



74 West Seymour Street  
Kamloops, BC V2C 1E2

T 250 828 5500  
F 250 828 5631

2940 Virtual Way  
Vancouver, BC V5M 0A6

T 604 270 0649  
[www.bclc.com](http://www.bclc.com)

VIA EMAIL

May 14, 2021

[applicant information]

Re: Request for Records: BCLC File 21-014

---

British Columbia Lottery Corporation (BCLC) writes further to your May 3, 2021 request under B.C.'s *Freedom of Information and Protection of Privacy Act* (FIPPA), received by BCLC on May 4, 2021 and BCLC's letter of same date.

You requested:

"...your latest internal policies and directions describing the protocols and practice of the relationship between the FOI branch and the public relations/communications branch of your entity. (e.g., if the FOI branch should/must report news of a request to the P.R. branch, or if the P.R. branch should/must have any input on the processing of FOI requests, identifying the applicant, if the P.R. branch can delay the FOI sign-off process, etc.)..."

BCLC is providing two pages of records in response to your request.

These records will be published a minimum of five business days after release at:  
<https://corporate.bclc.com/who-we-are/corporate-reports/reports-disclosures.html>

If you have any questions or concerns regarding BCLC's processing of your request, please contact me at [CPenkert@bclc.com](mailto:CPenkert@bclc.com), via mail or at (250) 852-5370.

Additionally, under section 52 of FIPPA, you may ask the Information and Privacy Commissioner to review this reply to your request for information. You have 30 business days from the receipt of this notice to request a review by writing to:

Office of the Information and Privacy Commissioner for British Columbia  
P.O. Box 9038, Station Provincial Government  
Victoria, BC V8W 9A4

T (250) 387-5629 F (250) 387-1696  
Email [info@oipc.bc.ca](mailto:info@oipc.bc.ca) Online [www.oipc.bc.ca](http://www.oipc.bc.ca)

Sincerely,

[original signed by]

Christian Penkert  
Senior Freedom of Information Analyst

Enclosure

# Procedure: Issues Scan for Freedom of Information Releases

This procedure applies to FOI requests with the applicant type “media” and “political party.” If an FOI request is from any other applicant type and the circumstances suggest that the response may be publicly disseminated, FOI will consult with Communications on a case-by-case basis to determine if an issues scan is required.

## FOI Contacts

- Senior FOI Analyst (Main contact)
- Senior Manager, Privacy, FOI, Information Governance (in Analyst's absence)

## Communications Contacts

- Senior Manager, External Communications & Government Relations (Main contact)
- Communications Specialist, Media & Issues (Main contact)
- Director, Communications (in the absence of the Senior Manager and Communications Specialist, otherwise as part of the sign-off process)

## Freedom of Information Process

- Map to the FOI file-share
- Create a folder and place the records, the summary analysis\* and response letter\* into the folder. Naming convention is: “13-0XX Records for Review”
- Update the tracking sheet that lists the files in the queue, located on the FOI file-share
- The list of files in the queue is located [here](#)
- Email Communications contacts advising the file is ready for issues scan
- Update the tracking tab on the FOI Database to reflect the date the issues scan was initiated and completed
- After Communications has completed the issues scan, initiate the sign-off process

\* Remove the applicant's personal information, including their name and company (if applicable) to protect privacy.

## Communications Issues Scan Process

- Communications reviews the file and develops an Issues Note\* (IN)
- Drafts are saved in the In the ISSUES NOTES AND QA folder with the proper naming convention: IN\_FOI xx-xxx\_subject\_date\_DRAFT
- Once the draft Issues Note is completed and reviewed by the Senior Manager, External Communications & Government Relations and subject matter experts (if necessary), notify the FOI team to proceed with the sign-off process
- FOI obtains sign-off from (1) Director, Communications\*\*, (2) Vice-President, Legal, Compliance, Security, and (3) President and CEO
- Once FOI obtains the required sign-offs, FOI determines a release date and notifies Communications when the FOI file will be released to the applicant via a “release email”
- Communications updates the IN with the release date, checks for changes/comments from the Director of Communications, changes the file name from “DRAFT” to “FINAL” and moves it into the RELEASED folder under the appropriate year

\* Communications may at its discretion determine that an IN is not required

\*\* Director, Communications assesses the IN in the Issues and QA folder during sign-off process.

## GCPE and GPEB Notification

- Communications informs GCPE and GPEB via email of records that will be released to media/political party applicants, and includes an IN in certain instances. This process is for information only, and is not a consultation.

## Communications and GPEB FOI Report

Communications regularly exchanges weekly FOI reports with GPEB.

- Access the BCLC Tracking Report folder within the FOI shared drive
- Update the latest report by changing the date and status of the files. FOI will also add new files and update file statuses as applicable  
Example: Change files to “closed” by changing background shading to grey. Closed files are removed from the report after one week
- Communications distributes the report to the current list of government personnel, with a copy to BCLC’s Director, Communications and Senior Manager, External Communications & Government Relations
- Save copy of GPEB’s weekly FOI report in the GPEB Tracking Reports folder