

# How to sent Records to IAO/ Records Gathering

September 21, 2022

3:49 PM

Records gathering - if not a proactive disclosure

FOI Request of BN to the DM (outside of proactive disclosure)

Make your own record - copied and pasted into Excel.

Make a new column of the program area.

Log into CLIFF:

AEST

IDIR

Password

Quick Search (CLIFF Number in there)

If need more info - can go to the log attachments and view (eye ball icon) the eApp History.

Now send an email to the ED's in PSPP to see if there are any concerns.

Now have to duplicate the eApproval and send to the each division:

Click Duplicate Item:

Edit the Title - FTMS at the end of the Subject

IAO Date Due (don't worry about it if it's overdue - just leave it as is)

LLD: Should just leave it as it.

Signature Level - (should be DM)

Business unit - DM Office (this is where the records originated)

Assigned to: Cheryl Weiss

Due Date - (3 days)

LLD: Oct 18, 2022

Edit the Due Date - give the unit 2-3 days

Add a comment:

For ADM approval for FTMS BN Title: Funding Formula Review Update CLIFF #125784 only - see attached highlighted records. Please note the remainder of records belong to other divisions. Thank-you!

Approval Route - FTMS ADMO > Alana McArthur

Assigned to: Delete - and then put the contact's name - Cheryl Weiss (for Jason Butler for FTMS)

Put a copy of the record with the record highlighted and a copy of the CFR forms.

Create- and then copy last item to do it again.

Example - in Outlook - 2022 Closed FOI Requests - AED - 2022-20194 - PS Calendar

Records from the MO - Parliamentary Security Calendar. (receive it almost every month).

Check the CFR form - if not filled out - fill it out:

Section 2: YES, NO, NO

Section 5: Records retrieved from Minister's Office

Section 6a: Standard Calendar Harms

Section 7: Fill out the top part - name, title, phone # and Date.

Save it.

Review the Clean Copy (without alterations) and the SME Copy (Eric approved, did his harms)

If you see something strange - can check the Government news chat (book marked) / compare it to that.

Email the Call for Records to the original FOI Request (in the Outlook Folder)

And upload the records on the shared drive:

If no harms identified by Eric:

upload the Clean Copy (no need to rename it)

In the email - let IAO know no harms identified

If harms were identified by Eric:

Upload the Clean Copy

Upload the SMA Approved Copy and Rename it: 'PS Cal Aug. With Harms'

In the email - let IAO know harms were identified.

Download a copy of documents on desktop.

Put a copy of the calendar/documents on the shared drive.

Check the correct state - Call for Records

Create a folder - (Just the File Number) and put the document in there.

Then respond to email and attach the Call for Records:

'Good morning,

Please find attached the completed Call for Records and please find the records on the shared drive.

Please apply standard calendar harms and no harms have been identified.'

Cc our inbox so we have a copy.



Move the copy into the folder.

Move the Outlook folder to 'With IAO'

Update the AEST FOI Tracking Excel Doc

Put the eApproval app on hold.

Add a Comment: With IAO

Records came from Minister's Office - will go back to the Minister's Office for approval (not for ADMO at all). When the sign off package comes back from IAO (redlines).

With the approval route of MO (back to Ngari) - DMO - Michael Snoddon (for your review prior to final DM sign off). After Michael reviews it, then he sends it to Jasmin for DM sign.

April 25, 2023  
9:23 AM

#### Estimates Notes Prepared for Ministers.

Under section 71.1 (4) and (5) of FOIPPA, the Estimates Notes must be disclosed in the manner and by the timelines set out below:

- (1) Estimates notes must be redacted to remove any information that must be excepted from disclosure if the summaries were requested under FOIPPA.
- (2) Estimates notes may also be redacted to remove any information that may be excepted from disclosure if the summaries were requested under FOIPPA
- (3) Estimates notes must be made available through the Open Information website not later than 120 calendar days after the Final Supply Bill passes.
- (4) In order to meet the timelines specified in (3), ministries must provide the estimates notes to Information Access Operations in the Corporate Information and Records Management Office not later than 15 calendar days after the Final Supply Bill passes.

August 14, 2023  
2:57 PM

Almost every month, we would receive a Call for Records for BN Summary titles outside of the Proactive Disclosure BN Summary titles.

1. Create eApp (Jelene B. for Tara C. for Bobbi P.) for approval (this will be your MAIN eApp) with the following criteria:  
Branch: Deputy Minister's Office (DMO). Signature level: Assistant Deputy Minister (ADM). Date final due: 'DISCRETION'. Category: FOI. Sub Category: Request. Stage: Responsive records review.  
Applicant: Political. Scope: Month of 'MONTH'. IAO date due: per email. Legislated date due: per email.  
Approval route: DMO > 'Your name'. Update FOIs Excel.

2. Attach a copy of the Call for Records email (as PDF, change the due date of email to reflect the eApp due date) and a blank BN Summary template (attached in the email, renamed to 'PD Ministerial BN CLIFF Summary MONTH').

"For record gathering. Please fill the Excel template attached with the CLIFF #, date and title/issue of all briefing notes (excluding those that are proactively disclosed), issue notes and advice and meeting notes to the Deputy Minister and the Minister/Minister of State/Premier of the month of 'MONTH' 2023 and route it back to 'Your name'. Thank you!

3. Once back from DMO, divide the Excel titles per into divisions (FTMS, GL&E, LMD and PSPP). You can do this by enabling Filter under Data. Name each Excel as 'PSE-2023-\*\*\*\*\*-'DIVISION' Copy. Put the eApp ON HOLD and comment 'Records with IAO waiting for Redline'. Update FOIs Excel.

4. For PSPP, you have to find out per title who was the ED who approved (Greg, Melanie, Fiona or Chad?). Email each ED the titles they approved with the message:

Hi ED NAME,

Please let me know if there (is/are) any concerns with releasing the (title/titles) of the following briefing notes - only the titles are being released:

- **BN TITLE (add more lines as needed)**

5. For FTMS (Cheryl W. for Jason B.), GL&E (Emily L. for Tony L.) and LMD (Kyla K. for Joanna W.), create eApps for approval with the following criteria:

Branch: DIVISION - Assistant Deputy Minister's Office (ADM). Signature level: ADM. Date final due: 'DISCRETION'. Category: FOI. Sub Category: Proactive disclosure. Stage: Responsive records review.  
Applicant: Other. Scope: Month of 'MONTH'. IAO date due: Per email. Legislated date due: Per email.  
Approval route - 'DIVISION' ADM - 'Your name'. Update FOIs Excel.

6. Once you get the PSPP ED approvals via email, also create an eApp (Carla E. for Melanie N.) with the same criteria. Update FOIs Excel.

7a. If you get all 4 eApp approvals with no concerns, create a CLEAN copy using the original Excel (remove any additional comments). Rename the file as 'PD Ministerial BN CLIFF Summary MONTH'. Reply to original Call for Records email, attach the Excel file and add message 'Please find attached our BN Summary for MONTH'.

7b. If you get all 4 eApp approvals with HARMS, highlight said harms with comments (copy paste harms message from EDs or ADMs). Rename the file as 'PSE-2023-\*\*\*\*\* HARMS'. If no FOIPPA exception section quoted, find the correct section and add it to the comment as 'S.## recommended. Create a CLEAN copy using the original Excel (remove any additional comments). Rename the file as 'PSE-2023-\*\*\*\*\* CLEAN'. Reply to original Call for Records email, attach the 2 Excel files and add message 'Please find attached Clean and Harms (## Harms identified) copies of BN Summary for 'MONTH'.

8. Close all 4 division eApps as Completed. MAIN eApp remains ON HOLD.

9. We will receive back from IAO the Redline as a PDF for approval. Remove the MAIN eApp from ON HOLD. Attach the Redline PDF and a blank Proactive Disclosure Approval Form. Keep the Call for Records. Edit the eApp Approval route as (Delegated Signing Authority) Final Sign Off > 'your name' to (Cheryl W. for Jason B.).

9. Duplicate the eApp and send for MO (Eric Peters) approval. Once back:

MO > 'your name' then Final Sign Off > 'your name' (can be sent concurrently depending on how close the due date is)

10. Once Final Approval has been received, edit the Approval Form to write the name of the Delegated Signing Authority (i.e. Jason Butler, FTMS-ADM) Delegated Signing Authority and then on the Signature section, write 'Electronic Approval' and then on the Date section write the exact Approval date. Send to IAO via MOD.

# Proactive Disclosure - BN Title (monthly)

September 21, 2022

9:31 AM

As per IAO Open Group:

Refer to Proactive Disclosure for Aug for help/assistance.

First got it:

DMO's for records gathering.

Got the list.

Got approval/harms for each ED for PSPP (as per emails) - using CLIFF # (those tagged for PSPP)

Will go to each ADMO for the other briefing notes for their harms/concerns releasing the BN's

Create new eApprovals - duplicate for each ADMO's - and send them. Will have to pick a due date and repurposed the existing eApproval to send to ADMO for PSPP.

Make sure to update the Due Date - IAO Due Date (the date the records are due with IAO) - Oct 07 - Legislated Due Date - Oct 07, 2022 (unsure what the legislated due date should actually be for proactive disclosures)

Updated the information - such as the title of the eApproval - highlighted the excel doc with their BN.

Create duplicate item -

Edit the name - change approval routes - Due date, IAO due date and legislated due.

Add a comment

Copy and pasted in another eApproval

Upload the files

Highlight the files that pertain to their area.

Review the Aug BN eApprovals:

6542 / 6541 / 6539

And then the original eApproval - repurpose it - edit the name - approval route - due dates (x3) - comment and high BN for that area.

Once we get our approvals from all the program areas -

If no harms - go seek further approval - MO and DMO office

Once approved - then send to IAO.

Use approval form sent to us - Shannon.

If harms - will send clean copy and copy with harms to IAO and once receive their copy/they put on redlines - then through the approval process - Mod and DMO office.



Based on response from Melissa/Dinara - may at some point out that if the BN - Meetings notes are severed in the proactive disclosure - make sure it is noted in the BN FOI/everything outside of proactive disclosure.

Note for when closes just the divisional approvals: Further sign off tracked thru another item  
Good afternoon,

Please find attached records. No harms have been identified. And/or if any Harms have been identified. (if any harms identified - provide a 'clean copy' spreadsheet and then the 'one with the harms identified') would be providing 2 copies to IAO.

Thank you,

Send to their ADMO for their Approval:

FTMS

GCP (PSGAR is under GCP)

WDST

PSPP - let her know that her staff have reviewed

Once have that - then send to IAO (confirm what our deadline for approval is?)

Once it's back from IAO - confirm no redlines applied (no need to go back to that program area/ADMOs).

Approvals will go to MO's and then Michael (DM).

eApproval 6423 and Proactive Disclosure Outlook folder.

In the Records Gathering Stage (records were due on Sep 15 - overdue now).

Sent Records Gathering Request to Jasmine (DMO) - (look at History in eApprovals)

Looking at the History - it is with Grace

Once we hear back from Grace - if Grace is not here - will have to ask Nancy Waters (if they have access to Grace's eApprovals/will be approving on behalf of Grace).

Excel template in eApprovals - take a look at the excel doc.

Look at the Office, Decision, Branch (column F)

Create 4 different items for each branch - send to each ADMO for their approval of their Briefing Note (BN) title (column C).

Any issue with release these titles.

Send to the ED:  
PSPP

Still with Grace but, wanted to the approvals done.

PSPP BN - know the division the notes came from but, we don't know what branch is responsible.

Need to look up each CLIFF to find out which branch it comes from- look up the executive director for that branch. (using the responsibilities list - look up the ED for that branch). Search the name and then look for the ED. See if ED has any concerns releasing - only the titles are being released.

Create myself a word doc to make sure I have cross referenced/checked every BN title and then copy and paste into the email to the ED.

Looking at CLIFF 125794 - no Division/Branch included. (people use this list to make another FOI request). Check to make sure if it's an actual Briefing -

Type in the CLIFF # top left -  
Putting in the PSPP Briefing Notes -

Question out in Late July - sent an email / any advice to ministry - not included.  
Logged in system - if it's not a briefing note - don't include in the list. For July 29 onwards.  
Only on completed briefing notes.

Briefing Note - any briefing note that is complete.  
Applying severing.  
Decision Note / Information Note / Meeting Note - Briefing Note -  
Strictly just briefing notes.  
Correct that in that assumption.

Provide a response - no responsive records at this time - they take our email and indicate no responsive records at this time.

Still have to go through our approval route.

Just briefing notes.

Saw a BN without a Office, Division or Branch - looked it up in CLIFF -

Once come back from Records Gathering - then submit to IAO - responsive records - then package comes back - don't normally have harms disclosing the titles -

# FOI - Proactive Disclosure of Calendars

September 13, 2022

9:03 AM

## PROACTIVE DISCLOSURE (every month)

2022 Proactive Disclosures – Calendars – E.I. - 08 August (E.I.) / eApproval 6403 (review eApproval too)

## FOI Manual

### NOTE:

Use the example of Aug Proactive Disclosure to help.

eApp - 6464 and email DAC Aug

The process is through email first to procurement - it like gets preapproved then and then you send to IAO saying it's been pre-approved. Just follow the email thread carefully.

eApp - 6464 Then send it to Jason Butler (via Cheryl Weiss)

Make sure that your due date is fair for those you are seeking approval from and that your approval route makes sense - ADM

FTMS ADMO > Alana MO > Alana DMO > Alana

FTMS - Jason Butler via Cheryl - MO - Ngaire - DMO - Michael Snoddon (Michael takes care of the rest) - (take a look at the comments for the history).

Once gone through all the approvals. - Eric/SMA approval is an email attached to the eApproval.

Fill out Proactive Approval Form:

Ministry Executive: Name: Shannon Baskerville, DM

Signature: Electronic Approval

Date: (date it was approved)

Check all the documents - make sure nothing changed from when you sent the document originally to IAO.

Now respond to IAO with the approval form (on most recent email from IAO).

Save a copy of the form onto your desktop in order to move it to your email.

Please find attached our Proactive Approval Form.

Next - close the eApproval (check mark icon) Reason: Completed

Comment: Approval form sent to IAO on Sep 26, 2022

Close Item.

Print (printer icon)

Download

Rename and put on the LAN under FOI - eApp History - AED-2022



PD DAC Aug

The Proactive Disclosure - Approval Form INFO:

action Details:

(they put it as the reference) nice to have list - don't have to go back to the program area - to see how the list again/nice to see.

For proactive disclosures -

Program area should be letting us know the area of concerns but does not have to be the expert.

IAO is putting the harms on the proactive info.

Directory Awarded Contract Summary (under 2022 Proactive Disclosures - DAC) Look at 08 August for example.

- we do not do directly through e-approval - it is done through email. Forwarded email to Procurement Support (Proactive Approval Form and Template). Sarah response and attaches Proactive Disclosure and Approval Form - CFO is ok with it being released / Dawn Ngo - but, she is not the delegated authority - still need to go through ADMO of FTMS to approve - still have to go through an approval route.

Then forward the 'Proactive Disclosure Directly Awarded Contracts - Excel Doc' to the thread/CITZ OPEN INFOGROUP

Look at Akari's response - Please find monthly summary attached. We are seeking further executive approval and do not need to receive a formal sign off package.' (Proactive Approval Form already included)

Relaying on CFO's approval -

Extracted the document that Sarah shared - Excel Sheet and Original Proactive Form that was on the original email from CITZ OPEN INFOGROUP (not the signed form).

In eApproval - Deadline from email (I.E. September 15 (was the deadline for the records gathering - procurement (set it the day before) - have to have time before the absolute due date) for Example - changed this due date to September 15 to September 21 - absolute due date is Sep 27 - but has other levels of approval to go through).

Called it - 'Proactive Disclosure - Directly-awarded Contract Summary (MONTH)

Comment: 'For ADM Approval of attached spreadsheet for proactive disclosure. Contents have been reviewed and approved by CFO, Dawn Ngo for full disclosure. Thank you.'

E-approval - we have sent this Cheryl Weiss (FTMS - Finance, Technology and Management Services Division) Cheryl is the manager of divisional operations of the ADMO - anything that needs Jason Butler's approval - send it to Cheryl.

Cheryl - to pass to Jason and then back down to us.

Once approved - by Jason and then Cheryl gets it back from Jason - Cheryl sends it back to us.

Go to pencil ICON in eApprovals - new due date ( ~ 2 business days for Example Sep 23)

This for the MO's Approval.

Add an Approval Route - remove the ADMO route - keep the MO and DMO route.

Save Changes

Forward Item ICON - 'Search by Person'

Then send it to the Minister's office - Narie Lord - Eric's approval - then back to us.

Comment: 'For MO Approval of Attached Spreadsheet for Proactive Disclosure, please, FTMS ADM has reviewed and approved. Thank-you'

Forward

When it comes back from MO - Eric puts in a note - Approved - it's an email attached in the eApproval.

Now it will go to Michael Snoddon - Edit the proprieties to fix the due date to Sep 27 (it's a soft deadline really, it's ok if it's a little late for proactive disclosure).

Approval route - DMO > Myself (my name)

Save Changes

Forward Item to Snoddon, Michael - Comment: 'For your review of attached spreadsheet for proactive disclosure prior to final DM sign off , please. FTMS ADM and MO have reviewed and approved. Thank-you.'

Forward

Anything to DMO - send to Michael Snnoden for approval.

FOI / Proactive Disclosure - we send it Michael Snoddon - once it is approved - he sends it to Jasmine for DMO approval.

Proactive Approval Form on the eApproval - open it up -

We put on the sign off form:

Ministry Executive: Shannon Baskerville (spelling) Signature: Electronic and the Date - email that back to IAO on the latest thread.

Save the eApproval for proactive disclosure



Every month the Minister and Deputy Minister (DM) calendars are proactively released via CITZ OPEN INFOGROUP

Ministers Calendar:

**Deadline is day before CITZ OPEN INFOGROUP deadline** (for example, Sep 14 for Sep 15 deadline)  
– need more time to apply harms to the calendar (done by Senior Ministerial Advisor (SMA))

**Initiate Request:**

Create eApproval (get help on this – make own eApproval notes) and send it to Ngaire (Nari) Lord.

Call it: Proactive Disclosure

User Comment: For record gathering of Minister's Calendar for MONTH. Please provide a PDF clean copy and a copy with harms identified. Thank you!

Will receive a response from Ngaire with SMA Approval and hopefully Clean Copy of the calendar – if not clean copy – will have request via eApproval:

User Comment: Hi Ngaire, thank you for getting SMA approval. Could you please provide a clean copy of the calendar without anything written on it? If you have any questions, please let me know. Thank you!

Notes: SMA approval means the Senior Ministerial Advisor (SMA) has reviewed the calendar. The copy – SMA Approval – Eric Peters (SMA) went through a printed copy of the calendar and circled things for Harms – then Ngaire scans and attaches a copy in eApprovals.

Eric (SMA) identifies the Harms

When providing records to the CITZ OPEN INFOGROUP for their review, need to provide 'Clean Copy' and 'Harms Assessment/SMA Approval' (circles from SMA (Eric))

Review the SMA Approvals and then Clean Copy (second pair of eyes) – make sure no links to meetings (can say MS Teams just not the meeting link), meetings should not show location for example regular meetings at a particular room – if that is released – security concern (could disturb the meeting)

If there is a location/link – apply standard calendar harms – if Eric did not identify any harms but I see something that might be harmful – can go back to Eric. If Eric says it's fine, just proceed – submit to Open Information.

SITUATION ONE TIME: One time it came back from OPENINFO redlined – send it back to Ministry officer (send to Ngaire) for Eric review – approved – sent back to us – sent to Michael (our ED) for his review and then back to IAO (the IAO will know our process within our Ministry- good resource if you have questions – so many additional harms – what do I do? Can give advice) – they said it was fine – Michael flagged something – communicate it was IAO-identified additional redline – please apply redline – redline document came back from IAO – that is not a final document – until signed off by DM- still able to edit it. Or ask IAO to edit it.

– I would provide clean copy of the calendar – in the email would say – please apply standard calendar harms. Sometimes campus locations are flagged – past information – not a regular meeting but, sometimes flagged.

IAO does a line-by-line review of everything.

Download the Clean Copy and SMA Approval Copy (changed the name to Mincal MONDA – with Harms – should match the Mincal MONTH – clean copy calendar)

Go back to the inbox (email along with DM calendar – see below instructions)

Add a copy of the DM's calendar to the eApproval and put the eApproval on hold – add a comment: With Open Info – Put on Hold. The eApproval does not show under my items anymore – can see if choose – view 'My Items' – 'On Hold'

#### Deputy Minister's (DM) Calendar

**Deadline** is **day of CITZ OPEN INFOGROUP deadline** (for example, Sep 15 for Sep 15 deadline) – calendar is usually clean so don't have to apply any 'Harms' – Kelly Whitford (Kelly) usually cleans it up for us/deletes unnecessary information.

#### Initiate request:

Forward the CITZ OPEN INFOGROUP email to Kelly. Comment: Could you please send me DM Calendar for MONTH by DEADLINE.

Once received – review the calendar – Kelly usually cleans it up/not too worried – make sure no call in information / no MS Teams link, etc...)

Of note – when we identify Harms – IAO is the one who applies 'redline' using FOIPPA.

#### All the Calendars:

Once have all the calendars (DM and Minister's)– Reply to recent CITZ OPEN INFOGROUP email (remove any other participants) – CC – FOI Coordinator.

All the DM, Mincal Aug – clean Copy and Mincal Aug. – with harms Calendars

Comment: Hello – please find attached calendars. We did not identify any harms with the DM calendar. Please see Mincal Aug with harms identified. If you have any questions, please let me know.

#### **Next Steps(review with Akari when it happens) – need to clear which step for which office – DMO / MO**

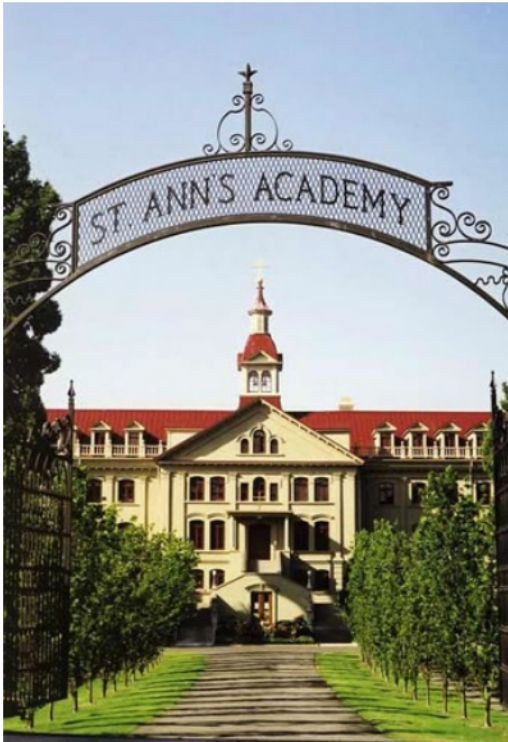
Open Information - have it for a week/couple of days - will apply redlines - then they send us the sign off package with redlines with sign off form.

Then I will send the sign off package to minister's office to Senior Ministerial Advisor (Eric Peters) he reviews everything for the Minister's office. (how is that sent? Original/on hold eApproval?)

Sign off pack to Eric for his review - once it comes back - then send it to Randall for review and then Michael Snoddean (our ED) then Michael will send to DMO for DM approval - then comes back to me with DM approval - then will fill out and sign the form and send it back to Open Information.

Move Calendar from Kelly to Calendars - the appropriate month (for Example 08 August).

Share records via email.



THE MINISTRY OF  
ADVANCED EDUCATION,  
SKILLS AND TRAINING

FOI Analyst  
Role and Responsibilities

September 2019

## Introduction

The Freedom of Information (FOI) Analyst provides advice, guidance, research and analysis on the implementation and compliance of the Freedom of Information and Protection of Privacy Act (FOIPPA) and other relevant legislation. The FOI Analyst responds to access and privacy requests, working to find practical and equitable solutions within the parameters of FOIPPA and makes recommendations on the release of information and the protection of privacy for the Ministry of Advanced Education, Skills and Training (AEST). The position ensures timely responses to access to information requests and liaises with division contacts throughout the Ministry, including providing direction, advice and related training to others.

### **The purpose of this guide is to provide:**

- 1) A step by step guide to the FOI Analyst's role and responsibilities
- 2) Links to further information, internal and external FOI contacts



## Section 1: New Requests

### 1.1. Receiving and Sending out New Requests

Once a new FOI request is received to the AEST FOI Coordinator mailbox, it is the role of the FOI Analyst to review the request, ensuring that it is clear and easy to understand. If the request seems unclear, clarify with the team of analysts at IAO before sending the request to the program area.

When the request is ready to be sent, it should be sent to the appropriate AEST FOI contact (see section 1.2). To assist with determining which division/program area the request should be sent to the following locations can be searched:

- [CLIFF](#)
- [AEST Responsibilities List](#)

Requests are sent to the program area with the Call for Records (CFR) form attached. Records from the program area should be provided back to the AEST FOI Coordinator mailbox one day prior to the records due date provided by IAO and should also include a harms assessment. If the program area advises the request will require more than 3 hours for search and preparation and will result in a large volume of records, please see Section 2 regarding providing fee estimates.

## 1.2 AEST FOI Contacts

Minister's Office	Michael Snoddon
Deputy Minister's Office	Darren Francis (Ksenia Pilgrim)/Alisha Nichols CC: Julie Turner
Post-Secondary Policy and Programs	Lindsay Kinnear (Ashley Wolsey on leave)
Governance, Legislation and Corporate Planning	Laura Mason (Emily Lam on leave)
Finance, Technology and Management Services	Cheryl Weiss
Workforce Innovation Division	Lori Willms
GCPE	Sean Leslie/Jennifer Fernandes
Proactive Disclosure - Directly Awarded Contracts & Contracts Over \$10k	Bruce Smith
Proactive Disclosure - Minister/Deputy Minister Calendars	<b>Minister:</b> Kathleen Fleurant <b>DM:</b> Kelly Whitford

\*Last updated March 2021

### **1.3 Consultation Requests**

In addition to a normal FOI request, the ministry is sometimes asked to consult on records from other public bodies which are being processed as an FOI request through another public body. A consultation occurs when a request is made of a public body and that public body has records which originated from or were authored by another public body.

When a consultation request is received, the FOI Analyst should first review the records for any mandatory harms (personal, etc.) and determine which program area would be the appropriate subject matter expert to conduct a harms review. Once determined, the records should be forwarded to the program area asking if they have any harms concerns with the release of the information.

Once the program area has responded with their input, send either a marked copy of the records, or an email summary of the harms back to IAO. It should be noted that no further sign off will be required as long as the recommended severing is applied.

One important point to keep in mind when asked to review records for a consultation is that the timeline does not stop. IAO will ask for an extension to provide time for the impacted ministry to review and provide advice on records, but nothing is on-hold. The ministry seeking the consultation must still reply to the applicant within the legislated deadline regardless of whether or not the ministry being consulted has responded. Failure to respond quickly to a consultation may mean that the ministry's advice regarding harm is not included with the severing.

## Section 2: Fee Estimates

### 2.1 Submitting a Fee Estimate

If the program area advises that the request will entail more than three hours of work for search and preparation of the records, a fee estimate should be submitted to IAO.

To submit a fee estimate, the CFR form should be filled out accordingly indicating the estimated number of hours the request will take to perform an adequate search and prepare the records in PDF format.

Reasoning as to why the request is producing a fee should always be provided to IAO. Number of pages, types of records (paper format which will entail scanning), de-duplication are common reasons as to why a fee estimate occurs. Narrowing options to reduce or eliminate the fee should always be provided to IAO to further assist the applicant. For example: *if the applicant were to reduce the timeframe of their request the fee could potentially be reduced or eliminated.*

Below is an example of a fee estimate in the CFR form.

Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible					
<b>Search</b>					
<b>Locating/Retrieving</b> Tasks may include: <ul style="list-style-type: none"><li>• Searching for hard &amp; electronic files</li><li>• Reviewing box content lists</li><li>• Retrieving records from off site</li><li>• Retrieving email records (Outlook)</li></ul>		Estimated Hours	<input type="text" value="2"/>		
		Actual Hours	<input type="text"/>		
<b>Producing records</b> Tasks may include: <ul style="list-style-type: none"><li>• Identifying relevant sources of data/information</li><li>• Manual time spent creating and producing records</li></ul>		Estimated Hours	<input type="text"/>		
		Actual Hours	<input type="text"/>		
<b>Volume</b>					
<b>Electronic files (in pages):</b> *Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request		Email without attachments:	Estimated Pages	<input type="text"/>	Actual Pages <input type="text"/>
		Email with attachments:	Estimated Pages	<input type="text"/>	Actual Pages <input type="text"/>
		*Other documents	Estimated Pages	<input type="text"/>	Actual Pages <input type="text"/>
<b>Hardcopy files (in pages):</b> <ul style="list-style-type: none"><li>• Average file folder = 1" and holds approximately 200 pages (single sided)</li><li>• 1 Standard Records Centre Services Box:<ul style="list-style-type: none"><li>• If in legal sized folders - 1,800 pages</li><li>• If in letter sized folders - 2,200 pages</li></ul></li></ul>			Estimated Pages	<input type="text"/>	Actual Pages <input type="text"/>
<b>Preparation</b>					
Tasks may include :		Estimated Hours	<input type="text" value="3"/>	Actual Hours	<input type="text"/>
<ul style="list-style-type: none"><li>• Photocopying/scanning records into electronic format (PDF)</li><li>• Ensuring completeness of responsive records</li><li>• Copying other types of media; if so please specify:</li></ul>		<input type="text"/>			
<b>Section 3: Search Summary and Program Area Recommendations</b>					
Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.					
Approximately 515 emails are held in the sent items folder of Outlook by the individual specified in the request. Significant time will need to be spent in order to extract, ensure completeness and prepare the emails for analysis, as reflected in the fee estimate.					

## **2.2 Narrowing a Request**

Once the fee estimate has been submitted and the request is put on hold, the applicant may narrow their request. If IAO advises that the applicant has narrowed their request, the narrowed request needs to be sent to the program area and a revised fee estimate needs to be provided as soon as possible. Although the request will remain on hold throughout the narrowing process, it is the Ministry's responsibility to reply without delay.

## Section 3: Gather and Harms

### 3.1 Submitting Records to IAO

All responsive records should be received from the program area prior to or by the records due date to IAO. Records should be provided in PDF format, and should also include a harms assessment completed by the program area. If providing a harms assessment within the PDF itself, the program area should provide a clean copy of the records along with the marked copy.

The FOI Analyst is responsible for reviewing the records and ensuring that the records are responsive to the request (checking date range etc.), and checking that all duplicates have been removed. The harms noted by the program area also need to be reviewed to ensure that they meet FOIPPA legislation and that enough background information has been provided so that IAO has all necessary information to apply the recommended severing.

Along with the clean and marked copy of the records, the completed CFR form needs to be sent back to IAO indicating harms. Please see below for example sections of the completed CFR form.

Section 1: Initial Records Assessment	
Do you hold responsive records? <small>If no, please provide an explanation that can be given to the applicant (if applicable):</small>	YES <input checked="" type="radio"/> NO <input type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?	YES <input type="radio"/> NO <input checked="" type="radio"/>
Are you aware of other records that may be responsive to this request held by another public body?	YES <input type="radio"/> NO <input checked="" type="radio"/>
If yes, specify:	

**\*Harm** – Disclosure of the records would significantly harm the ministry'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 ministry executive and/or Government Communications and Public Engagement office.)

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

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

Please see marked copy of records attached.

## **Section 4: Sign Off Process**

All FOI requests, including proactive disclosures, are to be reviewed and approved by the Deputy Minister.

### **4.1 Minister's Office Sign Off**

Any requests involving the Minister's office must be sent to the Minister's office in eApprovals for review and approval prior to going to the Deputy Minister's Office. Once the Minister's office has reviewed and all requested revisions have been made, the sign off package needs to be printed and placed in a binder for review by the Director of Executive of Operations. The Director of Executive Operations will review the package and then give the package to the Deputy Minister for final approval. The Minister's office needs to be notified once the Deputy Minister has approved, and if any further changes had been made by the Deputy Minister.

For requests dealing with the Minister's sent items, the binder must be sent to the Minister's office for Minister review only once the Deputy Minister has signed off. The Minister Coversheet must be added to the front of the binder indicating that the request has been signed off by the Deputy Minister. The binder can be given to the Documents Coordinator in the Deputy Minister's office for routing to the Minister's office.

### **4.2 Program Area Sign Off**

Any requests which came from the program area, should be sent back to the relevant program area for Assistant Deputy Minister approval prior to going to the Deputy Minister's office for final approval. The sign off package should be sent to the Manager of Divisional Operations via eApprovals.

Once the Assistant Deputy Minister has reviewed and all requested revisions have been made, the sign off package needs to be printed and placed in a binder for review by the Director of Executive of Operations. The Director of Executive Operations will review the package and then give the package to the Deputy Minister for final approval.

### **4.2 No Records Response Sign Off**

If a request generates a No Records Response, the CFR form should be sent to the responsible program area for approval prior to going to the Deputy Minister's Office for approval. On the CFR form, it should be indicated that the Ministry does not hold records and rationale should be provided. Please see example below.



Section 1: Initial Records Assessment		
Do you hold responsive records? <i>If no, please provide an explanation that can be given to the applicant (if applicable):</i>		YES <input type="radio"/> NO <input checked="" type="radio"/>
A thorough search was completed and no responsive records were located for this request.		
Are you aware of other records that may be responsive to this request within your Ministry?		YES <input type="radio"/> NO <input checked="" type="radio"/>
Are you aware of other records that may be responsive to this request held by another public body?		YES <input type="radio"/> NO <input checked="" type="radio"/>
If yes, specify:		
<b><u>NO RECORDS RESPONSE APPROVAL:</u></b>		
<i>Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.</i>		
Final Public Body Approval (Full name, Title)	Signature:	Date:
Shannon Baskerville, Deputy Minister		

Once the appropriate program area has approved the No Records Response, the form should be printed off and given to the Director of Executive Operations for review. Once reviewed, the Director of Executive Operations will then provide the No Records Response to the Deputy Minister for final approval.

## Section 5: Proactive Disclosure

### 5.1 Minister & Deputy Minister Calendars

At the beginning of each month, Open Information will send a request for both the Minister's and Deputy Minister's calendar for the previous month. These requests should be forwarded to the appropriate contacts in the Minister's office and Deputy Minister's office (see section 1.2).

Once the calendars have been received, ensure that they have been provided in the 'Calendar Details Style' format and review for any potential Ministry specific harms before sending back to Open Information. The Open Information team will apply severing to all mandatory harms (personal information, conference call details, meeting locations, etc.).

When the calendars come back from Open Information, an eApproval (in the format shown below) including the calendars and the approval form should be created for Minister's Office approval.

#### Proactive Disclosure - Sign Off - DM/Minister Calendars (April)

After receiving Minister's Office approval the redline calendars as well as the approval form need to be printed and placed into a binder for review by the Director of Executive Operations, who will then pass the sign off package to the Deputy Minister for approval. Once DM approval has been received, an email back to Open Information stating that both calendars have been approved for publication is sufficient for final approval.

### 5.2 Directly-Awarded Contract Summaries & Quarterly Contracts over 10k

Along with the request for the Minister and Deputy Minister calendars, Open Information will also send monthly requests for Directly-Awarded Contract summaries and quarterly requests for Contracts over 10k summaries. These requests should be forwarded to the appropriate contact (see section 1.2).

Once received, the FOI Analyst should review the summary to ensure completeness of the record and then forward to Open Information for their review. When forwarding the summary to Open Information, please indicate that the summary needs to be returned to the Ministry for approval prior to publication.

When the summary has been returned from Open Information, an eApproval (in the format shown below) should be created for approval by the Finance, Technology and Management Services Division ADM.

#### Proactive Disclosure - Sign Off - Directly Awarded Contracts (March 2019)

#### Proactive Disclosure - Sign Off - Contracts over 10k (April-June)

After receiving Assistant Deputy Minister approval the redline summary as well as the approval form needs to be printed and placed into a binder for review by the Director of Executive Operations, who will then pass the sign off package to the Deputy Minister for approval. Once DM approval has been received, an email back to Open Information stating that the summary has been approved for publication is sufficient for final approval.

## Section 6: Reporting

### 6.1 Weekly FOI Executive Summary

Every Wednesday, it is the responsibility of the FOI Analyst to prepare and send out the Weekly FOI Executive Report for AEST. Past reports are filed in AEST FOI Coordinator mailbox under "Weekly FOI Executive Summary".

This report should be sent to the following people: Senior Ministerial Assistant, Director of Executive Operations, AEST GCPE Communications Director, and the Documents Coordinator in the DMO. The MCRU Manager should be CC'd on the email.

Below is an example report, including where the information contained in the report can be located.

A majority of this information is located on the [IAO Dashboard](#). (Access to this dashboard will need to be requested through [FOI.Operations@gov.bc.ca](mailto:FOI.Operations@gov.bc.ca))

Below is the weekly summary of active FOI requests for the Ministry of Advanced Education, Skills and Training. For reference purposes only.

New/updated information since last report highlighted in yellow in the bottom table.

Please forward any follow up questions to Lorie McLoed.

#### AEST STATISTICS:

Total Number of Active Requests:

Overall: 54	Change since last report: -7
-------------	------------------------------

- **The total number of active requests can be found on the Received Dashboard – under the Currently Active tab**

Timeliness for Fiscal Year (Total requests closed on time):

Overall Current: 85.1%	Change since last quarter: -11.9%
------------------------	-----------------------------------

- **The % on Time can be found on the Performance Dashboard**
- **The change since last quarter is calculated per fiscal year (April-June, July-September, October-December, January-March)**

Total Number of Requests Received this Fiscal Year:

Overall: 69	Change since last quarter: +37
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- **The number of requests received this fiscal year can be found on the Received Dashboard**

Total Number of Requests Closed this Fiscal Year:

Overall: 67	Change since last quarter: +34
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- **The number of requests closed this fiscal year can be found on the Performance Dashboard**

Requests Currently Overdue:

0
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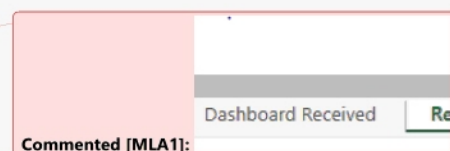
NOTE: The information on the table directly below is accurate up to August 28, and ordered based on best "On Time" performance by public body.

Ministry	Count of Request # (Under the Received Dashboard > Received- Tables)	Average of Total Process Days	% on Time
Transportation and Infrastructure	143	36	99%
Office of the Premier	199	105	98%
Indigenous Relations and Reconciliation	45	68	97%
Labour	48	28	95%
Public Safety and Solicitor General	540	29	95%
Tourism, Arts and Culture	56	35	94%
Mental Health and Addictions	38	31	92%
Education	66	32	92%
Energy and Mines	70	68	92%
Environment	160	51	90%
Agriculture	114	68	91%
Citizens' Services	68	45	91%
Municipal Affairs and Housing	118	46	89%
Finance	533	44	88%
Social Development and Poverty Reduction	410	27	88%
Advanced Education, Skills and Training	67	39	85%
Attorney General	221	42	84%
Children and Family Development	892	56	82%
Health	137	63	81%
Forests, Lands and Natural Resource Operations	230	68	74%
Jobs, Trade and Technology	65	49	69%
Grand Total	4220	49	88%

- These statistics can be found on the Performance Dashboard

Request #	Applicant Type	Description	Due Date	Status/Last Action
AED-2019-93087	Political Party	All emails sent from Michael Eso, excluding attachments. (Date Range for Record Search: From 01/01/2019 To 04/30/2019)	17 Sep 19	Redline with MO for approval 26 Aug.
AED-2019-93410	Political Party	Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages - excluding attachments - sent from the Minister's Senior Ministerial Assistant(s) - where such a position existed and was staffed during the period. (Date Range for Record Search: From 12/01/2018 To 12/31/2018)	13 Sep 19	Revised redline sent to MO for approval 21 Aug.

- This portion of the report should include the most recent action on each active FOI request, which can be located in the corresponding Outlook folder or the AEST FOI Tracking spreadsheet. Ensure that any changes made are highlighted in yellow. If a request is overdue, the request number and due date should be highlighted in red.



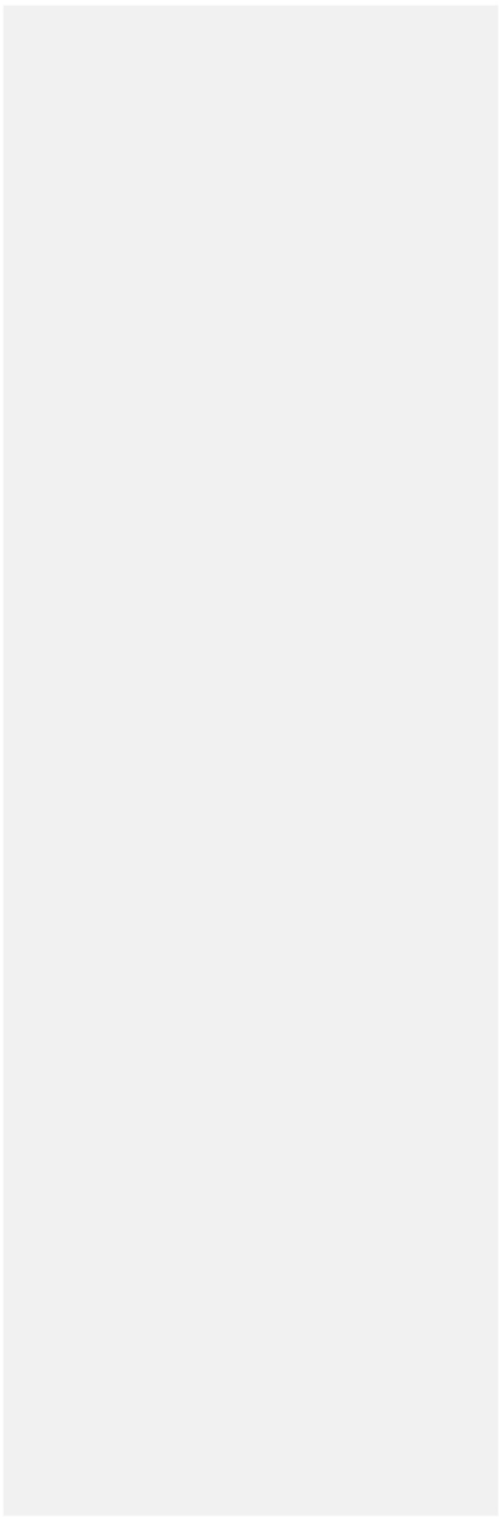
## Section 7: Contacts and Links

- **Contacts**

- IAO Health Education Team: [FOI.Health.Education@gov.bc.ca](mailto:FOI.Health.Education@gov.bc.ca)
- IAO Intake Team: [FOI.Requests@gov.bc.ca](mailto:FOI.Requests@gov.bc.ca)
- Open Information Team (Proactive Disclosure): [Open.InfoGroup@gov.bc.ca](mailto:Open.InfoGroup@gov.bc.ca)

- **Links**

- [AEST FOI Tracking Spreadsheet](#)
- [FOI Minister Coversheet Template](#)
- [Open Information](#)
- [IAO Dashboard](#)
- [FOI Coordinator's Community of Practice SharePoint](#)
- [FOIPPA](#)
- [AEST Responsibilities List](#)
- [CLIFF](#)
- [Completed eApprovals](#)
- [eApprovals](#)



# FOI Checklists

June 28, 2022

10:42 AM

## Incoming Requests

### General FOI Requests:

1. Create a folder in the FOI Correspondence Inbox
2. Create a folder in the FOI shared Drive
3. Add the incoming request information to the FOI Tracking sheet
4. Read the request, consult with IAO if any modification might required (clarity of the request, scope)
5. Identify the branch(es) that could hold the records - if one area can't be identified, or it could cross over divisions send to appropriate ones or sent the request to all MDMOs depending on the records requested.
6. Create an eApproval item and forward it to the branch(es)
7. If another ministry may also have records, let the IAO analyst know
8. If staff advise that this may be a large volume request, require consultations, or significant harm review, let the IAO analyst know (they will not request an extension until after or just before due date for records)

### Request for Minister and MO staff records:

1. Follow steps 1-4 above
2. Create an eApproval item and forward it to MO

## Harms Reviews

1. Review harms provided and provide any additional harms
2. Does it require a consultation with a 3rd party or public body
3. Will it require an extensions and/or Fee Estimate
4. Provide Manager for review
5. Once approved, save a copy of record with harms and a clean copy to the FOI Shared Drive
6. Complete CFR and email IAO that records are on Shared drive, attach CFR
7. Update FOI tracking sheet
8. Put the eApproval on hold with a comment "with IAO"
9. Move folder in Inbox to "With IAO"

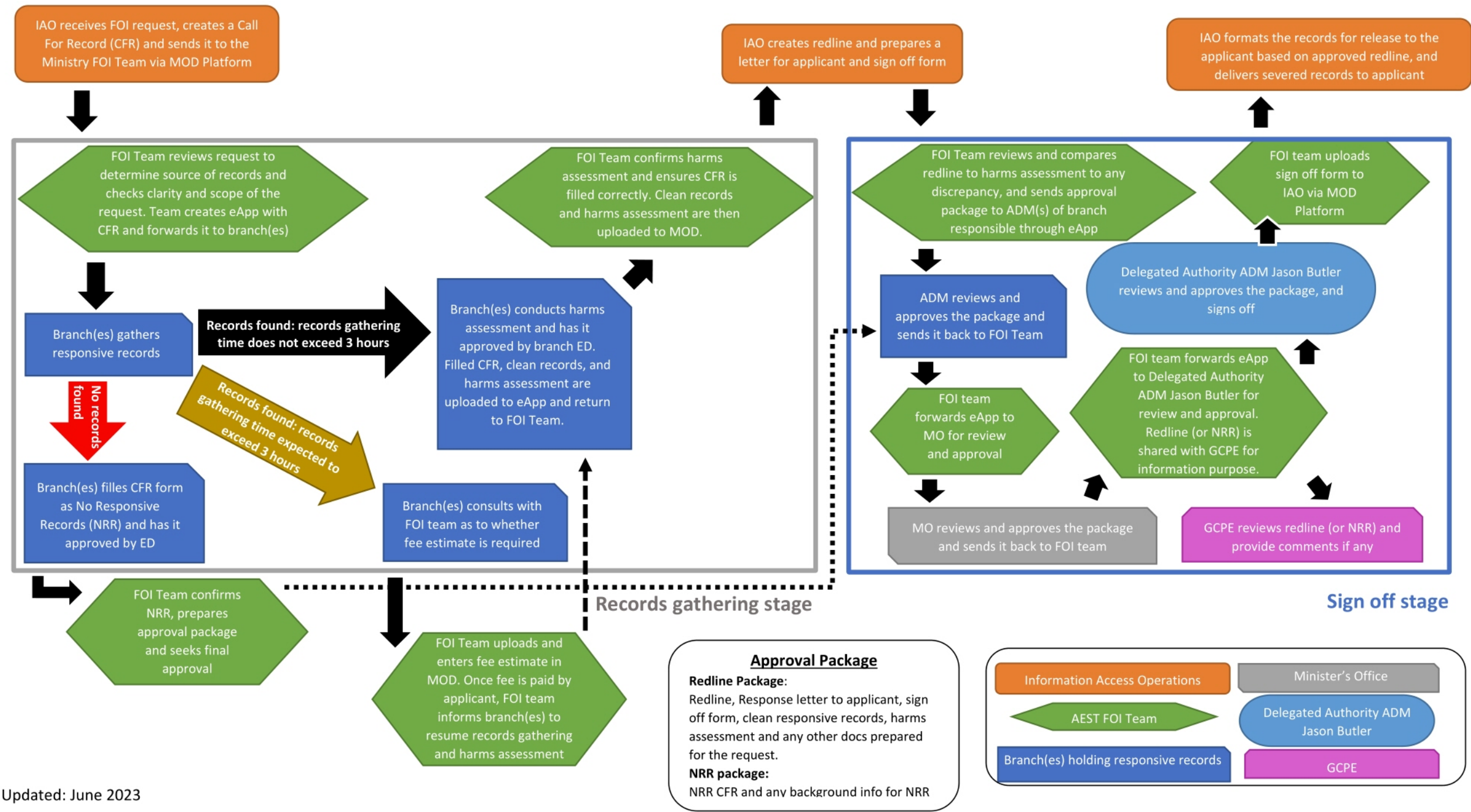
## Sign Off

1. Review sign off package
2. Create eApproval file (if one exists, remove "on hold")
3. Add new package
4. Save older documents in eApprovals as "OLD" at the beginning of title
5. Reorder so most sign off documents are listed first
6. Send to ADMO(s)
7. Send to MO for approval
8. Once MO approves, send the redline and response letter to GCPE for information



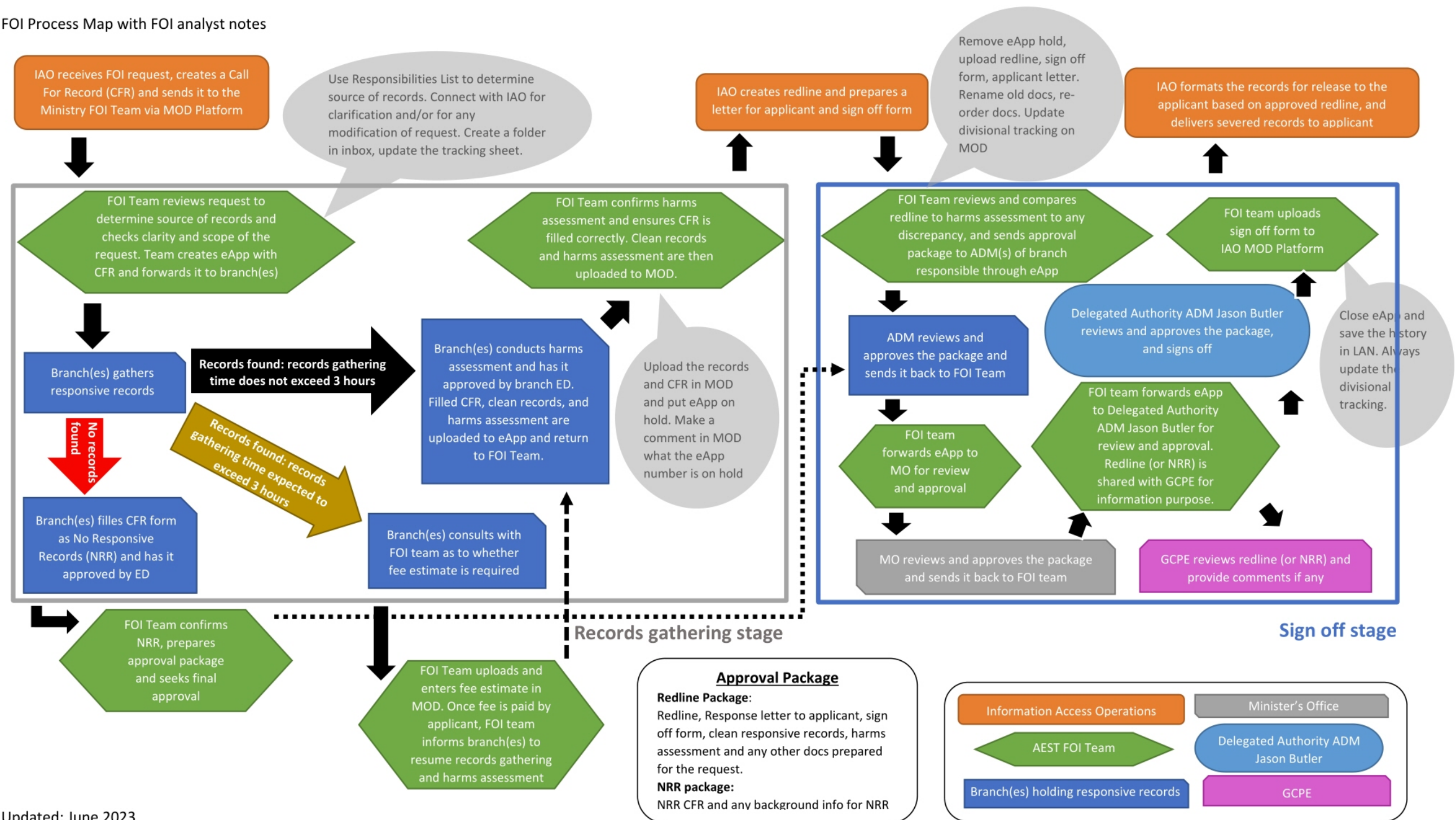
9. Send it to DM (anything for DM approval goes to Michael Snoddon first)
10. Any additional harms or changes, send to IAO and request a revised Redline (and response letter and sign from if there are changes required).
11. Once approved, send approval sign form to IAO
12. Complete Tracking form, eApproval and folder in mailbox under completed for the year.

FOI Process Map



Updated: June 2023

FOI Process Map with FOI analyst notes



Updated: June 2023



**DELEGATION OF THE DUTIES, POWERS AND FUNCTIONS OF A MINISTER  
AS HEAD OF A PUBLIC BODY UNDER THE *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT***

**Ministry of Post-Secondary Education and Future Skills**

DUTY, POWER OR FUNCTION OF THE MINISTER	DELEGATED POSITION AND, IF APPLICABLE, NAME OF PUBLIC BODY OR ORGANIZATION
FREEDOM OF INFORMATION (FOI)	
<p><b>Section 6 – Duty to assist applicants</b> The head of a public body must make every reasonable effort to assist FOI applicants and to respond without delay openly, accurately and completely. <i><b>Note:</b> While fulfilling this duty is the responsibility of all employees, this person is accountable.</i></p>	Assistant Deputy Minister
<p><b>Section 7 – Time limit for responding</b> The head of a public body must respond to an FOI applicant within 30 business days of receiving a request unless exceptions under the Act apply; <i><b>Note:</b> While all persons involved in responding to a request must exercise diligence in this regard, this person is accountable.</i></p>	Assistant Deputy Minister
<p><b>Section 8 – Contents of response</b> The head of a public body must inform the applicant whether they are entitled to access a record, and provide details about how access will be given. If access is refused, the head of the public body must inform the applicant why, and provide contact information of an officer or employee of the public body who can answer the applicant's questions about the refusal. The head of a public body may refuse to confirm or deny the existence of a record if specified conditions are met (see s. 8(2)). <i><b>Note:</b> Information Access Operations staff will issue the response to the applicant that meets the legislated obligations. However, this person is accountable for making the decision to provide or refuse access, or to refuse to confirm or deny the existence of a record.</i></p>	Assistant Deputy Minister

DUTY, POWER OR FUNCTION OF THE MINISTER	DELEGATED POSITION AND, IF APPLICABLE, NAME OF PUBLIC BODY OR ORGANIZATION
<b>Section 9 – How access will be given</b> If access will be given, the head of a public body must comply with the following: <ul style="list-style-type: none"> <li>• If the record can be reasonably reproduced, either electronically or in hard copy, then it must be provided in the form requested by the applicant.</li> <li>• Where the above is not possible, the applicant can also be permitted to examine the record.</li> </ul>	FOI Analyst, Corporate Information and Records Management Office (CIRMO)
<b>Section 10 – Extending the time limit for responding</b> The head of a public body may extend the timeline for responding to a request if specified criteria are met. If an extension has been taken, the applicant must be provided the reason and when the response can be expected.	Decision to take an extension: FOI Analyst, CIRMO
	Requirement to inform applicant: FOI Analyst, CIRMO
<b>Section 11 – Transferring a request</b> If the record was produced, obtained, or is under the control or custody of another public body, the request can be transferred within the first 20 days. The head of the other public body must respond to the applicant no later than 30 days after the transferred request is received, unless the time limited is extended under section 10.	Decision to transfer: FOI Analyst, CIRMO
	Requirement to notify applicant: FOI Analyst, CIRMO
<b>Section 43 – Power to authorize a public body to disregard requests</b> The head of a public body may ask the commissioner for authorization to disregard requests that are frivolous or vexatious, that request records already disclosed or available from another source, or would unreasonably interfere with operations of the public body due to their repetitious or systematic nature.	Deputy Minister
FOI FEES	
<b>Section 75(1) – Fees for services</b> The head of a public body may require payment of fees for locating, retrieving, producing, preparing, shipping and handling, and/or providing a copy of the record.	FOI Analyst, CIRMO
<b>Section 75 (4) – Fee estimate</b> If an applicant is required to pay a fee for services, the head of the public body must provide a written fee estimate and may set amount of deposit required.	FOI Analyst, CIRMO
<b>Section 75 (5) – Fee waiver</b> The head of a public body may excuse all or part of the fee if it determines that a request to do so is fair or is in the public interest.	Assistant Deputy Minister
<b>Section 75 (5.1) – Fee waiver response</b> The head of a public body must respond in writing to applicant's fee waiver request within 20 days.	FOI Analyst, CIRMO
EXCEPTIONS TO DISCLOSURE UNDER FOI	
<b>Section 12 – Cabinet confidences</b> The head of a public body must refuse to disclose to an applicant information that would reveal the substance of deliberations of the Executive Council or any of its committees, including any advice, recommendations, policy considerations or draft legislation or regulations submitted or prepared for submission to the Executive Council or any of its committees.	Assistant Deputy Minister

DUTY, POWER OR FUNCTION OF THE MINISTER	DELEGATED POSITION AND, IF APPLICABLE, NAME OF PUBLIC BODY OR ORGANIZATION
<b>Section 13 – Policy advice or recommendations</b> The head of a public body may refuse to disclose information that would reveal advice or recommendations developed by or for a public body or a minister.	Assistant Deputy Minister
<b>Section 14 – Legal advice</b> The head of a public body may refuse to disclose information subject to solicitor client privilege.	Assistant Deputy Minister
<b>Section 15 – Disclosure harmful to law enforcement</b> The head of a public body may refuse to disclose information which could reasonably be expected to harm law enforcement.	Assistant Deputy Minister
<b>Section 16 – Disclosure harmful to intergovernmental relations or negotiations</b> The head of a public body may refuse to disclose information that could reasonably be expected to harm relations between the government of B.C. and other governments or their agencies.	Assistant Deputy Minister
<b>Sections 17 – Disclosure harmful to the financial or economic interests of a public body</b> The head of a public body may refuse to disclose information that could reasonably be expected to harm the financial or economic interests of a public body or the government of B.C.	Assistant Deputy Minister
<b>Section 18 – Disclosure harmful to the conservation of heritage sites, etc.</b> The head of a public body may refuse to disclose information that could reasonably be expected to damage or interfere with the conservation of fossil sites, heritage sites, or endangered species.	Assistant Deputy Minister
<b>Section 18 (1) – Disclosure harmful to interests of an Indigenous people.</b> The head of a public body must refuse to disclose information if the disclosure could reasonably be expected to harm the rights of an Indigenous people to maintain, control, protect or develop cultural heritage, traditional knowledge, etc.	Assistant Deputy Minister
<b>Section 19 – Disclosure harmful to individuals or public safety</b> The head of a public body may refuse to disclose information that could reasonably be expected to threaten anyone’s safety, mental or physical health, interfere with public safety, or cause the applicant immediate and grave harm.	Assistant Deputy Minister
<b>Section 20 – Information that will soon be published or released</b> The head of a public body may refuse to disclose information that will be published or released to the public within 60 days of the receipt of the applicant’s request, or that must be published or released to the public under an enactment.	Assistant Deputy Minister
<b>Section 21 – Disclosure harmful to business interests of a third party</b> The head of a public body must refuse to disclose trade secrets, commercial, financial, labour relations or scientific information of or about a third party; that was supplied in confidence; and disclosure of which could reasonably be expected to cause specified harm.	Assistant Deputy Minister
<b>Section 22 – Disclosure harmful to personal privacy</b> The head of a public body must refuse to disclose information that would be an unreasonable invasion of a third party’s personal privacy.	Assistant Deputy Minister
<b>Section 22.1 – Disclosure of information relating to abortion services</b> The head of a public body must refuse to disclose information that relates to the provision of abortion services.	Assistant Deputy Minister



DUTY, POWER OR FUNCTION OF THE MINISTER	DELEGATED POSITION AND, IF APPLICABLE, NAME OF PUBLIC BODY OR ORGANIZATION
THIRD PARTY NOTICE UNDER FOI	
<b>Section 23 – Notifying the third party</b> The head of a public body must give a third party written notice when it intends to give access to a record containing information that it has reason to believe might be excepted from disclosure under s. 18.1, 21 or 22 and may give a third-party notice when it intends to refuse access to information pursuant to s. 21 or s. 22.	FOI Analyst, CIRMO
<b>Section 24 – Time limit and notice of decision</b> The head of a public body must decide within 30 days after notice is given under section 23 to give access to all or part of a record, provide the applicant and the third party with written notice of the decision and tell the third party of the right to request a review.	Assistant Deputy Minister
DISCLOSURE OF INFORMATION IN THE PUBLIC INTEREST	
<b>Section 25 – Information must be disclosed if in the public interest</b> The head of a public body must disclose information about a risk of significant harm to environment or to health or safety of the public or a group of people, or disclosure of which is clearly in the public interest.	Deputy Minister
DISCLOSURE OF INFORMATION WITHOUT AN FOI REQUEST	
<b>Section 70 – Certain records available certain without request</b> The head of a public body must make available manuals, instructions, guidelines, or substantive rules or policy statements adopted by public body.	Executive Director
<b>Section 71 – Categories of records available without request</b> The head of a public body must establish categories of records available to the public without a request for access under the Act.	Executive Director
PRIVACY PROTECTION	
<b>Section 29 – Right to request correction of personal information</b> The head of a public body must correct or annotate applicant's personal information on request.	Executive Director
<b>Section 30.5 (2) – Notification of unauthorized disclosure</b> The head of a public body must be notified by an employee, officer, or director of a public body, or an employee or associate of a service provider, if there has been an unauthorized disclosure of personal information that is in the custody or under the control of the public body.	Ministry Chief Information Officer in accordance with the Information Incident Management Policy
<b>Section 33 (3) – Disclosure of personal information if there are compelling circumstances</b> A public body may disclose personal information if the head of the public body determines that compelling circumstances exist that affect anyone's health or safety.	Assistant Deputy Minister
<b>Section 69 (5) – Privacy impact assessments and information sharing agreements</b>	Where Personal Information is involved: Assistant Deputy Minister



DUTY, POWER OR FUNCTION OF THE MINISTER	DELEGATED POSITION AND, IF APPLICABLE, NAME OF PUBLIC BODY OR ORGANIZATION
<p>The head of a ministry must prepare a privacy impact assessment and an information sharing agreement in accordance with directions of the minister responsible for the Act.</p> <p><b>Note:</b> The term “head of a ministry” is used here because the Act contains different stipulations for the head of a public body that is not a ministry.</p>	<p>Where no Personal Information is involved: Executive Director</p>
GENERAL	
<p><b>Section 44 (4) – Examination of a record by the commissioner</b></p> <p>If a public body is required by the commissioner to produce a record and it is not practicable to make a copy, the head of the public body may require the commissioner to examine the original at its site.</p>	<p>Assistant Deputy Minister</p>
<p><b>Section 69 (4) – Correcting errors in personal information directory</b></p> <p>The head of a ministry must correct as soon as possible any errors or omissions in the portion of the personal information directory that relates to the ministry, and provide the corrected information to the minister responsible for this Act.</p> <p><b>Note:</b> The term “head of a ministry” is used here because the Act contains different stipulations for the head of a public body that is not a ministry.</p>	<p>Assistant Deputy Minister</p>
<p><b>Section 69 (5.5) – Notifying commissioner of data-linking initiatives or common or integrated programs or activities</b></p> <p>The head of a public body must notify the commissioner of a common or integrated program or activity (as defined under the Act) at an early stage of developing the initiative, program or activity.</p>	<p>Executive Director</p>
RECOVERY AND RETURN OF PERSONAL INFORMATION	
<p><b>Section 73.1 – Recovery of personal information</b></p> <p>The head of a public body may issue written notice demanding that a person or entity return personal information, securely destroy the information or respond in writing to declare they are authorized by law to possess this information.</p>	<p>Deputy Minister</p>
<p><b>Section 73.2 – Court order for return of personal information</b></p> <p>The head of a public body may ask the Attorney General to petition the superior court for an order requiring return of personal information.</p>	<p>Deputy Minister</p>
FOIPPA REGULATIONS	
<p><b>Section 7 (1) – Disclosure of information relating to mental or physical health to a medical professional</b></p> <p>The head of a public body may disclose information relating to the mental or physical health of an individual to a health professional for an opinion on whether disclosure of the information could reasonably be expected to result in grave and immediate harm to the individual’s safety or mental or physical health.</p>	<p>Executive Director</p>
<p><b>Section 7 (3) – Requiring a health professional to enter into a confidentiality agreement or examine records on public body’s premises</b></p> <p>The head of a public body may require a health professional to whom information is disclosed under this section to do either or both of the following:</p> <ul style="list-style-type: none"> <li>a) enter into a confidentiality agreement;</li> <li>b) examine the record containing the information on the public body’s premises.</li> </ul>	<p>Executive Director</p>

DUTY, POWER OR FUNCTION OF THE MINISTER	DELEGATED POSITION AND, IF APPLICABLE, NAME OF PUBLIC BODY OR ORGANIZATION
<b>Section 7 (5) – Recommendation for accompaniment while viewing a record containing mental or physical health information</b> The head of a public body may recommend that an applicant who makes a request for access to a record containing information relating to the applicant’s mental or physical health should not examine the record until a health professional or a member of the applicant’s family is present to assist the applicant in understanding the information in the record.	Executive Director
<b>12 (a)(i) Signing written agreement that confirms a common or integrated program or activity</b> The head of a public body through which or on whose behalf the services of an integrated program or activity (as defined under the act) are provided must sign a written agreement describing the services provided, the types of information collected, the purposes of the activity, the roles and responsibilities of the activity, and the start and end date if applicable.	Assistant Deputy Minister

Pursuant to section 66 of the *Freedom of Information and Protection of Privacy Act* (the Act), I hereby delegate my powers, duties and functions as head of the public body to the persons who hold the positions, and to the extent, set out in the Schedule above, subject to the following conditions:

- (a) that the persons to whom my powers, duties or functions are delegated are bound in the exercise of those powers, duties or functions by the jurisdictional, legislative and administrative limitations to which I am subject;
- (b) that the powers, duties or functions delegated to any person may also be exercised by another person who holds the person’s position in an acting capacity to which he or she has been duly appointed;
- (c) that, notwithstanding the delegation of my powers, duties or functions, I may exercise at any time any of the powers, duties or functions delegated.

This delegation is effective on and from the date shown below and shall remain in effect until revoked. This delegation may be revoked or amended.



---

Deputy Minister Bobbi Plecas  
Ministry of Post-Secondary Education and  
Future Skills

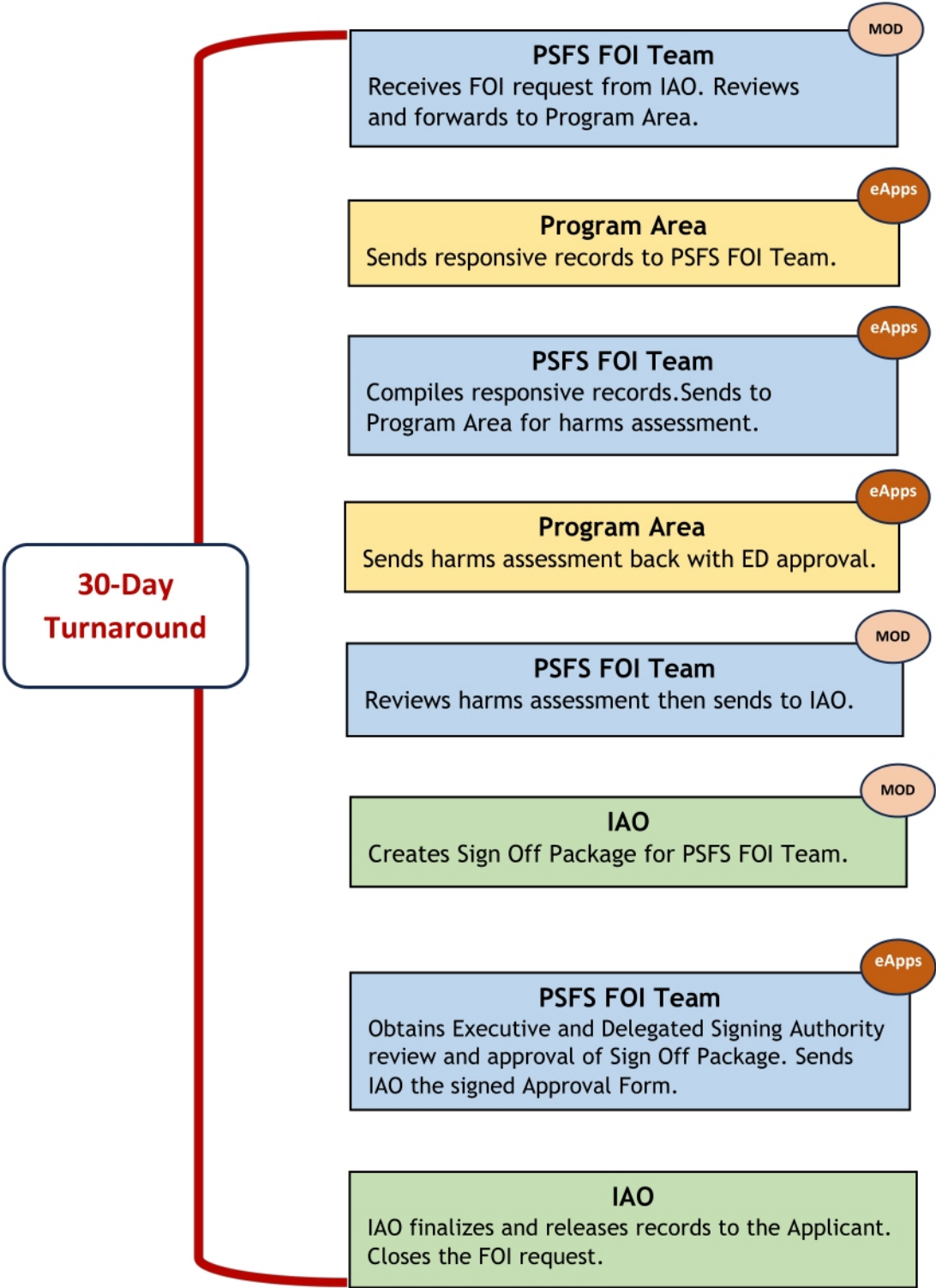
January 25, 2023

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Date

Freedom of Information Request Process

This timeline is based on the legislated timeline of an FOI request.



# Monthly BN Summary (titles)

August 14, 2023

2:57 PM

1<sup>st</sup> of every Month, we would receive an IAO email as Call for Records for BN Summary titles (from CITZ OPEN INFOGROUP CITZ:EX <Open.InfoGroup@gov.bc.ca>). (For any proactive disclosures help, reach out to IAO Kara Beach or IAO Community and Health Team (FOI.SocialEducationTeam@gov.bc.ca).

1. Create eApp (Jelene B. > Tara C.), which will be your MAIN eApp, with the following criteria:  
Title: PD Ministerial BN (MONTH). Branch: Deputy Minister's Office (DMO). Signature level: Assistant Deputy Minister (ADM). Date final due: 'DISCRETION'. Category: FOI. Sub Category: Proactive disclosure. Stage: Responsive records review. Applicant: Other. Scope: Month of 'MONTH'. IAO date due: per email. Legislated date due: per proactive disclosure calendar. Approval route: DMO > 'Your name'. Update FOIs Excel.

2. Attach a copy of the Call for Records (print the email as PDF or simply drag the email to your desktop). Change the due date of the email to reflect the eApp due date) and attach a copy of the blank BN Summary template (rename it PD Ministerial BN (MONTH)).

OPTIONAL: Once the full BN Excel is back from the DMO, send the copy to IAO saying 'Please find attached our BN Summary for MONTH' while pursuing harms assessment from each division.

3. Divide the full BN Excel list into divisions FTMS, GLE, LMD and PSPP by enabling the Excel 'Filter' function under 'Data'. Name each Excel as 'PD Ministerial BN (MONTH) - DIVISION'. Put the MAIN eApp ON HOLD with a comment saying 'Waiting for Redline'. Update FOIs Excel.

4. ONLY for PSPP, you have to find out per title who was the ED who approved (Greg, Melanie, Fiona, Chad, Ben and Christine). Email each ED the titles they approved with the message:

Hi ED NAME,

Please let me know if there (is/are) any concerns with releasing the (title/titles) of the following briefing notes - only the titles are being released:

- **BN TITLE (add more lines as needed)**

4a. Create eApps for approval for each division: FTMS (Cheryl W. > Jason B.), GLE (Emily L. > Tony L.) and LMD (Kyla K. > Joanna W.), with the following criteria:  
Title: PD Ministerial BN (MONTH) - DIVISION. Branch: DIVISION - Assistant Deputy Minister's Office (ADM). Signature level: ADM. Date final due: 'DISCRETION'. Category: FOI. Sub Category: Proactive disclosure. Stage: Responsive records review. Applicant: Other. Scope: Month of 'MONTH'. IAO date due: Per email. Legislated date due: Per proactive disclosure calendar. Approval route: 'DIVISION' ADM > 'Your name'.

5. Once you get all the PSPP ED approvals via email, create an eApp for approval (Carla E. > Melanie N.) with the same criteria as above.



You can reuse this comment for sending:

'For ADM review and approval of 'PSEFS of ## Month' - Proactive Disclosure of BN for MONTH - only the titles are being released. (for PSPP) All ED's have reviewed and approved (through separate eApps).'

Update FOIs Excel.

6. If you get all 4 eApp approved with no concerns, create a CLEAN copy using the original full BN Excel (remove any additional comments). Rename the file as 'PD Ministerial BN (MONTH)'. Reply to the original Call for Records email, attach the Excel file and add the message 'Please find attached our BN Summary for MONTH'.

6b. If you get all 4 eApp approved with HARMS, highlight said harms with comments (copy paste harms message from EDs or ADMs). Rename the file as 'PD Ministerial BN (MONTH) - HARMS'. If no FOIPPA exception section is quoted, find the correct section and add it to the comment as 'S.## recommended'. Create a CLEAN copy using the original Excel (remove any additional comments). Rename the file as 'PD Ministerial BN (MONTH) - CLEAN'. Reply to the original Call for Records email, attach the 2 Excel files and add the message 'Please find attached Clean and Harms (## harms identified) copies of BN Summary (MONTH)'.

7. Close all 4 division eApps as Completed and print ehistory. The MAIN eApp remains ON HOLD. Update FOIs Excel.

8. Once we receive back the PDF Redline from IAO named 'PSEFS' of '## Month' for approval, remove the MAIN eApp from ON HOLD. Attach the PDF Redline and a blank Proactive Disclosure Approval Form. Keep the Call for Records, attach the Redline but delete the Excel. Edit the eApp Approval route as MO > 'your name'. Once it comes back from the MO, we will send it for Final Sign Off > 'your name' to Cheryl W. ( Jason B. who is our delegated signing authority).

OPTIONAL: Duplicate the eApp and send for MO's (Eric P.) approval (sent concurrently with MAIN eApp depending on the due dates).

You can reuse this comment for sending:

'For (MO or Final Sign Off) review and approval of 'PSEFS of ## Month' - Proactive Disclosure of BN for MONTH - only the titles are being released. All division ADM's have reviewed and approved (through separate eApps).'

OPTIONAL: Concurrently being reviewed/approved by MO. Thank you!

9. Once Final Approval has been received, edit the Approval Form to write the name of the Delegated Signing Authority (i.e. Jason Butler, FTMS-ADM) Delegated Signing Authority and then on the Signature section, write 'Electronic Approval' and then on the Date section write the exact Approval date. Send the form via email reply to IAO.

FOIs Excel can be cleared.

# Monthly Calendars

August 14, 2023

2:56 PM

1<sup>st</sup> of every Month, we would receive an IAO email as Call for Records for MONTH Calendars from CITZ OPEN INFOGROUP (Open.InfoGroup@gov.bc.ca). (For any proactive disclosures help, reach out to IAO Kara Beach or IAO Community and Health Team FOI.SocialEducationTeam@gov.bc.ca.

1. The calendars IAO requires are Minister's (Selina R. via Christine W.), Deputy Minister's (Bobbi P. via Jelene B. approved by Tara C.), and Minister of State Andrew Mercer (Tiffany M. approved by Eric P.). Update FOIs Excel.

2a. Email Christine W. for the Minister's Calendar with the message 'Requesting the Minister's Calendar for Proactive Disclosure for 'MONTH' 2023. Please return to me with approval by DUE DATE.

2b. Email Jelene B. for the Deputy Minister's Calendar with the message 'Requesting the DM's calendar for Proactive Disclosure for June 2023. Please return to me with approval by DUE DATE.

2c. Create eApp (Tiffany M. for Eric P. for Andrew M.) for approval (this will be your MAIN eApp) with the following criteria:

Branch: Minister of State's Office. Signature level: Assistant Deputy Minister (ADM). Date final due: 'DISCRETION'. Category: FOI. Sub Category: Proactive disclosure. Stage: Responsive records review. Applicant: Other. Scope: 'MONTH YEAR'. IAO date due: per email. Legislated date due: per proactive disclosure calendar. Approval route: MOSAM > 'Your name'.

Update FOIs Excel.

3. Once all Calendars are returned from IAO (should be PDF files with any harms already marked and commented on), download and rename the files accordingly to 'Minister of State Calendar', 'Minister Calendar' and 'DM Calendar'. Reply to the original Call for Records email and attach all files with the message 'Please find our calendars attached apply standard calendar harms.'

3a. For the DM Calendar, send to DMO for approval mentioning the turnaround time is only 2 days. Send this via email (pls see previous months for guidance).

4. Using the Main eApp, send to MO for Approval with the following message:

'For MO review and approval of Proactive Disclosure of Minister Robinson, Minister of State Mercier and Deputy Minister Plecas' Calendars. Thank-you!'

Approval can be sent concurrently for Final Sign Off via Delegated Signing Authority depending on the due dates.

5. Once Final Approval has been received, edit the Approval Form to write the name of the Delegated Signing Authority (i.e. Jason Butler, FTMS-ADM) Delegated Signing Authority and then on the Signature section, write 'Electronic Approval' and then on the Date section write the exact Approval date. Send via email reply to IAO.



FOIs Excel can be cleared.

# Monthly Directly Awarded Contracts (DAC)

August 14, 2023

2:57 PM

1<sup>st</sup> of every Month, we would receive an IAO email as Call for Records for MONTH Directly Awarded Contracts from CITZ OPEN INFOGROUP (Open.InfoGroup@gov.bc.ca). (For any proactive disclosure help, reach out to IAO Kara Beach or IAO Community and Health Team (FOI.SocialEducationTeam@gov.bc.ca)).

1. Download the Excel from the Call for Records email and rename it to 'Directly Awarded Contracts (MONTH YR)'.

2. Send an email to Procurement Support (ProcurementSupport@gov.bc.ca) with the attached Excel file and a blank Proactive Disclosure of DAC (MONTH) Approval Form. Due date is before IAO due date.

3. Once received from Procurement, attach the DAC Excel sheet to the reply to original Call for Records email with the message 'Please find our monthly summary attached. We are seeking further executive approval within 10 business days and do not need to receive a formal sign-off package.' Update FOIs Excel.

4. Once DAC was received back from Procurement, create eApp (Cheryl W. for Jason B.) for approval (this will be your MAIN eApp) with the following criteria:

Branch: FTMS - Assistant Deputy Minister's Office. Signature level: Assistant Deputy Minister (ADM). Date final due: 'DISCRETION'. Category: FOI. Sub Category: Proactive disclosure. Stage: Responsive records review. Applicant: Other. Scope: Month of 'MONTH'. IAO Date Due: per email. Legislated Date Due: per proactive disclosure calendar. Approval route: FTMS ADM > 'Your name'. Update FOIs Excel.

For FTMS-ADM Review and Approval of attached spreadsheet for proactive disclosure. Contents have been reviewed and approved by CFO for (full disclosure? Any harms?). Thank-you

5. Once received from ADM, send to MO for approval noting harms if any. Once back from MO, send for (Delegated Signing Authority) Final Sign Off if applicable. Remember to change the approval route as necessary. Update FOIs Excel.

6. Once Final Approval has been received, edit the Approval Form to write the name of the Delegated Signing Authority (i.e. Jason Butler, FTMS-ADM) Delegated Signing Authority and then on the Signature section, write 'Electronic Approval' and then on the Date section write the exact Approval date. Send via email reply to IAO.

FOIs Excel can be cleared.

## **Process for Proactive Disclosure Requests**

### **Directly Awarded Contract Summaries**

- 1) Requests are sent to Bruce Smith
- 2) Once received, sent back to Open Information requesting sign off prior to release
- 3) When sign off is received, eApproval is created for approval by
  - Kevin Brewster, ADM
  - Shannon Baskerville, Deputy Minister
  - i. For ADM approval. Please forward to DMO once approved.*

### **Quarterly Contracts over 10k**

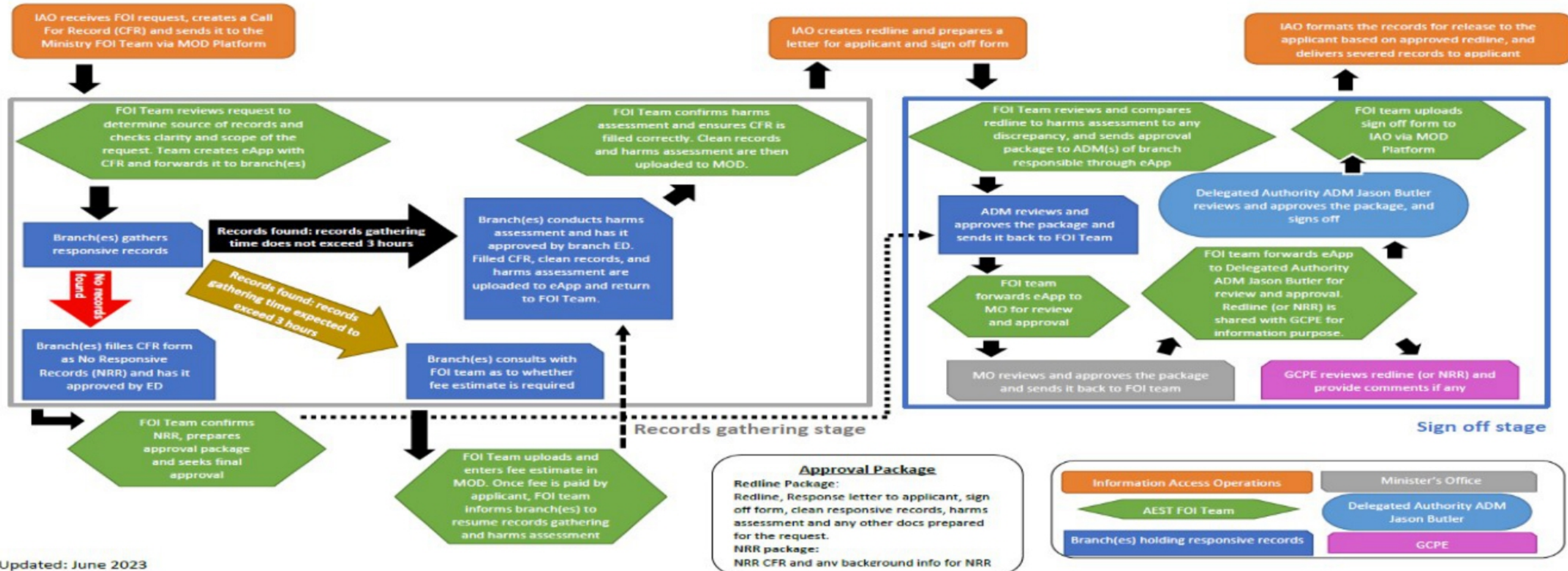
- 1) Requests are sent to Bruce Smith
- 2) Once received, sent back to Open Information requesting sign off prior to release
- 3) When sign off is received, eApproval is created for approval by
  - Kevin Brewster, ADM
  - Shannon Baskerville, Deputy Minister
  - i. For ADM approval. Please forward to DMO once approved.*

### **Deputy Minister and Minister Calendars**

- 1) Requests are sent to Kelly Whitford (DMO) and Kathleen Fleurant, cc Ngaire Lord(MO)
- 2) Once received, review for any potential harms and send to Open Information
- 3) When sign off is received review calendars for potential missed severing
- 4) eApproval is created for approval by
  - Shannon Baskerville, Deputy Minister
  - i. For DM approval, please return to me for routing to the MO*
- 5) Following Deputy Minister approval, eApproval is sent to the MO for approval
  - i. For MO approval of Minister's Calendar*

# FOI Process Map

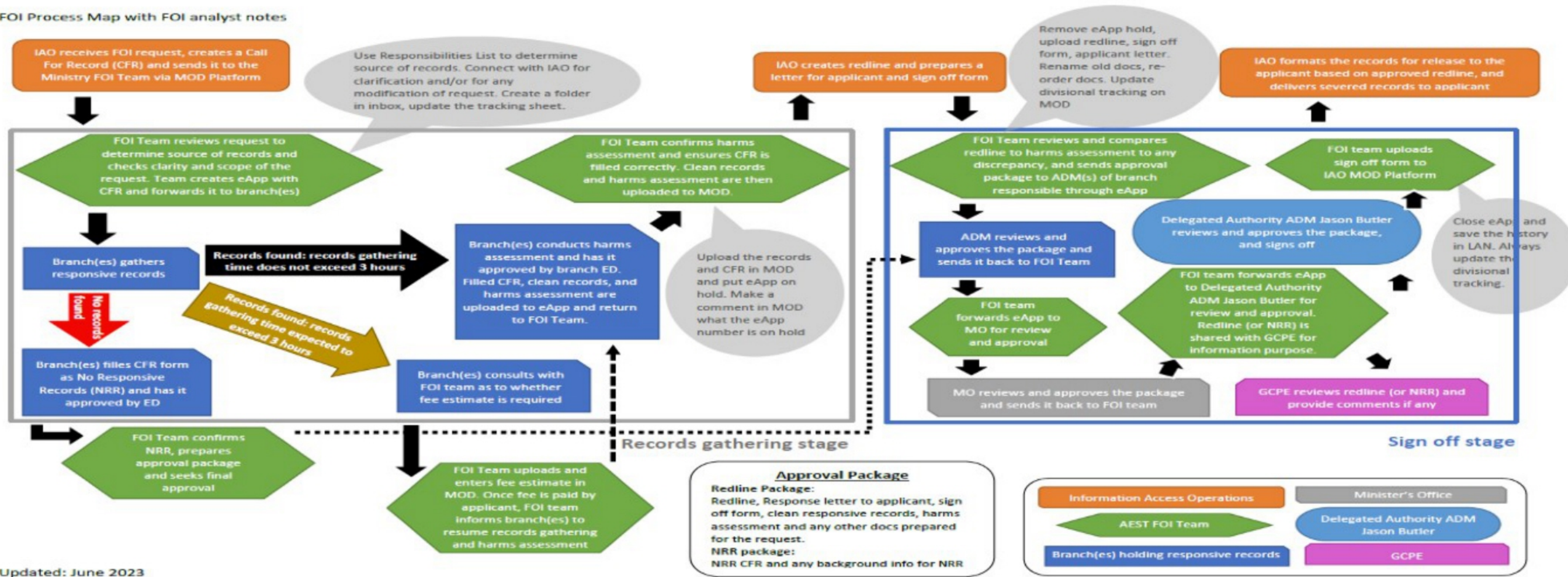
March 6, 2023 3:34 PM  
FOI Process Map



Updated: June 2023

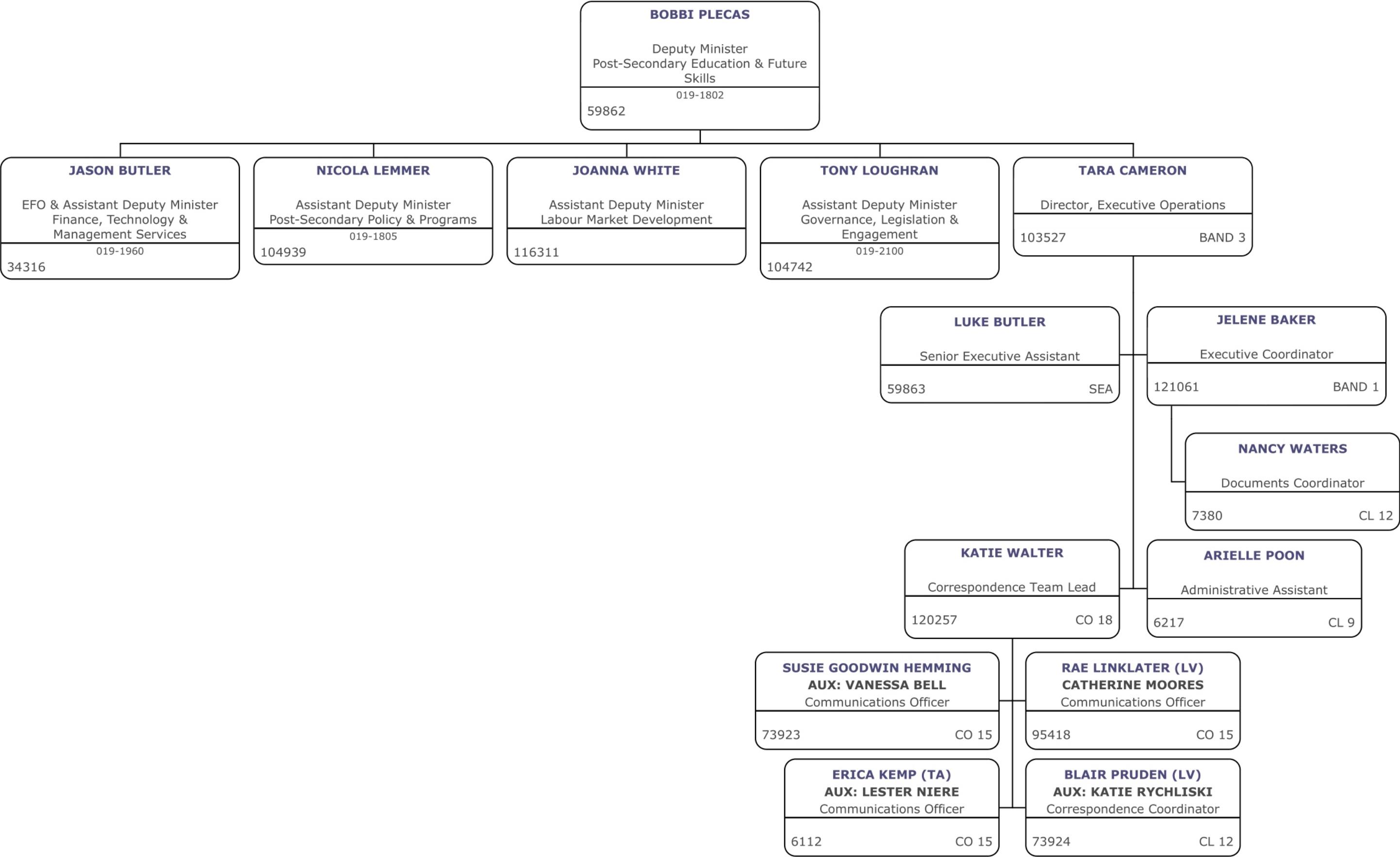


# FOI Process Map with FOI analyst notes



Updated: June 2023

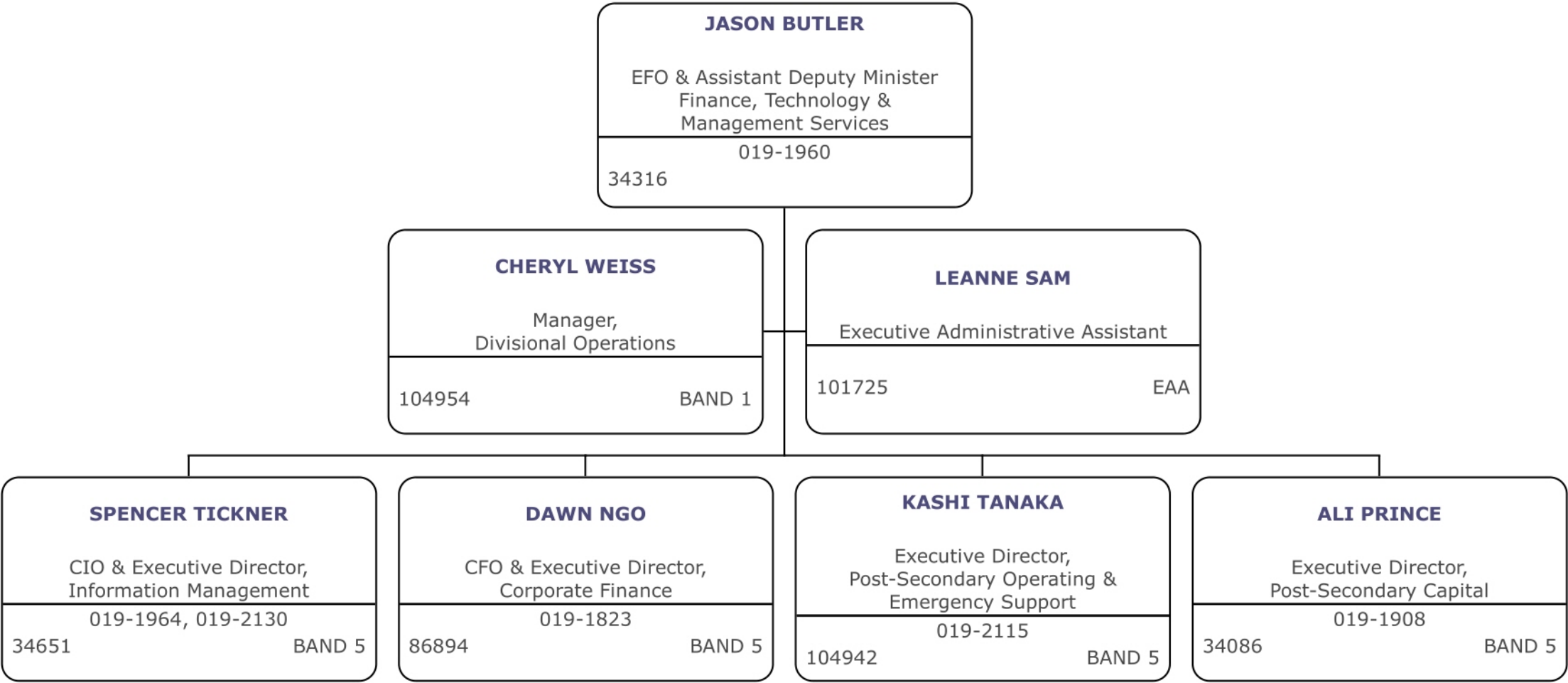
Organization Chart  
Deputy Minister's Office





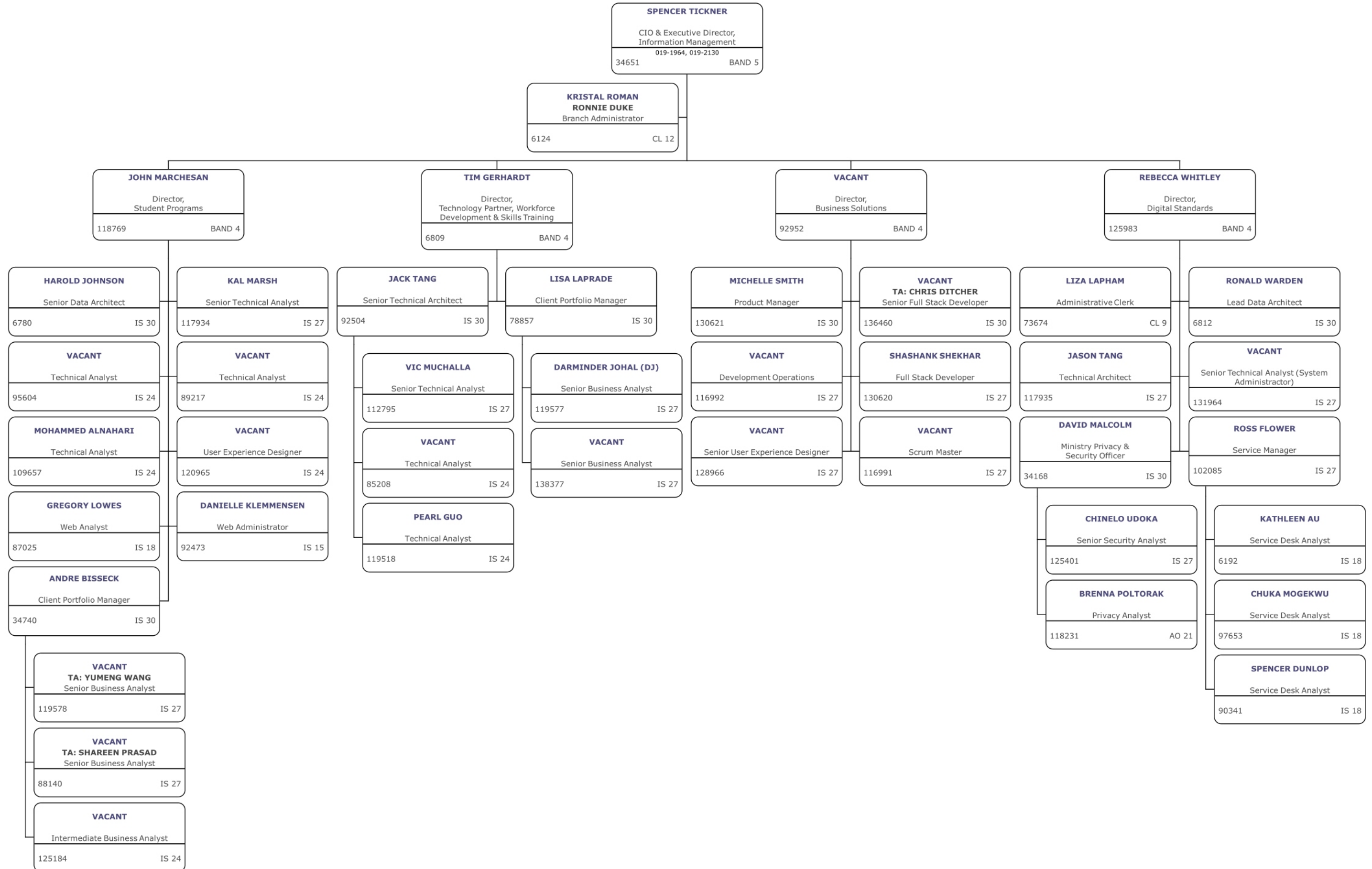
Organization Chart

Finance, Technology & Management Services Division



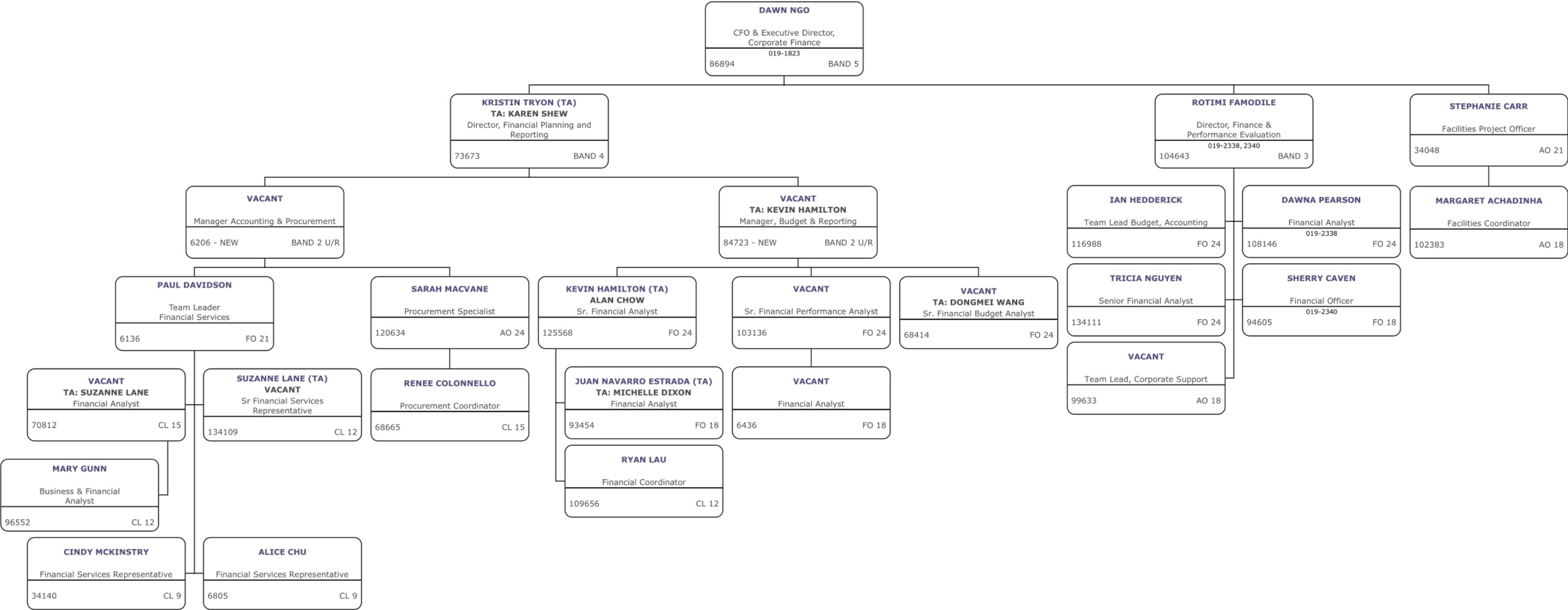
### Organization Chart

Finance, Technology & Management Services Division  
Information Management Branch



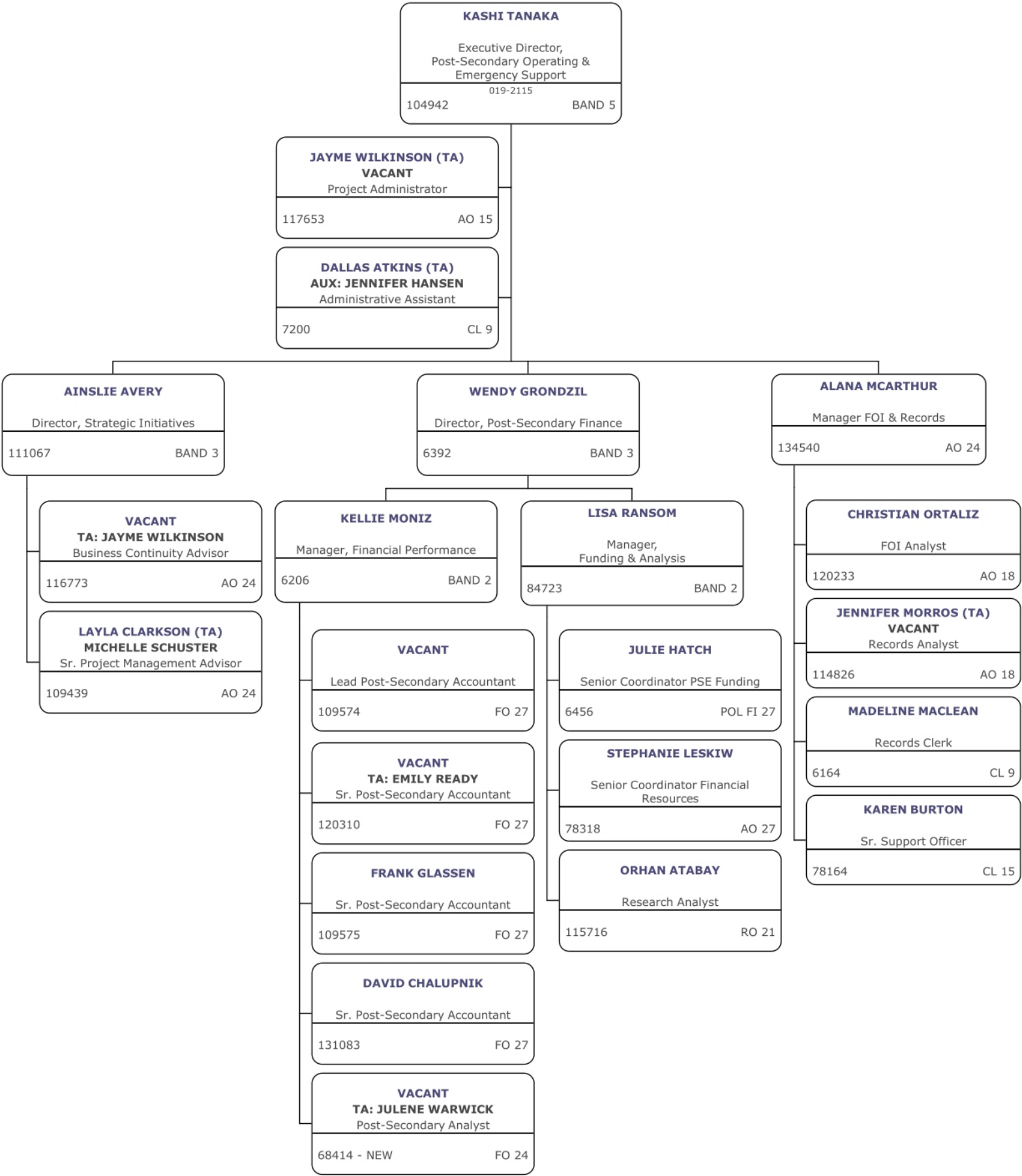
Organization Chart

Finance, Technology & Management Services Division  
Corporate Finance



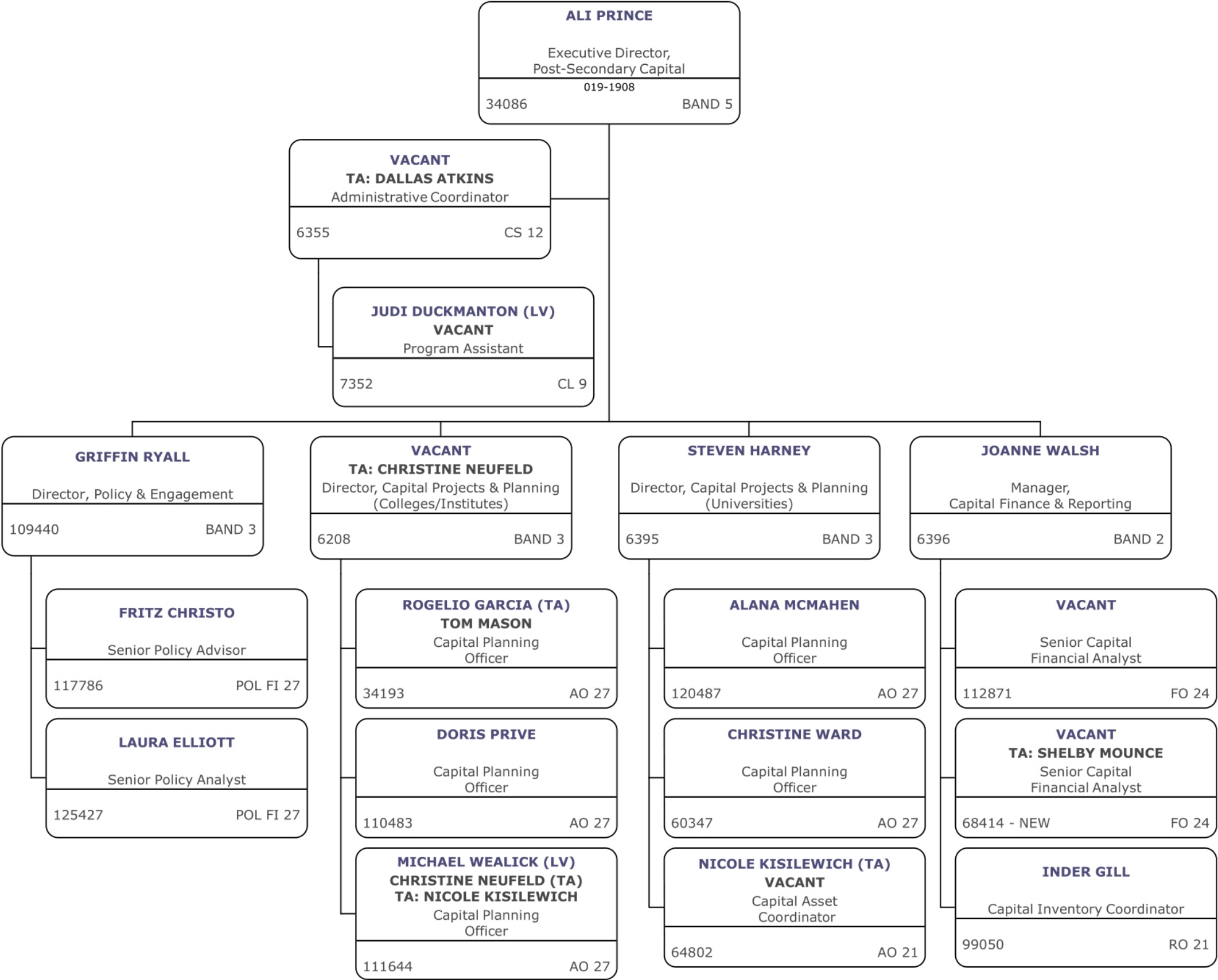
Organization Chart

Finance, Technology & Management Services Division  
Post-Secondary Operating & Emergency Support Branch



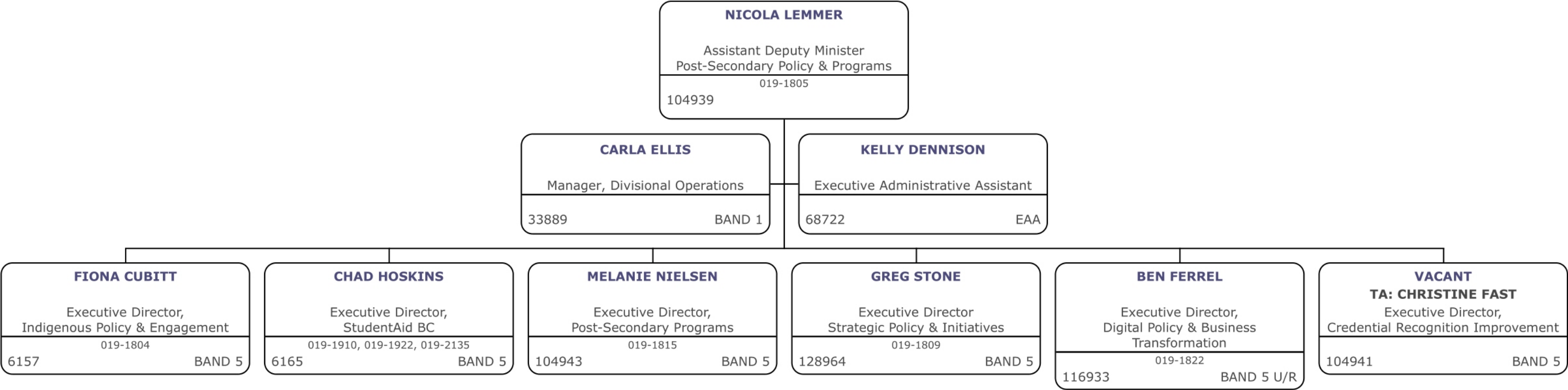
Organization Chart

Finance, Technology & Management Services Division  
Post-Secondary Capital Branch  
019-1908



Organization Chart

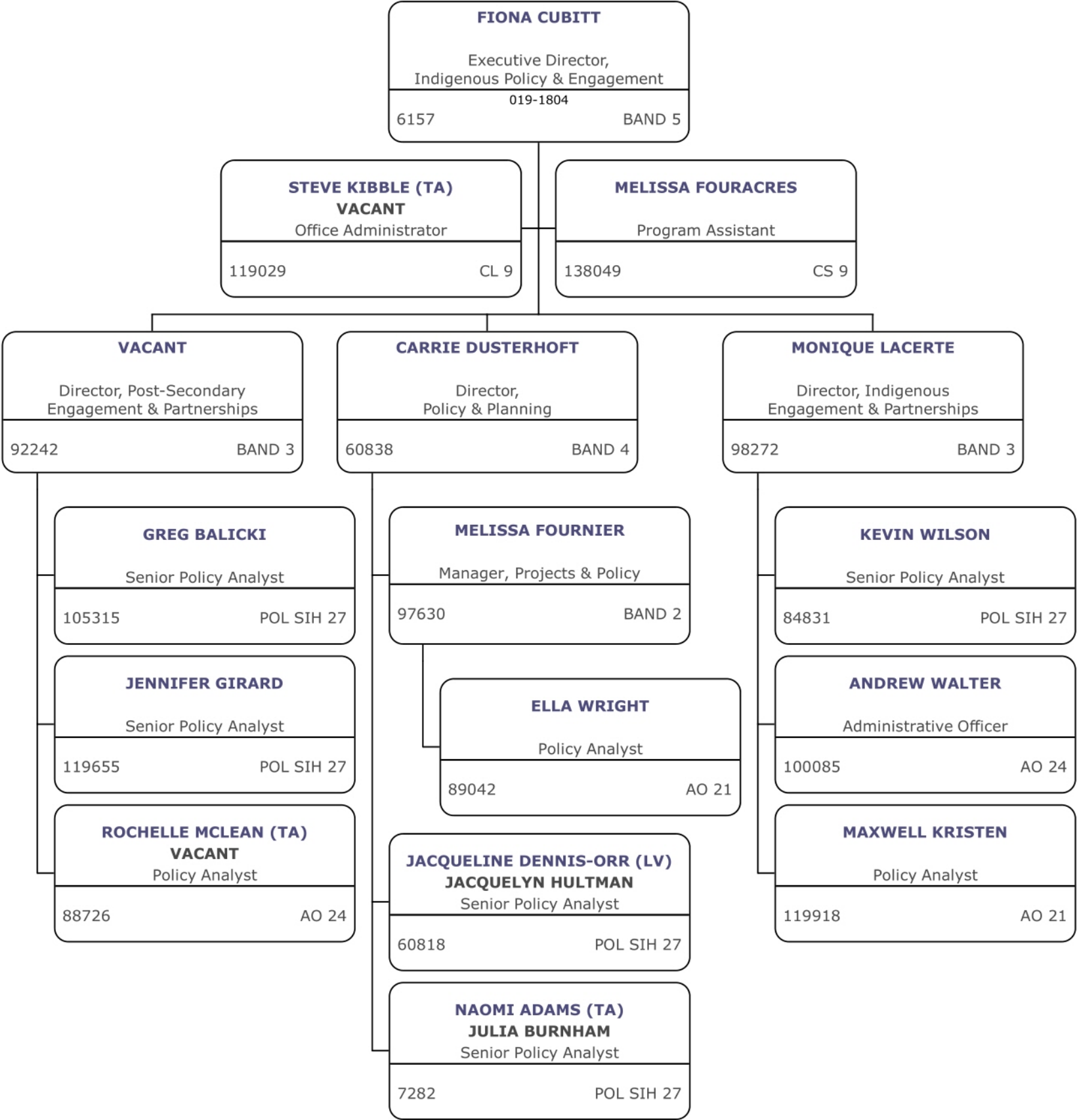
Post-Secondary Policy & Programs Division

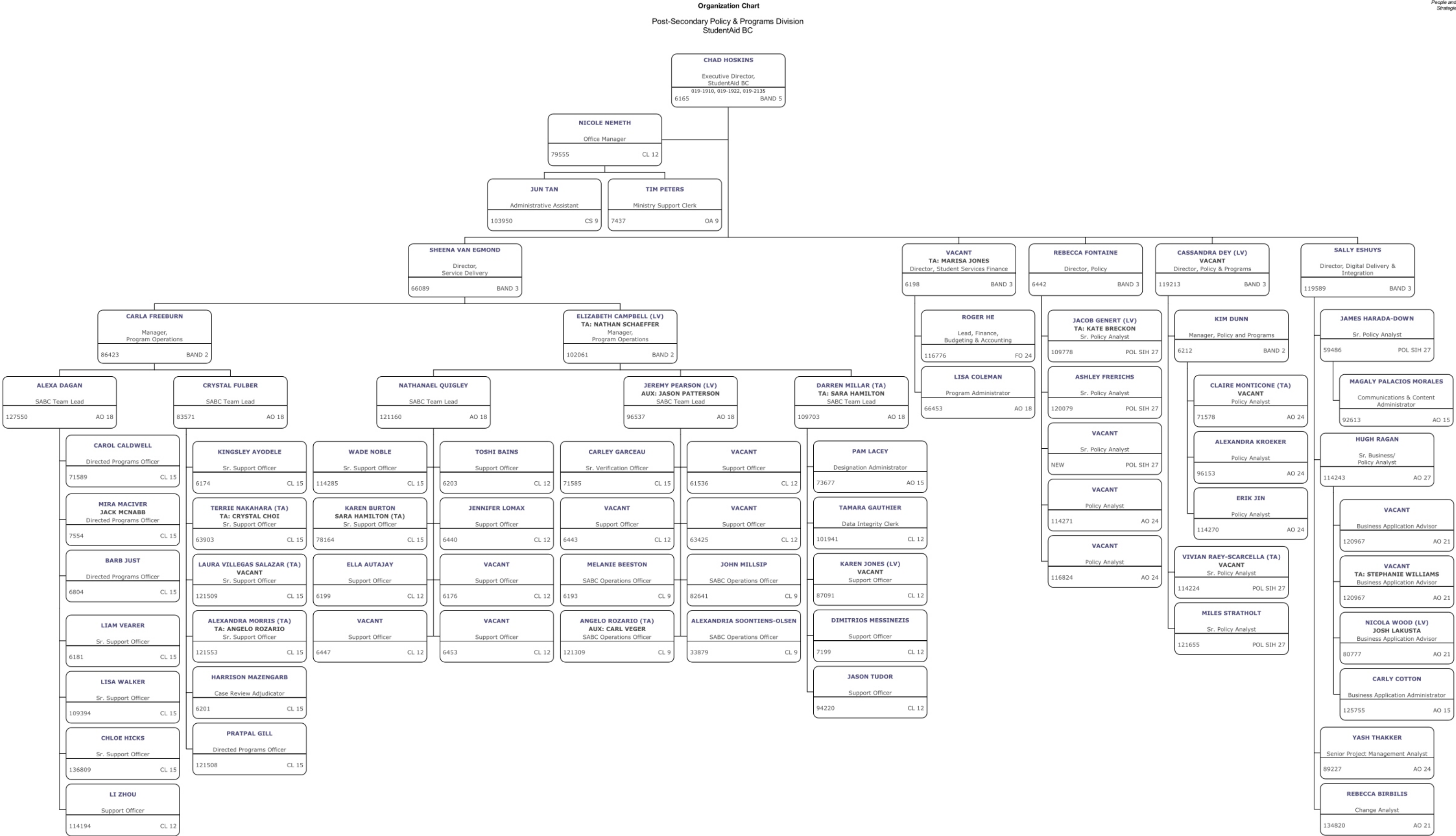




Organization Chart

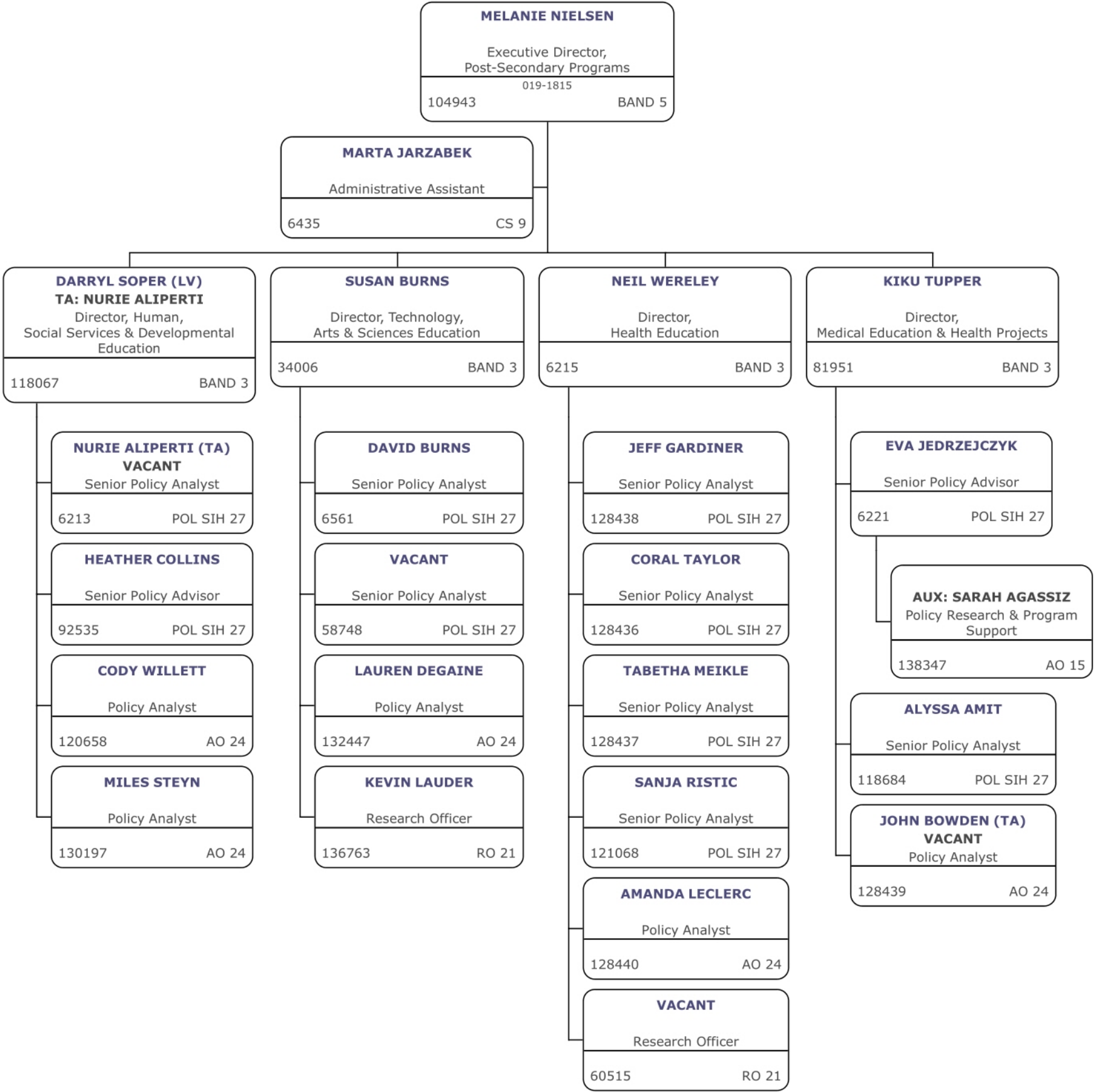
Post-Secondary Policy & Programs Division  
Indigenous Policy & Engagement  
019-1804

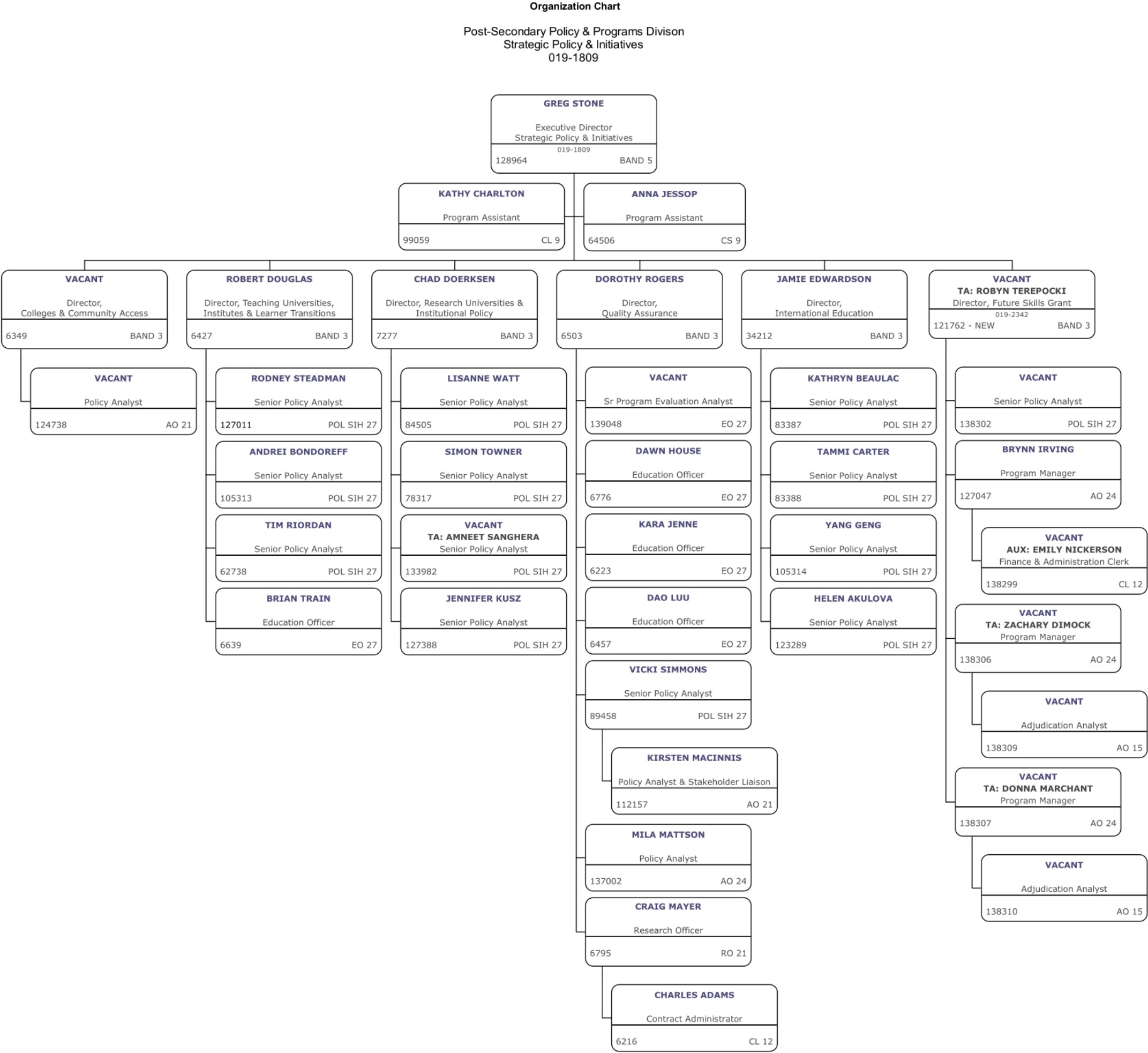


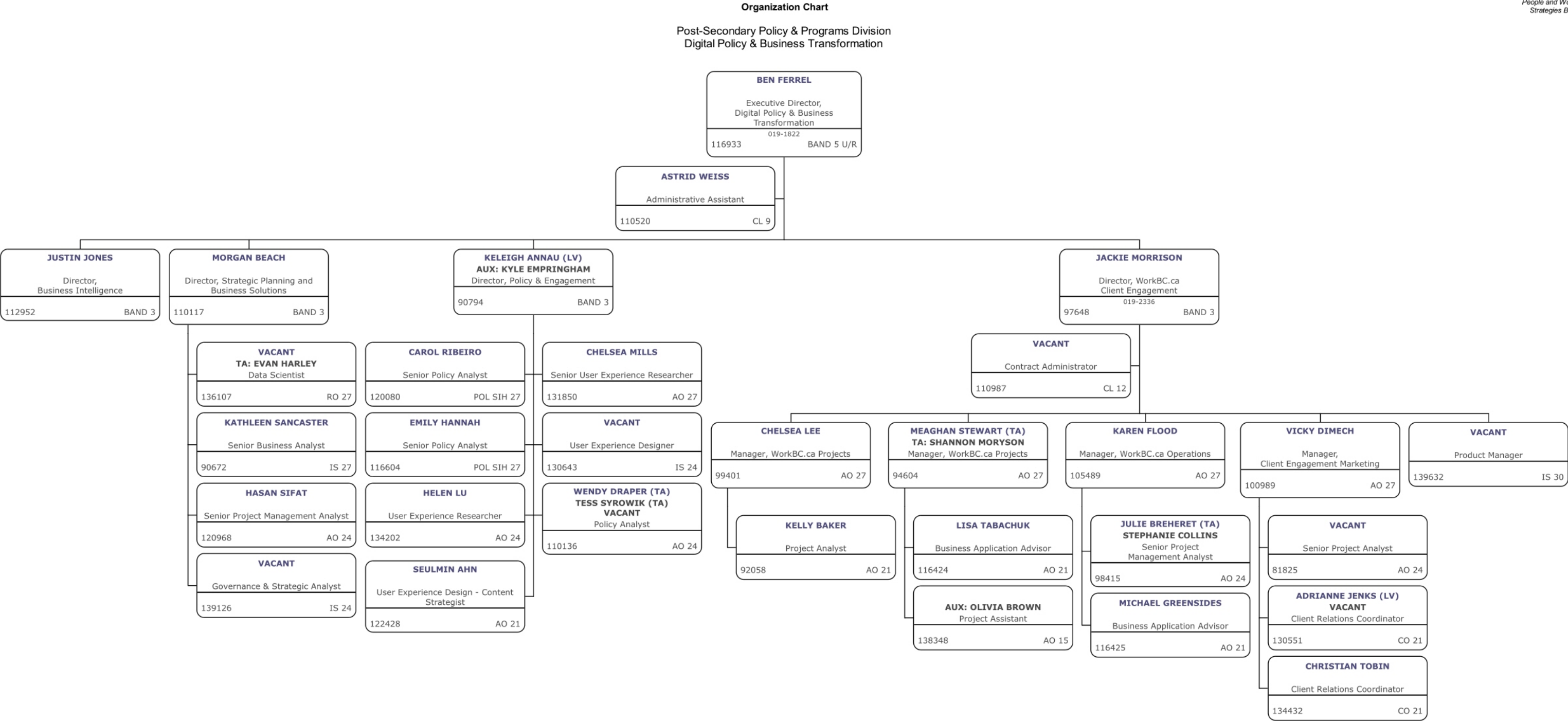


Organization Chart

Post-Secondary Policy & Programs Division  
Post-Secondary Programs  
019-1815



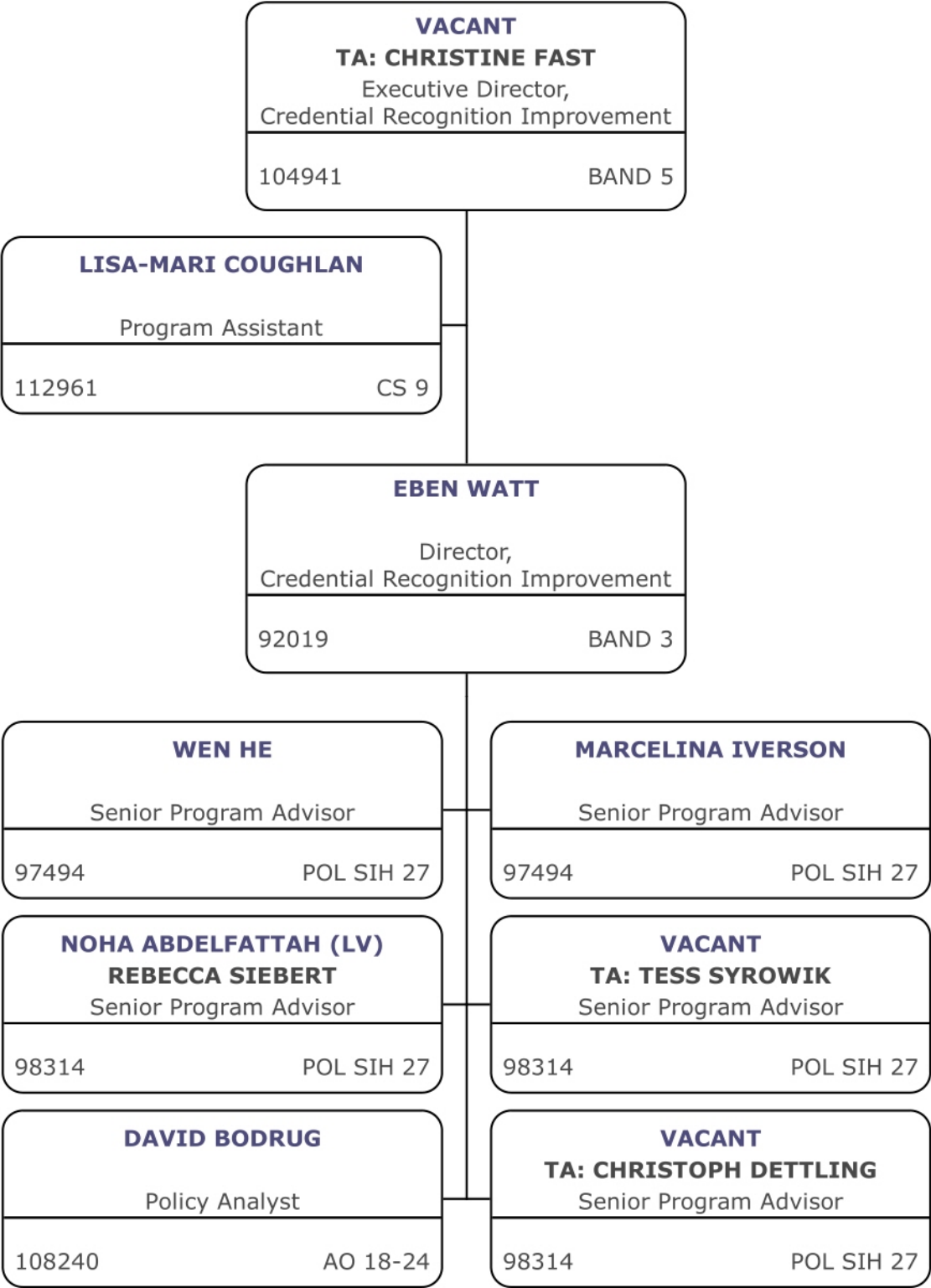






Organization Chart

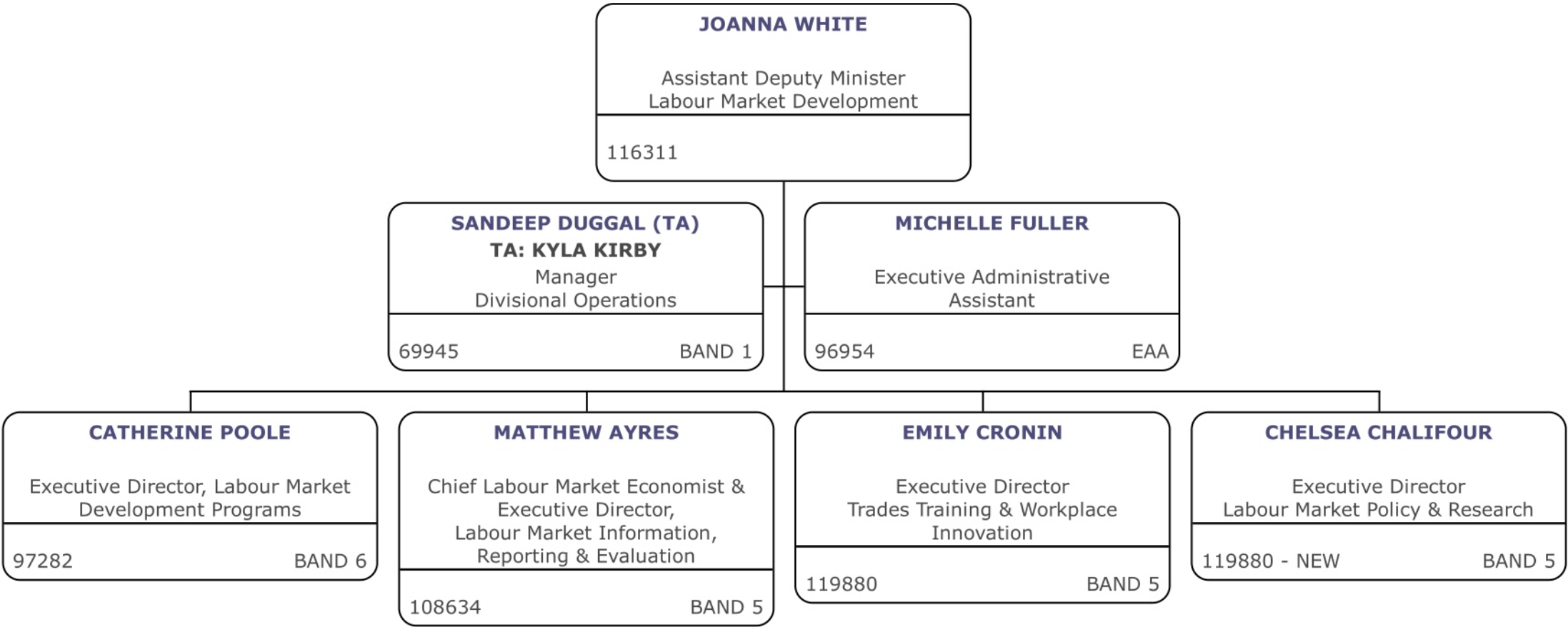
Post-Secondary Policy & Programs Division  
Credential Recognition Improvement Branch  
019-1947





Organization Chart

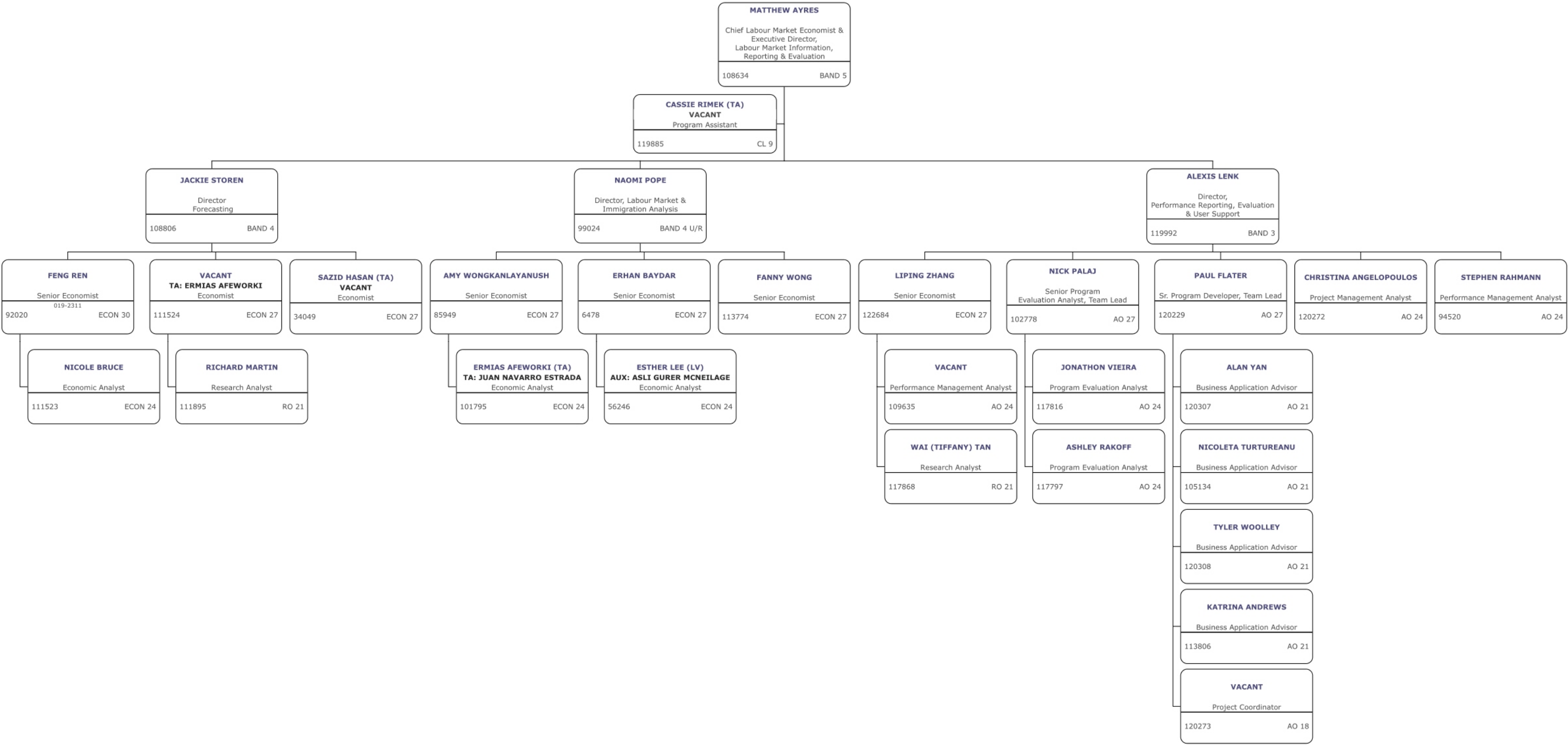
Labour Market Development Division





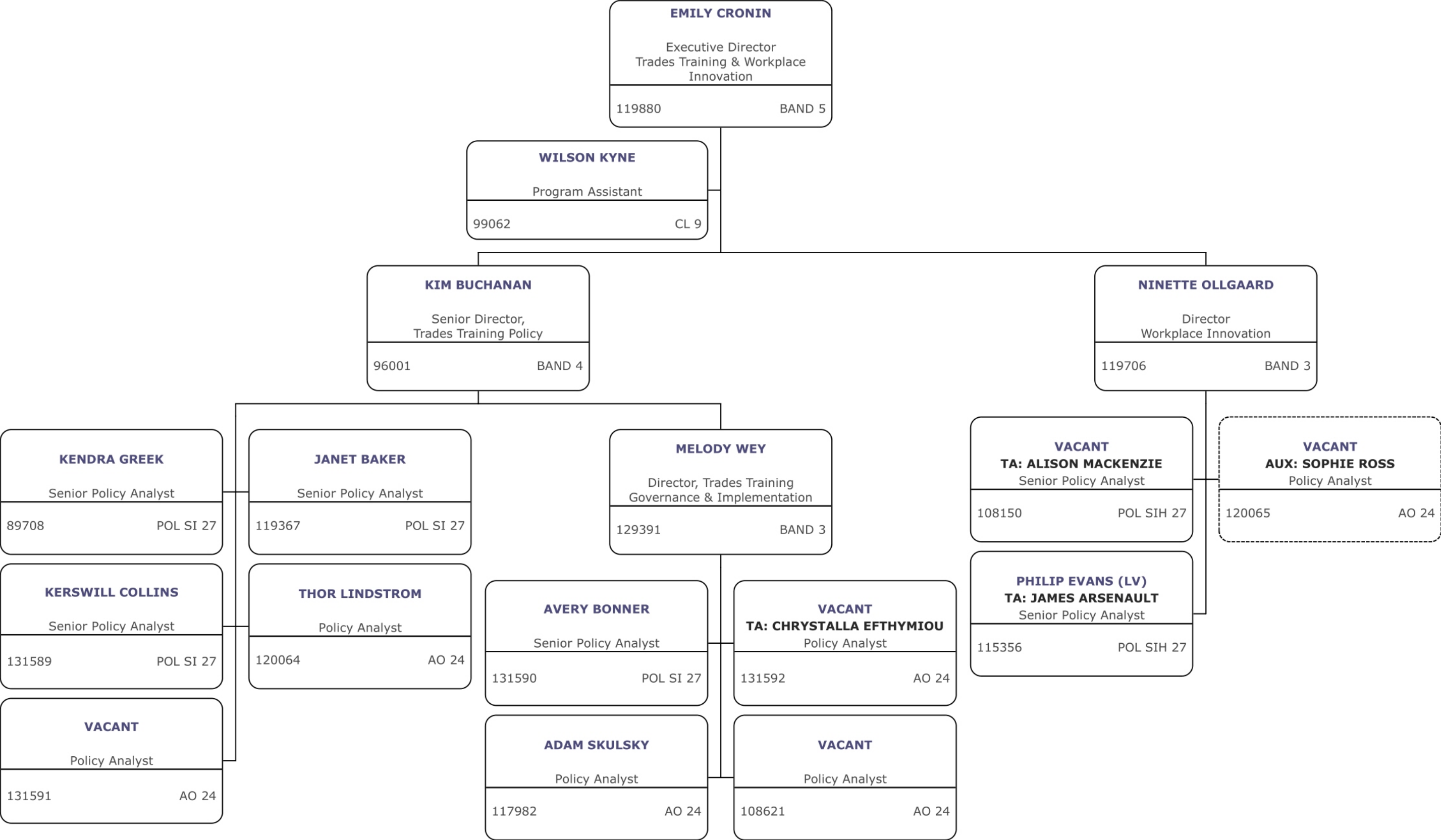
Organization Chart

Labour Market Development Division  
Labour Market Information, Reporting & Evaluation Office



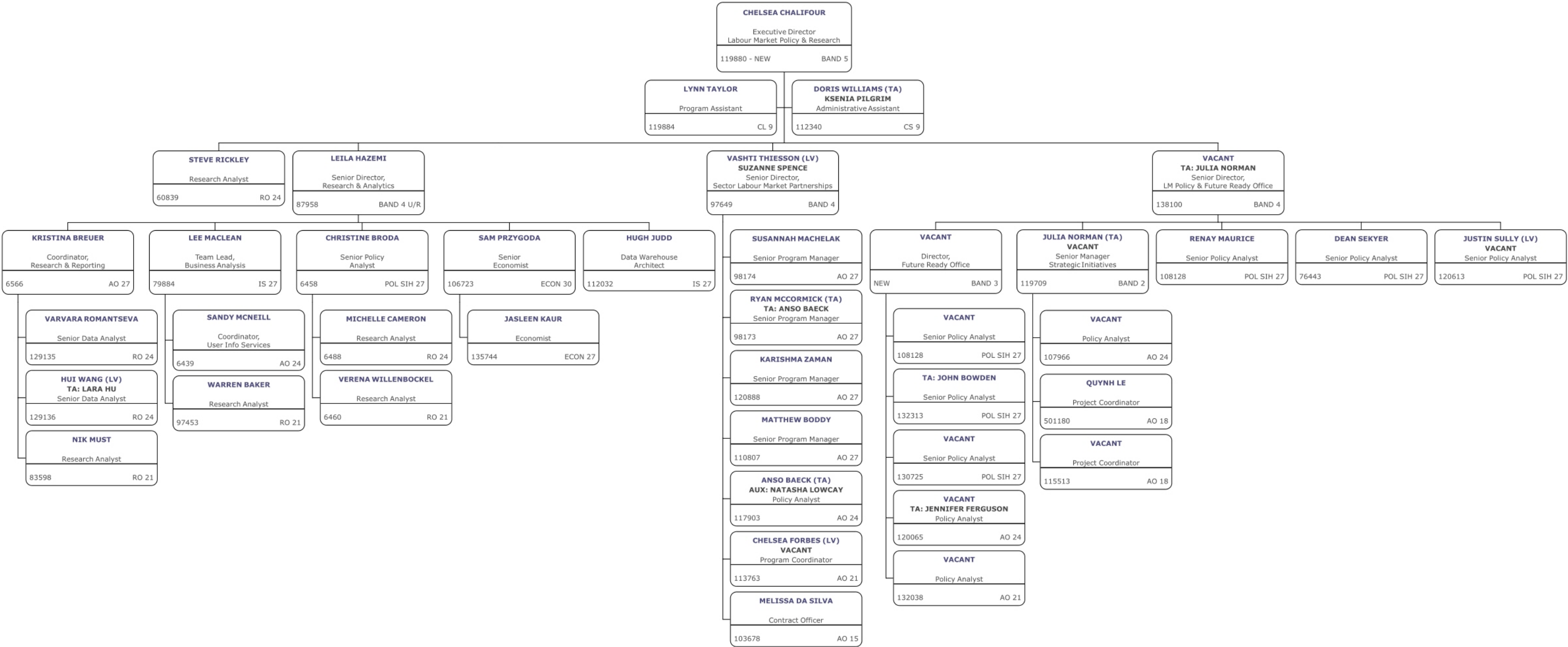
Organization Chart

Labour Market Development Division  
Trades Training & Workplace Innovation  
019-2323, 2324, 2341



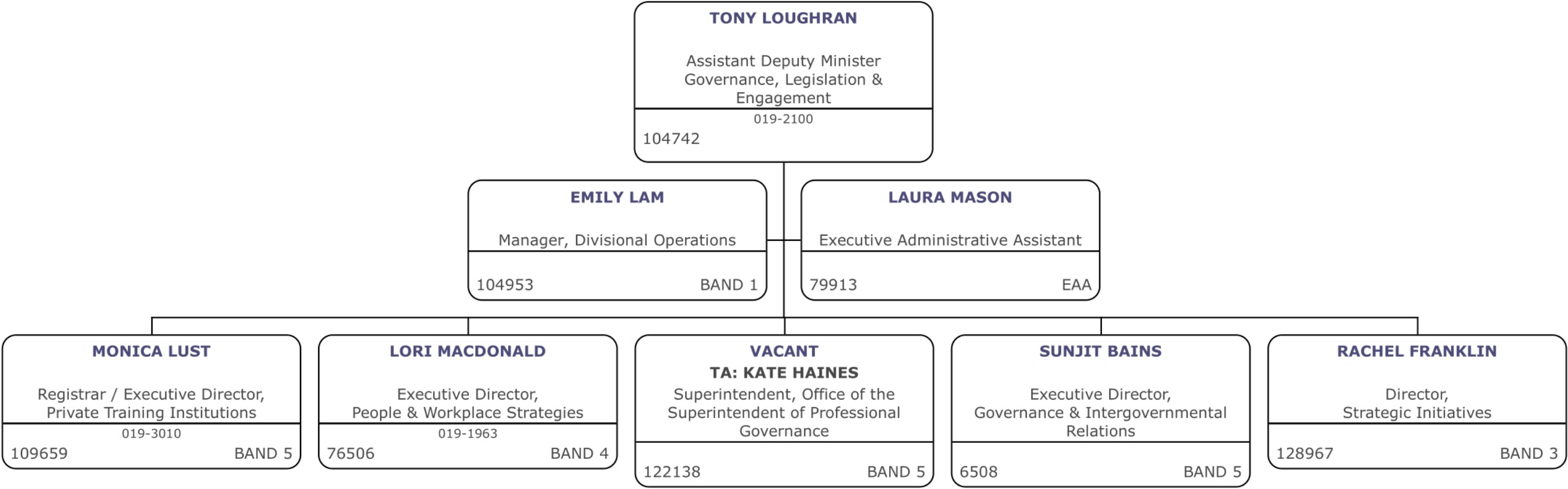
Organization Chart

Labour Market Development Division  
Labour Market Policy & Research

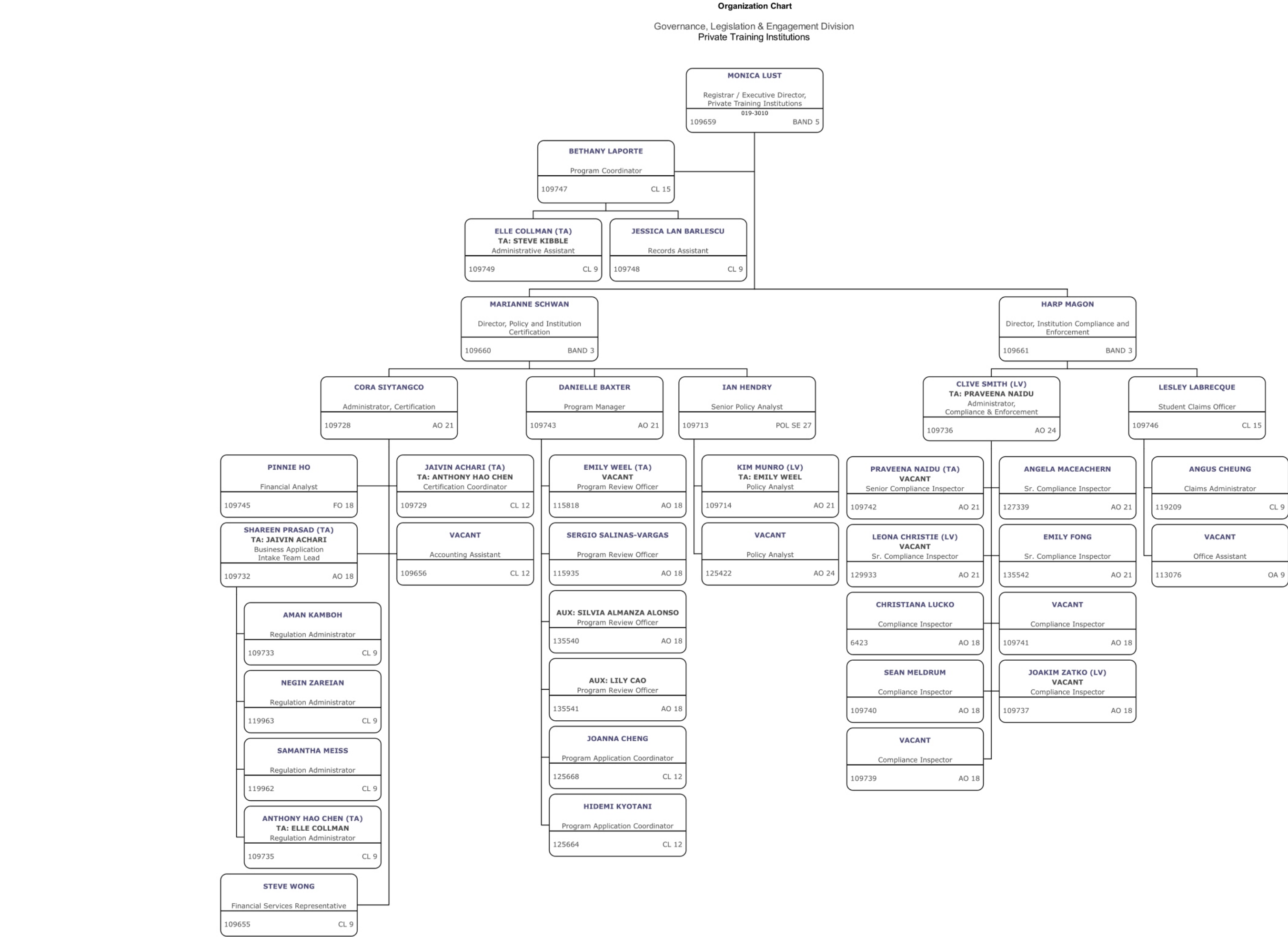


Organization Chart

Governance, Legislation & Engagement Division

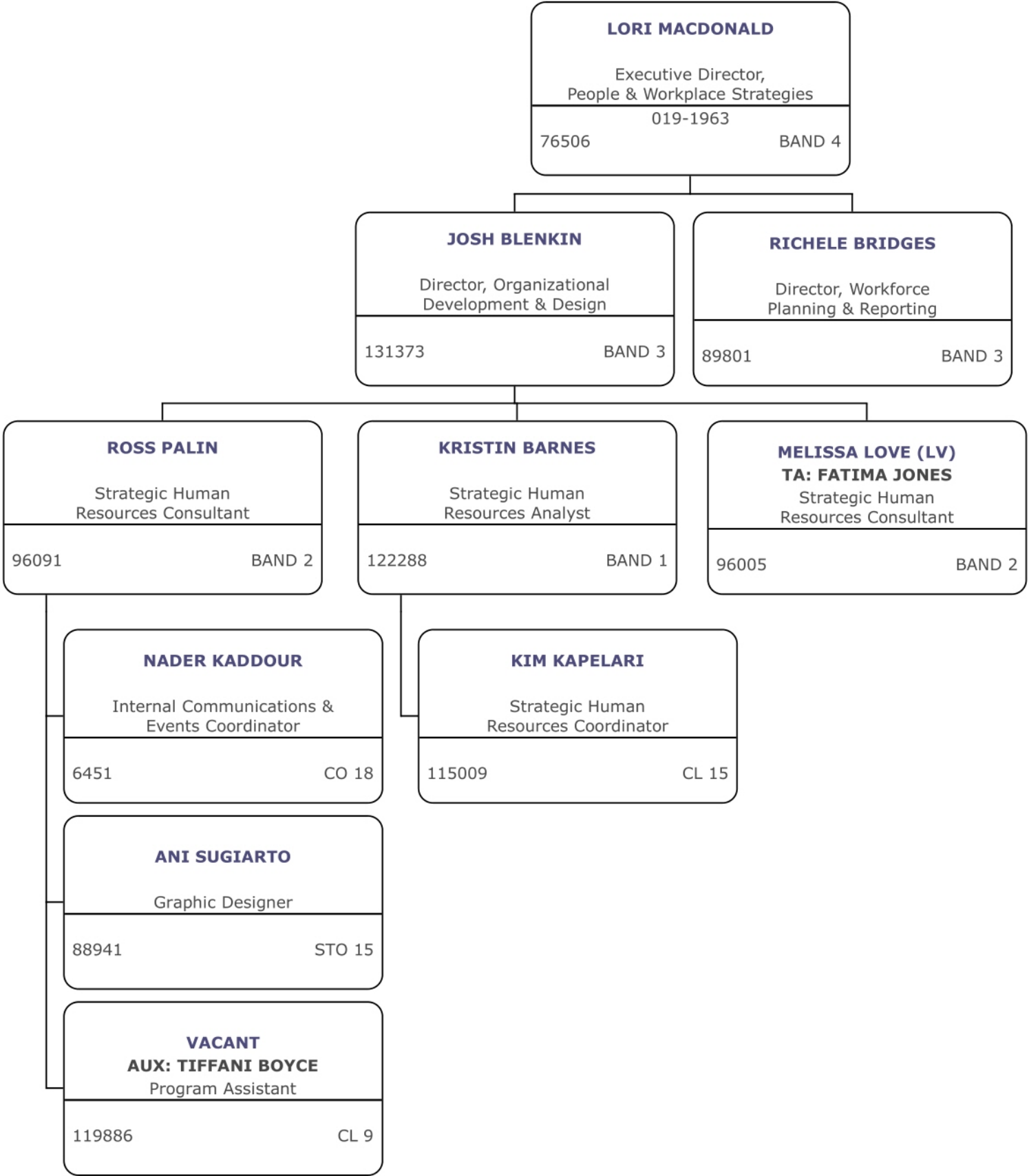






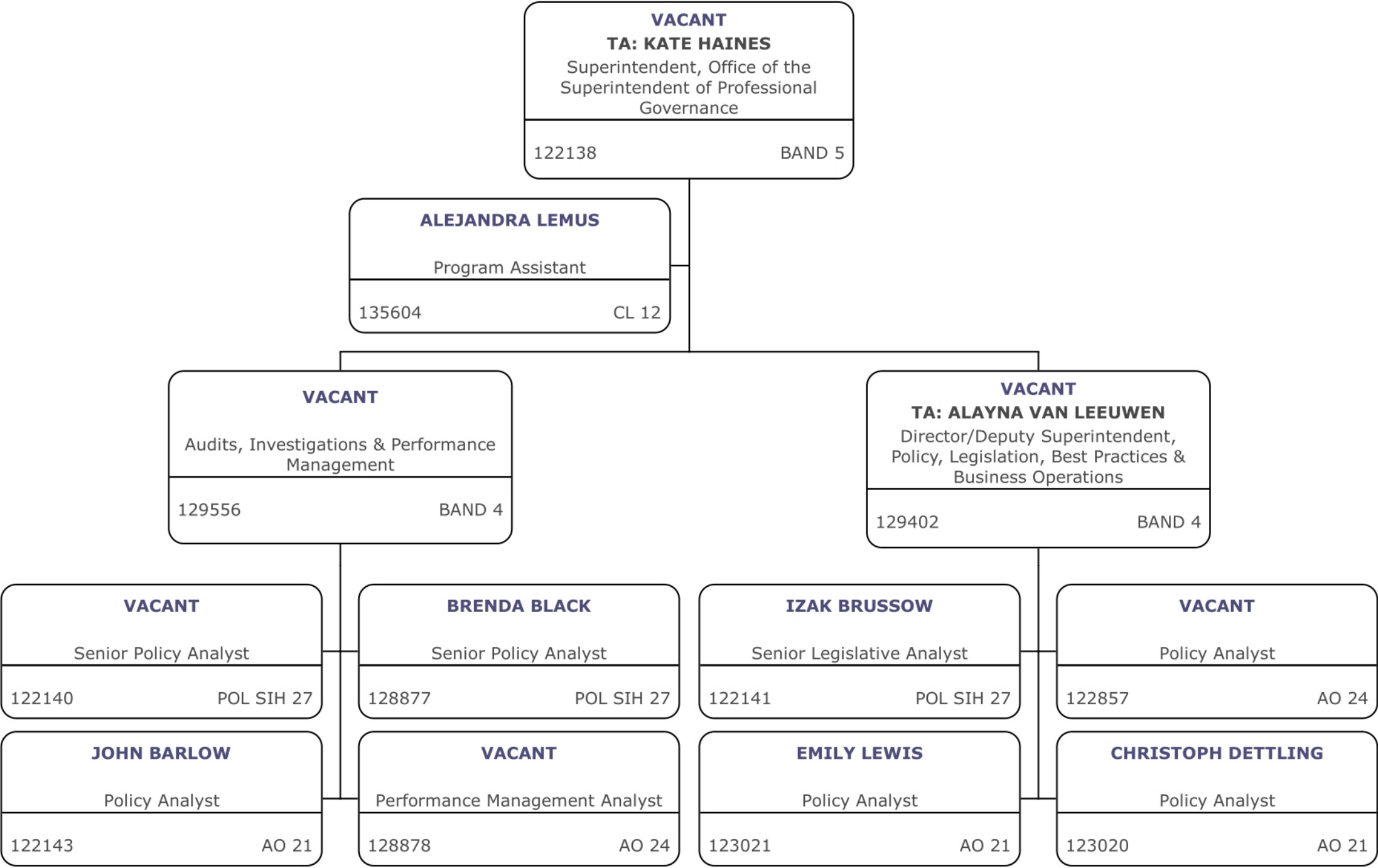
Organization Chart

Governance, Legislation & Engagement Division  
People & Workplace Strategies  
019-1963



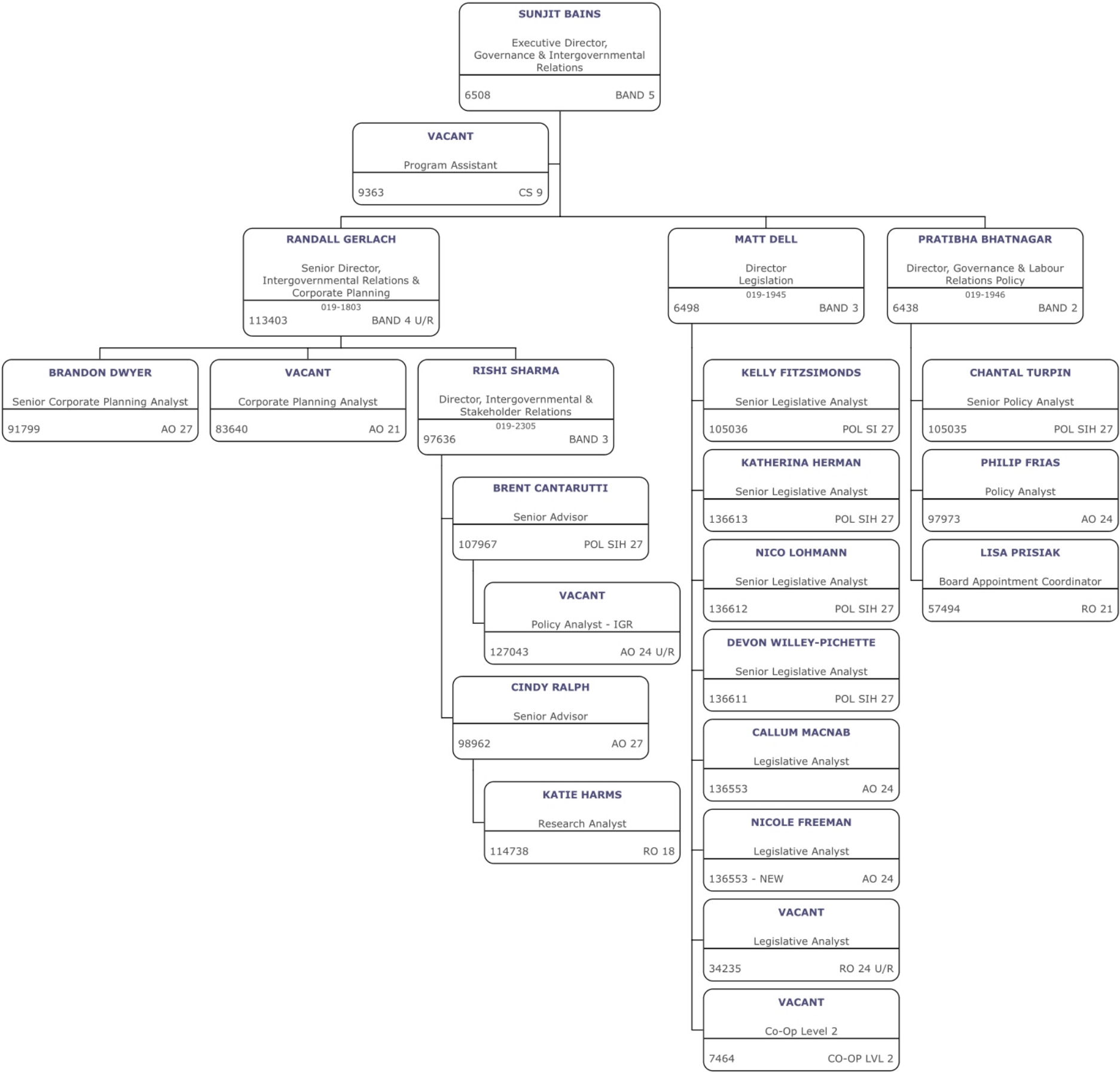
Organization Chart

Governance, Legislation & Engagement Division  
Office of the Superintendent of Professional Governance



Organization Chart

Governance, Legislation & Engagement Division  
Governance & Intergovernmental Relations



# Receiving New Requests

June 21, 2022

3:31 PM

Once a new FOI request is received in the FOI Platform - (notification under the bell icon), assign the file to yourself. Review the 'Request Description' under the 'Request' tab/The Call for Records Form is also located under the Attachments tab, review the request description and ensure that it is clear and easy to understand. Also check if the scope of the request is reasonable. If the request seems unclear, clarify with the assigned IAO Analyst at Information Access Operations (IAO) before sending the request to the program area by tagging them in the comment section of the file.

When the request is ready to be sent, it should be sent to the appropriate branch(es). Refer to [PSFS Responsibilities List](#) to determine which branch(es) should received the request. Normally when sending a call for records request via eApps - make it clear what you are asking for, the due date is fair and request the records normally for the program area director and the records are to be reviewed and approved by their ED. Also have a clear approval route/route the request back to yourself.

Sample Call for Records form (CFR)





### Section 1: FOI Request Details

General Request ☐

Personal Request ☐

Authorization Received: **Date**

Applicant Type:

Request Received:

FOI Analyst:

Legislated Due Date:

Fee Estimate Due: **Date**

**Records Due: Date**

Description:

### 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: <b>Date</b>
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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 [generate as accurate an estimate as possible](#)

Estimated Hours

Actual Hours

Locating/Retrieving – this includes searching all relevant sources.  
Areas to consider searching include:

- Outlook (including 'deleted' and 'sent' folders)
- Records management systems (ex. EDRMS)
- LAN, shared drives, SharePoint, databases
- Offsite 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

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

# General FOI Requests

June 22, 2022  
11:13 AM

1. Create a folder in the PSFS FOI Inbox with the PSE FOI number followed by a short title (ex. PSE-2023-xxxx - BN Cliff Summary)
2. Create a folder in the Call for Record folder in the FOI Shared Drive. Use PSE FOI number as the name.
3. Create an eApprovals item and send it to the appropriate branch(es).
  - Subject: PSE FOI number - a short title (ex. PSE-2023-xxxx - BN Cliff Summary)
  - Category: FOI Request
  - IAO Due Date: Enter IAO Due date on CFR form (usually 'Records Due' date)
  - Legislated Due Date: Enter LDD date on CFR form
  - FOI Stage: Responsive Records Review
  - FOI Applicant Type: Refer to CFR form and select one from the list
  - Scope: Type the scope of the FOI request (date range at end of request description)
  - Record Summary: copy and paste the entire request description
  - Final signature level: Assistance Deputy Minister (NOTE - our Final Sign Off is FTMS - ADM Jason Butler)
  - Business Unit: select branch responsible from the list
  - Date Due: Enter one day before the IAO Due Date ('Records Due' date)
  - **Comments**: Will vary but, normally you are asking for responsive records and for it to be reviewed/approved by ED. Sometimes it will be concurrently sent to more than one division/branch - make that clear in the comment
  - Approval Route: (Branch responsible) > FOI Team
  - Upload CFR form and forward it to the branch (usually to Director of the branch)

# Proactive Disclosure

June 22, 2022  
11:49 AM

1. Create a folder in the PSFS FOI Inbox under corresponding Proactive Disclosure folder (Briefing Notes, Calendars, Contracts Over 10K, DAC Contact Summaries)
2. Move the email from IAO requesting records in the folder you just created.

## **Min BN Cliff Summary**

Create an eApprovals item for records gathering:

- Subject: Proactive Disclosure - Minister's Briefing Notes Summary (Month)
- Category: FOI Proactive Disclosure
- IAO Due Date: Enter IAO Due date
- Legislated Due Date: Enter LDD date
- FOI Stage: Responsive Records Review
- FOI Applicant Type: Not Applicable

- Scope: Month of \_\_\_\_, 20\_\_
- Record Summary: leave blank
- Final signature level: Assistance Deputy Minister
- Business Unit: Deputy Minister's Office
- Date Due: Enter one day before the IAO Due Date
- **Comments:** For records gathering of Minister's BN summary for the month of \_\_\_\_, 20\_\_ . Please fill out the Excel template attached and return to \_\_\_\_\_. Thank you!
- Approval Route: DMO > \_\_\_\_ (your name)
- Upload IAO's spreadsheet template and forward it to the person responsible for providing the records in DMO

#### **Minister, Minister of State and DM's calendars**

DM Calendar - Forward CITZ Open infogroup call for records email to Tara Cameron with a cc to Jelene Baker requesting DM calendar for the requested month.

"Good afternoon/morning Tara, Requesting the DM's calendar for Proactive Disclosure for Month of \_\_\_\_, 20\_\_. Please return to me by (enter due date for CITZ email) or earlier."

Minister Calendar - Forward CITZ Open infogroup call for records email to Christine White with a cc to Lori Larson requesting Minister's calendar for the requested month.

"Good afternoon/morning Christine, Requesting the Minister's calendar for Proactive Disclosure for Month of \_\_\_\_, 20\_\_. Please return to me by (enter due date for CITZ email) or earlier."

Minister of State Calendar - Create an eApp

- Subject: Proactive Disclosure - Minister of State Calendar (Month)
- Category: FOI Proactive Disclosure
- IAO Due Date: Enter IAO Due date
- Legislated Due Date: Enter LDD date
- FOI Stage: Responsive Records Review
- FOI Applicant Type: Not Applicable
- Scope: Month of \_\_\_\_, 20\_\_
- Record Summary: N/A
- Final signature level: Assistance Deputy Minister
- Business Unit: Minister of State's Office
- Date Due: Enter one day before the IAO Due Date
- **Comments:** 'For record gathering of Minister of State's Calendar for \_\_\_\_ (Month). Please provide a PDF clean copy and a copy with harms identified and Chief of Staff approval. Thank you!'
- Approval Route: MOS Office > \_\_\_\_ (your name)
- Forward it to a person who is responsible for providing records for the Minister of State - currently Tiffani Mai

#### **Directly Awarded Contracts Summary**

#### **Records Gathering**

- Forward the email with from OPEN INFO to [ProcurementSupport@gov.bc.ca](mailto:ProcurementSupport@gov.bc.ca), and request to fill out the spreadsheet template and return it to FOI team with CFO approval.

#### Sign Off

- Once you receive filled spreadsheet and CFO approval, create an eApp for final approval.
  - Subject: Proactive Disclosure (Month)
  - Category: FOI Proactive Disclosure
  - IAO Due Date: Enter IAO Due date
  - Legislated Due Date: Enter LDD date
  - FOI Stage: Final Approval
  - FOI Applicant Type: Not Applicable
  - Scope: \_\_\_, 20\_\_
  - Record Summary: N/A
  - Final signature level: Assistance Deputy Minister
  - Business Unit: Corporate Finance
  - Date Due: Enter one day before the IAO Due Date
  - **Comments:** For FTMS -ADMO Approval of attached spreadsheet for proactive disclosure. Contents have been reviewed and approved by CFO, Dawn Ngo for full disclosure. Thank-you
  - Approval Route: ADM FTMS > \_\_\_(your name) > MO > \_\_\_(your name) > Randall Gerlach > \_\_\_(your name) Final Sign off > \_\_\_(your name)\* *Might not be required - see note on Process Map*
  - Once approvals are complete, complete the sign off form.
    - Ministry Executive: Designated Signing Authority- FTMS ADMO Jason Butler
    - Signature: write "Electronic Approval"
    - Date: put the date of approval
  - Send the filled sign off form and spreadsheet by responding to the original email came from OPEN INFO.
  - For closing eApp, **refer to** \_\_\_\_\_

#### Contracts Over 10K (quarterly disclosure)

##### Records Gathering

- Forward the email with from OPEN INFO to [ProcurementSupport@gov.bc.ca](mailto:ProcurementSupport@gov.bc.ca), and request to fill out the spreadsheet template and return it to FOI team with CFO approval.

#### Sign Off

- Once you receive filled spreadsheet and CFO approval, create an eApp for final approval.
  - Subject: Proactive Disclosure - Q\_ 20\_\_ Contracts with Values over 10K
  - Category: FOI Proactive Disclosure
  - IAO Due Date: Enter IAO Due date
  - Legislated Due Date: Enter LDD date
  - FOI Stage: Final Approval
  - FOI Applicant Type: Not Applicable
  - Scope: \_\_\_ to \_\_\_, 20\_\_
  - Record Summary: N/A

- Final signature level: Assistance Deputy Minister
- Business Unit: Corporate Finance
- Date Due: Enter one day before the IAO Due Date
- **Comments:** For FTMS -ADMO Approval of attached spreadsheet for proactive disclosure. Contents have been reviewed and approved by CFO, Dawn Ngo for full disclosure. Thank-you
- Approval Route: ADM FTMS > \_\_\_\_ (your name) > MO > \_\_\_\_ (your name) > Randall Gerlach > \_\_\_\_ (your name) Final Sign off > \_\_\_\_ (your name)\* *Might not be required - see note on Process Map*
- Once approvals are complete, complete the sign off form.
  - Ministry Executive: Designated Signing Authority- FTMS ADMO Jason Butler
  - Signature: write "Electronic Approval"
  - Date: put the date of approval
- Send the filled sign off form and spreadsheet by responding to the original email came from OPEN INFO.
- For closing eApp, refer to \_\_\_\_

## Consultation Requests

June 22, 2022  
11:50 AM

1. Create a folder in the AEST FOI Inbox, name it "Consult - (FOI number)"
2. Create an eApprovals item and send it to the appropriate branch(es).
  - Subject: Consultation \_\_\_\_\_
  - Category: FOI o Consultation
  - IAO Due Date: Enter IAO Due date on CFR form
  - Legislated Due Date: Enter LDD date on CFR form
  - FOI Stage: Redlining
  - FOI Applicant Type: Refer to CFR form and select one from the list
  - Scope: Type the scope of the FOI request
  - Record Summary: copy and paste the request description
  - Final signature level: Deputy Minister
  - Business Unit: select branch responsible from the list
  - Date Due: Enter one day before the IAO Due Date
  - **Comments:**
  - Approval Route: (Branch responsible) > FOI Team > ADM > FOI Team > MO > FOI Team > DMO
  - Upload all the documents IAO sent

## Fee Estimates

June 22, 2022  
11:51 AM

### Submitting a Fee Estimate



If the program area advises that the request will entail **more than three hours of work for searching and preparation of the records** (this does not include time for severing information from a record ), a fee estimate should be submitted to IAO.

To submit a fee estimate, the CFR form should be filled out accordingly (**Section 4 of CFR**) indicating the estimated number of hours the request will take to perform an adequate search and prepare the records in PDF format.

The reason why the request is producing a fee should always be provided to IAO. Number of pages, types of records (paper format which will entail scanning), de-duplication are common reasons as to why a fee estimate occurs. Narrowing options to reduce or eliminate the fee should always be provided to IAP to further assist the applicant. For example: *If the applicant were to reduce the timeframe of their request the fee could potentially be reduced or eliminated.*

Once a Fee Estimate is provided, IAO will issue the Fee to the applicant and place the request on hold until the Fee is paid or eliminated, or the applicant abandons the request.

After IAO provides a Fee Estimate to the applicant, if the applicant does not wish to pay the Fee, IAP will work with the applicant and the Ministry to narrow the request in order to eliminate or reduce the Fee.

## Narrowing a Request

Once the fee estimate has been submitted and the request is put on hold, the applicant may narrow their request. If IAP advises that the applicant has narrowed their request, the narrowed request needs to be sent to the program area and a revised fee estimate needs to be provided as soon as possible. Although the request will remain on hold throughout the narrowing process, it is the Ministry's responsibility to reply without delay.

### **Freedom of information and Protection of Privacy Act Section 75**

(1) The head of a public body may require an applicant who makes a request under section 5 to pay to the public body the following:

- (a) a prescribed application fee;
- (b) prescribed fees for the following services:
  - (i) locating and retrieving the record;
  - (ii) producing the record;
  - (iii) preparing the record for disclosure, except for time spent severing information from the record;
  - (iv) shipping and handling the record;
  - (v) providing a copy of the record.

(2) Subsection (1) (b) (i) **does not apply to the first 3 hours spent on a request.**

(3) Subsection (1) **does not apply to a request for the applicant's own personal information.**

(4) If an applicant is required to pay fees for services under subsection (1) (b), the head of the public body

- (a) must give the applicant a written estimate of the total fees before providing the services, and
- (b) may require the applicant to pay a deposit in an amount set by the head of the public body.

(5) If the head of a public body receives an applicant's written request to excuse payment of all or part of the fees required under subsection (1) (b), the head of the public body may excuse payment, if, in the head of the public body's opinion,

- (a) the applicant cannot afford the payment or for any other reason it is fair to excuse payment, or
- (b) the record relates to a matter of public interest, including the environment or public health or safety.

(6) The head of a public body must respond to a request under subsection (5) in writing and within 20 days after receiving the request.

(7) The fees that prescribed categories of applicants are required to pay for services under subsection (1) (b) may differ from the fees other applicants are required to pay for the services but may not be greater than the actual costs of the services.

From <[https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96165\\_06#section75](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96165_06#section75)>

Other resources:

[Fees for Freedom of Information requests](#)

## Harms Assessment

June 22, 2022

3:25 PM

All responsive records should be received from the program area prior to or de date to IAO. Records should be provided in PDF format, and should also include a harms assessment completed by the program area. If providing a harms assessment within the PDF itself, the program areas should provide a clean copy of the records along with the marked copy (create a clean copy if one hasn't been provided)

The FOI analyst should **review the records and ensure that the records are responsive to the request** (checking data range etc.), and checking all the duplicates have been removed. **The harms noted by the program area also need to be reviewed to ensure that they meet FOIPPA legislation and that enough background information has been provided** so that IAO has all necessary information to apply the recommended severing.

### Program Area Harms Review

#### Preliminary Examination

1. Program area identifies the records and any issues associated with the records.
2. Review the requested records to determine whether they are within the scope and timeframe of the request. The Act applies to all records in the [custody](#) or under the [control](#) of a public body except for the specific types of records listed in [section 3](#).
3. If no, respond to the applicant that the public body has no records within the scope and timeframe of the request. If yes, proceed to #4. If you are unsure, contact the program area.
4. Examine the requested records to determine, at a general level, if there is any information that, if disclosed, may [explicitly](#) or [implicitly](#) reveal information that is subject to this exception.

5. If the initial examination suggests that part or all of the records may fall within the parameters of this exception, a more detailed analysis is necessary before a recommendation can be made to the head of the public body. Go to [Line by Line Review](#).
6. If the initial examination indicates that this exception does not apply to the requested information, check to see if another exception applies.
7. Examine the records to determine if the interests of a [third party](#) or another public body may be affected by release. If, on balance, a reasonable person would conclude that the interests of a third party or another public body will be affected, recommend to the head that consultations with that party be undertaken prior to release. See form letter for Third Party Notice.
8. Confirm with the program area specialist whether or not the requested records are subject to exception.
9. Recommend to the head that the record be released if no exceptions apply to the requested information and the interests of a third party or another public body will not be affected.

From <<https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual/preliminary-examination?keyword=preliminary&keyword=examination>>

#### Line by Line review

1. Review the requested record line by line to determine whether a reasonable person would agree that releasing the record would reveal information that is subject to this exception.
2. If the detailed review determines that the exception applies to the entire record or a portion of the record, go to [Exercise of Discretion](#) unless the exception is mandatory, in which case proceed to [Severance](#).
3. If the detailed review determines that none of the requested information may be withheld under this section, then this exception does not apply. If you are unsure, contact the program area.
4. Check to see if another exception applies. If so, repeat #2 and 3 above.
5. If the information is subject to section 12, 14, 15, 16, and/or 18, consultations with another public body may be necessary. See Procedures in the relevant section for further details.
6. Recommend to the head that the record be released, unless another exception applies.

From <<https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual/line-review>>

## Submitting CFR and records to IAO

June 22, 2022  
1:25 PM

Once you have all the responsive records (one clean copy and a harms assessment), and completed CFR, you are ready to share these documents with IAO.

- Create a new folder in the Call for Records folder
- Name the folder the FOI Request Number (e.g. "AED-2022-01234")
  - If you are loading records from different/multiple program areas, create sub-folders.
- Load the responsive records

- Reply to the Call for Records email with completed Call for Records form attached, indicating the records and harms are on the FOI Shared Drive.

If **no responsive records are located**, the ministry will email the completed CR and NRR approval.

#### Best Practices for using the Share Drive

- If records are coming from multiple program areas, create sub folders.
- Check for duplicates.
- Do not load any non-responsive records. Check the request description, look at the date range.
- Clearly label 'clean' copies versus 'marked' copies.
- Keep emails about the FOI request and the CFR form separate from the responsive records.
- If providing records in native format, doublecheck each item to ensure it opens. Is it corrupt? Does it require a password to open?

Once you submit the complete CFR and the responsive records,

- Put the eApp item on hold
- Move the email folder from 'Record Gathering stage' to 'With IAO'
- Update the FOI tracking sheet

## Comments for eApprovals

June 27, 2022

10:51 AM

### **CFR Request for Ministry Records**

Sending CFR to one program area:

For records gathering. Please advise if any other program areas may have responsive material to this request. If any issues arise during records gathering, or assistance is required (large volume, additional guidance required) please contact FOI team ASAP. Please return PDF copy of the relevant records and harms assessment by indicated due date with ED approval.

Multiple Divisions:

For records gathering. Please return PDF copy of the relevant records and harms assessment by indicated due date with ED approval. If any issues arise during records gathering, or assistance is required (large volume, additional guidance required) please contact FOI team ASAP.

### **Request for calendar records**

For records gathering of the indicated calendar for attached FOI request (proactive disclosure). Please return PDF copy of the calendar and any harms to FOI team.

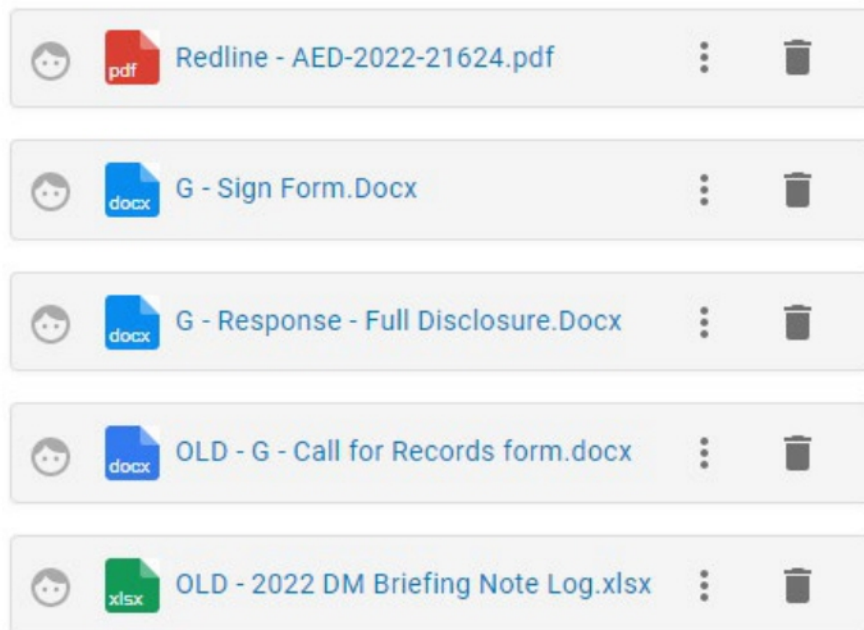


# Starting sign off process

June 24, 2022

11:44 AM

- When IAO has determined records are ready for Ministry sign off they will, create a new folder in the sign off folder in the shared drive, load the redline, sign off form and draft response letter, and email the FOI Coordinator mailbox that the sign off package is in the shared drive and ready for review.
- One you receive the sign off email from IAO,
  - Go to the sign off folder in the shared drive
  - Remove 'hold' from the eApproval
  - Upload Redline, sign off form, and draft letter to the eApproval
  - Rename old documents by adding 'OLD' in front of the names and reorder so that Redline, sign off form, and response letter for applicant are listed first.



- Edit the eApproval properties,
  - Due dates
  - Stage
- Forward the eApproval to ADM(s) responsible for the records, see [General FOI Request](#)

## No Records Response (NRR)

June 21, 2022

3:32 PM

- Once it has been determined the response to a request is No Records Response (NRR), complete the CFR form.
- Create an eApp, attach the completed NRR and send it to MO for approval.
- Once MO has approved, email NRR as FYI to GCPE contacts.
- Send the eApp to DMO for DM approval/sign off



# Sign off

June 24, 2022

10:07 AM

ADM/EL > FOI Team > MO > FOI Team > DMO

- ADM/EL sign off - Any requests which came from the program area, should be sent to the ADM/EL via eApprovals for the relevant program area(s) approval initially.
  - If multiple divisions are involved in the request, create duplicate eapproval files with the division name added to the title (e.g. AED-2022-12345 CLIFF BN Summary (January) FTMS) with the relevant documents added and sent to the Manager of Divisional Operations (MDO) for each Division.
  - Once the respective ADMs have approved, move one of the existing partitions forward for DM sign off (If one has identified harms use that one to go forward) and close the other files as "Duplicate" indicating that sign off will follow the other partition. Save a printed PDF copy of the history of the duplicate eApp to the eApproval history folder.
- MO sign off - Once the assistant Deputy Minister has reviewed and all requested revisions have been made, send it to MO approval.
- GCPE sign off - send the FOI package to GCPE contacts via email once the MO has approved.
- DM sign off- send the eApprovals to DMO for final DM sign off
- If any additional harms or changes, send to IAO and request a revised Redline (and response letter and sign form if there are changes required).
- Once it is approved by DM, fill the sign-off form. Reply to the original sign-off email from IAO from the FOI mailbox. Remember to cc the FOI mailbox, attach the signed form, and note that the package is approved for release.
- Update the FOI tracking sheet, move the email folder under completed or the year, and close eApproval

## Closing eApproval

Once the signed form has been sent to IAO, add a comment to the eApproval that approval has been sent to IAO, close the eApproval as "Completed". Once you close the eApprovals, save a PDF history to the FOI folder, name it with the file number.



# eApprovals Comments

June 28, 2022

9:55 AM

## **ADM/EL comments**

BN Summary:

[No Harms]

For ADM/EL approval for redline prior to final DM sign off. FOI Team review did not identify any obvious harms from the notes in your division, but please advise from your perspective.

[Harms]

For ADM/EL approval of redline prior to final DM sign off. FOI team identified possible concerns with ##### and ##### due to \_\_\_\_\_. Please confirm is severing the titles of these two notes is appropriate.

General FOI request:

For ADM approval for redline prior to final DM sign off. Please contact FOI Team ASAP if any changes are required.

## **MO Comments**

For MO approval for redline prior to final DM sign off. Please contact FOI Team ASAP if any changes are required.

## **DMO comments**

This file is ready for DM review and sign off. It has been reviewed and approved by the MO and (insert ADM Division(s)) - it has also been shared with GCPE.

RUSH:

RUSH - Please flag for urgent DM sign off- required day prior to the LDD (insert date)

# Freedom of Information (FOI) Approvals/Requests

March 25, 2021

4:14 PM

<https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government/open-information/freedom-of-information>

PSFS has an FOI Coordinator who is the main contact for PSFS and the IAO (Information Access Operations). PSFS.FOICoordinator@gov.bc.ca

They send FOI requests for records to branches, gather the info, obtain the appropriate approvals, and submit the final records response to IAO.

## FOI info

June 10, 2020

4:08 PM

<https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government/open-information/freedom-of-information>

## Information Access Operations

PO Box 9569

Stn Prov Govt

Victoria BC V8W 9K1

Telephone: 250-387-1321

Fax: 250-387-9843

Email: [FOI.Requests@gov.bc.ca](mailto:FOI.Requests@gov.bc.ca)

*Last updated April 29, 2022*

## DM Approvals

March 29, 2021

3:36 PM

Many FOI requests will require DM approval. The process for approval is as follows:

- eApp to DMO from PSFS FOI Coordinator with attachments and due date information.
- Director of Exec Ops reviews and forwards eApp to FAC with approval to move on to DM for her approval
- FAC loads on DM SharePoint for approval

- For instructions, please see Document Coordinator tab - "For Deputy Minister's Approval" and follow steps 3-8
  - Adjustment to steps 3b and 3c:
    - 3b) To will be you
    - 3c) Cc the Documents Coordinator, Director of Executive Operations and Executive Coordinator
- Note for to Step 6 - documents that the DM needs to review:
  - Sign form
  - Response letter
  - Records
- Once DM approves, send back eApproval with date DM approved.
  - If DM has questions or edits, connect with Executive Coordinator

*Last updated Jan 26, 2023*

*Jasmine, Pls update to reflect new ministry acronym*

## Routine FOI Requests

The email address has not been changed yet and is still AEST.FOICoordinator@gov.bc.ca, as of Jan 30, 2023

March 4, 2021

11:10 AM

Other places to search for Information Notes and Meeting Notes include the following:

- Materials sent to MO  
s. 15
- MDM folders for MONTH  
s. 15

The DMO proactively releases information monthly to the PSFS FOI Analyst. You will fill out details on any Information and/or Meeting Note that was received for the Deputy Minister and Minister. You will receive an eApp from an FOI Analyst. Generally the report is due the first week of the month, but the eApp can arrive later.

NOTE: sometimes referred to as a Proactive FOI Request

You will fill in the corresponding monthly tab within the Excel sheet located on the s. 15

s. 15

Information Notes and Meeting Notes that have been approved or submitted are stored within the Minister's Office folder. Refer to these folders for the details required within the Excel sheet. The Minister's Office folder is located on th s. 15

NOTE: We need to include Decision Notes for the MO

: for MO - include IN, MN, BN and DN's for the Minister and Premier's Office; exclude materials

prepared for Parliamentary Secretaries (PS Mercier, etc)  
: for DM - only include IN, MN and DNs

FYI - there is also a proactive request for DM and Minister's Outlook calendars. The SEA does the DM calendar, and the MO's AC does the MO calendar.

Contact: [AEST.FOICoordinator@gov.bc.ca](mailto:AEST.FOICoordinator@gov.bc.ca)  
The Materials Tracker is located here

s. 15

For the Ministerial Briefing Cliff Note Summary, here is how we fill out the last two columns:

**Date Started:** Date BN was sent to Minister

**Date Completed:**

Decision Note = Date Minister signed the DN

Information Note = Date Minister was briefed (Minister Briefing/MDM)

Meeting Note = Date of Meeting