee estimate/Narrowing: MHA-2019-94137

Hi Patty,

Yes, the applicant would like to narrow to the one day – September 27, 2018.

Thank you,

Melissa

Melissa Boyd | FOI Specialist | Health/Education Team | Information Access Operations | Ministry of Citizens' Services

Ph: 778 698-2867 | **e:** Melissa.Boyd@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: HLTH FOI Operations HLTH:EX
Sent: August 9, 2019 3:55 PM
To: Boyd, Melissa CITZ:EX <Melissa.Boyd@gov.bc.ca>
Cc: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Subject: RE: Revised fee estimate/Narrowing: MHA-2019-94137

Just confirming its narrowed to the one day?

Patty Currie | FOI, Litigation and Reporting
Phone: 250 952 3276

From: Boyd, Melissa CITZ:EX
Sent: August 9, 2019 2:49 PM
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Cc: FOI Health Education CITZ:EX <FOI.Health.Education@gov.bc.ca>
Subject: RE: Revised fee estimate/Narrowing: MHA-2019-94137

Hello,

The revised estimate was sent to the applicant and they were advised that narrowing to specific topics or looking for emails between specific people will likely eliminate the fee. The applicant is asking if narrowing the date range to September 27, 2018 only will eliminate the fee. Please advise. If a fee still applies, please send a revised estimate.

Thank you,

Melissa

Melissa Boyd | FOI Specialist | Health/Education Team | Information Access Operations | Ministry of Citizens' Services

Ph: 778 698-2867 | **e:** Melissa.Boyd@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: HLTH FOI Operations HLTH:EX
Sent: August 9, 2019 9:08 AM
To: FOI Health Education CITZ:EX <FOI.Health.Education@gov.bc.ca>

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

Subject: Revised fee estimate/Narrowing: MHA-2019-94137

Hi there,

Please see the email below from the MO with a revised fee estimate and narrowing suggestion.

Tks, Patty

Patty Currie | FOI, Litigation and Reporting

Phone: 250 952 3276

From: Lindsay-Baugh, Anna MMHA:EX

Sent: August 8, 2019 5:22 PM

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

Cc: Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>; Newhook, Kelly TAC:EX <Kelly.Newhook@gov.bc.ca>

Subject: RE: Follow up: Narrowing: MHA-2019-94137

Hi Patty,

This narrowed request produces approximately 21 records. At an average of 2 pages per record (so, an estimated 42 pages) responsive to this request. At 30 seconds to convert each record to PDF and 30 seconds to review each record for duplication, that would take approximately 0.35 hours under the preparation section. Narrowing suggestion: if applicant has a specific topic or is looking for emails between specific people the fee will likely be eliminated.

Sincerely,

Anna

From: HLTH FOI Operations HLTH:EX

Sent: Tuesday, August 6, 2019 1:13 PM

To: Lindsay-Baugh, Anna MMHA:EX <Anna.LindsayBaugh@gov.bc.ca>

Cc: Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>; Newhook, Kelly TAC:EX <Kelly.Newhook@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>

Subject: Follow up: Narrowing: MHA-2019-94137

Hi Anna,

Just following up on the question below – **narrowed search dates to Sept 27 to 28, 2018** – would this eliminate the fee??. Tks, Patty

Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages – excluding attachments – sent from the Minister's Ministerial Assistant(s), where such a position existed and was staffed. (Date Range for Record Search: From 09/25/2018 To 09/30/2018)

Patty Currie | FOI, Litigation and Reporting

Phone: 250 952 3276

From: HLTH FOI Operations HLTH:EX
Sent: July 23, 2019 10:49 AM
To: Newhook, Kelly TAC:EX <Kelly.Newhook@gov.bc.ca>
Cc: Lindsay-Baugh, Anna MMHA:EX <Anna.LindsayBaugh@gov.bc.ca>; Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Subject: Narrowing: FOI Request MHA-2019-93952 and FOI Request MHA-2019-94137

Hi Kelly,

Please see IAO's email regarding applicants request to narrow both requests (MHA-2019-93952 and MHA-2019-94137)

IAO's email: *"The applicant has asked if narrowing the request time periods on these would reduce or eliminate the fees. Please advise."*

Please respond asap. Thx.

Darlene Grieve | FOI Coordinator
FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch
Ministry of Health | phone: 250 952 1509 | email: HLTH.FOIOperations@gov.bc.ca

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From: Turkington, Derek CITZ:EX
Sent: July 22, 2019 2:46 PM
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Subject: FOI Request MHA-2019-93952-FOI Request MHA-2019-94137

Good afternoon,

The applicant has asked if narrowing the request time periods on these would reduce or eliminate the fees. Please advise.

MHA-2019-93952 - April 1, 2019 - April 7, 2019

MHA-2019-94137 - Sept 27, - Sept 28, 2019.

Thank you,

Derek Turkington - FOI Analyst | MADR
Health Education Team, Information Access Operations

derek.turkington@gov.bc.ca | 778-974-5127 |
PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

Acknowledging the traditional Lekwungen Territories on which we work, live and play.

From: [Lindsay-Baugh, Anna MMHA:EX](#)
To: [HLTH FOI Operations HLTH:EX](#); [Newhook, Kelly TAC:EX](#)
Cc: [Gotto, Sarah F MMHA:EX](#)
Subject: RE: Re-narrowing: Revised fee estimate/Narrowing: MHA-2019-94137
Date: Friday, September 13, 2019 3:45:04 PM

Hi Darlene,

This narrowed request produces approximately 10 records. At an average of 2 pages per record (so, an estimated 20 pages) responsive to this request. At 30 seconds to convert each record to PDF and 30 seconds to review each record for duplication, that would take approximately 0.17 hours under the preparation section. Narrowing suggestion: if applicant has a specific topic or is looking for emails between specific people the fee will likely be eliminated.

Anna

From: HLTH FOI Operations HLTH:EX
Sent: Tuesday, August 13, 2019 12:37 PM
To: Lindsay-Baugh, Anna MMHA:EX <Anna.LindsayBaugh@gov.bc.ca>; Newhook, Kelly TAC:EX <Kelly.Newhook@gov.bc.ca>
Cc: Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Subject: Re-narrowing: Revised fee estimate/Narrowing: MHA-2019-94137

Hi Anna/Kelly,

Please see IAO's email below for full details.

The applicant is asking if **narrowing the date range to September 27, 2018 only** will eliminate the fee. Please advise. If a fee still applies, please send a revised estimate. Thx.

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: HLTH.FOIOperations@gov.bc.ca

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From: Boyd, Melissa CITZ:EX
Sent: August 9, 2019 2:49 PM
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Cc: FOI Health Education CITZ:EX <FOI.Health.Education@gov.bc.ca>
Subject: RE: Revised fee estimate/Narrowing: MHA-2019-94137

Hello,

The revised estimate was sent to the applicant and they were advised that narrowing to specific topics or looking for emails between specific people will likely eliminate the fee. The applicant is asking if narrowing the date range to September 27, 2018 only will eliminate the fee. Please advise. If a fee still applies, please send a revised estimate.

Thank you,

Melissa

Melissa Boyd | FOI Specialist | Health/Education Team | Information Access Operations | Ministry of Citizens' Services

Ph: 778 698-2867 | **e:** Melissa.Boyd@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: HLTH FOI Operations HLTH:EX
Sent: August 9, 2019 9:08 AM
To: FOI Health Education CITZ:EX <FOI.Health.Education@gov.bc.ca>
Cc: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Subject: Revised fee estimate/Narrowing: MHA-2019-94137

Hi there,
Please see the email below from the MO with a revised fee estimate and narrowing suggestion.

Tks, Patty

Patty Currie | FOI, Litigation and Reporting
Phone: 250 952 3276

From: Lindsay-Baugh, Anna MMHA:EX
Sent: August 8, 2019 5:22 PM
To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Cc: Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>; Newhook, Kelly TAC:EX <Kelly.Newhook@gov.bc.ca>
Subject: RE: Follow up: Narrowing: MHA-2019-94137

Hi Patty,

This narrowed request produces approximately 21 records. At an average of 2 pages per record (so, an estimated 42 pages) responsive to this request. At 30 seconds to convert each record to PDF and 30 seconds to review each record for duplication, that would take approximately 0.35 hours under the preparation section. Narrowing suggestion: if applicant has a specific topic or is looking for emails between specific people the fee will likely be eliminated.

Sincerely,
Anna

From: HLTH FOI Operations HLTH:EX
Sent: Tuesday, August 6, 2019 1:13 PM
To: Lindsay-Baugh, Anna MMHA:EX <Anna.LindsayBaugh@gov.bc.ca>
Cc: Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>; Newhook, Kelly TAC:EX <Kelly.Newhook@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Subject: Follow up: Narrowing: MHA-2019-94137

Hi Anna,

Just following up on the question below – **narrowed search dates to Sept 27 to 28, 2018** – would this eliminate the fee??. Tks, Patty

Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages – excluding attachments – sent from the Minister's Ministerial Assistant(s), where such a position existed and was staffed. (Date Range for Record Search: From 09/25/2018 To 09/30/2018)

Patty Currie | FOI, Litigation and Reporting
Phone: 250 952 3276

From: HLTH FOI Operations HLTH:EX
Sent: July 23, 2019 10:49 AM
To: Newhook, Kelly TAC:EX <Kelly.Newhook@gov.bc.ca>
Cc: Lindsay-Baugh, Anna MMHA:EX <Anna.LindsayBaugh@gov.bc.ca>; Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>; HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Subject: Narrowing: FOI Request MHA-2019-93952 and FOI Request MHA-2019-94137

Hi Kelly,

Please see IAO's email regarding applicants request to narrow both requests (MHA-2019-93952 and MHA-2019-94137)

IAO's email: *"The applicant has asked if narrowing the request time periods on these would reduce or eliminate the fees. Please advise."*

Please respond asap. Thx.

Darlene Grieve | FOI Coordinator
FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch
Ministry of Health | phone: 250 952 1509 | email: HLTH.FOIOperations@gov.bc.ca

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From: Turkington, Derek CITZ:EX
Sent: July 22, 2019 2:46 PM

To: HLTH FOI Operations HLTH:EX <HLTH.FOIOperations@gov.bc.ca>
Subject: FOI Request MHA-2019-93952-FOI Request MHA-2019-94137

Good afternoon,

The applicant has asked if narrowing the request time periods on these would reduce or eliminate the fees. Please advise.

MHA-2019-93952 - April 1, 2019 - April 7, 2019

MHA-2019-94137 - Sept 27, - Sept 28, 2019.

Thank you,

Derek Turkington - FOI Analyst | MADR

Health Education Team, Information Access Operations

derek.turkington@gov.bc.ca | 778-974-5127 |

PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

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GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Political Party	July 2, 2019	Derek Turkington	July 10, 2019	July 17, 2019

REQUEST DETAILS:

Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages – excluding attachments – sent from the Minister's Ministerial Assistant(s), where such a position existed and was staffed (Date Range for Record Search: From 03/01/2019 To 03/31/2019)

XGR request

Section 1: Initial Records Assessment

Do you hold responsive records? If no, please provide an explanation that can be given to the applicant (if applicable): YES ☒ NO ☐

Are you aware of other records that may be responsive to this request within your Ministry? 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:

NO RECORDS RESPONSE APPROVAL:

Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.

Final Public Body Approval (Full name, Title)	Signature:	Date:

Section 2: Fee Estimate — General Request only (if this is a Personal Request skip to Section 3)

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

Search

Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

Producing records

Tasks may include:

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

Estimated Hours

Actual Hours

Volume

Electronic files (in pages):

*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages Actual Pages

Email with attachments:

Estimated Pages Actual Pages

*Other documents

Estimated Pages Actual Pages

Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
 - If in legal sized folders - 1,800 pages
 - If in letter sized folders - 2,200 pages

Estimated Pages Actual Pages

Preparation

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours Actual Hours

Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.

This request produces approximately 323 email records at an average of 2 pages per record (so, an estimated 646 pages) responsive to this request. At 30 seconds to convert each record to PDF and 30 seconds to review each record for duplication, that would take approximately hours 5.4 under the preparation section. Narrowing suggestion: if applicant has a specific topic or is looking for emails between specific people the fee will likely be eliminated.

Could release of any/all of the responsive records potentially cause harm?

YES ☐

NO ☐

***Harm** – Disclosure of the records would significantly harm the ministry's position, or a third party's interests on a given topic. The harm 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 ministry executive and/or Government Communications and Public Engagement office.)

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

- 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 used 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?

(GENERAL REQUEST ONLY)-

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

Section 4: Contact Information

Who completed this form? (Full Name, Title):

Phone Number:

Date:

Anna Lindsay-Baugh

778-677-4091

July 17 2019

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Political Party	July 2, 2019	Derek Turkington	July 10, 2019	July 17, 2019

REQUEST DETAILS:

Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages – excluding attachments – sent from the Minister's Ministerial Assistant(s), where such a position existed and was staffed (Date Range for Record Search: From 03/01/2019 To 03/31/2019)

XGR request

Section 1: Initial Records Assessment

Do you hold responsive records? If no, please provide an explanation that can be given to the applicant (if applicable): YES ☒ NO ☐

Are you aware of other records that may be responsive to this request within your Ministry? 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:

NO RECORDS RESPONSE APPROVAL:

Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.

Final Public Body Approval (Full name, Title)	Signature:	Date:

Section 2: Fee Estimate — General Request only (if this is a Personal Request skip to Section 3)

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

Search

Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

Producing records

Tasks may include:

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

Estimated Hours

Actual Hours

Volume

Electronic files (in pages):

*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages

646

Actual Pages

Email with attachments:

Estimated Pages

Actual Pages

*Other documents

Estimated Pages

Actual Pages

Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
 - If in legal sized folders - 1,800 pages
 - If in letter sized folders - 2,200 pages

Estimated Pages

Actual Pages

Preparation

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours

5.4

Actual Hours

Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.

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Could release of any/all of the responsive records potentially cause harm?

YES ☐ NO ☐

***Harm – Disclosure of the records would significantly harm the ministry's position, or a third party's interests on a given topic. The harm's 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 harm's assessment should be communicated to your ministry executive and/or Government Communications and Public Engagement office.)**

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

- 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 used 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?

(GENERAL REQUEST ONLY)-

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

Section 4: Contact Information

Who completed this form? (Full Name, Title):

Phone Number:

Date:

Anna Lindsay-Baugh

778-677-4091

July 17 2019

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Political Party	July 4, 2019	Derek Turkington	July 12, 2019	July 19, 2019

REQUEST DETAILS:

Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages – excluding attachments - sent from the Minister/Minister of State. (Date Range for Record Search: From 04/01/2019 To 04/30/2019)
XGR request

Section 1: Initial Records Assessment

Do you hold responsive records? If no, please provide an explanation that can be given to the applicant (if applicable):	YES <input checked="" type="radio"/> NO <input type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?	YES <input type="radio"/> NO <input type="radio"/>
Are you aware of other records that may be responsive to this request held by another public body?	YES <input type="radio"/> NO <input type="radio"/>
If yes, specify:	

NO RECORDS RESPONSE APPROVAL:

Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.

Final Public Body Approval (Full name, Title)	Signature:	Date:

Section 2: Fee Estimate — General Request only (if this is a Personal Request skip to Section 3)

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Search

Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours	<input type="text"/>
Actual Hours	<input type="text"/>

Producing records

Tasks may include:

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

Estimated Hours	<input type="text"/>
Actual Hours	<input type="text"/>

Volume

Electronic files (in pages):

*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Email with attachments:

*Other documents

Estimated Pages Actual Pages

Estimated Pages Actual Pages

Estimated Pages Actual Pages

Estimated Pages Actual Pages

Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
 - If in legal sized folders - 1,800 pages
 - If in letter sized folders - 2,200 pages

Preparation

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours Actual Hours

Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.

This request produces approximately 76 records. At an average of 2 pages per record (so, an estimated 152 pages) responsive to this request. At 30 seconds to convert each record to PDF and 30 seconds to review each record for duplication, that would take approximately 1.27 hours under the preparation section. Narrowing suggestion: if applicant has a specific topic or is looking for emails between specific people the fee will likely be eliminated.

Could release of any/all of the responsive records potentially cause harm?

YES ☐

NO ☐

***Harm – Disclosure of the records would significantly harm the ministry's position, or a third party's interests on a given topic. The harm 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 ministry executive and/or Government Communications and Public Engagement office.)**

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

- 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 used 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?

(GENERAL REQUEST ONLY)-

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

Section 4: Contact Information

Who completed this form? (Full Name, Title):

Phone Number:

Date:

Anna Lindsay-Baugh

778-677-4091

July 17 2019

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)