

From: FOI Economy Sector MUNI:EX(Luke.Rioux@gov.bc.ca)
To: FOI.Inbox@gov.bc.ca, FOI Economy Sector MUNI:EX
To: FOI.Inbox@gov.bc.ca, FOI Economy Sector MUNI:EX
Subject: New CFR -XXX-XXX-XXXXX - IAO Analyst Name
Sent: 03/09/2023 18:57:20

*** Attach CFR form pulled from the Mod site ***

-
Pulled from Modernization site:

Request from: [Applicant type]

Wording:

-
**Insert wording here from the Mod site*

XGR: (if applicable)

Records due: Date

LDD: Date

From: FOI Economy Sector MAH:EX(Taran.Bhangu@gov.bc.ca)
To: FOI.Inbox@gov.bc.ca, FOI Economy Sector MAH:EX
Subject: REMINDER | CFR XXX-XXXX-XXXX | [PLS FWD ORIGINAL CFR/SIGN OFF]
Sent: 09/03/2020 18:25:26

Good morning/afternoon,

This is a friendly reminder that we are seeking a response from Program Area | DMO | MO.

From: FOI Economy Sector MUNI:EX(Luke.Rioux@gov.bc.ca)
To: FOI.Inbox@gov.bc.ca, FOI Economy Sector MUNI:EX
To: FOI.Inbox@gov.bc.ca, FOI Economy Sector MUNI:EX
Subject: RESPONSE TO A REQUEST FOR PARTIALTRANSFER/FULL TRANSFER: FOIPPA
Request Number
Sent: 08/03/2023 18:37:17

Hello (**Name**),

Thank you for your email of **DATE** requesting a transfer to the **Ministry of XXXXXX**.

Our office has been advised by (**name of program area if possible**) that they do not have any records relating to the request below.

This line is optional: They have suggested that (**name of another Ministry**) may have records.

Please be advised that the ministry does not accept a **partial transfer/full transfer**.

Thank you,

From: FOI Economy Sector MAH:EX(Taran.Bhangu@gov.bc.ca)
To: FOI.Inbox@gov.bc.ca, FOI Economy Sector MAH:EX
Subject: CONSULTATION COMPLETE (File Number/Summary)
Sent: 10/28/2020 20:55:05

Good afternoon,

Thank you for consulting with (name of Ministry in full and provide acronym in brackets).

The Ministry has completed its review; severing recommendations are **highlighted** with comments on the following pages: **or the ministry has completed its review and recommends full disclosure or the ministry views the records as non responsive.**

This response has been approved by Executive.

If your ministry does not agree with the severing recommendations please notify our office as soon as possible, prior to release.

Regards,

Orientation Plan

FOI Unit

Time Period	Outline	Comments/Notes
Pre-start date	<ul style="list-style-type: none"> Corporate Onboarding Documentation MUNI Orientation and Welcome Guide <p>Other contacts:</p> <ul style="list-style-type: none"> IT Branch Coordinator for Economy Sector Strategic Human Resources Health and Safety and JOSHC IAO Business Team - FOI Analysts 	✓
Week 1	<p>Tools and Workplace:</p> <ul style="list-style-type: none"> Onsite walkthrough - 800 Johnson, including bike room Printer Fob & Building Pass Computer & Multi-Factor Authentication device Phone <p>Health and Safety:</p> <ul style="list-style-type: none"> New Employee Health & Safety Orientation Checklist Ergonomic Assessment First Aid Attendants Site safety walkabout and emergency evacuation plan: Emergency Planning & Floor Warden Working alone procedures <p>Who We Are:</p> <ul style="list-style-type: none"> Meet and greet with the team Review Economy Sector Ministries and Organization charts Explore the Economy Sector intranet Review the MUNI Welcome and Orientation Guide Visit the Economy Sector FOI site Read the Information Management Policy and Procedures (FOI IM P&P) Review service plan and mandate letter of MMA, JEDI, LBR and TAC Review the FOI Business Plan and the FOI Work Plan <p>Agreements and Work Environment:</p> <ul style="list-style-type: none"> Roles and Responsibilities Work schedule and Telework Agreement Probation period Leave and Time off Appropriate Use of Information Agreement Mandatory PSA Courses and role-based training as per FOI IM P&P <p>Other Courses of Interest:</p> <ul style="list-style-type: none"> FOIPPA Foundations www.gov.bc.ca/privacytraining. <i>Personal Information Protection of Privacy Act (PIPA)</i> BC Information and Privacy Certificate Program (BCIP) Privacy Impact Assessments Information Incidents 	✓
Week 2	<p>Setup IMSI systems and Access: (Some of the processes are set up prior to the employee's start date)</p> <ul style="list-style-type: none"> EDRMS LAN eApps FOI Modernization system Shared Outlook inbox IAO file share Bookmark frequently used site 	✓

Date:
Page 1

Orientation Plan

FOI Unit

	<p>Other contacts:</p> <ul style="list-style-type: none"> • Correspondence team • Procurement Team • Financial Operations team <p>Meetings:</p> <ul style="list-style-type: none"> • Add re-occurring meetings to calendar • Discuss regular meetings noted in IM P&P <p>Receive Introductory Training:</p> <ul style="list-style-type: none"> • FOI Modernization System • MMA, JEDI, LBR, TAC trackers • FOI Economy Sector shared mailbox • Filing in EDRMS • Daily tasks <p>Discuss ongoing Projects:</p> <ul style="list-style-type: none"> • Weekly reporting • Ministry training 	
Week 3-4	<p>Work Assignment:</p> <ul style="list-style-type: none"> • Begin working on simple requests • Shadow more complex requests 	✓
Month 2 and 3	<p>Personal and Professional Development</p> <ul style="list-style-type: none"> • My Performance Profile (MPP) • 3-month review and feedback <p>Work Assignment:</p> <ul style="list-style-type: none"> • Begin working on more complex requests • Progress to increasing independence on files 	✓

Date:
Page 2

From: (Vicki.Hudson@gov.bc.ca)

Subject: FOR FINAL APPROVAL: Response due month/day | xxx-xxxx-xxxxx (Short Description) - XX pages

Sent: 05/03/2023 22:04:57

Good morning/afternoon,

Please reply with comments/approval to FOI.Inbox@gov.bc.ca by **Day, Month, Year**. The LDD for this request is **Day, Month, Year**. (only include LDD when sending to delegated head)

Request Wording:

[Request Wording]

Note to Reviewers: (LBR Packages will no longer have green sticky notes)

- Cross Government Request: XGR-xxx-xxx (if applicable)
- Records were provided by [program area].
- Recommended severing is identified by red boxes. OR Full disclosure recommended. OR
- The green sticky notes have been provided by the IAO analyst assigned to this request. The sticky notes may include information such as public links, notification on consultations, severing rationale, etc.
- Our office has reviewed and highlighted additional severing recommendations on the following pages.
 - Page #: section(s). Please respond to the sticky note.
- ED and ADM have approved.
- Seeking approval from ED Name. Once approved by ED, please forward the package to the ADMO for ADM Name's final review and approval.
- Once approved by ADM, the package will be forwarded to DM Name for sign-off. (note that LBR's delegated head is DM and ED Jason Gabitous)
- This package will be published on Open Information. OR will NOT be published on Open Information.

Thank you,

From: FOI Economy Sector MAH:EX(Luke.Rioux@gov.bc.ca)
To: FOI.Inbox@gov.bc.ca, FOI Economy Sector MUNI:EX
Subject: FOI CFR: Please respond by: Month/Day | xxx-xxxx-xxxxx (short description of request)
Sent: 09/08/2020 16:18:41

Good morning,

Please forward the responsive records to our team FOI inbox at FOI.Inbox@gov.bc.ca. Response is requested by: **Day, Month, Year.**

The Ministry of [Ministry Name] received a request for records from (applicant type):

[paste request wording here]

Please note:

- Please gather records as you normally would in their original format. **Please do not convert files to pdf.**
- **If you believe this Call for Records should be directed to someone other than those it has been addressed, please advise.**
- If you expect this search for records to take more than 3 hours, please do not proceed. Contact our office immediately.
- If a fee estimate is required, you do not need to provide a time estimate for electronic records. Please provide the number of files and IAO will calculate the time required for consideration of a fee.
- Identify consultations that may be required.

Thank you,

From: FOI Economy Sector MAH:EX(Taran.Bhangu@gov.bc.ca)
To: FOI.Inbox@gov.bc.ca, FOI Economy Sector MUNI:EX
To: FOI.Inbox@gov.bc.ca, FOI Economy Sector MUNI:EX
Subject: NRR for Final Approval: please respond by month/date | XXX-XXXX-XXXXX (Summary of subject)
Sent: 09/09/2020 20:52:14

Please send approval to FOI.Inbox@gov.bc.ca by: Day, Month, Year

We are seeking approval indicating a 'no records' response for the following request:

Insert wording here

Please note or Note to Reviewers:

- [MO, DMO, Program Areas] were canvassed and confirmed no responsive records.
- Seeking approval from [ED, ADM, DM]
- Once [ED, ADM, DM] approved, this will be sent to [delegated head] for final approval and sign off.

Thank you,

From: FOI Economy Sector MAH:EX(Luke.Rioux@gov.bc.ca)
To: , Divisional Contact
To: FOI.Inbox@gov.bc.ca, FOI Economy Sector MUNI:EX
Subject: CONSULTATION FOR APPROVAL: Pls. respond by MONTH/DAY | XXX-XXXX-XXXXX (Summary) 1 page
Sent: 09/14/2020 22:04:20

Good morning/afternoon,

Please send comments/approval to FOI.Inbox@gov.bc.ca by **Month, Day, Year**.

The [Ministry name] received this FOI request from [applicant type] :

Request Wording:

[insert wording here]

They've identified the attached records as responsive and wish to get [Ministry Acronym] view on disclosure.

Note to Reviewers:

- The analyst providing services to [Ministry Acronym] has (or has not) not provided severing recommendations.
- *Our office has reviewed the records and provided severing recommendations highlighted on the following pages:*
 - *Page XXX: Personal information (s.22)*
 - *Page XXX: Policy advice and/or recommendations and intergovernmental relations (s. 13 & s. 16). Please advise if you concur.*
- *Our office has reviewed the records and recommends full disclosure.*
- If any additional harms are identified, please provide rationale.
- Once approved by [ED(s) and ADM(s) responsible] the package will be forwarded to the delegated head.

Thank you,

From: FOI Economy Sector MUNI:EX(Tara.MacNair@gov.bc.ca)
To: , Ministry GCPE contact
To: FOI.Inbox@gov.bc.ca, FOI Economy Sector MUNI:EX
Subject: FYI: FOR FINAL APPROVAL: Ministry-XXXX -XXXX (subject) XX Page (s) | Pls. respond by Month/Day
Sent: 03/10/2022 19:10:36

Forward the final email that you are sending to the delegated head to GCPE as an FYI.

FYI: This package has been sent to (name of final approver) for final review approval.

From: FOI Economy Sector MUNI:EX <FOI.Inbox@gov.bc.ca>
Sent: March 8, 2022 5:55 PM
Cc: FOI Economy Sector MUNI:EX <FOI.Inbox@gov.bc.ca>
Subject: FOR FINAL APPROVAL: Ministry-XXXX -XXXX (subject details of FOI) - number of pages | Pls. respond by Month/Day

Please reply with comments/approval to FOI.Inbox@gov.bc.ca by **Day, Month, Year.**

Request Wording:

(Request wording goes here)

Note to Reviewers:

- Records were provided by xxxxx (division (s)). (If this is a cross government request please reference the other FOIPPA number)
- The **green sticky notes** have been provided by the IAO analyst assigned to this request. The sticky notes may include information such as public links, notification on consultations, severing rationale, etc.
- Our office has reviewed and **highlighted** additional severing recommendations on the following pages.
 - Page #: section(s). Please respond to the sticky note.
- Once approved by ED xxx the package will be forwarded to the ADMO prior to submitting to the DMO for final review and approval (note that LBR's delegated head is DM and ED Gabitous).
- This package will be published on Open Information. (In some instances, this bullet may state – the package will Not be published)

From: (Vicki.Hudson@gov.bc.ca)
To: FOI.Inbox@gov.bc.ca, FOI Economy Sector MUNI:EX
To: FOI.Inbox@gov.bc.ca, FOI Economy Sector MUNI:EX
Subject: FOR FINAL APPROVAL: Response due month/day | xxx-xxxx-xxxx (Short Description) - XX pages
Sent: 05/03/2023 22:04:57

****Send this email with Redline and Sign form to DMO (Elizabeth Porcher) via eApprovals***

Good morning/afternoon,

Please return this eApp with DM's final approval by **Day, Month, Year**. The LDD for this request is **Day, Month, Year**.

Request Wording:

[Request Wording]

Note to Reviewers:

- Cross Government Request: XGR-xxx-xxx (if applicable)
- Records were provided by [program area].
- Recommended severing is identified by red boxes (or Full disclosure recommended)
- The green sticky notes have been provided by the IAO analyst assigned to this request. The sticky notes may include information such as public links, notification on consultations, severing rationale, etc.
- Our office has reviewed and highlighted additional severing recommendations on the following pages.
 - Page #: section(s). Please respond to the sticky note.
- Seeking initial approval from ED Name and ADM Name by **Day, Month, Year**.
- If approvers have any feedback or questions on this package, please return the eApp to FOI before proceeding to the next approval step.
- Once approved by ADM, please forward the package to DMO for DM final review and sign off.
- This package will (or will not) be published on Open Information.

Thank you,

From: FOI Economy Sector MUNI:EX(FOI.Inbox@gov.bc.ca)
To: FOI.Inbox@gov.bc.ca, FOI Economy Sector MUNI:EX
To: FOI.Inbox@gov.bc.ca, FOI Economy Sector MUNI:EX
Subject: FOR HARMS REVIEW/COMMENTS: Please respond by month/date | XXX-YYYY-##### (Short Summary of Request) | # pages
Sent: 06/12/2023 16:06:31
Attachments: Harms Assessment Guide.pdf

Hello,

The records package is attached and ready for **program area(s) harms assessment**. Please send harm(s)/rationale to FOI.Inbox@gov.bc.ca by **DUE DATE**.

-
Request wording:

[copy paste request text here]

Harms Review Guide

- **Cross Government Request: XGR-XXXX-XXXX** (if applicable)
- Please **highlight** the information that is harmful to release. A rationale of the severing recommendation(s) is required (**please do not use the section numbers**).
- Harms assessment guide attached for program area reference/use.
- Records were provided by **[division/program area/branch etc.]**
- Please identify any and all pages that will require a consultation with other public bodies or third parties.
 - [Further comments as required]

Thank you,

Guide to Freedom of Information Request Harm Assessments

Economy Sector

The *Freedom of Information and Protection of Privacy Act* (FOIPPA) requires that all public bodies (including ministries) provide access to information that is in their custody or under their control subject to limited exceptions.

What is a “Harms Assessment”?

When a program area gathers records responsive to a Freedom of Information (FOI) request, the subject matter ‘experts’ must review them to identify specific portions of the records that could potentially cause harm to governments, third party businesses or an individuals’ personal privacy if released. ‘Harms’ are identified by highlighting portions of the records or summarizing concerns to provide context and commentary around information that should not be released. Identifying harms is not always a straight-forward task; your ministry’s FOI team within the Information Management and Strategic Initiatives Unit (IMSI) are the subject matter experts on FOIPPA and will be able to advise you on whether the information you are concerned about releasing meets the test for an exception to disclosure. They can be reached [here](#) if needed.

What is an exception?

Under FOIPPA, there are specific exceptions to the disclosure of information that can be applied. They represent the various rationales for which a ministry may (or sometimes must) remove information from a record or withhold a record in its entirety before responding to an FOI request. Afterwards, most responses to general FOI requests are posted online to government’s Open Information website. See below for a list and brief description of the FOIPPA exceptions.

The goal of the sector is to be as open and transparent as possible with the release of information.

Who applies the severing once the harms are identified?

IMSI will review the records in their entirety, paying special attention to information a program area has identified concerns with releasing. Based on the background information you provide, we will make formal recommendations with respect to the information that must or may be excepted from disclosure. Once the internal review process is complete IMSI will provide those recommendations to Information Access Operations (IAO), Ministry of Citizens’ Services, government’s FOI service provider. IAO will conduct its own line-by-line review and apply the Ministry’s recommended severing to the records. Once complete, IAO returns the ‘redlined’ records package to the responsive ministry for final review and sign off.

Note: The proactive disclosure of Information is the release of government information to the public without a formal FOI request. The minister responsible for FOIPPA (currently the Minister of Citizens’ Services) is authorized under FOIPPA to establish categories of records that ministries must proactively disclose. These mandatory ministerial directions include for

example, the proactive disclosure of estimates notes and transition binders prepared for Ministers. A full list of these directions can be found [here](#).

Mandatory Exceptions to Disclosure -

Section 12: Cabinet and local public body confidences.

This section protects the substance of deliberations of Cabinet or their committees and their decision-making role. This includes Cabinet Submissions, Treasury Board Submissions or anything else that is currently before (or will be going before) Cabinet.

Section 18.1: Disclosure harmful to interests of an Indigenous people

This section protects information that 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

This information may only be released if Indigenous people consented in writing to the disclosure.

Section 21: Disclosure harmful to business interests of a third party.

This section protects information that may harm the business interests of contractors and service providers (third parties) that the Ministry conducts business, or is in communication with. This exception is meant to prevent the release of information that could reveal trade secrets or the commercial, financial, labour relations, scientific or technical information of a third party.

This exception can be challenging to apply/defend as the answer to all three of the following questions must be 'yes':

- 1) Does the information reveal trade secrets, or commercial/financial/technical information of or about a third party?
- 2) Was the information supplied implicitly or explicitly in confidence
- 3) Could disclosure of the information reasonably be expected to harm the competitive position or interfere with negotiating position of the third party?

Section 22: Disclosure harmful to personal privacy. Ministries must not disclose information that constitutes an unreasonable invasion of a third party's personal privacy. Note: Releasing names of individuals that are conducting business for or with government is not considered personal information.

Discretionary Exceptions to Disclosure -

Section 13: Policy advice/recommendations. At the discretion of the Ministry, information may be withheld in order to protect open and frank discussion regarding policy issues and decision making within the Public Service and may be applied to information that was developed by or for a Ministry or Minister (i.e. the recommendations and options in Briefing Notes may be severed if they are not

finalized or have not been implemented background information in a BN may be considered factual and would be released).

Section 14: Legal advice. This section protects information subject to solicitor/client privilege and common privilege. It also protects records created or obtained for existing or contemplated litigation. Information that attracts this exception can only be released if privilege is waived and this can only occur in consultation with the Ministry of Attorney General. It is not common for privilege to be waived and information that attracts this exception is generally considered confidential and protected.

Section 15: Law enforcement. This section protects such things as investigative techniques, information that could endanger the life or safety of a law enforcement officer or any other person, reveal identity of a confidential source of information or harm the security of any property or system, including a computer system or a communications system. Law enforcement here is not limited to the investigative activities of police forces. It also includes a wide variety of investigations and proceedings by public bodies, including administrative law, bylaw enforcement by a municipality or disciplinary proceedings by a self-governing profession.

Section 16: Intergovernmental relations or negotiations. This section protects information that would harm the relations or any ongoing (or future) negotiations between B.C. Government and another government (international, federal, provincial, Indigenous governing entity, municipality etc).

Section 17: Financial or economic interests. This section protects information where disclosure could reasonably be expected to harm the economic interests of the ministry or of the ability of government to manage the economy (e.g. trade secrets; technical, scientific or commercial plans; information about proposals or projects that aren't public etc).

Section 18: Disclosure harmful to the conservation of heritage sites. This section protects information that if released, could reasonably be expected to result in damage to, or interfere with the conservation of sites that have an anthropological or heritage value, an endangered, threatened or vulnerable species, subspecies or type of plants, vertebrates or invertebrates or any other rare or endangered living resources.

Section 19: Disclosure harmful to individual or public safety. This discretionary exception allows the ministry to withhold information which could threaten a person's safety, mental or physical health, or interfere with public safety.

Section 20: Information that will be published or released within 60 days. If requested records are going to be released/published within 60 business days of an FOI request being received, the ministry can refuse to disclose the records. The FOI applicant will be provided with a link to where the publication is located prior to the end of the 60 days.

Exercising Discretion

Where discretionary exceptions may apply, ministries must exercise discretion by considering whether information *should be* removed. FOI staff within IMSI, which serves the economy sector, will review program area concerns, respecting disclosure by taking the following factors into consideration in instances where information

attracts a discretionary exception and make recommendations the client applicable ministry.

Some factors relevant to that exercise of discretion include:

- The nature of the record and the extent to which the document is significant and/or sensitive to the public body.
- Whether the disclosure of the information will increase public confidence in the operation of the public body.
- The age of the record.
- Whether there is a sympathetic or compelling need to release materials.
- Whether previous orders of the Commissioner have ruled that similar types of records or information should or should not be subject to disclosure.
- When the policy advice exception is claimed, whether the decision to which the advice or recommendations relates has already been made.
- The general purposes of the legislation: public bodies should make information available to the public and individuals should have access to personal information about themselves.
- Whether the individual's request could be satisfied by severing the record and by providing the applicant with as much information as is reasonably practicable.
- The historical practice of the public body with respect to the release of similar types of documents.

From: FOI Economy Sector MUNI:EX(Tara.MacNair@gov.bc.ca)
To: FOI.Inbox@gov.bc.ca, FOI Economy Sector MUNI:EX
Subject: AWAITING FOR FURTHER RECORDS: CALL FOR RECORDS - New FOI Request: Ministry -xxx-xxxx (Subject of FOI) | Please respond by: Month/Day
Sent: 03/09/2022 23:28:16

Sample of **Awaiting Further Records** below.

** Please ensure you forward the latest email with records you have to our FOI inbox. Include in your email the program areas you are still waiting for.

From: FOI Economy Sector MUNI:EX <FOI.Inbox@gov.bc.ca>
Sent: April 14, 2021 1:49 PM
To: FOI Economy Sector MUNI:EX <FOI.Inbox@gov.bc.ca>
Subject: FW: RE: CALL FOR RECORDS - New FOI Request: TAC-xxxx-xxxx(Subject of FOI) | Please respond by: Month/Day

MO - Awaiting
DMO- records received

From:
Sent: April 14, 2021 1:08 PM
To: FOI Economy Sector MUNI:EX <FOI.Inbox@gov.bc.ca>
Subject: RE: CALL FOR RECORDS - New FOI Request: TAC-xxxx-xxxx(Subject of FOI) | Please respond by: Month/Day

Hi FOI Team – Attached are 3 records (one email with 2 attachments) that xxx received from xxxx