

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	June 11, 2013	Alan Hughes	June 21, 2013	June 27, 2013

REQUEST DETAILS:

Reports about critical and unusual incidents at the Maples Adolescent Treatment Centre (without personal identifiers) as per the policies and procedures manual entries governing Emergencies and Unusual Incidents EU 600 and Incident Reports HS 100. Date range is January 1, 2012 to June 11, 2013

Section 1: Initial Records Assessment

Do you hold any responsive records?	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:	

NO RECORDS RESPONSE APPROVAL:

Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.

Final Public Body Approval (Full name, Title)	Signature:	Date:

Section 2: Fee Estimate Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

Search
Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

5

Actual Hours

Producing records

tasks may include:

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

Estimated Hours

3

Actual Hours

Volume
Electronic files (in pages):

*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages

Actual Pages

Email with attachments:

Estimated Pages

Actual Pages

*Other documents

Estimated Pages

200

Actual Pages

Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
 - If in legal sized folders - 1,800 pages
 - If in letter sized folders - 2,200 pages

Estimated Pages

Actual Pages

Preparation

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours

5

Actual Hours

Section 3: Search Summary and Program Area Recommendations

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.

Could release of any/all of the of the responsive records potentially cause harm?

YES ☒

NO ☐

***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 information of concern, the harms, and associated page numbers below)

Youth reported in these Incident reports may be held under the YCJA and CCC.

Unless specific [exemption criteria](#) apply, records provided to the applicant in response to this request will be published on the Government’s [Open Information Website](#). If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst.

Section 4: Contact Information

Who completed this form? (Full Name, Title):

Phone Number:

Date:

JODY AL-MOLKY

604 660 5815

JUNE 18TH, 2013

Harms assessment completed by (Full Name, Title)

Program Area:

JODY AL-MOLKY, COORDINATOR OF NURSING SERVICES, QUALITY MATC

Harms assessment approved by (Full Name, Title)

TOM JENSEN, A/DIRECTOR

IAO Use Only

Estimated-

Hours:

Pages:

Actual-

Hours:

Pages:

Comments:

Teng, Zita MCF:EX

From: Teng, Zita MCF:EX
Sent: Monday, June 17, 2013 12:26 PM
To: Semenoff, Jennifer MCF:EX; Galvez, Celso MCF:EX
Subject: FOR ACTION: New FOI request - CFD-2013-00933
Attachments: Integrated Call For Records form.pdf

Hi,

For your action, please see below new FOI request. Please complete the call for records form if the request will result in more than 3 hours of staff time, or, over 200 pages. If the request does not result in either please send the records directly to FOI email.

Please let me know if you have any questions or concerns.

Zita

From: Justice Social FOI CITZ:EX
Sent: Monday, June 17, 2013 11:17 AM
To: Teng, Zita MCF:EX
Cc: Justice Social FOI CITZ:EX; Hughes, Alan CITZ:EX
Subject: FW: New FOI request - CFD-2013-00933

Hello Zita,

Please find attached a Call for Records form that is electronic, fillable and saveable. The form has active links and pull-down menus. Please send your responses to the Justice/Social mailbox at justice.social.foi@gov.bc.ca. Please also ensure that any responsive records are converted to PDF format, and combined into one document where possible.

Thank-you.

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The request is for:

Reports about critical and unusual incidents at the Maples Adolescent Treatment Centre (without personal identifiers) as per the policies and procedures manual entries governing Emergencies and Unusual Incidents EU 600 and Incident Reports HS 100. Date range is January 1, 2012 to June 11, 2013.

The analyst processing this request is Alan Hughes and can be reached at (250) 356-9639.

What Do You Need to Do?

Please complete the attached Call for Records form.

- ❖ If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete **only** Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the Justice/Social FOI Mailbox at justice.social.foi@gov.bc.ca by June 21, 2013. Please await further instruction from IAO as the records will not be required until the fee estimate

process has been completed. Once fees have been paid or waived, Alan Hughes will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.

- ❖ If no fees apply then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records Form and return it to justice.social.foi@gov.bc.ca by June 27, 2013.
- ❖ Send records via email in PDF format. One PDF document is preferable. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

Reminder

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Questions and Concerns

Please do not hesitate to contact your analyst noted on the attached Call for Records form to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Thank you for your assistance.

Teng, Zita MCF:EX

From: Al-Molky, Jody L MCF:EX
Sent: Tuesday, June 18, 2013 9:30 AM
To: Teng, Zita MCF:EX
Cc: Jensen, Tom D MCF:EX; Fulton, Barry J MCF:EX
Subject: COMPLETED FORM FOR IR'S RE EU 600 AND HS 100



Integrated Call
For Records fo...

Teng, Zita MCF:EX

From: Teng, Zita MCF:EX
Sent: Tuesday, June 18, 2013 10:22 AM
To: Justice Social FOI CITZ:EX
Subject: RE: New FOI request - CFD-2013-00933
Attachments: COMPLETED FORM FOR IR'S RE EU 600 AND HS 100

Hi,

Please find attached completed call for records form.

Thank you,
Zita

From: Justice Social FOI CITZ:EX
Sent: Monday, June 17, 2013 11:17 AM
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Cc: Justice Social FOI CITZ:EX; Hughes, Alan CITZ:EX
Subject: FW: New FOI request - CFD-2013-00933

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- any other questions or concerns relating to this request.

Thank you for your assistance.

Teng, Zita MCF:EX

From: Teng, Zita MCF:EX
Sent: Tuesday, July 23, 2013 2:53 PM
To: Teng, Zita MCF:EX
Subject: Fw: RE: CFD-2013-00933 - Fees
Attachments: Fees - Estimate - Letter.DOCX; RE Fee waiver.txt

From: O'Callaghan, Jacqueline MCF:EX
Sent: Tuesday, July 23, 2013 02:29 PM Pacific Standard Time
To: Teng, Zita MCF:EX
Subject: FW: RE: CFD-2013-00933 - Fees

From: Hughes, Alan CITZ:EX
Sent: Tuesday, July 23, 2013 2:26 PM
To: O'Callaghan, Jacqueline MCF:EX
Subject: RE: CFD-2013-00933 - Fees

Jacqueline,

The attached fee estimate was sent to the applicant on June 25, 2013, the applicant subsequently requested a fee waiver (see attachment). Information Access Operations acknowledged the request for fee waiver and advised that we would respond by July 24, 2013.

Does the ministry have any reason to revise or waive the fee in light of the applicant's request ?

Alan J. Hughes
Senior FOI Analyst
Consolidated Generals
Shared Services BC
Ministry of Technology, Innovation and Citizens' Services.
Telephone: (250) 356-9639
Email: Alan.Hughes@gov.bc.ca
Fax: (250) 387-9843

providing services to

Ministry of Children and Family Development
Ministry of Justice
Ministry of Social Development

Teng, Zita MCF:EX

From: O'Callaghan, Jacqueline MCF:EX
Sent: Tuesday, July 23, 2013 3:03 PM
To: Teng, Zita MCF:EX
Subject: RE: RE: CFD-2013-00933 - Fees

Yes, I actually asked Jason what to do on this, in case you had put your BB away, sorry Zita!
He said just send it back and tell the person, this is how much it costs, you decided if you want to pay or not, and if not, be more specific about what you are looking for. But I will forward to Lenora. They want an answer by tomorrow morning.

From: Teng, Zita MCF:EX
Sent: Tuesday, July 23, 2013 2:57 PM
To: O'Callaghan, Jacqueline MCF:EX
Subject: Re: RE: CFD-2013-00933 - Fees

Want to forward to lenora and jody almolky and ask for their response to the fee waiver request? They might want to hold steady as that is how much time/effort it will take to prep records or they can review and update estimated time. My thoughts are they will probably stick to it. They are just looking to see if we can compromise.

From: O'Callaghan, Jacqueline MCF:EX
Sent: Tuesday, July 23, 2013 02:29 PM Pacific Standard Time
To: Teng, Zita MCF:EX
Subject: FW: RE: CFD-2013-00933 - Fees

From: Hughes, Alan CITZ:EX
Sent: Tuesday, July 23, 2013 2:26 PM
To: O'Callaghan, Jacqueline MCF:EX
Subject: RE: CFD-2013-00933 - Fees

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Teng, Zita MCF:EX

From: O'Callaghan, Jacqueline MCF:EX
Sent: Tuesday, July 23, 2013 3:06 PM
To: Angel, Lenora MCF:EX
Cc: Teng, Zita MCF:EX; Charlie, Tanya MCF:EX
Subject: FOI - FW: RE: CFD-2013-00933 - Fees
Attachments: Fees - Estimate - Letter.DOCX; RE Fee waiver.txt

Importance: High

Hi Lenora, can you please advise? FOI has asked for a response by tomorrow morning.
Thank you.
Jacqui.

From: Hughes, Alan CITZ:EX
Sent: Tuesday, July 23, 2013 2:26 PM
To: O'Callaghan, Jacqueline MCF:EX
Subject: RE: CFD-2013-00933 - Fees

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Ministry of Justice
Ministry of Social Development

Teng, Zita MCF:EX

From: O'Callaghan, Jacqueline MCF:EX
Sent: Wednesday, July 24, 2013 7:51 AM
To: Dicks, Beverly J MCF:EX
Cc: Galvez, Celso MCF:EX; Teng, Zita MCF:EX
Subject: FW: RE: CFD-2013-00933 - Fees
Attachments: Fees - Estimate - Letter.DOCX; RE Fee waiver.txt; foi -- 00933, 1142, 0934

Bev, I had forwarded this to Lenora yesterday (please see her response attached) but as she doesn't deal with Maples, I believe this may be you. Sorry to put pressure on you, but FOI need a response today. Thanks.

From: Hughes, Alan CITZ:EX
Sent: Tuesday, July 23, 2013 2:26 PM
To: O'Callaghan, Jacqueline MCF:EX
Subject: RE: CFD-2013-00933 - Fees

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Teng, Zita MCF:EX

From: Justice Social FOI CITZ:EX
Sent: Monday, June 17, 2013 11:17 AM
To: Teng, Zita MCF:EX
Cc: Justice Social FOI CITZ:EX; Hughes, Alan CITZ:EX
Subject: FW: New FOI request - CFD-2013-00933
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Thank you for your assistance.

Teng, Zita MCF:EX

From: Hughes, Alan CITZ:EX
Sent: Wednesday, July 24, 2013 9:44 AM
To: O'Callaghan, Jacqueline MCF:EX
Cc: Teng, Zita MCF:EX
Subject: RE: RE: CFD-2013-00933 - Fees

Thanks Jacqui we will proceed accordingly.

From: O'Callaghan, Jacqueline MCF:EX
Sent: Wednesday, July 24, 2013 9:27 AM
To: Hughes, Alan CITZ:EX
Cc: Teng, Zita MCF:EX
Subject: FW: RE: CFD-2013-00933 - Fees

Good morning Alan, please see response below from Beverly Dicks.
Thank you.

From: Dicks, Beverly J MCF:EX
Sent: Wednesday, July 24, 2013 9:25 AM
To: O'Callaghan, Jacqueline MCF:EX
Cc: Galvez, Celso MCF:EX; Teng, Zita MCF:EX
Subject: RE: RE: CFD-2013-00933 - Fees

**Hi Jacqui, I support the assignment of the Fee and do not support a waiver in this situation.
Thanks.**

Beverly Dicks

Assistant Deputy Minister
Service Delivery Division
Ministry of Children and Family Development
Suite 601- 700 West Georgia Street
Vancouver, BC V7Y 1B6
Telephone: (604) 660-2433

From: O'Callaghan, Jacqueline MCF:EX
Sent: Wednesday, July 24, 2013 7:51 AM
To: Dicks, Beverly J MCF:EX
Cc: Galvez, Celso MCF:EX; Teng, Zita MCF:EX
Subject: FW: RE: CFD-2013-00933 - Fees

Bev, I had forwarded this to Lenora yesterday (please see her response attached) but as she doesn't deal with Maples, I believe this may be you. Sorry to put pressure on you, but FOI need a response today. Thanks.

From: Hughes, Alan CITZ:EX
Sent: Tuesday, July 23, 2013 2:26 PM
To: O'Callaghan, Jacqueline MCF:EX
Subject: RE: CFD-2013-00933 - Fees

Jacqueline,

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Does the ministry have any reason to revise or waive the fee in light of the applicant's request ?

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Ministry of Justice
Ministry of Social Development

Al-Molky, Jody L MCF:EX

From: Semenoff, Jennifer MCF:EX
Sent: Wednesday, June 19, 2013 9:42 AM
To: Teng, Zita MCF:EX; Al-Molky, Jody L MCF:EX; Fulton, Barry J MCF:EX
Cc: Jensen, Tom D MCF:EX; Galvez, Celso MCF:EX
Subject: RE:

thanks

From: Teng, Zita MCF:EX
Sent: Wednesday, June 19, 2013 9:42 AM
To: Al-Molky, Jody L MCF:EX; Semenoff, Jennifer MCF:EX; Fulton, Barry J MCF:EX
Cc: Jensen, Tom D MCF:EX
Subject: RE:

Thanks for letting me know. I will amend the call for records form and send to FOI – please hold off on further work. Because it will result in a fee estimate the requestor will have to decide whether or not they want to proceed and pay the fee or cancel the request.

I will get back to you in about a week or so.

Zita

From: Al-Molky, Jody L MCF:EX
Sent: Wednesday, June 19, 2013 9:34 AM
To: Semenoff, Jennifer MCF:EX; Fulton, Barry J MCF:EX
Cc: Teng, Zita MCF:EX; Jensen, Tom D MCF:EX
Subject: FW:

I have been doing the review on this and have had to recalculate the time estimate please note the change from 5 hours to 15 as we have already done 5 and are only just started.

Jody Al-Molky
Coordinator of Nursing Services, Quality Assurance & Training
Maples Adolescent Treatment Centre
Phone(604)660-5815
Fax(604)660-5814
e-mail: Jody.AlMolky@gov.bc.ca

From: Al-Molky, Jody L MCF:EX
Sent: Wednesday, June 19, 2013 9:29 AM
To: Al-Molky, Jody L MCF:EX
Subject:

Page 18 redacted for the following reason:

Not Responsive

D'Souza, Roshni MCF:EX

From: Al-Molky, Jody L MCF:EX
Sent: Tuesday, June 18, 2013 9:32 AM
To: D'Souza, Roshni MCF:EX
Subject: FW: COMPLETED FORM FOR IR'S RE EU 600 AND HS 100CFD-2013-00933

CALL ME AT HOME I WILL GET YOU STARTED

From: Al-Molky, Jody L MCF:EX
Sent: Tuesday, June 18, 2013 9:30 AM
To: Teng, Zita MCF:EX
Cc: Jensen, Tom D MCF:EX; Fulton, Barry J MCF:EX
Subject: COMPLETED FORM FOR IR'S RE EU 600 AND HS 100



Integrated Call
For Records fo...

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Not Responsive