

Call for Records MOE-2021-10933 - Pablo Frederick

From: IAOFlexTeam@gov.bc.ca
To: env.dmo.irm@gov.bc.ca, ENV Information Management Team ENV:EX
Sent: March 2, 2021 9:02:32 AM PST
Received: March 2, 2021 9:03:32 AM PST
Attachments: G - Call for Records form.docx

Hi Vivian-Grace – this request should go to BC Parks, Visitor Programs (Sydney Martin's group). Thanks!

Request for Documents for Request # 'MOE-2021-10933'. Your response due date is: 3/16/2021 12:00:00 AM
Message from SENDER: Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*:

Records showing how the BC Parks division assess whether removing an obstacle faced by a person with a disability is an undue hardship. This includes documents such as, but not limited to the following: policies, procedures, guidelines, and blank forms. Date Format is MM/DD/YYYY

Applicant Type: Individual
Records Due: March 16, 2021
Legislated Due Date: April 14, 2021

Please email Pablo Frederick at IAOFlexTeam@gov.bc.ca for all questions regarding clarification, deadlines, routinely releasable records, or publicly available records.

Fees

If any of the following apply, a fee estimate may be required:

- The search and retrieval time are anticipated to exceed 3 hours;
- The volume of hard-copy records is anticipated to exceed 200 pages;
- Preparation time can reasonably be expected to exceed 15 minutes or more.

If so, please complete Sections 2 and 4 of the CFR, add it to the FOI Fileshare, and then email the IAOFlexTeam@gov.bc.ca using the subject line "MOE-2021-10933 - Pablo Frederick - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

Load Records to the FOI Fileshare

Please send your completed CFR form and responsive records to IAO via the FOI Fileshare, instead of by email.

- Create a new folder in the FOI Fileshare titled "MOE-2021-10933 - Pablo Frederick - Records"
- Copy all responsive records and the completed CFR to the folder
- Send an email to IAOFlexTeam@gov.bc.ca with the subject line "MOE-2021-10933 - Pablo Frederick - CFR Complete"

If you are having difficulties accessing the FOI Fileshare, please contact IAOFlexTeam@gov.bc.ca.

Reminder

FOIPPA obligates us to assist every applicant and to respond without delay, openly, accurately, and completely. If the public body 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 confirming they have conducted an adequate search for relevant records.

Thank you,

Pablo Frederick, Junior FOI Analyst
IAO Flex Team | Information Access Operations | Ministry of Citizens' Services



Section 1: FOI Request Details

General Request ☒

Applicant Type: Individual

Request Received: March 1, 2021

FOI Analyst: Pablo Frederick

Legislated Due Date: April 14, 2021

Fee Estimate Due: March 9, 2021

Records Due: March 16, 2021

Description: Records showing how the BC Parks division assess whether removing an obstacle faced by a person with a disability is an undue hardship. This includes documents such as, but not limited to the following: policies, procedures, guidelines, and blank forms.

Section 2: Initial Records Assessment

Do you hold responsive records? YES ☐ NO ☐

If no, please provide an explanation that can be given to the applicant (if applicable):

Are you aware of other records that may be responsive to this request within your public body? YES ☐ NO ☐

Are you aware of other records that may be responsive to this request held by another public body? YES ☐ NO ☐

If yes, specify:

Section 3: No Records Response Approval

Please forward to public body FOI contact (if applicable) for delegated head's final public body approval if no records have been located

Final public body approval (full name and title):	Signature:	Date: Date
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Section 4: Fee Estimate – General request only (if this is a personal request skip to section 5)

Please ensure that all reasonable efforts are made to <u>generate as accurate an estimate as possible</u>	Estimated Hours	Actual Hours
Locating/Retrieving – this includes searching all relevant sources. Areas to consider searching include:		
<ul style="list-style-type: none">Outlook (including 'deleted' and 'sent' folders)Records management systems (ex. EDRMS)LAN, shared drives, SharePoint, databasesOffsite records		
Producing – this only applies where you are creating records from other sources* (e.g. developing a program to create new records from a database) and tasks include		
<ul style="list-style-type: none">Identifying relevant sources of data/informationManual time spent creating and producing recordsEx: generating a custom report from a database using existing data		

Preparing – this may include time spent by IAO (for electronic records) or the Ministry (for hardcopy records) and tasks include			
<ul style="list-style-type: none"> • Converting records to PDF • Consolidating records into a single PDF document • Organizing records packages (e.g. by date department, staff, records type, etc.) • Photocopying or scanning records into electronic format • Ensuring completeness of responsive records • Copying other types of media (audio and/or video) <p>For electronic records, you do not need to provide a time estimate, please provide the number of files where requested below and IAO will be in a position to calculate the time required and to consider charging a fee.</p>			
Volume – for electronic records please provide the estimated number of files and for hardcopy records please continue to provide the number of pages			
<ul style="list-style-type: none"> • Electronic records <ul style="list-style-type: none"> ○ Files (e.g. emails, Word Docs, Excel sheets, PDFs, photos, etc.) 			
<ul style="list-style-type: none"> • Hardcopy records <ul style="list-style-type: none"> ○ Average file folder = 1" and holds approx. 200 pages (single-sided) ○ 1 standard Records Centre Services box: <ul style="list-style-type: none"> ▪ Legal sized folders = 1800 pages ▪ Letter sized folders = 2200 pages 			
Suggestions for possible narrowing:			

Section 5: Search Summary

Please describe the search for records including what records were searched, (e.g., files, email, databases, EDRMS, offsite records, etc.) duration of search time, and who conducted the search for records:

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Section 6a: Program Area Harms Assessment

Harm – **disclosure of the records would significantly harm the public body's position, or a third party's interests on a given topic.** The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your public body executive and/or Government Communications and Public Engagement office.

- Please reference the applicable records and information of concern, the harms, and associated page numbers below.
- If any of these records have been prepared for, or created to inform a decision of Cabinet or any of its committees, section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise (1) what is the status of the issue? And (2) has the decision been made public or implemented?

Could the release of any/all of the responsive records potentially cause harm? YES ☐ NO ☐

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

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Section 6b: Publication on Open Information (if this is a personal request skip to section 7)

General requests 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:**

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Section 7: Contact Information

Who completed this form (full name and title):	Phone Number:	Date: Date
Harms Assessment completed by (full name and title):	Program Area:	
Harms Assessment approved by (full name and title):		

Call for Records MOE-2021-10933 | due March 9, 2021 | IRM Tech: Vivian-Grace Ostan

From: ENV Information Management Team ENV:EX </O=BCGOVT/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E39CE163033E4686A483AF28466323E7-ENV FOI DMO ENV:E>
To: Beveridge, Megan ENV:EX, Wilcock, Leah ENV:EX
Cc: Ranson, David ENV:EX
Sent: March 2, 2021 11:43:50 AM PST
Received: March 2, 2021 11:43:50 AM PST

Hello,

We have received an FOI request from an Individual for the following information:

Records showing how the BC Parks division assess whether removing an obstacle faced by a person with a disability is an undue hardship. This includes documents such as, but not limited to the following: policies, procedures, guidelines, and blank forms.

FOR YOUR ACTION:

- 1) Submit fee estimate information **OR** responsive records to IRMT before Tuesday, March 9th.
 - a) **Submit fees if** search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 300 pages
 - Complete the form at the end of this email and provide this information to IRMT via reply email
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 - IRMT will convert your records into a pdf package and return them to you for a harms assessment
- 2) Advise if your program area does not have responsive records and/or you believe this request should be sent to other areas within the Ministry as soon as possible.

AVAILABLE SUPPORT/RESOURCES:

- [Guide to Completing a Fee Estimate](#)
- [Guide to an Adequate Search for Records](#)

If you have any questions or concerns, please do not hesitate to contact me. Or for additional guidance on ENV's FOI process, please visit the [FOI Support Portal](#).

Thank you,
Vivian-Grace

Vivian Grace Ostan
IRM Technician | Information & Records Management Team (IRMT)
Deputy Minister's Office | Ministry of Environment & Climate Change Strategy

Fee Estimate Information

Time		
Search and retrieval		hours
Preparation		hours
Volume		
Emails		items
Electronic files		items
Hardcopy files		pages

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Please provide a brief summary of the search/preparatory efforts involved (i.e. number of staff involved, databases to search, number of offsite boxes, etc.)

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****Please notify IRMT if you or any of your staff require access permissions.**

RE: Call for Records MOE-2021-10933 | due March 9, 2021 | IRM Tech: Vivian-Grace Ostan

From: Ranson, David ENV:EX <David.Ranson@gov.bc.ca>
To: ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>, Beveridge, Megan ENV:EX <Megan.Beveridge@gov.bc.ca>, Wilcock, Leah ENV:EX <Leah.Wilcock@gov.bc.ca>, Martin, Sydney D ENV:EX <Sydney.Martin@gov.bc.ca>
Sent: March 2, 2021 11:46:34 AM PST
Received: March 2, 2021 11:46:35 AM PST

This should probably include Sydney Martin's team.

From: ENV Information Management Team ENV:EX

Sent: March 2, 2021 11:44 AM

To: Beveridge, Megan ENV:EX ; Wilcock, Leah ENV:EX

Cc: Ranson, David ENV:EX

Subject: Call for Records MOE-2021-10933 | due March 9, 2021 | IRM Tech: Vivian-Grace Ostan

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Thank you,

Vivian-Grace

Vivian Grace Ostan

IRM Technician | Information & Records Management Team (IRMT)

Deputy Minister's Office | Ministry of Environment & Climate Change Strategy

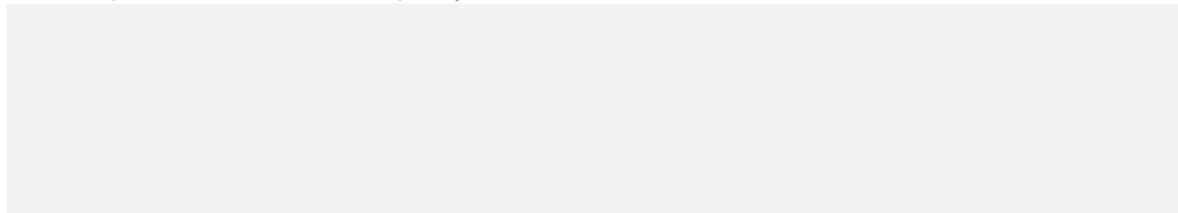
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To: Martin, Sydney D ENV:EX
Cc: Ranson, David ENV:EX
Sent: March 2, 2021 12:04:04 PM PST
Received: March 2, 2021 12:04:04 PM PST
Hi Sydney,

David Ranson suggested that your team should also receive this FOI request. Please see the details below.

If you have any questions, please do not hesitate to ask.

Thanks,
Vivian-Grace

Vivian Grace Ostan
IRM Technician | Information & Records Management Team (IRMT)
Deputy Minister's Office | Ministry of Environment & Climate Change Strategy

From: ENV Information Management Team ENV:EX
Sent: March 2, 2021 11:44 AM
To: Beveridge, Megan ENV:EX ; Wilcock, Leah ENV:EX
Cc: Ranson, David ENV:EX
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RE: Call for Records MOE-2021-10933 | due March 9, 2021 | IRM Tech: Vivian-Grace Ostan

From: Martin, Sydney D ENV:EX <Sydney.Martin@gov.bc.ca>
To: ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>, Paulson, Craig X ENV:EX <Craig.Paulson@gov.bc.ca>
Cc: Ranson, David ENV:EX <David.Ranson@gov.bc.ca>
Sent: March 2, 2021 12:45:42 PM PST
Received: March 2, 2021 12:45:43 PM PST

Thanks Vivian-Grace. I've added Craig to this email thread.

I have to admit – the way this FOI request is worded is odd. We have documents around our Accessibility audit and Universal Design guidelines that we could share (which show our efforts to improve accessibility in our parks). I'm not sure if these are relevant as the request is about *how the BC Parks division assess whether removing an obstacle faced by a person with a disability is an undue hardship*. It's not clear if these are obstacles that are within our span of control (e.g. facility design) or whether these are obstacles out of our control (e.g. transportation to/from Parks)... and I would argue that no obstacle is insurmountable, they just require funding to support.

Craig – what are your thoughts on this FOI request? Can you provide some relevant docs?

Sydney Martin | Director, Capital Investment | BC Parks | Office: 778-698-9458

From: ENV Information Management Team ENV:EX

Sent: March 2, 2021 12:04 PM

To: Martin, Sydney D ENV:EX

Cc: Ranson, David ENV:EX

Subject: FW: Call for Records MOE-2021-10933 | due March 9, 2021 | IRM Tech: Vivian-Grace Ostan

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From: ENV Information Management Team ENV:EX

Sent: March 2, 2021 11:44 AM

To: Beveridge, Megan ENV:EX <Megan.Beveridge@gov.bc.ca>; Wilcock, Leah ENV:EX <Leah.Wilcock@gov.bc.ca>

Cc: Ranson, David ENV:EX <David.Ranson@gov.bc.ca>

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To: Martin, Sydney D ENV:EX, Paulson, Craig X ENV:EX
Cc: Ranson, David ENV:EX
Sent: March 2, 2021 1:11:11 PM PST
Received: March 2, 2021 1:11:12 PM PST

Hi Sydney,

s.22

but I can reach out to IAO for further clarification on the request.

Thanks,
Vivian-Grace

Vivian Grace Ostan
IRM Technician | Information & Records Management Team (IRMT)
Deputy Minister's Office | Ministry of Environment & Climate Change Strategy

From: Martin, Sydney D ENV:EX
Sent: March 2, 2021 12:46 PM
To: ENV Information Management Team ENV:EX ; Paulson, Craig X ENV:EX
Cc: Ranson, David ENV:EX
Subject: RE: Call for Records MOE-2021-10933 | due March 9, 2021 | IRM Tech: Vivian-Grace Ostan

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To: Beveridge, Megan ENV:EX <Megan.Beveridge@gov.bc.ca>; Wilcock, Leah ENV:EX <Leah.Wilcock@gov.bc.ca>

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From: Wilcock, Leah ENV:EX <Leah.Wilcock@gov.bc.ca>
To: Ranson, David ENV:EX <David.Ranson@gov.bc.ca>, ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>, Beveridge, Megan ENV:EX <Megan.Beveridge@gov.bc.ca>, Martin, Sydney D ENV:EX <Sydney.Martin@gov.bc.ca>
Sent: March 2, 2021 1:14:39 PM PST
Received: March 2, 2021 1:14:39 PM PST
Attachments: image001.jpg

Hi Vivian-Grace,

I have found multiple definitions of what "undueness hardship" means in the accessibility field (normally referred to as undue hardship). Given this, could the individual requesting this information provide us with the definition they are using or tell us the assumption of meaning they attribute to this term, to ensure we are responding accordingly?

Thanks so much,

Leah

Leah Wilcock (she/her)

A/Manager, Visitor Services

BC Parks | Ministry of Environment and Climate Change Strategy

Main: 778-698-4295

Cell: 250-893-0278

leah.wilcock@gov.bc.ca

www.bcparks.ca



BC Parks has recently launched new speciality plates! [Get your BC Parks licence plate today.](#)

From: Ranson, David ENV:EX

Sent: March 2, 2021 11:47 AM

To: ENV Information Management Team ENV:EX ; Beveridge, Megan ENV:EX ; Wilcock, Leah ENV:EX ; Martin, Sydney D ENV:EX

Subject: RE: Call for Records MOE-2021-10933 | due March 9, 2021 | IRM Tech: Vivian-Grace Ostan

This should probably include Sydney Martin's team.

From: ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>

Sent: March 2, 2021 11:44 AM

To: Beveridge, Megan ENV:EX <Megan.Beveridge@gov.bc.ca>; Wilcock, Leah ENV:EX <Leah.Wilcock@gov.bc.ca>

Cc: Ranson, David ENV:EX <David.Ranson@gov.bc.ca>

Subject: Call for Records MOE-2021-10933 | due March 9, 2021 | IRM Tech: Vivian-Grace Ostan

Hello,

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▪ IRMT will convert your records into a pdf package and return them to you for a harms assessment

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Thank you,

Vivian-Grace

Vivian Grace Ostan

IRM Technician | Information & Records Management Team (IRMT)

Deputy Minister's Office | Ministry of Environment & Climate Change Strategy

Fee Estimate Information

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RE: Call for Records MOE-2021-10933 | due March 9, 2021 | IRM Tech: Vivian-Grace Ostan

From: Paulson, Craig X ENV:EX <Craig.Paulson@gov.bc.ca>
To: ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>, Martin, Sydney D ENV:EX <Sydney.Martin@gov.bc.ca>
Cc: Ranson, David ENV:EX <David.Ranson@gov.bc.ca>
Sent: March 2, 2021 1:27:43 PM PST
Received: March 2, 2021 1:27:44 PM PST

I'm guessing they're looking for internal policy guidance on when BC Parks would and would not address a physical barrier in a park to accommodate a person with a disability. We do not have any such directives.

If they are interested in how we assess accessibility in the park environment we can direct them to the Universal Design Guidelines, but we don't have any records related to evaluating undue hardship of removing an obstacle or evaluating our duty to accommodate people with disabilities.

Reach out if you have any further clarifications.

Craig Paulson

Recreation Section Head

Ministry of Environment and Climate Change Strategy

BC Parks | North Coast Skeena Region & Haida Gwaii | Smithers office

Mobile: 250.877.3577

From: ENV Information Management Team ENV:EX

Sent: March 2, 2021 1:11 PM

To: Martin, Sydney D ENV:EX ; Paulson, Craig X ENV:EX

Cc: Ranson, David ENV:EX

Subject: RE: Call for Records MOE-2021-10933 | due March 9, 2021 | IRM Tech: Vivian-Grace Ostan

Hi Sydney,

s.22 , but I can reach out to IAO for further clarification on the request.

Thanks,

Vivian-Grace

Vivian Grace Ostan

IRM Technician | Information & Records Management Team (IRMT)

Deputy Minister's Office | Ministry of Environment & Climate Change Strategy

From: Martin, Sydney D ENV:EX <Sydney.Martin@gov.bc.ca>

Sent: March 2, 2021 12:46 PM

To: ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>; Paulson, Craig X ENV:EX <Craig.Paulson@gov.bc.ca>

Cc: Ranson, David ENV:EX <David.Ranson@gov.bc.ca>

Subject: RE: Call for Records MOE-2021-10933 | due March 9, 2021 | IRM Tech: Vivian-Grace Ostan

Thanks Vivian-Grace. I've added Craig to this email thread.

I have to admit – the way this FOI request is worded is odd. We have documents around our Accessibility audit and Universal Design guidelines that we could share (which show our efforts to improve accessibility in our parks). I'm not sure if these are relevant as the request is about *how the BC Parks division assess whether removing an obstacle faced by a person with a disability is an undue hardship*. It's not clear if these are obstacles that are within our span of control (e.g. facility design) or whether these are obstacles out of our control (e.g. transportation to/from Parks)... and I would argue that no obstacle is insurmountable, they just require funding to support.

Craig – what are your thoughts on this FOI request? Can you provide some relevant docs?

Sydney Martin | Director, Capital Investment | BC Parks | Office: 778-698-9458

From: ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>

Sent: March 2, 2021 12:04 PM

To: Martin, Sydney D ENV:EX <Sydney.Martin@gov.bc.ca>

Cc: Ranson, David ENV:EX <David.Ranson@gov.bc.ca>

Subject: FW: Call for Records MOE-2021-10933 | due March 9, 2021 | IRM Tech: Vivian-Grace Ostan

Hi Sydney,

David Ranson suggested that your team should also receive this FOI request. Please see the details below.

If you have any questions, please do not hesitate to ask.

Thanks,
Vivian-Grace
Vivian Grace Ostan
IRM Technician | Information & Records Management Team (IRMT)
Deputy Minister's Office | Ministry of Environment & Climate Change Strategy

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Sent: March 2, 2021 11:44 AM

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Sent: March 2, 2021 1:29:05 PM PST
Received: March 2, 2021 1:29:05 PM PST

A no responsive records response may be in order here folks rather than trying to figure out what they are after.

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Sent: March 2, 2021 1:28 PM
To: ENV Information Management Team ENV:EX ; Martin, Sydney D ENV:EX
Cc: Ranson, David ENV:EX

Subject: RE: Call for Records MOE-2021-10933 | due March 9, 2021 | IRM Tech: Vivian-Grace Ostan

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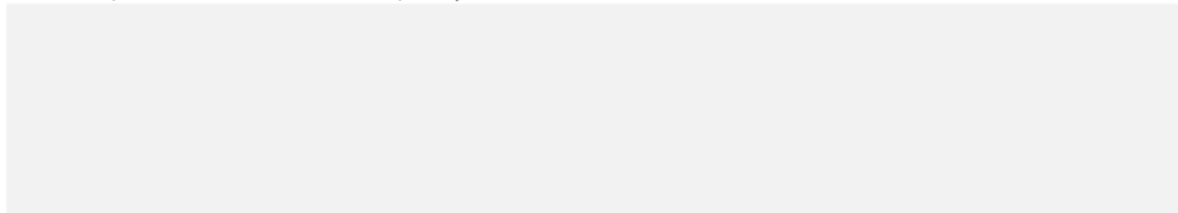
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From: Beveridge, Megan ENV:EX <Megan.Beveridge@gov.bc.ca>
To: Wilcock, Leah ENV:EX <Leah.Wilcock@gov.bc.ca>, Martin, Sydney D ENV:EX <Sydney.Martin@gov.bc.ca>, Ranson, David ENV:EX <David.Ranson@gov.bc.ca>
Cc: ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>
Sent: March 2, 2021 3:49:42 PM PST
Received: March 2, 2021 3:49:43 PM PST
Attachments: image001.jpg

See Emily's two cents on this below- I won't request any further info from staff until the request is clarified, e.g. is this about BC Parks as an employer considering accommodation of an employee's disability being an undue hardship (or our POs with their employees)?

I agree with Leah that it's currently really unclear what information we are being asked for.

Thanks,
Megan

From: Drystek, Emily A ENV:EX

Sent: March 2, 2021 2:42 PM

To: Beveridge, Megan ENV:EX

Subject: RE: Call for Records MOE-2021-10933 | due March 9, 2021 | IRM Tech: Vivian-Grace Ostan

Hey Megan,

This is a bit of an interesting request, my understanding of undue hardship is related to an employer's duty to accommodate employees with a disability. So an employer may fail to accommodate an employee with a disability by citing undue hardship, so it's just too difficult financially or practically for the employer to make that change to accommodate the employee. So if the inquiry is about BC Parks as an employer assessing what is undue hardship faced by a BC Parks employee with a disability who made a request for accommodation, this is the policy we might use https://www2.gov.bc.ca/assets/gov/careers/managers-supervisors/managing-employee-labour-relations/managers_guide_to_reasonable_accommodation.pdf. If the inquiry is how our Park Operators handle the duty to accommodate from their employees with disabilities and what a Park Operator would classify as undue hardship, that might be an RSS question. I do suspect this kind of HR policy would be unique to each PO operation and fall outside the scope of this FOI

Overall I don't think this really touches any rec policy work and I double checked with Lynn about this 😊

Let me know if you need anything else on this.

Cheers,
Emily

From: Beveridge, Megan ENV:EX <Megan.Beveridge@gov.bc.ca>

Sent: March 2, 2021 1:47 PM

To: Drystek, Emily A ENV:EX <Emily.Drystek@gov.bc.ca>

Subject: FW: Call for Records MOE-2021-10933 | due March 9, 2021 | IRM Tech: Vivian-Grace Ostan

Hi Emily,

I'm not sure how applicable this request is for our section, but can you confirm whether you would have any records relating to the request? You're the only one in our section I can think of who might work on anything related to this.

Thanks,
Megan

From: Wilcock, Leah ENV:EX <Leah.Wilcock@gov.bc.ca>

Sent: March 2, 2021 1:15 PM

To: Ranson, David ENV:EX <David.Ranson@gov.bc.ca>; ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>; Beveridge, Megan ENV:EX <Megan.Beveridge@gov.bc.ca>; Martin, Sydney D ENV:EX <Sydney.Martin@gov.bc.ca>

Subject: RE: Call for Records MOE-2021-10933 | due March 9, 2021 | IRM Tech: Vivian-Grace Ostan

Hi Vivian-Grace,

I have found multiple definitions of what "undue hardship" means in the accessibility field (normally referred to as undue hardship). Given this, could the individual requesting this information provide us with the definition they are using or tell us the assumption of meaning they attribute to this term, to ensure we are responding accordingly?

Thanks so much,

Leah

Leah Wilcock (she/her)

A/Manager, Visitor Services

BC Parks | Ministry of Environment and Climate Change Strategy

Main: 778-698-4295

Cell: 250-893-0278

leah.wilcock@gov.bc.ca

www.bcparks.ca



BC Parks has recently launched new speciality plates! [Get your BC Parks licence plate today.](#)

From: Ranson, David ENV:EX <David.Ranson@gov.bc.ca>

Sent: March 2, 2021 11:47 AM

To: ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>; Beveridge, Megan ENV:EX <Megan.Beveridge@gov.bc.ca>; Wilcock, Leah ENV:EX <Leah.Wilcock@gov.bc.ca>; Martin, Sydney D ENV:EX <Sydney.Martin@gov.bc.ca>

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RE: Ostan, Vivian Grace ENV:EX sent you a message in Skype for Business while you were offline

From: Figueiredo, Julia ENV:EX <Julia.Figueiredo@gov.bc.ca>
To: Ostan, Vivian Grace ENV:EX <VivianGrace.Ostan@gov.bc.ca>
Sent: March 3, 2021 8:21:42 AM PST
Received: March 3, 2021 8:21:43 AM PST

I'd suggest letting IAO know that based off of the current wording of this request, we may be looking at an NRR; however, if the applicant is interested then we can provide the Universal Design Guideline, as this document provides info on how BC Parks assesses accessibility in park environments, but there are no directives or records that evaluate 'undue hardships' of removing an obstacle or evaluate their duty to accommodate people with disabilities (as per Craig Paulson's email).

From: Ostan, Vivian Grace ENV:EX
Sent: March 2, 2021 4:20 PM
To: Figueiredo, Julia ENV:EX
Subject: RE: Ostan, Vivian Grace ENV:EX sent you a message in Skype for Business while you were offline

Hi Julia,

s.22

I noticed that David Ranson suggested they give a no records response rather than trying to figure out what the applicant is after.

Perhaps we could discuss this tomorrow? Or should I just go back to IAO with the NRR due to lack of clarity in the request and wait for them to talk to the applicant? All the emails are in my folder 10933.

Hope you had a great day!

Vivian Grace

From: Figueiredo, Julia ENV:EX <Julia.Figueiredo@gov.bc.ca>
Sent: March 2, 2021 1:27 PM
To: Ostan, Vivian Grace ENV:EX <VivianGrace.Ostan@gov.bc.ca>
Subject: RE: Ostan, Vivian Grace ENV:EX sent you a message in Skype for Business while you were offline

It might be good to let the other FOI contacts know that we will be seeking clarification based off of Sydney's questions, chances are that they will be unclear of the interpretation as well. So good to keep everyone in the loop so we don't have multiple interpretations.

From: Figueiredo, Julia ENV:EX
Sent: March 2, 2021 1:06 PM
To: Ostan, Vivian Grace ENV:EX <VivianGrace.Ostan@gov.bc.ca>
Subject: RE: Ostan, Vivian Grace ENV:EX sent you a message in Skype for Business while you were offline

Yep. The flexteam can connect with the applicant to help clarify the wording.

From: Ostan, Vivian Grace ENV:EX <VivianGrace.Ostan@gov.bc.ca>
Sent: March 2, 2021 1:03 PM
To: Figueiredo, Julia ENV:EX <Julia.Figueiredo@gov.bc.ca>
Subject: Ostan, Vivian Grace ENV:EX sent you a message in Skype for Business while you were offline

Ostan, Vivian Grace ENV:EX 1:00 PM:

Hi Julia, I sent you my FOI updates but an email just came in from Sydney for 10933. Would I go to IAOFlex for clarification on the request? Her email is in my FOI folder in Outlook.

Need Skype for Business? [Try the Skype for Business mobile app.](#)

HOLD: Call for Records MOE-2021-10933 | due March 9, 2021 | IRM Tech: Vivian-Grace Ostan

From: ENV Information Management Team ENV:EX </O=BCGOVT/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E39CE163033E4686A483AF28466323E7-ENV FOI DMO ENV:E>
To: Beveridge, Megan ENV:EX, Wilcock, Leah ENV:EX, Martin, Sydney D ENV:EX, Paulson, Craig X ENV:EX, Ranson, David ENV:EX
Sent: March 3, 2021 8:54:11 AM PST
Received: March 3, 2021 8:54:12 AM PST

Hi everyone,

Due to the amount of questions/speculations everyone has made, I will let IAO know that based on the current request, there are no responsive records. If the applicant choses to change their wording, I will let you know.

Thanks for the input.

Thanks,
Vivian-Grace

Vivian Grace Ostan
IRM Technician | Information & Records Management Team (IRMT)
Deputy Minister's Office | Ministry of Environment & Climate Change Strategy

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Cc: Ranson, David ENV:EX
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Records showing how the BC Parks division assess whether removing an obstacle faced by a person with a disability is an undue hardship. This includes documents such as, but not limited to the following: policies, procedures, guidelines, and blank forms.

FOR YOUR ACTION:

- 1) Submit fee estimate information **OR** responsive records to IRMT before Tuesday, March 9th.
 - a) **Submit fees if** search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 300 pages
 - Complete the form at the end of this email and provide this information to IRMT via reply email
 - A fee will be issued to the applicant and the request will go on hold until further notice
 - b) **Submit records if** no fees apply
 - Gather your responsive records and submit them to IRMT in their native format to ENV FOI SharePoint site at the location linked here: [MOE-2021-10933](#)
 - IRMT will convert your records into a pdf package and return them to you for a harms assessment
- 2) Advise if your program area does not have responsive records and/or you believe this request should be sent to other areas within the Ministry as soon as possible.

AVAILABLE SUPPORT/RESOURCES:

- [Guide to Completing a Fee Estimate](#)
- [Guide to an Adequate Search for Records](#)

If you have any questions or concerns, please do not hesitate to contact me. Or for additional guidance on ENV's FOI process, please visit the [FOI Support Portal](#).

Thank you,
Vivian-Grace

Vivian Grace Ostan
IRM Technician | Information & Records Management Team (IRMT)
Deputy Minister's Office | Ministry of Environment & Climate Change Strategy

Fee Estimate Information

Time		
Search and retrieval		hours
Preparation		hours
Volume		
Emails		items
Electronic files		items
Hardcopy files		pages

***NOTE:** Do not include a preparation time UNLESS you are required to scan hardcopy records into electronic format. As IAO is now tasked with preparing the records, they will produce a preparation figure based off your estimated volume of records.

Do not include the amount of time it takes to complete a harms assessment. We are not authorized under FOIPPA to

charge for this task.

Please provide a brief summary of the search/preparatory efforts involved (i.e. number of staff involved, databases to search, number of offsite boxes, etc.)

You can track the progress of this FOI and any others within your division by visiting our [ENV FOI SharePoint Site](#) and exploring your division's dashboard.

****Please notify IRMT if you or any of your staff require access permissions.**

RE: Call for Records MOE-2021-10933 - Pablo Frederick - Concerns/Question

From: ENV Information Management Team ENV:EX </O=BCGOVT/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E39CE163033E4686A483AF28466323E7-ENV FOI DMO ENV:E>
To: IAO Flex Team CITZ:EX
Sent: March 3, 2021 10:20:31 AM PST
Received: March 3, 2021 10:20:31 AM PST

Hi Pablo,

I sent the CFR email to the program areas but based on the current wording of the request, we may be looking at an NRR (no responsive records).

If the applicant is interested, we can provide the Universal Design Guideline, as this document provides information on how BC Parks assesses accessibility in park environments. There are no directives or records that evaluate "undue hardships" of removing an obstacle or evaluate their duty to accommodate people with disabilities.

Please advise how the applicant would like to move forward.

Thanks,
Vivian-Grace

Vivian Grace Ostan
IRM Technician | Information & Records Management Team (IRMT)
Deputy Minister's Office | Ministry of Environment & Climate Change Strategy

From: IAOFlexTeam@gov.bc.ca
Sent: March 2, 2021 9:03 AM
To: ENV Information Management Team ENV:EX
Subject: Call for Records MOE-2021-10933 - Pablo Frederick

Hi Vivian-Grace – this request should go to BC Parks, Visitor Programs (Sydney Martin's group). Thanks!

Request for Documents for Request # 'MOE-2021-10933'. Your response due date is: 3/16/2021 12:00:00 AM
Message from SENDER: Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

Records showing how the BC Parks division assess whether removing an obstacle faced by a person with a disability is an undueness hardship. This includes documents such as, but not limited to the following: policies, procedures, guidelines, and blank forms. Date Format is MM/DD/YYYY

Applicant Type: Individual
Records Due: March 16, 2021
Legislated Due Date: April 14, 2021

Please email Pablo Frederick at IAOFlexTeam@gov.bc.ca for all questions regarding clarification, deadlines, routinely releasable records, or publicly available records.

Fees

If any of the following apply, a fee estimate may be required:

- The search and retrieval time are anticipated to exceed 3 hours;
- The volume of hard-copy records is anticipated to exceed 200 pages;
- Preparation time can reasonably be expected to exceed 15 minutes or more.

If so, please complete Sections 2 and 4 of the CFR, add it to the FOI Fileshare, and then email the IAOFlexTeam@gov.bc.ca using the subject line "MOE-2021-10933 - Pablo Frederick - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

Load Records to the FOI Fileshare

Please send your completed CFR form and responsive records to IAO via the FOI Fileshare, instead of by email.

- Create a new folder in the FOI Fileshare titled "MOE-2021-10933 - Pablo Frederick - Records"
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Reminder

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Thank you,

Pablo Frederick, Junior FOI Analyst

IAO Flex Team | Information Access Operations | Ministry of Citizens' Services

RE: Call for Records MOE-2021-10933 - Pablo Frederick - Concerns/Question

From: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>
To: ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>
Sent: March 3, 2021 11:04:22 AM PST
Received: March 3, 2021 11:04:23 AM PST

Hello,

I would be happy to reach out to the applicant to determine if they are interested in this document, thank you for reaching out.

Regards,

Pablo Frederick

Junior FOI Analyst | Information Access Operations

Corporate Information and Records Management | Ministry of Citizens' Services

Ph.778-974-2001 | e: Pablo.Frederick@gov.bc.ca | m: PO Box 9569, STN PROV GOVT Victoria BC V8W 9K1

From: ENV Information Management Team ENV:EX

Sent: March 3, 2021 10:21 AM

To: IAO Flex Team CITZ:EX

Subject: RE: Call for Records MOE-2021-10933 - Pablo Frederick - Concerns/Question

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IRM Technician | Information & Records Management Team (IRMT)

Deputy Minister's Office | Ministry of Environment & Climate Change Strategy

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Sent: March 2, 2021 9:03 AM

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IAO Flex Team | Information Access Operations | Ministry of Citizens' Services

RE: Call for Records MOE-2021-10933 - Pablo Frederick - Concerns/Question

From: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>
To: ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>
Sent: March 3, 2021 12:58:03 PM PST
Received: March 3, 2021 12:58:03 PM PST

Hello,

I have asked the applicant and they are not interested in the document you described, thank you.

Regards,

Pablo Frederick

Junior FOI Analyst | Information Access Operations

Corporate Information and Records Management | Ministry of Citizens' Services

Ph.778-974-2001 | e: Pablo.Frederick@gov.bc.ca | m: PO Box 9569, STN PROV GOVT Victoria BC V8W 9K1

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Deputy Minister's Office | Ministry of Environment & Climate Change Strategy

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Sent: March 2, 2021 9:03 AM

To: ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>

Subject: Call for Records MOE-2021-10933 - Pablo Frederick

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IAO Flex Team | Information Access Operations | Ministry of Citizens' Services

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To: IAO Flex Team CITZ:EX
Sent: March 4, 2021 8:45:28 AM PST
Received: March 4, 2021 8:45:28 AM PST

Hi Pablo,

Thanks for your message yesterday. Because the applicant does not want the document, should I make this FOI request then an NRR and close it? Or is the applicant re-wording their request? Just wondering where this request stands and what actions I need to take.

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Vivian-Grace

Vivian Grace Ostan
IRM Technician | Information & Records Management Team (IRMT)
Deputy Minister's Office | Ministry of Environment & Climate Change Strategy

From: IAO Flex Team CITZ:EX
Sent: March 3, 2021 12:58 PM
To: ENV Information Management Team ENV:EX
Subject: RE: Call for Records MOE-2021-10933 - Pablo Frederick - Concerns/Question

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Junior FOI Analyst | Information Access Operations
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Ph.778-974-2001 | e: Pablo.Frederick@gov.bc.ca | m: PO Box 9569, STN PROV GOVT Victoria BC V8W 9K1

From: ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>
Sent: March 3, 2021 10:21 AM
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Subject: RE: Call for Records MOE-2021-10933 - Pablo Frederick - Concerns/Question

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Vivian Grace Ostan

From: IAOFlexTeam@gov.bc.ca <IAOFlexTeam@gov.bc.ca>
Sent: March 2, 2021 9:03 AM
To: ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>
Subject: Call for Records MOE-2021-10933 - Pablo Frederick

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Thank you,

Pablo Frederick, Junior FOI Analyst
IAO Flex Team | Information Access Operations | Ministry of Citizens' Services

RE: Call for Records MOE-2021-10933 - Pablo Frederick - Concerns/Question

From: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>
To: ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>
Sent: March 4, 2021 9:06:04 AM PST
Received: March 4, 2021 9:06:04 AM PST

Hello,

No the applicant is not re-wording their request, in this case I believe an NRR would be appropriate. Thank you for asking.

Regards,

Pablo Frederick

Junior FOI Analyst | Information Access Operations

Corporate Information and Records Management | Ministry of Citizens' Services

Ph.778-974-2001 | e: Pablo.Frederick@gov.bc.ca | m: PO Box 9569, STN PROV GOVT Victoria BC V8W 9K1

From: ENV Information Management Team ENV:EX

Sent: March 4, 2021 8:45 AM

To: IAO Flex Team CITZ:EX

Subject: RE: Call for Records MOE-2021-10933 - Pablo Frederick - Concerns/Question

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Vivian-Grace

Vivian Grace Ostan

IRM Technician | Information & Records Management Team (IRMT)

Deputy Minister's Office | Ministry of Environment & Climate Change Strategy

From: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>

Sent: March 3, 2021 12:58 PM

To: ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>

Subject: RE: Call for Records MOE-2021-10933 - Pablo Frederick - Concerns/Question

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Corporate Information and Records Management | Ministry of Citizens' Services

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IRM Technician | Information & Records Management Team (IRMT)

Deputy Minister's Office | Ministry of Environment & Climate Change Strategy

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Sent: March 2, 2021 9:03 AM

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IAO Flex Team | Information Access Operations | Ministry of Citizens' Services

NRR: Call for Records MOE-2021-10933 | due March 9, 2021 | IRM Tech: Vivian-Grace Ostan

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To: Beveridge, Megan ENV:EX, Wilcock, Leah ENV:EX, Martin, Sydney D ENV:EX, Paulson, Craig X ENV:EX, Ranson, David ENV:EX
Sent: March 4, 2021 9:59:22 AM PST
Received: March 4, 2021 9:59:23 AM PST

Hi everyone,

This FOI request is closed and is being submitted as a NRR.

Thanks,
Vivian-Grace

Vivian Grace Ostan
IRM Technician | Information & Records Management Team (IRMT)
Deputy Minister's Office | Ministry of Environment & Climate Change Strategy

From: ENV Information Management Team ENV:EX
Sent: March 3, 2021 8:54 AM
To: Beveridge, Megan ENV:EX ; Wilcock, Leah ENV:EX ; Martin, Sydney D ENV:EX ; Paulson, Craig X ENV:EX ; Ranson, David ENV:EX
Subject: HOLD: Call for Records MOE-2021-10933 | due March 9, 2021 | IRM Tech: Vivian-Grace Ostan

Hi everyone,

Due to the amount of questions/speculations everyone has made, I will let IAO know that based on the current request, there are no responsive records. If the applicant choses to change their wording, I will let you know.

Thanks for the input.

Thanks,
Vivian-Grace

Vivian Grace Ostan
IRM Technician | Information & Records Management Team (IRMT)
Deputy Minister's Office | Ministry of Environment & Climate Change Strategy

From: ENV Information Management Team ENV:EX
Sent: March 2, 2021 11:44 AM
To: Beveridge, Megan ENV:EX ; Wilcock, Leah ENV:EX
Cc: Ranson, David ENV:EX
Subject: Call for Records MOE-2021-10933 | due March 9, 2021 | IRM Tech: Vivian-Grace Ostan

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**Please notify IRMT if you or any of your staff require access permissions.

MOE-2021-10933 - Pablo Frederick - NRR

From: ENV Information Management Team ENV:EX </O=BCGOVT/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E39CE163033E4686A483AF28466323E7-ENV FOI DMO ENV:E>

To: IAO Flex Team CITZ:EX

Sent: March 4, 2021 12:08:26 PM PST

Received: March 4, 2021 12:08:27 PM PST

Hi Pablo,

This is to confirm that the program has no responsive records for this request.

Thanks,
Vivian-Grace

Vivian Grace Ostan
IRM Technician | Information & Records Management Team (IRMT)
Deputy Minister's Office | Ministry of Environment & Climate Change Strategy

MOE-2021-10933 - NRR

From: ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>
To: ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>
Sent: March 15, 2021 3:16:40 PM PDT
Received: March 15, 2021 3:16:40 PM PDT

Hi Julia,

This request is NRR.

The folder is in my FOI folder, fourth down in the list.

Thanks,

Vivian Grace

Vivian Grace Ostan

IRM Technician | Information & Records Management Team (IRMT)

Deputy Minister's Office | Ministry of Environment & Climate Change Strategy

From: IAO Flex Team CITZ:EX

Sent: March 4, 2021 9:06 AM

To: ENV Information Management Team ENV:EX

Subject: RE: Call for Records MOE-2021-10933 - Pablo Frederick - Concerns/Question

Hello,

No the applicant is not re-wording their request, in this case I believe an NRR would be appropriate. Thank you for asking.

Regards,

Pablo Frederick

Junior FOI Analyst | Information Access Operations

Corporate Information and Records Management | Ministry of Citizens' Services

Ph.778-974-2001 | e: Pablo.Frederick@gov.bc.ca | m: PO Box 9569, STN PROV GOVT Victoria BC V8W 9K1

From: ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>

Sent: March 4, 2021 8:45 AM

To: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>

Subject: RE: Call for Records MOE-2021-10933 - Pablo Frederick - Concerns/Question

Hi Pablo,

Thanks for your message yesterday. Because the applicant does not want the document, should I make this FOI request then an NRR and close it? Or is the applicant re-wording their request? Just wondering where this request stands and what actions I need to take.

Thanks,

Vivian-Grace

Vivian Grace Ostan

IRM Technician | Information & Records Management Team (IRMT)

Deputy Minister's Office | Ministry of Environment & Climate Change Strategy

From: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>

Sent: March 3, 2021 12:58 PM

To: ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>

Subject: RE: Call for Records MOE-2021-10933 - Pablo Frederick - Concerns/Question

Hello,

I have asked the applicant and they are not interested in the document you described, thank you.

Regards,

Pablo Frederick

Junior FOI Analyst | Information Access Operations

Corporate Information and Records Management | Ministry of Citizens' Services

Ph.778-974-2001 | e: Pablo.Frederick@gov.bc.ca | m: PO Box 9569, STN PROV GOVT Victoria BC V8W 9K1

From: ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>

Sent: March 3, 2021 10:21 AM

To: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>

Subject: RE: Call for Records MOE-2021-10933 - Pablo Frederick - Concerns/Question

Hi Pablo,

I sent the CFR email to the program areas but based on the current wording of the request, we may be looking at an NRR (no responsive records).

If the applicant is interested, we can provide the Universal Design Guideline, as this document provides information on how BC Parks assesses accessibility in park environments. There are no directives or records that evaluate "undue hardships" of removing an obstacle or evaluate their duty to accommodate people with disabilities.

Please advise how the applicant would like to move forward.

Thanks,

Vivian-Grace

Vivian Grace Ostan

IRM Technician | Information & Records Management Team (IRMT)

Deputy Minister's Office | Ministry of Environment & Climate Change Strategy

From: IAOFlexTeam@gov.bc.ca <IAOFlexTeam@gov.bc.ca>

Sent: March 2, 2021 9:03 AM

To: ENV Information Management Team ENV:EX <ENV.DMO.IRM@gov.bc.ca>

Subject: Call for Records MOE-2021-10933 - Pablo Frederick

Hi Vivian-Grace – this request should go to BC Parks, Visitor Programs (Sydney Martin's group). Thanks!

Request for Documents for Request # 'MOE-2021-10933'. Your response due date is: 3/16/2021 12:00:00 AM

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

Records showing how the BC Parks division assess whether removing an obstacle faced by a person with a disability is an undue hardship. This includes documents such as, but not limited to the following: policies, procedures, guidelines, and blank forms. Date Format is MM/DD/YYYY

Applicant Type: Individual

Records Due: March 16, 2021

Legislated Due Date: April 14, 2021

Please email Pablo Frederick at IAOFlexTeam@gov.bc.ca for all questions regarding clarification, deadlines, routinely releasable records, or publicly available records.

Fees

If any of the following apply, a fee estimate may be required:

- The search and retrieval time are anticipated to exceed 3 hours;
- The volume of hard-copy records is anticipated to exceed 200 pages;
- Preparation time can reasonably be expected to exceed 15 minutes or more.

If so, please complete Sections 2 and 4 of the CFR, add it to the FOI Fileshare, and then email the IAOFlexTeam@gov.bc.ca using the subject line "MOE-2021-10933 - Pablo Frederick - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

Load Records to the FOI Fileshare

Please send your completed CFR form and responsive records to IAO via the FOI Fileshare, instead of by email.

- Create a new folder in the FOI Fileshare titled "MOE-2021-10933 - Pablo Frederick - Records"
- Copy all responsive records and the completed CFR to the folder
- Send an email to IAOFlexTeam@gov.bc.ca with the subject line "MOE-2021-10933 - Pablo Frederick - CFR Complete"

If you are having difficulties accessing the FOI Fileshare, please contact IAOFlexTeam@gov.bc.ca.

Reminder

FOIPPA obligates us to assist every applicant and to respond without delay, openly, accurately, and completely. If the public body 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 confirming they have conducted an adequate search for relevant records.

Thank you,

