

Hoskins, Chad CITZ:EX

From: Hoskins, Chad CITZ:EX
Sent: Tuesday, August 9, 2011 3:55 PM
To: Hudson, Vicki SSBC:EX; Elbahir, Cindy SSBC:EX; Bejcek, Ken SSBC:EX; Fuller, Russ D SSBC:EX; Vanzetta, Maxine SSBC:EX; Bjelica, Alex SSBC:EX; Ghag, Kris SSBC:EX
Cc: Williams, Brad M SSBC:EX; Bingham, Andrea SSBC:EX
Subject: RE: Risk Assessment for government employee calendars

Please note that based on a further risk assessment, requests for calendars for any government employee or official will be considered exempt from publication on the Open Information website. The publication checklist has been updated to reflect this decision.

Thanks, Chad

Chad Hoskins
Manager, Open Information Planning
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
1st Floor - 548 Michigan Street
Phone: 250-387-1432
Cell: 250.516.9361 Email: chad.hoskins@gov.bc.ca

From: Hoskins, Chad CITZ:EX
Sent: Friday, July 29, 2011 9:03 AM
To: Hudson, Vicki SSBC:EX; Elbahir, Cindy SSBC:EX; Bejcek, Ken SSBC:EX; Fuller, Russ D SSBC:EX; Vanzetta, Maxine SSBC:EX; Foster, Anita SSBC:EX; Bjelica, Alex SSBC:EX; Ghag, Kris SSBC:EX
Cc: Williams, Brad M SSBC:EX; Bingham, Andrea SSBC:EX
Subject: Risk Assessment for MA Calendars

Hi there,

Please note that for publication purposes on the Open Information website, MA calendars will be considered exempt from publication due to personal safety concerns. The publication checklist will be updated to include MA calendars along with DM and Minister calendars in the exemption criteria.

Please also note that all general requests, including categories that are exempt, should come through the Open Info team for verification and tracking purposes.

Thanks, Chad

Chad Hoskins
Manager, Open Information Planning
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
1st Floor - 548 Michigan Street
Phone: 250-387-1432
Cell: 250.516.9361 Email: chad.hoskins@gov.bc.ca



ARCS: 292-30
File: FIN-2011-00109

August 3, 2011

Sent via email: S22

S22

Dear S22 :

Re: Request for Access to Records
Freedom of Information and Protection of Privacy Act (FOIPPA)

I am writing further to your request received by the Ministry of Finance. You requested

A copy of the BCTS Contractor Complaint File #050131 (revised 21 July 2011)

Please find enclosed a copy of the records in response to your request. These records are provided to you in their entirety. Your file is now closed.

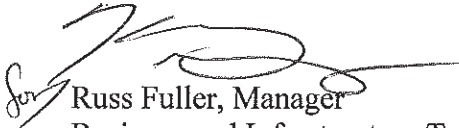
The Ministry has determined that these records will not be published on the BC Government's Open Information website. To find out more about Open Information, please access the Open Information website at: <http://www.openinfo.gov.bc.ca/ibc/index.page>

If you have any questions regarding your request, please contact Cheryl FitzSimons, the analyst assigned to your request, at 250-387-6097. This number can be reached toll-free by calling from Vancouver, 604-660-7867, or from elsewhere in BC, 1-800-663-7867 and asking to be transferred to 250-387-6097.

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You have the right to ask the Information and Privacy Commissioner to review this decision. I have enclosed information on the review and complaint process.

Sincerely,



Russ Fuller, Manager
Business and Infrastructure Team
Information Access Operations

Enclosures

<p>How to Request a Review with the Office of the Information and Privacy Commissioner</p>
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If you have any questions regarding your request please contact the analyst assigned to your file. The analyst's name and telephone number are listed in the attached letter.

Pursuant to section 52 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), you may ask the Office of the Information and Privacy Commissioner to review any decision, act, or failure to act with regard to your request under FOIPPA.

Please note that you have 30 business days to file your review with the Office of the Information and Privacy Commissioner. In order to request a review please write to:

Information and Privacy Commissioner
PO Box 9038 Stn Prov Govt
4th Floor, 947 Fort Street
Victoria BC V8W 9A4
Telephone 250-387-5629 Fax 250-387-1696

If you request a review, please provide the Commissioner's Office with:

1. A copy of your original request;
2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.

FOI Analyst Publication Checklist

FOI REQUEST #	PHASE #	ANALYST NAME:
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This checklist must be completed for all General FOI requests where responsive records exist (not for ‘access denied’ responses). Note that a Publication Checklist does not need to be completed for the regularly received X-Government Calendar FOI Requests. This Checklist must be completed for any other Calendar FOI Requests. If no records are received in response to a General FOI request, the request will not be considered for publication on the Open Information website. **If records are received, publication will need to be considered and the FOI analyst will need to complete this checklist. Start working on this checklist as soon as responsive records arrive for your request.** A copy of this document must be [saved in the TRIM FOI folder](#) (i.e. the 292-30 folder) using the following free text title: “**Open Info - Pub Checklist**”.

The purpose of the checklist is to:

- ensure that all General FOI requests (with responsive records) are considered for publication and only those that meet the criteria outlined in the exemption policy are excluded from publication,
- encourage consistent severing in General FOI requests, and
- ensure that all procedures are completed for successful publication on to the Open Information website.

STEP 1: DETERMINE IF YOUR GENERAL FOI REQUEST IS EXEMPT FROM PUBLICATION

A General FOI request response package is considered exempt from publication if it meets one of the following exemption criteria:

1. A request made by, or on behalf of, an individual for government information where the response package records **contain personal information about the applicant** (i.e. information that would be exempt from disclosure under section 22).
2. A request from, or on behalf of, a First Nations where the response package records **contain the personal information of First Nations members and/or “proprietary” information of a First Nation, such as negotiating information pertaining to general or specific claims** (i.e. information that would be exempt from disclosure under section 22 and/or section 16).
3. A request made by, or on behalf of, another government, including local governments, and the Federal and foreign governments, for records relating to general matters or issues specific to that government where the response package records **contain confidential information of the other government**, such as negotiating information pertaining to general or specific agreements (i.e. information that would be exempt from disclosure under section 16).
4. A request made by, or on behalf of, a business and other commercial entities where the response package records **contain confidential information of the business**, including commercial, financial or proprietary information (i.e. information that would be exempt from disclosure under section 21).
5. A request for a copy of any Government Employees’ and Government Officials’ **Outlook calendar** (do not complete a Publication Checklist for the regularly received X-Government Calendar FOI Requests).

To view the approved exemption criteria, please see Appendix A of the [Open Information and Open Data Policy](#).

Does your General FOI request meet one of the above five publication exemption criteria?

☐ YES ☐ NO

If you selected ‘Yes’, complete Section 2 (page 4). If you selected ‘No’, complete Section 1 (next page). If you’re not able to make a publication exemption assessment until later in your review, assume that your request will be published and complete Section 1 until you determine otherwise. **If you are processing a phased release, complete Section 1 of this checklist for each phase of your release.** As you work through this checklist, save it in TRIM as “**Open Info - Pub Checklist**”

Please contact a member of the Quality Assurance Team if you have any questions about the Publication Checklist or the publication process. Their names can be found on the GAL distribution list: CITZ IAO QA TEAM.

SECTION 1: Complete this section for response packages that are appropriate for publication on the Open Information website.

TIP: Use the "Click here to enter analyst comments" fields to add notes or explanation.

PART A: Complete during records review phase prior to sign-off

		Yes	No
1.	Did you check to ensure that the applicant was notified in their acknowledgement letter that their release package may be posted on the Open Information website? If this did not occur, you must advise the applicant <u>prior</u> to sending out their release package. Applicant notified by: Choose an item. Click here to enter analyst comments.	<input type="checkbox"/>	<input type="checkbox"/>
	QA Check: <input type="checkbox"/> QA Comments		
2.	Has IAO processed the same or similar records in the past 2 years? Click here to enter analyst comments. If yes, have you taken reasonable steps to ensure that your severing is consistent? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>
3.	Is this a cross government request? If yes, have you taken reasonable steps to ensure that your severing is consistent? <input type="checkbox"/> YES <input type="checkbox"/> NO Click here to enter analyst comments.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Did you consult with another public body (external of IAO), government or, 3rd party? If yes, did you ensure that your <u>consultation letter</u> or 3 rd party notice advised that records may be published on the <u>Open Information website</u> ? <input type="checkbox"/> YES <input type="checkbox"/> NO Click here to enter analyst comments.	<input type="checkbox"/>	<input type="checkbox"/>
	QA Check: <input type="checkbox"/> QA Comments		
5.	Does your redline include severing or have you removed information (N/R or O/S)? If yes, did you follow the IAO Severing Guidelines document to ensure that your severing decisions are consistent with the <u>IAO Severing Guidelines</u> ? <input type="checkbox"/> YES <input type="checkbox"/> NO Click here to enter analyst comments.	<input type="checkbox"/>	<input type="checkbox"/>
	QA Check: <input type="checkbox"/> QA Comments		
6.	Did you follow the <u>IAO Adobe Redax Guidelines</u> ? (e.g. records have footer added) Click here to enter analyst comments.	<input type="checkbox"/>	<input type="checkbox"/>
	QA Check: <input type="checkbox"/> QA Comments		
7.	Did you follow the CRTS User Guide pertaining to reviewing and making any necessary changes to the CRTS <u>Description</u> field? (see page 46 of the <u>CRTS User Guide</u>) Click here to enter analyst comments.	<input type="checkbox"/>	<input type="checkbox"/>
	QA Check: <input type="checkbox"/> QA Comments		
8.	Are your CRTS <u>Activities</u> entered and up-to-date? Click here to enter analyst comments.	<input type="checkbox"/>	<input type="checkbox"/>
	QA Check: <input type="checkbox"/> QA Comments		
9.	Have you and/or your supervisor, or a peer completed a second review/second read of your recommended severing to ensure overall consistency in the application of exceptions to disclosure? Has this been documented in the file? Click here to enter analyst comments.	<input type="checkbox"/>	<input type="checkbox"/>
10.	Have you saved this completed checklist and the redline version of the responsive records in TRIM using the correct <u>naming convention</u> ? Publication checklist naming convention is: Open Info - Pub Checklist . Please do not save checklist as "final" in TRIM. Click here to enter analyst comments.	<input type="checkbox"/>	<input type="checkbox"/>
	QA Check: <input type="checkbox"/> QA Comments		



*When Part A has been completed and your package is ready for sign-off, send an email to LCTZ OPEN INFOGROUP LCTZ:EX and include TRIM reference to: 1) **Redline** and 2) **Open Info – Pub Checklist**. In your email subject line, state the FOI request number and that Part A has been completed. A Quality Assurance Analyst will respond via email when the review is complete.*

Quality Assurance Team Review of Part A

Name:

Date: Click here to enter a date.



Update your FOI and Ministry Approval Slip with your recommendation to publish the response package. Send package to Ministry for approval/sign-off

PART B: Complete before response package is sent to applicant

	Yes	No
11. Did ministry executive approve publication of your response package? If not, contact a member of the Quality Assurance Team before continuing with this checklist and sending out the response package. Click here to enter analyst comments. QA Check: <input type="checkbox"/> QA Comments	<input type="checkbox"/>	<input type="checkbox"/>
12. Has the response letter been peer reviewed for accuracy, formatting, grammar, plain language, and consistency with Branch standards for response letters (approved template letters)? (response letters will be posted on the Open Information website along with the response records) Click here to enter analyst comments. QA Check: <input type="checkbox"/> QA Comments	<input type="checkbox"/>	<input type="checkbox"/>
13. Did the applicant pay any fees? Click here to enter analyst comments. If yes, did you ensure that the fees paid have been entered into CRTS? (see page 47 of the CRTS User Guide) The Total Paid field will appear on the Open Information website. <input type="checkbox"/> YES <input type="checkbox"/> NO QA Check: <input type="checkbox"/> QA Comments	<input type="checkbox"/>	<input type="checkbox"/>
14. Did you review the CRTS Description field to ensure that it matches the request wording in your response letter and accurately reflects the final request wording? (the CRTS Description and the response letter will appear on the Open Information website) Click here to enter analyst comments. QA Check: <input type="checkbox"/> QA Comments	<input type="checkbox"/>	<input type="checkbox"/>
15. Have you updated CRTS Publication field with 'Publish'? (See page 34 of the CRTS User Guide) Click here to enter analyst comments. QA Check: <input type="checkbox"/> QA Comments	<input type="checkbox"/>	<input type="checkbox"/>
16. Have you updated CRTS Activities to indicate how the response package was sent to the applicant? (e.g. "Response Package – Electronic" (electronic means emailed) or "Response Package – Hard Copy")? (See page 45 of the CRTS User Guide). Response packages will be published on the Open Information website a minimum of 72 business hours after they are sent to the applicant electronically or 5 business days after they are sent by mail in hardcopy (i.e. 5 business days from the date the request was closed in CRTS). Click here to enter analyst comments. QA Check: <input type="checkbox"/> QA Comments	<input type="checkbox"/>	<input type="checkbox"/>

Once you've completed (Part B) of the Publication Checklist the response package is ready to be sent to the applicant.

[Send release package to applicant](#)

*Next, send an email to [LCTZ OPEN INFOGROUP LCTZ:EX](#) and include TRIM references to 1) Response – Letter Signed 2) Response - Records, and 3) Open Info – Pub Checklist. * In your email subject line, state the [FOI request number](#), that [Part B has been completed](#), and the [release format](#) (e.g. hard-copy or electronic release). For [electronic releases](#), also include a [TRIM link](#) Response – Package Sent (email to applicant). In order to determine the request publication date, the [Quality Assurance team](#) will need to verify the exact date and time that the release package was emailed to the applicant.*

Reminder – By sending this email, you are confirming that: the above Publication Checklist is accurate, that the Ministry has signed off on publication of the responsive records, and that your General FOI request is ready for publication on the Open Information website. Once your email is received, the Open Information Team will redact all identifying information from the applicant's response letter and prepare the request for publication.

Quality Assurance Team Review of Part B

Name:

Date: [Click here to enter a date.](#)

SECTION 2: Complete this section of the form for General FOI request response packages that meet the publication exemption criteria and are NOT appropriate for publication on the [Open Information website](#). Complete this form to indicate the results of your assessment including, which exceptions apply, the nature of the information being withheld, and the reasons for withholding it. If practical, please specify the page number where the information appears. **The form must be completed, saved in TRIM as “Open Info – Pub Checklist” and sent to the Open Information Team before sending the package to sign-off.**

INFORMATION EXEMPT FROM DISCLOSURE

Exemption Criteria/ FOIPA exception	Nature of information and reasons for withholding	Page #(s) where information appears (include at least one page reference)
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FOI Analyst Name:

Date: Click here to enter a date.



To ensure that the exemption criteria are consistently applied across IAO, please send an email to [LCTZ OPEN INFOGROUP](#) LCTZ:EX and include TRIM references to: 1) Redline and 2) Open Info – Pub Checklist. In your email subject line, state the FOI request number and that an exemption review is needed. A Quality Assurance Analyst will respond via email when the review is complete.



Exemption Review – completed by Quality Assurance Team

Name:

Date: Click here to enter a date.



Update your FOI and Ministry Approval Slip to advise your client ministry that: 1) the FOI request should NOT be published, and 2) the reasons why it should not be published (summarize the reasons that you indicated in the above table).



ARCS: 292-30
File: HOU-2011-00007

August 4, 2011

Sent via email: S22

S22

Dear S22 :

Re: Request for Access to Records
Freedom of Information and Protection of Privacy Act (FOIPPA)

I am writing further to your request received by the Ministry of Energy and Mines, (Housing).
You requested:

"All correspondence, including emails, received by the Building and Safety Standards Branch or Assistant Deputy Minister Jeff Vasey since May 01, 2011, on the province's decision to allow six-storey wood-frame buildings."

Please find enclosed a copy of the records in response to your request. These records are provided to you in their entirety. Please note some information in the records is marked 'not responsive' as it does not respond to the wording and/or the date range of your request. Your file is now closed.

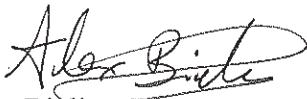
The Ministry has determined that these records will not be published on the BC Government's Open Information website. To find out more about Open Information, please access the Open Information website at: <http://www.openinfo.gov.bc.ca/ibc/index.page>

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If you have any questions regarding your request, please contact Rhiannon Hamdi, the analyst assigned to your request, at (250) 387-1437. This number can be reached toll-free by calling from Vancouver, 604-660-7867, or from elsewhere in BC, 1-800-663-7867 and asking to be transferred to (250) 387-1437.

You have the right to ask the Information and Privacy Commissioner to review this decision. I have enclosed information on the review and complaint process.

Sincerely,

A handwritten signature in black ink, appearing to read "Alex Bjelica". The signature is fluid and cursive, with the first name "Alex" and last name "Bjelica" clearly distinguishable.

Alex Bjelica, Manager
Resource Team
Information Access Operations

Enclosures

How to Request a Review with the
Office of the Information and Privacy Commissioner

If you have any questions regarding your request please contact the analyst assigned to your file. The analyst's name and telephone number are listed in the attached letter.

Pursuant to section 52 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), you may ask the Office of the Information and Privacy Commissioner to review any decision, act, or failure to act with regard to your request under FOIPPA.

Please note that you have 30 business days to file your review with the Office of the Information and Privacy Commissioner. In order to request a review please write to:

Information and Privacy Commissioner
PO Box 9038 Stn Prov Govt
4th Floor, 947 Fort Street
Victoria BC V8W 9A4
Telephone 250-387-5629 Fax 250-387-1696

If you request a review, please provide the Commissioner's Office with:

1. A copy of your original request;
2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.



ARCS: 292-30
File: OOP-2011-00258

September 7, 2011

Sent via email: S22

S22

Dear S22

Re: Request for Access to Records
Freedom of Information and Protection of Privacy Act (FOIPPA)

I am writing further to your request received by the Office of the Premier. Your request is for:

A copy of the Premier's Director of Outreach, Pamela Martin's, calendar or schedule of events and activities for timeframe June 21, 2011 to July 26, 2011.

Please find enclosed a copy of the records located in response to your request. Some information has been withheld pursuant to sections 15 (Disclosure harmful to law enforcement), 17 (Disclosure harmful to the financial or economic interests of a public body) and 22 (Disclosure harmful to personal privacy) of FOIPPA. Copies of these sections of FOIPPA are provided for your reference. A complete copy of FOIPPA is available online at:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00

Your file is now closed.


The Ministry has determined that these records will not be published on the BC Government's Open Information website. To find out more about Open Information, please access the Open Information website at: <http://www.openinfo.gov.bc.ca/ibc/index.page>

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If you have any questions regarding your request, please contact Mark Sime, the analyst assigned to your request, at 250-387-3411. This number can be reached toll-free by calling from Vancouver, 604-660-7867, or from elsewhere in BC, 1-800-663-7867 and asking to be transferred to 250-387-3411.

You have the right to ask the Information and Privacy Commissioner to review this decision. I have enclosed information on the review and complaint process.

Sincerely,


for Cindy Elbahir, Manager
Central Agency Team
Information Access Operations

Enclosures

<p>How to Request a Review with the Office of the Information and Privacy Commissioner</p>
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If you have any questions regarding your request please contact the analyst assigned to your file. The analyst's name and telephone number are listed in the attached letter.

Pursuant to section 52 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), you may ask the Office of the Information and Privacy Commissioner to review any decision, act, or failure to act with regard to your request under FOIPPA.

Please note that you have 30 business days to file your review with the Office of the Information and Privacy Commissioner. In order to request a review please write to:

Information and Privacy Commissioner
PO Box 9038 Stn Prov Govt
4th Floor, 947 Fort Street
Victoria BC V8W 9A4
Telephone 250-387-5629 Fax 250-387-1696

If you request a review, please provide the Commissioner's Office with:

1. A copy of your original request;
2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.

Open Information Record of Decisions for FOI Requests

ISSUE	DECISION	DATE & CONFIRMED BY	Comments
Release letters that contain the response to the applicant's FOI request in the body of the letter, where there are otherwise no responsive records. E.g. requests for statistics where responsive records do not exist but the numbers were generated by the Ministry program area and the information provided to IAO in a paragraph.	These response letters WILL be published.	July 5, 2011 Mark Tatchell	Disposition type must be partial or full disclosure in order to publish.
Phased release where one of the phases was released prior to the Open Information launch date and subsequent phases are released following launch date.	All phases will be published. Publication of the phase that gets published following the launch will also include the previous phases.	July 5, 2011 Mark Tatchell	The applicant must be notified by phone that previous phases will also be published.
Requests for Ministers' and Deputy Ministers' calendars	These responses WILL NOT be published.	May 30, 2011 Mark Tatchell	
Ministers and DM calendars contained within a more general request – in some cases, entries or a select time period of a Ministers or DM's calendar will be included within a larger request for records. The calendar excerpts would not be severed under the Act. For example, a request for all records related to two specific meetings the Minister attended and includes a daily calendar for each of the days on which the meetings occurred.	TBD – this issue needs to be examined further	July 5, 2011	
MA Calendars – Although MA calendars were not	These responses WILL NOT be published.	August 2, 2011	

ISSUE	DECISION	DATE & CONFIRMED BY	Comments
included in the formal threat assessment, it is possible in some cases that the MA calendars contain a large portion of the meetings that the Minister is attending. MA calendars are captured in the standing quarterly request for calendars from the Opposition, and several are slated for release this week.		Kathleen Ward (based on ITAU risk assessment)	
Requests for government employees'/officials' calendar other than Deputy Ministers, Ministers, and MAs.	These responses WILL NOT be published. Further risk assessments may be completed on these types of records.	August 5, 2011 Kathleen Ward (based on ITAU risk assessment)	
A request is closed and released to an applicant some time prior to the launch. The applicant requests a review to OIPC and through mediation, the program area releases additional information within the records. An additional response is sent to the applicant at this time.	Responses released to applicants WILL be published on the Open Info site.	August 12, 2011 Mark Tatchell	OIPC has been notified that reviews will be published on the Open Information site.
Applicant makes a request for access to records and access is denied. The request is closed at this time and response is sent to the applicant. The applicant complains to OIPC and the program area is ordered to release or agrees to release the records that were previously denied to the applicant.	Responses released to applicants WILL be published on the Open Info site.	August 12, 2011 Mark Tatchell	OIPC has been notified that reviews will be published on the Open Information site.
General FOI requests received and responded to by the Criminal Justice Branch (CJB). Requests are processed directly by CJB under a de-centralized model. In scope for Open Information publication?	TBD		



ARCS: 292-30
File: PSS-2011-01233

September 7, 2011

Sent via email: S22

S22

Dear S22 :

Re: Request for Access to Records
Freedom of Information and Protection of Privacy Act (FOIPPA)

I am writing further to your request received by the Ministry of Public Safety and Solicitor General. Your request is for:

"All records, in any form, related to the Ministerial Assistant's Outlook calendar for the timeframe of July 1, 2011 to July 31, 2011."

Please find enclosed a copy of the records located in response to your request. Some information has been withheld pursuant to section 22 (Disclosure harmful to personal privacy) of FOIPPA. A copy of this section of FOIPPA is provided for your reference. A complete copy of FOIPPA is available online at:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00

Your file is now closed. Records responsive to your request contained a small amount of text that was unrelated to your request. Therefore this information has been withheld. Where this has occurred, "not responsive" is noted.

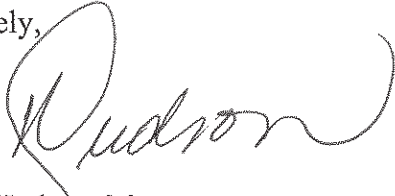
The Ministry has determined that these records will not be published on the BC Government's Open Information website. To find out more about Open Information, please access the Open Information website at: <http://www.openinfo.gov.bc.ca/ibc/index.page>

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If you have any questions regarding your request, please contact Karine Bordua, the analyst assigned to your request, at 250-387-5584. This number can be reached toll-free by calling from Vancouver, 604-660-7867, or from elsewhere in BC, 1-800-663-7867 and asking to be transferred to 250-387-5584.

You have the right to ask the Information and Privacy Commissioner to review this decision. I have enclosed information on the review and complaint process.

Sincerely,

A handwritten signature in black ink, appearing to read "Hudson", with a large, stylized initial "H" that loops around the first part of the name.

Vicki Hudson, Manager
Justice / Social Team
Information Access Operations

Enclosures

<p>How to Request a Review with the Office of the Information and Privacy Commissioner</p>
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If you have any questions regarding your request please contact the analyst assigned to your file. The analyst's name and telephone number are listed in the attached letter.

Pursuant to section 52 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), you may ask the Office of the Information and Privacy Commissioner to review any decision, act, or failure to act with regard to your request under FOIPPA.

Please note that you have 30 business days to file your review with the Office of the Information and Privacy Commissioner. In order to request a review please write to:

Information and Privacy Commissioner
PO Box 9038 Stn Prov Govt
4th Floor, 947 Fort Street
Victoria BC V8W 9A4
Telephone 250-387-5629 Fax 250-387-1696

If you request a review, please provide the Commissioner's Office with:

1. A copy of your original request;
2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.

Freedom of Information and Protection of Privacy Act

[RSBC 1996] Chapter 165

Disclosure harmful to personal privacy

- 22 (1) The head of a public body must refuse to disclose personal information to an applicant if the disclosure would be an unreasonable invasion of a third party's personal privacy.
- (2) In determining under subsection (1) or (3) whether a disclosure of personal information constitutes an unreasonable invasion of a third party's personal privacy, the head of a public body must consider all the relevant circumstances, including whether
- (a) the disclosure is desirable for the purpose of subjecting the activities of the government of British Columbia or a public body to public scrutiny,
 - (b) the disclosure is likely to promote public health and safety or to promote the protection of the environment,
 - (c) the personal information is relevant to a fair determination of the applicant's rights,
 - (d) the disclosure will assist in researching or validating the claims, disputes or grievances of aboriginal people,
 - (e) the third party will be exposed unfairly to financial or other harm,
 - (f) the personal information has been supplied in confidence,
 - (g) the personal information is likely to be inaccurate or unreliable, and
 - (h) the disclosure may unfairly damage the reputation of any person referred to in the record requested by the applicant.
- (3) A disclosure of personal information is presumed to be an unreasonable invasion of a third party's personal privacy if
- (a) the personal information relates to a medical, psychiatric or psychological history, diagnosis, condition, treatment or evaluation,
 - (b) the personal information was compiled and is identifiable as part of an investigation into a possible violation of law, except to the extent that disclosure is necessary to prosecute the violation or to continue the investigation,
 - (c) the personal information relates to eligibility for income assistance or social service benefits or to the determination of benefit levels,
 - (d) the personal information relates to employment, occupational or educational history,
 - (e) the personal information was obtained on a tax return or gathered for the purpose of collecting a tax,
 - (f) the personal information describes the third party's finances, income, assets, liabilities, net worth, bank balances, financial history or activities, or creditworthiness,
 - (g) the personal information consists of personal recommendations or evaluations, character references or personnel evaluations about the third party.

- (h) the disclosure could reasonably be expected to reveal that the third party supplied, in confidence, a personal recommendation or evaluation, character reference or personnel evaluation,
 - (i) the personal information indicates the third party's racial or ethnic origin, sexual orientation or religious or political beliefs or associations, or
 - (j) the personal information consists of the third party's name, address or telephone number and is to be used for mailing lists or solicitations by telephone or other means.
- (4) A disclosure of personal information is not an unreasonable invasion of a third party's personal privacy if
- (a) the third party has, in writing, consented to or requested the disclosure,
 - (b) there are compelling circumstances affecting anyone's health or safety and notice of disclosure is mailed to the last known address of the third party,
 - (c) an enactment of British Columbia or Canada authorizes the disclosure,
 - (d) the disclosure is for a research or statistical purpose and is in accordance with section 35,
 - (e) the information is about the third party's position, functions or remuneration as an officer, employee or member of a public body or as a member of a minister's staff,
 - (f) the disclosure reveals financial and other details of a contract to supply goods or services to a public body,
 - (g) public access to the information is provided under the Financial Information Act,
 - (h) the information is about expenses incurred by the third party while travelling at the expense of a public body,
 - (i) the disclosure reveals details of a licence, permit or other similar discretionary benefit granted to the third party by a public body, not including personal information supplied in support of the application for the benefit, or
 - (j) the disclosure reveals details of a discretionary benefit of a financial nature granted to the third party by a public body, not including personal information that is supplied in support of the application for the benefit or is referred to in subsection (3) (c).
- (5) On refusing, under this section, to disclose personal information supplied in confidence about an applicant, the head of the public body must give the applicant a summary of the information unless the summary cannot be prepared without disclosing the identity of a third party who supplied the personal information.
- (6) The head of the public body may allow the third party to prepare the summary of personal information under subsection (5).



ARCS: 292-30
File: CFD-2011-00861

September 23, 2011

Via E-mail: S22

S22

Dear S22 :

**Re: Request for Access to Records
*Freedom of Information and Protection of Privacy Act (FOIPPA)***

I am writing further to your request received by the Ministry of Children and Family Development. Your request is for:

All records, in any form, related to the Deputy Minister's Outlook calendar for the timeframe of April 1, 2011 to June 30, 2011 in Calendar Detail Style.

Please find enclosed a copy of the records located in response to your request. Some information has been withheld pursuant to sections 12 (Cabinet and local public body confidences), 16 (Disclosure harmful to intergovernmental relations or negotiations) and 22 (Disclosure harmful to personal privacy) of FOIPPA. Additionally, in accordance with your agreement, information (i.e. phone numbers, email addresses, confirmation numbers etc.) are withheld as not responsive to your request. Copies of these sections of FOIPPA are provided for your reference. A complete copy of FOIPPA is available online at:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00

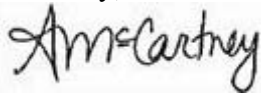
.../2

The Ministry has determined that these records will not be published on the BC Government's Open Information website. To find out more about Open Information, please access the Open Information website at: <http://www.openinfo.gov.bc.ca/ibc/index.page>. Your file is now closed.

If you have any questions regarding your request, please contact Rob Gordon, the analyst assigned to your request, at 250 356-7869. This number can be reached toll-free by calling from Vancouver, 604-660-7867, or from elsewhere in BC, 1-800-663-7867 and asking to be transferred to 250 356-7869.

You have the right to ask the Information and Privacy Commissioner to review this decision. I have enclosed information on the review and complaint process.

Sincerely,

A handwritten signature in black ink, appearing to read "Vicki Hudson", is placed over a light gray rectangular background.

for:

Vicki Hudson, Manager
Justice / Social Team
Information Access Operations

Enclosures

<p>How to Request a Review with the Office of the Information and Privacy Commissioner</p>
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If you have any questions regarding your request please contact the analyst assigned to your file. The analyst's name and telephone number are listed in the attached letter.

Pursuant to section 52 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), you may ask the Office of the Information and Privacy Commissioner to review any decision, act, or failure to act with regard to your request under FOIPPA.

Please note that you have 30 business days to file your review with the Office of the Information and Privacy Commissioner. In order to request a review please write to:

Information and Privacy Commissioner
PO Box 9038 Stn Prov Govt
4th Floor, 947 Fort Street
Victoria BC V8W 9A4
Telephone 250-387-5629 Fax 250-387-1696

If you request a review, please provide the Commissioner's Office with:

1. A copy of your original request;
2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.

Cabinet and local public body confidences

12 (1) 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.

(2) Subsection (1) does not apply to

(a) information in a record that has been in existence for 15 or more years,

(b) information in a record of a decision made by the Executive Council or any of its committees on an appeal under an Act, or

(c) information in a record the purpose of which is to present background explanations or analysis to the Executive Council or any of its committees for its consideration in making a decision if

(i) the decision has been made public,

(ii) the decision has been implemented, or

(iii) 5 or more years have passed since the decision was made or considered.

(3) The head of a local public body may refuse to disclose to an applicant information that would reveal

(a) a draft of a resolution, bylaw or other legal instrument by which the local public body acts or a draft of a private Bill, or

(b) the substance of deliberations of a meeting of its elected officials or of its governing body or a committee of its governing body, if an Act or a regulation under this Act authorizes the holding of that meeting in the absence of the public.

- (4) Subsection (3) does not apply if
- (a) the draft of the resolution, bylaw, other legal instrument or private Bill or the subject matter of the deliberations has been considered in a meeting open to the public, or
 - (b) the information referred to in that subsection is in a record that has been in existence for 15 or more years.
- (5) The Lieutenant Governor in Council by regulation may designate a committee for the purposes of this section.
- (6) A committee may be designated under subsection (5) only if
- (a) the Lieutenant Governor in Council considers that
 - (i) the deliberations of the committee relate to the deliberations of the Executive Council, and
 - (ii) the committee exercises functions of the Executive Council, and
 - (b) at least 1/3 of the members of the committee are members of the Executive Council.
- (7) In subsections (1) and (2), "**committee**" includes a committee designated under subsection (5).

Disclosure harmful to intergovernmental relations or negotiations

16 (1) The head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to

(a) harm the conduct by the government of British Columbia of relations between that government and any of the following or their agencies:

(i) the government of Canada or a province of Canada;

(ii) the council of a municipality or the board of a regional district;

(iii) an aboriginal government;

(iv) the government of a foreign state;

(v) an international organization of states,

(b) reveal information received in confidence from a government, council or organization listed in paragraph (a) or their agencies, or

(c) harm the conduct of negotiations relating to aboriginal self government or treaties.

(2) Moreover, the head of a public body must not disclose information referred to in subsection (1) without the consent of

(a) the Attorney General, for law enforcement information, or

(b) the Executive Council, for any other type of information.

(3) Subsection (1) does not apply to information that is in a record that has been in existence for 15 or more years unless the information is law enforcement information.

Disclosure harmful to personal privacy

22 (1) The head of a public body must refuse to disclose personal information to an applicant if the disclosure would be an unreasonable invasion of a third party's personal privacy.

(2) In determining under subsection (1) or (3) whether a disclosure of personal information constitutes an unreasonable invasion of a third party's personal privacy, the head of a public body must consider all the relevant circumstances, including whether

(a) the disclosure is desirable for the purpose of subjecting the activities of the government of British Columbia or a public body to public scrutiny,

(b) the disclosure is likely to promote public health and safety or to promote the protection of the environment,

(c) the personal information is relevant to a fair determination of the applicant's rights,

(d) the disclosure will assist in researching or validating the claims, disputes or grievances of aboriginal people,

(e) the third party will be exposed unfairly to financial or other harm,

(f) the personal information has been supplied in confidence,

(g) the personal information is likely to be inaccurate or unreliable, and

(h) the disclosure may unfairly damage the reputation of any person referred to in the record requested by the applicant.

(3) A disclosure of personal information is presumed to be an unreasonable invasion of a third party's personal privacy if

(a) the personal information relates to a medical, psychiatric or psychological history, diagnosis, condition, treatment or evaluation,

(b) the personal information was compiled and is identifiable as part of an investigation into a possible violation of law, except to the extent that disclosure is necessary to prosecute the violation or to continue the investigation,

(c) the personal information relates to eligibility for income assistance or social service benefits or to the determination of benefit levels,

(d) the personal information relates to employment, occupational or educational history,

(e) the personal information was obtained on a tax return or gathered for the purpose of collecting a tax,

(f) the personal information describes the third party's finances, income, assets, liabilities, net worth, bank balances, financial history or activities, or creditworthiness,

(g) the personal information consists of personal recommendations or evaluations, character references or personnel evaluations about the third party,

(h) the disclosure could reasonably be expected to reveal that the third party supplied, in confidence, a personal recommendation or evaluation, character reference or personnel evaluation,

(i) the personal information indicates the third party's racial or ethnic origin, sexual orientation or religious or political beliefs or associations, or

(j) the personal information consists of the third party's name, address, or telephone number and is to be used for mailing lists or solicitations by telephone or other means.

(4) A disclosure of personal information is not an unreasonable invasion of a third party's personal privacy if

- (a) the third party has, in writing, consented to or requested the disclosure,
- (b) there are compelling circumstances affecting anyone's health or safety and notice of disclosure is mailed to the last known address of the third party,
- (c) an enactment of British Columbia or Canada authorizes the disclosure,
- (d) the disclosure is for a research or statistical purpose and is in accordance with section 35,
- (e) the information is about the third party's position, functions or remuneration as an officer, employee or member of a public body or as a member of a minister's staff,
- (f) the disclosure reveals financial and other details of a contract to supply goods or services to a public body,
- (g) public access to the information is provided under the *Financial Information Act*,
- (h) the information is about expenses incurred by the third party while travelling at the expense of a public body,
- (i) the disclosure reveals details of a licence, permit or other similar discretionary benefit granted to the third party by a public body, not including personal information supplied in support of the application for the benefit, or
- (j) the disclosure reveals details of a discretionary benefit of a financial nature granted to the third party by a public body, not including personal information that is supplied in support of the application for the benefit or is referred to in subsection (3) (c).

(5) On refusing, under this section, to disclose personal information supplied in confidence about an applicant, the head of the public body must give the applicant a summary of the information unless the summary cannot be prepared without disclosing the identity of a third party who supplied the personal information.

(6) The head of the public body may allow the third party to prepare the summary of personal information under subsection (5).