

From: [Fedorak, Julia ENV:EX](#)
To: [Smith, Curtis ENV:EX](#)
Subject: ENV FOI Process & Exec. Functions
Date: Wednesday, July 19, 2017 9:11:00 AM
Attachments: [ENV FOI Process and Functions.pdf](#)

Hi Curtis,

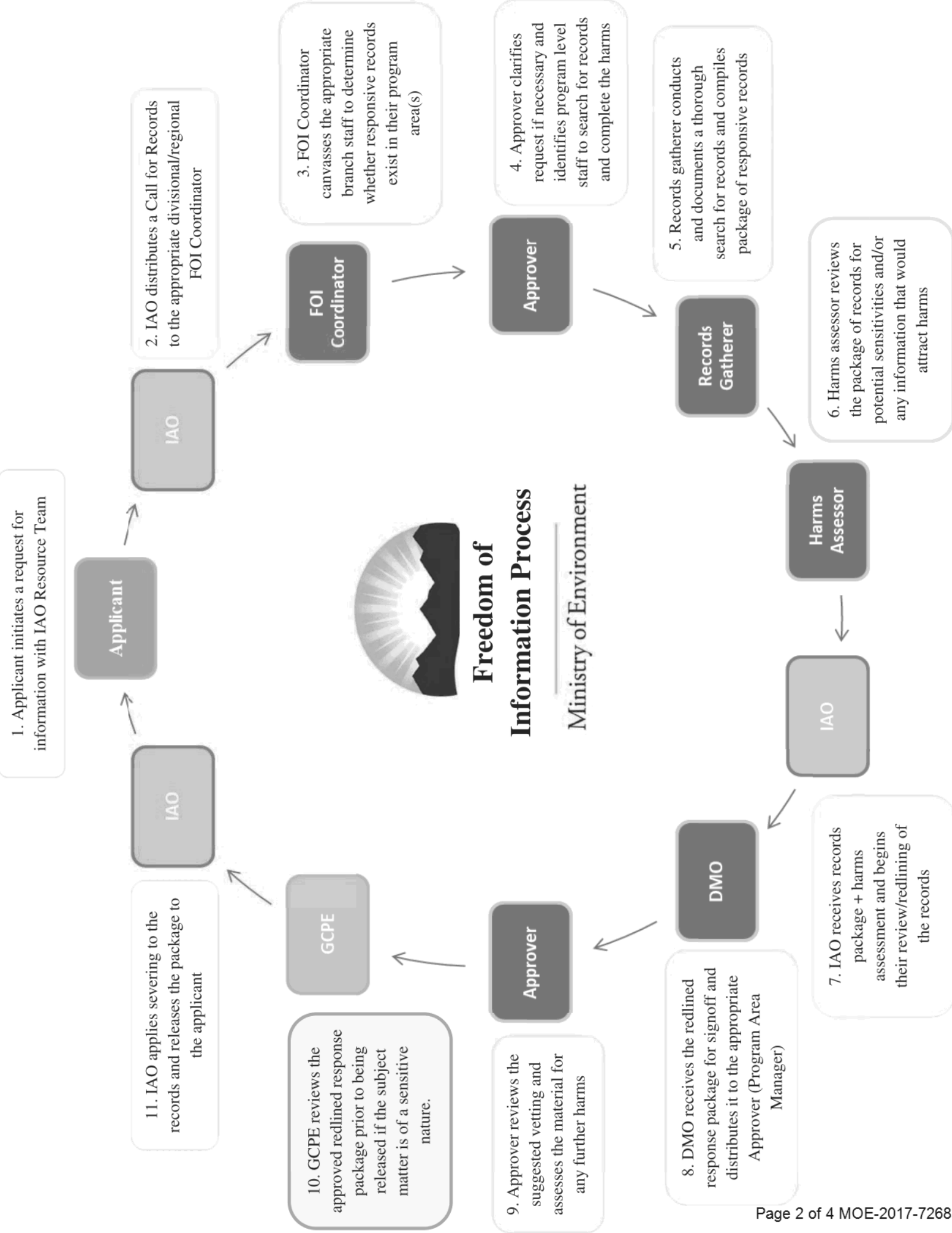
Attached is some high-level info on our FOI Process. Please let me know if I can provide anything further or if some stats would be useful.

Cheers,

Julia Fedorak

Information & Privacy Analyst | Deputy Minister's Office | Ministry of Environment
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To find out more information about our FOI process, visit the ministry's [Freedom of Information intranet page](#). You can also find this in our [intranet home page's](#) Quick Links under 'Lean FOI'.



FOI Process – Executive Functions

Functions	Roles/Job Titles	Responsibilities
FOI Approver	Program Areas Excluded Manager	The approver gives the final sign off for records and/or No Records Responses (NRRs) , assumes responsibility for the adequacy of search activities and is answerable to IAO and the Information and Privacy Commissioner should an applicant request a formal review.
	Program Areas Directors	The Approver is responsible for: ➤ Assisting with the clarification of the request ➤ Identifying if the information is already available ➤ Identifying program level staff to search for and collect the records ➤ Reviewing and signing-off on NRRs ➤ Reviewing and approving the final redlined package created by IAO
	Exec Directors	The DMO provides a coordinator role at the executive level to ensure all appropriate ministry staff have reviewed and approved the severed records package prior to the release of the records.
	Executive Admin Staff	The DMO is responsible for: ➤ Gathering any responsive records for a FOI request that are in possession of the Deputy Minister's Office and the Minister's Office. ➤ Liaising with the Ministry, IAO and GCPE office on sensitive/complex requests
Deputy Minister's Office (DMO)	Information & Privacy Analyst	The ADM and/or DM will only be involved in an FOI request that has been identified as "sensitive"
	ADM	
Assistant Deputy Minister (ADM) and Deputy Minister (DM)	DM	Prior to final approval to release records, the executive may meet with and/or be provided information by their staff, subject matter experts, Information Access Operations, and the Government Communications and Public Engagement
	Executive Admin Staff	The MO responds to DMO requests for responsive records when a new FOI request comes in.
Minister's Office (MO)		MO's administrative staff are responsible for: ➤ Identifying and locating the appropriate records needed to complete the request ➤ Estimating the potential volume and the time to find, gather and process these records ➤ Managing the gathering and the conversion of electronic records to standard formats (pdf) ➤ Identifying when a request may have complex issues that should be brought to the attention of executive or GCPE ➤ Providing the Minister's Calendar Records to the DMO on a monthly basis for <i>Proactive Disclosure</i> as well as coordinating approval for release
	Public Affairs Staff	Keep informed of complex requests - Read Briefing Materials / Meet with team to discuss FOI Request. Work with ministry to ensure information properly presents to public given any current political/policy requirements while ensuring legislated timelines are met.
Government Communications and Public Engagement		

DIVISION	BRANCH	EXEC DIR	SECTION	APPROVER	LOCATION
BC PARKS & Conservation Officer Service Division					
BC PARKS & Conservation Officer Service Division	BC Parks - Provincial Services Branch	David Ranson	Capital Investments & Facilities	Jim Gilliland	Victoria
			Visitor Programs	Angus Carnie	Victoria
			Marketing and Community Engagement	Wendy Magnes	Victoria
			Conservation	James Quayle	Victoria
			Planning and Land Administration Section	Ken Morrison	Victoria
			Aboriginal Relations	Hilary Wheeler	Victoria
ADM Jim Standen	Regional Operations	Bob Austad	Interior Region - Kootenay/Okanagan	John Trewhitt	Penticton
			Interior Region - Thompson/Cariboo	Jeff Leahy	Kamloops
			Northern Region	Larry Boudreau	Prince George
			South Coast Region	Jennie Aikman	Brackendale
			West Coast Region - Vancouver Island	Don Cadden	Nanaimo
			Provincial Operations (law enforcement)	Chris Doyle	Squamish
Conservation Officer Service	Doug Forsdick	Provincial Investigations	David Airey	Victoria	
		Program Support (policies and procedures)	Aaron Canuel	Cranbrook	
		Environmental Sustainability and Strategic Policy			
Environmental Sustainability and Strategic Policy	Ecosystems Branch	Alec Dale	Conservation Data Centre	Alec Dale	Victoria
			Conservation Science Section		Victoria
			Ecosystem Conservation		Victoria
			Strategic Initiatives		Victoria
ADM Kaaren Lewis	Knowledge Management	David Tesch	Ecosystem Information Section	Corey Erwin	Victoria
			Environmental Monitoring, Reporting & Economics	Jennifer Maxwell	Victoria
			Technical Services	Winn Hays-Byl	Victoria
			Water Protection & Sustainability Branch	Lynn Kriwoken	Water Strategies & Conservation
Watershed Science and Adaptation	Celine Davis	Victoria			
Watershed Sustainability	Ian Graeme	Victoria			
Strategic Policy Branch	Anthony Danks	Compliance Policy and Planning Section	Gwenda Laughland	Victoria	
		Intergovernmental & External Relations Section	Lisa Paquin	Victoria	
		Legislation Section	Peter Trotzki	Victoria	
Environmental Protection Division					
Environmental Protection Division	Business Services	Ben Vander Steen	Authorization Administration	Ben Vander Steen	Victoria
			Specialized Database Support & Development		Victoria
			Web Administration		Victoria
	Environmental Emergencies and Land Remediation	Cameron Lewis	Environmental Emergency Program	Cameron Lewis	Victoria
			Land Remediation Section	Peggy Evans	Victoria
	Environmental Standards Branch	Kris Ord	Clean Air	Glen Okrainetz	Victoria
			Clean Communities	Sonya Sundberg	Victoria
			Clean Technologies	Chris Jenkins	Victoria
			Integrated Pest Management	Graham Knox	Victoria
	Regional Operations	Jennifer McGuire	Waste Prevention	Bob McDonald	Victoria
			Authorizations - North	Ed Hoffman	Prince George
			Authorizations - South	AJ Downie	Nanaimo
Monitoring, Assessment & Stewardship			Robyn Roome	Nelson	
Mining			Doug Hill	Williams Lake	
LNG and O&G			Ed Hoffman	Prince George	
Mount Polley			Doug Hill	Nanaimo	
Compliance	David Airey (COS)	Nanaimo			
Integrated Pest Management	Brady Nelles	Kamloops			
Spill Response Regime Project	Cassandra Caunce	Kamloops			
Climate Action Secretariat	Climate Innovation and Solutions Branch	Tim Lesiuk	Climate Innovation and Solutions	Beverley Stainton Alexis Chouan	Victoria
			Climate Risk and Investment Branch	Suzanne Spence	Climate Risk and Investment