



## Section 1: FOI Request Details

General Request ☒ Personal Request ☐ Authorization Received: n/a

Applicant Type: Media Request Received: May 5, 2021 FOI Analyst: Debby Schlutter

Legislated Due Date: June 17, 2021 Fee Estimate Due: May 18, 2021 Records Due: May 26, 2021

Description: All of Naveen Girn's sent and received email. (Date Range for Record Search: From 11/6/2020 To 11/6/2020)

## 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
<b>Locating/Retrieving – this includes searching all relevant sources.</b> <b>Areas to consider searching include:</b> <ul style="list-style-type: none"><li>Outlook (including 'deleted' and 'sent' folders)</li><li>Records management systems (ex. EDRMS)</li><li>LAN, shared drives, SharePoint, databases</li><li>Offsite records</li></ul>	1	
<b>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</b> <ul style="list-style-type: none"><li>Identifying relevant sources of data/information</li><li>Manual time spent creating and producing records</li><li>Ex: generating a custom report from a database using existing data</li></ul>		

<b>Preparing – this may include time spent by IAO (for electronic records) or the Ministry (for hardcopy records) and tasks include</b>	0.5	
<ul style="list-style-type: none"> <li>• Converting records to PDF</li> <li>• Consolidating records into a single PDF document</li> <li>• Organizing records packages (e.g. by date department, staff, records type, etc.)</li> <li>• Photocopying or scanning records into electronic format</li> <li>• Ensuring completeness of responsive records</li> <li>• Copying other types of media (audio and/or video)</li> </ul> <b>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.</b>		
<b>Volume – for electronic records please provide the estimated number of files and for hardcopy records please continue to provide the number of pages</b>		
<ul style="list-style-type: none"> <li>• <b>Electronic records</b> <ul style="list-style-type: none"> <li>○ Files (e.g. emails, Word Docs, Excel sheets, PDFs, photos, etc.)</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Hardcopy records</b> <ul style="list-style-type: none"> <li>○ Average file folder = 1" and holds approx. 200 pages (single-sided)</li> <li>○ 1 standard Records Centre Services box: <ul style="list-style-type: none"> <li>▪ Legal sized folders = 1800 pages</li> <li>▪ Letter sized folders = 2200 pages</li> </ul> </li> </ul> </li> </ul>		
<b>Suggestions for possible narrowing:</b>		

## 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:

Naveen Girn canvassed

## 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?

## 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

<b>Who completed this form (full name and title):</b> Amanda Shortt	<b>Phone Number:</b> 778-974-5747	<b>Date:</b> May 31, 2021
<b>Harms Assessment completed by (full name and title):</b>	<b>Program Area:</b>	
<b>Harms Assessment approved by (full name and title):</b>		

## Call for Records OOP-2021-12114 - Debby Schlutter

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From: IAOFlexTeam@gov.bc.ca  
To: OOP.FOI@gov.bc.ca, OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>  
Sent: May 11, 2021 10:33:02 AM PDT  
Attachments: G - Call for Records form.docx

Request for Documents for Request # 'OOP-2021-12114'. Your response due date is: 5/26/2021 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):

All of Naveen Girm's sent and received email. (Date Range for Record Search: From 11/6/2020 To 11/6/2020) Date Format is MM/DD/YYYY

Applicant Type: Media  
Records Due: May 26, 2021  
Legislated Due Date: June 17, 2021

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

### **Routine Release**

Information that can be provided to the applicant without the need for an FOI request under FOIPPA can be "routinely released". If the Ministry deems these records routinely releasable, please respond to this CFR as soon as possible with responsive records, or with the contact information of the individual who will facilitate access. IAO will release the records and/or the contact information of the individual who will facilitate access and close the request. Please contact IAO for advice regarding making this determination.

### **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 "OOP-2021-12114 - Debby Schlutter - 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 "OOP-2021-12114 - Debby Schlutter - Records"
- Copy all responsive records and the completed CFR to the folder
- Send an email to IAOFlexTeam@gov.bc.ca with the subject line "OOP-2021-12114 - Debby Schlutter - 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,

**Debby Schlutter, Junior FOI Analyst**  
**IAO Flex Team | Information Access Operations | Ministry of Citizens' Services**



## Section 1: FOI Request Details

**General Request** ☒ **Personal Request** ☐ **Authorization Received:** n/a

**Applicant Type:** Media **Request Received:** May 5, 2021 **FOI Analyst:** Debby Schlutter

**Legislated Due Date:** June 17, 2021 **Fee Estimate Due:** May 18, 2021 **Records Due:** May 26, 2021

**Description:** All of Naveen Girn's sent and received email. (Date Range for Record Search: From 11/6/2020 To 11/6/2020)

## Section 2: Initial Records Assessment

**Do you hold responsive records?** YES ☐ NO ☐

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**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

<b>Final public body approval (full name and title):</b>	<b>Signature:</b>	<b>Date:</b> Date
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<b>Volume – for electronic records please provide the estimated number of files and for hardcopy records please continue to provide the number of pages</b>			
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- 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?

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

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**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):		

## RE: Call for Records OOP-2021-12114 Records Due: May 26, 2021

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From: OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>  
To: Girn, Naveen PREM:EX <Naveen.Girn@gov.bc.ca>  
Sent: May 14, 2021 9:28:00 AM PDT

Hi Naveen,  
Yes, only November 6<sup>th</sup>.  
Thank you,  
Brittany

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**From:** Girn, Naveen PREM:EX <Naveen.Girn@gov.bc.ca>  
**Sent:** May 14, 2021 9:16 AM  
**To:** OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>  
**Subject:** RE: Call for Records OOP-2021-12114 Records Due: May 26, 2021  
Hi Brittany,  
Thanks. Just to confirm this is for one day in November?  
Best wishes,  
Naveen

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**From:** OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>  
**Sent:** May 14, 2021 8:10 AM  
**To:** Girn, Naveen PREM:EX <Naveen.Girn@gov.bc.ca>  
**Subject:** Call for Records OOP-2021-12114 Records Due: May 26, 2021

Hi Naveen,  
Please see the request below and please let me know by May 26<sup>th</sup> how long your search will be and an approximate amount of emails you will have:

**Do not proceed with gathering and producing the records just yet.** We are sending in fee estimates for these types of requests to the applicant. We are not in the position to proceed with the work until the applicant has paid the fee, or narrowed the request to reduce or eliminate a fee.

**Please note that the new wording of this requests includes ALL RECEIVED EMAILS, as well as all sent emails.**

*All of Naveen Girn's sent and received email.*

*(Date Range for Record Search: From 11/6/2020 To 11/6/2020) Date Format is MM/DD/YYYY*

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**Thank you,**  
**Brittany Hawkins, Administrative Assistant**  
Deputy Minister's Office | Office of the Premier  
Room 272 - West Annex, Parliament Buildings  
Victoria BC V8W 9E1  
Phone: (236) 478-3483



## CFR Reminder 1 - OOP-2021-12114 - Debby Schlutter

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From: IAOFlexTeam@gov.bc.ca  
To: OOP.FOI@gov.bc.ca, OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>  
Sent: May 28, 2021 9:41:45 AM PDT

Please be aware that the Call for Records for OOP-2021-12114 is now due. It is important that IAO receive timely delivery of records in order to meet legislated timelines. Please submit all responsive records or applicable fee estimates to the FOI Fileshare and notify IAO as soon as possible.

*All of Naveen Girn's sent and received email. (Date Range for Record Search: From 11/6/2020 To 11/6/2020) Date Format MM/DD/YYYY*

If you have reasons to extend this request under Section 10 of FOIPPA (e.g. anticipated volume over 200 pages, or consultations) or if you have questions regarding the Call for Records process, please contact IAOFlexTeam@gov.bc.ca with "OOP-2021-12114 - Debby Schlutter" in the subject line.

Thank you,

**Debby Schlutter, Junior FOI Analyst**  
**IAO Flex Team | Information Access Operations | Ministry of Citizens' Services**

## **RE: Reminder: Call for Records OOP-2021-12114 Records Due: May 26, 2021**

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From: Girn, Naveen PREM:EX <Naveen.Girn@gov.bc.ca>  
To: OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>  
Sent: May 28, 2021 10:47:09 AM PDT

Hi Amanda,  
Thank you for this reminder. I have approximately 25 emails from that day.  
Best wishes,  
Naveen Girn

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**From:** OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>  
**Sent:** May 28, 2021 10:43 AM  
**To:** Girn, Naveen PREM:EX <Naveen.Girn@gov.bc.ca>  
**Subject:** Reminder: Call for Records OOP-2021-12114 Records Due: May 26, 2021  
Morning Naveen,  
Sending a reminder for this request.  
Thanks so much,  
-Amanda

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**From:** OOP FOI PREM:EX  
**Sent:** May 14, 2021 8:10 AM  
**To:** Girn, Naveen PREM:EX <Naveen.Girn@gov.bc.ca>  
**Subject:** Call for Records OOP-2021-12114 Records Due: May 26, 2021

Hi Naveen,  
Please see the request below and please let me know by May 26th how long your search will be and an approximate amount of emails you will have:

**Do not proceed with gathering and producing the records just yet.** We are sending in fee estimates for these types of requests to the applicant. We are not in the position to proceed with the work until the applicant has paid the fee, or narrowed the request to reduce or eliminate a fee.

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*All of Naveen Girn's sent and received email.*

*(Date Range for Record Search: From 11/6/2020 To 11/6/2020) Date Format is MM/DD/YYYY*

---

**Thank you,**  
**Brittany Hawkins, Administrative Assistant**  
Deputy Minister's Office | Office of the Premier  
Room 272 - West Annex, Parliament Buildings  
Victoria BC V8W 9E1  
Phone: (236) 478-3483

## RE: Call for Records OOP-2021-12114 - Debby Schlutter

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From: OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>  
To: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>  
Sent: May 31, 2021 10:58:43 AM PDT  
Attachments: OOP-2021-12114 Fee Estimate.docx

ello,

Please find the attached fee estimate for this file.

Thank you,

-Amanda

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

**Sent:** May 11, 2021 10:33 AM

**To:** OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>

**Subject:** Call for Records OOP-2021-12114 - Debby Schlutter

Request for Documents for Request # 'OOP-2021-12114'. Your response due date is: 5/26/2021 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):

All of Naveen Girm's sent and received email. (Date Range for Record Search: From 11/6/2020 To 11/6/2020) Date Format is MM/DD/YYYY

Applicant Type: Media

Records Due: May 26, 2021

Legislated Due Date: June 17, 2021

Please email Debby Schlutter at [IAOFlexTeam@gov.bc.ca](mailto:IAOFlexTeam@gov.bc.ca) for all questions regarding clarification, deadlines, routinely releasable records, or publicly available records.

### Routine Release

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### Load Records to the FOI Fileshare

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- Send an email to [IAOFlexTeam@gov.bc.ca](mailto:IAOFlexTeam@gov.bc.ca) with the subject line "OOP-2021-12114 - Debby Schlutter - CFR Complete"

If you are having difficulties accessing the FOI Fileshare, please contact [IAOFlexTeam@gov.bc.ca](mailto: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,

**Debby Schlutter, Junior FOI Analyst**

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

## Fee Estimate for OOP-2021-12114

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From: Fern, Chelsea CITZ:EX <Chelsea.Fern@gov.bc.ca>  
To: OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>  
Sent: June 3, 2021 11:25:23 AM PDT

Good Morning Jackie and Brittany,

Please note that a fee estimate of \$15 has been issued to the applicant for this request. The applicant must respond by July 2 or the request will be considered abandoned. The request has been put on hold.

Thank you,

**Chelsea Fern** (*she/her*) | FOI Specialist

Central Team, Information Access Operations

[Chelsea.Fern@gov.bc.ca](mailto:Chelsea.Fern@gov.bc.ca) | 778-698-2740

## FOI Request OOP-2021-12114

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From: Fern, Chelsea CITZ:EX <Chelsea.Fern@gov.bc.ca>  
To: OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>  
Sent: July 8, 2021 8:39:39 AM PDT

Hello Office of the Premier,

Please note that this request is now closed as abandoned. The applicant did not respond to the fee letter with any substantive narrowing options, and their last correspondence was over 20 days previous.

If the applicant replies to the fee letter at any point in the future (with further narrowing options, a fee waiver request and/or payment), we may reopen the same FOI request or open a new request.

Thank you,

**Chelsea Fern** (*she/her*) | FOI Specialist  
Central Team, Information Access Operations  
[Chelsea.Fern@gov.bc.ca](mailto:Chelsea.Fern@gov.bc.ca) | 778-698-2740