



ARCS: 292-30
File: CTZ-2011-00032

August 16, 2011

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 Labour, Citizens' Services and Open Government. You requested:

"All records related to the processing of access requests 292-30/PAB-2011-00005, 292-30/TRA-2011-00005, 292-30/PSS-2011-00021, 292-30/EDU-2011-00001 and 292-30/MSD-2011-00011. Without limiting the generality of the foregoing, all internal memoranda, meeting minutes, directives, suggestions, or advisories related to the handling, proposed handling, or suggested handling of these requests. Also without limiting the generality of the foregoing, any records related to any proposed or actual special handling of these requests, including any actual or proposed expediting of the handling of these requests, or any proposed or actual reduction or elimination in fees in relation to these requests, for any reason whatsoever. Finally, without limiting the generality of the foregoing, any records related to any effort(s) that may have identified these requests for possible or actual special handling, expediting, or reduction or elimination of fees as well as the reasons why any such effort(s) was/were undertaken."

Please find enclosed a copy of the records in response to your request. Some information has been withheld pursuant to sections 13 (Policy advice or recommendations), 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

.../2

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The Ministry has determined that these records will not be published on the BC Government's Open Information website.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>

If you have any questions regarding your request, please contact Janice Alexander, the analyst assigned to your request, at 250-387-1932. 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 250-387-1932.

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

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.

Policy advice or recommendations

13 (1) The head of a public body may refuse to disclose to an applicant information that would reveal advice or recommendations developed by or for a public body or a minister.

(2) The head of a public body must not refuse to disclose under subsection (1)

- (a) any factual material,
- (b) a public opinion poll,
- (c) a statistical survey,
- (d) an appraisal,
- (e) an economic forecast,
- (f) an environmental impact statement or similar information,
- (g) a final report or final audit on the performance or efficiency of a public body or on any of its programs or policies,
- (h) a consumer test report or a report of a test carried out on a product to test equipment of the public body,
- (i) a feasibility or technical study, including a cost estimate, relating to a policy or project of the public body,
- (j) a report on the results of field research undertaken before a policy proposal is formulated,
- (k) a report of a task force, committee, council or similar body that has been established to consider any matter and make reports or recommendations to a public body,
- (l) a plan or proposal to establish a new program or to change a program, if the plan or proposal has been approved or rejected by the head of the public body,

(m) information that the head of the public body has cited publicly as the basis for making a decision or formulating a policy, or

(n) a decision, including reasons, that is made in the exercise of a discretionary power or an adjudicative function and that affects the rights of the applicant.

(3) Subsection (1) does not apply to information in a record that has been in existence for 10 or more years.

Disclosure harmful to law enforcement

15 (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 a law enforcement matter,

(b) prejudice the defence of Canada or of any foreign state allied to or associated with Canada or harm the detection, prevention or suppression of espionage, sabotage or terrorism,

(c) harm the effectiveness of investigative techniques and procedures currently used, or likely to be used, in law enforcement,

(d) reveal the identity of a confidential source of law enforcement information,

(e) reveal criminal intelligence that has a reasonable connection with the detection, prevention or suppression of organized criminal activities or of serious and repetitive criminal activities,

(f) endanger the life or physical safety of a law enforcement officer or any other person,

(g) reveal any information relating to or used in the exercise of prosecutorial discretion,

- (h) deprive a person of the right to a fair trial or impartial adjudication,
- (i) reveal a record that has been confiscated from a person by a peace officer in accordance with an enactment,
- (j) facilitate the escape from custody of a person who is under lawful detention,
- (k) facilitate the commission of an offence under an enactment of British Columbia or Canada, or
- (l) harm the security of any property or system, including a building, a vehicle, a computer system or a communications system.

(2) The head of a public body may refuse to disclose information to an applicant if the information

- (a) is in a law enforcement record and the disclosure would be an offence under an Act of Parliament,
- (b) is in a law enforcement record and the disclosure could reasonably be expected to expose to civil liability the author of the record or a person who has been quoted or paraphrased in the record, or
- (c) is about the history, supervision or release of a person who is in custody or under supervision and the disclosure could reasonably be expected to harm the proper custody or supervision of that person.

(3) The head of a public body must not refuse to disclose under this section

- (a) a report prepared in the course of routine inspections by an agency that is authorized to enforce compliance with an Act,
- (b) a report, including statistical analysis, on the degree of success achieved in a law enforcement program unless disclosure of the report could reasonably be expected to

interfere with or harm any of the matters referred to in subsection (1) or (2), or

(c) statistical information on decisions under the *Crown Counsel Act* to approve or not to approve prosecutions.

(4) The head of a public body must not refuse, after a police investigation is completed, to disclose under this section the reasons for a decision not to prosecute

(a) to a person who knew of and was significantly interested in the investigation, including a victim or a relative or friend of a victim, or

(b) to any other member of the public, if the fact of the investigation was made public.

Disclosure harmful to the financial or economic interests of a public body

17 (1) The head of a public body may refuse to disclose to an applicant information the disclosure of which could reasonably be expected to harm the financial or economic interests of a public body or the government of British Columbia or the ability of that government to manage the economy, including the following information:

(a) trade secrets of a public body or the government of British Columbia;

(b) financial, commercial, scientific or technical information that belongs to a public body or to the government of British Columbia and that has, or is reasonably likely to have, monetary value;

(c) plans that relate to the management of personnel of or the administration of a public body and that have not yet been implemented or made public;

(d) information the disclosure of which could reasonably be expected to result in the premature disclosure of a proposal or project or in undue financial loss or gain to a third party;

(e) information about negotiations carried on by or for a public body or the government of British Columbia;

(f) information the disclosure of which could reasonably be expected to harm the negotiating position of a public body or the government of British Columbia.

(2) The head of a public body may refuse to disclose under subsection (1) research information if the disclosure could reasonably be expected to deprive the researcher of priority of publication.

(3) The head of a public body must not refuse to disclose under subsection (1) the results of product or environmental testing carried out by or for that public body, unless the testing was done

(a) for a fee as a service to a person, a group of persons or an organization other than the public body, or

(b) for the purpose of developing methods of testing.

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*,

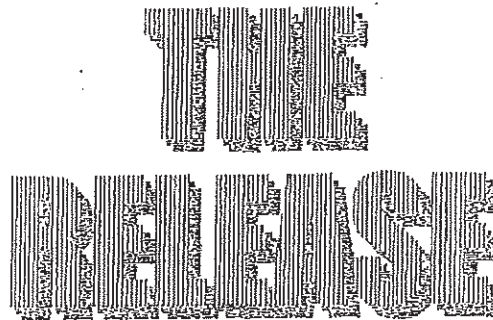
(h) the information is about expenses incurred by the third party while travelling at the expense of a public body,

(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).



REQUEST NO.: PAB-2011-00005

IF YOU HAVE ANY QUESTIONS OR SUGGESTION FOR CHANGE PLEASE

CONTACT: Nathan Elliot PHONE: 356 2805





File No: 292-30/PAB-2011-00005

February 11, 2011

S22

Dear S22

Re: *Freedom of Information and Protection of Privacy Act* (the Act)
Request for Information #PAB-2011-00005

This is further to your request to the Public Affairs Bureau for the communications budget and the number of full-time employees for communications with the ministries of Public Safety and Solicitor General (PSSG), Social Development (SDEV), Education (EDUC), and Transportation and Infrastructure (TRAN) for the past three fiscal years.

A record was created in response to your request. You will note that it has been released in its entirety.

If you have any questions, please contact Nathan Elliot at (250) 356-2805.

Section 52 of the *Freedom of Information and Protection of Privacy Act* provides that you may ask the Information and Privacy Commissioner to review this response to your request.

You have 30 days from the receipt of this letter to request a review by writing to:

Information and Privacy Commissioner
756 Fort Street, 3rd Floor
PO Box 9038 Stn Prov Govt
Victoria BC V8W 9A4 Tel. (250) 387-5629 Fax (250) 387-1696

.../2

Ministry of Citizens'
Services

Information Access
Operations


Mailing Address:
PO Box 9569,
Stn Prov Govt
Victoria BC V8W 9K1

Tel. (250) 387-5629
Fax (250) 387-1696
Web Address:
[Http://www.gov.bc.ca/citz/lao/](http://www.gov.bc.ca/citz/lao/)

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

- 1) a copy of your original request for information;
- 2) a copy of this letter; and
- 3) the reasons or grounds upon which you are requesting a review.

Sincerely,


for: Cindy Elbahr
Manager
Access and Records Services

Enclosure

Memorandum

Public Affairs Bureau

Date: February 1, 2011

To: Nathan Elliott
Information and Privacy Analyst
Information Access Operations
Ministry of Citizens' Services

Re: Request for Records: PAB-2011-00005

Further to your e-mail dated January 28, 2011, this will confirm that the budget for the Public Affairs Bureau is managed centrally, therefore, budget information is not available for the ministries specific in the request. The budget for the Public Affairs Bureau for the past three fiscal years is as follows:

2008/09	2009/10	2009/10 (presented Sept. 1/09)	2010/11
\$36.994M	\$28.816M	\$28.113M	\$26.429M

Approved Full-Time Equivalent (FTE) complements are assigned by communications office and the approved complements for the past three fiscal years are as follows:

Communications Office	2008/09 Approved FTEs	2009/10 Approved FTEs	2010/11 Approved FTEs
PSSG	6.0	6.0	8.0
SDEV	8.0	7.0	4.0
EDUC	10.0	9.0	8.0
TRAN	6.0	7.0	7.0

Changes to approved complements are a direct result of government restructuring or workload fluctuations.

Please feel free to contact me if you have any questions in this regard.



Denise Champion
Executive Director
Operations and Human Resources

Elliot, Nathan SSBC:EX

From: Elliot, Nathan SSBC:EX
Sent: Friday, February 11, 2011 2:59 PM
To: Greer, David PAB:EX
Attachments: memo_PAB 2011-00005.pdf

Hello David,

Please be advised that we are sending this record to the applicant this afternoon. It was created by PAB for this request and signed-off for full disclosure by Ron Norman this morning.

Thanks,

Nathan Elliot

Information and Privacy Analyst
Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
Tel: (250) 356-2805 Fax: (250)387-9843
PO Box 9569 Stn Prov Gov't (2nd Floor, 548 Michigan Street)
Victoria BC V8W 9K1

Providing Services to:

Office of the Premier
Public Affairs Bureau
BC Public Service Agency
Shared Services BC
Ministry of Citizens' Services

**FOI RELEASE
APPROVAL ROUTING SLIP**

TITLE:
Communications budget and the
number of full time employees for
communications for PSSG, MSD, EDU,
and TRA for the past three fiscal years.

FOI REQUEST NUMBER #:
PAB-2011-00005

QUESTIONS, PLEASE CONTACT:
Nathan Elliot @356-2805

LEGISLATED DUE DATE:
March 4, 2001

DESTINATION:	DATE IN:	DATE OUT:	INITIALS:
Information Access Operations		Feb. 3/11	NE
Please forward to: Louise Denis	Feb 7	Feb 7	LD
Please forward to: Marisa Adair	Feb 7	Feb 11	MA
Please forward to: Ron Norman	Feb 11	Feb 11	RN
Please forward to: David Greer			

AT COMPLETION OF ROUTING, PLEASE RETURN TO:

Information Access Operations, Shared services BC
PO Box 9569 Stn Prov Govt, 2nd FL, 548 Michigan ST, Victoria, BC V8W 9K1

INFORMATION ACCESS OPERATIONS
Request for Information
Synopsis & Approval Document
#PAB-2011-00005

Applicant: Individual

Request: "...Communications budget and the number of full time employees for communications for PSSG, MSD, EDU, and TRA for the past three fiscal years."


Due Date: March 4, 2011

Location of Record: Public Affairs Bureau

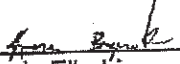
Briefing:

- Public Affairs Bureau created the attached record responsive to this request.
- After conferring with Denise Champion, Executive Director – Operations and Human Resources, we recommend release of the record in its entirety.

Recommendations: Release record in its entirety.



Nathan Elliot
Information and Privacy Analyst
250-356-2805

February 3, 2011
Date

for: 
Cindy Elbahir
Manager
Access and Records Services

February 3, 2011
Date

Approval:


Ron Norman
Head of Communications

Feb 11 / 2011
Date

Memorandum

Public Affairs Bureau

Date: February 1, 2011

To: Nathan Elliott
Information and Privacy Analyst
Information Access Operations
Ministry of Citizens' Services

Re: Request for Records: PAB-2011-00005

Further to your e-mail dated January 28, 2011, this will confirm that the budget for the Public Affairs Bureau is managed centrally, therefore, budget information is not available for the ministries specific in the request. The budget for the Public Affairs Bureau for the past three fiscal years is as follows:

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TRAN	6.0	7.0	7.0

Changes to approved complements are a direct result of government restructuring or workload fluctuations.

Please feel free to contact me if you have any questions in this regard.



Denise Champion
Executive Director
Operations and Human Resources

Elliot, Nathan SSBC:EX

From: Elliot, Nathan SSBC:EX
Sent: Thursday, February 3, 2011 2:57 PM
To: Denis, Louise L PAB:EX
Subject: FOI PAB-2011-00005 Synopsis and Approval
Attachments: PAB-2011-00005_SUM.pdf; PAB-2011-00005 RS.doc

Hi Louise,

Please find attached a routing slip and synopsis/approval form.

Thank you,

Nathan Elliot

Information and Privacy Analyst
Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
Tel: (250) 356-2805 Fax: (250)387-9843
PO Box 9569 Stn Prov Gov't (2nd Floor, 548 Michigan Street)
Victoria BC V8W 9K1

Providing Services to:

Office of the Premier
Public Affairs Bureau
BC Public Service Agency
Shared Services BC
Ministry of Citizens' Services

INFORMATION ACCESS OPERATIONS
Request for Information
Synopsis & Approval Document
#PAB-2011-00005

Applicant: Individual

Request: "...Communications budget and the number of full time employees for communications for PSSG, MSD, EDU, and TRA for the past three fiscal years."

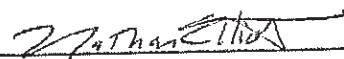
Due Date: March 4, 2011

Location of Record: Public Affairs Bureau

Briefing:

- Public Affairs Bureau created the attached record responsive to this request.
- After conferring with Denise Champion, Executive Director – Operations and Human Resources, we recommend release of the record in its entirety.


Recommendations: Release record in its entirety.



Nathan Elliot
Information and Privacy Analyst
250-356-2805

February 3, 2011

Date

for: 

Cindy Elbahir
Manager
Access and Records Services

February 3, 2011

Date

Approval:

Ron Norman
Head of Communications

Date



The Best Place on Earth

Memorandum

Public Affairs Bureau

Date: February 1, 2011

To: Nathan Elliott
Information and Privacy Analyst
Information Access Operations
Ministry of Citizens' Services

Re: Request for Records: PAB-2011-00005

Further to your e-mail dated January 28, 2011, this will confirm that the budget for the Public Affairs Bureau is managed centrally, therefore, budget information is not available for the ministries specific in the request. The budget for the Public Affairs Bureau for the past three fiscal years is as follows:

2008/09	2009/10	2009/10 (presented Sept. 1/09)	2010/11
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PSSG	6.0	6.0	8.0
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EDUC	10.0	9.0	8.0
TRAN	6.0	7.0	7.0

Changes to approved complements are a direct result of government restructuring or workload fluctuations.

Please feel free to contact me if you have any questions in this regard.

Denise Champion
Executive Director
Operations and Human Resources

Elliot, Nathan SSBC:EX

From: Champion, Denise PAB:EX
Sent: Thursday, February 3, 2011 9:41 AM
To: Elliot, Nathan SSBC:EX
Cc: Haussmann, April PAB:EX
Subject: RE: PAB-2011-00005 Disclosure

Hi Nathan,

No concerns. Thank you!

Denise

From: Elliot, Nathan SSBC:EX
Sent: Thursday, February 3, 2011 9:33 AM
To: Champion, Denise PAB:EX
Cc: Haussmann, April PAB:EX
Subject: PAB-2011-00005 Disclosure

Hello Denise,

Thank you for providing the memorandum regarding this request: **Communications budget and the number of full time employees for communications for PSS, MSD, EDU, and TRA for the past three fiscal years.**

I just need to confirm that you have no concerns regarding its full disclosure.

Sincerely,

Nathan Elliot
Information and Privacy Analyst
Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
Tel: (250) 356-2805 Fax: (250) 387-9843
PO Box 9569 Stn Prov Gov't (2nd Floor, 548 Michigan Street)
Victoria BC V8W 9K1

Providing Services to:
Office of the Premier
Public Affairs Bureau
BC Public Service Agency
Shared Services BC
Ministry of Citizens' Services

From: Haussmann, April PAB:EX
Sent: Wednesday, February 2, 2011 4:05 PM
To: Elliot, Nathan SSBC:EX
Cc: Hendry, Jackie SSBC:EX
Subject: Reply- FOI #PAB-2011-00005

Hello Nathan,

Please find attached our response to this request. Please contact Denise Champion (250 953 4685) if you have any questions regarding this document.

Regards
April

April Haussmann

FOI Coordinator
Public Affairs Bureau
Cell: 250 893-8972

email: April.Haussmann@gov.bc.ca

♻️ Please consider the environment before printing this email

From: Elliot, Nathan SSBC:EX

Sent: Friday, January 28, 2011 8:41 AM

To: Haussmann, April PAB:EX

Cc: Price, Jane PAB:EX; Champion, Denise PAB:EX; Greer, David PAB:EX; Perzoff, Lara PAB:EX; Hendry, Jackie SSBC:EX

Subject: FOI #PAB-2011-00005

Please see below a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be **Nathan Elliot** at 250-356-2805.

"Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years."

Please complete the attached Call for Records form and return to your analyst by **February 15, 2011**.

If the public body's total search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, we may be in a position to issue a fee estimate. If this is the case, please also complete the attached Fee Calculation form and return to your analyst ASAP.

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 to prove that they have conducted an adequate search for relevant records.

Please do not hesitate to contact your analyst to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- whether staff would be available to discuss the request with the applicant, if the applicant is agreeable;
- 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.

Nathan Elliot

Information and Privacy Analyst
Information Access Operations
Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Tel: (250) 356-2805 Fax: (250) 387-9843

PO Box 9569 Stn Prov Gov't (2nd Floor, 548 Michigan Street)

Victoria BC V8W 9K1

Providing Services to:

Office of the Premier
Public Affairs Bureau

Information Access Operation Call for Records - General

FOI Request Number:	PAB-2011-00005	Applicant Type:	Individual
IAO Analyst:	Nathan Elliot	Received Date:	JAN 21, 2011
Records Due at IAO:	February 15, 2011	Legislated Due Date:	MAR 4, 2011

Section 7 of the *Freedom of Information and Protection of Privacy Act* places a duty on public bodies to respond to formal requests without delay and imposes a time limit of 30 working days from the date the FOI request is received, with certain specific exceptions. In an effort to ensure consistent government practice and in order to comply with current policy, ministries are required to locate and retrieve responsive records and identify potential harms that could result from their disclosure. This form will help guide this process and allow IAO staff to better understand the context of the records and make informed severing recommendations based on potential harms. Once this form has been completed, please forward to the above-noted IAO analyst. If you need assistance to complete this form, please contact your Analyst.

For Ministry Use - please ensure that any issues associated with the possible disclosure of records responsive to this request have been communicated to your Ministry Executive and/or Public Affairs Bureau Communications Office.

Search for Records	
Please describe your search for records including what records were searched (i.e. Files, email, databases, TRIM files, off-site records, etc), duration of search time, and who conducted the search for records.	Searched Financial records Denise Champion
Program Area Recommendations	
Document potential harms* that could result from disclosure of records gathered and/or any other concerns with disclosure and provide disclosure recommendations.	Please contact Denise Champion if you have any questions regarding this prepared document.
<p>*NOTE: Harms – E.g. disclosure of information in the records could significantly harm law enforcement matters, relations with other governments, the Ministry's financial or negotiating position, or a third party's interests on a given topic. Please specify the types of information of concern and the potential harms associated with each type</p>	
Location of Records	
Please indicate here, if you are aware of any other public bodies or locations that may have records responsive to this request.	
Ministry Program Area:	Public Affairs Bureau
Recommendations Completed By:	Denise Champion
Date:	Feb 2, 2010

NOTE:

Records are to be forwarded to IAO as soon as possible, but no later than 12 business days from the date of this call for records, except where IAO has advised that the request is cross-government.

For cross-government requests, records are to be forwarded to IAO as soon as possible, but no later than 20 business days from the date of this call for records.

Ministry Support Guidelines for GENERAL FOI Requests

Preliminary Search for Records and Assessment of Fees:

- If records do not exist within the public body, please advise IAO immediately. The request will be closed or redirected by IAO.
- If some/all records reside within another public body, please advise IAO immediately specifying the other public body. The request will be transferred by IAO.
- Complete and submit the attached Fee Estimate Calculation form to assist IAO in determining if it is appropriate to issue a fee estimate for this request.

Records Gathering Process:

- Review records to ensure they are responsive to the request.
- To ensure IAO has a complete understanding of the records provided and their context, the ministry is required to identify any areas of concern regarding their disclosure. This will assist IAO analysts in assessing any harm contemplated by FOIPPA, and consider the recommendation of any applicable exceptions to disclosure.
- Issues management concerning the content of the responsive records is a responsibility of the ministry; therefore, issues associated with the possible disclosure of records responsive to this request should be communicated directly to your Ministry Executive and/or Public Affairs Bureau Communications Office.

Providing Responsive Records to IAO:

- Wherever possible, the ministry is required to send records electronically to the IAO analyst in either original electronic format or by scanning hard copy records and sending electronically. If volume is prohibitive for electronic submission, package or disc with scanned documents should be mailed to:

Information Access Operations
Ministry of Citizens Services
PO Box 9569 Stn Prov Govt
Victoria BC, V8W 9K1

- Please ensure the responsive records have been reviewed and approved by the applicable program area.

Elliot, Nathan SSBC:EX

From: Haussmann, April PAB:EX
Sent: Wednesday, February 2, 2011 4:05 PM
To: Elliot, Nathan SSBC:EX
Cc: Hendry, Jackie SSBC:EX
Subject: Reply- FOI #PAB-2011-00005
Attachments: memo_PAB 2011-00005.pdf; Call for Records (3).doc

Hello Nathan,

Please find attached our response to this request. Please contact Denise Champion (250 953 4685) if you have any questions regarding this document.

Regards
April

April Haussmann

FOI Coordinator
Public Affairs Bureau
Cell: 250 893-8972

email: April.Haussmann@gov.bc.ca

♻ Please consider the environment before printing this email

From: Elliot, Nathan SSBC:EX
Sent: Friday, January 28, 2011 8:41 AM
To: Haussmann, April PAB:EX
Cc: Price, Jane PAB:EX; Champion, Denise PAB:EX; Greer, David PAB:EX; Perzoff, Lara PAB:EX; Hendry, Jackie SSBC:EX
Subject: FOI #PAB-2011-00005

Please see below a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be **Nathan Elliot** at 250-356-2805.

“Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.”

Please complete the attached Call for Records form and return to your analyst by **February 15, 2011**.

If the public body's total search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, we may be in a position to issue a fee estimate. If this is the case, please also complete the attached Fee Calculation form and return to your analyst ASAP.

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 to prove that they have conducted an adequate search for relevant records.

Please do not hesitate to contact your analyst to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- whether staff would be available to discuss the request with the applicant, if the applicant is agreeable;
- 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.

Nathan Elliot

Information and Privacy Analyst

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Tel: (250) 356-2805 Fax: (250)387-9843

PO Box 9569 Stn Prov Gov't (2nd Floor, 548 Michigan Street)

Victoria BC V8W 9K1

Providing Services to:

Office of the Premier

Public Affairs Bureau

BC Public Service Agency

Shared Services BC

Ministry of Citizens' Services

Elliot, Nathan SSBC:EX

From: Elliot, Nathan SSBC:EX
Sent: Friday, January 28, 2011 8:41 AM
To: Haussmann, April PAB:EX
Cc: Price, Jane PAB:EX; Champion, Denise PAB:EX; Greer, David PAB:EX; Perzoff, Lara PAB:EX; Hendry, Jackie SSBC:EX
Subject: FOI #PAB-2011-00005
Attachments: Call for Records.doc; FEE ESTIMATE.doc

Please see below a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be **Nathan Elliot** at **250-356-2805**.

"Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years."

Please complete the attached Call for Records form and return to your analyst by **February 15, 2011**.

If the public body's total search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, we may be in a position to issue a fee estimate. If this is the case, please also complete the attached Fee Calculation form and return to your analyst ASAP.

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 to prove that they have conducted an adequate search for relevant records.

Please do not hesitate to contact your analyst to discuss:

- whether the records may be routinely releasable;
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- whether staff would be available to discuss the request with the applicant, if the applicant is agreeable;
- 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.

Nathan Elliot

Information and Privacy Analyst
Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
Tel: (250) 356-2805 Fax: (250)387-9843
PO Box 9569 Stn Prov Gov't (2nd Floor, 548 Michigan Street)
Victoria BC V8W 9K1

Providing Services to:

Office of the Premier
Public Affairs Bureau
BC Public Service Agency
Shared Services BC
Ministry of Citizens' Services

Kukucska, Cindy L SSBC:

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 21, 2011 4:24 PM
To: Kukucska, Cindy L SSBC:EX
Subject: TRIM: FW: FOI Requests

TRIM Dataset: GN
TRIM Record Number: D2855911A
TRIM Record URI: 2473669

For our letter – please be sure to advise the rest of the xgov team of our approach on both requests.

Maxine

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 3:49 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests

The applicant has agreed to formally withdraw her requests to the other 4 public bodies (Social Development, PSSG, Transportation & Infrastructure, and Education) and redirect to the Public Affairs Bureau. I informed my contact and records will be created to respond. Please have intake open a PAB file. Thanks!
J

From: S22
Sent: Friday, January 21, 2011 3:42 PM
To: Hendry, Jackie SSBC:EX
Subject: Re: FOI Requests

Hello Jackie,
If that's the way the communications budget works then let's do that. Please consider this email my wish to redirect the budget part of my request to the Public Affairs bureau.
Thanks,

S22

Request Number: _____ Date Request Entered: _____	Task Complete Initials and Date	Peer Review Initials and Date
INTAKE ANALYST TASKS		
CHECK: <ul style="list-style-type: none"> Is the request clearly for 'specific records' (i.e. not questions or requests for information) If it isn't clear, refer to you Team Lead Is the request within IAO service or jurisdiction? <p>IAO responds to requests for records held by 'public bodies' that are covered by FOIPPA and for which IAO provides service.</p> <ul style="list-style-type: none"> Examples of public bodies that have their own FOI operations are: ICBC; RCMP; Municipal Governments (including Police); Health Authorities. Examples of organizations that are not covered by FOIPPA are Office of Ombudsman; OIPC; Courts. If in doubt speak with your Team Lead. <p>If the request is outside of IAO's service or jurisdiction, redirect the applicant to the appropriate organization. Before redirecting the applicant to the appropriate organization, confirm 'the other organizations' contact information by referencing Intake's other public body contact list or checking with the Intake Team Lead.</p>	ck	Check - has Intake Analyst Initialed?
CHECK: Is this a duplicate request? - has the applicant requested these records or similar records before? Is it an original of what was received in our FOI centralized mailbox and needs to be redirected to the POD for filing? Before registering - search the CRTS for previous entries. The 'key search criteria' would include applicant's name, or the affiliate and key word description. If duplicate (same processing org/date range), talk to Team Lead. If similar - is it a related request? If related be sure to use the related request tab in CRTS and enter related number into Intake comments.	ck	Check - has Intake Analyst Initialed? <input checked="" type="checkbox"/>
CRTS DATA ENTRY: <ul style="list-style-type: none"> Has the request been date stamped? Request is entered following CRTS data entry standards - refer to user manual Processing org is correct - refer to processing org chart Description field accurately captures what the applicant is requesting and grammar spelling (<u>issues must be identified and discussed with Intake Analyst</u>) Receipt date/Start date is correct. Applicant/Affiliate fields are appropriate - refer to the CRTS user manual Executive comment is entered according to standard - refer to Exec standards sheet on activities Activities are entered according to standard (Start/Received has start and end date) Intake Comment is entered - if applicable) 	ck	• • • • • • •
TRIM DATA ENTRY: <ul style="list-style-type: none"> Electronic folder is opened according to standard Physical folder is opened according to standard Incoming request is TRIMMED TRIM Reference is sent to appropriate POD according to standard procedure 	ck	
INTAKE ADMIN TASKS Date Package Received: _____	Task Complete Initials	Peer Reviewer Initials
CREATE: an Acknowledgement letter (located in J:\General\Ministry Teams\Templates) NOTE: 1. Admin staff will copy the request description from CRTS, and paste it to the Ack. Letter, some changes may be required. If it is substantially different from what the applicant is requesting, STOP inform your Intake staff person. 2. Expectation is that a clean template will be used for each new acknowledgement letter.	ck	
CREATE: File folder (folder is created according to standard; original request is filed to left side of folder; Ack letter is filed to right side of folder) this includes consults - consult letter on left, correspondence on the right.	ck	mv
<ul style="list-style-type: none"> IF REQUEST REC'D VIA EMAIL - Ack letter should be emailed to applicant Check email address - ensure correct Check attachment - ensure correct (Suggest - open the letter and use the 'send to function' - 'as an attachment' - ensure you key in appropriate email address)	ck	
<ul style="list-style-type: none"> IF REQUEST REC'D VIA MAIL - Ack letter will be mailed via postal (electronic copy of Ack letter should include 'original signed' in the signature box) if the applicant provides an email address send it via email 		
TRIM DATA ENTRY: Ack letter is TRIMMED according to standards (if letter sent electronically, the outgoing email is trimmed as well)	ck	
CRTS Data Entry is completed according to standard (Ack letter task has start and end date)	ck	
Completed file passed to appropriate Pod	Date Completed: _____ Page 25	



File: 292-30/PAB-2011-00005

January 24, 2011

Sent via email: S22

S22

Dear S22

Re: Freedom of Information and Protection of Privacy Act - Request for Access to Records

The Ministry of Public Safety and Solicitor General (PSS), the Ministry of Social Development (MSD), the Ministry of Education (EDU), and the Ministry of Transportation and Infrastructure (TRA), received your requests for access to information under the Freedom of Information and Protection of Privacy Act (the Act) on January 4, 2011 and January 5, 2011 respectively. Your requests were worded as follows:

Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations).

As you know, your request was brought forward to the Public Affairs Bureau (PAB) through Jackie Hendry, Team Lead with Information Access Operations for PAB. PAB advises that they are able to create a document to provide full time employee (FTE) information broken down by Ministry. The Communications budget is kept centrally and therefore is not broken down by Ministry. This information can be put together for you to respond to your request.

We confirm our understanding that you have withdrawn your requests to the public bodies noted above. We have opened a file as of January 21, 2011 with the Public Affairs Bureau, which is worded as follows:

Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

The Act allows 30 business days for public bodies to respond unless the nature of the request requires an extension as per section 10. We will make every effort to respond to your request by **March 4, 2011**. We will notify you as soon as possible if there is a need to extend the time limit for responding to your request.

The Act also allows that we may charge a fee for certain limited costs of providing you with the requested information, such as locating, retrieving and copying a large volume of records. Should this be the case, we will contact you at a later date with a fee estimate.

Should you have any questions now or during the processing of your request please contact our office at **250-387-1321** and ask to speak with the analyst assigned to your request. If calling from **Vancouver** dial **604-660-2421**, or elsewhere in BC dial **1-800-663-7867**, and ask to be transferred to **250-387-1321**. Please quote the file number(s) identified at the top of this letter.

Regards,

~ original signed by ~

Cindy Kukucska, Consolidated Intake
Information Access Operations

Hendry, Jackie SSBC:EX

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 3:44 PM
To: S22
Subject: RE: FOI Requests

Thank-you very much.
Jackie Hendry

From: S22
Sent: Friday, January 21, 2011 3:42 PM
To: Hendry, Jackie SSBC:EX
Subject: Re: FOI Requests

Hello Jackie,
If that's the way the communications budget works then let's do that. Please consider this email my wish to redirect the budget part of my request to the Public Affairs bureau.
Thanks,

S22

Hendry, Jackie SSBC:EX

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 3:02 PM
To: S22
Subject: RE: FOI Requests

Hello S22

Thank-you for your clarification.

Pertaining to request #1:

- The Public Affairs Bureau is able to create a document to provide full time employee (FTE) information broken down by Ministry. The Communications budget is kept centrally and therefore is not broken down by Ministry. This information can be put together for you to respond to your request. **Please respond to this email to confirm you wish to re-direct your request to the Public Affairs Bureau, and withdraw your requests to the BC Ministries of Social Development, Public Safety & Solicitor General, Transportation & Infrastructure and Education.**

Pertaining to request #2:

- I have shared your clarified request with my colleagues serving the Public Bodies you directed your request to. You will receive a response as per the formal FOI process.

Please respond as soon as possible.

Regards,

Jackie Hendry

Team Lead

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Phone: 250-387-3233

Fax: 250-387-9843

Providing Services to:

*Office of the Premier, Ministry of Citizens' Services,
BC Public Service Agency, Public Affairs Bureau,
and Shared Services BC*

From: S22
Sent: Thursday, January 20, 2011 4:19 PM
To: Hendry, Jackie SSBC:EX
Subject: Re: FOI Requests

Hello Jackie,

Thanks for your email.

Though these links are helpful, they don't meet the requirements of my requests.

To clarify:

- 1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.
- 2) I'm looking for the individual policies for each ministry dealing with social media use.

Hope that helps. Please let me know if you have any other questions.
Take care,

--
S22

Hendry, Jackie SSBC:EX

From: Hendry, Jackie SSBC:EX
Sent: Wednesday, January 19, 2011 5:00 PM
To: S22
Cc: Elbahir, Cindy SSBC:EX
Subject: FOI Requests

Deal S22

#309

I am writing to you concerning the Access to Records (FOI) requests you made to the BC Ministries of Social Development, Public Safety & Solicitor General, Transportation & Infrastructure and Education.

The wording of request #1 (received January 4, 2011) is as follows:

I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations).

With respect to request #1, I have included the links below from the Province of BC's website for your review. They contain the figures for total salaries and budgets for the Public Affairs Bureau. Refer to The Supplement to the Estimates/Consolidated Revenue Fund Operating Summary.

[http://www.bcbudget.gov.bc.ca/2010/estimates/2010 Supplement to the Estimates.pdf](http://www.bcbudget.gov.bc.ca/2010/estimates/2010%20Supplement%20to%20the%20Estimates.pdf)

[http://www.bcbudget.gov.bc.ca/2009/estimates/2009 Supplement to the Estimates.pdf](http://www.bcbudget.gov.bc.ca/2009/estimates/2009%20Supplement%20to%20the%20Estimates.pdf)

[http://www.bcbudget.gov.bc.ca/2008/estimates/2008 Supplement to the Estimates.pdf](http://www.bcbudget.gov.bc.ca/2008/estimates/2008%20Supplement%20to%20the%20Estimates.pdf)

The wording of request #2 (received January 5, 2011) is as follows:

I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook.

With respect to request #2, I have included the link below from the Province of BC's website for your review. It contains the Guidelines for Conducting Citizen Engagement, Specific to Social Media.

http://www.gov.bc.ca/citz/citizens_engagement/some_guidelines_master.pdf

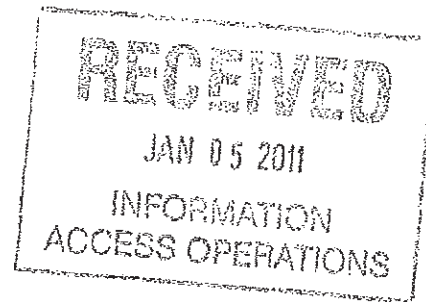
Please let me know as soon as possible whether or not this is the information you seek. I would be happy to discuss these requests with you. Please contact me at your earliest convenience.

Many Thanks,
Jackie Hendry
Team Lead
Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-3233
Fax: 250-387-9843

Providing Services to:
Office of the Premier, Ministry of Citizens' Services, BC Public Service Agency, Public Affairs Bureau,
and Shared Services BC

December 10, 2010

Freedom of Information Requests
B.C. Education
Stn Prov Govt
Box 9569
Victoria, BC
V8W 9K1



I would like to make a request to you under the Freedom of Information and Protection of Privacy Act.

Please provide me access, as the law requires, to records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations).

If you have any questions, please contact me at

S22

Thank you.

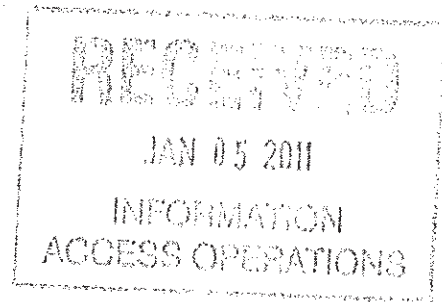
S22

Jones, Krista SSBC:EX

From: Andrea.Churchill@gov.bc.ca
Sent: Monday, January 10, 2011 10:01 AM
To: Churchill, Andrea SSBC:EX
Attachments: tra-2011-00005.pdf

December 10, 2010

Freedom of Information Requests
Ministry of Transportation and Infrastructure
Stn Prov Govt
PO Box 9569
Victoria, BC
V8W 9K1



I would like to make a request to you under the Freedom of Information and Protection of Privacy Act.

Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook.

If you have any questions, please contact me at

S22

Thank you.

S22

Xref - EDU - 2011 - 00001
PSS - 2011 - 00021
m112 2011 00011

Jones, Krista SSBC:EX

From: Churchill, Andrea SSBC:EX
Sent: Tuesday, January 11, 2011 9:14 AM
To: Plater, Carmelina SSBC:EX; Ghag, Kris SSBC:EX
Cc: Fuller, Russ D SSBC:EX
Subject: FOI requests for general information - TRA-2011-00005 Guidelines for personal or business use of social media sites
Attachments: 100001 - INFORMATION AND PRIVACY FREEDOM OF INFORMATION - FOI requests for general ~ 00005 Guidelines for personal or business use of social media sites.tr5

New Request - not sure if this was already sent to you but I had to delete an attachment so I'm sending it just in case.

Thanks

-----< TRIM Record Information >-----

Record Number : ARCS-00292-30/1165311A
Title : 100001 - INFORMATION AND PRIVACY: FREEDOM OF INFORMATION - FOI requests for general information - TRA-2011-00005 Guidelines for personal or business use of social media sites

Jones, Krista SSBC:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Monday, January 24, 2011 10:39 AM
To: S22
Subject: TRIM: Acknowledgement letter - FOI request
Attachments: ack letter.pdf

Please find an acknowledgement letter attached.

Sincerely,

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843



File: 292-30/EDU-2011-00001
PSS-2011-00021
MSD-2011-00011
TRA-2011-00005

January 24, 2011

Sent via email: S22

S22

Dear S22

Re: Freedom of Information and Protection of Privacy Act - Request for Access to Records

The Ministry of Education (EDU), the Ministry of Public Safety and Solicitor General (PSS), the Ministry of Social Development (MSD), and the Ministry of Transportation and Infrastructure (TRA), received your requests for access to information under the Freedom of Information and Protection of Privacy Act (the Act) on January 4, 2011 (EDU) and January 5, 2011 (PSS, MSD, TRA). We understand your requests to be for:

Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

The Act allows 30 business days for public bodies to respond unless the nature of the request requires an extension as per section 10. We will make every effort to respond to your requests by **February 15, 2011 (EDU) and February 16, 2011 (PSS, MSD, TRA)**. We will notify you as soon as possible if there is a need to extend the time limit for responding to your request.

The Act also allows that we may charge a fee for certain limited costs of providing you with the requested information, such as locating, retrieving and copying a large volume of records. Should this be the case, we will contact you at a later date with a fee estimate.

Should you have any questions now or during the processing of your request please contact our office at **250-387-1321** and ask to speak with the analyst assigned to your request. Please quote the file number(s) identified at the top of this letter.

Regards,



Cindy Kukukska, Consolidated Intake
Information Access Operations



File: 292-30/TRA-2011-00005

January 25, 2011

S22

Dear S22

Re: Freedom of Information and Protection of Privacy Act - Request for Access to Records

On January 5, 2011 the Ministry of Transportation and Infrastructure (TRA) received your request for:

Any guidelines for personal or business use of social media sites by employees (Social media sites include but are not limited to Twitter and Facebook).

It has been determined that the Ministry of Citizens' Services would have custody and control of some of the records requested. Therefore, under section 11 of the Act, the request noted above has been partially transferred to the Ministry of Citizens' Services.

The Ministry of Citizens' Services must respond to you within 30 days after receiving your partially transferred request, unless that public body extends the time limit for responding to you. Cindy Elbahir at the Ministry of Citizens' Services will contact you shortly to confirm receipt of this request.

If you feel this transfer is unjustified or that you require further clarification, you have the right to ask the Information and Privacy Commissioner to investigate the matter (see enclosure).

Yours truly,

Krista Jones
Information Access Analyst

Enclosure

cc: Cindy Elbahir, Ministry of Citizens' Services

Jones, Krista SSBC:EX

From: Jones, Krista SSBC:EX
Sent: Monday, January 24, 2011 12:01 PM
To: MTI FOI REQUESTS TRAN:EX
Subject: FOI Call for Records TRA-2011-00005
Attachments: Call for Records Form.doc; Fee Estimate Form.doc; r_tra-2011-00005.pdf

Hello,

Please find attached a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be **Krista Jones**. You'll note that the attached request has been redacted to remove information that would identify the applicant. This is a cross-government request.

If the public body's total search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, we may be in a position to issue a fee estimate. Please complete the attached Fee Calculation form and return to your analyst ASAP. Once fees have been determined and the applicant has paid the deposit or total sum, your analyst will contact you to continue the call for records process. 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 to your analyst by **February 7, 2011**.

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 swear affidavits that they conducted an adequate search.

Please do not hesitate to contact your analyst to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- whether staff would be available to discuss the request with the applicant, if the applicant is agreeable;
- 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,

Krista Jones
Junior Analyst
Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
☎ (250)953-3622
✉ Krista.Jones@gov.bc.ca

Providing Services to:
Ministry of Citizens' Services
Ministry of Community, Sport & Cultural Development

Ministry of Finance
Ministry of Tourism, Trade & Investment
Ministry of Transportation and Infrastructure

Information Access Operations

Call for Records - General

FOI Request Number:	TRA-2011-00005	Applicant Type:	Individual
IAO Analyst:	Krista Jones	Received Date:	January 5, 2011
Records Due at IAO:	February 7, 2011	Legislated Due Date:	February 16, 2011

Section 7 of the *Freedom of Information and Protection of Privacy Act* places a duty on public bodies to respond to formal requests without delay and imposes a time limit of 30 working days from the date the FOI request is received, with certain specific exceptions. In an effort to ensure consistent government practice and in order to comply with current policy, ministries are required to locate and retrieve responsive records and identify potential harms that could result from their disclosure. This form will help guide this process and allow IAO staff to better understand the context of the records and make informed severing recommendations based on potential harms. Once this form has been completed, please forward to the above-noted IAO analyst. If you need assistance to complete this form, please contact your Analyst.

For Ministry Use - please ensure that any issues associated with the possible disclosure of records responsive to this request have been communicated to your Ministry Executive and/or Public Affairs Bureau Communications Office.

Search for Records	
Please describe your search for records including what records were searched (i.e. Files, email, databases, TRIM files, off-site records, etc), duration of search time, and who conducted the search for records.	
Program Area Recommendations	
Document potential harms* that could result from disclosure of records gathered and/or any other concerns with disclosure and provide disclosure recommendations.	
<p>*NOTE:</p> <p>Harms – E.g. disclosure of information in the records could significantly harm law enforcement matters, relations with other governments, the Ministry's financial or negotiating position, or a third party's interests on a given topic. Please specify the types of information of concern and the potential harms associated with each type</p>	
Location of Records	
Please indicate here, if you are aware of any other public bodies or locations that may have records responsive to this request.	
Ministry Program Area:	
Recommendations Completed By:	
Date:	

NOTE:

Records are to be forwarded to IAO as soon as possible, but no later than 12 business days from the date of this call for records, except where IAO has advised that the request is cross-government.

For cross-government requests, records are to be forwarded to IAO as soon as possible, but no later than 20 business days from the date of this call for records.

Ministry Support Guidelines for GENERAL FOI Requests

Preliminary Search for Records and Assessment of Fees:

- If records do not exist within the public body, **please advise IAO immediately**. The request will be closed or redirected by IAO.
- If some/all records reside within another public body, **please advise IAO immediately** specifying the other public body. The request will be transferred by IAO.
- Complete and submit the attached Fee Estimate Calculation form to assist IAO in determining if it is appropriate to issue a fee estimate for this request.

Records Gathering Process:

- Review records to ensure they are responsive to the request.
- To ensure IAO has a complete understanding of the records provided and their context, the ministry is required to identify any areas of concern regarding their disclosure. This will assist IAO analysts in assessing any harm contemplated by FOIPPA, and consider the recommendation of any applicable exceptions to disclosure.
- Issues management concerning the content of the responsive records is a responsibility of the ministry; therefore, issues associated with the possible disclosure of records responsive to this request should be communicated directly to your Ministry Executive and/or Public Affairs Bureau Communications Office.

Providing Responsive Records to IAO:

- Wherever possible, the ministry is required to send records electronically to the IAO analyst in either original electronic format or by scanning hard copy records and sending electronically. If volume is prohibitive for electronic submission, package or disc with scanned documents should be mailed to:

**Information Access Operations
Ministry of Citizens Services
PO Box 9569 Stn Prov Govt
Victoria BC, V8W 9K1**

- Please ensure the responsive records have been reviewed and approved by the applicable program area.

Information Access Operations Fee Estimate Calculation Table

FOI Request Number:	TRA-2011-00005
IAO Analyst:	Krista Jones

Section 75 of the *Freedom of Information and Protection of Privacy Act* provides that public bodies may charge fees for certain limited services that they provide in the processing of formal Freedom of Information (FOI) requests. In an effort to ensure consistent government practice in estimating fees and in order to comply with current policy, IAO requires that the ministry estimate the time required to complete certain tasks associated with the processing of formal FOI requests. To help guide this process, included below is a list of tasks that can be charged for. Please note that the time spent reviewing records for harms or exceptions is not chargeable. If you have questions or need assistance completing the fee estimate, please contact your Analyst.

Once the estimate is complete, please forward to the above-noted IAO analyst before locating and retrieving records. Where it is appropriate to charge a fee, IAO will provide the applicant with a fee estimate outlining the payment required. Once the required payment has been received, IAO will advise the ministry to proceed with the retrieval, preparation and scanning/copying of records.

For Ministry Use - please ensure that all reasonable efforts are made to generate an accurate estimate.

1. Locating, Retrieving, and Producing Records		
Associated Tasks	Estimated Effort (in hours)	Actual Effort (in hours)
<p>This is to include time spent:</p> <ul style="list-style-type: none"> • reviewing file lists and off-site lists and generating a list of files; • calling to ask for the retrieval of boxes from off-site storage; • consulting with staff regarding the content of specific boxes of files; • compiling paper files from cabinets and compiling documents from those files; • reading through files to determine whether records are responsive – estimated time is 15 minutes per 1" file; • viewing videotapes and listening to audiotapes to determine whether they are responsive; • searching email, records databases, TRIM folders, etc & if necessary printing responsive records; and, • completing other related tasks. 		
<ul style="list-style-type: none"> • Please indicate the time, if any, spent producing records from machine readable records. • Please differentiate between time spent using a central mainframe processor and time spent developing computer programs to create the records. 		

Information Access Operations - Fee Estimate Calculation Table

NOTES:

Fee estimates & actual costs do not include the costs of retrieving/returning boxes from/to off-site storage facilities.

A machine readable record is anything upon which information is stored or recorded such that a computer or other mechanical device can render the information intelligible.

2. Preparing Records for Disclosure

Associated Tasks	Estimated Effort (in hours)	Actual Effort (in hours)
<p>This is to include time spent:</p> <ul style="list-style-type: none"> • preparing records for photocopying/scanning – (remove staples, etc); • photocopying records; • putting files back together – (re-file, re-staple, put records back in cerlox coils, etc); and • assembling the package and ensuring the package is complete. 		

NOTE:

IAO's preferred method of receiving records is electronically (preferably in pdf format).

3. Providing Copies of Records

	Estimated Volume	Actual Volume
Please indicate the total number of pages that are responsive to the request.		

NOTES:

The average file folder is 1" and holds approximately 200 single-sided pages.

Where records are double-sided, please estimate the total number of sides.

One standard Records Centre Services Box (1 cubic foot) holds approximately:

- 2,200 pages if they are in letter sized folders; and
- 1,800 pages if they are in legal sized folders.

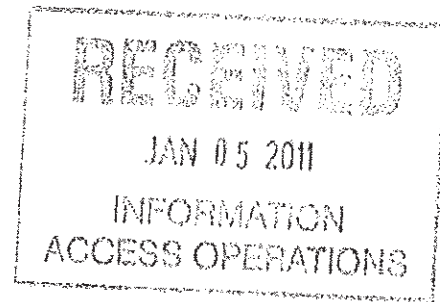
Ministry Program Area:	
Estimate Completed By:	
Date:	

For IAO Use Only

Total Fee to Applicant		
Task	Estimated Costs	Actual Costs
Locating, Retrieving and Producing Records		
Preparing Records for Disclosure		
Providing Copies of Records		
Shipping Costs		
TOTAL:		

December 10, 2010

Freedom of Information Requests
Ministry of Transportation and Infrastructure
Stn Prov Govt
PO Box 9569
Victoria, BC
V8W 9K1

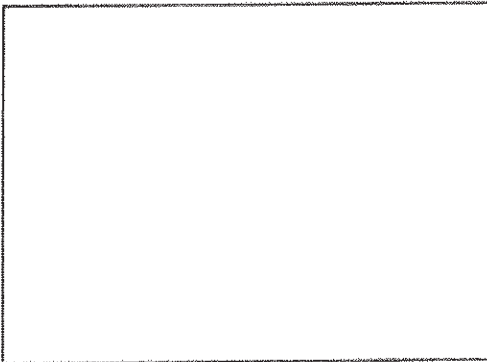


I would like to make a request to you under the Freedom of Information and Protection of Privacy Act.

Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook.

If you have any questions, please contact me at

Thank you.



Xref - EDU - 2011 - 00001
PSS - 2011 - 00021
m112 2011 00011

Jones, Krista SSBC:EX

From: Mason, Shanna TRAN:EX
Sent: Monday, January 24, 2011 5:33 PM
To: MTI FOI REQUESTS TRAN:EX
Cc: Grossmith, Cathy TRAN:EX; Jones, Krista SSBC:EX
Subject: RE: FOI Call for Records TRA-2011-00005

Hi Steve,

We do not have a Ministry guideline and follow the government one. Plus the Standards of Conduct would also apply.

Does that help?

Shanna Mason

Executive Director Highway Department
Ministry of Transportation & Infrastructure

250-387-3260

Ministry's Internet <http://www.gov.bc.ca/tran/>

From: MTI FOI REQUESTS TRAN:EX
Sent: Monday, January 24, 2011 2:10 PM
To: Mason, Shanna TRAN:EX
Cc: Grossmith, Cathy TRAN:EX; Jones, Krista SSBC:EX
Subject: FW: FOI Call for Records TRA-2011-00005

Hi Shanna,

IAO has received an FOI request concerning: "Any guidelines for personal or business use of social media sites by [Transportation's] employees. Social media sites include but are not limited to Facebook and Twitter."

As policy is set by the GCIO's office. I'm 99% sure that we don't have records.

S13

S13

please indicate whether or not we have records I will let IAO know and begin the next steps.

If you can

S13

S13

Thanks

Steve Omelus
356-0976

From: Jones, Krista SSBC:EX
Sent: Monday, January 24, 2011 12:01 PM
To: MTI FOI REQUESTS TRAN:EX
Subject: FOI Call for Records TRA-2011-00005

Hello,

Please find attached a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be **Krista Jones**. You'll note that the attached request has been redacted to remove information that would identify the applicant. This is a cross-government request.

If the public body's total search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, we may be in a position to issue a fee estimate. Please complete the attached Fee Calculation form and return to your analyst ASAP. Once fees have been determined and the applicant has paid the deposit or total sum, your analyst will contact you to continue the call for records process. 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 to your analyst by **February 7, 2011**.

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 swear affidavits that they conducted an adequate search.

Please do not hesitate to contact your analyst to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- whether staff would be available to discuss the request with the applicant, if the applicant is agreeable;
- 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,

Krista Jones

Junior Analyst

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

☎ (250)953-3622

✉ Krista.Jones@gov.bc.ca

Providing Services to:

Ministry of Citizens' Services

Ministry of Community, Sport & Cultural Development

Ministry of Finance

Ministry of Tourism, Trade & Investment

Ministry of Transportation and Infrastructure



292-30/TRA-2011-00005

292-30/TRA-2011-00005

Request Description:

Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

Information Access Operations (IAO) canvassed the Ministry for responsive records. We are advised that responsive records do not exist.

Recommendation:

FOI Analyst: Krista Jones	Signature:	Date:
Team Lead: Kris Ghag	Signature:	Date:
FOI Director/Manager Approval: Russ Fuller	Signature:	Date:

FOI Approval Authority: Name: Russ Fuller	Position: Manager, Access and Records Services	Date:
Signature:		
Comments:		
Ministry Executive: Name: _____ Signature: _____	Position: _____ _____	Date:

Package release prepared by:	FOI Analyst:	Date:
------------------------------	--------------	-------

Jones, Krista SSBC:EX

From: Jones, Krista SSBC:EX
Sent: Wednesday, January 26, 2011 8:59 AM
To: MTI FOI REQUESTS TRAN:EX
Subject: TRA-2011-00005 - Sign-off

Good morning,

Please see I have attached the sign-off sheet for the above noted request. Please have the approved sign-off returned to me no later than February 3, 2011.



20110126085455.p
df

Thank you

Krista Jones

Information Analyst
Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
☎ (250)953-3622
✉ Krista.Jones@gov.bc.ca

Providing Services to:

Ministry of Citizens' Services
Ministry of Community, Sport & Cultural Development
Ministry of Finance
Ministry of Tourism, Trade & Investment
Ministry of Transportation and Infrastructure

From: Krista.Jones@gov.bc.ca [<mailto:Krista.Jones@gov.bc.ca>]
Sent: Wednesday, January 26, 2011 8:55 AM
To: Jones, Krista SSBC:EX
Subject:



Request Number 292-30/TRA-2011-00005

FOI - Review of Information / Révisé de l'information - Révisé par le Ministère

Request Description:

Request received January 5, 2011, from an Individual applicant, for:

Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

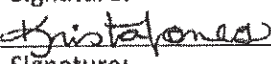


Comments:

Information Access Operations (IAO) canvassed the Ministry for responsive records. We are advised that responsive records do not exist.


IAO partially transferred this request to the Ministry of Citizens' Services.

Recommendation:

IAO recommends advising the applicant that no records exist.

FOI Analyst: Krista Jones	Signature: 	Date: Jan 26/11
Team Lead: Kris Ghag	Signature: 	Date: Jan 26/11
FOI Director/Manager Approval: Russ Fuller	Signature: 	Date: Jan 26/11

2. FOI and Ministry Executive - Approval to Release Package to applicant

FOI Approval Authority: Name: Russ Fuller	Position: Manager, Access and Records Services	Date:
Signature: 		Jan 26/11
Comments:		
Ministry Executive: Name: _____	Position: _____	Date:
Signature: _____		

3. FOI - Release to applicant

Package release prepared by:	FOI Analyst:	Date:

Jones, Krista SSBC:EX

From: MTI FOI REQUESTS TRAN:EX
Sent: Wednesday, January 26, 2011 2:13 PM
To: Jones, Krista SSBC:EX
Subject: FW: TRA-2011-00005 - Sign-off

Hi Krista,
Please see below. Final sign-off. Thanks
Steve

From: Mason, Shanna TRAN:EX
Sent: Wednesday, January 26, 2011 2:06 PM
To: MTI FOI REQUESTS TRAN:EX
Subject: RE: TRA-2011-00005 - Sign-off

Approved.

Wow... I think that is record turn around!

Shanna Mason

Executive Director Highway Department
Ministry of Transportation & Infrastructure

250-387-3260
Ministry's Internet <http://www.gov.bc.ca/tran/>

From: MTI FOI REQUESTS TRAN:EX
Sent: Wednesday, January 26, 2011 2:00 PM
To: Mason, Shanna TRAN:EX
Subject: FW: TRA-2011-00005 - Sign-off

Hi Shanna,
When you have a moment can you please sign-off on this request? This is the no records response for the FOI request concerning MTI's policy re: employees and social media. I don't need an actual signature, a note back saying approved will work perfectly. Thanks!
Steve

From: Jones, Krista SSBC:EX
Sent: Wednesday, January 26, 2011 8:59 AM
To: MTI FOI REQUESTS TRAN:EX
Subject: TRA-2011-00005 - Sign-off

Good morning,

Please see I have attached the sign-off sheet for the above noted request. Please have the approved sign-off returned to me no later than February 3, 2011.

<< File: 20110126085455.pdf >>

Thank you

Krista Jones
Information Analyst
Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
☎ (250)953-3622
✉ Krista.Jones@gov.bc.ca

Providing Services to:

Ministry of Citizens' Services
Ministry of Community, Sport & Cultural Development
Ministry of Finance
Ministry of Tourism, Trade & Investment
Ministry of Transportation and Infrastructure

From: Krista.Jones@gov.bc.ca [mailto:Krista.Jones@gov.bc.ca]
Sent: Wednesday, January 26, 2011 8:55 AM
To: Jones, Krista SSBC:EX
Subject:

Jones, Krista SSBC:EX

From: Ghag, Kris SSBC:EX
Sent: Tuesday, February 1, 2011 8:54 AM
To: Jones, Krista SSBC:EX
Subject: FW: PLEASE READ: Status report on xgov't requests
Attachments: Released - response letter DRAFT.docx

FYI- stay tuned on this one.

Given that this has been signed off for nearly a week, we'll need to make sure it is closed soon, but our timelines are at the mercy of the cross-government coordination team at this point.

KG

From: Ghag, Kris SSBC:EX
Sent: Monday, January 31, 2011 3:45 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Here is the letter that we were prepared to send out. I propose that we include David Hume's blurb in its own paragraph right after the one that includes the link to the public policy.

Additionally, given that TRAN has already partially transferred this request and the other ministries are now being directed not to do so, they should probably include a line that says something to the effect of:

Additionally, we understand that the Ministry of Citizens' Services is already processing this request as it was partially transferred by the Transportation and Infrastructure.

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Monday, January 31, 2011 1:10 PM
To: Foster, Anita SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: Re: PLEASE READ: Status report on xgov't requests

We are still waiting. Jackie will send it out. If we can have one person draft a letter for all to use this would be appreciated.

From: Foster, Anita SSBC:EX
Sent: Monday, January 31, 2011 12:21 PM
To: Ghag, Kris SSBC:EX; Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

I believe that we are still waiting?

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Ghag, Kris SSBC:EX

Sent: Monday, January 31, 2011 12:20 PM

To: Vanzetta, Maxine SSBC:EX

Cc: Foster, Anita SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Are we still waiting on David Hume to provide wording for inclusion in all response letters? The TRAN no records response was approved on the afternoon of January 26th

KG

From: Vanzetta, Maxine SSBC:EX

Sent: Friday, January 28, 2011 4:56 PM

To: Foster, Anita SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Importance: High

Please don't transfer any request related to the social media requests to CITZ. We are waiting on some verbiage from Jackie to include a response letter.

Thanks everyone,

Maxine

From: Foster, Anita SSBC:EX

Sent: Friday, January 28, 2011 2:58 PM

To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Further update on

Not Responsive

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Foster, Anita SSBC:EX

Sent: Friday, January 28, 2011 11:10 AM

To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Here are answers for the Ministry of Education:

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005 – Closed

100310 – social Media – no responsive records for Education and will also transfer to the Ministry of Citizens' Services

Not Responsive

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Kukucska, Cindy L SSBC:EX

Sent: Friday, January 28, 2011 10:16 AM

To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Hi there, I need a status report on the following xgov't requests – asap

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005

100310 – social Media

Not Responsive

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

.ck

From: Foster, Anita SSBC:EX

Sent: Friday, January 28, 2011 10:14 AM

To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

It would really help to have a couple of key words beside teach cross gov number ...?

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX

Sent: Friday, January 28, 2011 10:03 AM

To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX

Subject: PLEASE READ: Status report on xgov't requests

Importance: High

Hi there, I need a status report on the following xgov't requests – asap

100309

100310

Not Responsive

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

Jones, Krista SSBC:EX

From: Ghag, Kris SSBC:EX
Sent: Tuesday, February 1, 2011 9:29 AM
To: Jones, Krista SSBC:EX
Subject: 2 more emails for social media request.
Attachments: RE: (ck) RE: PLEASE READ: Status report on xgov't requests; RE: PLEASE READ: Status report on xgov't requests



Kris Ghag
Team Lead - Business and Infrastructure Team
Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
(250) 356-7966
Kris.Ghag@gov.bc.ca

Jones, Krista SSBC:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Tuesday, February 1, 2011 9:27 AM
To: Ghag, Kris SSBC:EX
Cc: Hendry, Jackie SSBC:EX
Subject: RE: (ck) RE: PLEASE READ: Status report on xgov't requests

I'll open today with a start date for the CTZ file being Jan 25 then.
Thanks.

.Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

From: Ghag, Kris SSBC:EX
Sent: Tuesday, February 1, 2011 9:24 AM
To: Kukucska, Cindy L SSBC:EX
Cc: Hendry, Jackie SSBC:EX; Elbahir, Cindy SSBC:EX
Subject: (ck) RE: PLEASE READ: Status report on xgov't requests

A letter went out to the applicant and a copy went to Central Agency inbox rather than the intake inbox by accident on January 25th.

I guess I thought that the Central Agency team would have followed up on this after it came up last Friday. In any event, I've attached an electronic copy of the letter to this email and I understand that Jackie or Cindy already have the signed copy that was left in their inbox.

KG

From: Kukucska, Cindy L SSBC:EX
Sent: Tuesday, February 1, 2011 9:19 AM
To: Ghag, Kris SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

And just to confirm Kris: I don't think Intake has seen a transfer request from TRAN as yet.

.Cindy K

From: Ghag, Kris SSBC:EX
Sent: Tuesday, February 1, 2011 9:14 AM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

I just re-read my blurb below and made a minor edit (in red). ☺

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 1, 2011 9:12 AM
To: Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

This is great Kris. This will be the letter the teams will use in response to this request. For those ministries that won't be transferring their request to CTZ, please use the below noted verbiage as suggested by Kris.

Thanks everyone,

Maxine

From: Ghag, Kris SSBC:EX
Sent: Monday, January 31, 2011 3:45 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Here is the letter that we were prepared to send out. I propose that we include David Hume's blurb in its own paragraph right after the one that includes the link to the public policy.

Additionally, given that TRAN has already partially transferred this request and the other ministries are now being directed not to do so, they should probably include a line that says something to the effect of:

Additionally, we understand that the Ministry of Citizens' Services is already processing this request as it was partially transferred by the Ministry of Transportation and Infrastructure.

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Monday, January 31, 2011 1:10 PM
To: Foster, Anita SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: Re: PLEASE READ: Status report on xgov't requests

We are still waiting. Jackie will send it out. If we can have one person draft a letter for all to use this would be appreciated.

From: Foster, Anita SSBC:EX
Sent: Monday, January 31, 2011 12:21 PM
To: Ghag, Kris SSBC:EX; Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

I believe that we are still waiting?

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Ghag, Kris SSBC:EX

Sent: Monday, January 31, 2011 12:20 PM

To: Vanzetta, Maxine SSBC:EX

Cc: Foster, Anita SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Are we still waiting on David Hume to provide wording for inclusion in all response letters? The TRAN no records response was approved on the afternoon of January 26th

KG

From: Vanzetta, Maxine SSBC:EX

Sent: Friday, January 28, 2011 4:56 PM

To: Foster, Anita SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Importance: High

Please don't transfer any request related to the social media requests to CITZ. We are waiting on some verbiage from Jackie to include a response letter.

Thanks everyone,

Maxine

From: Foster, Anita SSBC:EX

Sent: Friday, January 28, 2011 2:58 PM

To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Further update on

Not Responsive

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/liao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Foster, Anita SSBC:EX

Sent: Friday, January 28, 2011 11:10 AM

To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Here are answers for the Ministry of Education:

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005 – Closed

100310 – social Media – no responsive records for Education and will also transfer to the Ministry of Citizens' Services

Not Responsive

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

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Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Kukucska, Cindy L SSBC:EX

Sent: Friday, January 28, 2011 10:16 AM

To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Hi there, I need a status report on the following xgov't requests – asap

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005

Not Responsive

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

.ck

From: Foster, Anita SSBC:EX

Sent: Friday, January 28, 2011 10:14 AM

To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

It would really help to have a couple of key words beside teach cross gov number ...?

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

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Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX

Sent: Friday, January 28, 2011 10:03 AM

To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX

Subject: PLEASE READ: Status report on xgov't requests

Importance: High

Hi there, I need a status report on the following xgov't requests – asap

100309

100310

Not Responsive

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

Jones, Krista SSBC:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 1, 2011 9:20 AM
To: Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests



From: Ghag, Kris SSBC:EX
Sent: Tuesday, February 1, 2011 9:14 AM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

I just re-read my blurb below and made a minor edit (in red). ☺

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 1, 2011 9:12 AM
To: Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

This is great Kris. This will be the letter the teams will use in response to this request. For those ministries that won't be transferring their request to CTZ, please use the below noted verbiage as suggested by Kris.

Thanks everyone,

Maxine

From: Ghag, Kris SSBC:EX
Sent: Monday, January 31, 2011 3:45 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Here is the letter that we were prepared to send out. I propose that we include David Hume's blurb in its own paragraph right after the one that includes the link to the public policy.

Additionally, given that TRAN has already partially transferred this request and the other ministries are now being directed not to do so, they should probably include a line that says something to the effect of:

Additionally, we understand that the Ministry of Citizens' Services is already processing this request as it was partially transferred by the Ministry of Transportation and Infrastructure.

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Monday, January 31, 2011 1:10 PM
To: Foster, Anita SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: Re: PLEASE READ: Status report on xgov't requests

We are still waiting. Jackie will send it out. If we can have one person draft a letter for all to use this would be appreciated.

From: Foster, Anita SSBC:EX
Sent: Monday, January 31, 2011 12:21 PM
To: Ghag, Kris SSBC:EX; Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

I believe that we are still waiting?

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Ghag, Kris SSBC:EX
Sent: Monday, January 31, 2011 12:20 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Foster, Anita SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Are we still waiting on David Hume to provide wording for inclusion in all response letters? The TRAN no records response was approved on the afternoon of January 26th

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 4:56 PM
To: Foster, Anita SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests
Importance: High

Please don't transfer any request related to the social media requests to CITZ. We are waiting on some verbiage from Jackie to include a response letter.

Thanks everyone,

Maxine

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 2:58 PM
To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Further update on

Not Responsive

Anita Foster, Team Lead, Information Access Operations

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Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 11:10 AM
To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Here are answers for the Ministry of Education:

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005 – Closed

100310 – social Media – no responsive records for Education and will also transfer to the Ministry of Citizens' Services

Not Responsive

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Kukucska, Cindy L SSBC:EX

Sent: Friday, January 28, 2011 10:16 AM

To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Hi there, I need a status report on the following xgov't requests – asap

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005

100310 – social Media

Not Responsive

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

.ck

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 10:14 AM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

It would really help to have a couple of key words beside teach cross gov number ...?

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

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Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 10:03 AM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: PLEASE READ: Status report on xgov't requests
Importance: High

Hi there, I need a status report on the following xgov't requests – asap

100309

100310

Not Responsive

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

Jones, Krista SSBC:EX

From: Ghag, Kris SSBC:EX
Sent: Thursday, February 3, 2011 5:12 PM
To: S22
Cc: Jones, Krista SSBC:EX
Subject: TRA-2011-00005
Attachments: Released- TRA-2011-00005.pdf

Good afternoon! S22

Please find attached the response to your above-noted FOI request to the Ministry of Transportation and Infrastructure. I will be out of the office tomorrow, but I've copied the analyst assigned to this file so please feel free to contact her should you have any questions or concerns regarding the processing of your request.

Many thanks,
Kris Ghag
Team Lead - Business and Infrastructure Team
Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
(250) 356-7966
Kris.Ghag@gov.bc.ca

File: TRA-2011-00005

February 3, 2011

Sent via email: S22

S22

Dear S22

Re: *Freedom of Information and Protection of Privacy Act (the Act)*
Request for Information TRA-2011-00005

The Ministry of Transportation and Infrastructure received your request under the *Freedom of Information and Protection of Privacy Act (the Act)* for:

Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

We understand that you were previously advised of the publicity of the BC Government's *Guidelines for Conducting Citizen Engagement, Specific to Social Media* document, which is located at: http://www.gov.bc.ca/citz/citizens_engagement/some_guidelines_master.pdf

The Ministry performed a thorough search across all relevant program areas and determined that it has no records that are responsive to your request. If you are interested in a direct discussion of the direction of social media in government, Citizens' Services officials would be pleased to discuss it with you. Please contact David Hume, Executive Director, Citizen Engagement at David.Hume@gov.bc.ca. Your file with this office is now closed.

...2

Under Section 52 of the Act, you may ask the Information and Privacy Commissioner to review the Ministry's response to your request. You have 30 working days from the receipt of this notice to request a review by writing to:

Information and Privacy Commissioner
4th floor, 947 Fort St
PO Box 9038 Stn Prov Govt
Victoria BC V8V 3K3
Tel. (250) 387-5629 Fax (250) 387-1696
www.olpc.bc.ca

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

- 1) a copy of your original request for information;
- 2) a copy of this letter; and
- 3) the reasons or grounds upon which you are requesting a review.

If you have any questions regarding the processing of your request, please contact Krista Jones, Junior Information Analyst at (250) 953-3622.

Yours truly,



Russ Fuller

Manager

Access and Records Services

**Record of Decisions – Coordination Meeting
X-Government requests # 100310
January 11, 2011**

The following is the record of decisions from the above noted coordination meeting for x-government request #100310.

Please let me know if you have any questions or if there is any reason why your ministry cannot comply with these decisions.

1. In attendance:

Maxine Vanzetta	Consolidated Intake
Cindy Kukucska	Consolidated Intake
Jackie Hendry	Central – PAB
Carm Plater	Business – TRA
Angela McCartney	Justice/Social – MSD, PSS
Kris Ghag	Business – TRA
Anita Foster	Health/Education – EDU

2. Designation of Lead Ministry

Jackie – PAB

3. Wording and Joining of the Requests

Request received by EDU, TRA, MSD, and PSS

4. Scope and Time frame

-

5. Clarification issues

- Discussion around possible partial or full transfer to CTZ or PSA, as well as noting that guidelines have been posted online and would be publicly accessible.
- Jackie will contact applicant to provide link to posted guidelines and query if this satisfies request.

Subsequent Clarification Update:

- Jackie connected with the applicant via email.
- Applicant clarified that she is looking for the individual policies of *each* ministry dealing with social media use and confirmed that the link to the online guidelines did not satisfy her request.

6. Issues regarding the review of the records by public bodies

None discussed

7. Fee issues

Fees to be applied, if and as appropriate

8. Consultation processes

Not anticipated

9. Other issues

No other issues were identified. However, during the records review process, if any specific issue arises, public bodies may contact the Manager of Consolidate Cross Government and a determination will be made whether the issue requires coordination.

Prior to releasing the disclosure package, senior analysts are to report and provide, to the Manager of Intake Services, a detailed listing of the records and any severing considerations.

Jones, Krista SSBC:EX

From: Ghag, Kris SSBC:EX
Sent: Thursday, February 3, 2011 5:13 PM
To: Jones, Krista SSBC:EX
Subject: FW: FOI Request

For your social media file ☺

I cc'd you on the release, but haven't closed anything in the CRTS.

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 5:08 PM
To: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

Perfect – as suggested below, this is perfect.

Maxine

From: Ghag, Kris SSBC:EX
Sent: Thursday, February 3, 2011 4:19 PM
To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

I would like to suggest this wording:

We understand that you were previously advised of the publicity of the BC Government's *Guidelines for Conducting Citizen Engagement, Specific to Social Media* document, which is located at:
http://www.gov.bc.ca/citz/citizens_engagement/some_guidelines_master.pdf

The Ministry performed a thorough search across all relevant program areas and determined that it has no records that are responsive to your request. If you are interested in a direct discussion of the direction of social media in government, Citizens' Services officials would be pleased to discuss it with you. Please contact David Hume, Executive Director, Citizen Engagement at David.Hume@gov.bc.ca Your file with this office is now closed.

KG

From: Foster, Anita SSBC:EX
Sent: Thursday, February 3, 2011 2:40 PM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

I see Angela's point ... and believe it would not apply to the rest of us either.

In my response letter I will say " ... no responsive records with the Ministry of Education. If you are interested in a direct discussion of the direction of social media in government, Citizen Services officials would be pleased to discuss it with you. Please contact David Hume, Executive Director, Citizen Engagement at David.Hume@gov.bc.ca.

I don't think we should be including in our letters the sentence "Currently, there is no documentation beyond the corporate guidance already shared with you".

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 2:28 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

You wouldn't transfer per se, you would use the verbiage in your response letter that was provided by Kris a few day ago.

Good point about the verbiage. I don't believe it would apply in your case – correct?

Maxine

From: McCartney, Angela SSBC:EX
Sent: Thursday, February 3, 2011 2:09 PM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

My understanding was that we were to transfer (if no records) or partially transfer (if records are located) to CITZ for response as they did not receive the original request. Then, as TRAN had already transferred, we were to advise that CITZ would have records and that we understand they are already processing a response. I see I missed the distinction that we are to include that wording in our response letters, rather than as part of transfers – sorry about confusing anyone on that score!

MSD and PSS are reviewing records. How would you like us to proceed with regards to the verbiage provided? Would Citizens Services officials be the contacts to discuss for example, the Office of the Superintendent of Motor Vehicles restrictions they referred to below? OSMV is part of PSS and those records are presumably part of our response.

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 1:58 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

Where are you partially transferring your file to?

From: McCartney, Angela SSBC:EX
Sent: Thursday, February 3, 2011 1:31 PM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

How do you want to manage this recommendation if our ministries have responsive records and we are only partially transferring?

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 1:29 PM
To: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: FW: FOI Request
Importance: High

Hi team, below please find the verbiage provided by David H. Please use this in your response letters.

Maxine

From: Hendry, Jackie SSBC:EX
Sent: Thursday, February 3, 2011 1:09 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Request

Hi Max,

Here is the email that I received from David. I'm still going through our files with Cindy so haven't been able to draft a response as yet...

Thanks!

J

From: Hume, David CITZ:EX
Sent: Tuesday, February 1, 2011 5:14 PM
To: Jardine, Kevin CITZ:EX
Cc: Twynstra, Tanya L CITZ:EX; Sall, Gurmeet CITZ:EX; Hendry, Jackie SSBC:EX
Subject: Re: FOI Request

Hi Kevin,

Further to my voicemail, how does this response look for this request?

Dear applicant,

Many thanks for your request, which asked for:

"Individual policies for each Ministry dealing with social media use."

Currently, there is no documentation beyond the corporate guidance already shared with you.

If you are interested in a direct discussion of the direction of social media in government, Citizen Services officials would be pleased to discuss it with you.

Please contact David Hume, Executive Director, Citizen Engagement at David.Hume@gov.bc.ca.

Sincerely etc.

Does this work?

Cheers,

D.

From: Jardine, Kevin CITZ:EX
Sent: Friday, January 28, 2011 04:21 PM
To: Hume, David CITZ:EX
Cc: Twynstra, Tanya L CITZ:EX; Sall, Gurmeet CITZ:EX
Subject: RE: FOI Request

Thanks, David. Please cc Gurmeet on FOI requests, as well. She'll keep a record of requests and juggle them across the division.

As it is, this is a pretty discrete request with a straightforward document response. Some are rather more complicated and require an extensive email and document search on our part.

Thx,

K.

Kevin Jardine

Assistant Deputy Minister

Business and Workforce Transformation

Ministry of Citizens' Services

TEL: 250-953-3468

CELL: S17

SERVICE TRANSFORM COURAGE ACCOUNTABILITY? CURIOSITY PROSPER

From: Hume, David CITZ:EX
Sent: Friday, January 28, 2011 4:07 PM
To: Jardine, Kevin CITZ:EX
Cc: Twynstra, Tanya L CITZ:EX
Subject: FW: FOI Request
Importance: High

Hi Kevin—wanted to ensure you saw this FOI request on social media guidance that has come in

Right now, we're aware that the Office of the Superintendent of Motor Vehicles (part of PSSG) has introduced some specific restrictions for their operational staff in terms of their use. I haven't heard anything about the other ministries the applicant has asked about.

We may also wish to offer the @Work resource material as further 'guidance'. The planning modules and other resources, such as the moderation and issues management 'playbook'. It's unclear however, that those really fall into the category of 'policies for individual ministries'.

What do you think?

Best,

David

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 28, 2011 3:21 PM
To: Hume, David CITZ:EX
Subject: FOI Request
Importance: High

Hello David,

Further to my voice message.

Information Access Operations has received an FOI request which was directed to 4 public bodies – Ministry of Social Development, Ministry of Education, Ministry of Transportation & Infrastructure, and Ministry of Public Safety & Solicitor General. The request was also transferred to the Ministry of Citizens' Services.

Original request: *"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."*

I contacted the applicant and directed the applicant to the Province of BC's website which contains the Guidelines for Conducting Citizen Engagement, Specific to Social Media:

http://www.gov.bc.ca/citz/citizens_engagement/some_guidelines_master.pdf

After receiving this link to the website, the applicant still wished to continue with the formal FOI request, however the request was clarified to:

"Individual policies for each Ministry dealing with social media use."

My questions to you are:

1. Are there any records available that would respond to this request?

2. Are there any other websites that I can direct the applicant to?

If you could please contact me at your earliest convenience to discuss further.

Many Thanks—

Jackie

Jackie Hendry

Team Lead

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Phone: 250-387-3233

Fax: 250-387-9843

Providing Services to:

Office of the Premier, Ministry of Citizens' Services,

BC Public Service Agency, Public Affairs Bureau,

and Shared Services BC

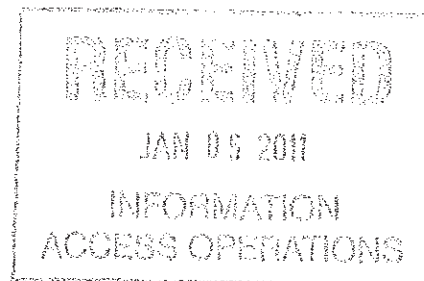
Time Docket

Request #: 85-11-20521 Due Date: 08 Feb 16 2011 Analyst: R. Gordon

[illegible]

December 10, 2010

Freedom of Information Requests
B.C. Public Safety and Solicitor General
Stn Prov Govt
PO Box 9569
Victoria, BC
V8W 9K1



I would like to make a request to you under the Freedom of Information and Protection of Privacy Act.

Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook.

If you have any questions, please contact me at

S22

Thank you.

S22

Xref EDU- 2011- 00001
TRA- 2011- 00005
MSD- 2011- 00011

Larry/Robert-
The attached records
may be out of the
scope of this request,
but all we could
find. The
Glennie

FINAL RELEASE PACKAGE

ANALYST: Rob Gordon

DATE
CLOSED: Feb 15/11

DUE DATE:

Feb 16/11

RESPONSE DATE:

TOTAL PROCESSING
TIME:

PROCESSING DAYS
USED:

NUMBER OF DAYS
OVERDUE:
(LESS 30 BUSINESS DAYS)



Our File Number 292-30/PSS-2011-00021

February 15, 2011

S22

Dear S22

Re: Request for Records
Freedom of Information and Protection of Privacy Act (the Act)

I am writing in response to your request received by the Ministry of Public Safety and Solicitor General on January 5, 2011. You requested a copy of:

"Any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook".

Please find enclosed a copy of the records that are responsive to your request. The records are being sent to you in their entirety. Your file with this office is now closed.

I also understand that you were previously advised of the BC Government's *Guidelines for Conducting Citizen Engagement, Specific to Social Media* document, which is located at:

http://www.gov.bc.ca/citz/citizens_engagement/some_guidelines_master.pdf

Additionally, if you are interested in a direct discussion of the direction of social media in government, Citizens' Services officials would be pleased to discuss it with you. Please contact David Hume, Executive Director, Citizen Engagement at David.Hume@gov.bc.ca.

.../2

Information Access Operations

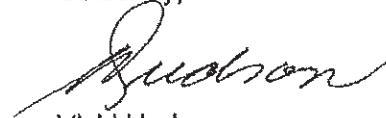
Providing services to:
Ministry of Science and Universities
Ministry of Education
Ministry of Health Services
Ministry of Regional Economic and Skills Development
Ministry of Labour

Mailing Address:
PO Box 9569 Stn Prov Govt Victoria BC V8W 9K1
Telephone: 250-387-3411 Facsimile: 250-387-9843

Courier Address:
2nd Floor 548 Michigan Street Victoria BC V8V 1C2

You have a right to request a review of this decision. You have 30 business days to request a review. I have enclosed information regarding this process. If you have any questions or concerns relating to your request, please contact our office at 250-356-0845. You may be transferred to this telephone number free of charge by calling Enquiry BC at 660-2421 in Vancouver or at 1-800-663-7867 outside Victoria and Vancouver.

Sincerely,



Vicki Hudson
Manager, Justice - Social Team

Enclosures

1. Is it okay to check my personal email on my work computer?

Accessing personal email like Hotmail, Gmail, Shawmail, Telus-webmail, etc, is not permitted.

Accessing these types of programs put your work computer at risk. An e-mail virus can be sent to you as an e-mail note attachment which, if activated, will cause some unexpected and usually harmful effect, such as destroying certain files on your hard disk and causing the attachment to be remailed to everyone in your address book. The systems that the OSMV uses hold sensitive personal information about our clients. We need to ensure that personal information is protected.

The Office of Chief Information Officer understands that organizations like the OSMV hold highly sensitive and personal individual information and must restrict access to personal email to protect that information.

2. Is it okay to access Facebook or other Social Media Sites for personal use on my work computer?

Accessing Facebook and other Social Media Sites for personal use from work is not permitted.

The use of Internet and email resources shouldn't affect an individual's performance, or the security of the branches information systems.

People tend to lose track of time when visiting social networking websites like Facebook.

Facebook contains applications that could expose you, and your computer, to a security vulnerability (risk). Some internet websites may contain harmful Spy-ware or Ad-ware that can be installed automatically on the computer systems. After visiting those websites, the computer systems become infected and personal information can be collected and passed on to third party individuals. Many real world examples of this have resulted in identity theft.

The Office of the Chief Information Officer understands that organizations like the OSMV hold highly sensitive personal information about individuals and must restrict access to Social Media Sites to protect that personal information,

3. Is it okay to do on-line banking on my work computer any time?

You can do your on-line banking on your work computer during your scheduled break times.

4. Can I play on-line games during breaks on my work computer?

As long as the games are not part of a Social Networking Site the game you choose to play may not pose a risk to the network. If you are in doubt it would be best to check with your supervisor.

5. Is it okay to look up my son's driving record?

6. Can I look up my friend's address on the Driver's System?

7. Is it okay to look up my friend's birthday on the Driver's System?

Although our intentions may be good, we are required to respect and protect the privacy of every person. An individual's personal information-a date of birth or address-is considered confidential. We can only access a person's personal information if that information relates to a case or file that we are working on.

We also need to remember that we made a commitment to the Standards of Conduct. As Public Service employees we are required to prevent real or perceived conflicts of interest. We can't be seen or perceived to be seen as giving a friend or relative preferential treatment. If your son wants a copy of his driving record, he should request a copy through the same process that other drivers use.

8. Can I order groceries on-line on my work computer?

On-line ordering is just like shopping in the store because you can go down aisles, visit each department, and choose from a large variety of foods. There is a minimum order you must be sure to achieve. You can weigh foods and search for individual items. At the final stage of shopping you confirm your order, select a delivery option, and provide any further instructions. It can take you a considerable amount of time to order your groceries. As a result, it is not practical to order groceries during your break time.

9. Is it okay to change my address on the Driver's System?

ICBC has the authority to change a client's address on the Driver's system either by mail or by telephone. If you have a change of address, you need to phone ICBC and they will change your address over the phone, or you can send it in by mail.

10. Is it okay if I look up the driving record of someone in the news?

As public servants, we may only access driving records for work purposes. This means that you can only access the driving record of an individual if you are currently working on their file.

You may also access the driving record of an individual if you receive a special request from a supervisor to provide information on a particular driver who may be in the media. Accessing a driver's records out of personal curiosity constitutes a breach of privacy.

11. Can I browse the internet during work?

You may access the internet, with certain restrictions as outlined in the previous questions, on your scheduled break time. Please ensure that it is clear to others that you are on your break time. For instance, putting up a sign on the back of your chair or cubicle wall indicating that you are on a break is a good way of letting others know not to disturb you.

SUMMARY OF RECOMMENDATIONS

Cornett, Kathy M SG:EX

From: Cornett, Kathy M SG:EX
Sent: Monday, February 14, 2011 8:54 AM
To: Gordon, Robert A SSBC:EX
Subject: 456469: Sign off PSS-2011-00021

RECEIVED

FEB 14 2011

INFORMATION
SS OPERATIONS

Hi Rob, the above FOI package has been signed off by the DSG and I am sending it to you via bike courier this morning. Due date is February 16, 2011. Thank you, Kathy

From: Gordon, Robert A SSBC:EX
Sent: Friday, February 11, 2011 2:59 PM
To: Hoskins, Jeannie SG:EX; Cornett, Kathy M SG:EX
Cc: Martin, Stephen C SG:EX
Subject: RE: Sign off PSS-2011-00021

Sorry Jeannie...that's a bad habit of mine I need to fix.

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:
*Ministry of Attorney General
Ministry of Public Safety and Solicitor General
Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development*

From: Hoskins, Jeannie SG:EX
Sent: Friday, February 11, 2011 2:56 PM
To: Gordon, Robert A SSBC:EX; Cornett, Kathy M SG:EX
Cc: Martin, Stephen C SG:EX
Subject: RE: Sign off PSS-2011-00021

Nothing attached Rob.

Jeannie Hoskins
Executive Coordinator
Office of the Deputy Solicitor General
Ministry of Public Safety & Solicitor General

From: Gordon, Robert A SSBC:EX
Sent: Friday, February 11, 2011 2:56 PM
To: Cornett, Kathy M SG:EX
Cc: Hoskins, Jeannie SG:EX; Martin, Stephen C SG:EX
Subject: Sign off PSS-2011-00021

Kathy,

Attached is the sign off and responsive records for this request. The records came from OSMV. The due date to respond to the applicant is Feb 16th.

Thank you Kathy,

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:

*Ministry of Attorney General
Ministry of Public Safety and Solicitor General
Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development*



Shared
Services BC

456469
Shared Services BC
FOI and Ministry Approval Slip

Request Number: 292-30/PSS-2011-00021

1. FOI - Review of Harms/Issues/Recommendations provided by Ministry		
Request Received: January 5, 2011	Due Date: February 16, 2011	Requester type: Individual
Wording of the request:		
<ul style="list-style-type: none">"Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook."		
Comments/Background:		
<ul style="list-style-type: none">This is a request that is part of X-govt request 100310The enclosed records are a Questions and Answers document from the Office of the Superintendent of Motor Vehicles that provides clarification of the Guidelines.Section 70(1)(a) states that "The head of a public body must make available to the public, without a request for access under this Act, (a) manuals, instructions or guidelines issued to the officers or employees of the public body, or..."		
Recommendation:		
<ul style="list-style-type: none">IAO recommends releasing the records in full as per section 70(1)(a) of FIPPA.		
FOI Analyst: Rob Gordon	Signature: <i>Robert A Gordon</i>	Date: Feb 11/11
FOI Team Lead: Angela McCartney	Signature: <i>Angela McCartney</i>	Date: Feb. 11/11
FOI Director/Manager Approval: Vicki Hudson, Manager	Signature: <i>Vicki Hudson</i>	Date: Feb 11/11
2. FOI and Ministry Executive - Approval to Release Package to applicant		
FOI Approval Authority: Name: Stephen Martin Title: Superintendent of Motor Vehicles	Signature: <i>for S. Leil</i>	Date: Feb 11/11
Ministry Executive: Name: Lori Wanamaker Title: Deputy Minister, Public Safety and Solicitor General	Signature: <i>L Wanamaker</i>	Date: 2/14/11
Comments:		
3. FOI - Release to applicant		
Package release prepared by: Rob Gordon	FOI Analyst: Rob Gordon	Date:

FOI - Review of History/Issues/Recommendation provided by Ministry

Request Received: January 5, 2011

Due Date: February 16, 2011

Requester type: Individual

Wording of the request:

- "Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook."

Comments/Background:

- This is a request that is part of X-govt request 100310
- The enclosed records are a Questions and Answers document from the Office of the Superintendent of Motor Vehicles that provides clarification of the Guidelines.
- Section 70(1)(a) states that "The head of a public body must make available to the public, without a request for access under this Act,
(a) manuals, instructions or guidelines issued to the officers or employees of the public body, or..."

Recommendation:

- IAO recommends releasing the records in full as per section 70(1)(a) of FIPPA.

FOI Analyst:

Rob Gordon

Signature:

Robert A Gordon

Date:

Feb 11/11

FOI Team Lead:

Angela McCartney

Signature:

Angela McCartney

Date:

Feb. 11/11

FOI Director/Manager Approval:

Vicki Hudson, Manager

Signature:

Vicki Hudson

Date:

Feb 11/11

2. FOI and Ministry Executive - Approval to Release Package to applicant

FOI Approval Authority:

Name: Stephen Martin

Title: Superintendent of Motor Vehicles

Signature:

Date:

Ministry Executive:

Name: Lori Wanamaker

Title: Deputy Minister, Public Safety and Solicitor General

Signature:

Date:

Comments:

3. FOI - Release to applicant

Package release prepared by: Rob Gordon

FOI Analyst: Rob Gordon

Date:

Record of Decisions – Coordination Meeting
X-Government requests # 100310
January 11, 2011

The following is the record of decisions from the above noted coordination meeting for x-government request #100310.

Please let me know if you have any questions or if there is any reason why your ministry cannot comply with these decisions.

1. In attendance:

Maxine Vanzetta	Consolidated Intake
Cindy Kukucska	Consolidated Intake
Jackie Hendry	Central – PAB
Carm Plater	Business – TRA
Angela McCartney	Justice/Social – MSD, PSS
Kris Ghag	Business – TRA
Anita Foster	Health/Education – EDU

2. Designation of Lead Ministry

Jackie – PAB

3. Wording and Joining of the Requests

Request received by EDU, TRA, MSD, and PSS

4. Scope and Time frame

-

5. Clarification Issues

- Discussion around possible partial or full transfer to CTZ or PSA, as well as noting that guidelines have been posted online and would be publicly accessible.
- Jackie will contact applicant to provide link to posted guidelines and query if this satisfies request.

Subsequent Clarification Update:

- Jackie connected with the applicant via email.
- Applicant clarified that she is looking for the individual policies of *each* ministry dealing with social media use and confirmed that the link to the online guidelines did not satisfy her request.

6. Issues regarding the review of the records by public bodies

None discussed

7. Fee Issues

Fees to be applied, if and as appropriate

8. Consultation processes

Not anticipated

9. Other Issues

No other issues were identified. However, during the records review process, if any specific issue arises, public bodies may contact the Manager of Consolidate Cross Government and a determination will be made whether the issue requires coordination.

Prior to releasing the disclosure package, senior analysts are to report and provide, to the Manager of Intake Services, a detailed listing of the records and any severing considerations.



The Best Place on Earth

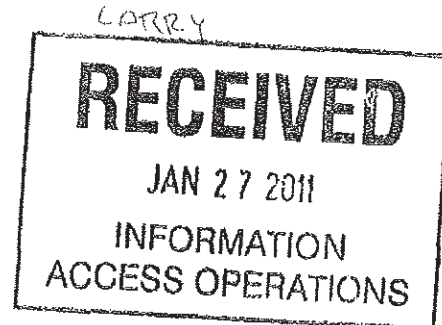
Ministry of Public
Safety and
Solicitor General

Office of the Superintendent
of Motor Vehicles
PO Box 9254 Stn Prov Govt
Victoria BC V8W 9J2

MEMORANDUM

January 27, 2011

Elizabeth Babecy
Intake Officer
Information Access Operations
Ministry of Citizens' Services



**Re: Records for Request No. PSS-2011-01
Regarding FOI Request**

All available and relevant records within the Office of the Superintendent of Motor Vehicles have been searched and the relevant documents attached.

If you require further information, please contact me at 250-356-6300.

Thank you,

Angela Voht
Policy Analyst
Policy & Research Branch
Office of the Superintendent of Motor Vehicles
Ph: 250-356-6300
Angela.Voht@gov.bc.ca

Attachment

Request Number PSS 2011 - 00021**Request Description**

Client requests access to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook.

Clarified Jan 20, 2011 as: "the individual policies for each ministry dealing with social media use"

SEARCH DETAILS**Areas Searched and Summary Of Records Retrieved**

The relevant individuals within OSMV were contacted and asked to provide any records they had, or knew of, pertaining to social media usage. Tyann Blewett, Acting Director of Policy & Research Branch and Tony Esposito, Assistant Director - Administrative Justice, Driver Fitness and Intervention provided the relevant records from within OSMV.

Search Performed By

Name Angela Voht, OSMV Telephone Number 356-6300

HARMS ASSESSMENT

No harms have been identified with the disclosure of these documents.

Records Reviewed By

Name: Angela Voht  OSMV Telephone Number 356-6300

Hoskins, Jeannie SG:EX

From: Chernoff, Lawrence SSBC:EX
Sent: Monday, January 24, 2011 3:19 PM
To: Gajda, Gall SG:EX; Hoskins, Jeannie SG:EX; Chuhran, Dorothy J SG:EX; Hoskins, Chad SG:EX; Gunnarson, Jess SG:EX; Frame, Cyndi R SG:EX; Butler, Sylvia SG:EX; Chu, Helena SG:EX; Meseyton, Robert SG:EX; Voht, Angela E SG:EX; Biggs, Jackie SG:EX; Dickson, Brandy HSD:EX; Mangnell, Dallas HSD:EX; Steves, Gregory HSD:EX; Vasey, Jeff HSD:EX; Rotgans, Trudy HSD:EX; Beattie, Michelle HSD:EX
Cc: Vermaing, Tiny SG:EX; Jones, Angella N SG:EX; MacLeod, Peggy SG:EX; Siska, Janet SG:EX; Kansakar, Nina HSD:EX; Saby, Cathy HSD:EX; Gordon, Robert A SSBC:EX
Subject: New FOI Request PSS-2011-00021 Social media sites

Hello and good afternoon;

After forwarding this request to MSB we understand, that the request should be sent to all branches within the ministry. As the ministry has undergone some changes should this request need to be sent to any other program areas please direct and I will forward as directed. Please see below for details relating to this individual request.

FOI Request File Number:	PSS-2011-00021
X Govt Number (if applicable)	
Description of Request:	<p>Date Range: Up to and including January 5, 2011.</p> <p><u>The request reads:</u></p> <p>"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act.</p> <p>Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your Institution's employees. Social media sites include but are not limited to Twitter and Facebook."</p> <p>Clarified January 20, 2011 as: "the individual policies for each ministry dealing with social media use"</p>
IAO Analyst/Team:	Robert Gordon
Contact Information:	Robert.A.Gordon@gov.bc.ca
Fee Estimate Due Date:	January 28, 2011
If fees do not apply, records are due to IAO by 4:00pm on:	February 7, 2011
Request Received Date:	January 5, 2011
Request Due Date:	February 16, 2011

RECEIVED
JAN 28 2011
INFORMATION
SS OPERATIONS

If I can be of assistance relating to this request please contact me at your earliest convenience.

Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

Voht, Angela E SG:EX

From: Esposito, Tony N SG:EX
Sent: Wednesday, January 26, 2011 2:31 PM
To: Voht, Angela E SG:EX
Cc: Melvin, Stephanie SG:EX; Blewett, Tyann M SG:EX
Subject: FW: New FOI Request PSS-2011-00021 Social media sites
Attachments: appropriate use of IT resources Q's.doc

Hi Angela,

Please see the attached document regarding the OSMV's Policy on the Appropriate Use of I.T. resources.

Thank you.

Tony Esposito

Assistant Director
Administrative Justice, Driver Fitness and Intervention
Office of the Superintendent of Motor Vehicles
Ministry of Public Safety and Solicitor General
Phone: (250) 356-5949

From: Voht, Angela E SG:EX
Sent: Wednesday, January 26, 2011 2:21 PM
To: Esposito, Tony N SG:EX
Subject: FW: New FOI Request PSS-2011-00021 Social media sites

Hi Tony,

OSMV has received a new "general" FOI request, the details of which are below – specifically those parts I've highlighted in yellow. Tyann has stated that you would be the relevant contact at OSMV. Do you have anything to add to those items I've attached above (from Tyann) that would be relevant to this social media policy request?

Could you forward anything relevant to me by Tuesday February 1st at the latest? Also, if you are aware of anyone else in OSMV who would have records relevant to this request, could you let me know by forwarding this note to them and cc'ing me?

Thanks very much,
Angela

Angela Voht - Policy Analyst
Office of the Superintendent of Motor Vehicles
Ministry of Public Safety and Solicitor General
Tel: 250-356-6300 / Fax: 250-356-5568

 Please consider the environment before printing this email

From: Chernoff, Lawrence SSBC:EX
Sent: Monday, January 24, 2011 3:19 PM
To: Gajda, Gail SG:EX; Hoskins, Jeannie SG:EX; Chuhran, Dorothy J SG:EX; Hoskins, Chad SG:EX; Gunnarson, Jess SG:EX; Frame, Cyndi R SG:EX; Butler, Sylvia SG:EX; Chu, Helena SG:EX; Meseyton, Robert SG:EX; Voht, Angela E SG:EX; Biggs, Jackie SG:EX; Dickson, Brandy HSD:EX; Mangnell, Dallas HSD:EX; Steves, Gregory HSD:EX; Vasey, Jeff HSD:EX; Rotgans, Trudy HSD:EX; Beattie, Michelle HSD:EX
Cc: Vermaning, Tiny SG:EX; Jones, Angella N SG:EX; MacLeod, Peggy SG:EX; Siska, Janet SG:EX; Kansakar, Nina HSD:EX; Saby, Cathy HSD:EX; Gordon, Robert A SSBC:EX
Subject: New FOI Request PSS-2011-00021 Social media sites

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FOI Request File Number:	PSS-2011-00021
X Govt Number (if applicable)	
Description of Request:	<p>Date Range: Up to and including January 5, 2011.</p> <p><u>The request reads:</u></p> <p>"I would like to make a request to you under the <i>Freedom of Information and Protection of Privacy</i> Act.</p> <p>Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."</p> <p><u>Clarified January 20, 2011 as:</u></p> <p>"the individual policies for each ministry dealing with social media use"</p>
IAO Analyst/Team:	Robert Gordon
Contact Information:	Robert.A.Gordon@gov.bc.ca
Fee Estimate Due Date:	January 28, 2011
If fees do not apply, records are due to IAO by 4:00pm on:	February 7, 2011
Request Received Date:	January 5, 2011
Request Due Date:	February 16, 2011

If I can be of assistance relating to this request please contact me at your earliest convenience.

Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

PSS-2011-00021

Gordon, Robert A SSBC:EX

From: McCartney, Angela SSBC:EX
Sent: Thursday, February 3, 2011 5:09 PM
To: Gordon, Robert A SSBC:EX
Subject: FW: FOI Request

Fyi ...

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 5:08 PM
To: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

Perfect – as suggested below, this is perfect.

Maxine

From: Ghag, Kris SSBC:EX
Sent: Thursday, February 3, 2011 4:19 PM
To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

I would like to suggest this wording:

We understand that you were previously advised of the publicity of the BC Government's *Guidelines for Conducting Citizen Engagement, Specific to Social Media* document, which is located at:
http://www.gov.bc.ca/citz/citizens_engagement/some_guidelines_master.pdf

The Ministry performed a thorough search across all relevant program areas and determined that it has no records that are responsive to your request. If you are interested in a direct discussion of the direction of social media in government, Citizens' Services officials would be pleased to discuss it with you. Please contact David Hume, Executive Director, Citizen Engagement at David.Hume@gov.bc.ca. Your file with this office is now closed.

KG

From: Foster, Anita SSBC:EX
Sent: Thursday, February 3, 2011 2:40 PM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

I see Angela's point ... and believe it would not apply to the rest of us either.

My response letter I will say " ... no responsive records with the Ministry of Education. If you are interested in a discussion of the direction of social media in government, Citizen Services officials would be pleased to discuss it with you. Please contact David Hume, Executive Director, Citizen Engagement at David.Hume@gov.bc.ca.

I don't think we should be including in our letters the sentence "Currently, there is no documentation beyond the corporate guidance already shared with you".

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 2:28 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

You wouldn't transfer per se, you would use the verbiage in your response letter that was provided by Kris a few day ago.

Good point about the verbiage. I don't believe it would apply in your case – correct?

Maxine

From: McCartney, Angela SSBC:EX
Sent: Thursday, February 3, 2011 2:09 PM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

My understanding was that we were to transfer (if no records) or partially transfer (if records are located) to CITZ for response as they did not receive the original request. Then, as TRAN had already transferred, we were to advise that CITZ would have records and that we understand they are already processing a response. I see I missed the distinction that we are to include that wording in our response letters, rather than as part of transfers – sorry about confusing anyone on that score!

MSD and PSS are reviewing records. How would you like us to proceed with regards to the verbiage provided? Would Citizens Services officials be the contacts to discuss for example, the Office of the Superintendent of Motor Vehicles restrictions they referred to below? OSMV is part of PSS and those records are presumably part of our response.

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 1:58 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

Where are you partially transferring your file to?

From: McCartney, Angela SSBC:EX
Sent: Thursday, February 3, 2011 1:31 PM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

How do you want to manage this recommendation if our ministries have responsive records and we are only partially transferring?

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 1:29 PM
To: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: FW: FOI Request
Importance: High

Hi team, below please find the verbiage provided by David H. Please use this in your response letters.

Maxine

From: Hendry, Jackie SSBC:EX
Sent: Thursday, February 3, 2011 1:09 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Request

Hi Max,
Here is the email that I received from David. I'm still going through our files with Cindy so haven't been able to draft a response as yet...
Thanks!
J

From: Hume, David CITZ:EX
Sent: Tuesday, February 1, 2011 5:14 PM
To: Jardine, Kevin CITZ:EX
Cc: Twynstra, Tanya L CITZ:EX; Sall, Gurmeet CITZ:EX; Hendry, Jackie SSBC:EX
Subject: Re: FOI Request

Hi Kevin,

Further to my voicemail, how does this response look for this request?

Dear applicant,

Many thanks for your request, which asked for:

"Individual policies for each Ministry dealing with social media use."

Currently, there is no documentation beyond the corporate guidance already shared with you.

If you are interested in a direct discussion of the direction of social media in government, Citizen Services officials would be pleased to discuss it with you.

Please contact David Hume, Executive Director, Citizen Engagement at David.Hume@gov.bc.ca.

Sincerely etc.

Does this work?

Cheers,

D.

From: Jardine, Kevin CITZ:EX
Sent: Friday, January 28, 2011 04:21 PM
To: Hume, David CITZ:EX
Cc: Twynstra, Tanya L CITZ:EX; Sall, Gurmeet CITZ:EX
Subject: RE: FOI Request

Thanks, David. Please cc Gurmeet on FOI requests, as well. She'll keep a record of requests and juggle them across the division.

As it is, this is a pretty discrete request with a straightforward document response. Some are rather more complicated and require an extensive email and document search on our part.

Thx,

K.

Kevin Jardine

Assistant Deputy Minister

Business and Workforce Transformation

Ministry of Citizens' Services

TEL: 250-953-3468

CELL: S17

SERVICE TEAMWORK COURAGE ACCOUNTABILITY CURIOSITY PASSION

From: Hume, David CITZ:EX
Sent: Friday, January 28, 2011 4:07 PM
To: Jardine, Kevin CITZ:EX
Cc: Twynstra, Tanya L CITZ:EX
Subject: FW: FOI Request
Importance: High

Hi Kevin—wanted to ensure you saw this FOI request on social media guidance that has come in

Right now, we're aware that the Office of the Superintendent of Motor Vehicles (part of PSSG) has introduced some specific restrictions for their operational staff in terms of their use. I haven't heard anything about the other ministries the applicant has asked about.

We may also wish to offer the @Work resource material as further 'guidance'. The planning modules and other resources, such as the moderation and issues management 'playbook'. It's unclear however, that those really fall into the category of 'policies for individual ministries'.

What do you think?

Best,

David

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 28, 2011 3:21 PM
To: Hume, David CITZ:EX
Subject: FOI Request
Importance: High

Hello David,

Further to my voice message.

Information Access Operations has received an FOI request which was directed to 4 public bodies – Ministry of Social Development, Ministry of Education, Ministry of Transportation & Infrastructure, and Ministry of Public Safety & Solicitor General. The request was also transferred to the Ministry of Citizens' Services.

Original request: *"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your Institution's employees. Social media sites include but are not limited to Twitter and Facebook."*

I contacted the applicant and directed the applicant to the Province of BC's website which contains the Guidelines for Conducting Citizen Engagement, Specific to Social Media:

http://www.gov.bc.ca/citz/citizens_engagement/some_guidelines_master.pdf

After receiving this link to the website, the applicant still wished to continue with the formal FOI request, however the request was clarified to:

"Individual policies for each Ministry dealing with social media use."

My questions to you are:

1. Are there any records available that would respond to this request?
2. Are there any other websites that I can direct the applicant to?

If you could please contact me at your earliest convenience to discuss further.

Many Thanks—

Jackie

Jackie Hendry

Team Lead

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Phone: 250-387-3233

Fax: 250-387-9843

Providing Services to:

Office of the Premier, Ministry of Citizens' Services,

BC Public Service Agency, Public Affairs Bureau,

and Shared Services BC

Gordon, Robert A SSBC:EX

From: McCartney, Angela SSBC:EX
Sent: Thursday, February 3, 2011 5:10 PM
To: Gordon, Robert A SSBC:EX
Subject: FW: FOI Request

For your social media files.

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 5:07 PM
To: Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

For sure, message to fit your individual situations – but do not transfer to CTZ.

From: Foster, Anita SSBC:EX
Sent: Thursday, February 3, 2011 2:40 PM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

I see Angela's point ... and believe it would not apply to the rest of us either.

In my response letter I will say " ... no responsive records with the Ministry of Education. If you are interested in a direct discussion of the direction of social media in government, Citizen Services officials would be pleased to discuss it with you. Please contact David Hume, Executive Director, Citizen Engagement at David.Hume@gov.bc.ca.

I don't think we should be including in our letters the sentence "Currently, there is no documentation beyond the corporate guidance already shared with you".

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 2:28 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

You wouldn't transfer per se, you would use the verbiage in your response letter that was provided by Kris a few days ago.

Good point about the verbiage. I don't believe it would apply in your case – correct?

Maxine

From: McCartney, Angela SSBC:EX
Sent: Thursday, February 3, 2011 2:09 PM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

My understanding was that we were to transfer (if no records) or partially transfer (if records are located) to CITZ for response as they did not receive the original request. Then, as TRAN had already transferred, we were to advise that CITZ would have records and that we understand they are already processing a response. I see I missed the distinction that we are to include that wording in our response letters, rather than as part of transfers – sorry about confusing anyone on that score!

MSD and PSS are reviewing records. How would you like us to proceed with regards to the verbiage provided? Would Citizens Services officials be the contacts to discuss for example, the Office of the Superintendent of Motor Vehicles restrictions they referred to below? OSMV is part of PSS and those records are presumably part of our response.

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 1:58 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

Where are you partially transferring your file to?

From: McCartney, Angela SSBC:EX
Sent: Thursday, February 3, 2011 1:31 PM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

How do you want to manage this recommendation if our ministries have responsive records and we are only partially transferring?

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 1:29 PM
To: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: FW: FOI Request
Importance: High

Hi team, below please find the verbiage provided by David H. Please use this in your response letters.

Maxine

From: Hendry, Jackie SSBC:EX
Sent: Thursday, February 3, 2011 1:09 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Request

Hi Max,

Here is the email that I received from David. I'm still going through our files with Cindy so haven't been able to draft a response as yet...

Thanks!

J

From: Hume, David CITZ:EX
Sent: Tuesday, February 1, 2011 5:14 PM
To: Jardine, Kevin CITZ:EX
Cc: Twynstra, Tanya L CITZ:EX; Sall, Gurmeet CITZ:EX; Hendry, Jackle SSBC:EX
Subject: Re: FOI Request

Hi Kevin,

Further to my voicemail, how does this response look for this request?

Dear applicant,

Many thanks for your request, which asked for:

"Individual policies for each Ministry dealing with social media use."

Currently, there is no documentation beyond the corporate guidance already shared with you.

If you are interested in a direct discussion of the direction of social media in government, Citizen Services officials would be pleased to discuss it with you.

Please contact David Hume, Executive Director, Citizen Engagement at David.Hume@gov.bc.ca.

Sincerely etc.

Does this work?

Cheers,

D.

From: Jardine, Kevin CITZ:EX
Sent: Friday, January 28, 2011 04:21 PM
To: Hume, David CITZ:EX
Cc: Twynstra, Tanya L CITZ:EX; Sall, Gurmeet CITZ:EX
Subject: RE: FOI Request

Thanks, David. Please cc Gurmeet on FOI requests, as well. She'll keep a record of requests and juggle them across the division.

As it is, this is a pretty discrete request with a straightforward document response. Some are rather more complicated and require an extensive email and document search on our part.

Thx,

K.

Kevin Jardine

Assistant Deputy Minister

Business and Workforce Transformation

Ministry of Citizens' Services

TEL: 250-953-3468

CELL: S17

SERVICE TEAMWORK COURAGE ACCOUNTABILITY CURIOSITY PASSION

From: Hume, David CITZ:EX
Sent: Friday, January 28, 2011 4:07 PM
To: Jardine, Kevin CITZ:EX
Cc: Twynstra, Tanya L CITZ:EX
Subject: FW: FOI Request
Importance: High

Hi Kevin—wanted to ensure you saw this FOI request on social media guidance that has come in

Right now, we're aware that the Office of the Superintendent of Motor Vehicles (part of PSSG) has introduced some specific restrictions for their operational staff in terms of their use. I haven't heard anything about the other ministries the applicant has asked about.

We may also wish to offer the @Work resource material as further 'guidance'. The planning modules and other resources, such as the moderation and issues management 'playbook'. It's unclear however, that those really fall into the category of 'policies for individual ministries'.

What do you think?

Best,

David

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 28, 2011 3:21 PM
To: Hume, David CITZ:EX
Subject: FOI Request
Importance: High

Hello David,

Further to my voice message.

Information Access Operations has received an FOI request which was directed to 4 public bodies – Ministry of Social Development, Ministry of Education, Ministry of Transportation & Infrastructure, and Ministry of Public Safety & Solicitor General. The request was also transferred to the Ministry of Citizens' Services.

Original request: *"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your Institution's employees. Social media sites include but are not limited to Twitter and Facebook."*

I contacted the applicant and directed the applicant to the Province of BC's website which contains the Guidelines for Conducting Citizen Engagement, Specific to Social Media:

http://www.gov.bc.ca/citz/citizens_engagement/some_guidelines_master.pdf

After receiving this link to the website, the applicant still wished to continue with the formal FOI request, however the request was clarified to:

"Individual policies for each Ministry dealing with social media use."

My questions to you are:

1. Are there any records available that would respond to this request?
2. Are there any other websites that I can direct the applicant to?

If you could please contact me at your earliest convenience to discuss further.

Many Thanks—

Jackie

Jackie Hendry

Team Lead

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Phone: 250-387-3233

Fax: 250-387-9843

Providing Services to:
Office of the Premier, Ministry of Citizens' Services,

BC Public Service Agency, Public Affairs Bureau,

and Shared Services BC

Gordon, Robert A SSBC:EX

From: Gordon, Robert A SSBC:EX
Sent: Tuesday, February 15, 2011 12:44 PM
To: Vanzetta, Maxine SSBC:EX
Cc: McCartney, Angela SSBC:EX
Subject: RE: Release of PSS-2011-00021

Maxine,

This request is now closed with a full disclosure of records which were Q&As that provided OSMV staff with clarification of the government wide social media guidelines.

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:
*Ministry of Attorney General
Ministry of Public Safety and Solicitor General
Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development*

From: Gordon, Robert A SSBC:EX
Sent: Monday, February 14, 2011 1:49 PM
To: Vanzetta, Maxine SSBC:EX
Subject: RE: Release of PSS-2011-00021

Sorry...social media records

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:
*Ministry of Attorney General
Ministry of Public Safety and Solicitor General
Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development*

From: Vanzetta, Maxine SSBC:EX
Sent: Monday, February 14, 2011 1:48 PM

To: Gordon, Robert A SSBC:EX; McCartney, Angela SSBC:EX
Subject: RE: Release of PSS-2011-00021

Which request does this respond to?

From: Gordon, Robert A SSBC:EX
Sent: Monday, February 14, 2011 1:15 PM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX
Subject: Release of PSS-2011-00021

Maxine,

I will be releasing this request today. We are providing a full disclosure of Q&As to the applicant.

Thanks,

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:
*Ministry of Attorney General
Ministry of Public Safety and Solicitor General
Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development*

Haussmann, April SSBC:EX

From: Chernoff, Lawrence SSBC:EX
Sent: Monday, May 30, 2011 4:47 PM
To: Hudson, Vicki SSBC:EX; McCartney, Angela SSBC:EX
Subject: FW: INQUIRY: re: FOI from January 2011

Hello Vicki and Angela – good afternoon;

This correspondence just came in from the program area. All call rec email records for this request have been saved to TRIM.

Thanks kindly,
Larry
Lawrence Chernoff
Intake Analyst, Consolidated Intake

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
Phone: 250-356-6560 ~ Fax: 250-387-9843

From: Garner, Lorill SG:EX
Sent: Monday, May 30, 2011 4:05 PM
To: Chernoff, Lawrence SSBC:EX
Subject: FW: INQUIRY: re: FOI from January 2011

Hello Larry: As you are aware from your visit here at CPPO recently, I am filling in for Robert Meseyton for a while. Do you happen to still have the email he sent you in January 2011 stating that for PSS-2011-00021, there were no documents held at CPPO? I can't seem to locate any other confirmation of this? As my email below to Robert, he suggested I check with you.

Thanks very much.

Lorill

From: Garner, Lorill SG:EX
Sent: Monday, May 30, 2011 3:53 PM
To: Meseyton, Robert SG:EX
Subject: INQUIRY: re: FOI from January 2011

Hi Robert: Hope things are going well for you. We have received an FOI request regarding social media sites and noticed in your tracking sheet for FOI Requests as follows:

FOI Request File Number	Description of Request	Status and Date
PSS-2011-00021	Social Media Sites	No Records. Received Jan. 24, 2011. Responded Jan. 24, 2011 stating CPPO has no documents to put forward as we use the Government's Social Media Policy. We do not have our own.

Do you know if you have kept a copy of the response of January 24, 2011? The folder for PSS-2011-0021 in the FOI folder has no electronic records, and I couldn't find anything in our filing cabinet for that Request.

Thank you.

Lorill

Lorill Garner, A/Executive Assistant
Corporate Policy and Planning Office
and

Board Appointment Coordinator
Office of the Deputy Solicitor General
11th Floor - 1001 Douglas Street
Victoria BC V8W 9J7
Phone: 250 387-0306
Fax: 250 387-2631
Email: lorill.garner@gov.bc.ca



Please consider the environment before printing this e-mail.

Gordon, Robert A SSBC:EX

From: Gordon, Robert A SSBC:EX
Sent: Monday, February 14, 2011 4:48 PM
To: Hudson, Vicki SSBC:EX
Subject: FW: Release of PSS-2011-00021

FYI

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:
*Ministry of Attorney General
Ministry of Public Safety and Solicitor General
Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development*

From: Gordon, Robert A SSBC:EX
Sent: Monday, February 14, 2011 1:49 PM
To: Vanzetta, Maxine SSBC:EX
Subject: RE: Release of PSS-2011-00021

Sorry...social media records

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:
*Ministry of Attorney General
Ministry of Public Safety and Solicitor General
Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development*

From: Vanzetta, Maxine SSBC:EX
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To: Gordon, Robert A SSBC:EX; McCartney, Angela SSBC:EX
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Which request does this respond to?

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Subject: Release of PSS-2011-00021

Maxine,

I will be releasing this request today. We are providing a full disclosure of Q&As to the applicant.

Thanks,

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:
*Ministry of Attorney General
Ministry of Public Safety and Solicitor General
Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development*

Gordon, Robert A SSBC:EX

From: Gordon, Robert A SSBC:EX
Sent: Monday, February 14, 2011 3:21 PM
To: Schollen, Tasha PAB:EX
Subject: RE: Release of PSS-2011-00021; social media request

Okay. I thought because it was xgovt and had media attention it should go to PAB. I'll submit it to sign off with Vicki.

Thank you Tasha,

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:
*Ministry of Attorney General
Ministry of Public Safety and Solicitor General
Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development*

From: Schollen, Tasha PAB:EX
Sent: Monday, February 14, 2011 3:00 PM
To: Gordon, Robert A SSBC:EX
Cc: Schollen, Tasha PAB:EX
Subject: RE: Release of PSS-2011-00021; social media request

Hi Rob,

This is a request from an individual and we only see requests from media or opposition so I'm unable to give this the green light.

From: Gordon, Robert A SSBC:EX
Sent: Monday, February 14, 2011 1:22 PM
To: Schollen, Tasha PAB:EX
Subject: Release of PSS-2011-00021; social media request

Tasha,

I have received back from sign off this request. The records, OSMV Q&As, will be released to the applicant as a full disclosure. I hope to get it in the mail today once you have acknowledged this email.

Thank you Tasha,

Rob Gordon
Senior Information and Privacy Analyst
Information Access Operations,

*Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:

Ministry of Attorney General

Ministry of Public Safety and Solicitor General

Ministry of Aboriginal Relations & Reconciliation

Ministry of Housing & Social Development

Ministry of Children & Family Development

Hausmann, April SSBC:EX

From: Gordon, Robert A SSBC:EX
Sent: Monday, February 14, 2011 1:22 PM
To: Schollen, Tasha PAB:EX
Subject: Release of PSS-2011-00021; social media request

Tasha,

I have received back from sign off this request. The records, OSMV Q&As, will be released to the applicant as a full disclosure. I hope to get it in the mail today once you have acknowledged this email.

Thank you Tasha,

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:
*Ministry of Attorney General
Ministry of Public Safety and Solicitor General
Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development*

Gordon, Robert A SSBC:EX

From: Gordon, Robert A SSBC:EX
Sent: Monday, February 14, 2011 9:01 AM
To: Cornett, Kathy M SG:EX
Subject: RE: 456469: Sign off PSS-2011-00021

Thank you Kathy. I will work on getting it to the applicant when I receive it.

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:
*Ministry of Attorney General
Ministry of Public Safety and Solicitor General
Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development*

From: Cornett, Kathy M SG:EX
Sent: Monday, February 14, 2011 8:54 AM
To: Gordon, Robert A SSBC:EX
Subject: 456469: Sign off PSS-2011-00021

Hi Rob, the above FOI package has been signed off by the DSG and I am sending it to you via bike courier this morning.
Due date is February 16, 2011. Thank you, Kathy

From: Gordon, Robert A SSBC:EX
Sent: Friday, February 11, 2011 2:59 PM
To: Hoskins, Jeannie SG:EX; Cornett, Kathy M SG:EX
Cc: Martin, Stephen C SG:EX
Subject: RE: Sign off PSS-2011-00021

Sorry Jeannie...that's a bad habit of mine I need to fix.

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:
*Ministry of Attorney General
Ministry of Public Safety and Solicitor General*

*Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development*

From: Hoskins, Jeannie SG:EX
Sent: Friday, February 11, 2011 2:56 PM
To: Gordon, Robert A SSBC:EX; Cornett, Kathy M SG:EX
Cc: Martin, Stephen C SG:EX
Subject: RE: Sign off PSS-2011-00021

Nothing attached Rob.

Jeannie Hoskins
Executive Coordinator
Office of the Deputy Solicitor General
Ministry of Public Safety & Solicitor General

From: Gordon, Robert A SSBC:EX
Sent: Friday, February 11, 2011 2:56 PM
To: Cornett, Kathy M SG:EX
Cc: Hoskins, Jeannie SG:EX; Martin, Stephen C SG:EX
Subject: Sign off PSS-2011-00021

Kathy,

Attached is the sign off and responsive records for this request. The records came from OSMV. The due date to respond to the applicant is Feb 16th.

Thank you Kathy,

Rob Gordon
Senior Information and Privacy Analyst
Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services

250-356-7869

Providing Services to:
*Ministry of Attorney General
Ministry of Public Safety and Solicitor General
Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development*

Haussmann, April SSBC:EX

From: Gordon, Robert A SSBC:EX
Sent: Thursday, February 10, 2011 3:24 PM
To: Hendry, Jackie SSBC:EX
Subject: RE: follow up to social media docs

Thank you

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:
*Ministry of Attorney General
Ministry of Public Safety and Solicitor General
Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development*

From: Hendry, Jackie SSBC:EX
Sent: Thursday, February 10, 2011 3:15 PM
To: Gordon, Robert A SSBC:EX
Subject: RE: follow up to social media docs

Hey Rob,
I discussed this with Angela and she will have an update for you...
Thanks—
Jackie

From: Gordon, Robert A SSBC:EX
Sent: Thursday, February 10, 2011 2:56 PM
To: Hendry, Jackie SSBC:EX
Subject: follow up to social media docs

Hi Jackie,

Any progress on the records. I need to get the file into sign off tomorrow morning. Sorry to pester.

Thank you.

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:

Ministry of Attorney General

Ministry of Public Safety and Solicitor General

Ministry of Aboriginal Relations & Reconciliation

Ministry of Housing & Social Development

Ministry of Children & Family Development

Gordon, Robert A SSBC:EX

From: Cornett, Kathy M SG:EX
Sent: Friday, February 11, 2011 3:32 PM
To: Gordon, Robert A SSBC:EX
Subject: RE: Sign off PSS-2011-00021

Thank you Rob. Kathy

From: Gordon, Robert A SSBC:EX
Sent: Friday, February 11, 2011 2:59 PM
To: Hoskins, Jeannie SG:EX; Cornett, Kathy M SG:EX
Cc: Martin, Stephen C SG:EX
Subject: RE: Sign off PSS-2011-00021

Sorry Jeannie...that's a bad habit of mine I need to fix.

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*Information Access Operations,
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Ministry of Citizens' Services*

250-356-7869

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Cc: Martin, Stephen C SG:EX
Subject: RE: Sign off PSS-2011-00021

Nothing attached Rob.

Jeannie Hoskins
Executive Coordinator
Office of the Deputy Solicitor General
Ministry of Public Safety & Solicitor General

From: Gordon, Robert A SSBC:EX
Sent: Friday, February 11, 2011 2:56 PM
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Cc: Hoskins, Jeannie SG:EX; Martin, Stephen C SG:EX
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Kathy,

Attached is the sign off and responsive records for this request. The records came from OSMV. The due date to respond to the applicant is Feb 16th.

Thank you Kathy,

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:

*Ministry of Attorney General
Ministry of Public Safety and Solicitor General
Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development*

Gordon, Robert A SSBC:EX

From: McCartney, Angela SSBC:EX
Sent: Monday, February 7, 2011 8:56 AM
To: Gordon, Robert A SSBC:EX
Subject: FW: FOI Request

From: Foster, Anita SSBC:EX
Sent: Friday, February 4, 2011 8:18 AM
To: Ghag, Kris SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

I like your suggested wording and will use it in my letter. Thank you.

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/liao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Ghag, Kris SSBC:EX
Sent: Thursday, February 3, 2011 4:19 PM
To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

I would like to suggest this wording:

We understand that you were previously advised of the publicity of the BC Government's *Guidelines for Conducting Citizen Engagement, Specific to Social Media* document, which is located at:
http://www.gov.bc.ca/citz/citizens_engagement/some_guidelines_master.pdf

The Ministry performed a thorough search across all relevant program areas and determined that it has no records that are responsive to your request. If you are interested in a direct discussion of the direction of social media in government, Citizens' Services officials would be pleased to discuss it with you. Please contact David Hume, Executive Director, Citizen Engagement at David.Hume@gov.bc.ca Your file with this office is now closed.

KG

From: Foster, Anita SSBC:EX
Sent: Thursday, February 3, 2011 2:40 PM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

I see Angela's point ... and believe it would not apply to the rest of us either.

In my response letter I will say " ... no responsive records with the Ministry of Education. If you are interested in a direct discussion of the direction of social media in government, Citizen Services officials would be pleased to discuss it with you. Please contact David Hume, Executive Director, Citizen Engagement at David.Hume@gov.bc.ca.

I don't think we should be including in our letters the sentence "Currently, there is no documentation beyond the corporate guidance already shared with you".

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 2:28 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

You wouldn't transfer per se, you would use the verbiage in your response letter that was provided by Kris a few day ago.

Good point about the verbiage. I don't believe it would apply in your case -- correct?

Maxine

From: McCartney, Angela SSBC:EX
Sent: Thursday, February 3, 2011 2:09 PM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

My understanding was that we were to transfer (if no records) or partially transfer (if records are located) to CITZ for response as they did not receive the original request. Then, as TRAN had already transferred, we were to advise that CITZ would have records and that we understand they are already processing a response. I see I missed the distinction that we are to include that wording in our response letters, rather than as part of transfers -- sorry about confusing anyone on that score!

MSD and PSS are reviewing records. How would you like us to proceed with regards to the verbiage provided? Would Citizens Services officials be the contacts to discuss for example, the Office of the Superintendent of Motor Vehicles restrictions they referred to below? OSMV is part of PSS and those records are presumably part of our response.

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 1:58 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

Where are you partially transferring your file to?

From: McCartney, Angela SSBC:EX
Sent: Thursday, February 3, 2011 1:31 PM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

How do you want to manage this recommendation if our ministries have responsive records and we are only partially transferring?

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 1:29 PM
To: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: FW: FOI Request
Importance: High

Hi team, below please find the verbiage provided by David H. Please use this in your response letters.

Maxine

From: Hendry, Jackie SSBC:EX
Sent: Thursday, February 3, 2011 1:09 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Request

Hi Max,
Here is the email that I received from David. I'm still going through our files with Cindy so haven't been able to draft a response as yet...
Thanks!
J

From: Hume, David CITZ:EX
Sent: Tuesday, February 1, 2011 5:14 PM
To: Jardine, Kevin CITZ:EX
Cc: Twynstra, Tanya L CITZ:EX; Sall, Gurmeet CITZ:EX; Hendry, Jackie SSBC:EX
Subject: Re: FOI Request

Hi Kevin,

Further to my voicemail, how does this response look for this request?

Dear applicant,

Many thanks for your request, which asked for:

"Individual policies for each Ministry dealing with social media use."

Currently, there is no documentation beyond the corporate guidance already shared with you.

If you are interested in a direct discussion of the direction of social media in government, Citizen Services officials would be pleased to discuss it with you.

Please contact David Hume, Executive Director, Citizen Engagement at David.Hume@gov.bc.ca.

Sincerely etc.

Does this work?

Cheers,

D.

From: Jardine, Kevin CITZ:EX
Sent: Friday, January 28, 2011 04:21 PM
To: Hume, David CITZ:EX
Cc: Twynstra, Tanya L CITZ:EX; Sall, Gurmeet CITZ:EX
Subject: RE: FOI Request

Thanks, David. Please cc Gurmeet on FOI requests, as well. She'll keep a record of requests and juggle them across the division.

As it is, this is a pretty discrete request with a straightforward document response. Some are rather more complicated and require an extensive email and document search on our part.

Thx,

K.

Kevin Jardine

Assistant Deputy Minister

Business and Workforce Transformation

Ministry of Citizens' Services

TEL: 250-953-3468

CELL: S17

SERVICE TEAMWORK COURAGE ACCOUNTABILITY CURIOSITY PASSION

From: Hume, David CITZ:EX
Sent: Friday, January 28, 2011 4:07 PM
To: Jardine, Kevin CITZ:EX
Cc: Twynstra, Tanya L CITZ:EX
Subject: FW: FOI Request
Importance: High

Hi Kevin—wanted to ensure you saw this FOI request on social media guidance that has come in

Gordon, Robert A SSBC:EX

From: McCartney, Angela SSBC:EX
Sent: Thursday, February 3, 2011 5:07 PM
To: Gordon, Robert A SSBC:EX
Subject: FW: RODs re 100309 / 310 Not Responsive

Fyl...

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 5:04 PM
To: Ghag, Kris SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Love, Sylvia SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: RODs re 100309 / 310 Not Responsive

This might be something we'd consider for sure.

From: Ghag, Kris SSBC:EX
Sent: Thursday, February 3, 2011 4:53 PM
To: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Love, Sylvia SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: RE: RODs re 100309 / 310 Not Responsive

Looks like an accurate reflection of the meeting to me. Not sure whether we want to go a little further to say that the social media request required that we go to David Hume for some wording to be included in our release letters?

KG

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 3, 2011 1:47 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Love, Sylvia SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: RODs re 100309 / 310 Not Responsive

Hi.

Please find a 'draft' copy of the ROD from the cross government request 100309, 100310, and 100311. Not Responsive

Please review and advise if there are any errors or omissions. If so, I'll make the necessary changes.

Thanks

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC

Gordon, Robert A SSBC:EX

From: McCartney, Angela SSBC:EX
Sent: Thursday, February 3, 2011 2:00 PM
To: Gordon, Robert A SSBC:EX
Cc: Chernoff, Lawrence SSBC:EX
Subject: FW: RODs re 100309 / 310 Not Responsive

Hi Rob,
RODs for the social media requests and Not Responsive , for your files.

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 3, 2011 1:47 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Love, Sylvia SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: RODs re 100309 / 310 Not Responsive

Hi.

Please find a 'draft' copy of the ROD from the cross government request 100309, 100310, and Not Responsive .

Please review and advise if there are any errors or omissions. If so, I'll make the necessary changes.

Thanks

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

Gordon, Robert A SSBC:EX

From: Chernoff, Lawrence SSBC:EX
Sent: Tuesday, February 1, 2011 9:49 AM
To: Gordon, Robert A SSBC:EX
Subject: FW: New FOI Request PSS-2011-00021 Social media sites

FYI

Lawrence Chernoff
Jr. Analyst
phone: 250-356-9392

Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
Providing services to:
Ministry of Attorney General
Ministry of Children and Family Development
Ministry of Public Safety & Solicitor General
Ministry of Social Development

From: Hoskins, Chad SG:EX
Sent: Monday, January 31, 2011 9:50 AM
To: Chernoff, Lawrence SSBC:EX
Cc: Hoskins, Chad SG:EX
Subject: RE: New FOI Request PSS-2011-00021 Social media sites

Hi Larry,

The Corrections Branch has no records responsive to this request. The only guidelines that our staff have been notified of are the OGCI0 guidelines - <https://www.gov.bc.ca/gov20/social-media/guidelines>

Thanks, Chad

From: Chernoff, Lawrence SSBC:EX
Sent: Monday, January 24, 2011 3:19 PM
To: Gajda, Gall SG:EX; Hoskins, Jeannie SG:EX; Chuhran, Dorothy J SG:EX; Hoskins, Chad SG:EX; Gunnarson, Jess SG:EX; Frame, Cyndi R SG:EX; Butler, Sylvia SG:EX; Chu, Helena SG:EX; Meseyton, Robert SG:EX; Voht, Angela E SG:EX; Biggs, Jackie SG:EX; Dickson, Brandy HSD:EX; Mangnell, Dallas HSD:EX; Steves, Gregory HSD:EX; Vasey, Jeff HSD:EX; Rotgans, Trudy HSD:EX; Beattie, Michelle HSD:EX
Cc: Vermaning, Tiny SG:EX; Jones, Angella N SG:EX; MacLeod, Peggy SG:EX; Siska, Janet SG:EX; Kansakar, Nina HSD:EX; Saby, Cathy HSD:EX; Gordon, Robert A SSBC:EX
Subject: New FOI Request PSS-2011-00021 Social media sites

Hello and good afternoon;

After forwarding this request to MSB we understand, that the request should be sent to all branches within the ministry. As the ministry has undergone some changes should this request need to be sent to any other program areas please direct and I will forward as directed. Please see below for details relating to this individual request.

FOI Request File Number:	PSS-2011-00021
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X Govt Number (if applicable)	
Description of Request:	<p>Date Range: Up to and including January 5, 2011.</p> <p><u>The request reads:</u></p> <p>"I would like to make a request to you under the <i>Freedom of Information and Protection of Privacy Act</i>.</p> <p>Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."</p> <p>Clarified January 20, 2011 as: "the individual policies for each ministry dealing with social media use"</p>
IAO Analyst/Team:	Robert Gordon
Contact Information:	Robert.A.Gordon@gov.bc.ca
Fee Estimate Due Date:	January 28, 2011
If fees do not apply, records are due to IAO by 4:00pm on:	February 7, 2011
Request Received Date:	January 5, 2011
Request Due Date:	February 16, 2011

If I can be of assistance relating to this request please contact me at your earliest convenience.

Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

Haussmann, April SSBC:EX

From: McCartney, Angela SSBC:EX
Sent: Tuesday, February 1, 2011 9:28 AM
To: Gordon, Robert A SSBC:EX; Chernoff, Lawrence SSBC:EX
Subject: FW: PLEASE READ: Status report on xgov't requests

For the social media requests – PSS-11-021 and MSD-11-011 –

There has been some discussion about transfer/partial transfer of this request from the ministries (PSS/MSD/EDU/TRAN) to CITZ. Please ensure that the approved wording below is included in the response letter as CITZ didn't receive the original request and we need a consistent response from the public bodies who did.

From: Ghag, Kris SSBC:EX
Sent: Tuesday, February 1, 2011 9:14 AM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

I just re-read my blurb below and made a minor edit (in red). ☺

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 1, 2011 9:12 AM
To: Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

This is great Kris. This will be the letter the teams will use in response to this request. For those ministries that won't be transferring their request to CTZ, please use the below noted verbiage as suggested by Kris.

Thanks everyone,

Maxine

From: Ghag, Kris SSBC:EX
Sent: Monday, January 31, 2011 3:45 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Here is the letter that we were prepared to send out. I propose that we include David Hume's blurb in its own paragraph right after the one that includes the link to the public policy.

Additionally, given that TRAN has already partially transferred this request and the other ministries are now being directed not to do so, they should probably include a line that says something to the effect of:

Additionally, we understand that the Ministry of Citizens' Services is already processing this request as it was partially transferred by the Ministry of Transportation and Infrastructure.

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Monday, January 31, 2011 1:10 PM
To: Foster, Anita SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: Re: PLEASE READ: Status report on xgov't requests

We are still waiting. Jackie will send it out. If we can have one person draft a letter for all to use this would be appreciated.

From: Foster, Anita SSBC:EX
Sent: Monday, January 31, 2011 12:21 PM
To: Ghag, Kris SSBC:EX; Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

I believe that we are still waiting?

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Ghag, Kris SSBC:EX
Sent: Monday, January 31, 2011 12:20 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Foster, Anita SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Are we still waiting on David Hume to provide wording for inclusion in all response letters? The TRAN no records response was approved on the afternoon of January 26th

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 4:56 PM
To: Foster, Anita SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests
Importance: High

Please don't transfer any request related to the social media requests to CITZ. We are waiting on some verbiage from Jackie to include a response letter.

Thanks everyone,

Maxine

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 2:58 PM
To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Further update on

Not Responsive

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 11:10 AM
To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Here are answers for the Ministry of Education:

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005 – Closed

100310 – social Media – no responsive records for Education and will also transfer to the Ministry of Citizens' Services

Not Responsive

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Kukucska, Cindy L SSBC:EX

Sent: Friday, January 28, 2011 10:16 AM

To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Hi there, I need a status report on the following xgov't requests – asap

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005

100310 – social Media

Not Responsive

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

Hausmann, April SSBC:EX

From: Dickson, Brandy HSD:EX
Sent: Friday, January 28, 2011 2:36 PM
To: Chernoff, Lawrence SSBC:EX
Subject: RE: FOI Request PSS-2011-00021 Social media sites

Larry,

A search of our records was conducted. It took 30minutes, and no responsive records were found.

Thanks!

Brandy Dickson

FOI, Records and Correspondence Coordinator

Gaming Policy and Enforcement Branch

Ministry of Public Safety and Solicitor General

3rd Floor, 910 Government Street

Victoria, BC V8W 9N1

Phone: 250-387-1151

Fax: 250-356-1910

From: Chernoff, Lawrence SSBC:EX
Sent: Thursday, January 27, 2011 2:20 PM
To: Dickson, Brandy HSD:EX
Subject: RE: FOI Request PSS-2011-00021 Social media sites

Right, but I need the page count from every program area in order to confirm/dis-confirm whether a fee is warranted.
Are you confirming that we'll have this information today?

Thanks Brandy,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

From: Dickson, Brandy HSD:EX
Sent: Thursday, January 27, 2011 2:18 PM
To: Chernoff, Lawrence SSBC:EX
Subject: RE: FOI Request PSS-2011-00021 Social media sites

Not remotely sure yet. At this point, we know where to look, and have seen how much to search, but don't know what we will find.

I will keep you informed.

Cheers!

Brandy Dickson

FOI, Records and Correspondence Coordinator

*Gaming Policy and Enforcement Branch
Ministry of Public Safety and Solicitor General
3rd Floor, 910 Government Street
Victoria, BC V8W 9N1
Phone: 250-387-1151
Fax: 250-356-1910*

From: Chernoff, Lawrence SSBC:EX
Sent: Thursday, January 27, 2011 2:14 PM
To: Dickson, Brandy HSD:EX
Subject: RE: FOI Request PSS-2011-00021 Social media sites

Hi Brandy, thanks for this info. What page count would you estimate?

Thanks again,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-0392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

From: Dickson, Brandy HSD:EX
Sent: Thursday, January 27, 2011 2:12 PM
To: Chernoff, Lawrence SSBC:EX
Subject: RE: FOI Request PSS-2011-00021 Social media sites

Larry,

A fee request form will not need to be submitted by GPEB. However, GPEB feels that approximates 45 mins to search our records will be required on our part. If records are forthcoming, it will be a small number.

Will keep you updated.

Brandy Dickson

FOI, Records and Correspondence Coordinator

*Gaming Policy and Enforcement Branch
Ministry of Public Safety and Solicitor General
3rd Floor, 910 Government Street
Victoria, BC V8W 9N1
Phone: 250-387-1151
Fax: 250-356-1910*

From: Chernoff, Lawrence SSBC:EX
Sent: Thursday, January 27, 2011 2:06 PM

To: Hoskins, Jeannie SG:EX; Hoskins, Chad SG:EX; Gunnarson, Jess SG:EX; Chu, Helena SG:EX; Biggs, Jackie SG:EX; Dickson, Brandy HSD:EX
Cc: Jones, Angella N SG:EX; Gordon, Robert A SSBC:EX
Subject: RE: FOI Request PSS-2011-00021 Social media sites

Hello and good afternoon;

As part of the FOI process this is a reminder the Fee estimate associated with this file is due at IAO today January 27, 2011. Please note as this is a ministry wide records call we need to amalgamate the total ministry time spent to search for and produce records, as well as the total page count from each program area at which this request is received.

Thanks very kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

From: Chernoff, Lawrence SSBC:EX

Sent: Monday, January 24, 2011 3:19 PM

To: Gajda, Gall SG:EX; Hoskins, Jeannie SG:EX; Chuhran, Dorothy J SG:EX; Hoskins, Chad SG:EX; Gunnarson, Jess SG:EX; Frame, Cyndi R SG:EX; Butler, Sylvia SG:EX; Chu, Helena SG:EX; Meseyton, Robert SG:EX; Voht, Angela E SG:EX; Biggs, Jackie SG:EX; Dickson, Brandy HSD:EX; Mangnell, Dallas HSD:EX; Steves, Gregory HSD:EX; Vasey, Jeff HSD:EX; Rotgans, Trudy HSD:EX; Beattle, Michelle HSD:EX

Cc: Vermaning, Tiny SG:EX; Jones, Angella N SG:EX; MacLeod, Peggy SG:EX; Siska, Janet SG:EX; Kansakar, Nina HSD:EX; Saby, Cathy HSD:EX; Gordon, Robert A SSBC:EX

Subject: TRIM: New FOI Request PSS-2011-00021 Social media sites

Hello and good afternoon;

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FOI Request File Number:	PSS-2011-00021
X Govt Number (If applicable)	
Description of Request:	<p>Date Range: Up to and including January 5, 2011.</p> <p><u>The request reads:</u></p> <p>"I would like to make a request to you under the <i>Freedom of Information and Protection of Privacy Act</i>.</p> <p>Please provide me access, as the law requires, to any guidelines for personal or business use of</p>

	<p>social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."</p> <p>Clarified January 20, 2011 as: "the individual policies for each ministry dealing with social media use"</p>
IAO Analyst/Team:	Robert Gordon
Contact Information:	Robert.A.Gordon@gov.bc.ca
Fee Estimate Due Date:	January 28, 2011
If fees do not apply, records are due to IAO by 4:00pm on:	February 7, 2011
Request Received Date:	January 5, 2011
Request Due Date:	February 16, 2011

If I can be of assistance relating to this request please contact me at your earliest convenience.

Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

.ck

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 10:14 AM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

It would really help to have a couple of key words beside teach cross gov number ...?

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 10:03 AM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: PLEASE READ: Status report on xgov't requests
Importance: High

Hi there, I need a status report on the following xgov't requests – asap

100309

100310

Not Responsive

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

Haussmann, April SSBC:EX

From: Biggs, Jackie SG:EX
Sent: Thursday, January 27, 2011 2:10 PM
To: Chernoff, Lawrence SSBC:EX
Cc: Hoskins, Jeannie SG:EX
Subject: RE: FOI Request PSS-2011-00021 Social media sites

Hi Larry,

Jeannie Hoskins at the DSG's office will be providing responsive records for this request (for PSSG) and these records will encompass EMBC.

Thanks
Jackie

From: Chernoff, Lawrence SSBC:EX
Sent: Thursday, January 27, 2011 2:06 PM
To: Hoskins, Jeannie SG:EX; Hoskins, Chad SG:EX; Gunnarson, Jess SG:EX; Chu, Helena SG:EX; Biggs, Jackie SG:EX; Dickson, Brandy HSD:EX
Cc: Jones, Angella N SG:EX; Gordon, Robert A SSBC:EX
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Lawrence Chernoff

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Ministry of Public Safety & Solicitor General

Ministry of Social Development

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Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

Gordon, Robert A SSBC:EX

From: Andrade, Ana AG:EX
Sent: Thursday, January 27, 2011 2:13 PM
To: Chernoff, Lawrence SSBC:EX
Cc: Gordon, Robert A SSBC:EX
Subject: RE: FOI Request PSS-2011-00021 Social media sites

Nothing for MSB, thanks..

From: Chernoff, Lawrence SSBC:EX
Sent: Thursday, January 27, 2011 1:49 PM
To: Andrade, Ana AG:EX
Cc: Gordon, Robert A SSBC:EX
Subject: RE: FOI Request PSS-2011-00021 Social media sites

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Thanks kindly,

Larry

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Ministry of Attorney General

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Ministry of Public Safety & Solicitor General

Ministry of Social Development

From: Chernoff, Lawrence SSBC:EX
Sent: Monday, January 24, 2011 8:20 AM
To: Andrade, Ana AG:EX
Subject: RE: FOI Request PSS-2011-00021 Social media sites

Hi Ana, sounds good;

I will send it out.

Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

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Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services
Providing services to:
Ministry of Attorney General
Ministry of Children and Family Development
Ministry of Public Safety & Solicitor General
Ministry of Social Development

From: Andrade, Ana AG:EX
Sent: Monday, January 24, 2011 7:53 AM
To: Chernoff, Lawrence SSBC:EX; Baker, Chelsea AG:EX; Lazaro, Gina AG:EX
Cc: Gordon, Robert A SSBC:EX
Subject: RE: FOI Request PSS-2011-00021 Social media sites

Larry, Tara, our ADM thinks that this should go to all Branches.

From: Chernoff, Lawrence SSBC:EX
Sent: Friday, January 21, 2011 2:33 PM
To: Baker, Chelsea AG:EX; Lazaro, Gina AG:EX
Cc: Andrade, Ana AG:EX; Gordon, Robert A SSBC:EX
Subject: RE: FOI Request PSS-2011-00021 Social media sites

Hello and good afternoon Chelsea and Gina;

Further to Ana's Out-of-Office relating to this request, please see the below for details relating to this request.

Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

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Logistics and Business Services

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Ministry of Public Safety & Solicitor General

Ministry of Social Development

-----Original Message-----

From: Andrade, Ana AG:EX
Sent: Friday, January 21, 2011 2:30 PM
To: Chernoff, Lawrence SSBC:EX
Subject: Out of Office: FOI Request PSS-2011-00021 Social media sites

I will be away from the office until Monday, January 24th, 2011. If you need immediate assistance please contact Chelsea Baker at 250 387-5258 or via email at Chelsea.Baker@gov.bc.ca, or Gina Lazaro at 250-387-6856 or via email at Gina.Lazaro@gov.bc.ca.

Happy Holidays.

Thank you.

From: Chernoff, Lawrence SSBC:EX
Sent: Friday, January 21, 2011 2:30 PM
To: Andrade, Ana AG:EX
Cc: Gordon, Robert A SSBC:EX
Subject: RE: FOI Request PSS-2011-00021 Social media sites

Hello and good afternoon;

We just yesterday had confirmation of this requests scope from the applicant and are now full steam ahead to gather records.

The request is responsive to:
"the individual policies for each ministry dealing with social media use"

The call for records form has been updated below to reflect this change, updated as well are the timeframes for fee estimates and records gathering.

Thanks very kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

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Ministry of Public Safety & Solicitor General

Ministry of Social Development

From: Chernoff, Lawrence SSBC:EX
Sent: Wednesday, January 12, 2011 8:12 AM
To: Andrade, Ana AG:EX
Cc: Gordon, Robert A SSBC:EX
Subject: TRIM: RE: FOI Request PSS-2011-00021 Social media sites

Hello and good morning;

Please hold on any further action with respect to this request. We are coordinating internally and then contacting the applicant to ensure a consistent response. As soon as we have confirmation on next steps I will forward to your attention immediately.

Thanks kindly,

Larry

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Ministry of Social Development

From: Chernoff, Lawrence SSBC:EX
Sent: Monday, January 10, 2011 4:10 PM
To: Andrade, Ana AG:EX
Cc: Gordon, Robert A SSBC:EX
Subject: TRIM: New FOI Request PSS-2011-00021 Social media sites

Hello and good afternoon;

Please see below for details relating to this individual request.

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Thanks kindly,
Larry
Lawrence Chernoff
Jr. Analyst

Hausmann, April SSBC:EX

From: Hoskins, Jeannie SG:EX
Sent: Thursday, January 27, 2011 2:09 PM
To: Chernoff, Lawrence SSBC:EX
Subject: RE: FOI Request PSS-2011-00021 Social media sites

Hi Larry

I have a couple of things I will be sending you (about 10-12 pages I think).
No fee.

Jeannie Hoskins
Executive Coordinator
Office of the Deputy Solicitor General
Ministry of Public Safety & Solicitor General

From: Chernoff, Lawrence SSBC:EX
Sent: Thursday, January 27, 2011 2:06 PM
To: Hoskins, Jeannie SG:EX; Hoskins, Chad SG:EX; Gunnarson, Jess SG:EX; Chu, Helena SG:EX; Biggs, Jackie SG:EX; Dickson, Brandy HSD:EX
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Cc: Gordon, Robert A SSBC:EX
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Hausmann, April SSBC:EX

From: Vasey, Jeff HSD:EX
Sent: Thursday, January 27, 2011 2:23 PM
To: Chernoff, Lawrence SSBC:EX
Subject: RE: New FOI Request PSS-2011-00021 Social media sites

Lawrence

The Building and Safety Standards Branch does not set its own policy on use of social media – we follow government and ministry policy on internet usage

Respectfully

Jeff Vasey, Executive Director
Building and Safety Standards
Ministry of Public Safety and Solicitor General

T: 250.387.3754 F. 250.387.8164
jeff.vasey@gov.bc.ca www.housing.gov.bc.ca/building



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Gordon, Robert A SSBC:EX

From: Chernoff, Lawrence SSBC:EX
Sent: Thursday, January 27, 2011 1:14 PM
To: Gordon, Robert A SSBC:EX
Subject: FW: New FOI Request PSS-2011-00021 Social media sites

Hi Rob;

Would the request be responsive to drafts?

Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

From: Mangnell, Dallas HSD:EX
Sent: Thursday, January 27, 2011 1:13 PM
To: Chernoff, Lawrence SSBC:EX
Cc: Zazuliak, Sue D HSD:EX
Subject: RE: New FOI Request PSS-2011-00021 Social media sites

Hi Larry,

No responsive records on this. Our policy was not issued until after January 5th.

Dallas Mangnell

FOI & Records Officer

Liquor Control & Licensing Branch

Toll free in BC: 1-866-209-2111

P: 250-387-3484

F: 250-387-9184

From: Chernoff, Lawrence SSBC:EX
Sent: Monday, January 24, 2011 3:19 PM
To: Gajda, Gail SG:EX; Hoskins, Jeannie SG:EX; Chuhran, Dorothy J SG:EX; Hoskins, Chad SG:EX; Gunnarson, Jess SG:EX; Frame, Cyndi R SG:EX; Butler, Sylvia SG:EX; Chu, Helena SG:EX; Meseyton, Robert SG:EX; Voht, Angela E SG:EX; Biggs, Jackie SG:EX; Dickson, Brandy HSD:EX; Mangnell, Dallas HSD:EX; Steves, Gregory HSD:EX; Vasey, Jeff HSD:EX; Rotgans, Trudy HSD:EX; Beattie, Michelle HSD:EX
Cc: Vermaning, Tiny SG:EX; Jones, Angella N SG:EX; MacLeod, Peggy SG:EX; Siska, Janet SG:EX; Kansakar, Nina HSD:EX; Saby, Cathy HSD:EX; Gordon, Robert A SSBC:EX
Subject: New FOI Request PSS-2011-00021 Social media sites

Hello and good afternoon;

After forwarding this request to MSB we understand, that the request should be sent to all branches within the ministry. As the ministry has undergone some changes should this request need to be sent to any other program areas please direct and I will forward as directed. Please see below for details relating to this individual request.

FOI Request File Number: X Govt Number (If applicable)	PSS-2011-00021
Description of Request:	Date Range: Up to and including January 5, 2011. <u>The request reads:</u> <i>"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."</i> Clarified January 20, 2011 as: <i>"the individual policies for each ministry dealing with social media use"</i>
IAO Analyst/Team: Contact Information:	Robert Gordon Robert.A.Gordon@gov.bc.ca
Fee Estimate Due Date:	January 28, 2011
If fees do not apply, records are due to IAO by 4:00pm on:	February 7, 2011
Request Received Date:	January 5, 2011
Request Due Date:	February 16, 2011

If I can be of assistance relating to this request please contact me at your earliest convenience.

Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General


Ministry of Social Development

Hausmann, April SSBC:EX

From: Voht, Angela E SG:EX
Sent: Thursday, January 27, 2011 12:33 PM
To: Chernoff, Lawrence SSBC:EX
Subject: RE: New FOI Request PSS-2011-00021 Social media sites

All together it took approximately 45 minutes to determine who the relevant people were, contact the relevant people and then collect from them the necessary records.

Thanks,

Angela Voht - Policy Analyst
Office of the Superintendent of Motor Vehicles
Ministry of Public Safety and Solicitor General
Tel: 250-356-6300 / Fax: 250-356-5568
 Please consider the environment before printing this email

From: Chernoff, Lawrence SSBC:EX
Sent: Thursday, January 27, 2011 12:31 PM
To: Voht, Angela E SG:EX
Subject: RE: New FOI Request PSS-2011-00021 Social media sites

Hi Angela;

Thanks for this, can you please confirm the amount of time it took to search for and produce a copy of the responsive records?

Thanks kindly,
Larry
Lawrence Chernoff
Jr. Analyst
phone: 250-356-9392
Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
Providing services to:
Ministry of Attorney General
Ministry of Children and Family Development
Ministry of Public Safety & Solicitor General
Ministry of Social Development

From: Voht, Angela E SG:EX
Sent: Thursday, January 27, 2011 12:29 PM
To: Chernoff, Lawrence SSBC:EX
Subject: RE: New FOI Request PSS-2011-00021 Social media sites

Larry,
I have sent the relevant records for this FOI in house mail today.

Please let me know if there is anything else.

Thx.

Angela

Angela Voht - Policy Analyst

Office of the Superintendent of Motor Vehicles

Ministry of Public Safety and Solicitor General

Tel: 250-356-6300 / Fax: 250-356-5568

 Please consider the environment before printing this email

From: Chernoff, Lawrence SSBC:EX

Sent: Monday, January 24, 2011 3:19 PM

To: Gajda, Gail SG:EX; Hoskins, Jeannie SG:EX; Chuhran, Dorothy J SG:EX; Hoskins, Chad SG:EX; Gunnarson, Jess SG:EX; Frame, Cyndi R SG:EX; Butler, Sylvia SG:EX; Chu, Helena SG:EX; Meseyton, Robert SG:EX; Voht, Angela E SG:EX; Blggs, Jackie SG:EX; Dickson, Brandy HSD:EX; Mangnell, Dallas HSD:EX; Steves, Gregory HSD:EX; Vasey, Jeff HSD:EX; Rotgans, Trudy HSD:EX; Beattie, Michelle HSD:EX

Cc: Vermaning, Tiny SG:EX; Jones, Angella N SG:EX; MacLeod, Peggy SG:EX; Siska, Janet SG:EX; Kansakar, Nina HSD:EX; Saby, Cathy HSD:EX; Gordon, Robert A SSBC:EX

Subject: New FOI Request PSS-2011-00021 Social media sites

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Fee Estimate Due Date:	January 28, 2011
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Request Received Date:	January 5, 2011

Request Due Date:

February 16, 2011

If I can be of assistance relating to this request please contact me at your earliest convenience.

Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

1. Is it okay to check my personal email on my work computer?

Accessing personal email like Hotmail, Gmail, Shawmail, Telus-webmail, etc, is not permitted.

Accessing these types of programs put your work computer at risk. An e-mail virus can be sent to you as an e-mail note attachment which, if activated, will cause some unexpected and usually harmful effect, such as destroying certain files on your hard disk and causing the attachment to be remailed to everyone in your address book. The systems that the OSMV uses hold sensitive personal information about our clients. We need to ensure that personal information is protected.

The Office of Chief Information Officer understands that organizations like the OSMV hold highly sensitive and personal individual information and must restrict access to personal email to protect that information.

2. Is it okay to access Facebook or other Social Media Sites for personal use on my work computer?

Accessing Facebook and other Social Media Sites for personal use from work is not permitted.

The use of Internet and email resources shouldn't affect an individual's performance, or the security of the branches information systems.

People tend to lose track of time when visiting social networking websites like Facebook.

Facebook contains applications that could expose you, and your computer, to a security vulnerability (risk). Some internet websites may contain harmful Spy-ware or Ad-ware that can be installed automatically on the computer systems. After visiting those websites, the computer systems become infected and personal information can be collected and passed on to third party individuals. Many real world examples of this have resulted in identity theft.

The Office of the Chief Information Officer understands that organizations like the OSMV hold highly sensitive personal information about individuals and must restrict access to Social Media Sites to protect that personal information,

3. Is it okay to do on-line banking on my work computer any time?

You can do your on-line banking on your work computer during your scheduled break times.

4. Can I play on-line games during breaks on my work computer?

As long as the games are not part of a Social Networking Site the game you choose to play may not pose a risk to the network. If you are in doubt it would be best to check with your supervisor.

- 5. Is it okay to look up my son's driving record?
- 6. Can I look up my friend's address on the Driver's System?
- 7. Is it okay to look up my friend's birthday on the Driver's System?

Although our intentions may be good, we are required to respect and protect the privacy of every person. An individual's personal information-a date of birth or address-is considered confidential. We can only access a person's personal information if that information relates to a case or file that we are working on.

We also need to remember that we made a commitment to the Standards of Conduct. As Public Service employees we are required to prevent real or perceived conflicts of interest. We can't be seen or perceived to be seen as giving a friend or relative preferential treatment. If your son wants a copy of his driving record, he should request a copy through the same process that other drivers use.

8. Can I order groceries on-line on my work computer?

On-line ordering is just like shopping in the store because you can go down aisles, visit each department, and choose from a large variety of foods. There is a minimum order you must be sure to achieve. You can weigh foods and search for individual items. At the final stage of shopping you confirm your order, select a delivery option, and provide any further instructions. It can take you a considerable amount of time to order your groceries. As a result, it is not practical to order groceries during your break time.

9. Is it okay to change my address on the Driver's System?

ICBC has the authority to change a client's address on the Driver's system either by mail or by telephone. If you have a change of address, you need to phone ICBC and they will change your address over the phone, or you can send it in by mail.

10. Is it okay if I look up the driving record of someone in the news?

As public servants, we may only access driving records for work purposes. This means that you can only access the driving record of an individual if you are currently working on their file.

You may also access the driving record of an individual if you receive a special request from a supervisor to provide information on a particular driver who may be in the media. Accessing a driver's records out of personal curiosity constitutes a breach of privacy.

11. Can I browse the internet during work?

You may access the internet, with certain restrictions as outlined in the previous questions, on your scheduled break time. Please ensure that it is clear to others that you are on your break time. For instance, putting up a sign on the back of your chair or cubicle wall indicating that you are on a break is a good way of letting others know not to disturb you.

Voht, Angela E SG:EX

From: Blewett, Tyann M SG:EX
Sent: Wednesday, January 26, 2011 1:43 PM
To: Voht, Angela E SG:EX
Subject: FW: Use of Facebook, Twitter, etc

Tyann Blewett
A/Director, Policy & Research
Office of the Superintendent of Motor Vehicles
phone: 250-953-3330

From: Melvin, Stephanie SG:EX
Sent: Tuesday, November 9, 2010 8:01 AM
To: SG OSMV
Subject: Use of Facebook, Twitter, etc

Good morning everyone

Just a quick note to clarify what Allan Seckel's e-mail about the use of social media at work means for staff at OSMV.

What Allan Seckel is referring to is the use of these tools in the context of your daily work, and not for personal use. For example, there are occasions when staff in the Policy shop would be using these tools, most likely in a coordinated effort with our Public Affairs Bureau, to communicate with the public about new programs or changes to the *Motor Vehicle Act*.

For people in the Administrative Justice, Driver Fitness, and Intervention branch, if you think there's a reason why you need to use social media for your job, please speak to your supervisor in advance.

Best regards to all

Stephanie

Stephanie Melvin
Director of Administrative Justice, Driver Fitness and Intervention
Office of the Superintendent of Motor Vehicles
Ministry of Public Safety and Solicitor General
4A - 940 Blanshard Street
Victoria BC V8W 9J2
250-953-3818 direct
250-356-8640 Assistant Anita Wilkinson

Voht, Angela E SG:EX

From: Blewell, Tyann M SG:EX
Sent: Wednesday, January 26, 2011 1:43 PM
To: Voht, Angela E SG:EX
Subject: FW: Memo from Allan Seckel re: Social Media Guidelines
Attachments: Memo to DM re: social media guidelines.pdf; SOME Guidelines MasterOct13.pdf; CP_social-media_guidelines_Fall2010_v12.pdf

Categories: Red Category

Tyann Blewett
A/Director, Policy & Research
Office of the Superintendent of Motor Vehicles
phone: 250-953-3330

From: Gilmour, Lori SG:EX
Sent: Thursday, November 4, 2010 2:11 PM
To: PSSG OSMV MGT Team
Cc: Belsky, Belle SG:EX; Wilkinson, Anita SG:EX
Subject: Memo from Allan Seckel re: Social Media Guidelines

PYI

From: Lagah, Sherry SG:EX
Sent: Thursday, November 4, 2010 1:54 PM
Subject: FW: Memo from Allan Seckel re: Social Media Guidelines

Please see the attached memo with attachments from Allan Seckel.

Sherry Lagah
Office of the Deputy Solicitor General
Ministry of Public Safety and Solicitor General
(250) 387-5362

Memorandum

Deputy Minister's Office
Office of the Premier

Date: November 4, 2010

To: All Deputy Ministers

Re: Release of social media guidelines for the BC Public Service

Today the social media guidelines will be released to employees across the BC Public Service. A copy is attached for your information, together with the draft internal communications plan.

These guidelines are our first effort to outline how social media tools can and should be appropriately used by government. In addition to the key policy and legislative considerations, this document provides an overview of social media use in the context of citizen engagement and why it's important. It also provides a consistent foundation on which we can build, as tools and our own experience with social media evolve.

Ultimately, we're taking the approach that social media is simply another tool set to use in serving the citizens of B.C. and that, while there are considerations in how we do this appropriately, we can and do trust our employees to use these tools as the responsible professionals I know they are.

In an effort to support this approach, the Citizen Engagement team in the Ministry of Citizens' Services has developed a comprehensive set of resources to support citizen engagement and the use of social media. Those resources will be available with the guidelines on @Work with the launch and will be added to over time.

As employees in your organizations consider how social media can be used to enhance their programs or services, please encourage them to read the guidelines and browse the material on @Work once launched and ask any questions that result so we can build these resources together.

Any questions about this material can be directed to David Hume at the Citizen Engagement team or by email at citizenengagement@gov.bc.ca.



Allan P. Seckel, Q.C.
Deputy Minister to the Premier
and Head of the BC Public Service

Attachments



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Guidelines for Conducting Citizen Engagement, Specific to Social Media

Overview

In this document you'll find:

- A. The BC Public Service Philosophy and the Context for Change: Information about the context for and benefits of using social media tools.
- B. Key Considerations: The things to be aware of and a bit about the process to follow in using social media for public discussion.
- C. Principles: To guide the use of social media tools in your professional capacity.
- D. Summary and Further Information

A. The BC Public Service Philosophy and the Context for Change

Every day BC Public Service employees deal directly with the public, with stakeholder groups and with colleagues. They do that work professionally and responsibly, reflecting the trust placed in them by their employer and citizens. Social media is quickly becoming part of the everyday work of the public service and, in fact, many organizations.

Citizens increasingly expect greater responsiveness and input into decisions that affect them. They expect better access to services and more choice about how, when and where they get that access. Social media tools are not just tools for communication. They are tools for business, and can help us in our work with citizens and stakeholders.

Eventually, social media tools will just be part of the normal working experience for government employees, just like telephones and email. But, recognizing that social media tools are also new and unique in many ways, these guidelines have been developed to support the adoption and adaptation of these tools in the public service. They reflect some of the unique circumstances that apply to the public service, including the reality that citizens tend to expect greater accountability from government than most organizations. But overall these guidelines are based on one important philosophy: *we trust our employees to be responsible in their use of these tools, just as we trust them in every other aspect of their work.*

With these guidelines and the right training and support in place, we trust that employees will use these tools responsibly.

B. Key Considerations

Planning for the use of public social media tools (e.g. Twitter, Facebook) should include developing a business plan with intended outcomes, appropriate tools and resources required to support the project. As part of the planning process, the ministry or program area should have gone through a process that determines that social media tools are the best approach or one of a variety of approaches to engage the public.

Approvals: Social media tools are part of the tool set for engaging the public; therefore it is important no matter which tool, you make an assessment of potential communications issues for government. That might mean involving your supervisor, your executive, your deputy minister or even your Minister's Office in the approval processes, depending on the situation. You should involve your ministry's Public Affairs Bureau team if you think your project may create an issue for government. The training and information that supports these guidelines will provide examples of when to involve different areas in your approval process. But in general, you should evaluate the



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Guidelines for Conducting Citizen Engagement, Specific to Social Media

use of social media tools and the required approvals the same way you would evaluate the risks and benefits of any other more traditional form of public engagement, keeping in mind that social media tends to be a more publicly visible approach to engagement.

Support: The Citizen Engagement team at the Ministry of Citizens' Services is available to support ministries with planning for the use of social media tools. Information specific to the range of tools that can be used for public engagement will be posted on @Work over time.

Managing Professional and Personal Use of Social Media

BC Public Service employees who comment on public social media sites in their professional capacity, or who wish to comment on work-related issues in their personal capacity, must adhere to the BC Public Service Standards of Conduct. Comments on social media sites on matters unrelated to work are employees' own concern.

Important sections of the Standards of Conduct to note are those respecting:

- **Loyalty:** Employees' conduct should instill confidence and trust, and must not bring the public service into disrepute.
- **Confidentiality:** Confidential information that employees receive through their employment must not be divulged to anyone other than persons who are authorized to receive the information.
- **Public comments:** Employees may comment on public issues, but must not engage in any activity or speak publicly where this could be perceived as an official act or representation (unless authorized to do so). Employees must not jeopardize the perception of impartiality through making public comments or entering into public debate regarding ministry policies, or use their position in government to lend weight to the public expression of their personal opinions.
- **Political activity:** If engaging in political activities, employees must not do so during work hours or using work equipment, and must be able to retain the perception of impartiality in relation to their duties and responsibilities.

If in doubt, employees may discuss the matter with their supervisor, and/or consider adding a disclaimer to their web presence, such as "these views are mine alone and do not represent those of the Government of British Columbia or the BC Public Service."

Planning for the use of social media must also include considerations for privacy, intellectual property, records management and information security. See more details on these in Appendix A.

C. Principles for Employees Participating in Social Media

Participating in social media means contributing content or comment. When doing so, we trust you to be professional, personable, and relevant.

Being Professional

When using social media sites in a professional capacity, you should identify your role as a BC Public Service employee. When in conversation, be a good judge of content. Keep in mind there are three important categories of information that cannot be discussed with members of the public in any forum - face-to-face or online: 1) matters before the courts; 2) draft legislation; and 3)



Guidelines for Conducting Citizen Engagement, Specific to Social Media

material about third parties (i.e., information about identifiable individuals) unless you have statutory authorization to do so.

Beyond these rules, two good tests for judging content include:

- "Does this content have a direct connection to my paid role?"—In an online discussion, only comment on topics on which you have responsibility and direct knowledge. Do not comment on areas outside your areas of responsibility. Refer out-of-scope questions to those with responsibility for those areas, or to the relevant communications officer.
- "Is this content something I would be comfortable saying in a public setting, such as a conference or stakeholder meeting?"—that is to say, be aware that your comments may be shared widely. Be sure to express your words and ideas in ways that do not undermine the reputation of yourself, your ministry or the BC Public Service.

Being Personable

Success in social media means not necessarily being formal in your online interactions. Being personable will help you build productive relationships, manage your own and your ministry's reputation, and help you become a valued and proactive contributor to online conversations and communities. Draw on your experience to tell stories and anecdotes that illuminate your ideas, and use an authentic voice to help people connect to the person behind the title. In doing so, be mindful of the privacy guidelines in Appendix A - sharing too much may lead to compromises of your own or others' privacy.

Being Relevant

Provide information that is timely and useful for your audience. Work hard to create conversations that are productive, and be responsive to questions and input that come in through your site. Consider inviting a colleague's input before making a public posting. Talk to your PAB team if you want advice about how to create relevant content, and be sure to notify them if you receive a media request, including ones from bloggers who might be working on a story.

D. Summary and Further Information

These guidelines should underscore two key points. One, all BC Public Service employees are trusted to be responsible professionals in the use of social media. The second point is that we will strive to support employees in using social media, through information, training and discussion. Additional information will be accessible through @Work - that information will help employees and ministries consider and plan for appropriate use. That information will also further address how to manage risks and issues associated with using these tools.

This is the first iteration of these guidelines and they will continue to evolve over time as employees provide input and ask questions and we collectively gain more experience. If you have any questions at all about the use of social media in the workplace please email them to citizenengagement@gov.bc.ca. We will help where we can or forward your request to the appropriate subject matter expert.



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Guidelines for Conducting Citizen Engagement, Specific to Social Media

Appendix A

Planning for the use of social media tools needs to include the following considerations:

Privacy

One of the biggest considerations in using social media is the protection of any personal information that is collected and disclosed. There are legislated restrictions through The Freedom of Information and Protection of Privacy Act (FOIPPA) to what government may collect, use and disclose. Personal information has a special meaning in FOIPPA, which is "information about an identifiable individual other than contact information" (with contact information meaning workplace address, telephone number or email etc. when used to contact that person at a place of business for a business purpose). The definition of personal information has a broad scope and includes, among other things, an individual's home address or email, appearance and image, educational and employment history, and personal opinions.

Because much of the content of social media sites contains personal information (i.e., user accounts containing personal profiles and pictures, comments containing opinions, images of people in photos or videos, etc.), FOIPPA plays a significant role in government's ability to use social media tools.

One of the first questions is to ask is if there is any personal information contained in the content - either content collected from a social media site, or content that is to be posted, i.e.:

Does the content contain photos or videos containing identifiable individuals?
Is the content about a particular individual?
Is an individual expressing an opinion?

If there is no personal information FOIPPA does not apply, as there are no restrictions to posting text, video, photographs or other information that does *not* contain personal information (though there may be intellectual property, copyright, or confidentiality restrictions, as discussed below). For example: A comment without personal information might include a statement of fact or a website URL that does not point to an individual; a photo or video without personal information might be of a place or thing without an identifiable person in frame.

If, however, if you are planning to host or establish a social media tool as part of your ministry work (setting up a Twitter account, starting a Facebook group, YouTube channel, etc.), or if you are participating on behalf of your ministry (e.g. commenting on someone else's stream/feed in a way that collects, uses or discloses personal information) you should complete a Privacy Impact Assessment (PIA). The PIA will help you make sure your social media use is in keeping with FOIPPA.

'Collection' and 'disclosure' using social media are complicated. The Citizen Engagement team at the Ministry of Citizens' Services is available to support ministries and bring appropriate expertise in on this topic. Here are some of the details:



Guidelines for Conducting Citizen Engagement, Specific to Social Media

Collection

Personal information can be collected in a number of ways on a social media site. If planned content will contain personal information, *before collecting it* government must:

- Meet one of the requirements of the collection provision under FOIPPA. Consultation, service provision and communication purposes are laudable goals, but government must be able to demonstrate the collection relates directly to and is *necessary* for a program or the activity it is undertaking. Necessity is a strict test – it does not mean “it’s convenient” or “would be nice to have.” Much of the chatter of social media sites will not pass the “necessity” test.
 - Employees should consider stripping content of personal information before saving it, such as only saving peoples’ comments, not the names of the people who made them.
 - When using a government site to engage the public, you should also carefully consider how you pose questions as you do not want to elicit from the public more information than is “necessary”.
- Provide notice that ministries are collecting the information. This notice must include the specific authority under FOIPPA or other legislation for collecting the personal information, the purpose of the collection, and the contact information of an employee with the relevant program who can answer questions about the collection. Your design and use of a social media site must be planned so that this notice is given to anyone commenting or sharing information on the site.

Government may *not* collect personal information about a third party. For example: John Smith posts, “My wife, Jane Smith, needs to take daily doses of Medication A.” This post contains Jane’s personal information. In most cases, FOIPPA requires the collection of personal information be directly from the person it is about, and therefore you should not collect this information in personalized form. Posting information of this kind should be actively discouraged wherever possible through site moderation, explicit terms of use, and careful consideration of what types of questions to the public are posted to the site.

Ministries may wish to provide other channels for interaction, such as a government email address, for users who do NOT wish to share information with the Government of B.C. on social media sites.

Disclosure

Before *disclosing* personal information by posting it to a social media site, ministries should know that posting content to the Internet is a disclosure of personal information outside of Canada which requires special authority under FOIPPA.

Should government post content that contains personal information on a social media site (subject to intellectual property, copyright, and confidentiality, restrictions, as discussed below), the first question to ask is, “Who posted the personal information?”

- Government may re-post personal information that was originally contributed to a social media site *by the person it is about* and if the personal information was both compiled and is being disclosed for the purposes of public discussion and promotion of proposed or existing initiatives, policies, proposals, programs and legislation of your ministry. For example, if Jane Smith posts her opinion about a new piece of legislation on a government site or social media site, you may re-post her name and opinion.



Guidelines for Conducting Citizen Engagement, Specific to Social Media

- Government may not freely re-post personal information from other information sources, such as another website, photos, a newspaper article, government press release or ministry file. To do so, ministries must either have the written consent from the individual whose information is being disclosed or there must be legislation directing that the disclosure may take place. However, posting URLs and web addresses pointing to this information is permissible. You may want to investigate online consent as it relates to your project, as there are nuances under FOIPPA.

Intellectual Property

Intellectual property commonly used within government includes trademarks, official marks and copyright. Trademarks and official marks are names, logos or other branding associated with an entity. Copyright encompasses a wide range of materials that includes written materials, such as books, manuals, reports and computer software; visual materials such as videos, photographs, pictures, posters and maps; and audio materials such as music and voice recordings.

Like any other type of property, intellectual property can be owned and disposed of by the Province. Disposal of intellectual property involves the sale, transfer or, most importantly in the context of social media sites, licensing of intellectual property rights to third parties. Under provincial policy, unless a ministry has legislative authority or Treasury Board approval to license intellectual property (whether copyright, trademark or otherwise), the approval of the Intellectual Property Program is required.

In relation to copyright-protected materials, where social media sites require a license to materials be provided as a condition of participation, ministries will need to obtain approvals as necessary for pre-existing provincial materials such as documents, videos or photographs. In relation to trademarks or official marks, ministries must not permit any entity to use government logos, branding or marks without approval of the Public Affairs Bureau and, if permission requires a license, approval by the Intellectual Property Program, Treasury Board or ministry legislative authority to license property. The Disposal Handbook - Chapter 5 - Intellectual Property and Copyright can be found on the Intellectual Property Program website. In addition, prior to posting any copyright-protected materials on a social media site, it is important that ministries confirm that materials posted on the site are owned by the Province and are not encumbered by existing licensing agreements or other terms of use that would prohibit the Province from posting the materials. In relation to trademarks or official marks, ministries must not use the marks of another entity without permission.

Records Management

When information is shared or advice is provided online, government must ensure that all necessary records are being captured, retained, filed and managed appropriately in the office recordkeeping system. If in doubt, discuss the matter with your Records Officer.

Key points:

- If online interactions are transitory (for example, they do not impact decisions, set policy, or document transactions, and are only for short-term or temporary use) they do not need to be recorded and filed.



Where ideas work

Guidelines for Conducting Citizen Engagement, Specific to Social Media

- If interactions are not transitory (for example, they contribute to a decision or policy or are needed to document advice, transactions or operations) they must be recorded. Documentation options include:
 - Creating the record using standard government tools, adding the relevant metadata after posting (e.g. creator/sender, recipient/audience/dates, when and where it was posted) and filing it within the office recordkeeping system.
 - Capturing a copy (e.g. screen shot) of the posting if possible (but only the necessary information as noted in the collection section of the privacy information above) and filing it within your records.
 - Creating a summary or statement of the information communicated and filing that in the office recordkeeping system.

Records management guidelines, fact sheets, records schedules and other resources are available on the [Information Access Operations website](#).

Information Security

When using social media tools, make sure you consider which security settings provided by the site are best suited for your situation and that you understand the terms and conditions of use on the site.

Also, think about your requirements regarding the integrity and availability of information you want to share. Remember, you may be using a site that is not controlled or managed by government. Can you live without the information if the data, or the site, is unavailable for a short period of time, or lost forever? What security controls exist for access to data on the system and will you be able to ensure data provided by one person cannot be altered by another? Will you have the privileges you need to edit, remove or change your postings?

If you have questions or concerns regarding your information security requirements, contact your [Ministry Information Security Officer](#) who can assist you with assessing risks and selecting appropriate security controls. They can also work with you to determine if a Security Threat and Risk Assessment is appropriate for your initiative.

And don't forget, you must immediately report any suspected or actual information incidents (potential or actual breaches of security) to your supervisor or manager, and immediately notify the Office of the Chief Information Officer by calling the Shared Services BC Service Desk at 250 387-7000 or toll-free at 1-866-660-0811 and selecting Option 3. You will be contacted shortly by the OCIO's Investigations Unit for further details. This procedure is outlined in the [Information Incident Management Process](#).



Internal Communications Plan Social Media Guidelines for the BC Public Service

Background:

Social media has changed the way people communicate and, as a result of this and other changes, citizen engagement is now much more of a focus for organizations including the BC Public Service. Collaborative technologies create the potential for public service employees to speak directly to colleagues, citizens and communities in new and different ways. By doing so, we stand to improve not only communication but consultation, stakeholder and citizen engagement, policy development and service delivery.

A variety of considerations are important in the BC Public Service context when using social media, including obligations under the standards of conduct, as well as laws regarding copyright, privacy, freedom of information and records management.

The Citizen Engagement team has taken charge of the work initiated by the Social Media Task Team (with representatives from Citizen Engagement, PAB, OCIO and PSI) to address these issues through the development of Guidelines for Social Media Use in the BC Public Service in the context of citizen engagement. The guidelines relate to public social media tools, such as Twitter, Facebook, etc., rather than to internal, government-hosted social media such as Spark or @Work.

This communications plan is intended to address communications about the guidelines to employees in the BC Public Service.

Target Audiences:

- All employees
- Deputy ministers
- Office of the Chief Information Officer
- PAB communications directors
- ADMs Corporate Services
- Online Channel Office
- Ministry information security officers
- Ministry chief information officers
- Ministry records officers
- DMIPs (information and privacy)
- Internal Communications Council

Communication Objectives:

- Ensure employees are aware of the citizen engagement context when considering use of social media tools.
- Provide education and awareness for employees regarding guidelines for use of public social media sites and how the ministerial order makes it possible for us to use these tools.
- Reinforce the benefits social media can offer public service employees in their interactions with the public as well as the appropriate cautions.
- Ensure employees are aware of the key areas of policy and legislation that must be considered when using public social media tools.
- Ensure employees are comfortable determining how social media might be applied in their program areas and know who to contact for support.
- Provide a network for employees to support each other and learn throughout the phased implementation of the new social media policy.

Internal Communications Plan Social Media Guidelines

Strategies:

- Create a "social media corner" on @Work under the banner of citizen engagement, which will include the guidelines and associated material about citizen engagement and specific tools. Posting of this material will take an iterative approach to allow feedback and refine information as our process develops.
- Link the social media corner to a social media category on the @Work discussion forum and the social media wiki to make questions, stories and tips easy to find and to encourage information sharing among employees who have used social media tools or who want to and are looking for suggestions from those who have.
- Focus launch communications on the guidelines and associated resources. Follow up with phased communications as additional resources are developed and more success stories become available.
- Showcase existing use from around the world and from "early adopters" within B.C. (the Living Smart Water Blog and the Premier's Technology Council) to demonstrate potential benefits of using social media tools and lessons learned from getting the sites up and running.
- Provide information to stakeholders to inform them and to have them help guide employees in use of the tools.

Key Messages:

- Social media tools allow us to talk with the public in new ways, which can help us improve communication as well as consultation, stakeholder and citizen engagement, policy development, and, ultimately, lead to creative solutions and improved services.
- In a government environment, we have to consider issues such as privacy, intellectual property and records management and much of our policy and legislation hasn't kept up with what's happening online.
- A ministerial order was signed allowing disclosure of personal information outside Canada through social media sites if certain conditions apply and therefore ensures our use of public social media tools is safe and acceptable.
- We've now finalized the first version of social media guidelines for use of public social media tools in the BC Public Service.
- Social media is more than just the tools, though – it's a process, and for us in government it's about creating value for the public.
- The guidelines, and the resources that accompany it, provide a roadmap for how to make the best use of social media to better serve the public. This material will change and evolve with your input as we get more experience in this area.
- A key philosophy behind these guidelines is that we trust our employees, with the right training and support in place, to use these tools responsibly.
- If you have questions or want additional guidance about using social media tools in your program area your first point of contact is the Citizen Engagement team. You can contact them at citizenengagement@gov.bc.ca.

Tactics and timelines - stakeholders

Component	Responsible	Involved	Distributed
Review at DMC	Allan Seckel	Kim Henderson	Oct. 8 - DONE
Heads up to SMTT, PAB	Robin Farr		Nov. 2 - DONE
Bulletin to Internal Comm. Council	Robin Farr		Nov. 2 - DONE
Heads up to Spark team	Robin Farr		Nov. 2 - DONE
Memo and guidelines to DMs	Allan Seckel	R. Farr, R. Bronee	Nov. 4

Internal Communications Plan Social Media Guidelines

Tactics and timelines – employees (see detailed descriptions below)

Component	Responsible	Involved	Distributed
Social media corner content posted	Robin Farr	@Work team	Thurs., Nov. 4
Broadcast email to all employees from Allan Seckel	Robin Farr, Rueben Bronee	@Work team	
Article: Official launch on @Work, linked to guidelines and supporting material	Robin Farr	@Work team	
Q&A	Tanya Twynstra	Robin Farr, @Work team	
SoMe lifecycle graphic	Robin Farr	Jaya Polden	
Comic strip explanation of social media/ citizen engagement	Robin Farr	Tom Billings	
Discussion Board: "social media" category created and topic seeded on @Work	Robin Farr	@Work team	
Video with Allan Seckel on approach to social media in the BCPS	Robin Farr	Matt Gardiner, Kathleen Walsh	
Poll: Question on SoMe topic	Meghan Stothers		Week of Nov. 15
Standards of Conduct - scenarios	Tanya Twynstra, Mike Sherman	Jaya Polden/ Tom Billings	November TBD
Video: SoMe experts respond to questions from the community	Robin Farr	Matt Gardiner, Citizen engagement	November TBD
Video: Second instalment of experts responding to community questions	Matt Gardiner	Citizen engagement	November TBD

Communications will be supplemented by face-to-face and webinar training by the Citizen Engagement Team.

Descriptions:

Detailed Comic – Social media use in the context of citizen engagement

Description: The citizen engagement material would include a strong visual element in the form of a comic strip to illustrate situations and educate employees about opportunities and challenges presented by social media in the context of citizen engagement.

Lead: Tom Billings

Discussion Board topic

Description: Post a new category on the employee discussion forum called "Social Media"

Purpose: To give employees another way to continue their online discussions (and excitement) about our new social media guidelines. The forum is an ideal tool for making stories and tips easy to find and to encourage information sharing among public service employees who have used social media tools or who want to and are looking for suggestions from those who have.

Lead: Courtney Campbell, Robin Howe

Internal Communications Plan Social Media Guidelines

Videos: Experts answer community questions

Description: In the spirit of the Old Spice campaign, we would like to create one or two Q&A-style videos with questions collected (via Yammer, Twitter and the discussion board) regarding the social media guidelines. We plan to create the video within 24 hours of the guidelines' release.

The collected questions would be grouped for the video and answered in succession by one person. We could use the format to interject some humour. The number of videos we produce depends on how many questions we collect. If we don't get many questions, we could use some from the draft FAQ document. Due to the quick production of this type of video, we can produce more than one.

Lead: Matt Gardiner

Official launch article

Description: 500-word article about the release of our social media guidelines. The article is intended to reach those people who didn't find out - via our intentional "pre-release" on Twitter, Yammer and through video - that our social media guidelines are out.

The article will be based on the key messages from the communications plan and will reflect any early response to the "pre-release" of the guidelines. Between each section of the article, a vibrant comic strip would be used to illustrate the topic. This format would be reflected in the 10 Steps document (see above).

Lead: Robln Farr/Meghan Stothers

Poll question

Description: To complement the @Work launch article and release of the guidelines and associated material.

Lead: Meghan Stothers

Gordon, Robert A SSBC:EX

From: Chernoff, Lawrence SSBC:EX
Sent: Wednesday, January 26, 2011 9:31 AM
To: Butler, Sylvia SG:EX
Cc: Gordon, Robert A SSBC:EX
Subject: RE: FOI Request PSS-2011-00021 Social media sites

Hi Sylvia, good morning;

Thanks kindly for this,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

From: Butler, Sylvia SG:EX
Sent: Tuesday, January 25, 2011 5:04 PM
To: Chernoff, Lawrence SSBC:EX
Subject: RE: FOI Request PSS-2011-00021 Social media sites

Hi Larry, the policy we follow is noted in the link below:

Internet Usage/ E-mail

When you were hired you signed a waiver and should be familiar with the guidelines established in using the Government Network. It is important that you read, understand and comply with the following:

Electronic Internet Usage Agreement

By selecting to continue, I acknowledge and agree to the following:

1. My use of the Internet will be conducted in an ethical and professional manner.
2. I will **not** use this access for personal use during scheduled hours of work. I understand that this includes participating in Internet forums.
3. Unless authorized to do so, I will **not** at any time access or download offensive material which includes, but is **not** limited to pornography, hate literature or any material which contravenes the BC Human Rights Code. I will **not** transmit sensitive material via the Internet.
4. I will **not** at any time use this access for personal financial gain, listen to music or watch video recordings that are unrelated to my work.
5. I will ensure that my Internet usage does **not** contravene any laws or regulations, including copyright and licensing issues and laws respecting obscene and

discriminatory material.

6. My Internet usage will be monitored without further warning and any inappropriate usage may be cause for disciplinary action up to and including dismissal, or cancellation of contract.

The full policy regarding internet usage is in Chapter 12 of the Core Policy and Procedures Manual at http://www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/12_Info_Mgmt_and_Info_Tech.htm

Sylvia Butler
Security Programs and Police Technology Division
Telephone 250-387-4640 Fax 250-387-4454

Please do not disclose this email outside of the BC government without prior written approval. If you are not the intended recipient and have received this message in error, please notify me immediately and do not copy or disclose the contents of this message or its attachments to any other person.

From: Chernoff, Lawrence SSBC:EX
Sent: Tuesday, January 25, 2011 8:36 AM
To: Butler, Sylvia SG:EX
Cc: Gordon, Robert A SSBC:EX
Subject: RE: FOI Request PSS-2011-00021 Social media sites

Hi Sylvia, good morning;

Thanks very kindly for this information can you please confirm whether the Chapter 12 Core Policy and Procedures Manual from the PSA or is this an internal PSSG record? If this is a PSSG record then may I please request a copy of this record?

Thanks kindly,
Larry
Lawrence Chernoff
Jr. Analyst
phone: 250-356-9392
Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
Providing services to:
Ministry of Attorney General
Ministry of Children and Family Development
Ministry of Public Safety & Solicitor General
Ministry of Social Development

From: Butler, Sylvia SG:EX
Sent: Tuesday, January 25, 2011 7:59 AM
To: Chernoff, Lawrence SSBC:EX
Subject: FW: New FOI Request PSS-2011-00021 Social media sites

For your information.

Sylvia Butler
Security Programs and Police Technology Division
Telephone 250-387-4640 Fax 250-387-4454

Please do not disclose this email outside of the BC government without prior written approval. If you are not the intended recipient and have received this message in error, please notify me immediately and do not copy or disclose the contents of this message or its attachments to any other person.

From: MacLeod, Sam SG:EX
Sent: Tuesday, January 25, 2011 7:16 AM
To: Marshall, Fraser SG:EX; Butler, Sylvia SG:EX; Verge, Dennis SG:EX
Subject: RE: New FOI Request PSS-2011-00021 Social media sites

No we refer to internet usage according to Chapter 12 of the Core Policy and Procedures Manual.

From: Marshall, Fraser SG:EX
Sent: Monday, January 24, 2011 4:57 PM
To: Butler, Sylvia SG:EX; Verge, Dennis SG:EX; MacLeod, Sam SG:EX
Subject: RE: New FOI Request PSS-2011-00021 Social media sites

Doesn't our Letter of Expectation address this?

From: Butler, Sylvia SG:EX
Sent: Monday, January 24, 2011 4:43 PM
To: Marshall, Fraser SG:EX; Verge, Dennis SG:EX; MacLeod, Sam SG:EX
Subject: FW: New FOI Request PSS-2011-00021 Social media sites

Hi everyone, I received this request from FOI with respect to social media uses policies. Do any of you have any policies pertaining to social media uses outside of PSA's guidelines?

Sylvia Butler
Security Programs and Police Technology Division
Telephone 250-387-4640 Fax 250-387-4454

Please do not disclose this email outside of the BC government without prior written approval. If you are not the intended recipient and have received this message in error, please notify me immediately and do not copy or disclose the contents of this message or its attachments to any other person.

From: Chernoff, Lawrence SSBC:EX
Sent: Monday, January 24, 2011 3:19 PM
To: Gajda, Gail SG:EX; Hoskins, Jeannie SG:EX; Chuhran, Dorothy J SG:EX; Hoskins, Chad SG:EX; Gunnarson, Jess SG:EX; Frame, Cyndi R SG:EX; Butler, Sylvia SG:EX; Chu, Helena SG:EX; Meseyton, Robert SG:EX; Voht, Angela E SG:EX; Biggs, Jackie SG:EX; Dickson, Brandy HSD:EX; Mangnell, Dallas HSD:EX; Steves, Gregory HSD:EX; Vasey, Jeff HSD:EX; Rotgans, Trudy HSD:EX; Beattie, Michelle HSD:EX
Cc: Vermaning, Tiny SG:EX; Jones, Angella N SG:EX; MacLeod, Peggy SG:EX; Siska, Janet SG:EX; Kansakar, Nina HSD:EX; Saby, Cathy HSD:EX; Gordon, Robert A SSBC:EX
Subject: New FOI Request PSS-2011-00021 Social media sites

Hello and good afternoon;

After forwarding this request to MAB we understand, that the request should be sent to all branches within the ministry. As the ministry has undergone some changes should this request need to be sent to any other program areas please direct and I will forward as directed. Please see below for details relating to this individual request.

FOI Request File Number: X Govt Number (if applicable)	PSS-2011-00021
Description of Request:	<p>Date Range: Up to and including January 5, 2011.</p> <p><u>The request reads:</u></p> <p>"I would like to make a request to you under the <i>Freedom of Information and Protection of Privacy Act</i>.</p> <p>Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."</p> <p>Clarified January 20, 2011 as: "the individual policies for each ministry dealing with social media use"</p>
IAO Analyst/Team:	Robert Gordon
Contact Information:	Robert.A.Gordon@gov.bc.ca
Fee Estimate Due Date:	January 28, 2011
If fees do not apply, records are due to IAO by 4:00pm on:	February 7, 2011
Request Received Date:	January 5, 2011
Request Due Date:	February 16, 2011

If I can be of assistance relating to this request please contact me at your earliest convenience.

Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

Hausmann, April SSBC:EX

From: MacLeod, Peggy SG:EX
Sent: Tuesday, January 25, 2011 4:53 PM
To: Chernoff, Lawrence SSBC:EX
Cc: Clark, Perry SG:EX; Trylten, Tim G SG:EX; Chuhran, Dorothy J SG:EX
Subject: RE: New FOI Request PSS-2011-00021 Social media sites

Hi Larry:

Please be advised that Policing and Security Program Branch does not have an individual policy for social media use. PSPB uses the Social Media Guidelines found at the @Work site: <https://www.gov.bc.ca/gov20/social-media/guidelines>

Thank you.

From: Chernoff, Lawrence SSBC:EX
Sent: Monday, January 24, 2011 3:19 PM
To: Gajda, Gail SG:EX; Hoskins, Jeannie SG:EX; Chuhran, Dorothy J SG:EX; Hoskins, Chad SG:EX; Gunnarson, Jess SG:EX; Frame, Cyndi R SG:EX; Butler, Sylvia SG:EX; Chu, Helena SG:EX; Meseyton, Robert SG:EX; Voht, Angela E SG:EX; Bliggs, Jackie SG:EX; Dickson, Brandy HSD:EX; Mangnell, Dallas HSD:EX; Steves, Gregory HSD:EX; Vasey, Jeff HSD:EX; Rotgans, Trudy HSD:EX; Beattie, Michelle HSD:EX
Cc: Vermaning, Tiny SG:EX; Jones, Angella N SG:EX; MacLeod, Peggy SG:EX; Siska, Janet SG:EX; Kansakar, Nina HSD:EX; Saby, Cathy HSD:EX; Gordon, Robert A SSBC:EX
Subject: New FOI Request PSS-2011-00021 Social media sites

Hello and good afternoon;

After forwarding this request to MSB we understand, that the request should be sent to all branches within the ministry. As the ministry has undergone some changes should this request need to be sent to any other program areas please direct and I will forward as directed. Please see below for details relating to this individual request.

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IAO Analyst/Team:	Robert Gordon
Contact Information:	Robert.A.Gordon@gov.bc.ca

Fee Estimate Due Date:	January 28, 2011
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If I can be of assistance relating to this request please contact me at your earliest convenience.

Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

Gordon, Robert A SSBC:EX

From: Chernoff, Lawrence SSBC:EX
Sent: Tuesday, January 25, 2011 3:39 PM
To: Gordon, Robert A SSBC:EX
Subject: FW: TRIM: New FOI Request PSS-2011-00021 Social media sites

TRIM Dataset: GN
TRIM Record Number: D2591711A
TRIM Record URI: 2469925

Hi Rob, good afternoon;

Telephone message from Jeff Vasey re: perhaps we could go to HSD for that ministry's policy records that would encompass the social media site policy of "Housing Branch" not sure how custody and control plays out against the policy's governing the 'sub-branches' as the 'sub-branches' have moved between ministries for the time period of this request. Please direct... my thought is for confirmation from each program area of whether or not they have individual program area specific records responsive to this request? It's supposed to be ministry wide – It's a bit murky now...

Thanks for your guidance Rob,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

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Ministry of Public Safety & Solicitor General

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From: Chernoff, Lawrence SSBC:EX

Sent: Monday, January 24, 2011 3:19 PM

To: Gajda, Gail SG:EX; Hoskins, Jeannie SG:EX; Chuhran, Dorothy J SG:EX; Hoskins, Chad SG:EX; Gunnarson, Jess SG:EX; Frame, Cyndi R SG:EX; Butler, Sylvia SG:EX; Chu, Helena SG:EX; Meseyton, Robert SG:EX; Voht, Angela E SG:EX; Biggs, Jackie SG:EX; Dickson, Brandy HSD:EX; Mangnell, Dallas HSD:EX; Steves, Gregory HSD:EX; Vasey, Jeff HSD:EX; Rotgans, Trudy HSD:EX; Beattie, Michelle HSD:EX

Cc: Vermaning, Tiny SG:EX; Jones, Angella N SG:EX; MacLeod, Peggy SG:EX; Siska, Janet SG:EX; Kansakar, Nina HSD:EX; Saby, Cathy HSD:EX; Gordon, Robert A SSBC:EX

Subject: TRIM: New FOI Request PSS-2011-00021 Social media sites

Hello and good afternoon;

After forwarding this request to MSB we understand, that the request should be sent to all branches within the ministry. As the ministry has undergone some changes should this request need to be sent to any other program areas please direct and I will forward as directed. Please see below for details relating to this individual request.

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Description of Request:	Date Range: Up to and including January 5, 2011.

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Thanks kindly,

Larry

Lawrence Chernoff

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Ministry of Public Safety & Solicitor General

Ministry of Social Development

Haussmann, April SSBC:EX

From: Beattie, Michelle HSD:EX
Sent: Tuesday, January 25, 2011 2:24 PM
To: Chernoff, Lawrence SSBC:EX
Subject: RE: New FOI Request PSS-2011-00021 Social media sites

Hi Larry,

The RTB follows what our Ministry sets out regarding this issue. It is found on the At Work site. We do not have any branch policies regarding this issue either.

Michelle Beattie
Administrative Assistant
Residential Tenancy Branch
356-5374

From: Chernoff, Lawrence SSBC:EX
Sent: Monday, January 24, 2011 3:19 PM
To: Gajda, Gail SG:EX; Hoskins, Jeannie SG:EX; Chuhran, Dorothy J SG:EX; Hoskins, Chad SG:EX; Gunnarson, Jess SG:EX; Frame, Cyndi R SG:EX; Butler, Sylvia SG:EX; Chu, Helena SG:EX; Meseyton, Robert SG:EX; Voht, Angela E SG:EX; Bliggs, Jackie SG:EX; Dickson, Brandy HSD:EX; Mangnell, Dallas HSD:EX; Steves, Gregory HSD:EX; Vasey, Jeff HSD:EX; Rotgans, Trudy HSD:EX; Beattie, Michelle HSD:EX
Cc: Vermaning, Tiny SG:EX; Jones, Angella N SG:EX; MacLeod, Peggy SG:EX; Siska, Janet SG:EX; Kansakar, Nina HSD:EX; Saby, Cathy HSD:EX; Gordon, Robert A SSBC:EX
Subject: New FOI Request PSS-2011-00021 Social media sites

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	Clarified January 20, 2011 as: "the individual policies for each ministry dealing with social media use"
IAO Analyst/Team:	Robert Gordon
Contact Information:	Robert.A.Gordon@gov.bc.ca
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phone: 250-356-9392

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Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

Hausmann, April SSBC:EX

From: Semcesen, Mila SG:EX
Sent: Tuesday, January 25, 2011 12:54 PM
To: Chernoff, Lawrence SSBC:EX
Cc: Walsh, Taryn SG:EX; Purewal, Pardeep SG:EX; Chu, Helena SG:EX; MacLeod, Peggy SG:EX
Subject: FW: New FOI Request PSS-2011-00021 Social media sites
Attachments: Social Media Guidelines for the BC Public Service
Importance: High

Hi Larry, we do not have any Branch policies regarding social media. The only information we have is the memo that came from Allan Seckel to all govt employees (attached). In his memo there are links to the guidelines and information.

Thank you.
Mila

From: Walsh, Taryn SG:EX
Sent: Tuesday, January 25, 2011 11:42 AM
To: Semcesen, Mila SG:EX
Cc: Purewal, Pardeep SG:EX; Chu, Helena SG:EX
Subject: FW: New FOI Request PSS-2011-00021 Social media sites
Importance: High

Hi Mila

Can you respond to this request? I don't think we have any Branch policies so it would just be Ministry or govt policies correct?

Taryn

From: Chu, Helena SG:EX
Sent: Tue 25/01/2011 11:39 AM
To: Walsh, Taryn SG:EX
Subject: FW: New FOI Request PSS-2011-00021 Social media sites

Hi Taryn,

Please review and delegate. Thank you.

Helena Chu

From: Chernoff, Lawrence SSBC:EX
Sent: Monday, January 24, 2011 3:19 PM
To: Gajda, Gail SG:EX; Hoskins, Jeannie SG:EX; Chuhan, Dorothy J SG:EX; Hoskins, Chad SG:EX; Gunnarson, Jess SG:EX; Frame, Cyndi R SG:EX; Butler, Sylvia SG:EX; Chu, Helena SG:EX; Meseyton, Robert SG:EX; Voht, Angela E SG:EX; Biggs, Jackie SG:EX; Dickson, Brandy HSD:EX; Mangnell, Dallas HSD:EX; Steves, Gregory HSD:EX; Vasey, Jeff HSD:EX; Rotgans, Trudy HSD:EX; Beattie, Michelle HSD:EX
Cc: Vermaning, Tiny SG:EX; Jones, Angella N SG:EX; MacLeod, Peggy SG:EX; Siska, Janet SG:EX; Kansakar, Nina HSD:EX; Saby, Cathy HSD:EX; Gordon, Robert A SSBC:EX
Subject: New FOI Request PSS-2011-00021 Social media sites

Hello and good afternoon;

After forwarding this request to MSB we understand, that the request should be sent to all branches within the ministry. As the ministry has undergone some changes should this request need to be sent to any other program areas please direct and I will forward as directed. Please see below for details relating to this individual request.

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IAO Analyst/Team: Contact Information:	Robert Gordon Robert.A.Gordon@gov.bc.ca
Fee Estimate Due Date:	January 28, 2011
If fees do not apply, records are due to IAO by 4:00pm on:	February 7, 2011
Request Received Date:	January 5, 2011
Request Due Date:	February 16, 2011

If I can be of assistance relating to this request please contact me at your earliest convenience.

Thanks kindly,
Larry
Lawrence Chernoff
Jr. Analyst
phone: 250-356-9392

Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
Providing services to:
Ministry of Attorney General
Ministry of Children and Family Development
Ministry of Public Safety & Solicitor General
Ministry of Social Development

Hausmann, April SSBC:EX

From: Seckel, Allan
Sent: Monday, November 8, 2010 8:43 AM
Subject: Social Media Guidelines for the BC Public Service



Where ideas work

Good morning.

Following on the release of our Gov 2.0 strategy last week, one of the first steps we are taking under that plan is the release of new guidelines for the use of social media by the BC Public Service.

More and more of us are using social media in our daily lives and realizing the potential benefits of these tools for how we do our work and engage citizens. While many employers are still reluctant to even address social media use by their employees, I'm pleased to note the BC Public Service is being more proactive. We are comfortable taking this direction because we trust you as responsible professionals to use these tools appropriately within the context of your work.

Trust is an important cultural foundation for any organization, and it's especially important as we continue to work on the goals of our Corporate HR Plan, *Being the Best*, and in the context of *Citizens @ the Centre: B.C. Government 2.0*. These new guidelines help provide a framework built on that trust so we all have a clear grounding in how social media can and should be used to support our work.

I believe that eventually we won't need guidelines to tell us how to use social media appropriately. They will become another set of tools in our day-to-day work lives just like email and phones are now. But like any new tools, it is valuable to have some initial guidance in understanding how they work and how they can be used responsibly. To support you, the Citizen Engagement team in the Ministry of Citizens' Services has developed a comprehensive set of resources to help you understand citizen engagement and the use of social media. Those resources are now available on the Citizen Engagement Corner on @Work and will be added to over time. Training in various formats will be available to you in the coming months.

Please take some time to review the [guidelines and the resource material posted on @Work](#). If you have questions about this material or about using social media, please contact the Citizen Engagement team at citizenengagement@gov.bc.ca.

Allan Seckel
Deputy Minister to the Premier and
Head of the BC Public Service

Gordon, Robert A SSBC:EX

From: Gordon, Robert A SSBC:EX
Sent: Tuesday, January 25, 2011 9:49 AM
To: Mangnell, Dallas HSD:EX
Subject: RE: PSS2011-00021

Hi Dallas,

I need to look at the file and then provide some guidance. S22

Thank you,

Rob Gordon
Information Privacy Analyst
Justice-Social Team

Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services

Phone: 250-356-7869
Fax: 250-387-9843

Providing Services to:
Ministry of Attorney General
Ministry of Children and Family Development
Ministry of Social Development
Ministry of Public Safety and Solicitor General

From: Mangnell, Dallas HSD:EX
Sent: Tuesday, January 25, 2011 8:22 AM
To: Gordon, Robert A SSBC:EX
Subject: PSS2011-00021

Hi Rob,

The LCLB policies were not issued until after Jan 5th. Would you say our records were inclusive? Please advise.

thx

Dallas Mangnell
FOI & Records Officer
Liquor Control & Licensing Branch
Toll free in BC: 1-866-209-2111
P: 250-387-3484
F: 250-387-9184

Hausmann, April SSBC:EX

From: Meseyton, Robert SG:EX
Sent: Tuesday, January 25, 2011 9:34 AM
To: Chernoff, Lawrence SSBC:EX
Subject: RE: New FOI Request PSS-2011-00021 Social media sites

Larry,

Corporate Policy and Planning uses the Government's recently announced social media policy. We do not have our own. As such we do not have anything to put forward for this FOI.

Thanks.

Robert Meseyton, BCom (Hon)
Administrative Assistant to
Toby Louie, Executive Director
Corporate Policy and Planning Office

Ministry of Public Safety and Solicitor General
11th Floor, 1001 Douglas Street
Phone: 250-387-0306
Email: Robert.Meseyton@gov.bc.ca

Please consider the environment before printing this email.

From: Chernoff, Lawrence SSBC:EX
Sent: Monday, January 24, 2011 3:19 PM
To: Gajda, Gail SG:EX; Hoskins, Jeannie SG:EX; Chuhran, Dorothy J SG:EX; Hoskins, Chad SG:EX; Gunnarson, Jess SG:EX; Frame, Cyndi R SG:EX; Butler, Sylvia SG:EX; Chu, Helena SG:EX; Meseyton, Robert SG:EX; Voht, Angela E SG:EX; Biggs, Jackie SG:EX; Dickson, Brandy HSD:EX; Mangnell, Dallas HSD:EX; Steves, Gregory HSD:EX; Vasey, Jeff HSD:EX; Rotgans, Trudy HSD:EX; Beattie, Michelle HSD:EX
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Subject: New FOI Request PSS-2011-00021 Social media sites

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IAO Analyst/Team:	Robert Gordon
Contact Information:	Robert.A.Gordon@gov.bc.ca
Fee Estimate Due Date:	January 28, 2011
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If I can be of assistance relating to this request please contact me at your earliest convenience.

Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

Hausmann, April SSBC:EX

From: Hoskins, Jeannie SG:EX
Sent: Monday, January 24, 2011 4:06 PM
To: Chernoff, Lawrence SSBC:EX
Subject: FW: New FOI Request PSS-2011-00021 Social media sites

Hi Larry

There are no records in the Minister's office with regards to this request.
Thank you.

Jeannie Hoskins
Executive Coordinator
Office of the Deputy Solicitor General
Ministry of Public Safety & Solicitor General

From: Vermaning, Tiny SG:EX
Sent: Monday, January 24, 2011 4:05 PM
To: Hoskins, Jeannie SG:EX
Subject: FW: New FOI Request PSS-2011-00021 Social media sites

Nothing in SG's office.

From: Chernoff, Lawrence SSBC:EX
Sent: Monday, January 24, 2011 3:19 PM
To: Gajda, Gall SG:EX; Hoskins, Jeannie SG:EX; Chuhran, Dorothy J SG:EX; Hoskins, Chad SG:EX; Gunnarson, Jess SG:EX; Frame, Cyndi R SG:EX; Butler, Sylvia SG:EX; Chu, Helena SG:EX; Meseyton, Robert SG:EX; Voht, Angela E SG:EX; Biggs, Jackie SG:EX; Dickson, Brandy HSD:EX; Mangnell, Dallas HSD:EX; Steves, Gregory HSD:EX; Vasey, Jeff HSD:EX; Rotgans, Trudy HSD:EX; Beattie, Michelle HSD:EX
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Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

Gordon, Robert A SSBC:EX

From: Chernoff, Lawrence SSBC:EX
Sent: Monday, January 24, 2011 3:49 PM
To: Gordon, Robert A SSBC:EX
Subject: FW: New FOI Request PSS-2011-00021 Social media sites

FYI

Lawrence Chernoff
Jr. Analyst
phone: 250-356-9392

Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
Providing services to:
Ministry of Attorney General
Ministry of Children and Family Development
Ministry of Public Safety & Solicitor General
Ministry of Social Development

From: Steves, Gregory HSD:EX
Sent: Monday, January 24, 2011 3:48 PM
To: Chernoff, Lawrence SSBC:EX
Subject: RE: New FOI Request PSS-2011-00021 Social media sites

Lawrence,

We do not have any specific policies related to the use of social media and look to the government wide social media policy to guide our activity in this area.

Greg Steves, MCP, RI
Executive Director
Housing Policy Branch
Ministry of of Public Safety and Solicitor General

Direct Line: (250) 387-3087
Fax: (250) 356-8082

Mobile: S17

Consultation on the Strata Property Act will be starting soon:
[pre-register for the strata survey](#)

[Strata Properties webpage](#)

From: Chernoff, Lawrence SSBC:EX
Sent: Monday, January 24, 2011 3:19 PM
To: Gajda, Gail SG:EX; Hoskins, Jeannie SG:EX; Chuhran, Dorothy J SG:EX; Hoskins, Chad SG:EX; Gunnarson, Jess SG:EX; Frame, Cyndi R SG:EX; Butler, Sylvia SG:EX; Chu, Helena SG:EX; Meseyton, Robert SG:EX; Voht, Angela E SG:EX; Biggs, Jackie SG:EX; Dickson, Brandy HSD:EX; Mangnell, Dallas HSD:EX; Steves, Gregory HSD:EX; Vasey, Jeff HSD:EX; Rotgans, Trudy HSD:EX; Beattie, Michelle HSD:EX
Cc: Vermaning, Tiny SG:EX; Jones, Angella N SG:EX; MacLeod, Peggy SG:EX; Siska, Janet SG:EX; Kansakar, Nina

HSD:EX; Saby, Cathy HSD:EX; Gordon, Robert A SSBC:EX
Subject: New FOI Request PSS-2011-00021 Social media sites

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Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Gordon, Robert A SSBC:EX

From: Potter, Frank SG:EX
Sent: Monday, January 24, 2011 3:27 PM
To: Chernoff, Lawrence SSBC:EX; Gordon, Robert A SSBC:EX
Cc: Frame, Cyndi R SG:EX
Subject: RE: New FOI Request PSS-2011-00021 Social media sites

This note is to advise that the Civil Forfeiture Office does not have its own set of guidelines dealing with social media.

Regards,
Frank

Frank Potter
Civil Forfeiture Office
Ministry of Public Safety & Solicitor General
PO Box 9234 Stn Prov Govt
Victoria, BC V8W 9J1
☎: (250) 387-5488 📠: (250) 358-1092
✉: frank.potter@gov.bc.ca

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From: Frame, Cyndi R SG:EX
Sent: Monday, January 24, 2011 3:23 PM
To: Potter, Frank SG:EX
Subject: New FOI Request PSS-2011-00021 Social media sites

Over to you, Frank

From: Chernoff, Lawrence SSBC:EX
Sent: Monday, January 24, 2011 3:19 PM
To: Gajda, Gail SG:EX; Hoskins, Jeannie SG:EX; Chuhran, Dorothy J SG:EX; Hoskins, Chad SG:EX; Gunnarson, Jess SG:EX; Frame, Cyndi R SG:EX; Butler, Sylvia SG:EX; Chu, Helena SG:EX; Meseyton, Robert SG:EX; Voht, Angela E SG:EX; Bliggs, Jackie SG:EX; Dickson, Brandy HSD:EX; Mangnell, Dallas HSD:EX; Steves, Gregory HSD:EX; Vasey, Jeff HSD:EX; Rotgans, Trudy HSD:EX; Beattie, Michelle HSD:EX
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Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

Hausmann, April SSBC:EX

From: MacLeod, Peggy SG:EX
Sent: Monday, January 24, 2011 12:24 PM
To: Chernoff, Lawrence SSBC:EX
Subject: FOI Request - Social Media Guidelines

Hi Larry:

Here is the site @Work on the above: <https://www.gov.bc.ca/gov20/social-media>

I'd send the requestor the Social Media Guidelines (There is a printer version) on this site and consider the request closed. In the guidelines it does state that Ministry of Citizen Services will assist Ministries with planning use of social media – maybe ask them what the general government use is.

Hope this helps.....

Peggy MacLeod
Manager, Finance and Administration
Police Services Division

Gordon, Robert A SSBC:EX

From: McCartney, Angela SSBC:EX
Sent: Monday, January 24, 2011 11:41 AM
To: Chernoff, Lawrence SSBC:EX; Gordon, Robert A SSBC:EX
Subject: FW: FOI Requests

Importance: High

Fyi ...

From: Vanzetta, Maxine SSBC:EX
Sent: Monday, January 24, 2011 11:39 AM
To: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Requests
Importance: High

To make it easy on Intake right now, we'll acknowledge and the teams can send their transfer through the FOI in box.

We'll find an easier way to handle these when we have time to breath.

Maxine

From: Ghag, Kris SSBC:EX
Sent: Monday, January 24, 2011 9:44 AM
To: Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: RE: FOI Requests

Can/will the CITZ transfer be handled upfront in one letter from intake, or should each pod send their own letter to the applicant?

KG

From: Foster, Anita SSBC:EX
Sent: Friday, January 21, 2011 3:42 PM
To: Hendry, Jackie SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: RE: FOI Requests

Thank you, Jackie, for clarifying the request for us. Ministry of Education does not have anything for the social media request.

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/liao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Hendry, Jackie SSBC:EX

Sent: Friday, January 21, 2011 11:20 AM

To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX

Subject: FW: FOI Requests

Hi everyone.

I have received clarification from the applicant on the "social media" request (see below). As per my email exchange with Maxine, every PB that the request was directed should proceed with opening their request and respond as per usual. There will be a need to transfer to CTZ as well.

For the "person years" request, it appears that my contact at PAB will be able to create a response for the applicant. Once I have that confirmed, I will inform the applicant and request she withdraw her requests to the other public bodies and redirect to PAB.

Thanks-Jackie

From: Vanzetta, Maxine SSBC:EX

Sent: Thursday, January 20, 2011 5:25 PM

To: Hendry, Jackie SSBC:EX

Subject: RE: FOI Requests

Perfect.

From: Hendry, Jackie SSBC:EX

Sent: Thursday, January 20, 2011 5:23 PM

To: Vanzetta, Maxine SSBC:EX

Subject: RE: FOI Requests

Sounds good. I'm sure I will hear from my contact at PAB tomorrow. Will let you know as soon as I hear...

Thanks...

J

From: Vanzetta, Maxine SSBC:EX

Sent: Thursday, January 20, 2011 5:21 PM

To: Hendry, Jackie SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX

Subject: RE: FOI Requests

Importance: High

For the second request - based on the wording, I believe we'd open up a request for every ministry and have them proceed as per norm.

For the first one, let us know as we have the files waiting – patiently☺

Maxine

From: Hendry, Jackie SSBC:EX

Sent: Thursday, January 20, 2011 5:16 PM

To: Vanzetta, Maxine SSBC:EX

Subject: FW: FOI Requests

Importance: High

Hey Max—

I have received the following clarification from the applicant.

First request:

"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)."

Clarification:

1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.

I have forwarded her clarification to PAB to see if they are able to create a document to respond to this request. (I still need the applicant to agree to withdraw her request to the other public bodies, and will request she do so once I know what PAB can provide).

Second request:

"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."

Clarification:

I'm looking for the individual policies for each ministry dealing with social media use.

Shall we still have each public body proceed with their request and see what comes up? With a partial transfer to CTZ? Should we reconvene to discuss briefly?

Lemme know-

Thanks

Jackie

From: S22
Sent: Thursday, January 20, 2011 4:19 PM
To: Hendry, Jackie SSBC:EX
Subject: Re: FOI Requests

Hello Jackie,

Thanks for your email.

Though these links are helpful, they don't meet the requirements of my requests.

To clarify:

1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.
2) I'm looking for the individual policies for each ministry dealing with social media use.

Hope that helps. Please let me know if you have any other questions.

Take care,

S22

Gordon, Robert A SSBC:EX

From: McCartney, Angela SSBC:EX
Sent: Monday, January 24, 2011 10:10 AM
To: Chernoff, Lawrence SSBC:EX; Gordon, Robert A SSBC:EX
Subject: FW: FOI Requests

Fyl...

From: Kukucska, Cindy L SSBC:EX
Sent: Monday, January 24, 2011 10:08 AM
To: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: RE: FOI Requests

Hi Kris. Just chatted with Maxine about it. Intake will (only) acknowledge the request and will let each group send their own transfer/partial transfer letters.

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

From: Ghag, Kris SSBC:EX
Sent: Monday, January 24, 2011 9:44 AM
To: Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX
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Tel: (250) 387-9805 Fax: (250) 387-9843
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From: Hendry, Jackie SSBC:EX

Sent: Friday, January 21, 2011 11:20 AM

To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX

Subject: FW: FOI Requests

Hi everyone,

I have received clarification from the applicant on the "social media" request (see below). As per my email exchange with Maxine, every PB that the request was directed should proceed with opening their request and respond as per usual. There will be a need to transfer to CTZ as well.

For the "person years" request, it appears that my contact at PAB will be able to create a response for the applicant. Once I have that confirmed, I will inform the applicant and request she withdraw her requests to the other public bodies and redirect to PAB.

Thanks-Jackie

From: Vanzetta, Maxine SSBC:EX

Sent: Thursday, January 20, 2011 5:25 PM

To: Hendry, Jackie SSBC:EX

Subject: RE: FOI Requests

Perfect.

From: Hendry, Jackie SSBC:EX

Sent: Thursday, January 20, 2011 5:23 PM

To: Vanzetta, Maxine SSBC:EX

Subject: RE: FOI Requests

Sounds good. I'm sure I will hear from my contact at PAB tomorrow. Will let you know as soon as I hear...

Thanks...

J

From: Vanzetta, Maxine SSBC:EX

Sent: Thursday, January 20, 2011 5:21 PM

To: Hendry, Jackie SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX

Subject: RE: FOI Requests

Importance: High

For the second request - based on the wording, I believe we'd open up a request for every ministry and have them proceed as per norm.

For the first one, let us know as we have the files waiting – patiently☺

Maxine



File: 292-30/EDU-2011-00001
PSS-2011-00021
MSD-2011-00011
TRA-2011-00005

January 24, 2011

Sent via email

S22

S22

Dear S22

Re: Freedom of Information and Protection of Privacy Act - Request for Access to Records

The Ministry of Education (EDU), the Ministry of Public Safety and Solicitor General (PSS), the Ministry of Social Development (MSD), and the Ministry of Transportation and Infrastructure (TRA), received your requests for access to information under the Freedom of Information and Protection of Privacy Act (the Act) on January 4, 2011 (EDU) and January 5, 2011 (PSS, MSD, TRA). We understand your requests to be for:

Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

The Act allows 30 business days for public bodies to respond unless the nature of the request requires an extension as per section 10. We will make every effort to respond to your requests by **February 15, 2011 (EDU) and February 16, 2011 (PSS, MSD, TRA)**. We will notify you as soon as possible if there is a need to extend the time limit for responding to your request.

The Act also allows that we may charge a fee for certain limited costs of providing you with the requested information, such as locating, retrieving and copying a large volume of records. Should this be the case, we will contact you at a later date with a fee estimate.

Should you have any questions now or during the processing of your request please contact our office at **250-387-1321** and ask to speak with the analyst assigned to your request. Please quote the file number(s) identified at the top of this letter.

Regards,

Cindy Kukueska, Consolidated Intake
Information Access Operations

Hausmann, April SSBC:EX

From: Andrade, Ana AG:EX
Sent: Monday, January 24, 2011 7:53 AM
To: Chernoff, Lawrence SSBC:EX; Baker, Chelsea AG:EX; Lazaro, Gina AG:EX
Cc: Gordon, Robert A SSBC:EX
Subject: RE: FOI Request PSS-2011-00021 Social media sites

Larry, Tara, our ADM thinks that this should go to all Branches.

From: Chernoff, Lawrence SSBC:EX
Sent: Friday, January 21, 2011 2:33 PM
To: Baker, Chelsea AG:EX; Lazaro, Gina AG:EX
Cc: Andrade, Ana AG:EX; Gordon, Robert A SSBC:EX
Subject: RE: FOI Request PSS-2011-00021 Social media sites

Hello and good afternoon Chelsea and Gina;

Further to Ana's Out-of-Office relating to this request, please see the below for details relating to this request.

Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

-----Original Message-----

From: Andrade, Ana AG:EX
Sent: Friday, January 21, 2011 2:30 PM
To: Chernoff, Lawrence SSBC:EX
Subject: Out of Office: FOI Request PSS-2011-00021 Social media sites

I will be away from the office until Monday, January 24th, 2011. If you need immediate assistance please contact Chelsea Baker at 250 387-5258 or via email at Chelsea.Baker@gov.bc.ca, or Gina Lazaro at 250-387-6856 or via email at Gina.Lazaro@gov.bc.ca.

Happy Holidays.

Thank you.

From: Chernoff, Lawrence SSBC:EX
Sent: Friday, January 21, 2011 2:30 PM

To: Andrade, Ana AG:EX
Cc: Gordon, Robert A SSBC:EX
Subject: RE: FOI Request PSS-2011-00021 Social media sites

Hello and good afternoon;

We just yesterday had confirmation of this requests scope from the applicant and are now full steam ahead to gather records.

The request is responsive to:
"the individual policies for each ministry dealing with social media use"

The call for records form has been updated below to reflect this change, updated as well are the timeframes for fee estimates and records gathering.

Thanks very kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

From: Chernoff, Lawrence SSBC:EX
Sent: Wednesday, January 12, 2011 8:12 AM
To: Andrade, Ana AG:EX
Cc: Gordon, Robert A SSBC:EX
Subject: TRIM: RE: FOI Request PSS-2011-00021 Social media sites

Hello and good morning;

Please hold on any further action with respect to this request. We are coordinating internally and then contacting the applicant to ensure a consistent response. As soon as we have confirmation on next steps I will forward to your attention immediately.

Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

From: Chernoff, Lawrence SSBC:EX
Sent: Monday, January 10, 2011 4:10 PM
To: Andrade, Ana AG:EX
Cc: Gordon, Robert A SSBC:EX
Subject: TRIM: New FOI Request PSS-2011-00021 Social media sites

Hello and good afternoon;

Please see below for details relating to this individual request.

FOI Request File Number:	PSS-2011-00021
X Govt Number (if applicable)	
Description of Request:	<p>Date Range: Up to and including January 5, 2011.</p> <p><u>The request reads:</u></p> <p>"I would like to make a request to you under the <i>Freedom of Information and Protection of Privacy Act</i>.</p> <p>Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."</p> <p>Clarified January 20, 2011 as: "the individual policies for each ministry dealing with social media use"</p>
IAO Analyst/Team:	Robert Gordon
Contact Information:	Robert.A.Gordon@gov.bc.ca
Fee Estimate Due Date:	January 27, 2011
If fees do not apply, records are due to IAO by 4:00pm on:	February 4, 2011
Request Received Date:	January 5, 2011
Request Due Date:	February 16, 2011

If I can be of assistance relating to this request please contact me at your earliest convenience.

Thanks kindly,
Larry
Lawrence Chernoff
Jr. Analyst
phone: 250-356-9392
Information Access Operations
Logistics and Business Services
Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

From: Hendry, Jackie SSBC:EX
Sent: Thursday, January 20, 2011 5:16 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests
Importance: High

Hey Max—

I have received the following clarification from the applicant.

First request:

"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)."

Clarification:

1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.

I have forwarded her clarification to PAB to see if they are able to create a document to respond to this request. (I still need the applicant to agree to withdraw her request to the other public bodies, and will request she do so once I know what PAB can provide).

Second request:

"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."

Clarification:

I'm looking for the individual policies for each ministry dealing with social media use.

Shall we still have each public body proceed with their request and see what comes up? With a partial transfer to CTZ? Should we reconvene to discuss briefly?

Lemme know-

Thanks

Jackie

From: S22
Sent: Thursday, January 20, 2011 4:19 PM
To: Hendry, Jackie SSBC:EX
Subject: Re: FOI Requests

Hello Jackie,

Thanks for your email.

Though these links are helpful, they don't meet the requirements of my requests.

To clarify:

1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.

2) I'm looking for the individual policies for each ministry dealing with social media use.

Hope that helps. Please let me know if you have any other questions.

Take care,

S22

Hausmann, April SSBC:EX

From: McCartney, Angela SSBC:EX
Sent: Monday, January 24, 2011 8:56 AM
To: Chernoff, Lawrence SSBC:EX; Gordon, Robert A SSBC:EX; Wilkinson, Donna SSBC:EX
Subject: TRIM: FW: FOI Requests

Please see below the clarification for 2 of our xgovt requests.

For #310, the social media guidelines request, please proceed with the call for records. (MSD-11-011 and PSS-11-021)
(Rob – these ones are yours.)

For #309, the person years/budget/public communications request, we are waiting for confirmation if PAB can create a document that responds fully. I'll forward any new information as soon as I receive it. (MSD-11-003 and PSS-11-004)
(Donna – these ones are yours)

Donna and Rob: please ensure you are keeping copies of the correspondence and updates on your files.

Thanks,
Angela

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 11:20 AM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests

Hi everyone.

I have received clarification from the applicant on the "social media" request (see below). As per my email exchange with Maxine, every PB that the request was directed should proceed with opening their request and respond as per usual. There will be a need to transfer to CTZ as well.

For the "person years" request, it appears that my contact at PAB will be able to create a response for the applicant. Once I have that confirmed, I will inform the applicant and request she withdraw her requests to the other public bodies and redirect to PAB.

Thanks-Jackie

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, January 20, 2011 5:25 PM
To: Hendry, Jackie SSBC:EX
Subject: RE: FOI Requests

Perfect.

From: Hendry, Jackie SSBC:EX
Sent: Thursday, January 20, 2011 5:23 PM
To: Vanzetta, Maxine SSBC:EX
Subject: RE: FOI Requests

Sounds good. I'm sure I will hear from my contact at PAB tomorrow. Will let you know as soon as I hear...
Thanks...

J

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, January 20, 2011 5:21 PM
To: Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Requests
Importance: High

For the second request - based on the wording, I believe we'd open up a request for every ministry and have them proceed as per norm.

For the first one, let us know as we have the files waiting – patiently☺

Maxine

From: Hendry, Jackie SSBC:EX
Sent: Thursday, January 20, 2011 5:16 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests
Importance: High

Hey Max—

I have received the following clarification from the applicant.

First request:

"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)."

Clarification:

1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.

I have forwarded her clarification to PAB to see if they are able to create a document to respond to this request. (I still need the applicant to agree to withdraw her request to the other public bodies, and will request she do so once I know what PAB can provide).

Second request:

"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."

Clarification:

I'm looking for the individual policies for each ministry dealing with social media use.

Shall we still have each public body proceed with their request and see what comes up? With a partial transfer to CTZ? Should we reconvene to discuss briefly?

Lemme know-

Thanks

Jackie

S22

Sent: Thursday, January 20, 2011 4:19 PM
To: Hendry, Jackie SSBC:EX
Subject: Re: FOI Requests

Hello Jackie,

Thanks for your email.

Though these links are helpful, they don't meet the requirements of my requests.

To clarify:

- 1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.
- 2) I'm looking for the individual policies for each ministry dealing with social media use.

Hope that helps. Please let me know if you have any other questions.

Take care,

S22

Kukucska, Cindy L SSB .EX

From: Kukucska, Cindy L SSBC:EX
Sent: Monday, January 24, 2011 10:39 AM
To: S22
Subject: Acknowledgement letter - FOI request
Attachments: ack letter.pdf

Please find an acknowledgement letter attached.

Sincerely,

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843



File: 292-30/EDU-2011-00001
PSS-2011-00021
MSD-2011-00011
TRA-2011-00005

January 24, 2011

Sent via email: S22

S22

Dear S22

Re: Freedom of Information and Protection of Privacy Act - Request for Access to Records

The Ministry of Education (EDU), the Ministry of Public Safety and Solicitor General (PSS), the Ministry of Social Development (MSD), and the Ministry of Transportation and Infrastructure (TRA), received your requests for access to information under the Freedom of Information and Protection of Privacy Act (the Act) on January 4, 2011 (EDU) and January 5, 2011 (PSS, MSD, TRA). We understand your requests to be for:

Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

The Act allows 30 business days for public bodies to respond unless the nature of the request requires an extension as per section 10. We will make every effort to respond to your requests by **February 15, 2011 (EDU) and February 16, 2011 (PSS, MSD, TRA)**. We will notify you as soon as possible if there is a need to extend the time limit for responding to your request.

The Act also allows that we may charge a fee for certain limited costs of providing you with the requested information, such as locating, retrieving and copying a large volume of records. Should this be the case, we will contact you at a later date with a fee estimate.

Should you have any questions now or during the processing of your request please contact our office at **250-387-1321** and ask to speak with the analyst assigned to your request. Please quote the file number(s) identified at the top of this letter.

Regards,

Cindy Kukucska, Consolidated Intake
Information Access Operations

Hausmann, April SSBC:EX

From: Chernoff, Lawrence SSBC:EX
Sent: Wednesday, January 12, 2011 5:02 PM
To: Gordon, Robert A SSBC:EX
Subject: RE: MSD-11-011 and PSS-11-021 (social media guidelines) Xgovt # 310

No worries teammate.

t

From: Gordon, Robert A SSBC:EX
Sent: Wednesday, January 12, 2011 5:02 PM
To: Chernoff, Lawrence SSBC:EX
Subject: RE: MSD-11-011 and PSS-11-021 (social media guidelines) Xgovt # 310

Thank you Larry and thank you for doing the OIPC ext letter.

Rob Gordon
Information Privacy Analyst
Justice-Social Team

Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services

Phone: 250-356-7869
Fax: 250-387-9843

Providing Services to:
Ministry of Attorney General
Ministry of Children and Family Development
Ministry of Social Development
Ministry of Public Safety and Solicitor General

From: Chernoff, Lawrence SSBC:EX
Sent: Wednesday, January 12, 2011 8:56 AM
To: Gordon, Robert A SSBC:EX
Subject: RE: MSD-11-011 and PSS-11-021 (social media guidelines) Xgovt # 310

I updated crts this morning.

Lawrence Chernoff
Jr. Analyst
phone: 250-356-9392

Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
Providing services to:

Ministry of Attorney General
Ministry of Children and Family Development
Ministry of Public Safety & Solicitor General
Ministry of Social Development

From: Gordon, Robert A SSBC:EX
Sent: Wednesday, January 12, 2011 8:56 AM
To: McCartney, Angela SSBC:EX; Chernoff, Lawrence SSBC:EX
Subject: RE: MSD-11-011 and PSS-11-021 (social media guidelines) Xgovt # 310

Hi Angela,

I'm just getting to these requests now. I do have the MSD request also.

Rob Gordon
Information Privacy Analyst
Justice-Social Team

Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services

Phone: 250-356-7869
Fax: 250-387-9843

Providing Services to:
Ministry of Attorney General
Ministry of Children and Family Development
Ministry of Social Development
Ministry of Public Safety and Solicitor General

From: McCartney, Angela SSBC:EX
Sent: Tuesday, January 11, 2011 5:05 PM
To: Chernoff, Lawrence SSBC:EX; Gordon, Robert A SSBC:EX
Subject: MSD-11-011 and PSS-11-021 (social media guidelines) Xgovt # 310

Please hold on gathering records for these requests. CITZ (Jackie H.) are contacting the applicant to advise of the Citizens' Services guidelines posted on the Internet to determine if this information satisfies the applicant's request.

Rob – PSS is assigned to you on CRTS. Do you also have the MSD request? Please ensure CRTS is updated.

I will forward any updates as soon as I receive them.

Thanks,
Angela

Angela McCartney
Team Lead
Information Access Operations
Logistics and Business Services, Shared Services BC

Ministry of Citizens' Services

Tel: 250-356-0788 Fax: 250-387-9843

E-mail: angela.mccartney@gov.bc.ca

Providing Services to:

Ministry of Aboriginal Relations and Reconciliation

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Social Development

Ministry of Public Safety and Solicitor General

Gordon, Robert A SSBC:EX

From: Chen-Mack, Betty AG:EX
Sent: Tuesday, January 11, 2011 8:42 AM
To: Andrade, Ana AG:EX; AG ITSD Directors; Atherton, Betty-Ann AG:EX; Cade, Larry AG:EX; Cumberland, Paul AG:EX; Faganello, Tara AG:EX; Hoadley, David AG:EX; Jensen, Shawn AG:EX; Li Foa Wing, Agnes AG:EX; McDonald, Robert AG:EX; Morrison, Brent N AG:EX; Seginson, Rod L AG:EX; Skrlac, William AG:EX; Spiteri, Julie R AG:EX; Taylor, Peter J AG:EX
Cc: Chernoff, Lawrence SSBC:EX; Gordon, Robert A SSBC:EX
Subject: RE: New FOI Request PSS-2011-00021 Social media sites

No records originating from FSD.

Cheers!

Betty Chen-Mack, M.Arch B.I.D.
Executive Director, Facilities Services Division, serving
Ministry of Attorney General &
Ministry of Public Safety & Solicitor General
p. (250) 356-7159, c. S17 f. (250) 356-9528
email: Betty.Chenmack@gov.bc.ca
Please consider the environment before printing this email

From: Andrade, Ana AG:EX
Sent: Tuesday, January 11, 2011 8:14 AM
To: AG ITSD Directors; Andrade, Ana AG:EX; Atherton, Betty-Ann AG:EX; Cade, Larry AG:EX; Chen-Mack, Betty AG:EX; Cumberland, Paul AG:EX; Faganello, Tara AG:EX; Hoadley, David AG:EX; Jensen, Shawn AG:EX; Li Foa Wing, Agnes AG:EX; McDonald, Robert AG:EX; Morrison, Brent N AG:EX; Seginson, Rod L AG:EX; Skrlac, William AG:EX; Spiteri, Julie R AG:EX; Taylor, Peter J AG:EX
Cc: Chernoff, Lawrence SSBC:EX; Gordon, Robert A SSBC:EX
Subject: FW: New FOI Request PSS-2011-00021 Social media sites

To all of BMC Plus Members, please let me know if you have any records for this request.

Thank you.

From: Chernoff, Lawrence SSBC:EX
Sent: Monday, January 10, 2011 4:10 PM
To: Andrade, Ana AG:EX
Cc: Gordon, Robert A SSBC:EX
Subject: New FOI Request PSS-2011-00021 Social media sites

Hello and good afternoon;

Please see below for details relating to this individual request.

FOI Request File Number:	PSS-2011-00021
X Govt Number (if applicable)	
Description of Request:	Date Range: Up to and including January 5, 2011. <u>The request reads:</u>

	<p>"I would like to make a request to you under the <i>Freedom of Information and Protection of Privacy Act</i>.</p> <p>Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."</p>
IAO Analyst/Team:	Robert Gordon
Contact Information:	Robert.A.Gordon@gov.bc.ca
Fee Estimate Due Date:	January 14, 2011
If fees do not apply, records are due to IAO by 4:00pm on:	January 24, 2011
Request Received Date:	January 5, 2011
Request Due Date:	February 16, 2011

If I can be of assistance relating to this request please contact me at your earliest convenience.

Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

Gordon, Robert A SSBC:EX

From: Chernoff, Lawrence SSBC:EX
Sent: Tuesday, January 11, 2011 8:37 AM
To: Gordon, Robert A SSBC:EX
Subject: RE: New FOI Request PSS-2011-00021 Social media sites

Hi Rob, good morning;

My interpretation is that if these oCIO and ODP records are in the custody or control of AG then these records are responsive to this request and we need to gather a copy of them. Please let me know if this or any next actions to take and I will action as directed.

Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

From: McDonald, Robert AG:EX

Sent: Tuesday, January 11, 2011 8:34 AM

To: Andrade, Ana AG:EX; AG ITSD Directors; Atherton, Betty-Ann AG:EX; Cade, Larry AG:EX; Chen-Mack, Betty AG:EX; Cumberland, Paul AG:EX; Faganello, Tara AG:EX; Hoadley, David AG:EX; Jensen, Shawn AG:EX; Li Foa Wing, Agnes AG:EX; Morrison, Brent N AG:EX; Seginson, Rod L AG:EX; Skrlac, William AG:EX; Spiteri, Julie R AG:EX; Taylor, Peter J AG:EX

Cc: Chernoff, Lawrence SSBC:EX; Gordon, Robert A SSBC:EX

Subject: Re: New FOI Request PSS-2011-00021 Social media sites

We don't have any yet beyond the direction from the oCIO Security office and the Office of the Deputy Premier. We are

S13

From: Andrade, Ana AG:EX

Sent: Tuesday, January 11, 2011 08:13 AM

To: AG ITSD Directors; Andrade, Ana AG:EX; Atherton, Betty-Ann AG:EX; Cade, Larry AG:EX; Chen-Mack, Betty AG:EX; Cumberland, Paul AG:EX; Faganello, Tara AG:EX; Hoadley, David AG:EX; Jensen, Shawn AG:EX; Li Foa Wing, Agnes AG:EX; McDonald, Robert AG:EX; Morrison, Brent N AG:EX; Seginson, Rod L AG:EX; Skrlac, William AG:EX; Spiteri, Julie R AG:EX; Taylor, Peter J AG:EX

Cc: Chernoff, Lawrence SSBC:EX; Gordon, Robert A SSBC:EX

Subject: FW: New FOI Request PSS-2011-00021 Social media sites

To all of BMC Plus Members, please let me know if you have any records for this request.

Thank you.

From: Chernoff, Lawrence SSBC:EX
Sent: Monday, January 10, 2011 4:10 PM
To: Andrade, Ana AG:EX
Cc: Gordon, Robert A SSBC:EX
Subject: New FOI Request PSS-2011-00021 Social media sites

Hello and good afternoon;

Please see below for details relating to this individual request.

FOI Request File Number:	PSS-2011-00021
X Govt Number (If applicable)	
Description of Request:	<p>Date Range: Up to and including January 5, 2011.</p> <p><u>The request reads:</u></p> <p>"I would like to make a request to you under the <i>Freedom of Information and Protection of Privacy Act</i>.</p> <p>Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."</p>
IAO Analyst/Team:	Robert Gordon
Contact Information:	Robert.A.Gordon@gov.bc.ca
Fee Estimate Due Date:	January 14, 2011
If fees do not apply, records are due to IAO by 4:00pm on:	January 24, 2011
Request Received Date:	January 5, 2011
Request Due Date:	February 16, 2011

If I can be of assistance relating to this request please contact me at your earliest convenience.

Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

Gordon, Robert A SSBC:EX

From: Hudson, Vicki SSBC:EX
Sent: Monday, January 10, 2011 11:51 AM
To: Gordon, Robert A SSBC:EX
Cc: Chernoff, Lawrence SSBC:EX
Subject: FW: FOI requests for general information - PSS-2011-00021 Social media sites
Attachments: 100001 - INFORMATION AND PRIVACY FREEDOM OF INFORMATION - FOI requests for general information - PSS-2011-00021 Social media sites.tr5

Please assign to Rob. Thanks.

Vicki Hudson
Manager
Information Access Operations,
Logistics and Business Services, Shared Services BC Ministry of Citizens' Services

250-356-0845

Providing Services to:
Ministry of Attorney General
Ministry of Public Safety and Solicitor General
Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development

-----Original Message-----

From: Churchill, Andrea SSBC:EX
Sent: Monday, January 10, 2011 10:56 AM
To: Hudson, Vicki SSBC:EX
Cc: McCartney, Angela SSBC:EX
Subject: FOI requests for general information - PSS-2011-00021 Social media sites

New Request

-----< TRIM Record Information >-----

Record Number : ARCS-00292-30/1165711A
Title : 100001 - INFORMATION AND PRIVACY: FREEDOM OF INFORMATION - FOI requests for general information - PSS-2011-00021 Social media sites

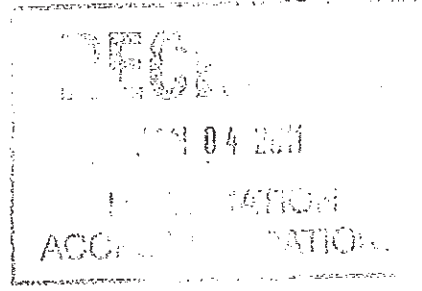
Request Number: <u>SSB-2011-00021</u>		Date Request Entered: <u>JAN 7/11</u>		Task Complete Initials and Date	Peer Review Initials and Date
INTAKE ANALYST TASKS					
CHECK: <ul style="list-style-type: none"> Is the request clearly for 'specific records' (i.e. not questions or requests for information) If it isn't clear, refer to you Team Lead Is the request within IAO service or jurisdiction? <p><i>IAO responds to requests for records held by 'public bodies' that are covered by FOIPPA and for which IAO provides service.</i></p> <ul style="list-style-type: none"> Examples of public bodies that have their own FOI operations are: ICBC; RCMP; Municipal Governments (including Police); Health Authorities. Examples of organizations that are not covered by FOIPPA are Office of Ombudsman; OIPC; Courts. If in doubt speak with your Team Lead. <p>If the request is outside of IAO's service or jurisdiction, redirect the applicant to the appropriate organization. Before redirecting the applicant to the appropriate organization, confirm 'the other organizations' contact information with the Intake Lead.</p>					Check - has Intake Analyst Initialed?
CHECK: Is this a duplicate request - has the applicant requested these records or similar records before? Is it an original of what was received in our FOI centralized mailbox and needs to be redirected to the POD for filing? Before registering - search the CRTS for previous entries. The 'key search criteria' would include applicant's name, or the affiliate and key word description. If duplicate (same processing org/date range), talk to Team Lead. If similar - is it a related request? If related be sure to use the related request tab in CRTS and enter related number into Intake comments.					Check - has Intake Analyst Initialed? <input checked="" type="checkbox"/>
CRTS DATA ENTRY: <ul style="list-style-type: none"> Has the request been date stamped? Request is entered following CRTS data entry standards - refer to user manual Processing org is correct - refer to processing org chart Description field accurately captures what the applicant is requesting and grammar spelling (<i>issues must be identified and discussed with Intake Analyst</i>) Receipt date/Start date is correct. Applicant/Affiliate fields are appropriate - refer to the CRTS user manual Executive comment is entered according to standard - refer to Exec standards sheet on activities Activities are entered according to standard (Start/Received has start and end date) Intake Comment is entered - if applicable) 					• • • • • • •
TRIM DATA ENTRY: <ul style="list-style-type: none"> Electronic folder is opened according to standard Physical folder is opened according to standard Incoming request is TRIMMED TRIM Reference is sent to appropriate POD according to standard procedure 				<i>AR</i>	
INTAKE ADMIN TASKS Date Package Received: _____				Task Complete Initials	Peer Review Initials
CREATE: an Acknowledgement letter (<i>located in J:\General\Ministry Teams\Templates</i>) NOTE: 1. Admin staff will copy the request description from CRTS, and paste it to the Ack. Letter, some changes may be required. If it is substantially different from what the applicant is requesting, STOP inform your Intake staff person. 2. Expectation is that a clean template will be used for each new acknowledgement letter.				<i>CK</i>	
CREATE: File folder (<i>folder is created according to standard; original request is filed to left side of folder; Ack letter is filed to right side of folder</i>) this includes consults - consult letter on left, correspondence on the right.					
<ul style="list-style-type: none"> IF REQUEST REC'D VIA EMAIL - Ack letter should be emailed to applicant Check email address - ensure correct Check attachment - ensure correct (Suggest - open the letter and use the 'send to function' - 'as an attachment' - ensure you key in appropriate email address) 				<i>CK</i>	
<ul style="list-style-type: none"> IF REQUEST REC'D VIA MAIL - Ack letter will be mailed via postal (<i>electronic copy of Ack letter should include 'original signed' in the signature box</i>) if the applicant provides an email address send it via email 					
TRIM DATA ENTRY: Ack letter is TRIMMED according to standards (if letter sent electronically, the outgoing email is trimmed as well)				<i>CK</i>	
CRTS Data Entry is completed according to standard (Ack letter task has start and end date)					
Completed file passed to appropriate Pod				Date Completed: <i>JAN 20</i>	

Special Instructions: _____

1. FOI - Review of Harms/Issues/Recommendations provided by Ministry		
Request Received: January 5, 2011	Due Date: February 16, 2011	Requester type: Individual
Wording of the request:		
<ul style="list-style-type: none"> "Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook." 		
Comments/Background:		
<ul style="list-style-type: none"> This is a request that is part of X-govt request 100310 The enclosed records are a Questions and Answers document from the Office of the Superintendent of Motor Vehicles that provides clarification of the Guidelines. Section 70(1)(a) states that "The head of a public body must make available to the public, without a request for access under this Act, (a) manuals, instructions or guidelines issued to the officers or employees of the public body, or..." 		
Recommendation:		
<ul style="list-style-type: none"> IAO recommends releasing the records in full as per section 70(1)(a) of FIPPA. 		
FOI Analyst: Rob Gordon	Signature:	Date:
FOI Team Lead: Angela McCartney	Signature:	Date:
FOI Director/Manager Approval: Vicki Hudson, Manager	Signature:	Date:
2. FOI and Ministry Executive - Approval to Release Package to applicant		
FOI Approval Authority: Name: Stephen Martin Title: Superintendent of Motor Vehicles	Signature:	Date:
Ministry Executive: Name: Lori Wanamaker Title: Deputy Minister, Public Safety and Solicitor General	Signature:	Date:
Comments:		
3. FOI - Release to applicant		
Package release prepared by: Rob Gordon	FOI Analyst: Rob Gordon	Date:

December 10, 2010

Freedom of Information Requests
B.C. Education
Stn Prov Govt
Box 9569
Victoria, BC
V8W 9K1



I would like to make a request to you under the Freedom of Information and Protection of Privacy Act.

Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook.

If you have any questions, please contact me at

S22

Thank you.

S22

4
15

Xvel

TKA-2011-00005

PSJ-2011-00021
MID-2011-00011

February 7, 2011

ARCS: 292-30

File No. EDU-2011-00001

S22

Dear S22

Re: *Freedom of Information and Protection of Privacy Act*
Request for Records

I am responding to your request submitted under the *Freedom of Information and Protection of Privacy Act* (the Act) to the Ministry of Education for the following:

"Any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook".

I understand that you were previously advised of the publicity of the BC Government's *Guidelines for Conducting Citizen Engagement, Specific to Social Media* document, which is located at:

http://www.gov.bc.ca/citz/citizens_engagement/some_guidelines_master.pdf

The Ministry performed a thorough search and determined that it has no records that are responsive to your request. If you are interested in a direct discussion of the direction of social media in government, Citizens' Services officials would be pleased to discuss it with you. Please contact David Hume, Executive Director, Citizen Engagement at David.Hume@gov.bc.ca. Your file with this office is now closed.

I trust that no further action is required regarding your files. If you have any questions, you can contact Anita Foster, Team Lead at (250) 952-9805.

.../2

Information Access Operations

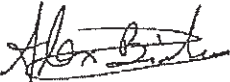
Providing services to:
Ministry of Science and Universities
Ministry of Education
Ministry of Health Services
Ministry of Regional Economic and Skills Development
Ministry of Labour

Mailing Address:
PO Box 9569 Stn Prov Govt Victoria BC V8W 9K1
Telephone: 250-387-3411 Facsimile: 250-387-9843

Courier Address:
2nd Floor 548 Michigan Street Victoria BC V8V 1G2

Under section 52 of the Act, you may apply to the Office of the Information and Privacy Commissioner (OIPC) for a review of the Ministry's response to your requests. You have 30 days from receipt of this notice to request a review by writing to the OIPC. The procedure is outlined on the enclosed page.

Sincerely,

A handwritten signature in black ink, appearing to read "Alex Bjelica", written over a horizontal line.

Alex Bjelica
Manager

Enclosure

Foster, Anita SSBC:EX

From: Baines, Susan A EDUC:EX
Sent: Thursday, January 27, 2011 1:34 PM
To: Foster, Anita SSBC:EX
Cc: Toor, Randeep EDUC:EX
Subject: RE: New FOI Request EDU-2011-00001/Social Media usage guidelines
Attachments: EDU-2011-00001.pdf

Sign off form attached.

Thanks, Sue

From: Foster, Anita SSBC:EX
Sent: Tuesday, January 25, 2011 3:09 PM
To: Toor, Randeep EDUC:EX
Cc: Baines, Susan A EDUC:EX
Subject: RE: New FOI Request EDU-2011-00001/Social Media usage guidelines

Applicant indicated that she is looking for individual policies for each ministry dealing with social media use.

As no such records exist with the Ministry of Education, I am enclosing the sign-off form. Please obtain the sign-off and return to us.

We will be responding to applicant indicating that the Ministry of Education does not have records responsive to her request and also transferring this request to the Ministry of Citizens' Services.

Thank you.

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Foster, Anita SSBC:EX
Sent: Thursday, January 20, 2011 9:57 AM
To: Toor, Randeep EDUC:EX
Cc: Baines, Susan A EDUC:EX
Subject: RE: New FOI Request EDU-2011-00001/Social Media usage guidelines

Hi Randeep.

Thank you for your e-mails. I don't need anything from you at this point. This request was received by three other ministries and our central intake is presently contacting the applicant to clarify the wording of the request. Ministry of Citizens' Services is not among these Ministries, so perhaps we will be able to transfer this request to them.

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Toor, Randeep EDUC:EX
Sent: Monday, January 17, 2011 1:26 PM
To: Foster, Anita SSBC:EX
Cc: Baines, Susan A EDUC:EX
Subject: RE: New FOI Request EDU-2011-00001/Social Media usage guidelines

Hi Anita – Kindly advise of next steps to ensure that we are able to fulfill this request by the deadline.

Thanks very much.

Randeep Toor | Executive Administrative Coordinator
Office of Deputy Minister, James Gorman
Ministry of Education
Tel: 250 387-2026 Cell: S17 Fax: 250 356-6007
"You must be the change you want to see in this world" - Gandhi

This email may contain confidential and privileged material for the sole use of the intended recipient. Any review, use, distribution or disclosure by others is strictly prohibited. If you are not the intended recipient (or authorized to receive for the recipient), please contact the sender immediately and delete all copies of this message.

From: Baines, Susan A EDUC:EX
Sent: Friday, January 14, 2011 12:24 PM
To: Foster, Anita SSBC:EX
Cc: Toor, Randeep EDUC:EX
Subject: RE: New FOI Request EDU-2011-00001/Social Media usage guidelines

Hi Anita,

Our Ministry has no relevant records to this request. Social Media Guidelines were created by the Ministry of Citizen Services. Would you like to send me the final sign off form or would you like me to scan the call for records sheet first and send to you?

Please let me know.

Thanks, Sue

From: Foster, Anita SSBC:EX
Sent: Monday, January 10, 2011 2:38 PM
To: Bolton, Elda M EDUC:EX; Baines, Susan A EDUC:EX
Subject: New FOI Request EDU-2011-00001/Social Media usage guidelines

Enclosed is call for records for new request addressed to the Ministry of Education.

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour



Request Number: 292-30/EDU-2011-00001

1. FOI - Review of Harms/Issues/Recommendations provided by Ministry		
Request Description: Any guidelines for personal or business use of social media sites by institutions' employees. Social media sites include but are not limited to Twitter and Facebook.		
Comments: This request was received by several other ministries. Clarification was sought from applicant, who was told that this type of records would be with the Ministry of Citizens' Services. Applicant clarified that she is looking for individual policies for each ministry dealing with social media use and would like for each Ministry to respond to her request.		
Recommendation: No responsive records.		
FOI Analyst: Anita Foster	Signature: 	Date: Jan 21, 2011
Team Lead, Anita Foster	Signature: 	Date: Jan 21, 2011
FOI Director/Manager Approval: Alex Bjellica	Signature: 	Date: Jan 21/11
2. FOI and Ministry Executive - Approval to Release Package to applicant		
FOI Approval Authority: Name: Signature: 	Position:	Date:
Comments:		
Ministry Executive: Name: James Gorman Signature: 	Position: Deputy Minister	Date: Jan. 27, 11
3. FOI - Release to applicant		
Package release prepared by: Anita Foster	FOI Analyst: Anita Foster	Date:

Baines, Susan A EDUC:EX

From: Foster, Anita SSBC:EX
Sent: Tuesday, January 25, 2011 3:09 PM
To: Toor, Randeep EDUC:EX
Cc: Baines, Susan A EDUC:EX
Subject: RE: New FOI Request EDU-2011-00001/Social Media usage guidelines
Attachments: Sign-off EDU-2011-00001.pdf.PDF

Applicant Indicated that she is looking for individual policies for each ministry dealing with social media use.

As no such records exist with the Ministry of Education, I am enclosing the sign-off form. Please obtain the sign-off and return to us.

We will be responding to applicant indicating that the Ministry of Education does not have records responsive to her request and also transferring this request to the Ministry of Citizens' Services.

Thank you.

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/cltz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Foster, Anita SSBC:EX
Sent: Thursday, January 20, 2011 9:57 AM
To: Toor, Randeep EDUC:EX
Cc: Baines, Susan A EDUC:EX
Subject: RE: New FOI Request EDU-2011-00001/Social Media usage guidelines

Hi Randeep.

Thank you for your e-mails. I don't need anything from you at this point. This request was received by three other ministries and our central intake is presently contacting the applicant to clarify the wording of the request. Ministry of Citizens' Services is not among these Ministries, so perhaps we will be able to transfer this request to them.

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Logistics and Business Services, Ministry of Citizens' Services
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our web site: <http://www.gov.bc.ca/cltz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Toor, Randeep EDUC:EX
Sent: Monday, January 17, 2011 1:26 PM
To: Foster, Anita SSBC:EX
Cc: Baines, Susan A EDUC:EX
Subject: RE: New FOI Request EDU-2011-00001/Social Media usage guidelines

Hi Anita - Kindly advise of next steps to ensure that we are able to fulfill this request by the deadline.
Thanks very much;

Randeep Toor | Executive Administrative Coordinator
Office of Deputy Minister, James Gorman
Ministry of Education
Tel: 250 387-2026 Cell: S17 Fax: 250 356-6007
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From: Balnes, Susan A EDUC:EX
Sent: Friday, January 14, 2011 12:24 PM
To: Foster, Anita SSBC:EX
Cc: Toor, Randeep EDUC:EX
Subject: RE: New FOI Request EDU-2011-00001/Social Media usage guidelines

Hi Anita,

Our Ministry has no relevant records to this request. Social Media Guidelines were created by the Ministry of Citizen Services. Would you like to send me the final sign off form or would you like me to scan the call for records sheet first and send to you?

Please let me know.

Thanks, Sue

From: Foster, Anita SSBC:EX
Sent: Monday, January 10, 2011 2:38 PM
To: Bolton, Elda M EDUC:EX; Balnes, Susan A EDUC:EX
Subject: New FOI Request EDU-2011-00001/Social Media usage guidelines

Enclosed is call for records for new request addressed to the Ministry of Education.

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

Foster, Anita SSBC:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Monday, January 24, 2011 11:39 AM
To: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Requests
Importance: High

To make it easy on Intake right now, we'll acknowledge and the teams can send their transfer through the FOI in box.

We'll find an easier way to handle these when we have time to breath.

Maxine

From: Ghag, Kris SSBC:EX
Sent: Monday, January 24, 2011 9:44 AM
To: Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: RE: FOI Requests

Can/will the CITZ transfer be handled upfront in one letter from intake, or should each pod send their own letter to the applicant?

KG

From: Foster, Anita SSBC:EX
Sent: Friday, January 21, 2011 3:42 PM
To: Hendry, Jackie SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: RE: FOI Requests

Thank you, Jackie, for clarifying the request for us. Ministry of Education does not have anything for the social media request.

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 11:20 AM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests

Hi everyone.

I have received clarification from the applicant on the "social media" request (see below). As per my email exchange with Maxine, every PB that the request was directed should proceed with opening their request and respond as per usual. There will be a need to transfer to CTZ as well.

For the "person years" request, it appears that my contact at PAB will be able to create a response for the applicant. Once I have that confirmed, I will inform the applicant and request she withdraw her requests to the other public bodies and redirect to PAB.

Thanks-Jackie

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, January 20, 2011 5:25 PM
To: Hendry, Jackie SSBC:EX
Subject: RE: FOI Requests

Perfect.

From: Hendry, Jackie SSBC:EX
Sent: Thursday, January 20, 2011 5:23 PM
To: Vanzetta, Maxine SSBC:EX
Subject: RE: FOI Requests

Sounds good. I'm sure I will hear from my contact at PAB tomorrow. Will let you know as soon as I hear...
Thanks...

J

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, January 20, 2011 5:21 PM
To: Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Requests
Importance: High

For the second request - based on the wording, I believe we'd open up a request for every ministry and have them proceed as per norm.

For the first one, let us know as we have the files waiting - patiently☺

Maxine

From: Hendry, Jackie SSBC:EX
Sent: Thursday, January 20, 2011 5:16 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests
Importance: High

Hey Max—

I have received the following clarification from the applicant.
First request:

"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)."
Clarification:

1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.

I have forwarded her clarification to PAB to see if they are able to create a document to respond to this request. (I still need the applicant to agree to withdraw her request to the other public bodies, and will request she do so once I know what PAB can provide).

Second request:

"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."

Clarification:

I'm looking for the individual policies for each ministry dealing with social media use.

Shall we still have each public body proceed with their request and see what comes up? With a partial transfer to CTZ? Should we reconvene to discuss briefly?

Lemme know-

Thanks

Jackie

From:

S22

Sent: Thursday, January 20, 2011 4:19 PM

To: Hendry, Jackie SSBC:EX

Subject: Re: FOI Requests

Hello Jackie,

Thanks for your email.

Though these links are helpful, they don't meet the requirements of my requests.

To clarify:

1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.

2) I'm looking for the individual policies for each ministry dealing with social media use.

Hope that helps. Please let me know if you have any other questions.

Take care,

S22

Foster, Anita SSBC:EX

From: Foster, Anita SSBC:EX
Sent: Tuesday, January 25, 2011 3:09 PM
To: Toor, Randeep EDUC:EX
Cc: Baines, Susan A EDUC:EX
Subject: RE: New FOI Request EDU-2011-00001/Social Media usage guidelines
Attachments: Sign-off EDU-2011-00001.pdf.PDF

Applicant indicated that she is looking for individual policies for each ministry dealing with social media use.

As no such records exist with the Ministry of Education, I am enclosing the sign-off form. Please obtain the sign-off and return to us.

We will be responding to applicant indicating that the Ministry of Education does not have records responsive to her request and also transferring this request to the Ministry of Citizens' Services.

Thank you.

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

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Cc: Baines, Susan A EDUC:EX
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Logistics and Business Services, Ministry of Citizens' Services
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Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

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Sent: Monday, January 17, 2011 1:26 PM
To: Foster, Anita SSBC:EX
Cc: Baines, Susan A EDUC:EX
Subject: RE: New FOI Request EDU-2011-00001/Social Media usage guidelines

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Randeep Toor | Executive Administrative Coordinator

Office of Deputy Minister, James Gorman

Ministry of Education

Tel: 250 387-2026 Cell: S17 Fax: 250 356-6007

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Subject: RE: New FOI Request EDU-2011-00001/Social Media usage guidelines

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Please let me know.

Thanks, Sue

From: Foster, Anita SSBC:EX

Sent: Monday, January 10, 2011 2:38 PM

To: Bolton, Elda M EDUC:EX; Baines, Susan A EDUC:EX

Subject: New FOI Request EDU-2011-00001/Social Media usage guidelines

Enclosed is call for records for new request addressed to the Ministry of Education.

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

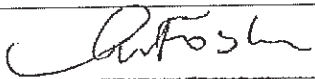
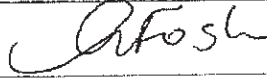

our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

Request Number:

292-30/EDU-2011-00001

1. FOI Review/Comments/Reply/Recommendations provided by Ministry		
Request Description: Any guidelines for personal or business use of social media sites by institutions' employees. Social media sites include but are not limited to Twitter and Facebook.		
Comments: This request was received by several other ministries. Clarification was sought from applicant, who was told that this type of records would be with the Ministry of Citizens' Services. Applicant clarified that she is looking for individual policies for each ministry dealing with social media use and would like for each Ministry to respond to her request.		
Recommendation: No responsive records.		
FOI Analyst: Anita Foster	Signature: 	Date: Jan 21, 2011
Team Lead, Anita Foster	Signature: 	Date: Jan 21, 2011
FOI Director/Manager Approval: Alex Bjelica	Signature: 	Date: Jan 21/11

2. FOI and Ministry Executive - Approval to Release Package to applicant		
FOI Approval Authority: Name: Signature:	Position:	Date:
Comments:		
Ministry Executive: Name: James Gorman Signature:	Position: Deputy Minister	Date:

3. FOI - Release to applicant		
Package release prepared by: Anita Foster	FOI Analyst: Anita Foster	Date:

Foster, Anita SSBC:EX

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 11:20 AM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests

Hi everyone.

I have received clarification from the applicant on the "social media" request (see below). As per my email exchange with Maxine, every PB that the request was directed should proceed with opening their request and respond as per usual. There will be a need to transfer to CTZ as well.

For the "person years" request, it appears that my contact at PAB will be able to create a response for the applicant. Once I have that confirmed, I will inform the applicant and request she withdraw her requests to the other public bodies and redirect to PAB.

Thanks-Jackie

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, January 20, 2011 5:25 PM
To: Hendry, Jackie SSBC:EX
Subject: RE: FOI Requests

Perfect.

From: Hendry, Jackie SSBC:EX
Sent: Thursday, January 20, 2011 5:23 PM
To: Vanzetta, Maxine SSBC:EX
Subject: RE: FOI Requests

Sounds good. I'm sure I will hear from my contact at PAB tomorrow. Will let you know as soon as I hear...
Thanks...
J

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, January 20, 2011 5:21 PM
To: Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Requests
Importance: High

For the second request - based on the wording, I believe we'd open up a request for every ministry and have them proceed as per norm.

For the first one, let us know as we have the files waiting - patiently☺

Maxine

From: Hendry, Jackie SSBC:EX
Sent: Thursday, January 20, 2011 5:16 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests
Importance: High

Hey Max—

I have received the following clarification from the applicant.

First request:

"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)."
Clarification:

1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.

I have forwarded her clarification to PAB to see if they are able to create a document to respond to this request. (I still need the applicant to agree to withdraw her request to the other public bodies, and will request she do so once I know what PAB can provide).

Second request:

"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."
Clarification:

I'm looking for the individual policies for each ministry dealing with social media use.

Shall we still have each public body proceed with their request and see what comes up? With a partial transfer to CTZ? Should we reconvene to discuss briefly?

Lemme know-

Thanks

Jackie

From: S22
Sent: Thursday, January 20, 2011 4:19 PM
To: Hendry, Jackie SSBC:EX
Subject: Re: FOI Requests

Hello Jackie,

Thanks for your email.

Though these links are helpful, they don't meet the requirements of my requests.

To clarify:

1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.

2) I'm looking for the individual policies for each ministry dealing with social media use.

Hope that helps. Please let me know if you have any other questions.

Take care,

S22

Foster, Anita SSBC:EX

From: Foster, Anita SSBC:EX
Sent: Thursday, January 20, 2011 9:57 AM
To: Toor, Randeep EDUC:EX
Cc: Baines, Susan A EDUC:EX
Subject: RE: New FOI Request EDU-2011-00001/Social Media usage guidelines

Hi Randeep.

Thank you for your e-mails. I don't need anything from you at this point. This request was received by three other ministries and our central intake is presently contacting the applicant to clarify the wording of the request. Ministry of Citizens' Services is not among these Ministries, so perhaps we will be able to transfer this request to them.

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Toor, Randeep EDUC:EX
Sent: Monday, January 17, 2011 1:26 PM
To: Foster, Anita SSBC:EX
Cc: Baines, Susan A EDUC:EX
Subject: RE: New FOI Request EDU-2011-00001/Social Media usage guidelines

Hi Anita – Kindly advise of next steps to ensure that we are able to fulfill this request by the deadline.

Thanks very much.

Randeep Toor | Executive Administrative Coordinator
Office of Deputy Minister, James Gorman
Ministry of Education
Tel: 250 387-2026 Cell: S17 Fax: 250 356-6007
"You must be the change you want to see in this world" - Gandhi

This email may contain confidential and privileged material for the sole use of the intended recipient. Any review, use, distribution or disclosure by others is strictly prohibited. If you are not the intended recipient (or authorized to receive for the recipient), please contact the sender immediately and delete all copies of this message.

From: Baines, Susan A EDUC:EX
Sent: Friday, January 14, 2011 12:24 PM
To: Foster, Anita SSBC:EX
Cc: Toor, Randeep EDUC:EX
Subject: RE: New FOI Request EDU-2011-00001/Social Media usage guidelines

Hi Anita,

Our Ministry has no relevant records to this request. Social Media Guidelines were created by the Ministry of Citizen Services. Would you like to send me the final sign off form or would you like me to scan the call for records sheet first and send to you?

Please let me know.

Thanks, Sue

From: Foster, Anita SSBC:EX

Sent: Monday, January 10, 2011 2:38 PM

To: Bolton, Elda M EDUC:EX; Baines, Susan A EDUC:EX

Subject: New FOI Request EDU-2011-00001/Social Media usage guidelines

Enclosed is call for records for new request addressed to the Ministry of Education.

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

Foster, Anita SSBC:EX

From: Bjelica, Alex SSBC:EX
Sent: Thursday, January 13, 2011 2:47 PM
To: Foster, Anita SSBC:EX
Subject: FOI question from Education

Hi Anita,

Can you contact Heather Langton 387-6399 regarding the Social Media request.

Alex Bjelica
Manager
Information Access Operations
Shared Services BC
Ministry of Citizens' Services
PO Box 9569 Stn. Prov. Govt.
Victoria BC V8W 9K1
Telephone: 250-356-7349
Fax: 250-387-9843
Cell: S17

Providing services to:
Ministry of Education
Ministry of Regional Economic and Skills Development
Ministry of Science and Universities
Ministry of Health Services
Ministry of Labour

Foster, Anita SSBC:EX

From: Foster, Anita SSBC:EX
Sent: Monday, January 10, 2011 2:38 PM
To: Bolton, Elda M EDUC:EX; Baines, Susan A EDUC:EX
Subject: New FOI Request EDU-2011-00001/Social Media usage guidelines
Attachments: Call for Records EDU-2011-00001.DOCX

Enclosed is call for records for new request addressed to the Ministry of Education.

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

Information Access Operations Call for Records

Section 7 of the Freedom of Information and Protection of Privacy Act (the Act) places a duty on public bodies to respond to formal requests without delay and imposes a time limit of 30 working days from the date the FOI request is received by the public bodies. The purpose of this form is to assist Ministries and agencies with the record gathering process. Staff is encouraged to contact Information Access Operations (IAO) with concerns or questions.

IAO is responsible to complete the following:	
FOI Request File Number: X Govt Number (if applicable)	EDU-2011-00001
Requester Type:	Individual
Description of Request:	Any guidelines for personal or business use of social media sites by institution's employees. Social media sites include but are not limited to Twitter and Facebook.
Request Received Date:	January 4, 2011
Request Due Date:	Records due to be sent to Information Access Operations: January 26, 2011 Legislated due date: February 15, 2011.
IAO Analyst/Team: Contact Information:	Anita Foster (250) 387-9805
IAO Comments:	
The Ministry is responsible to complete the following:	
Ministry Search for Records: <ul style="list-style-type: none"> • Please describe your search for records including what records were searched (i.e. Files, email, databases, TRIM files, off-site records, etc) • please indicate duration of search time • please indicate who conducted the search for records 	
Ministry Program Area Recommendations– Document potential harms¹ that could result from disclosure of records gathered and provide disclosure recommendations.	

¹ Harms – Disclosure of the records would significantly harm the Ministry's position 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.

Ministry Program Area - Issues² associated with disclosure of records gathered.		
Ministry Record Location(s) – If you are aware of any other Ministry, agency, offices or locations that may have records responsive to this request, please indicate here.		
<i>Note: The Ministry/Program area is responsible to notify Ministry PAB/Executive of any issues or concerns.</i>		
Ministry Director/Manager Name and Signature: Name (Printed): Signature:	Position/Title:	Date:

Records are to be forwarded to IAO office within the following timelines:

Call for Record Date:		January 10, 2011
Fee Estimate Due Date:		ASAP
If fees do not apply, records are due to IAO by 4:00pm on: If fees apply your analyst will advise of your new due date once a deposit is received.)		January 26, 2011
General Request: 8-12 days	Personal Request: 4-10 Days	Cross Govt Request: 10-20 Days

Ministry Support Guidelines for GENERAL FOI Requests

Preliminary Record Search and Assessment of Fees:

- If records do not exist within Ministry/Agency, **please advise IAO immediately.** Request will be closed or redirected by IAO.
- If some/all records reside within another public body, **please advise IAO immediately** specifying other public body, ministry, branch and/or region.
- If search and retrieval time is anticipated to exceed 3 hours and/or the volume of records exceeds 200 pages, **please advise IAO immediately.**
 - Advise of search time/record volume and estimate fees using attached fee calculation table.
 - If fee is estimated, do not proceed with records search or retrieval until IAO confirms fee with applicant.
 - Once fee has been confirmed with applicant and payment is received by IAO the following steps occur:

² **Issues** – Issues associated with the possible disclosure of records through the FOI process should be communicated to your ministry executive and/or Public Affairs Bureau.

1. IAO notifies the ministry.
2. Ministry/Agency proceeds to retrieve and scan/photocopy responsive records.
3. IAO provides ministry with the revised due date for record submission.
4. Ministry submits records to IAO.

Record Gathering Process:

- Review records to ensure they address scope of the request.
- To ensure IAO has a complete understanding of the records provided and their context, IAO requests that the ministry identify any areas of concern regarding their disclosure. This assists IAO analysts in assessing any harm contemplated by the FOIPPA, and consider any applicable exceptions to disclosure.
- Please ensure your Ministry Public Affairs office is notified of any issues associated with the request for internal communication business purposes (e.g. development of issue notes to be included in final sign off package for Ministry executive).

Providing Responsive Records:

- If volume permits, Ministry/Agency is required to scan records and send electronically to IAO analyst. If volume is prohibitive for electronic submission, package or disc with scanned documents should be mailed to:

Information Access Operations

Ministry of Citizens Services

PO Box 9569 Stn Prov Govt, Victoria BC, V8W 9K1

- Please ensure information package has been reviewed and approved by applicable program area.



File: 292-30/EDU-2011-00001
PSS-2011-00021
MSD-2011-00011
TRA-2011-00005

January 24, 2011

Sent via email

S22

S22

Dear

S22

Re: Freedom of Information and Protection of Privacy Act - Request for Access to Records

The Ministry of Education (EDU), the Ministry of Public Safety and Solicitor General (PSS), the Ministry of Social Development (MSD), and the Ministry of Transportation and Infrastructure (TRA), received your requests for access to information under the Freedom of Information and Protection of Privacy Act (the Act) on January 4, 2011 (EDU) and January 5, 2011 (PSS, MSD, TRA). We understand your requests to be for:

Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

The Act allows 30 business days for public bodies to respond unless the nature of the request requires an extension as per section 10. We will make every effort to respond to your requests by **February 15, 2011 (EDU) and February 16, 2011 (PSS, MSD, TRA)**. We will notify you as soon as possible if there is a need to extend the time limit for responding to your request.

The Act also allows that we may charge a fee for certain limited costs of providing you with the requested information, such as locating, retrieving and copying a large volume of records. Should this be the case, we will contact you at a later date with a fee estimate.

Should you have any questions now or during the processing of your request please contact our office at **250-387-1321** and ask to speak with the analyst assigned to your request. Please quote the file number(s) identified at the top of this letter.

Regards,

Cindy Kukucska, Consolidated Intake
Information Access Operations

Kukucska, Cindy L SSB:EX

From: Kukucska, Cindy L SSB:EX
Sent: Monday, January 24, 2011 10:39 AM
To: S22
Subject: Acknowledgement letter - FOI request
Attachments: ack letter.pdf

Please find an acknowledgement letter attached.

Sincerely,

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

Request Number: _____	Date Request Entered: _____	Task Complete Initials and Date	Peer Review Initials and Date
EDU: 2011-00001 JAN 5, 2011			
INTAKE ANALYST TASKS			
CHECK: <ul style="list-style-type: none"> Is the request clearly for 'specific records' (i.e. not questions or requests for information) if it isn't clear, refer to you Team Lead Is the request within IAO service or jurisdiction? <p>IAO responds to requests for records held by 'public bodies' that are covered by FOIPPA and for which IAO provides service.</p> <ul style="list-style-type: none"> Examples of public bodies that have their own FOI operations are: ICBC; RCMP; Municipal Governments (including Police); Health Authorities. Examples of organizations that are not covered by FOIPPA are Office of Ombudsman; OIPC; Courts. If in doubt speak with your Team Lead. <p>If the request is outside of IAO's service or jurisdiction, redirect the applicant to the appropriate organization. Before redirecting the applicant to the appropriate organization, confirm 'the other organizations' contact information with the Intake Lead.</p>		✓ ✓ CK	Check - has Intake Analyst Initialed?
CHECK: Is this a duplicate request - has the applicant requested these records or similar records before? Is it an original of what was received in our FOI centralized mailbox and needs to be redirected to the POD for filing? Before registering - search the CRTS for previous entries. The 'key search criteria' would include applicant's name, or the affiliate and key word description. If duplicate (same processlug org/date range), talk to Team Lead. If similar - is it a related request? If related be sure to use the related request tab in CRTS and enter related number into Intake comments.		AL	Check - has Intake Analyst Initialed? ✓
CRTS DATA ENTRY: <ul style="list-style-type: none"> Has the request been date stamped? Request is entered following CRTS data entry standards - refer to user manual Processing org is correct - refer to processing org chart Description field accurately captures what the applicant is requesting and grammar spelling (<u>issues must be identified and discussed with Intake Analyst</u>) Receipt date/Start date is correct. Applicant/Affiliate fields are appropriate - refer to the CRTS user manual Executive comment is entered according to standard - refer to Exec standards sheet on activities Activities are entered according to standard (Start/Received has start and end date) Intake Comment is entered - if applicable) HSD: 2011-00003 + 		R	o o o o o o
TRIM DATA ENTRY: <ul style="list-style-type: none"> Electronic folder is opened according to standard Physical folder is opened according to standard Incoming request is TRIMMED TRIM Reference is sent to appropriate POD according to standard procedure 			
INTAKE ADMIN TASKS - Date Package Received:			
CREATE: an Acknowledgement letter (located in J:\General\Ministry Teams\Templates) NOTE: 1. Admin staff will copy the request description from CRTS, and paste it to the Ack. Letter, some changes may be required. If it is substantially different from what the applicant is requesting, STOP inform your Intake staff person. 2. Expectation is that a clean template will be used for each new acknowledgement letter.		CV	
CREATE: File folder (folder is created according to standard; original request is filed to left side of folder; Ack letter is filed to right side of folder) this includes consults - consult letter on left, correspondence on the right.		C	
<ul style="list-style-type: none"> IF REQUEST REC'D VIA EMAIL - Ack letter should be emailed to applicant Check email address - ensure correct Check attachment - ensure correct (Suggest - open the letter and use the 'send to function' - 'as an attachment' - ensure you key in appropriate email address)		CK	
<ul style="list-style-type: none"> IF REQUEST REC'D VIA MAIL - Ack letter will be mailed via postal (electronic copy of Ack letter should include 'original signed' in the signature box) if the applicant provides an email address send it via email 		✓	
TRIM DATA ENTRY: Ack letter is TRIMMED according to standards (if letter sent electronically, the outgoing email is trimmed as well).		C	
CRTS Data Entry is completed according to standard (Ack letter task has start and end date)		CK	
Completed file passed to appropriate Pod			

Special Instructions: _____

SUMMARY OF RECOMMENDATIONS

MSD-ADM

Referral Slip

Wed, Feb 09, 2011 9:45 AM

Action: Approval	Due: 2011/02/09 [0]	Log ID: 170068
Robert Gordon	Type: IPRS Request	Written: 2011/01/06
	Office: MSD-FASB-Financial & Administrative Serv	Received: 2011/02/07
	Entered By: S15	Interim:
	Sign By:	Signed:
	Batch:	Closed:
	File No.:	
	<input checked="" type="checkbox"/> Confidential <input type="checkbox"/> Frequent Writer <input type="checkbox"/> Elected Official	

Phone: 250-356-7869 Fax:

Email:

Addressed to:

Content provider:

Issue: Info Request

Branch:

X-Ref:

CU Analyst:

Other Info:

Copied to:

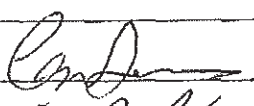
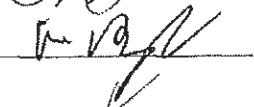


Subject
Social Media request MSD-2011-00011

Sent To	Action	Due	Days Late	Active State	Received	Completed	Status
MSD-ADM	Approval	2011/02/09		<1 day Active			Received
MSD-FASB-Financial & Administrative Serv	Approval	2011/02/09		1 day		2011/02/08	Completed

SIGN OFF

DRAFT

REVISIONS

Writer(s)	_____	Date:	_____
Manager(s)	_____	Date:	_____
Director	_____	Date:	_____
Executive Director		Date:	Feb 10/11
Assistant Deputy Minister		Date:	Feb 21/11
Executive Coordinator – DMO		Date:	Feb 11/11
Deputy Minister		Date:	Feb 24/11

COMMENTS:

FOI Review/Claims/Issue/Recommendation provided by Ministry

Request Received: January 5, 2011

Due Date: February 16, 2011

Requester type: Individual

Wording of the request:

- "Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook."


Comments/Background:

- This is a request that is part of X-govt request 100310
- The enclosed records are the Ministry's internal guidelines that support the government wide Guidelines for Social Media Use in the Public Service.
- Section 70(1)(a) states that "The head of a public body must make available to the public, without a request for access under this Act,

(a) manuals, instructions or guidelines issued to the officers or employees of the public body, or..."

Recommendation:


- IAO recommends releasing the records in full as per section 70(1)(a) of FIPPA.


FOI Analyst: Rob Gordon	Signature: 	Date: Feb 3/11
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FOI Team Lead: Angela McCartney	Signature: 	Date:
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FOI Director/Manager Approval: Vicki Hudson, Manager	Signature: 	Date: Feb 8/11
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2. FOI and Ministry Executive - Approval to Release Package to applicant

FOI Approval Authority: Name: Len Dawes Title: Executive Director, Financial and Administrative Services	Signature: 	Date: Feb 10/11
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Ministry Executive: Name: Wes Boyd, Title: ADM, Financial and Administrative Services	Signature: 	Date: Feb 11/11
---	---	-----------------

Ministry Executive: Name: Carline MacDonald MARK SIEBON Title: Deputy Minister, Social Development	Signature: 	Date: Feb 11/11
---	---	-----------------

Comments:

3. FOI - Release to applicant

Package release prepared by: Rob Gordon	FOI Analyst: Rob Gordon	Date:
---	-------------------------	-------

**Record of Decisions – Coordination Meeting
X-Government requests # 100310
January 11, 2011**

The following is the record of decisions from the above noted coordination meeting for x-government request #100310.

Please let me know if you have any questions or If there is any reason why your ministry cannot comply with these decisions.

1. In attendance:

Maxine Vanzetta	Consolidated Intake
Cindy Kukucska	Consolidated Intake
Jackie Hendry	Central – PAB
Carm Plater	Business – TRA
Angela McCartney	Justice/Social – MSD, PSS
Kris Ghag	Business – TRA
Anita Foster	Health/Education – EDU

2. Designation of Lead Ministry

Jackie – PAB

3. Wordng and Joining of the Requests

Request received by EDU, TRA, MSD, and PSS

4. Scope and Time frame

-

5. Clarification issues

- Discussion around possible partial or full transfer to CTZ or PSA, as well as noting that guidelines have been posted online and would be publicly accessible.
- Jackie will contact applicant to provide link to posted guidelines and query if this satisfies request.

Subsequent Clarification Update:

- Jackie connected with the applicant via email.
- Applicant clarified that she is looking for the individual policies of *each* ministry dealing with social media use and confirmed that the link to the online guidelines did not satisfy her request.

6. Issues regarding the review of the records by public bodies

None discussed

7. Fee Issues

Fees to be applied, if and as appropriate

8. Consultation processes

Not anticipated

9. Other issues

No other issues were identified. However, during the records review process, if any specific issue arises, public bodies may contact the Manager of Consolidate Cross Government and a determination will be made whether the Issue requires coordination.

Prior to releasing the disclosure package, senior analysts are to report and provide, to the Manager of Intake Services, a detailed listing of the records and any severing considerations.

Gordon, Robert A SSBC:EX

From: Gordon, Robert A SSBC:EX
Sent: Tuesday, February 15, 2011 3:03 PM
To: Rose, Cindy PAB:EX
Subject: RE: Sign off Social Media request MSD-2011-00011
Attachments: Responsive records release MSD-2011-00011.pdf

The records. They are the Q&As taken from the MSD Intranet site.

Thanks again Cindy.

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:
*Ministry of Attorney General
Ministry of Public Safety and Solicitor General
Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development*

From: Gordon, Robert A SSBC:EX
Sent: Tuesday, February 15, 2011 2:36 PM
To: Rose, Cindy PAB:EX
Subject: FW: Sign off Social Media request MSD-2011-00011

Cindy,

This request is part of a xgovt request. It is a full release to the applicant who is part of a national media coalition. We are ready to release the records. The due date is tomorrow. We want to get the release out today because the coalition is monitoring whether or not public bodies meet their legislated due dates.

Thank you Cindy,

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:
Ministry of Attorney General

*Ministry of Public Safety and Solicitor General
Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development*

From: Gordon, Robert A SSBC:EX
Sent: Thursday, February 10, 2011 4:55 PM
To: Dawes, Len HSD:EX
Cc: Byers, Rob A HSD:EX
Subject: FW: Sign off Social Media request MSD-2011-00011

Hi Len,

Pages 2 to 9 are responsive to the request. Page 1 is not responsive and is identified as such. The due date to respond to the applicant is Feb 16th.

Thank you again Len.

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:
*Ministry of Attorney General
Ministry of Public Safety and Solicitor General
Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development*

From: Gordon, Robert A SSBC:EX
Sent: Tuesday, February 8, 2011 10:08 AM
To: Dawes, Len HSD:EX
Cc: Byers, Rob A HSD:EX
Subject: Sign off Social Media request MSD-2011-00011

Good morning Len,

Please find attached the responsive records and sign off form for this request.

Thank you Len.

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

Gordon, Robert A SSBC:EX

From: Gordon, Robert A SSBC:EX
Sent: Tuesday, February 15, 2011 2:48 PM
To: Vanzetta, Maxine SSBC:EX
Cc: McCartney, Angela SSBC:EX
Subject: Release of MSD-2011-00011; social media

Maxine,

We will be releasing the records today hopefully. We are providing Ministry Q&As to the applicant. One page which does not contain information/clarification of the government social media guidelines has been withheld as Not responsive.

Thanks,

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:
*Ministry of Attorney General
Ministry of Public Safety and Solicitor General
Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development*

Gordon, Robert A SSBC:EX

From: Gordon, Robert A SSBC:EX
Sent: Thursday, February 10, 2011 3:24 PM
To: Hendry, Jackie SSBC:EX
Subject: RE: follow up to social media docs

Thank you

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:
*Ministry of Attorney General
Ministry of Public Safety and Solicitor General
Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development*

From: Hendry, Jackie SSBC:EX
Sent: Thursday, February 10, 2011 3:15 PM
To: Gordon, Robert A SSBC:EX
Subject: RE: follow up to social media docs

Hey Rob,
I discussed this with Angela and she will have an update for you...
Thanks—
Jackie

From: Gordon, Robert A SSBC:EX
Sent: Thursday, February 10, 2011 2:56 PM
To: Hendry, Jackie SSBC:EX
Subject: follow up to social media docs

Hi Jackie,

Any progress on the records. I need to get the file into sign off tomorrow morning. Sorry to pester.

Thank you.

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:

Ministry of Attorney General

Ministry of Public Safety and Solicitor General

Ministry of Aboriginal Relations & Reconciliation

Ministry of Housing & Social Development

Ministry of Children & Family Development

Gordon, Robert A SSBC:EX

From: Gordon, Robert A SSBC:EX
Sent: Wednesday, February 9, 2011 10:36 AM
To: Dawes, Len HSD:EX
Cc: Byers, Rob A HSD:EX
Subject: RE: Sign off Social Media request MSD-2011-00011

Len,

The xgovt team for xgovt requests is reviewing the records I sent you because the other ministries who received this request responded with a "No records exist response."

S13

S13

will hear back today one way or the other.

I apologize for this Len.

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:
*Ministry of Attorney General
Ministry of Public Safety and Solicitor General
Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development*

From: Gordon, Robert A SSBC:EX
Sent: Tuesday, February 8, 2011 10:08 AM
To: Dawes, Len HSD:EX
Cc: Byers, Rob A HSD:EX
Subject: Sign off Social Media request MSD-2011-00011

Good morning Len,

Please find attached the responsive records and sign off form for this request.

Thank you Len.

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:

Ministry of Attorney General

Ministry of Public Safety and Solicitor General

Ministry of Aboriginal Relations & Reconciliation

Ministry of Housing & Social Development

Ministry of Children & Family Development

Gordon, Robert A SSBC:EX

From: Gordon, Robert A SSBC:EX
Sent: Tuesday, February 8, 2011 9:01 AM
To: Vanzetta, Maxine SSBC:EX
Subject: Social media request

Maxine,

I've put into signoff with the DM my MSD-2011-00011 Social media request today.

Thanks

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:
*Ministry of Attorney General
Ministry of Public Safety and Solicitor General
Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development*

Gordon, Robert A SSBC:EX

From: McCartney, Angela SSBC:EX
Sent: Monday, February 7, 2011 8:56 AM
To: Gordon, Robert A SSBC:EX
Subject: FW: FOI Request

From: Foster, Anita SSBC:EX
Sent: Friday, February 4, 2011 8:18 AM
To: Ghag, Kris SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

I like your suggested wording and will use it in my letter. Thank you.

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Ghag, Kris SSBC:EX
Sent: Thursday, February 3, 2011 4:19 PM
To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

add to release letter

I would like to suggest this wording:

We understand that you were previously advised of the publicity of the BC Government's *Guidelines for Conducting Citizen Engagement, Specific to Social Media* document, which is located at:
http://www.gov.bc.ca/citz/citizens_engagement/some_guidelines_master.pdf

The Ministry performed a thorough search across all relevant program areas and determined that it has no records that are responsive to your request. If you are interested in a direct discussion of the direction of social media in government, Citizens' Services officials would be pleased to discuss it with you. Please contact David Hume, Executive Director, Citizen Engagement at David.Hume@gov.bc.ca. Your file with this office is now closed.

KG

From: Foster, Anita SSBC:EX
Sent: Thursday, February 3, 2011 2:40 PM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

I see Angela's point ... and believe it would not apply to the rest of us either.

In my response letter I will say " ... no responsive records with the Ministry of Education. If you are interested in a direct discussion of the direction of social media in government, Citizen Services officials would be pleased to discuss it with you. Please contact David Hume, Executive Director, Citizen Engagement at David.Hume@gov.bc.ca.

I don't think we should be including in our letters the sentence "Currently, there is no documentation beyond the corporate guidance already shared with you".

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Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 2:28 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

You wouldn't transfer per se, you would use the verbiage in your response letter that was provided by Kris a few day ago.

Good point about the verbiage. I don't believe it would apply in your case – correct?

Maxine

From: McCartney, Angela SSBC:EX
Sent: Thursday, February 3, 2011 2:09 PM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

My understanding was that we were to transfer (if no records) or partially transfer (if records are located) to CITZ for response as they did not receive the original request. Then, as TRAN had already transferred, we were to advise that CITZ would have records and that we understand they are already processing a response. I see I missed the distinction that we are to include that wording in our response letters, rather than as part of transfers – sorry about confusing anyone on that score!

MSD and PSS are reviewing records. How would you like us to proceed with regards to the verbiage provided? Would Citizens Services officials be the contacts to discuss for example, the Office of the Superintendent of Motor Vehicles restrictions they referred to below? OSMV is part of PSS and those records are presumably part of our response.

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 1:58 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

Where are you partially transferring your file to?

From: McCartney, Angela SSBC:EX
Sent: Thursday, February 3, 2011 1:31 PM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

How do you want to manage this recommendation if our ministries have responsive records and we are only partially transferring?

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 1:29 PM
To: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: FW: FOI Request
Importance: High

Hi team, below please find the verbiage provided by David H. Please use this in your response letters.

Maxine

From: Hendry, Jackie SSBC:EX
Sent: Thursday, February 3, 2011 1:09 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Request

Hi Max,

Here is the email that I received from David. I'm still going through our files with Cindy so haven't been able to draft a response as yet...

Thanks!

J

From: Hume, David CITZ:EX
Sent: Tuesday, February 1, 2011 5:14 PM
To: Jardine, Kevin CITZ:EX
Cc: Twynstra, Tanya L CITZ:EX; Sall, Gurmeet CITZ:EX; Hendry, Jackie SSBC:EX
Subject: Re: FOI Request

Hi Kevin,

Further to my voicemail, how does this response look for this request?

Dear applicant,

Many thanks for your request, which asked for:

"Individual policies for each Ministry dealing with social media use."

Currently, there is no documentation beyond the corporate guidance already shared with you.

If you are interested in a direct discussion of the direction of social media in government, Citizen Services officials would be pleased to discuss it with you.

Please contact David Hume, Executive Director, Citizen Engagement at David.Hume@gov.bc.ca.

Sincerely etc.

Does this work?

Cheers,

D.

From: Jardine, Kevin CITZ:EX
Sent: Friday, January 28, 2011 04:21 PM
To: Hume, David CITZ:EX
Cc: Twynstra, Tanya L CITZ:EX; Sall, Gurmeet CITZ:EX
Subject: RE: FOI Request

Thanks, David. Please cc Gurmeet on FOI requests, as well. She'll keep a record of requests and juggle them across the division.

As it is, this is a pretty discrete request with a straightforward document response. Some are rather more complicated and require an extensive email and document search on our part.

Thx,

K.

Kevin Jardine

Assistant Deputy Minister

Business and Workforce Transformation

Ministry of Citizens' Services

TEL: 250-953-3468

CELL S17

SERVICE TEAMWORK COURAGE ACCOUNTABILITY CURIOSITY PASSION

From: Hume, David CITZ:EX
Sent: Friday, January 28, 2011 4:07 PM
To: Jardine, Kevin CITZ:EX
Cc: Twynstra, Tanya L CITZ:EX
Subject: FW: FOI Request
Importance: High

Hi Kevin—wanted to ensure you saw this FOI request on social media guidance that has come in

Right now, we're aware that the Office of the Superintendent of Motor Vehicles (part of PSSG) has introduced some specific restrictions for their operational staff in terms of their use. I haven't heard anything about the other ministries the applicant has asked about.

We may also wish to offer the @Work resource material as further 'guidance'. The planning modules and other resources, such as the moderation and issues management 'playbook'. It's unclear however, that those really fall into the category of 'policies for individual ministries'.

What do you think?

Best,

David

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 28, 2011 3:21 PM
To: Hume, David CITZ:EX
Subject: FOI Request
Importance: High

Hello David,

Further to my voice message.

Information Access Operations has received an FOI request which was directed to 4 public bodies – Ministry of Social Development, Ministry of Education, Ministry of Transportation & Infrastructure, and Ministry of Public Safety & Solicitor General. The request was also transferred to the Ministry of Citizens' Services.

Original request: *"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."*

I contacted the applicant and directed the applicant to the Province of BC's website which contains the Guidelines for Conducting Citizen Engagement, Specific to Social Media:

http://www.gov.bc.ca/citz/citizens_engagement/some_guidelines_master.pdf

After receiving this link to the website, the applicant still wished to continue with the formal FOI request, however the request was clarified to:

"Individual policies for each Ministry dealing with social media use."

My questions to you are:

1. Are there any records available that would respond to this request?

2. Are there any other websites that I can direct the applicant to?

If you could please contact me at your earliest convenience to discuss further.

Many Thanks—

Jackie

Jackie Hendry

Team Lead

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Phone: 250-387-3233

Fax: 250-387-9843

Providing Services to:

Office of the Premier, Ministry of Citizens' Services,

BC Public Service Agency, Public Affairs Bureau,

and Shared Services BC

Gordon, Robert A SSBC:EX

From: McCartney, Angela SSBC:EX
Sent: Thursday, February 3, 2011 5:10 PM
To: Gordon, Robert A SSBC:EX
Subject: FW: FOI Request

For your social media files.

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 5:07 PM
To: Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

For sure, message to fit your individual situations – but do not transfer to CTZ.

From: Foster, Anita SSBC:EX
Sent: Thursday, February 3, 2011 2:40 PM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

I see Angela's point ... and believe it would not apply to the rest of us either.

In my response letter I will say " ... no responsive records with the Ministry of Education. If you are interested in a direct discussion of the direction of social media in government, Citizen Services officials would be pleased to discuss it with you. Please contact David Hume, Executive Director, Citizen Engagement at David.Hume@gov.bc.ca.

I don't think we should be including in our letters the sentence "Currently, there is no documentation beyond the corporate guidance already shared with you".

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/fao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

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Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

You wouldn't transfer per se, you would use the verbiage in your response letter that was provided by Kris a few day ago.

Good point about the verbiage. I don't believe it would apply in your case – correct?

Maxine

From: McCartney, Angela SSBC:EX
Sent: Thursday, February 3, 2011 2:09 PM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
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To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
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Subject: RE: FOI Request

Where are you partially transferring your file to?

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Sent: Thursday, February 3, 2011 1:31 PM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
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How do you want to manage this recommendation if our ministries have responsive records and we are only partially transferring?

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Sent: Thursday, February 3, 2011 1:29 PM
To: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: FW: FOI Request
Importance: High

Hi team, below please find the verbiage provided by David H. Please use this in your response letters.

Maxine

From: Hendry, Jackie SSBC:EX
Sent: Thursday, February 3, 2011 1:09 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Request

Hi Max,

Here is the email that I received from David. I'm still going through our files with Cindy so haven't been able to draft a response as yet...

Thanks!

J

From: Hume, David CITZ:EX

Sent: Tuesday, February 1, 2011 5:14 PM

To: Jardine, Kevin CITZ:EX

Cc: Twynstra, Tanya L CITZ:EX; Sall, Gurmeet CITZ:EX; Hendry, Jackie SSBC:EX

Subject: Re: FOI Request

Hi Kevin,

Further to my voicemail, how does this response look for this request?

Dear applicant,

Many thanks for your request, which asked for:

"Individual policies for each Ministry dealing with social media use."

Currently, there is no documentation beyond the corporate guidance already shared with you.

If you are interested in a direct discussion of the direction of social media in government, Citizen Services officials would be pleased to discuss it with you.

Please contact David Hume, Executive Director, Citizen Engagement at David.Hume@gov.bc.ca.

Sincerely etc.

Does this work?

Cheers,

D.

From: Jardine, Kevin CITZ:EX

Sent: Friday, January 28, 2011 04:21 PM

To: Hume, David CITZ:EX

Cc: Twynstra, Tanya L CITZ:EX; Sall, Gurmeet CITZ:EX

Subject: RE: FOI Request

Thanks, David. Please cc Gurmeet on FOI requests, as well. She'll keep a record of requests and juggle them across the division.

As it is, this is a pretty discrete request with a straightforward document response. Some are rather more complicated and require an extensive email and document search on our part.

Thx,

K,

Kevin Jardine

Assistant Deputy Minister

Business and Workforce Transformation

Ministry of Citizens' Services

TEL: 250-953-3468

CBLL: S17

SERVICE TEAMWORK COURAGE ACCOUNTABILITY CURIOSITY PASSION

From: Hume, David CITZ:EX
Sent: Friday, January 28, 2011 4:07 PM
To: Jardine, Kevin CITZ:EX
Cc: Twynstra, Tanya L CITZ:EX
Subject: FW: FOI Request
Importance: High

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Right now, we're aware that the Office of the Superintendant of Motor Vehicles (part of PSSG) has introduced some specific restrictions for their operational staff in terms of their use. I haven't heard anything about the other ministries the applicant has asked about.

We may also wish to offer the @Work resource material as further 'guidance'. The planning modules and other resources, such as the moderation and issues management 'playbook'. It's unclear however, that those really fall into the category of 'policies for individual ministries'.

What do you think?

Best,

David

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Subject: FOI Request
Importance: High

Hello David,

Gordon, Robert A SSBC:EX

From: McCartney, Angela SSBC:EX
Sent: Thursday, February 3, 2011 5:09 PM
To: Gordon, Robert A SSBC:EX
Subject: FW: FOI Request

Fyi ...

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 5:08 PM
To: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Request

Perfect – as suggested below, this is perfect.

Maxine

From: Ghag, Kris SSBC:EX
Sent: Thursday, February 3, 2011 4:19 PM
To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX
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I would like to suggest this wording:

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Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/lao/>

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Subject: FW: FOI Request
Importance: High

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Maxine

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To: Vanzetta, Maxine SSBC:EX
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Thx,

K.

Kevin Jardine

Assistant Deputy Minister

Business and Workforce Transformation

Ministry of Citizens' Services

TEL: 250-953-3468

CELL: S17

SERVICE TEAMWORK COURAGE ACCOUNTABILITY CURIOSITY PASSION

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From: Hendry, Jackie SSBC:EX
Sent: Friday, January 28, 2011 3:21 PM
To: Hume, David CITZ:EX
Subject: FOI Request
Importance: High

Hello David,

Further to my voice message.

Information Access Operations has received an FOI request which was directed to 4 public bodies – Ministry of Social Development, Ministry of Education, Ministry of Transportation & Infrastructure, and Ministry of Public Safety & Solicitor General. The request was also transferred to the Ministry of Citizens' Services.

Original request: *"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."*

I contacted the applicant and directed the applicant to the Province of BC's website which contains the Guidelines for Conducting Citizen Engagement, Specific to Social Media:

http://www.gov.bc.ca/citz/citizens_engagement/some_guidelines_master.pdf

After receiving this link to the website, the applicant still wished to continue with the formal FOI request, however the request was clarified to:

"Individual policies for each Ministry dealing with social media use."

My questions to you are:

1. Are there any records available that would respond to this request?
2. Are there any other websites that I can direct the applicant to?

If you could please contact me at your earliest convenience to discuss further.

Many Thanks—

Jackie

Jackie Hendry

Team Lead

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Phone: 250-387-3233

Fax: 250-387-9843

Providing Services to:

Office of the Premier, Ministry of Citizens' Services,

BC Public Service Agency, Public Affairs Bureau,

and Shared Services BC

Gordon, Robert A SSBC:EX

From: McCartney, Angela SSBC:EX
Sent: Thursday, February 3, 2011 5:07 PM
To: Gordon, Robert A SSBC:EX
Subject: FW: RODs re 100309 / 310 Not Responsive

Fyi...

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 5:04 PM
To: Ghag, Kris SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Love, Sylvia SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: RODs re 100309 / 310 Not Responsive

This might be something we'd consider for sure.

From: Ghag, Kris SSBC:EX
Sent: Thursday, February 3, 2011 4:53 PM
To: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Love, Sylvia SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: RE: RODs re 100309 / 310 Not Responsive

Looks like an accurate reflection of the meeting to me. Not sure whether we want to go a little further to say that the social media request required that we go to David Hume for some wording to be included in our release letters?

KG

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 3, 2011 1:47 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Love, Sylvia SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: RODs re 100309 / 310 Not Responsive

Hi.

Please find a 'draft' copy of the ROD from the cross government request 100309, 100310, and Not Responsive

Please review and advise if there are any errors or omissions. If so, I'll make the necessary changes.

Thanks

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC

Gordon, Robert A SSBC:EX

From: McCartney, Angela SSBC:EX
Sent: Thursday, February 3, 2011 2:00 PM
To: Gordon, Robert A SSBC:EX
Cc: Chernoff, Lawrence SSBC:EX
Subject: FW: RODs re 100309 / 310 Not Responsive

Hi Rob,
RODs for the social media requests and Not Responsive for your files.

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 3, 2011 1:47 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Love, Sylvia SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: RODs re 100309 / 310 Not Responsive

Hi.

Please find a 'draft' copy of the ROD from the cross government request 100309, 100310, and Not Responsive

Please review and advise if there are any errors or omissions. If so, I'll make the necessary changes.

Thanks

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

Gordon, Robert A SSBC:EX

From: Chernoff, Lawrence SSBC:EX
Sent: Thursday, February 3, 2011 11:35 AM
To: Gordon, Robert A SSBC:EX
Subject: RE: FOI Request MSD-2011-00011
Attachments: 100001 - INFORMATION AND PRIVACY FREEDOM OF INFORMATION - FOI requests for general information - MSD-2011-00011 Guidelines for personal or business use of social media sites.tr5

Hi Rob, records are in.

TRIMMed, CRTS/EXEC.

For review.

Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

From: Bessey, Diane L HSD:EX
Sent: Thursday, February 3, 2011 9:27 AM
To: Chernoff, Lawrence SSBC:EX
Cc: Fisher, Rod W HSD:EX
Subject: FW: MSD - Social Media Guidelines from Intranet

Hi, Lawrence,

Until December 15, 2010, this is the information regarding Social Media that was consistently communicated to staff:

<< OLE Object: Picture (Device Independent Bitmap) >>

On December 15th, the ministry intranet was updated to reflect recent corporate policy amendments; this update is shown in the screenshot in the previous message.

Here are the URLs from the screenshot (note that all of these are corporate links):

<https://gwww.gov.bc.ca/gov20/social-media/guidelines>

<https://gwww.gov.bc.ca/gov20/social-media/standards-conduct>

<http://icw.hsd.gov.bc.ca/Security/usage.htm>

<https://www.gov.bc.ca/gov20/ce-sui>
<https://www.gov.bc.ca/gov20/social-media/personal-use>
<https://www.gov.bc.ca/gov20/citizen-engagement>
https://www.cio.gov.bc.ca/services/security/security_awareness/documentation/InformationSecurityPerspective_SafeUseofSocialMedia.pdf
http://www.cio.gov.bc.ca/local/cio/informationsecurity/policy/summaries/33_social_media.pdf

And here are the FAQs:

<< OLE Object: Picture (Device Independent Bitmap) >> <https://www.gov.bc.ca/gov20/social-media/personal-use>

<< OLE Object: Picture (Device Independent Bitmap) >>

<< OLE Object: Picture (Device Independent Bitmap) >>

<< OLE Object: Picture (Device Independent Bitmap) >>

<https://www.gov.bc.ca/gov20/citizen-engagement>

<< OLE Object: Picture (Device Independent Bitmap) >>

<< OLE Object: Picture (Device Independent Bitmap) >> http://www.cio.gov.bc.ca/cio/priv_leg/foippa/pia/pia_index.page

<< OLE Object: Picture (Device Independent Bitmap) >>

https://www.cio.gov.bc.ca/services/security/security_awareness/documentation/InformationSecurityPerspective_SafeUseofSocialMedia.pdf

<< OLE Object: Picture (Device Independent Bitmap) >>

<https://www.gov.bc.ca/gov20/social-media/faq>

Diane

From: Bessey, Diane L HSD:EX
Sent: Thursday, February 3, 2011 8:25 AM
To: Chernoff, Lawrence SSBC:EX
Cc: Fisher, Rod W HSD:EX
Subject: MSD - Social Media Guidelines from Intranet

<< OLE Object: Picture (Device Independent Bitmap) >>

<< OLE Object: Picture (Device Independent Bitmap) >>

Diane L. Bessey MA, CISSP, ITIL

Manager, Information Security, Ministry of Social Development
4, 410 Garbally Road, Victoria, BC V8W 9R2
Direct: 250.387.2948 | Fax: 250.387-6439
In emergency: S17 (mobile)

Information Security -- It's Everyone's Responsibility (<http://www.eia.gov.bc.ca/Security/index.htm>)

This communication is intended for the use of the recipient to whom it is addressed, and may contain confidential, personal, and/or privileged information. Please contact me immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

Gordon, Robert A SSBC:EX

From: Chernoff, Lawrence SSBC:EX
Sent: Thursday, February 3, 2011 8:28 AM
To: Gordon, Robert A SSBC:EX
Subject: FW: MSD - Social Media Guidelines from Intranet

Hi there Rob, more to come shortly.

Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

From: Bessey, Diane L HSD:EX
Sent: Thursday, February 3, 2011 8:25 AM
To: Chernoff, Lawrence SSBC:EX
Cc: Fisher, Rod W HSD:EX
Subject: MSD - Social Media Guidelines from Intranet

Social Media

Government has released the Guidelines for Social Media Use in the BC Public Service to support the use of social media.



Social media refers to online and mobile tools people can use to communicate with each other. Examples of commonly used social media tools include social networks, such as Facebook, Twitter, blogs, wikis, and videos, on sites such as YouTube and MySpace.

Appropriate Use: We are trusted as employees to use these tools responsibly. The Standards of Conduct and the Appropriate Use of Government Information and Technology Resources apply to all communications using social media. The oath applies when you use social media just as it does when you talk to people face to face, on the phone, by e-mail or during a presentation.

Even when commenting on social media sites as a private citizen about matters unrelated to work, remember that the Standards of Conduct still apply; in other words, you shouldn't post anything that would contravene those standards or bring the BC Public Service or the Government of British Columbia into disrepute.

Resources

Supporting documentation has been posted on the @Work site in the Citizen Engagement and Social Media Corner. Links to key documents of interest are provided below:

- Information about Personal Use of Social Media
- Information to help you plan and implement business use of social media: Citizen Engagement Resource Corner
- Information on security considerations when using social media: An Information Security Perspective on the Safe Use of Social Media: Suggestions from the CISO on Balancing Risks and Opportunities
- Policy Summary No.33: Use of Social Media in the B.C. Public Service
- Frequently Asked Questions section of the @Work site.

For additional advice and assistance:

- Contact the Citizen Engagement team (Ministry of Citizens' Services).
- Contact the ministry Information Security team about any potential security concerns or questions.

Not Responsive

Chernoff, Lawrence SSBC:EX

From: Bessey, Diane L HSD:EX
Sent: Thursday, February 3, 2011 9:27 AM
To: Chernoff, Lawrence SSBC:EX
Cc: Fisher, Rod W HSD:EX
Subject: FW: MSD - Social Media Guidelines from Intranet

Hi, Lawrence,

Until December 15, 2010, this is the information regarding Social Media that was consistently communicated to staff:

As you may be aware, government is actively engaged in researching the use of social networking media (e.g. Facebook, Twitter, YouTube) for the conduct of government business. Ministry policy regarding social media remains unchanged at this time. That is:

- Use of Social Networking sites on a government workstation for personal purposes is inappropriate.
- Reasonable use of government Social Networking sites for work-related purposes, such as viewing a clip on the Province's YouTube channel (don't forget to use your headset!), or subscribing to an RSS feed from the Work site, is authorized. If you are in doubt, please ask your supervisor.
- If you want to use a social networking site to conduct of ministry business, you must first contact IMB (though HSD Support); a business analyst will work with you to determine how to best meet those needs.

On December 15th, the ministry intranet was updated to reflect recent corporate policy amendments; this update is shown in the screenshot in the previous message.

Here are the URLs from the screenshot (note that all of these are corporate links):

<https://gww.gov.bc.ca/gov20/social-media/guidelines>
<https://gww.gov.bc.ca/gov20/social-media/standards-conduct>
<http://lcw.hsd.gov.bc.ca/Security/usage.htm>
<https://gww.gov.bc.ca/gov20/ce-sm>
<https://gww.gov.bc.ca/gov20/social-media/personal-use>
<https://gww.gov.bc.ca/gov20/citizen-engagement>
https://gww.cio.gov.bc.ca/services/security/security_awareness/documentation/InformationSecurityPerspective_SafeUseofSocialMedia.pdf
http://www.cio.gov.bc.ca/local/cio/informationsecurity/policy/summaries/33_social_media.pdf

And here are the FAQs:

FAQ (Frequently Asked Questions):**Q1. May I access social media sites like Facebook while I'm at work for personal use?**

Employees may access personal social media accounts, such as Facebook, on a limited basis from government workstations while at work to conduct reasonable personal affairs to help foster a work-life balance. Employees are trusted to be reasonable in the use of these tools.

For more details about personal use of social media, including frequently asked questions, see the Personal Use of Social Media page on the @Work site.

<https://www.gov.bc.ca/gov20/social-media/personal-use>

Q2. Will my use of social media sites be monitored?

All Internet traffic is logged. If system misuse or employee misconduct is suspected, your manager may be authorized to review your Internet use logs.

Q3. Do I need to have separate accounts on sites like Facebook to separate my personal and professional use?

If you use social media sites both personally and professionally, you must use separate personal and professional profiles. If you are planning to add a post to a social media site, you will need to consider the capacity in which you're commenting – your professional capacity, your personal life, or on work-related issues in your personal capacity. If you are unsure whether it crosses the line between personal and professional use, discuss the matter with your supervisor, and/or consider adding a disclaimer such as "these views are mine alone and do not represent those of the Government of British Columbia or the BC Public Service." Remember that the Standards of Conduct apply no matter what.

Q4. We want to set up a social media site for our work unit. How do I get started?

Documentation on the @Work site in the Citizen Engagement Resource Corner will help you design your citizen engagement process, including considering your outcomes, the way(s) that you want to engage your audience, and the appropriate tools to do the job, which may include social media.

Resist the urge to jump to the choice of a tool without first taking the time for discovery and planning work; it's easy to get excited about using things like blogs or a Facebook page, but they may not be right for your project. The guidelines will help you to choose the best tool(s) to meet your needs after considering such factors as privacy, intellectual property, records management, and information security.

You'll also need to think carefully about security considerations and how you will protect sensitive and personal information. (See the related FAQs below).

Consider contacting the Information Management Branch, who can provide advice and expertise in a variety of capacities, such as business analysis and information security.

If you need additional support, the Citizen Engagement team at the Ministry of Citizens' Services can help you design your process for engagement and help you determine next steps.

<https://gww.gov.bc.ca/gov20/citizen-engagement>

Q5. What approvals do I need to set up a social media site?

Approval of the Assistant Deputy Minister for your division is required prior to implementing use of social media.

If your use of social media may create issues for government, you should first consult with the ministry's Public Affairs Bureau team.

Q6. What do I need to know about protecting personal and sensitive information?

Sensitive and personal information must be protected. One of the biggest considerations in using social media is the protection of personal information that is collected and disclosed. The *Freedom of Information and Protection of Privacy Act (FOIPPA)* restricts what government may collect, use and disclose. The definition of personal information has a broad scope and includes, among other things, an individual's home address or e-mail, appearance and image, educational and employment history, and personal opinions.

Social media sites often contain personal information, such as user accounts containing personal profiles and pictures, comments containing opinions, images of people in photos or videos, so *FOIPPA* plays a significant role in government's ability to use social media tools. If there is no personal information *FOIPPA* does not apply, as there are no restrictions to posting text, video, photographs or other information that does not contain personal information (though there may be intellectual property, copyright, or confidentiality restrictions).

If you are contemplating use of social media in a way that collects, uses or discloses personal information, you must complete a Privacy Impact Assessment (PIA). The PIA will help you make sure your social media use is in keeping with *FOIPPA*. This applies whether you are planning to host a social media tool as part of your ministry work (e.g. starting a Facebook group or setting up a Twitter account or a YouTube channel), or contributing to someone else's social media site on behalf of the ministry in a way that collects, uses or discloses personal information).

Information on the Privacy Impact Assessment process, including contact information for experts at the Knowledge and Information Services Branch of the Office of the Chief Information Officer who can assist you, is available here.

http://www.cio.gov.bc.ca/cio/priv_leg/foipppa/pia/pia_index.page

Q7. Are there security risks associated with using social media sites?

Potential information security risks include cyber attacks, identity theft or identity fraud, phishing, viruses and malware, and spam and internet hoaxes.

The OCIO's Information Security Branch has prepared a document to raise awareness of potential information security risks associated with the use of social media and provide tips for safe use: *An Information Security Perspective on the Safe Use of Social Media: Suggestions from the CISO on Balancing Risks and Opportunities*.

After reviewing the above document, consult the ministry Information Security team about any potential security concerns or questions. The team can help you to assess risks and determine appropriate security controls.

Remember that if you observe an actual or suspected information incident (a threat to privacy or information security), it must be immediately reported using the ministry's Information Incident process, posted on the Information Security website.

https://www.cio.gov.bc.ca/services/security/security_awareness/documentation/InformationSecurityPerspective_SafeUseofSocialMedia.pdf

Q8. Where can I get more information?

Check the Frequently Asked Questions section of the @Work site.

If you still have questions, send them via e-mail to the ministry's Information Security mailbox. If the Information Security team can't answer your question, we will link you up with someone who can.


You may also contact the Citizen Engagement team (Ministry of Citizens' Services).

<https://www.gov.bc.ca/gov20/social-media/faq>

Diane

From: Bessey, Diane L HSD:EX
Sent: Thursday, February 3, 2011 8:25 AM
To: Chernoff, Lawrence SSBC:EX
Cc: Fisher, Rod W HSD:EX
Subject: MSD - Social Media Guidelines from Intranet

Social Media

Government has released the Guidelines for Social Media Use in the BC Public Service to support the use of social media. 

Social media refers to online and mobile tools people can use to communicate with each other. Examples of commonly used social media tools include social networks, such as Facebook, Twitter, blogs, wikis, and videos, on sites such as YouTube and MySpace.

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- Frequently Asked Questions section of the @Work site.

For additional advice and assistance:

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- Contact the Ministry Information Security team about any potential security concerns or questions.

FAQ (Frequently Asked Questions):**Q1. May I access social media sites like Facebook while I'm at work for personal use?**

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For more details about personal use of social media, including frequently asked questions, see the Personal Use of Social Media page on the @Work site.

Q2. Will my use of social media sites be monitored?**Q3. Do I need to have separate accounts on sites like Facebook to separate my personal and professional use?****Q4. We want to set up a social media site for our work unit. How do I get started?****Q5. What approvals do I need to set up a social media site?****Q6. What do I need to know about protecting personal and sensitive information?****Q7. Are there security risks associated with using social media sites?****Q8. Where can I get more information?**

Diane L. Bessey MA, CISSP, ITIL

Manager, Information Security, Ministry of Social Development

4, 410 Garbally Road, Victoria, BC V8W 9R2

Direct: 250.387.2948 | Fax: 250.387-6439

In emergency: S17 (mobile)

Information Security -- It's Everyone's Responsibility (<http://cw.eia.gov.bc.ca/Security/index.htm>)

This communication is intended for the use of the recipient to whom it is addressed, and may contain confidential, personal, and/or privileged information. Please contact me immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

Hausmann, April SSBC:EX

From: Gordon, Robert A SSBC:EX
Sent: Wednesday, February 2, 2011 10:49 AM
To: Fisher, Rod W HSD:EX
Cc: Chernoff, Lawrence SSBC:EX
Subject: RE: FOI Request MSD-2011-00011 Social media sites

Hi Rod,

My apologies. I misread your email. S22 Is there
someone at work who can retrieve the email and send it with social media guideline to Larry
today. There is a lot of pressure to respond to the social media requests ASAP.

Thank you Rod.

Rob Gordon
Senior Information and Privacy Analyst
Information Access Operations,
Logistics and Business Services, Shared Services BC Ministry of Citizens' Services

250-356-7869

Providing Services to:
Ministry of Attorney General
Ministry of Public Safety and Solicitor General Ministry of Aboriginal Relations &
Reconciliation Ministry of Housing & Social Development Ministry of Children & Family
Development

-----Original Message-----

From: Fisher, Rod W HSD:EX
Sent: Wednesday, February 2, 2011 6:22 AM
To: Chernoff, Lawrence SSBC:EX
Cc: Gordon, Robert A SSBC:EX
Subject: RE: FOI Request MSD-2011-00011 Social media sites

Larry, S22 I'll be back at work tomorrow, and I will be
able to submit the records by noon tomorrow. Thanks for the heads-up!

From: Chernoff, Lawrence SSBC:EX
Sent: February 1, 2011 4:12 PM
To: Fisher, Rod W HSD:EX
Cc: Gordon, Robert A SSBC:EX
Subject: RE: FOI Request MSD-2011-00011 Social media sites

Hi Rod, good afternoon;

As part of the FOI process, please note this is the 8th business day from the call for
records date and a part of the gathering records phase includes an alert process. Please
note, in this instance the alert will have the following distribution list.

To: Rod Fisher
Cc: Wes Boyd, Vicki Hudson, Angela McCartney, Robert Gordon

If I may please ask for an update with respect to gathering records and we can have confirmation that records responsive to this request will be received at IAO tomorrow at noon, February 2, 2011 @12noon we can avoid the alert.

Thanks very kindly,
Larry
Lawrence Chernoff
Jr. Analyst
phone: 250-356-9392

Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
Providing services to:
Ministry of Attorney General
Ministry of Children and Family Development Ministry of Public Safety & Solicitor General
Ministry of Social Development

From: Gordon, Robert A SSBC:EX
Sent: Thursday, January 27, 2011 10:02 AM
To: Fisher, Rod W HSD:EX
Cc: Chernoff, Lawrence SSBC:EX
Subject: RE: FOI Request MSD-2011-00011 Social media sites

Thank you very much Rod.

Rob Gordon
Senior Information and Privacy Analyst
Justice-Social Team

Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services

Phone: 250-356-7869
Fax: 250-387-9843

Providing Services to:
Ministry of Attorney General
Ministry of Children and Family Development Ministry of Social Development Ministry of Public Safety and Solicitor General

From: Fisher, Rod W HSD:EX
Sent: Thursday, January 27, 2011 9:09 AM
To: Gordon, Robert A SSBC:EX
Cc: Chernoff, Lawrence SSBC:EX
Subject: RE: FOI Request MSD-2011-00011 Social media sites

Rob, I can confirm that there is no concern about full release.

I have the copy of the intranet content ready for you, but am awaiting one other piece. We are trying to locate the email that was sent to Prevention & Loss Management Services regarding their use of social media for investigative purposes. As soon as we locate that (hopefully today) I will send over both items for you.

From: Gordon, Robert A SSBC:EX
Sent: Wednesday, January 26, 2011 11:50 AM
To: Fisher, Rod W HSD:EX
Cc: Chernoff, Lawrence SSBC:EX
Subject: RE: FOI Request MSD-2011-00011 Social media sites

Thank you Rod. I don't expect that there will be concerns with their full release as they are guidelines and FIPPA states:

Policy manuals available without request

70 (1) The head of a public body must make available to the public, without a request for access under this Act,

(a) manuals, instructions or guidelines issued to the officers or employees of the public body, or

(b) substantive rules or policy statements adopted by the public body,

Please confirm that the Ministry has no concerns with their release.

Thank you again Rod.

Rob Gordon
Senior Information and Privacy Analyst
Justice-Social Team

Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services

Phone: 250-356-7869
Fax: 250-387-9843

Providing Services to:
Ministry of Attorney General
Ministry of Children and Family Development Ministry of Social Development Ministry of Public Safety and Solicitor General

From: Fisher, Rod W HSD:EX
Sent: Wednesday, January 26, 2011 11:10 AM
To: Gordon, Robert A SSBC:EX
Cc: Chernoff, Lawrence SSBC:EX
Subject: RE: FOI Request MSD-2011-00011 Social media sites

Thanks! I will send you the PDFs later today.

From: Gordon, Robert A SSBC:EX
Sent: Wednesday, January 26, 2011 10:41 AM
To: Fisher, Rod W HSD:EX
Cc: Chernoff, Lawrence SSBC:EX
Subject: RE: FOI Request MSD-2011-00011 Social media sites

Hi Rod,

I've replied below in red to your questions.

Rob Gordon
Senior Information and Privacy Analyst
Justice-Social Team

Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services

Phone: 250-356-7869
Fax: 250-387-9843

Providing Services to:
Ministry of Attorney General
Ministry of Children and Family Development Ministry of Social Development Ministry of Public
Safety and Solicitor General

From: Fisher, Rod W HSD:EX
Sent: Tuesday, January 25, 2011 2:43 PM
To: Gordon, Robert A SSBC:EX
Cc: Chernoff, Lawrence SSBC:EX
Subject: RE: FOI Request MSD-2011-00011 Social media sites

I still need answers to the questions, please, Rob.

From: Gordon, Robert A SSBC:EX
Sent: Tuesday, January 25, 2011 2:42 PM
To: Chernoff, Lawrence SSBC:EX
Cc: Fisher, Rod W HSD:EX
Subject: RE: FOI Request MSD-2011-00011 Social media sites

Good afternoon,

I'm playing catch up with my requests s.22 Do the questions below require
answers or have they been superceded by the scope of the request that the x-govt team
provided.

Thank you,

Rob Gordon
Senior Information and Privacy Analyst
Justice-Social Team

Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services

Phone: 250-356-7869
Fax: 250-387-9843

Providing Services to:
Ministry of Attorney General

Ministry of Children and Family Development Ministry of Social Development Ministry of Public Safety and Solicitor General

From: Chernoff, Lawrence SSBC:EX
Sent: Monday, January 24, 2011 9:18 AM
To: Fisher, Rod W HSD:EX
Cc: Gordon, Robert A SSBC:EX
Subject: RE: FOI Request MSD-2011-00011 Social media sites

Hi Rod, good morning;

Thanks very kindly for the list, really appreciated - concrete questions and records listed so will be easier to get this info to you. I will need to work with the analyst, but as soon as confirmation is received that info will be forwarded immediately.

Thanks again,
Larry
Lawrence Chernoff
Jr. Analyst
phone: 250-356-9392

Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
Providing services to:
Ministry of Attorney General
Ministry of Children and Family Development Ministry of Public Safety & Solicitor General
Ministry of Social Development

From: Fisher, Rod W HSD:EX
Sent: Monday, January 24, 2011 9:14 AM
To: Chernoff, Lawrence SSBC:EX
Cc: Gordon, Robert A SSBC:EX
Subject: RE: FOI Request MSD-2011-00011 Social media sites

Larry, as discussed a couple of weeks ago, I am still awaiting answers to the questions I raised with you, to ensure I provide the right information.

1) As discussed, our group is responsible for policies relating to information security and did create and post a ministry policy for use of social media, which I can provide. However, it is possible that individual branches or work units within the ministry may have developed their own policies, which we are not aware of. Is it reasonable to provide our ministry policy in response to the FOI request, or do we need to survey all groups in the ministry to determine whether there are any other existing policies? The request states "institution's" guidelines on social media sites so this would mean what applies to the ministry as a whole. Therefore, only the ministry policy your shop posted for all ministry employees would be responsive to the request.

2) In addition to the posted policy on use of social media, we provided clarification via email on one specific point to our Prevention & Loss Management Services (PLMS) group, regarding the use of social media for investigative purposes. Would that advice via email qualify to be included in the response to the FOI request? Yes it would because it would also apply ministry wide.

3) Do we provide only current policy? Or do we have to provide historical versions? The current policy was posted on the ministry's Information Security intranet site on December 10, 2010. Do I need to provide the policy in place before that time? Just the current policy is required because the request is worded such that it is guidelines in current use.

4) Please confirm that I need to provide only the policy for our ministry, and not the corporate (government-wide) policy. Our ministry policy "piggybacks" in the corporate policy, and indeed is full of links to documentation posted on the @Work site. Just the ministry policy please Rod

5) Please confirm that I can provide you with electronic copies of all of the documentation, as opposed to hard copies. I believe you indicated that PDF copies would be appropriate. PDF is fine Rod thank you

Thanks!

From: Chernoff, Lawrence SSBC:EX
Sent: Friday, January 21, 2011 2:27 PM
To: Fisher, Rod W HSD:EX
Cc: Gordon, Robert A SSBC:EX
Subject: RE: FOI Request MSD-2011-00011 Social media sites

Hello and good afternoon;

We just yesterday had confirmation of this requests scope from the applicant and are now full steam ahead to gather records.

The request is responsive to:
"the individual policies for each ministry dealing with social media use"

The call for records form has been updated below to reflect this change, updated as well are the timeframes for fee estimates and records gathering.

Thanks very kindly,
Larry
Lawrence Chernoff
Jr. Analyst
phone: 250-356-9392

Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
Providing services to:
Ministry of Attorney General
Ministry of Children and Family Development Ministry of Public Safety & Solicitor General
Ministry of Social Development

From: Chernoff, Lawrence SSBC:EX
Sent: Wednesday, January 12, 2011 8:10 AM
To: Fisher, Rod W HSD:EX
Cc: Gordon, Robert A SSBC:EX
Subject: TRIM: RE: FOI Request MSD-2011-00011 Social media sites

Hello and good morning;

Please hold on any further action with respect to this request. We are coordinating internally and then contacting the applicant to ensure a consistent response. As soon as we have confirmation on next steps I will forward to your attention immediately.

Thanks kindly,
Larry
Lawrence Chernoff
Jr. Analyst
phone: 250-356-9392

Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
Providing services to:
Ministry of Attorney General
Ministry of Children and Family Development Ministry of Public Safety & Solicitor General
Ministry of Social Development

From: Fisher, Rod W HSD:EX
Sent: Tuesday, January 11, 2011 1:25 PM
To: Chernoff, Lawrence SSBC:EX
Cc: Gordon, Robert A SSBC:EX
Subject: RE: New FOI Request MSD-2011-00011 Social media sites

Thanks, Larry. I should be able to provide the required records quite quickly. Do I call you or Rob to get advice and assistance?

From: Chernoff, Lawrence SSBC:EX
Sent: Tuesday, January 11, 2011 12:43 PM
To: Fisher, Rod W HSD:EX
Cc: Gordon, Robert A SSBC:EX
Subject: RE: New FOI Request MSD-2011-00011 Social media sites

Hi Rod, good afternoon;

Just wanted to update you on the assigned FOI analyst - Rob Gordon, cc'd here.

Thanks kindly,
Larry
Lawrence Chernoff
Jr. Analyst
phone: 250-356-9392

Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
Providing services to:
Ministry of Attorney General
Ministry of Children and Family Development Ministry of Public Safety & Solicitor General
Ministry of Social Development

From: Chernoff, Lawrence SSBC:EX
Sent: Tuesday, January 11, 2011 12:02 PM
To: Emigh, Brian R HSD:EX
Cc: Fisher, Rod W HSD:EX
Subject: TRIM: RE: New FOI Request MSD-2011-00011 Social media sites

Thanks a bunch Brian.

Hi Rod, if there's any questions on next steps please give me a call.

Thanks kindly to you both,
Larry
Lawrence Chernoff
Jr. Analyst
phone: 250-356-9392

Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
Providing services to:
Ministry of Attorney General
Ministry of Children and Family Development Ministry of Public Safety & Solicitor General
Ministry of Social Development

From: Emigh, Brian R HSD:EX
Sent: Tuesday, January 11, 2011 12:01 PM
To: Chernoff, Lawrence SSBC:EX
Cc: Fisher, Rod W HSD:EX
Subject: RE: New FOI Request MSD-2011-00011 Social media sites

Hi, Larry, I received your voicemail as well.

The appropriate contact for you here is Rod Fisher, Senior Information Security Analyst with my branch (copying you, Rod). I just spoke with Rod and made him aware of your enquiry.

Cheers,

Brian

Brian Emigh | Business Analyst | Information Management Branch | Management Services Division
| Ministry of Social Development | Ph: 250 356 8341 | Fx: 250 356 1612 | p Please consider the
environment before printing

From: Chernoff, Lawrence SSBC:EX
Sent: Tuesday, January 11, 2011 11:38 AM
To: Emigh, Brian R HSD:EX
Subject: New FOI Request MSD-2011-00011 Social media sites

Hello and good morning;

Further to my telephone message, please see below for details relating to this individual request.

*Hi Brian;

I am working to confirm the FOI analyst for this request. Please consider the below wording and let me know if there is anyone I can work with to retrieve the responsive records or if you would be the best contact point.

Thanks kindly,

Larry*

FOI Request File Number:

X Govt Number (if applicable)

MSD-2011-00011

Description of Request:

Date Range: Up to and including January 5, 2011.

The request reads:

"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act.

Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."

Clarified January 20, 2011 as:

"the individual policies for each ministry dealing with social media use"

IAO Analyst/Team:

Contact Information:

Robert Gordon

Robert.A.Gordon@gov.bc.ca<mailto:Robert.A.Gordon@gov.bc.ca>

Fee Estimate Due Date:

January 27, 2011

If fees do not apply, records are due to IAO by 4:00pm on:

February 4, 2011

Request Received Date:

January 5, 2011

Request Due Date:

February 16, 2011

If I can be of assistance relating to this request please contact me at your earliest convenience.

Thanks kindly,
Larry
Lawrence Chernoff
Jr. Analyst
phone: 250-356-9392

Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
Providing services to:
Ministry of Attorney General
Ministry of Children and Family Development Ministry of Public Safety & Solicitor General
Ministry of Social Development

Hausmann, April SSBC:EX

From: McCartney, Angela SSBC:EX
Sent: Tuesday, February 1, 2011 9:28 AM
To: Gordon, Robert A SSBC:EX; Chernoff, Lawrence SSBC:EX
Subject: TRIM: FW: PLEASE READ: Status report on xgov't requests

For the social media requests – PSS-11-021 and MSD-11-011 –

There has been some discussion about transfer/partial transfer of this request from the ministries (PSS/MSD/EDU/TRAN) to CITZ. Please ensure that the approved wording below is included in the response letter as CITZ didn't receive the original request and we need a consistent response from the public bodies who did.

From: Ghag, Kris SSBC:EX
Sent: Tuesday, February 1, 2011 9:14 AM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

I just re-read my blurb below and made a minor edit (in red). ☺

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 1, 2011 9:12 AM
To: Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

This is great Kris. This will be the letter the teams will use in response to this request. For those ministries that won't be transferring their request to CTZ, please use the below noted verbiage as suggested by Kris.

Thanks everyone,

Maxine

From: Ghag, Kris SSBC:EX
Sent: Monday, January 31, 2011 3:45 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Here is the letter that we were prepared to send out. I propose that we include David Hume's blurb in its own paragraph right after the one that includes the link to the public policy.

Additionally, given that TRAN has already partially transferred this request and the other ministries are now being directed not to do so, they should probably include a line that says something to the effect of:

Additionally, we understand that the Ministry of Citizens' Services is already processing this request as it was partially transferred by the Ministry of Transportation and Infrastructure.

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Monday, January 31, 2011 1:10 PM
To: Foster, Anita SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: Re: PLEASE READ: Status report on xgov't requests

We are still waiting. Jackie will send it out. If we can have one person draft a letter for all to use this would be appreciated.

From: Foster, Anita SSBC:EX
Sent: Monday, January 31, 2011 12:21 PM
To: Ghag, Kris SSBC:EX; Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

I believe that we are still waiting?

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Ghag, Kris SSBC:EX
Sent: Monday, January 31, 2011 12:20 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Foster, Anita SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Are we still waiting on David Hume to provide wording for inclusion in all response letters? The TRAN no records response was approved on the afternoon of January 26th

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 4:56 PM
To: Foster, Anita SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests
Importance: High

Please don't transfer any request related to the social media requests to CITZ. We are waiting on some verbiage from Jackie to include a response letter.

Thanks everyone,

Maxine

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 2:58 PM
To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Further update on

Not Responsive

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 11:10 AM
To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Here are answers for the Ministry of Education:

100309 – Is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005 – Closed

100310 – social Media – no responsive records for Education and will also transfer to the Ministry of Citizens' Services

Not Responsive

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Kukucska, Cindy L SSBC:EX

Sent: Friday, January 28, 2011 10:16 AM

To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Hi there, I need a status report on the following xgov't requests – asap

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005

100310 – social Media

Not Responsive

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

.ck

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 10:14 AM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

It would really help to have a couple of key words beside teach cross gov number ...?

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 10:03 AM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: PLEASE READ: Status report on xgov't requests
Importance: High

Hi there, I need a status report on the following xgov't requests – asap

100309

100310

Not Responsive

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

Not Responsive

FAQ (Frequently Asked Questions):**Q1. May I access social media sites like Facebook while I'm at work for personal use?**

Employees may access personal social media accounts, such as Facebook, on a limited basis from government workstations while at work to conduct reasonable personal affairs to help foster a work-life balance. Employees are trusted to be reasonable in the use of these tools.

For more details about personal use of social media, including frequently asked questions, see the Personal Use of Social Media page on the @Work site.

<https://gwww.gov.bc.ca/gov20/social-media/personal-use>

Q2. Will my use of social media sites be monitored?

All Internet traffic is logged. If system misuse or employee misconduct is suspected, your manager may be authorized to review your Internet use logs.

Q3. Do I need to have separate accounts on sites like Facebook to separate my personal and professional use?

If you use social media sites both personally and professionally, you must use separate personal and professional profiles. If you are planning to add a post to a social media site, you will need to consider the capacity in which you're commenting – your professional capacity, your personal life, or on work-related issues in your personal capacity. If you are unsure whether it crosses the line between personal and professional use, discuss the matter with your supervisor, and/or consider adding a disclaimer such as "these views are mine alone and do not represent those of the Government of British Columbia or the BC Public Service." Remember that the Standards of Conduct apply no matter what.

Q4. We want to set up a social media site for our work unit. How do I get started?

Documentation on the @Work site in the Citizen Engagement Resource Corner will help you design your citizen engagement process, including considering your outcomes, the way(s) that you want to engage your audience, and the appropriate tools to do the job, which may include social media.

Resist the urge to jump to the choice of a tool without first taking the time for discovery and planning work; it's easy to get excited about using things like blogs or a Facebook page, but they may not be right for your project. The guidelines will help you to choose the best tool(s) to meet your needs after considering such factors as privacy, intellectual property, records management, and information security.

You'll also need to think carefully about security considerations and how you will protect sensitive and personal information. (See the related FAQs below).

Consider contacting the Information Management Branch, who can provide advice and expertise in a variety of capacities, such as business analysis and information security.

If you need additional support, the Citizen Engagement team at the Ministry of Citizens' Services can help you design your process for engagement and help you determine next steps.

<https://www.gov.bc.ca/gov20/citizen-engagement>

Q5. What approvals do I need to set up a social media site?

Approval of the Assistant Deputy Minister for your division is required prior to implementing use of social media.

If your use of social media may create issues for government, you should first consult with the Ministry's Public Affairs Bureau team.

Q6. What do I need to know about protecting personal and sensitive information?

Sensitive and personal information must be protected. One of the biggest considerations in using social media is the protection of personal information that is collected and disclosed. The *Freedom of Information and Protection of Privacy Act (FOIPPA)* restricts what government may collect, use and disclose. The definition of personal information has a broad scope and includes, among other things, an individual's home address or e-mail, appearance and image, educational and employment history, and personal opinions.

Social media sites often contain personal information, such as user accounts containing personal profiles and pictures, comments containing opinions, images of people in photos or videos, so *FOIPPA* plays a significant role in government's ability to use social media tools. If there is no personal information *FOIPPA* does not apply, as there are no restrictions to posting text, video, photographs or other information that does not contain personal information (though there may be intellectual property, copyright, or confidentiality restrictions).

If you are contemplating use of social media in a way that collects, uses or discloses personal information, you must complete a Privacy Impact Assessment (PIA). The PIA will help you make sure your social media use is in keeping with *FOIPPA*. This applies whether you are planning to host a social media tool as part of your ministry work (e.g. starting a Facebook group or setting up a Twitter account or a YouTube channel), or contributing to someone else's social media site on behalf of the ministry in a way that collects, uses or discloses personal information).

Information on the Privacy Impact Assessment process, including contact information for experts at the Knowledge and Information Services Branch of the Office of the Chief Information Officer who can assist you, is available here.

http://www.cio.gov.bc.ca/cio/priv_leg/foipppa/pia/pia_index.page

Q7. Are there security risks associated with using social media sites?

Potential information security risks include cyber attacks, identity theft or identity fraud, phishing, viruses and malware, and spam and internet hoaxes.

The OCIO's Information Security Branch has prepared a document to raise awareness of potential information security risks associated with the use of social media and provide tips for safe use: An Information Security Perspective on the Safe Use of Social Media; Suggestions from the CISO on Balancing Risks and Opportunities.

After reviewing the above document, consult the ministry Information Security team about any potential security concerns or questions. The team can help you to assess risks and determine appropriate security controls.

Remember that if you observe an actual or suspected information incident (a threat to privacy or information security), it must be immediately reported using the ministry's information incident process, posted on the Information Security website.

https://www.cio.gov.bc.ca/services/security/security_awareness/documentation/InformationSecurityPerspective_SafeUseofSocialMedia.pdf

Q8. Where can I get more information?

Check the Frequently Asked Questions section of the @Work site.

If you still have questions, send them via e-mail to the ministry's Information Security mailbox. If the Information Security team can't answer your question, we will link you up with someone who can.


You may also contact the Citizen Engagement team (Ministry of Citizens' Services).

<https://www.gov.bc.ca/gov20/social-media/faq>

Diane

From: Bessey, Diane L HSD:EX
Sent: Thursday, February 3, 2011 8:25 AM
To: Chernoff, Lawrence SSBC:EX
Cc: Fisher, Rod W HSD:EX
Subject: MSD - Social Media Guidelines from Intranet

Social Media

Government has released the Guidelines for Social Media Use in the BC Public Service to support the use of social media. 

Social media refers to online and mobile tools people can use to communicate with each other. Examples of commonly used social media tools include social networks, such as Facebook, Twitter, blogs, wikis, and videos, on sites such as YouTube and MySpace.

Appropriate Use: We are trusted as employees to use these tools responsibly. The Standards of Conduct and the Appropriate Use of Government Information and Technology Resources apply to all communications using social media. The oath applies when you use social media just as it does when you talk to people face to face, on the phone, by e-mail or during a presentation.

Even when commenting on social media sites as a private citizen about matters unrelated to work, remember that the Standards of Conduct still apply; in other words, you shouldn't post anything that would contravene those standards or bring the BC Public Service or the Government of British Columbia into disrepute.

Resources

Supporting documentation has been posted on the @Work site in the Citizen Engagement and Social Media Corner. Links to key documents of interest are provided below:

- Information about Personal Use of Social Media
- Information to help you plan and implement business use of social media: Citizen Engagement Resource Corner
- Information on security considerations when using social media: An Information Security Perspective on the Safe Use of Social Media: Suggestions from the CISO on Balancing Risks and Opportunities
- Policy Summary No.33: Use of Social Media in the B.C. Public Service
- Frequently Asked Questions section of the @Work site.

For additional advice and assistance:

- Contact the Citizen Engagement team (Ministry of Citizens' Services).
- Contact the ministry Information Security team about any potential security concerns or questions.

FAQ (Frequently Asked Questions):**Q1. May I access social media sites like Facebook while I'm at work for personal use?**

Employees may access personal social media accounts, such as Facebook, on a limited basis from government workstations while at work to conduct reasonable personal affairs to help foster a work-life balance. Employees are trusted to be reasonable in the use of these tools.

For more details about personal use of social media, including frequently asked questions, see the Personal Use of Social Media page on the @Work site.

Q2. Will my use of social media sites be monitored?**Q3. Do I need to have separate accounts on sites like Facebook to separate my personal and professional use?****Q4. We want to set up a social media site for our work unit. How do I get started?****Q5. What approvals do I need to set up a social media site?****Q6. What do I need to know about protecting personal and sensitive information?****Q7. Are there security risks associated with using social media sites?****Q8. Where can I get more information?**

Diane L. Bessey MA, CISSP, ITIL

Manager, Information Security, Ministry of Social Development
 # 4, 410 Garbally Road, Victoria, BC V8W 9R2
 Direct: 250.367.2948 | Fax: 250.367-6439
 In emergency: S17 (mobile)

Information Security -- It's Everyone's Responsibility (<http://www.sla.gov.bc.ca/Security/index.htm>)

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Chernoff, Lawrence SSBC:EX

From: Bessey, Diane L HSD:EX
Sent: Thursday, February 3, 2011 8:25 AM
To: Chernoff, Lawrence SSBC:EX
Co: Fisher, Rod W HSD:EX
Subject: MSD - Social Media Guidelines from Intranet

... Social Media

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- Policy Summary No.33: Use of Social Media in the B.C. Public Service
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For more details about personal use of social media, including frequently asked questions, see the Personal Use of Social Media page on the @Work site.

Q2. Will my use of social media sites be monitored?**Q3. Do I need to have separate accounts on sites like Facebook to separate my personal and professional use?****Q4. We want to set up a social media site for our work unit. How do I get started?****Q5. What approvals do I need to set up a social media site?****Q6. What do I need to know about protecting personal and sensitive information?****Q7. Are there security risks associated with using social media sites?****Q8. Where can I get more information?**

Diane L. Bessey MA, CISSP, ITIL

Manager, Information Security, Ministry of Social Development

4, 410 Garsbally Road, Victoria, BC V8W 9R2

Direct: 250.387.2948 | Fax: 250.387-6439

In emergency: S17 (mobile)

Information Security -- It's Everyone's Responsibility (<http://www.cla.gov.bc.ca/Security/index.htm>)

This communication is intended for the use of the recipient to whom it is addressed, and may contain confidential, personal, and/or privileged information. Please contact me immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

Gordon, Robert A SSBC:EX

From: Gordon, Robert A SSBC:EX
Sent: Wednesday, February 2, 2011 9:04 AM
To: Hudson, Vicki SSBC:EX
Cc: McCartney, Angela SSBC:EX
Subject: RE: Social Media Request

Rod told Larry he would have it to us by noon.

Rob Gordon
Senior Information and Privacy Analyst
Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services

250-356-7869

Providing Services to:
Ministry of Attorney General
Ministry of Public Safety and Solicitor General
Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development

From: Hudson, Vicki SSBC:EX
Sent: Tuesday, February 1, 2011 5:28 PM
To: Gordon, Robert A SSBC:EX
Cc: McCartney, Angela SSBC:EX
Subject: Social Media Request

Hi Rob:

Have you received the final record yet for SD-00011.

Thanks.

Vicki Hudson
Manager, Justice/Social Team
Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services

250-356-0845

Providing Services to:
Ministry of Attorney General
Ministry of Public Safety and Solicitor General
Ministry of Social Development
Ministry of Children & Family Development

Gordon, Robert A SSBC:EX

From: McCartney, Angela SSBC:EX
Sent: Monday, January 24, 2011 11:41 AM
To: Chernoff, Lawrence SSBC:EX; Gordon, Robert A SSBC:EX
Subject: FW: FOI Requests

Importance: High

Fyi ...

From: Vanzetta, Maxine SSBC:EX
Sent: Monday, January 24, 2011 11:39 AM
To: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Requests
Importance: High

To make it easy on Intake right now, we'll acknowledge and the teams can send their transfer through the FOI in box.

We'll find an easier way to handle these when we have time to breath.

Maxine

From: Ghag, Kris SSBC:EX
Sent: Monday, January 24, 2011 9:44 AM
To: Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: RE: FOI Requests

Can/will the CITZ transfer be handled upfront in one letter from intake, or should each pod send their own letter to the applicant?

KG

From: Foster, Anita SSBC:EX
Sent: Friday, January 21, 2011 3:42 PM
To: Hendry, Jackie SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: RE: FOI Requests

Thank you, Jackie, for clarifying the request for us. Ministry of Education does not have anything for the social media request.

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Hendry, Jackie SSBC:EX

Sent: Friday, January 21, 2011 11:20 AM

To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX

Subject: FW: FOI Requests

Hi everyone.

I have received clarification from the applicant on the "social media" request (see below). As per my email exchange with Maxine, every PB that the request was directed should proceed with opening their request and respond as per usual. There will be a need to transfer to CTZ as well.

For the "person years" request, it appears that my contact at PAB will be able to create a response for the applicant. Once I have that confirmed, I will inform the applicant and request she withdraw her requests to the other public bodies and redirect to PAB.

Thanks-Jackie

From: Vanzetta, Maxine SSBC:EX

Sent: Thursday, January 20, 2011 5:25 PM

To: Hendry, Jackie SSBC:EX

Subject: RE: FOI Requests

Perfect.

From: Hendry, Jackie SSBC:EX

Sent: Thursday, January 20, 2011 5:23 PM

To: Vanzetta, Maxine SSBC:EX

Subject: RE: FOI Requests

Sounds good. I'm sure I will hear from my contact at PAB tomorrow. Will let you know as soon as I hear...

Thanks...

J

From: Vanzetta, Maxine SSBC:EX

Sent: Thursday, January 20, 2011 5:21 PM

To: Hendry, Jackie SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX

Subject: RE: FOI Requests

Importance: High

For the second request - based on the wording, I believe we'd open up a request for every ministry and have them proceed as per norm.

For the first one, let us know as we have the files waiting – patiently☺

Maxine

From: Hendry, Jackie SSBC:EX

Sent: Thursday, January 20, 2011 5:16 PM

To: Vanzetta, Maxine SSBC:EX

Subject: FW: FOI Requests
Importance: High

Hey Max—

I have received the following clarification from the applicant.

First request:

"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)."

Clarification:

1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.

I have forwarded her clarification to PAB to see if they are able to create a document to respond to this request. (I still need the applicant to agree to withdraw her request to the other public bodies, and will request she do so once I know what PAB can provide).

Second request:

"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."

Clarification:

I'm looking for the individual policies for each ministry dealing with social media use.

Shall we still have each public body proceed with their request and see what comes up? With a partial transfer to CTZ? Should we reconvene to discuss briefly?

Lemme know-

Thanks

Jackie

From: S22
Sent: Thursday, January 20, 2011 7:15 PM
To: Hendry, Jackie SSBC:EX
Subject: Re: FOI Requests

Hello Jackie,

Thanks for your email.

Though these links are helpful, they don't meet the requirements of my requests.

To clarify:

1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.
2) I'm looking for the individual policies for each ministry dealing with social media use.

Hope that helps. Please let me know if you have any other questions.

Take care,

S22

Gordon, Robert A SSBC:EX

From: McCartney, Angela SSBC:EX
Sent: Monday, January 24, 2011 10:10 AM
To: Chernoff, Lawrence SSBC:EX; Gordon, Robert A SSBC:EX
Subject: FW: FOI Requests

Fyl...

From: Kukucska, Cindy L SSBC:EX
Sent: Monday, January 24, 2011 10:08 AM
To: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: RE: FOI Requests

Hi Kris. Just chatted with Maxine about it. Intake will (only) acknowledge the request and will let each group send their own transfer/partial transfer letters.

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

From: Ghag, Kris SSBC:EX
Sent: Monday, January 24, 2011 9:44 AM
To: Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: RE: FOI Requests

Can/will the CITZ transfer be handled upfront in one letter from intake, or should each pod send their own letter to the applicant?

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Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
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Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

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Sent: Friday, January 21, 2011 11:20 AM

To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX

Subject: FW: FOI Requests

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Thanks-Jackie

From: Vanzetta, Maxine SSBC:EX

Sent: Thursday, January 20, 2011 5:25 PM

To: Hendry, Jackie SSBC:EX

Subject: RE: FOI Requests

Perfect.

From: Hendry, Jackie SSBC:EX

Sent: Thursday, January 20, 2011 5:23 PM

To: Vanzetta, Maxine SSBC:EX

Subject: RE: FOI Requests

Sounds good. I'm sure I will hear from my contact at PAB tomorrow. Will let you know as soon as I hear...

Thanks...

J

From: Vanzetta, Maxine SSBC:EX

Sent: Thursday, January 20, 2011 5:21 PM

To: Hendry, Jackie SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX

Subject: RE: FOI Requests

Importance: High

For the second request - based on the wording, I believe we'd open up a request for every ministry and have them proceed as per norm.

For the first one, let us know as we have the files waiting – patiently☺

Maxine

From: Hendry, Jackie SSBC:EX
Sent: Thursday, January 20, 2011 5:16 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests
Importance: High

Hey Max—

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1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.

I have forwarded her clarification to PAB to see if they are able to create a document to respond to this request. (I still need the applicant to agree to withdraw her request to the other public bodies, and will request she do so once I know what PAB can provide).

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"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."

Clarification:

I'm looking for the individual policies for each ministry dealing with social media use.

Shall we still have each public body proceed with their request and see what comes up? With a partial transfer to CTZ? Should we reconvene to discuss briefly?

Lemme know-

Thanks

Jackie

From: S22
Sent: Thursday, January 20, 2011 4:19 PM
To: Hendry, Jackie SSBC:EX
Subject: Re: FOI Requests

Hello Jackie,

Thanks for your email.

Though these links are helpful, they don't meet the requirements of my requests.

To clarify:

- 1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.
- 2) I'm looking for the individual policies for each ministry dealing with social media use.

Hope that helps. Please let me know if you have any other questions.

Take care,

S22

Hausmann, April SSBC:EX

From: McCartney, Angela SSBC:EX
Sent: Monday, January 24, 2011 8:56 AM
To: Chernoff, Lawrence SSBC:EX; Gordon, Robert A SSBC:EX; Wilkinson, Donna SSBC:EX
Subject: FW: FOI Requests

Please see below the clarification for 2 of our xgovt requests.

For #310, the social media guidelines request, please proceed with the call for records. (MSD-11-011 and PSS-11-021)
(Rob – these ones are yours.)

For #309, the person years/budget/public communications request, we are waiting for confirmation if PAB can create a document that responds fully. I'll forward any new information as soon as I receive it. (MSD-11-003 and PSS-11-004)
(Donna – these ones are yours)

Donna and Rob: please ensure you are keeping copies of the correspondence and updates on your files.

Thanks,
Angela

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 11:20 AM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests

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Thanks-Jackie

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, January 20, 2011 5:25 PM
To: Hendry, Jackie SSBC:EX
Subject: RE: FOI Requests

Perfect.

From: Hendry, Jackie SSBC:EX
Sent: Thursday, January 20, 2011 5:23 PM
To: Vanzetta, Maxine SSBC:EX
Subject: RE: FOI Requests

Sounds good. I'm sure I will hear from my contact at PAB tomorrow. Will let you know as soon as I hear...
Thanks...

J

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, January 20, 2011 5:21 PM
To: Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L. SSBC:EX
Subject: RE: FOI Requests
Importance: High

For the second request - based on the wording, I believe we'd open up a request for every ministry and have them proceed as per norm.

For the first one, let us know as we have the files waiting – patiently☺

Maxine

From: Hendry, Jackie SSBC:EX
Sent: Thursday, January 20, 2011 5:16 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests
Importance: High

Hey Max—

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Thanks

Jackie

S22

From

Sent: Thursday, January 20, 2011 4:19 PM

To: Hendry, Jackie SSBC:EX

Subject: Re: FOI Requests

Hello Jackie,

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- 2) I'm looking for the individual policies for each ministry dealing with social media use.

Hope that helps. Please let me know if you have any other questions.

Take care,

S22

Hausmann, April SSBC:EX

From: Chernoff, Lawrence SSBC:EX
Sent: Tuesday, January 11, 2011 1:50 PM
To: Fisher, Rod W HSD:EX
Subject: RE: FOI Request MSD-2011-00011 Social media sites

Hi Rod;

Start with me. I'm likely best bet at this stage.

Thanks again,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

From: Fisher, Rod W HSD:EX
Sent: Tuesday, January 11, 2011 1:25 PM
To: Chernoff, Lawrence SSBC:EX
Cc: Gordon, Robert A SSBC:EX
Subject: RE: New FOI Request MSD-2011-00011 Social media sites

Thanks, Larry. I should be able to provide the required records quite quickly. Do I call you or Rob to get advice and assistance?

From: Chernoff, Lawrence SSBC:EX
Sent: Tuesday, January 11, 2011 12:43 PM
To: Fisher, Rod W HSD:EX
Cc: Gordon, Robert A SSBC:EX
Subject: RE: New FOI Request MSD-2011-00011 Social media sites

Hi Rod, good afternoon;

Just wanted to update you on the assigned FOI analyst – Rob Gordon, cc'd here.

Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services
Providing services to:
Ministry of Attorney General
Ministry of Children and Family Development
Ministry of Public Safety & Solicitor General
Ministry of Social Development

From: Chernoff, Lawrence SSBC:EX
Sent: Tuesday, January 11, 2011 12:02 PM
To: Emigh, Brian R HSD:EX
Cc: Fisher, Rod W HSD:EX
Subject: TRIM: RE: New FOI Request MSD-2011-00011 Social media sites

Thanks a bunch Brian.

Hi Rod, if there's any questions on next steps please give me a call.

Thanks kindly to you both,
Larry

Lawrence Chernoff
Jr. Analyst
phone: 250-356-9392

Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
Providing services to:
Ministry of Attorney General
Ministry of Children and Family Development
Ministry of Public Safety & Solicitor General
Ministry of Social Development

From: Emigh, Brian R HSD:EX
Sent: Tuesday, January 11, 2011 12:01 PM
To: Chernoff, Lawrence SSBC:EX
Cc: Fisher, Rod W HSD:EX
Subject: RE: New FOI Request MSD-2011-00011 Social media sites

Hi, Larry, I received your voicemail as well.

The appropriate contact for you here is Rod Fisher, Senior Information Security Analyst with my branch (copying you, Rod). I just spoke with Rod and made him aware of your enquiry.

Cheers,

Brian

Brian Emigh | Business Analyst | Information Management Branch | Management Services Division | Ministry of Social Development | Ph: 250 356 8341 |
Fx: 250 356 1612 |  Please consider the environment before printing

From: Chernoff, Lawrence SSBC:EX
Sent: Tuesday, January 11, 2011 11:38 AM
To: Emigh, Brian R HSD:EX
Subject: New FOI Request MSD-2011-00011 Social media sites

Hello and good morning;

Further to my telephone message, please see below for details relating to this individual request.

*Hi Brian;

I am working to confirm the FOI analyst for this request. Please consider the below wording and let me know if there is anyone I can work with to retrieve the responsive records or if you would be the best contact point.

Thanks kindly,

Larry*

FOI Request File Number:	MSD-2011-00011
X Govt Number (if applicable)	
Description of Request:	<p>Date Range: Up to and including January 5, 2011.</p> <p><u>The request reads:</u></p> <p>"I would like to make a request to you under the <i>Freedom of Information and Protection of Privacy Act</i>.</p> <p>Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."</p>
IAO Analyst/Team:	Robert Gordon
Contact Information:	Robert.A.Gordon@gov.bc.ca
Fee Estimate Due Date:	January 17, 2011
If fees do not apply, records are due to IAO by 4:00pm on:	January 25, 2011
Request Received Date:	January 5, 2011
Request Due Date:	February 16, 2011

If I can be of assistance relating to this request please contact me at your earliest convenience.

Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

*Ministry of Attorney General
Ministry of Children and Family Development
Ministry of Public Safety & Solicitor General
Ministry of Social Development*

Gordon, Robert A SSBC:EX

From: Chernoff, Lawrence SSBC:EX
Sent: Tuesday, January 11, 2011 3:17 PM
To: Gordon, Robert A SSBC:EX
Subject: RE: New FOI Request MSD-2011-00011 Social media sites

Hi Rob;

Just had a telephone conversation with Rod relating to scope, he is wanting confirmation on the following points:

1. The program area is only providing the ministry wide policies, and not any program area/office specific policies. Rod has indicated that if the request is responsive to program area specific/office specific policies will likely involve a large search and could take a significant amount of time. **Can you confirm we are only to gather a copy of the ministry wide policy and not any program area/office specific policies?**
2. That there is a previous and current ministry specific policy available on the ministry intranet with a possible date range of November 1, 2010 to January 5, 2011 because of this being a new ministry policy. If there are any other branch/program area/office policies these again could be subject to the above tricky/time-consuming to search for proviso's mentioned above. **Can you confirm we are only going to gather a copy of the previous/current ministry policies?**
3. From within the previous/current policies there are links to the government wide policy from the office of the DM to the Premier – **can you confirm we are not asking the program area to provide us with a copy of the government wide policy?** As well I confirmed that the program area does not have a copy, in their custody or control, of the government wide policy record. I confirmed that if they do provide us with the MSD policy and it contains links to the government wide policy we will need a copy of that link, not just a hyperlink but a copy of that actual URL.

Thanks kindly Rob,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

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*Hi Brian;

I am working to confirm the FOI analyst for this request. Please consider the below wording and let me know if there is anyone I can work with to retrieve the responsive records or if you would be the best contact point.

Thanks kindly,

Larry*

FOI Request File Number: X Govt Number (if applicable)	MSD-2011-00011
Description of Request:	<p>Date Range: Up to and including January 5, 2011.</p> <p><u>The request reads:</u></p> <p>"I would like to make a request to you under the <i>Freedom of Information and Protection of Privacy Act</i>.</p> <p>Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."</p>
IAO Analyst/Team: Contact Information:	Robert Gordon Robert.A.Gordon@gov.bc.ca
Fee Estimate Due Date:	January 17, 2011
If fees do not apply, records are due to IAO by 4:00pm on:	January 25, 2011

Request Received Date:	January 5, 2011
Request Due Date:	February 16, 2011

If I can be of assistance relating to this request please contact me at your earliest convenience.

Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

From: Emigh, Brian R HSD:EX
Sent: Tuesday, January 11, 2011 12:01 PM
To: Chernoff, Lawrence SSBC:EX
Cc: Fisher, Rod W HSD:EX
Subject: RE: New FOI Request MSD-2011-00011 Social media sites

Hi, Larry, I received your voicemail as well.

The appropriate contact for you here is Rod Fisher, Senior Information Security Analyst with my branch (copying you, Rod). I just spoke with Rod and made him aware of your enquiry.

Cheers,

Brian

Brian Emigh | Business Analyst | Information Management Branch | Management Services Division | Ministry of Social Development | Ph: 250 356 8341 |
Fx: 250 356 1612 |  Please consider the environment before printing

From: Chernoff, Lawrence SSBC:EX
Sent: Tuesday, January 11, 2011 11:38 AM
To: Emigh, Brian R HSD:EX
Subject: New FOI Request MSD-2011-00011 Social media sites

Hello and good morning;

Further to my telephone message, please see below for details relating to this individual request.

*Hi Brian;

I am working to confirm the FOI analyst for this request. Please consider the below wording and let me know if there is anyone I can work with to retrieve the responsive records or if you would be the best contact point.

Thanks kindly,
Larry*

FOI Request File Number:	MSD-2011-00011
X Govt Number (if applicable)	
Description of Request:	<p>Date Range: Up to and including January 5, 2011.</p> <p><u>The request reads:</u></p> <p>"I would like to make a request to you under the <i>Freedom of Information and Protection of Privacy Act</i>.</p> <p>Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."</p>

Gordon, Robert A SSBC:EX

From: Chernoff, Lawrence SSBC:EX
Sent: Tuesday, January 11, 2011 12:43 PM
To: Fisher, Rod W HSD:EX
Cc: Gordon, Robert A SSBC:EX
Subject: RE: New FOI Request MSD-2011-00011 Social media sites

TRIM Dataset: GN
TRIM Record Number: D559111A
TRIM Record URI: 2445254

Hi Rod, good afternoon;

Just wanted to update you on the assigned FOI analyst – Rob Gordon, cc'd here.

Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

From: Chernoff, Lawrence SSBC:EX
Sent: Tuesday, January 11, 2011 12:02 PM
To: Emigh, Brian R HSD:EX
Cc: Fisher, Rod W HSD:EX
Subject: TRIM: RE: New FOI Request MSD-2011-00011 Social media sites

Thanks a bunch Brian.

Hi Rod, if there's any questions on next steps please give me a call.

Thanks kindly to you both,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development

Gordon, Robert A SSBC:EX

From: Chernoff, Lawrence SSBC:EX
Sent: Tuesday, January 11, 2011 12:41 PM
To: Gordon, Robert A SSBC:EX
Subject: FW: FOI requests for general information - MSD-2011-00011 Guidelines for personal or business use of social media sites

Confirmed,
This one is yours too :)

Thanks kindly,
Larry
Lawrence Chernoff
Jr. Analyst
phone: 250-356-9392

Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
Providing services to:
Ministry of Attorney General
Ministry of Children and Family Development Ministry of Public Safety & Solicitor General
Ministry of Social Development

-----Original Message-----

From: Hudson, Vicki SSBC:EX
Sent: Tuesday, January 11, 2011 12:37 PM
To: Chernoff, Lawrence SSBC:EX
Subject: RE: FOI requests for general information - MSD-2011-00011 Guidelines for personal or business use of social media sites

I assigned to Rob yesterday. Thanks.

Vicki Hudson
Manager
Information Access Operations,
Logistics and Business Services, Shared Services BC Ministry of Citizens' Services

250-356-0845

Providing Services to:
Ministry of Attorney General
Ministry of Public Safety and Solicitor General Ministry of Aboriginal Relations & Reconciliation Ministry of Housing & Social Development Ministry of Children & Family Development

-----Original Message-----

From: Chernoff, Lawrence SSBC:EX
Sent: Tuesday, January 11, 2011 11:40 AM
To: Hudson, Vicki SSBC:EX

Subject: FW: FOI requests for general information - MSD-2011-00011 Guidelines for personal or business use of social media sites

Hi Vicki, good morning;

For assignment please - Rob is the analyst assigned to the PSSG version of this request.

Thanks kindly,
Larry
Lawrence Chernoff
Jr. Analyst
phone: 250-356-9392

Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
Providing services to:
Ministry of Attorney General
Ministry of Children and Family Development Ministry of Public Safety & Solicitor General
Ministry of Social Development

-----Original Message-----

From: Churchill, Andrea SSBC:EX
Sent: Monday, January 10, 2011 10:58 AM
To: Hudson, Vicki SSBC:EX
Cc: McCartney, Angela SSBC:EX
Subject: FOI requests for general information - MSD-2011-00011 Guidelines for personal or business use of social media sites

New Request

-----< TRIM Record Information >-----

Record Number : ARCS-00292-30/1165511A
Title : 100001 - INFORMATION AND PRIVACY: FREEDOM OF INFORMATION - FOI requests for general information - MSD-2011-00011 Guidelines for personal or business use of social media sites

Gordon, Robert A SSBC:EX

From: Chernoff, Lawrence SSBC:EX
Sent: Tuesday, January 11, 2011 11:25 AM
To: Gordon, Robert A SSBC:EX
Subject: MSD-2011-00011
Attachments: Intake request MSD-2011-00011.tr5

Hi Rob;

As you are assigned the PSS version of the social media request do you think you'll be the analyst on the MSD version as well?

Thanks kindly,

Larry

Lawrence Chernoff

Jr. Analyst

phone: 250-356-9392

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Providing services to:

Ministry of Attorney General

Ministry of Children and Family Development

Ministry of Public Safety & Solicitor General

Ministry of Social Development



File: 292-30/EDU-2011-00001
PSS-2011-00021
MSD-2011-00011
TRA-2011-00005

January 24, 2011

Sent via email

S22

S22

Dear S22

Re: Freedom of Information and Protection of Privacy Act - Request for Access to Records

The Ministry of Education (EDU), the Ministry of Public Safety and Solicitor General (PSS), the Ministry of Social Development (MSD), and the Ministry of Transportation and Infrastructure (TRA), received your requests for access to information under the Freedom of Information and Protection of Privacy Act (the Act) on January 4, 2011 (EDU) and January 5, 2011 (PSS, MSD, TRA). We understand your requests to be for:

Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

The Act allows 30 business days for public bodies to respond unless the nature of the request requires an extension as per section 10. We will make every effort to respond to your requests by **February 15, 2011 (EDU) and February 16, 2011 (PSS, MSD, TRA)**. We will notify you as soon as possible if there is a need to extend the time limit for responding to your request.

The Act also allows that we may charge a fee for certain limited costs of providing you with the requested information, such as locating, retrieving and copying a large volume of records. Should this be the case, we will contact you at a later date with a fee estimate.

Should you have any questions now or during the processing of your request please contact our office at **250-387-1321** and ask to speak with the analyst assigned to your request. Please quote the file number(s) identified at the top of this letter.

Regards,

Cindy Kukucska, Consolidated Intake
Information Access Operations

Kukucska, Cindy L SSB .EX

From: Kukucska, Cindy L SSBC:EX
Sent: Monday, January 24, 2011 10:39 AM
To: S22
Subject: Acknowledgement letter - FOI request
Attachments: ack letter.pdf

Please find an acknowledgement letter attached.

Sincerely,

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

Request Number: <u>HSD-2011-00011</u>	Date Request Entered: _____	Task Complete Initials and Date	Peer Review Initials and Date
INTAKE ANALYST TASKS			
CHECK: <ul style="list-style-type: none"> Is the request clearly for 'specific records' (i.e. not questions or requests for information) If it isn't clear, refer to you Team Lead Is the request within IAO service or jurisdiction? <p><i>IAO responds to requests for records held by 'public bodies' that are covered by FOIPPA and for which IAO provides service.</i></p> <ul style="list-style-type: none"> <i>Examples of public bodies that have their own FOI operations are: ICBC; RCMP; Municipal Governments (including Police); Health Authorities.</i> <i>Examples of organizations that are not covered by FOIPPA are Office of Ombudsman; OIPC; Courts. If in doubt speak with your Team Lead.</i> <p>If the request is outside of IAO's service or jurisdiction, redirect the applicant to the appropriate organization. Before redirecting the applicant to the appropriate organization, confirm 'the other organizations' contact information by referencing Intake's other public body contact list or checking with the Intake Team Lead.</p>			Check – has Intake Analyst Initialed?
CHECK: Is this a duplicate request? – has the applicant requested these records or similar records before? Is it an original of what was received in our FOI centralized mailbox and needs to be redirected to the POD for filing? Before registering – search the CRTS for previous entries. The 'key search criteria' would include applicant's name, or the affiliate and key word description. If duplicate (same processing org/date range), talk to Team Lead. If similar – is it a related request? If related be sure to use the related request tab in CRTS and enter related number into Intake comments.			Check – has Intake Analyst Initialed? ✓
CRTS DATA ENTRY: <ul style="list-style-type: none"> Has the request been date stamped? Request is entered following CRTS data entry standards – refer to user manual Processing org is correct - refer to processing org chart Description field accurately captures what the applicant is requesting and grammar spelling (<i>issues must be identified and discussed with Intake Analyst</i>) Receipt date/Start date is correct. Applicant/Affiliate fields are appropriate – refer to the CRTS user manual Executive comment is entered according to standard – refer to Exec standards sheet on activities Activities are entered according to standard (Start/Received has start and end date) Intake Comment is entered – if applicable) 			• • • • • • •
TRIM DATA ENTRY: <ul style="list-style-type: none"> Electronic folder is opened according to standard Physical folder is opened according to standard Incoming request is TRIMMED TRIM Reference is sent to appropriate POD according to standard procedure 		<i>Re</i>	
INTAKE ADMIN TASKS		Task Complete Initials	Peer Review Initials
CREATE: an Acknowledgement letter (<i>located in J:\General\Ministry Teams\Templates</i>) NOTE: 1. Admin staff will copy the request description from CRTS, and paste it to the Ack. Letter, some changes may be required. If it is substantially different from what the applicant is requesting, STOP Inform your Intake staff person. 2. Expectation is that a clean template will be used for each new acknowledgement letter.		<i>CK</i>	
CREATE: File folder (<i>folder is created according to standard; original request is filed to left side of folder; Ack letter is filed to right side of folder</i>) this includes consults -- consult letter on left, correspondence on the right.			
<ul style="list-style-type: none"> IF REQUEST REC'D VIA EMAIL - Ack letter should be emailed to applicant Check email address – ensure correct Check attachment – ensure correct (Suggest – open the letter and use the 'send to function' - 'as an attachment' – ensure you key in appropriate email address)		<i>CK</i>	
<ul style="list-style-type: none"> IF REQUEST REC'D VIA MAIL – Ack letter will be mailed via postal (<i>electronic copy of Ack letter should include 'original signed' in the signature box</i>) if the applicant provides an email address send it via email 		<i>CK</i>	
TRIM DATA ENTRY: Ack letter is TRIMMED according to standards (if letter sent electronically, the outgoing email is trimmed as well)		<i>CK</i>	
CRTS Data Entry is completed according to standard (Ack letter task has start and end date)		<i>CK</i>	
Completed file passed to appropriate Pod		Date Completed: <i>Jan 24</i>	

Special Instructions: _____

Kukucska, Cindy L SSBC:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, January 6, 2011 11:45 AM
To: Fuller, Russ D SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Bjelica, Alex SSBC:EX; Foster, Anita SSBC:EX; Hudson, Vicki SSBC:EX; McCartney, Angela SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: Head's Up - New Cross Government Request

Hi there.

We have started receiving (via snail mail) some new requests which are turning out to be cross-government requests.

So far, requests have been received for MSD, PSS, TRA, and EDU.

A Cross-Government number will follow on Monday.

A Meeting notice will follow shortly.

For ease of reference, wording of the request:

Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

If you wouldn't mind sharing this request with your respective program areas, their feedback will help identify/resolve any issues or concerns that might fall from this request.

Thanks.

.Cindy K

.Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

Kukucska, Cindy L SSBC:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, January 6, 2011 12:28 PM
To: Ghag, Kris SSBC:EX; Kukucska, Cindy L SSBC:EX; Fuller, Russ D SSBC:EX; Plater, Carmelina SSBC:EX; Bjelica, Alex SSBC:EX; Foster, Anita SSBC:EX; Hudson, Vicki SSBC:EX; McCartney, Angela SSBC:EX
Cc: Elbahir, Cindy SSBC:EX; Hendry, Jackie SSBC:EX; Bejcek, Ken SSBC:EX
Subject: RE: Head's Up - New Cross Government Request

Sounds good.

Maxine

From: Ghag, Kris SSBC:EX
Sent: Thursday, January 6, 2011 12:05 PM
To: Kukucska, Cindy L SSBC:EX; Fuller, Russ D SSBC:EX; Plater, Carmelina SSBC:EX; Bjelica, Alex SSBC:EX; Foster, Anita SSBC:EX; Hudson, Vicki SSBC:EX; McCartney, Angela SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX; Elbahir, Cindy SSBC:EX; Hendry, Jackie SSBC:EX; Bejcek, Ken SSBC:EX
Subject: RE: Head's Up - New Cross Government Request

Initial thought: This reads like something that would require full transfers to CITZ (specifically PAB). Can we ensure that Central Agency is represented at the meeting?

KG

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, January 6, 2011 11:45 AM
To: Fuller, Russ D SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Bjelica, Alex SSBC:EX; Foster, Anita SSBC:EX; Hudson, Vicki SSBC:EX; McCartney, Angela SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: Head's Up - New Cross Government Request

Hi there.

We have started receiving (via snail mail) some new requests which are turning out to be cross-government requests.

So far, requests have been received for MSD, PSS, TRA, and EDU.

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Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

If you wouldn't mind sharing this request with your respective program areas, their feedback will help identify/resolve any issues or concerns that might fall from this request.

Thanks.

.Cindy K

.Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Jan 11

Record of Decisions – Coordination Meeting
X-Government requests #

The following is the record of decisions from the above noted coordination meeting
for x-government request #.

100309

Please let me know if you have any questions or if there is any reason why your
ministry cannot comply with these

1. In attendance:

max
Cindy
Jackie
Carm
Ang
Anita
Kris
Maria / Jason / Nathan

①

change
to
pending

done
5-1 ✓

② for

③ wait for
Jackie

2. Designation of Lead Ministry

Jackie PAB

3. Wording and Joining of the Requests

probable SI transfer / partial
to PAB

ToDo

SSI pending
+ letter...

4. Scope and Time frame

- needs clarification?
confirmation

5. Clarification Issues

"person years?"

confirm date range

public account ok?

one ... plan

- ① change to pending S-1 ✓ done
- ② for ③ wait for Jackie

Jan 11

~~To Do~~
5. /
pending

Record of Decisions – Coordination Meeting
X-Government requests #

The following is the record of decisions from the above noted coordination meeting
for x-government request #.

100309

Please let me know if you have any questions or if there is any reason why your
ministry cannot comply with these decisions.

1. In attendance:

may	
Cindy	
Jackie	
Carm	
Ang	
Anita	
Kris	
Maria / Jason / Nathan	

2. Designation of Lead Ministry

Jackie PAB

3. Wording and Joining of the Requests

probable all transfer / partial
to PAB

To Do

SSI pending
+ letter...

4. Scope and Time frame

- needs clarification?
confirmation

5. Clarification issues

- "person years?"

- infra date range

- public accout ok?

non. comm. plan

6. Issues regarding the review of the records by public bodies

7. Fee issues

- applied accordingly

8. Consultation processes

→ not anticipated

9. Other issues - Review S.I for new

- public accounts useful?

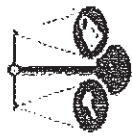
To Do S.I

To Jackie



DATE: 2011/01/11
TIME: 08:25:15
BY: INTAKEKUKUCSKA

CRTS FOI Search Requests Result Set Report



Request No.	Applicant	Applicant Type	Status	Description	Due Date
EDU-2011-00004		Individual	Open	records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)	16-FEB-2011
MSD-2011-00003		Individual	Open	records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)	15-FEB-2011
PSS-2011-00004	S22	Individual	Open	records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)	15-FEB-2011
TRA-2011-00003		Individual	Open	records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)	16-FEB-2011

100309

300
-400
1/4

Kukucska, Cindy L SSBC:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 21, 2011 4:23 PM
To: Kukucska, Cindy L SSBC:EX
Subject: TRIM: FW: FOI Requests

TRIM Dataset: GN
TRIM Record Number: D2856011A
TRIM Record URI: 2473670

For our letter

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 3:50 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests

For the files

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 3:02 PM
To: S22
Subject: RE: FOI Requests

Hi S22

Thank-you for your clarification.

Pertaining to request #1:

- The Public Affairs Bureau is able to create a document to provide full time employee (FTE) information broken down by Ministry. The Communications budget is kept centrally and therefore is not broken down by Ministry. This information can be put together for you to respond to your request. **Please respond to this email to confirm you wish to re-direct your request to the Public Affairs Bureau, and withdraw your requests to the BC Ministries of Social Development, Public Safety & Solicitor General, Transportation & Infrastructure and Education.**

Pertaining to request #2:

- I have shared your clarified request with my colleagues serving the Public Bodies you directed your request to. You will receive a response as per the formal FOI process.

Please respond as soon as possible.

Regards,

Jackie Hendry

Team Lead

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Phone: 250-387-3233

Fax: 250-387-9843

Providing Services to:

*Office of the Premier, Ministry of Citizens' Services,
BC Public Service Agency, Public Affairs Bureau,
and Shared Services BC*

From:

S22

Sent: Thursday, January 20, 2011 4:19 PM

To: Hendry, Jackie SSBC:EX

Subject: Re: FOI Requests

Hello Jackie,

Thanks for your email.

Though these links are helpful, they don't meet the requirements of my requests.

To clarify:

1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.

2) I'm looking for the individual policies for each ministry dealing with social media use.

Hope that helps. Please let me know if you have any other questions.

Take care,

S22

Kukucska, Cindy L SSBC:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 21, 2011 4:24 PM
To: Kukucska, Cindy L SSBC:EX
Subject: TRIM: FW: FOI Requests

TRIM Dataset: GN
TRIM Record Number: D2855911A
TRIM Record URI: 2473669

For our letter -- please be sure to advise the rest of the xgov team of our approach on both requests.

Maxine

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 3:49 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests

The applicant has agreed to formally withdraw her requests to the other 4 public bodies (Social Development, PSSG, Transportation & Infrastructure, and Education) and redirect to the Public Affairs Bureau. I informed my contact and records will be created to respond. Please have intake open a PAB file. Thanks!

J

From: S22
Sent: Friday, January 21, 2011 3:42 PM
To: Hendry, Jackie SSBC:EX
Subject: Re: FOI Requests

Hello Jackie,
If that's the way the communications budget works then let's do that. Please consider this email my wish to redirect the budget part of my request to the Public Affairs bureau.
Thanks,

S22

Kukucska, Cindy L SSBC:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, January 20, 2011 5:21 PM
To: Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Requests

Importance: High

For the second request - based on the wording, I believe we'd open up a request for every ministry and have them proceed as per norm.

For the first one, let us know as we have the files waiting – patiently☺

Maxine

From: Hendry, Jackie SSBC:EX
Sent: Thursday, January 20, 2011 5:16 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests
Importance: High

Hey Max—

I have received the following clarification from the applicant.

First request:

"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)."

Clarification:

1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.

I have forwarded her clarification to PAB to see if they are able to create a document to respond to this request. (I still need the applicant to agree to withdraw her request to the other public bodies, and will request she do so once I know what PAB can provide).

Second request:

"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."

Clarification:

I'm looking for the individual policies for each ministry dealing with social media use.

Shall we still have each public body proceed with their request and see what comes up? With a partial transfer to CTZ? Should we reconvene to discuss briefly?

Lemme know-

Thanks

Jackie

S22

From

Sent: Thursday, January 20, 2011 4:19 PM

To: Hendry, Jackie SSBC:EX

Subject: Re: FOI Requests

Hello Jackie,

Thanks for your email.

Though these links are helpful, they don't meet the requirements of my requests.

To clarify:

1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.

2) I'm looking for the individual policies for each ministry dealing with social media use.

I hope that helps. Please let me know if you have any other questions.

Take care,

S22

Kukucska, Cindy L SSBC:EX

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 11:20 AM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests

Hi everyone.

I have received clarification from the applicant on the "social media" request (see below). As per my email exchange with Maxine, every PB that the request was directed should proceed with opening their request and respond as per usual. There will be a need to transfer to CTZ as well.

For the "person years" request, it appears that my contact at PAB will be able to create a response for the applicant. Once I have that confirmed, I will inform the applicant and request she withdraw her requests to the other public bodies and redirect to PAB.

Thanks-Jackie

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, January 20, 2011 5:25 PM
To: Hendry, Jackie SSBC:EX
Subject: RE: FOI Requests

Perfect.

From: Hendry, Jackie SSBC:EX
Sent: Thursday, January 20, 2011 5:23 PM
To: Vanzetta, Maxine SSBC:EX
Subject: RE: FOI Requests

Sounds good. I'm sure I will hear from my contact at PAB tomorrow. Will let you know as soon as I hear...
Thanks...
J

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, January 20, 2011 5:21 PM
To: Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Requests
Importance: High

For the second request - based on the wording, I believe we'd open up a request for every ministry and have them proceed as per norm.

For the first one, let us know as we have the files waiting – patiently☺

Maxine

From: Hendry, Jackie SSBC:EX
Sent: Thursday, January 20, 2011 5:16 PM
To: Vanzetta, Maxine SSBC:EX

Subject: FW: FOI Requests

Importance: High

Hey Max—

I have received the following clarification from the applicant.

First request:

"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)."

Clarification:

1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.

I have forwarded her clarification to PAB to see if they are able to create a document to respond to this request. (I still need the applicant to agree to withdraw her request to the other public bodies, and will request she do so once I know what PAB can provide).

Second request:

"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."

Clarification:

I'm looking for the individual policies for each ministry dealing with social media use.

Shall we still have each public body proceed with their request and see what comes up? With a partial transfer to CTZ? Should we reconvene to discuss briefly?

Lemme know—

Thanks

Jackie

From:

S22

Sent: Thursday, January 20, 2011 4:19 PM

To: Hendry, Jackie SSBC:EX

Subject: Re: FOI Requests

Hello Jackie,

Thanks for your email.

Though these links are helpful, they don't meet the requirements of my requests.

To clarify:

1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.

2) I'm looking for the individual policies for each ministry dealing with social media use.

Hope that helps. Please let me know if you have any other questions.

Take care,

S22

Kukucska, Cindy L SSBC:EX

From: Ghag, Kris SSBC:EX
Sent: Monday, January 24, 2011 2:04 PM
To: Kukucska, Cindy L SSBC:EX; Hendry, Jackie SSBC:EX; Fisher, Sandra L SSBC:EX
Subject: RE: update re x-govt 100309 - 'person years'

Thanks Cindy and nicely done Jackie! ☺

Sandra: For your (now closed) file.

KG

From: Kukucska, Cindy L SSBC:EX
Sent: Monday, January 24, 2011 1:45 PM
To: Ghag, Kris SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: update re x-govt 100309 - 'person years'

As you can see, Jackie had some exchanges with the applicant. Further to this string, the applicant has agreed to withdraw her requests to TRA, PSS, MSD, EDU and redirect to PAB. PAB is able to create a document to provide full time employee (FTE) information broken down by Ministry. The Communications budget is kept centrally and therefore is not broken down by Ministry. This information will be put together for PAB's response.

I will close the 4 requests as withdrawn and open the PAB file for Jackie. I will send the acknowledgement today confirming the withdrawal, etc.

Please advise if you have any questions or concerns with this approach.

Thanks.

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 21, 2011 4:24 PM
To: Kukucska, Cindy L SSBC:EX
Subject: FW: FOI Requests

For our letter – please be sure to advise the rest of the xgov team of our approach on both requests.

Maxine

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 3:49 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests

The applicant has agreed to formally withdraw her requests to the other 4 public bodies (Social Development, PSSG, Transportation & Infrastructure, and Education) and redirect to the Public Affairs Bureau. I informed my contact and records will be created to respond. Please have intake open a PAB file. Thanks!

Page 380
SSB-2011-00049

J

From: S22
Sent: Friday, January 21, 2011 3:42 PM
To: Hendry, Jackie SSBC:EX
Subject: Re: FOI Requests

Hello Jackie,
If that's the way the communications budget works then let's do that. Please consider this email my wish to redirect the budget part of my request to the Public Affairs bureau.
Thanks,

S22

Kukucska, Cindy L SSBC:EX

From: Hendry, Jackie SSBC:EX
Sent: Tuesday, January 25, 2011 2:09 PM
To: Kukucska, Cindy L SSBC:EX
Subject: TRIM: RE: Re 'person years' - one last clarification for the ack letter

TRIM Dataset: GN
TRIM Record Number: D2855811A
TRIM Record URI: 2473668

As the budget is handled centrally the document will not be broken by Ministry. For the FTE, the document will be for the public bodies that the request was originally directed to.

J

From: Kukucska, Cindy L SSBC:EX
Sent: Monday, January 24, 2011 5:47 PM
To: Hendry, Jackie SSBC:EX
Subject: Re 'person years' - one last clarification for the ack letter
Importance: High

Hi Jackie. Quick question.... the new CRTS description for the PAB request reads: the communications budgets for each individual ministry and the number of full-time employees for communications with each ministry rather than just the total salaries.

My question: Is this report going to be for the 4 ministries in question? (i.e.; not for EACH individual ministry in BC...). I think I would like to clarify/confirm that in both the acknowledgement letter and CRTS.

Instead, the updated description could be: For PSS, MSD, EDU, and TRA: the communications budgets for each ministry and the number of full-time employees for communications with each ministry rather than just the total salaries. Date range is the past 3 fiscal years.

Please let me know.

Thanks!

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 21, 2011 4:23 PM
To: Kukucska, Cindy L SSBC:EX
Subject: TRIM: FW: FOI Requests

For our letter

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 3:50 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests

For the files

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 3:02 PM
To: S22
Subject: RE: FOI Requests

Hello S22

Thank-you for your clarification.

Pertaining to request #1:

- The Public Affairs Bureau is able to create a document to provide full time employee (FTE) information broken down by Ministry. The Communications budget is kept centrally and therefore is not broken down by Ministry. This information can be put together for you to respond to your request. **Please respond to this email to confirm you wish to re-direct your request to the Public Affairs Bureau, and withdraw your requests to the BC Ministries of Social Development, Public Safety & Solicitor General, Transportation & Infrastructure and Education.**

Pertaining to request #2:

- I have shared your clarified request with my colleagues serving the Public Bodies you directed your request to. You will receive a response as per the formal FOI process.

Please respond as soon as possible.

Regards,

Jackie Hendry

Team Lead

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Phone: 250-387-3233

Fax: 250-387-9843

Providing Services to:

*Office of the Premier, Ministry of Citizens' Services,
BC Public Service Agency, Public Affairs Bureau,
and Shared Services BC*

From: S22
Sent: Thursday, January 20, 2011 4:19 PM
To: Hendry, Jackie SSBC:EX
Subject: Re: FOI Requests

Hello Jackie,

Thanks for your email.

Though these links are helpful, they don't meet the requirements of my requests.

To clarify:

1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.

2) I'm looking for the individual policies for each ministry dealing with social media use.

Hope that helps. Please let me know if you have any other questions.

Take care,

Kukucska, Cindy L SSBC:EX

From: Hendry, Jackie SSBC:EX
Sent: Tuesday, January 25, 2011 2:09 PM
To: Kukucska, Cindy L SSBC:EX
Subject: TRIM: RE: Re 'person years' - one last clarification for the ack letter

TRIM Dataset: GN
TRIM Record Number: D2855811A
TRIM Record URI: 2473668

As the budget is handled centrally the document will not be broken by Ministry. For the FTE, the document will be for the public bodies that the request was originally directed to.

J

From: Kukucska, Cindy L SSBC:EX
Sent: Monday, January 24, 2011 5:47 PM
To: Hendry, Jackie SSBC:EX
Subject: Re 'person years' - one last clarification for the ack letter
Importance: High

Hi Jackie. Quick question.... the new CRTS description for the PAB request reads: the communications budgets for each individual ministry and the number of full-time employees for communications with each ministry rather than just the total salaries.

My question: Is this report going to be for the 4 ministries in question? (i.e.; not for EACH individual ministry in BC...). I think I would like to clarify/confirm that in both the acknowledgement letter and CRTS.

Instead, the updated description could be: For PSS, MSD, EDU, and TRA: the communications budgets for each ministry and the number of full-time employees for communications with each ministry rather than just the total salaries. Date range is the past 3 fiscal years.

Please let me know.

Thanks!

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 21, 2011 4:23 PM
To: Kukucska, Cindy L SSBC:EX
Subject: TRIM: FW: FOI Requests

For our letter

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 3:50 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests

For the files

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 3:02 PM
To: S22
Subject: RE: FOI Requests

Hello S22

Thank-you for your clarification.

Pertaining to request #1:

- The Public Affairs Bureau is able to create a document to provide full time employee (FTE) information broken down by Ministry. The Communications budget is kept centrally and therefore is not broken down by Ministry. This information can be put together for you to respond to your request. Please respond to this email to confirm you wish to re-direct your request to the Public Affairs Bureau, and withdraw your requests to the BC Ministries of Social Development, Public Safety & Solicitor General, Transportation & Infrastructure and Education.

Pertaining to request #2:

- I have shared your clarified request with my colleagues serving the Public Bodies you directed your request to. You will receive a response as per the formal FOI process.

Please respond as soon as possible.

Regards,

Jackie Hendry

Team Lead

Information Access Operations

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

Phone: 250-387-3233

Fax: 250-387-9843

Providing Services to:

Office of the Premier, Ministry of Citizens' Services,

BC Public Service Agency, Public Affairs Bureau,

and Shared Services BC

From: S22
Sent: Thursday, January 20, 2011 4:19 PM
To: Hendry, Jackie SSBC:EX
Subject: Re: FOI Requests

Hello Jackie,

Thanks for your email.

Though these links are helpful, they don't meet the requirements of my requests.

To clarify:

1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.

2) I'm looking for the individual policies for each ministry dealing with social media use.

Hope that helps. Please let me know if you have any other questions.

Take care,

Kukucska, Cindy L SSBC:EX

From: Ghag, Kris SSBC:EX
Sent: Friday, January 28, 2011 10:23 AM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

For our team, these requests are open with TRAN only.

309- closed as withdrawn on January 24th
310- currently in sign-off (no responsive records)

Not Responsive

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 10:03 AM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: PLEASE READ: Status report on xgov't requests
Importance: High

Hi there, I need a status report on the following xgov't requests -- asap

100309
100310

Not Responsive

In doing so, please advise if you've performed the call for records yet -- if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

Kukucska, Cindy L SSBC:EX

From: Ghag, Kris SSBC:EX
Sent: Friday, January 28, 2011 10:23 AM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

For our team, these requests are open with TRAN only.

309- closed as withdrawn on January 24th

310- currently in sign-off (no responsive records)

Not Responsive

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 10:03 AM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: PLEASE READ: Status report on xgov't requests
Importance: High

Hi there, I need a status report on the following xgov't requests – asap

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100310

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Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

Kukucska, Cindy L SSBC:EX

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 11:10 AM
To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Here are answers for the Ministry of Education:

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005 – Closed
100310 – social Media – no responsive records for Education and will also transfer to the Ministry of Citizens' Services

Not Responsive

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Kukucska, Cindy L SSBC:EX
Sent: Friday, January 28, 2011 10:16 AM
To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Hi there, I need a status report on the following xgov't requests – asap

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005
100310 – social Media

Not Responsive

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

.ck

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 10:14 AM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

It would really help to have a couple of key words beside teach cross gov number ...?

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 10:03 AM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: PLEASE READ: Status report on xgov't requests
Importance: High

Hi there, I need a status report on the following xgov't requests – asap

100309

100310

Not Responsive

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Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

Kukucska, Cindy L SSBC:EX

From: McCartney, Angela SSBC:EX
Sent: Friday, January 28, 2011 12:35 PM
To: Kukucska, Cindy L SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX; Hudson, Vicki SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

From: Kukucska, Cindy L SSBC:EX
Sent: Friday, January 28, 2011 10:16 AM
To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Hi there, I need a status report on the following xgov't requests – asap

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005

100310 – social Media

- MDS-11-011 – records received, program area advised there is one more to be included, which we are waiting for.
- PSS-11-021 – records requested, ministry advised all program areas need to be canvassed. Some records just received today from one program

Not Responsive

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

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Thanks everyone,

Maxine

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Sent: Friday, January 28, 2011 10:14 AM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

It would really help to have a couple of key words beside teach cross gov number ...?

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
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our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 10:03 AM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: PLEASE READ: Status report on xgov't requests
Importance: High

Hi there, I need a status report on the following xgov't requests – asap

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100310

Not Responsive

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Maxine

Kukucska, Cindy L SSBC:EX

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 28, 2011 2:34 PM
To: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

PAB-2011-00005:

- Call for records has been sent out to program area on January 27th.
- Program area will create a record in response.
- I have connected with our contact at PAB emphasizing the urgency of this request. We will likely have records early next week.

Social Media request:

- CTZ has received a transfer from TRA.
- I have called and left a voice message with David Hume. Will provide an update once I have contact.

Thanks—Jackie

From: Kukucska, Cindy L SSBC:EX
Sent: Friday, January 28, 2011 10:16 AM
To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Hi there, I need a status report on the following xgov't requests – asap

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005
100310 – social Media

Not Responsive

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Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
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Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 10:03 AM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: PLEASE READ: Status report on xgov't requests
Importance: High

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100309

100310

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Thanks everyone,

Maxine

Kukucska, Cindy L SSBC:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 4:22 PM
To: Kukucska, Cindy L SSBC:EX
Subject: RE: For your review - let me know what updates/changes you'd like to see...

This is wonderful, I've forward it to Kathleen as she's requested.

Great work on this Cindy!!!!

Maxine

From: Kukucska, Cindy L SSBC:EX
Sent: Friday, January 28, 2011 3:08 PM
To: Vanzetta, Maxine SSBC:EX
Subject: For your review - let me know what updates/changes you'd like to see...

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
PAB-2011-00005	January 21, 2011	March 4, 2011	Call for records conducted and expedited; Ministry will respond well within timelines. Estimated timeline is week of January 31, 2011

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Status
EDU-2011-00001	January 4, 2011	February 15, 2011	No responsive records
MSD-2011-00011	January 5, 2011	February 16, 2011	Records received; program area advises one more record to follow
PSS-2011-00021	January 5, 2011	February 16, 2011	Ministry advised all program areas to be canvassed; Partial records received Jan.28/11
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off)

Not Responsive

Not Responsive

Kukucska, Cindy L SSBC:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 4:56 PM
To: Foster, Anita SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Importance: High

Please don't transfer any request related to the social media requests to CITZ. We are waiting on some verbiage from Jackie to include a response letter.

Thanks everyone,

Maxine

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 2:58 PM
To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Further update on

Not Responsive

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 11:10 AM
To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Here are answers for the Ministry of Education:

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005 – Closed
100310 – social Media – no responsive records for Education and will also transfer to the Ministry of Citizens' Services

Not Responsive

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Kukucska, Cindy L SSBC:EX

Sent: Friday, January 28, 2011 10:16 AM

To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Hi there, I need a status report on the following xgov't requests – asap

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005

100310 – social Media

Not Responsive

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

.ck

From: Foster, Anita SSBC:EX

Sent: Friday, January 28, 2011 10:14 AM

To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

It would really help to have a couple of key words beside teach cross gov number ...?

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX

Sent: Friday, January 28, 2011 10:03 AM

To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX

Subject: PLEASE READ: Status report on xgov't requests

Importance: High

Hi there, I need a status report on the following xgov't requests – asap

100309

100310

Not Responsive

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

Kukucska, Cindy L SSBC:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 1, 2011 5:37 PM
To: Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: FW: Status report on cross country requests

Importance: High

Hi team, as discussed, can I please get an update to the below noted list of requests.

If the file is in sign off, please advise as to when we can expect it back. If records are still pending, please advise as to when we can expect them.

I still haven't heard anything from the applicant with respect to xgnot Responsive. I will follow up with an email before tomorrow is over.

Thanks everyone,

Maxine

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
PAB-2011-00005	January 21, 2011	March 4, 2011	Call for records conducted and expedited; Ministry will respond well within timelines. Estimated timeline is week of January 31, 2011

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Status
EDU-2011-00001	January 4, 2011	February 15, 2011	No responsive records
MSD-2011-00011	January 5, 2011	February 16, 2011	Records received; program area advises – waiting on one more program area to respond

PSS-2011-00021	January 5, 2011	February 16, 2011	Ministry advised all program areas to be canvassed; Partial records received Jan.28/11
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off)

Not Responsive

Not Responsive

Kukucska, Cindy L SSBC:EX

From: Ghag, Kris SSBC:EX
Sent: Tuesday, February 1, 2011 6:27 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: RE: Status report on cross country requests

Our updates in red below

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 1, 2011 5:37 PM
To: Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

Hi team, as discussed, can I please get an update to the below noted list of requests.

If the file is in sign off, please advise as to when we can expect it back. If records are still pending, please advise as to when we can expect them.

I still haven't heard anything from the applicant with respect to xgov^{Not Responsive}, I will follow up with an email before tomorrow is over.

Thanks everyone,

Maxine

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
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TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

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PSS-2011-00021	January 5, 2011	February 16, 2011	Ministry advised all program areas to be canvassed; Partial records received Jan.28/11
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off) The no records response was approved Jan 26 th and the letter is now awaiting wording from David Hume.

Not Responsive

Not Responsive

Kukucska, Cindy L SSBC:EX

From: Foster, Anita SSBC:EX
Sent: Wednesday, February 2, 2011 11:46 AM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: Status report on cross country requests

Enclosed is the update info in blue for the Ministry of Education and

Not Responsive

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 1, 2011 5:37 PM
To: Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

Hi team, as discussed, can I please get an update to the below noted list of requests.

If the file is in sign off, please advise as to when we can expect it back. If records are still pending, please advise as to when we can expect them.

Not Responsive

Thanks everyone,

Maxine

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status	Page 898
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SSB-2011-00088

PAB-2011-00005	January 21, 2011	March 4, 2011	Call for records conducted and expedited; Ministry will respond well within timelines. Estimated timeline is week of January 31, 2011
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Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Status
EDU-2011-00001	January 4, 2011	February 15, 2011	No responsive records. Sign-off has been completed, waiting for the wording from David Hume.
MSD-2011-00011	January 5, 2011	February 16, 2011	Records received; program area advises – waiting on one more program area to respond
PSS-2011-00021	January 5, 2011	February 16, 2011	Ministry advised all program areas to be canvassed; Partial records received Jan.28/11
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off)

Not Responsive

Not Responsive

Kukucska, Cindy L SSBC:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 3, 2011 1:47 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Love, Sylvia SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: RODs re 100309 / 310/Responsive
Attachments: Record of Decisions 100309 re public communications.doc; Record of Decisions 100310 re social media.doc; Record of Not Responsive

Hi,

Please find a 'draft' copy of the ROD from the cross government request 100309, 100310/Not Responsive.

Please review and advise if there are any errors or omissions. If so, I'll make the necessary changes.

Thanks

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

Record of Decisions – Coordination Meeting
X-Government requests # 100309
January 11, 2011

The following is the record of decisions from the above noted coordination meeting for x-government request #100309.

Please let me know if you have any questions or if there is any reason why your ministry cannot comply with these decisions.

1. In attendance:

Maxine Vanzetta	Consolidated Intake
Cindy Kukucska	Consolidated Intake
Jackie Hendry	Central – PAB
Carm Plater	Business – TRA
Angela McCartney	Justice/Social – MSD, PSS
Kris Ghag	Business – TRA
Anita Foster	Health/Education – EDU

2. Designation of Lead Ministry

Jackie - PAB

3. Wordling and Joining of the Requests

Request received by EDU, TRA, MSD, and PSS

4. Scope and Time frame

Past three fiscal years

5. Clarification issues

- Clarification required as to definition of "person years".
- There was also discussion that PAB may be the appropriate public body to process and s.11 transfer may be appropriate.
- Jackie will contact applicant to discuss 'person years', confirm date range.
- Jackie will also advise applicant of detail available via public accounts and PAB Service Plan.
- File will be placed on pending s. 5(1) (later rescinded via discussion with Peter Smith)

Subsequent Clarification Updates:

- Jackie connected with the applicant via email. Applicant clarified her request and then formally withdrew her requests to EDU, TRA, MSD, and PSS. A file was opened to PAB.

6. Issues regarding the review of the records by public bodies

None discussed

7. Fee issues

Fees to be applied, if and as appropriate

8. Consultation processes

Not anticipated

9. Other issues

No other issues were identified. However, during the records review process, if any specific issue arises, public bodies may contact the Manager of Consolidate Cross Government and a determination will be made whether the issue requires coordination.

Prior to releasing the disclosure package, senior analysts are to report and provide, to the Manager of Intake Services, a detailed listing of the records and any severing considerations.

Record of Decisions – Coordination Meeting
X-Government requests # 100310
January 11, 2011

The following is the record of decisions from the above noted coordination meeting for x-government request #100310.

Please let me know if you have any questions or if there is any reason why your ministry cannot comply with these decisions.

1. In attendance:

Maxine Vanzetta	Consolidated Intake
Cindy Kukucska	Consolidated Intake
Jackie Hendry	Central – PAB
Carm Plater	Business – TRA
Angela McCartney	Justice/Social – MSD, PSS
Kris Ghag	Business – TRA
Anita Foster	Health/Education – EDU

2. Designation of Lead Ministry

Jackie – PAB

3. Wording and Joining of the Requests

Request received by EDU, TRA, MSD, and PSS

4. Scope and Time frame

-

5. Clarification Issues

- Discussion around possible partial or full transfer to CTZ or PSA, as well as noting that guidelines have been posted online and would be publicly accessible.
- Jackie will contact applicant to provide link to posted guidelines and query if this satisfies request.

Subsequent Clarification Update:

- Jackie connected with the applicant via email.
- Applicant clarified that she is looking for the individual policies of *each* ministry dealing with social media use and confirmed that the link to the online guidelines did not satisfy her request.

6. Issues regarding the review of the records by public bodies

None discussed

7. Fee issues

Fees to be applied, if and as appropriate

8. Consultation processes

Not anticipated

9. Other issues

No other issues were identified. However, during the records review process, if any specific issue arises, public bodies may contact the Manager of Consolidate Cross Government and a determination will be made whether the issue requires coordination.

Prior to releasing the disclosure package, senior analysts are to report and provide, to the Manager of Intake Services, a detailed listing of the records and any severing considerations.

Not Responsive

Not Responsive

Kukucska, Cindy L SSBC:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 15, 2011 11:59 AM
To: Kukucska, Cindy L SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests

For our file.

From: Ward, Kathleen SSBC:EX
Sent: Wednesday, February 9, 2011 11:30 AM
To: Williams, Brad M SSBC:EX; Vanzetta, Maxine SSBC:EX
Cc: Smith, Peter J SSBC:EX
Subject: Feb 8th latest version Status report on cross country requests

fyi

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Ward, Kathleen SSBC:EX
Sent: Wednesday, February 9, 2011 11:30 AM
To: Phipps, Bert SSBC:EX
Subject: Status report on cross country requests

Below is a current status report for the cross country requests.
We are seeing some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD is in sign off, anticipate a release by February 11th.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3rd.

Not Responsive

Not Responsive

Thanks and let me know if you need any further information.

Regards,
Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations


Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

Kukucska, Cindy L SSBC:EX

From: Williams, Brad M SSBC:EX
Sent: Wednesday, February 16, 2011 2:56 PM
To: Vanzetta, Maxine SSBC:EX; Kukucska, Cindy L SSBC:EX
Subject: RE: Status report on cross country requests

Thanks Cindy – let me know what I can do to help you with this?

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Citizens' Services
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: S17 Email: brad.williams@gov.bc.ca
 Please consider the environment before printing this email.

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 16, 2011 2:23 PM
To: Kukucska, Cindy L SSBC:EX; Williams, Brad M SSBC:EX
Subject: Fw: Status report on cross country requests

Hi Cindy, can you connect with the TL's, Brad is looking for an update on the cross country requests. Most of them are closed or should be. by today.

Thanks!!!!

From: Williams, Brad M SSBC:EX
Sent: Wednesday, February 16, 2011 01:59 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: Status report on cross country requests


S22

Will you be able to provide the final update on the cross country requests soon?

If not, who would be able to do this?

Thanks

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Citizens' Services
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: S17 Email: brad.williams@gov.bc.ca
 Please consider the environment before printing this email.

From: Ward, Kathleen SSBC:EX
Sent: Wednesday, February 16, 2011 1:27 PM
To: Williams, Brad M SSBC:EX
Subject: RE: Status report on cross country requests

By the end of the week I would like to provide Exec with an update.

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*


*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Williams, Brad M SSBC:EX
Sent: Friday, February 11, 2011 8:37 AM
To: Ward, Kathleen SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: RE: Status report on cross country requests

Do you need Max to summarize this (make it more concise) first thing this am?

Thanks

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Citizens' Services
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: S17 Email: brad.williams@gov.bc.ca
 Please consider the environment before printing this email.

From: Ward, Kathleen SSBC:EX
Sent: Friday, February 11, 2011 8:13 AM
To: Williams, Brad M SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: FW: Status report on cross country requests

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Ward, Kathleen SSBC:EX
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EDU file closed – no responsive records.

MSD is in sign off, anticipate a release by February 11th.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3rd.

Not Responsive

Thanks and let me know if you need any further information.

Regards,
Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

Kukucska, Cindy L SSBC:EX

From: Foster, Anita SSBC:EX
Sent: Wednesday, February 16, 2011 3:04 PM
To: Kukucska, Cindy L SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: RE: Feb 8th latest version Status report on cross country requests

All the information below is correct for my POD

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Kukucska, Cindy L SSBC:EX
Sent: Wednesday, February 16, 2011 2:55 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests
Importance: High

Hi there. We have been asked to provide some current updates. I have pulled info from CRTS and have made the updates I could. Would you please have a look and advise of any other updates.

Thanks very much.

.Cindy K

~~

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed
MSD file closed
PSS file closed
TRA file closed
CTZ file – in sign-off

Not Responsive

Not Responsive

Kukucska, Cindy L SSBC:EX

From: Williams, Brad M SSBC:EX
Sent: Wednesday, February 16, 2011 5:46 PM
To: Kukucska, Cindy L SSBC:EX
Subject: Re: Feb 8th latest version Status report on cross country requests

Thanks Cindy - please let me know when you get the update or if you need some help tracking them down.

From: Kukucska, Cindy L SSBC:EX
Sent: Wednesday, February 16, 2011 02:56 PM
To: Williams, Brad M SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests

Hi Brad. I've just sent out the request for updates and will send to you ASAP. This is what I've pulled so far but am just waiting for any further updates.

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

From: Kukucska, Cindy L SSBC:EX
Sent: Wednesday, February 16, 2011 2:55 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests
Importance: High

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Cindy K

~~

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed
MSD file closed
PSS file closed
TRA file closed
CTZ file – in sign-off

Not Responsive

Kukucska, Cindy L SSBC:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, March 8, 2011 1:45 PM
To: Kukucska, Cindy L SSBC:EX
Subject: FW: Updated - current

Importance: High

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, March 8, 2011 1:43 PM
To: Ward, Kathleen SSBC:EX
Subject: FW: Updated - current
Importance: High

Message as you see sit.

Between January 4, 2011 and January 12, 2011 Information Access Operations received 21 separate requests. This resulted in 'five' cross government requests – which IAO takes a coordinated approach to our response when more than three Ministries have been impacted by the same request.

Of these 21 requests all of them were responded to on or before their legislated due date – IAO met a 100% compliance.

However, the logistics' associated with these type of requests is quite involved. Three out of the 23 requests resulted in the application of minimal fees, IAO made several attempts to contact the applicant to assist us in clarifying and narrowing the requests in hopes of eliminating the fees in their entirety.

The total average processing days for these requests, overall, was 21 working days. Wow, an all time record.

I hope this is what you were looking for, if you require anything more let me know.

Maxine

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Due date	Closed date	Processing days
EDU-2011-00004	January 5, 2011	February 16, 2011	January 24, 2011	4
MSD-2011-00003	January 4, 2011	February 15, 2011	January 24, 2011	5
PSS-2011-00004	January 4, 2011	February 15, 2011	January 24, 2011	5
TRA-2011-00003	January 5, 2011	February 24, 2011	January 24, 2011	7

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Closed date	Processing days
PAB-2011-00005	January 21, 2011	March 4, 2011	February 11, 2011	15

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Closed date	Processing days
EDU-2011-00001	January 4, 2011	February 15, 2011	February 7, 2011	24
MSD-2011-00011	January 5, 2011	February 16, 2011	February 15, 2011	29
PSS-2011-00021	January 5, 2011	February 16, 2011	February 15, 2011	29
TRA-2011-00005	January 5, 2011	February 16, 2011	February 3, 2011	21
CTZ-2011-00011	January 25, 2011	March 8, 2011	March 1, 2011	25

Not Responsive

Not Responsive

Social media

Jan 11

ROD

R
X-1

The following is the rec
for x-government requ

- no ack yet

tion meeting

Please let me know if yc
ministry cannot comply

- Jackie will
connect w/
app

hy your

1. In attendance:

ma xine	
clmoh	
Jackie	
Carm	
Ang	
Kris	
Annie	

Awaiting
Jackie

2. Designation of Lead Ministry

Jackie to connect

3. Wordling and Joining of the Requests

4. Scope and Time frame

5. Clarification Issues

partial transfer to PSA
CITZ

Social
media

ROD

- no ack yet
- Jackie will
connect w/
app

Awaiting
Jackie

Jan 11

Record of Decisions – Coordination Meeting
X-Government requests #

The following is the record of decisions from the above noted coordination meeting for x-government request #.

100 310

Please let me know if you have any questions or if there is any reason why your ministry cannot comply with these decisions.

1. In attendance:

maxine	
clinch	
Jackie	
Carm	
Ang	
Kris	
Anile	

2. Designation of Lead Ministry

Jackie to connect

3. Wording and Joining of the Requests

4. Scope and Time frame

5. Clarification Issues

partial transfer to RSA
CITZ

6. Issues regarding the review of the records by public bodies

7. Fee Issues

8. Consultation processes

9. Other issues

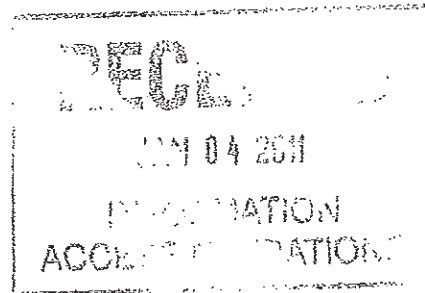
- might be online

→ No ack letter yet

→ Jackie will connect to provide
link to guidelines & clarify
if something more is needed

December 10, 2010

Freedom of Information Requests
B.C. Education
Stn Prov Govt
Box 9569
Victoria, BC
V8W 9K1



I would like to make a request to you under the Freedom of Information and Protection of Privacy Act.

Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook.

If you have any questions, please contact me at

S22

Thank you.

S22

X vef

TKA-2011-00005

PSJ-2011-00021

Kukucska, Cindy L SSBC:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 3, 2011 1:47 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Love, Sylvia SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: RODs re 100309 / 3101/Responsive
Attachments: Record of Decisions 100309 re public communications.doc; Record of Decisions 100310 re social media.doc; Not Responsive

Hi.

Please find a 'draft' copy of the ROD from the cross government request 100309, 100310, and ^{Not Responsive}

Please review and advise if there are any errors or omissions. If so, I'll make the necessary changes.

Thanks

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

Record of Decisions – Coordination Meeting
X-Government requests # 100310
January 11, 2011

The following is the record of decisions from the above noted coordination meeting for x-government request #100310.

Please let me know if you have any questions or if there is any reason why your ministry cannot comply with these decisions.

1. In attendance:

Maxine Vanzetta	Consolidated Intake
Cindy Kukucska	Consolidated Intake
Jackie Hendry	Central – PAB
Carm Plater	Business – TRA
Angela McCartney	Justice/Social – MSD, PSS
Kris Ghag	Business – TRA
Anita Foster	Health/Education – EDU

2. Designation of Lead Ministry

Jackie – PAB

3. Wording and Joining of the Requests

Request received by EDU, TRA, MSD, and PSS

4. Scope and Time frame

-

5. Clarification Issues

- Discussion around possible partial or full transfer to CTZ or PSA, as well as noting that guidelines have been posted online and would be publicly accessible.
- Jackie will contact applicant to provide link to posted guidelines and query if this satisfies request.

Subsequent Clarification Update:

- Jackie connected with the applicant via email.
- Applicant clarified that she is looking for the individual policies of *each* ministry dealing with social media use and confirmed that the link to the online guidelines did not satisfy her request.

6. Issues regarding the review of the records by public bodies

None discussed

7. Fee issues

Fees to be applied, if and as appropriate

8. Consultation processes

Not anticipated

9. Other issues

No other issues were identified. However, during the records review process, if any specific issue arises, public bodies may contact the Manager of Consolidate Cross Government and a determination will be made whether the issue requires coordination.

Prior to releasing the disclosure package, senior analysts are to report and provide, to the Manager of Intake Services, a detailed listing of the records and any severing considerations.

Kukucska, Cindy L SSBC:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Tuesday, February 1, 2011 9:27 AM
To: Ghag, Kris SSBC:EX
Cc: Hendry, Jackie SSBC:EX
Subject: RE: (ck) RE: PLEASE READ: Status report on xgov't requests

I'll open today with a start date for the CTZ file being Jan 25 then.
Thanks.

.Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

From: Ghag, Kris SSBC:EX
Sent: Tuesday, February 1, 2011 9:24 AM
To: Kukucska, Cindy L SSBC:EX
Cc: Hendry, Jackie SSBC:EX; Elbahir, Cindy SSBC:EX
Subject: (ck) RE: PLEASE READ: Status report on xgov't requests

A letter went out to the applicant and a copy went to Central Agency inbox rather than the intake inbox by accident on January 25th.

I guess I thought that the Central Agency team would have followed up on this after it came up last Friday. In any event, I've attached an electronic copy of the letter to this email and I understand that Jackie or Cindy already have the signed copy that was left in their inbox.

KG

From: Kukucska, Cindy L SSBC:EX
Sent: Tuesday, February 1, 2011 9:19 AM
To: Ghag, Kris SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

And just to confirm Kris: I don't think Intake has seen a transfer request from TRAN as yet.

.Cindy K

From: Ghag, Kris SSBC:EX
Sent: Tuesday, February 1, 2011 9:14 AM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

I just re-read my blurb below and made a minor edit (in red). ☺

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 1, 2011 9:12 AM
To: Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

This is great Kris. This will be the letter the teams will use in response to this request. For those ministries that won't be transferring their request to CTZ, please use the below noted verbiage as suggested by Kris.

Thanks everyone,

Maxine

From: Ghag, Kris SSBC:EX
Sent: Monday, January 31, 2011 3:45 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Here is the letter that we were prepared to send out. I propose that we include David Hume's blurb in its own paragraph right after the one that includes the link to the public policy.

Additionally, given that TRAN has already partially transferred this request and the other ministries are now being directed not to do so, they should probably include a line that says something to the effect of:

Additionally, we understand that the Ministry of Citizens' Services is already processing this request as it was partially transferred by the Ministry of Transportation and Infrastructure.

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Monday, January 31, 2011 1:10 PM
To: Foster, Anita SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: Re: PLEASE READ: Status report on xgov't requests

We are still waiting. Jackie will send it out. If we can have one person draft a letter for all to use this would be appreciated.

From: Foster, Anita SSBC:EX
Sent: Monday, January 31, 2011 12:21 PM
To: Ghag, Kris SSBC:EX; Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

I believe that we are still waiting?

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Ghag, Kris SSBC:EX
Sent: Monday, January 31, 2011 12:20 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Foster, Anita SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Are we still waiting on David Hume to provide wording for inclusion in all response letters? The TRAN no records response was approved on the afternoon of January 26th

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 4:56 PM
To: Foster, Anita SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests
Importance: High

Please don't transfer any request related to the social media requests to CITZ. We are waiting on some verbiage from Jackie to include a response letter.

Thanks everyone,

Maxine

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 2:58 PM
To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Further update on

Not Responsive

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 11:10 AM

To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Here are answers for the Ministry of Education:

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005 – Closed

100310 – social Media – no responsive records for Education and will also transfer to the Ministry of Citizens' Services

Not Responsive

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Kukucska, Cindy L SSBC:EX

Sent: Friday, January 28, 2011 10:16 AM

To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Hi there, I need a status report on the following xgov't requests – asap

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005

100310 – social Media

Not Responsive

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

.ck

From: Foster, Anita SSBC:EX

Sent: Friday, January 28, 2011 10:14 AM

To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

It would really help to have a couple of key words beside teach cross gov number ...?

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX

Sent: Friday, January 28, 2011 10:03 AM

To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX

Subject: PLEASE READ: Status report on xgov't requests

Importance: High

Hi there, I need a status report on the following xgov't requests – asap

100309

100310

Not Responsive

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

Kukucska, Cindy L SSBC:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 21, 2011 4:23 PM
To: Kukucska, Cindy L SSBC:EX
Subject: TRIM: FW: FOI Requests

TRIM Dataset: GN
TRIM Record Number: D2856011A
TRIM Record URI: 2473670

For our letter

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 3:50 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests

For the files

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 3:02 PM
To: S22
Subject: RE: FOI Requests

Hello S22

Thank-you for your clarification.

Pertaining to request #1:

- The Public Affairs Bureau is able to create a document to provide full time employee (FTE) information broken down by Ministry. The Communications budget is kept centrally and therefore is not broken down by Ministry. This information can be put together for you to respond to your request. **Please respond to this email to confirm you wish to re-direct your request to the Public Affairs Bureau, and withdraw your requests to the BC Ministries of Social Development, Public Safety & Solicitor General, Transportation & Infrastructure and Education.**

Pertaining to request #2:

- I have shared your clarified request with my colleagues serving the Public Bodies you directed your request to. You will receive a response as per the formal FOI process.

Please respond as soon as possible.

Regards,

Jackie Hendry

Team Lead

Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-3233
Fax: 250-387-9843

Providing Services to:

*Office of the Premier, Ministry of Citizens' Services,
BC Public Service Agency, Public Affairs Bureau,
and Shared Services BC*

From: S22
Sent: Thursday, January 20, 2011 9:12 PM
To: Hendry, Jackie SSBC:EX
Subject: Re: FOI Requests

Hello Jackie,

Thanks for your email.

Though these links are helpful, they don't meet the requirements of my requests.

To clarify:

1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.

2) I'm looking for the individual policies for each ministry dealing with social media use.

Hope that helps. Please let me know if you have any other questions.

Take care,

S22

Kukucska, Cindy L SSBC:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Wednesday, February 2, 2011 11:58 AM
To: Vanzetta, Maxine SSBC:EX
Subject: More Updated 12:00 noon - Status report on cross country requests

More updated – Anita's info added.

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
PAB-2011-00005	January 21, 2011	March 4, 2011	Call for records conducted and expedited; Ministry will respond well within timelines. Estimated timeline is week of January 31, 2011

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Status
EDU-2011-00001	January 4, 2011	February 15, 2011	No responsive records. Sign-off has been completed, waiting for the wording from David Hume.
MSD-2011-00011	January 5, 2011	February 16, 2011	Records received; program area advises – waiting on one more program area to respond
PSS-2011-00021	January 5, 2011	February 16, 2011	Ministry advised all program areas to be canvassed; Partial records received Jan.28/11

TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off) The no records response was approved Jan 26 th and the letter is now awaiting wording from David Hume.
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Not Responsive

Not Responsive

Kukucska, Cindy L SSBC:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Wednesday, February 2, 2011 11:08 AM
To: Vanzetta, Maxine SSBC:EX
Subject: Updated - Status report on cross country requests

Updated

From: McCartney, Angela SSBC:EX
Sent: Wednesday, February 2, 2011 10:25 AM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: Status report on cross country requests

Public Safety & Solicitor General's file is in sign-off today, and Social Development will be in sign-off by tomorrow.

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 10:20 AM
To: Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: RE: Status report on cross country requests
Importance: High

Hi everyone, the Business Team is ready to disclose the records responding to xgov^{Not Responsive} Prior to doing so, I need to know how the rest of you are doing – some of you are in the reviewing records stage, are they getting close to sign off? If so, can you provide me a detailed description of the records. Once received I will be in a better position to provide the teams direction on release.

Thanks everyone,

Maxine

From: Ghag, Kris SSBC:EX
Sent: Tuesday, February 1, 2011 6:27 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: RE: Status report on cross country requests

Our updates in red below

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 1, 2011 5:37 PM
To: Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

Hi team, as discussed, can I please get an update to the below noted list of requests.

If the file is in sign off, please advise as to when we can expect it back. If records are still pending, please advise as to when we can expect them.

I still haven't heard anything from the applicant with respect to Not Responsive I will follow up with an email before tomorrow is over.

Thanks everyone,

Maxine

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
PAB-2011-00005	January 21, 2011	March 4, 2011	Call for records conducted and expedited; Ministry will respond well within timelines. Estimated timeline is week of January 31, 2011

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Status
EDU-2011-00001	January 4, 2011	February 15, 2011	No responsive records
MSD-2011-00011	January 5, 2011	February 16, 2011	Records received; program area advises -- waiting on one more program area to respond
PSS-2011-00021	January 5, 2011	February 16, 2011	Ministry advised all program areas to be canvassed; Partial records received Jan.28/11
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off) The no records response was approved Jan 26 th and the letter is now awaiting wording from David Hume.

Not Responsive

Not Responsive

Not Responsive

Kukucska, Cindy L SSBC:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 3, 2011 12:23 PM
To: McCartney, Angela SSBC:EX
Subject: Updated to ____ - Status report on cross country requests

Importance: High

Hi Angela. Could you help me out with details in the 4 highlighted spots please??
Thanks!!

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
PAB-2011-00005	January 21, 2011	March 4, 2011	In sign-off February 3, 2011

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Status
EDU-2011-00001	January 4, 2011	February 15, 2011	No responsive records. Sign-off has been completed, waiting for the wording from David Hume.
MSD-2011-00011	January 5, 2011	February 16, 2011	Records received and being reviewed
PSS-2011-00021	January 5, 2011	February 16, 2011	Records received and being reviewed
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off) The no records response was approved Jan 26 th and the letter is now awaiting wording from David Hume.

Not Responsive

Not Responsive

Kukucska, Cindy L SSBC:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 17, 2011 8:33 AM
To: Williams, Brad M SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: Feb 17th latest version Status report on cross country requests

Importance: High

Good Morning.

This update is current as of 8:30am Thursday, February 17th.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed
MSD file closed
PSS file closed
TRA file closed
CTZ file – in sign-off

Not Responsive

Not Responsive

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 15, 2011 11:59 AM
To: Kukucska, Cindy L SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests

For our file.

From: Ward, Kathleen SSBC:EX
Sent: Wednesday, February 9, 2011 11:30 AM
To: Williams, Brad M SSBC:EX; Vanzetta, Maxine SSBC:EX
Cc: Smith, Peter J SSBC:EX
Subject: Feb 8th latest version Status report on cross country requests

fyi

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Ward, Kathleen SSBC:EX
Sent: Wednesday, February 9, 2011 11:30 AM
To: Phipps, Bert SSBC:EX
Subject: Status report on cross country requests

Below is a current status report for the cross country requests.

We are seeing some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD is in sign off, anticipate a release by February 11th.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3rd.

Not Responsive

Not Responsive

Thanks and let me know if you need any further information.

Regards,
Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

Kotchonoski, Darlene E LCTZ:EX

From: Plater, Carmelina SSBC:EX
Sent: Wednesday, February 16, 2011 3:52 PM
To: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: RE: Feb 8th latest version Status report on cross country requests

Hi Cindy,

We have only a small update- in colour below

Carmelina Plater | Team Lead
Information Access Operations
Logistics and Business Services
Shared Services BC
PO Box 9569, STN PROV GOVT Victoria BC V8W 9K1
(T): 250 952--7937
(F): 250 387-9843



Please consider the environment before printing this e-mail

From: Kukucska, Cindy L SSBC:EX
Sent: Wednesday, February 16, 2011 2:55 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests
Importance: High

Hi there. We have been asked to provide some current updates. I have pulled info from CRTS and have made the updates I could. Would you please have a look and advise of any other updates.

Thanks very much.

.Cindy K

~~~

**Cross-Government Request 100309:** Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

**Cross-Government Request 100310:** Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed  
MSD file closed  
PSS file closed  
TRA file closed  
CTZ file -- in sign-off

Not Responsive

Not Responsive



Not Responsive

---

**From:** Kukucska, Cindy L SSBC:EX  
**Sent:** Wednesday, February 16, 2011 2:55 PM  
**To:** McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX  
**Cc:** Vanzetta, Maxine SSBC:EX  
**Subject:** FW: Feb 8th latest version Status report on cross country requests  
**Importance:** High

Hi there. We have been asked to provide some current updates. I have pulled info from CRTS and have made the updates I could. Would you please have a look and advise of any other updates.

Thanks very much.

.Cindy K

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**Cross-Government Request 100309:** Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

**Cross-Government Request 100310:** Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed  
MSD file closed

PSS file closed  
TRA file closed  
CTZ file – In sign-off

Not Responsive

Not Responsive

---

**From:** Kukucska, Cindy L SSBC:EX  
**Sent:** Wednesday, February 16, 2011 2:55 PM  
**To:** McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX  
**Cc:** Vanzetta, Maxine SSBC:EX  
**Subject:** FW: Feb 8th latest version Status report on cross country requests  
**Importance:** High

Hi there. We have been asked to provide some current updates. I have pulled info from CRTS and have made the updates I could. Would you please have a look and advise of any other updates.

Thanks very much.

.Cindy K

~~

**Cross-Government Request 100309:** Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

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EDU file closed  
MSD file closed  
PSS file closed  
TRA file closed  
CTZ file – in sign-off

Not Responsive

**Kotchonoski, Darlene E LCTZ:EX**

---

**From:** Vanzetta, Maxine SSBC:EX  
**Sent:** Tuesday, May 3, 2011 1:59 PM  
**To:** Kukucska, Cindy L SSBC:EX  
**Subject:** RE: Feb 8th latest version Status report on cross country requests

☺ thanks

---

**From:** Kukucska, Cindy L SSBC:EX  
**Sent:** Tuesday, May 3, 2011 1:59 PM  
**To:** Vanzetta, Maxine SSBC:EX  
**Subject:** FW: Feb 8th latest version Status report on cross country requests

This is the last one I have readily available. Is this ok or do you want me to keep looking?

*Cindy Kukucska*

Cindy Kukucska  
Team Lead, Consolidated Intake (Generals)

Information Access Operations  
Logistics and Business Services | Shared Services BC  
Ministry of Labour, Citizens' Services and Open Government  
Phone: 250-387-1932 ~ Fax: 250-387-9843

<http://www.gov.bc.ca/citiz/faq/foi/index.html>

---

**From:** Williams, Brad M SSBC:EX  
**Sent:** Monday, March 7, 2011 1:42 PM  
**To:** Kukucska, Cindy L SSBC:EX; Ward, Kathleen SSBC:EX  
**Cc:** Vanzetta, Maxine SSBC:EX  
**Subject:** Re: Feb 8th latest version Status report on cross country requests

Thanks Cindy! Your quick response to my request is much appreciated.

---

**From:** Kukucska, Cindy L SSBC:EX  
**Sent:** Monday, March 07, 2011 01:39 PM  
**To:** Williams, Brad M SSBC:EX  
**Cc:** Vanzetta, Maxine SSBC:EX  
**Subject:** FW: Feb 8th latest version Status report on cross country requests

Hi Brad. Update as requested.

All files are now closed, with the exception of

Not Responsive

Not Responsive

.cindy k

~~~

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed
MSD file closed
PSS file closed
TRA file closed
CTZ file closed

Not Responsive

Kotchonoski, Darlene E LCTZ:EX

From: Hendry, Jackie SSBC:EX
Sent: Wednesday, March 2, 2011 10:48 AM
To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests

CTZ-2011-00011 is closed effective March 1, 2011.

Thanks
Jackie

From: Hendry, Jackie SSBC:EX
Sent: Wednesday, February 16, 2011 4:47 PM
To: Kukucska, Cindy L SSBC:EX
Subject: RE: Feb 8th latest version Status report on cross country requests

Hi Cindy,

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

CTZ file – in sign-off

- This file (CTZ-2011-00011) is still in sign-off.

Jackie

From: Kukucska, Cindy L SSBC:EX
Sent: Wednesday, February 16, 2011 2:55 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests
Importance: High

Hi there. We have been asked to provide some current updates. I have pulled info from CRTS and have made the updates I could. Would you please have a look and advise of any other updates.

Thanks very much.

.Cindy K

~~

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed
MSD file closed
PSS file closed
TRA file closed

CTZ file – In sign-off

Not Responsive

Kotchonoski, Darlene E LCTZ:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 17, 2011 8:33 AM
To: Williams, Brad M SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: Feb 17th latest version Status report on cross country requests

Importance: High

Good Morning.
This update is current as of 8:30am Thursday, February 17th.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed
MSD file closed
PSS file closed
TRA file closed
CTZ file – in sign-off

Not Responsive

Not Responsive

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, March 8, 2011 12:38 PM
To: Bolger, Ursula SSBC:EX
Subject: FW: Final status report on cross country requests

Hi Ursula, I need an average processing days for the below noted group of requests.

I'd like an average for each – then an overall average for the bunch. Did IAO take an average of 20 days to process – more

From: Ward, Kathleen SSBC:EX
Sent: Tuesday, March 8, 2011 12:15 PM
To: Vanzetta, Maxine SSBC:EX
Subject: Fw: Final status report on cross country requests

From: Ward, Kathleen SSBC:EX
Sent: Monday, March 07, 2011 03:16 PM
To: Phipps, Bert SSBC:EX; Ginger, Vanessa R CITZ:EX
Subject: Final status report on cross country requests

RE: Cross Country Access Requests:

All files are now closed, with the exception of
Not Responsive

Not Responsive

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed
MSD file closed
PSS file closed
TRA file closed
CTZ file closed

Not Responsive

Not Responsive

Regards,
Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, May 3, 2011 1:59 PM
To: Williams, Brad M SSBC:EX
Subject: Latest version Status report on cross country requests

Here was the last update.

If you need anything further, let me know.

Maxine

From: Williams, Brad M SSBC:EX
Sent: Monday, March 7, 2011 1:42 PM
To: Kukucska, Cindy L SSBC:EX; Ward, Kathleen SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: Re: Feb 8th latest version Status report on cross country requests

Thanks Cindy! Your quick response to my request is much appreciated.

From: Kukucska, Cindy L SSBC:EX
Sent: Monday, March 07, 2011 01:39 PM
To: Williams, Brad M SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests

Hi Brad. Update as requested.

All files are now closed, with the exception of

Not Responsive

Not Responsive

.cindy k

~~

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed

MSD file closed

PSS file closed

TRA file closed

CTZ file closed

Not Responsive

Not Responsive

Kotchonoski, Darlene E LCTZ:EX

Not Responsive

From: Kukucska, Cindy L SSBC:EX
Sent: Wednesday, February 2, 2011 11:58 AM
To: Vanzetta, Maxine SSBC:EX
Subject: More Updated 12:00 noon - Status report on cross country requests

More updated — Anita's info added.

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
PAB-2011-00005	January 21, 2011	March 4, 2011	Call for records conducted and expedited; Ministry will respond well within timelines. Estimated timeline is week of January 31, 2011

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Status
EDU-2011-00001	January 4, 2011	February 15, 2011	No responsive records. Sign-off has been completed, waiting for the wording from David Hume.
MSD-2011-00011	January 5, 2011	February 16, 2011	Records received; program area advises – waiting on one more program area to respond
PSS-2011-00021	January 5, 2011	February 16, 2011	Ministry advised all program areas to be canvassed; Partial records received Jan.28/11
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off) The no records response was approved Jan 26 th and the letter is now awaiting wording from David Hume.

Not Responsive

Not Responsive

Not Responsive

Not Responsive

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Sent: Wednesday, February 2, 2011 11:58 AM
To: Vanzetta, Maxine SSBC:EX
Subject: More Updated 12:00 noon - Status report on cross country requests

More updated – Anita's info added.

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAR

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MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

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Not Responsive

Not Responsive

Not Responsive

Not Responsive

From: Kukucska, Cindy L SSBC:EX
Sent: Wednesday, February 2, 2011 11:58 AM
To: Vanzetta, Maxine SSBC:EX
Subject: More Updated 12:00 noon - Status report on cross country requests

More updated – Anita's info added.

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

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Not Responsive

Not Responsive

Kotchonoski, Darlene E LCTZ:EX

Subject: RE: File updates in table format

On January 5th Information Access Operations received 21 new requests from known individuals. Of these 21 requests all of them were responded to on or before their legislated due date – IAO met a 100% compliance.

Moreover, for those that resulted in the application of minimal fees, IAO made several attempts to contact the applicant to narrow in hopes of eliminating the fees in its entirety.

The tot average processing days _____

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Due Date	Closed date	Total number of processing days
EDU-2011-00004	January 5, 2011		January 24, 2011	
MSD-2011-00003	January 5, 2011		January 24, 2011	
PSS-2011-00004	January 5, 2011		January 24, 2011	
TRA-2011-00003	January 5, 2011		January 24, 2011	

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Closed Date	Total number of processing days
PAB-2011-00005	January 21, 2011	March 4, 2011		

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File Number	Start date	Due date	Closed Date	Total number of processing days
EDU-2011-00001	January 4, 2011	February 15, 2011	January 24, 2011	
MSD-2011-00011	January 5, 2011	February 16, 2011	January 24, 2011	
PSS-2011-00021	January 5, 2011	February 16, 2011	January 24, 2011	
TRA-2011-00005	January 5, 2011	February 16, 2011	January 24, 2011	

Not Responsive

Not Responsive

Kotchonoski, Darlene E LCTZ:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Tuesday, March 8, 2011 12:48 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: File updates in table format

I'll work on filling in closed dates to start with:

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Due date	Closed date	Average days
EDU-2011-00004	January 5, 2011	January 24, 2011	January 24, 2011	x
MSD-2011-00003	January 5, 2011	January 24, 2011	January 24, 2011	x
PSS-2011-00004	January 5, 2011	January 24, 2011	January 24, 2011	x
TRA-2011-00003	January 5, 2011	January 24, 2011	January 24, 2011	x

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Closed date	Average days
PAB-2011-00005	January 21, 2011	March 4, 2011		

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Closed date	Average days
EDU-2011-00001	January 4, 2011	February 15, 2011		
MSD-2011-00011	January 5, 2011	February 16, 2011		
PSS-2011-00021	January 5, 2011	February 16, 2011		
TRA-2011-00005	January 5, 2011	February 16, 2011		

Not Responsive

Not Responsive

Kotchonoski, Darlene E LCTZ:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Tuesday, March 8, 2011 12:29 PM
To: Vanzetta, Maxine SSBC:EX
Subject: File updates in table format

One example. Let me know if you'd like any others.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

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Not Responsive

Not Responsive

Not Responsive

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 1, 2011 9:20 AM
To: Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests



From: Ghag, Kris SSBC:EX
Sent: Tuesday, February 1, 2011 9:14 AM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

I just re-read my blurb below and made a minor edit (in red). ☺

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 1, 2011 9:12 AM
To: Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

This is great Kris. This will be the letter the teams will use in response to this request. For those ministries that won't be transferring their request to CTZ, please use the below noted verbiage as suggested by Kris.

Thanks everyone,

Maxine

From: Ghag, Kris SSBC:EX
Sent: Monday, January 31, 2011 3:45 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Here is the letter that we were prepared to send out. I propose that we include David Hume's blurb in its own paragraph right after the one that includes the link to the public policy.

Additionally, given that TRAN has already partially transferred this request and the other ministries are now being directed not to do so, they should probably include a line that says something to the effect of:

Additionally, we understand that the Ministry of Citizens' Services is already processing this request as it was partially transferred by the Ministry of Transportation and Infrastructure.

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Monday, January 31, 2011 1:10 PM
To: Foster, Anita SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: Re: PLEASE READ: Status report on xgov't requests

We are still waiting. Jackie will send it out. If we can have one person draft a letter for all to use this would be appreciated.

From: Foster, Anita SSBC:EX
Sent: Monday, January 31, 2011 12:21 PM
To: Ghag, Kris SSBC:EX; Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

I believe that we are still waiting?

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Ghag, Kris SSBC:EX
Sent: Monday, January 31, 2011 12:20 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Foster, Anita SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Are we still waiting on David Hume to provide wording for inclusion in all response letters? The TRAN no records response was approved on the afternoon of January 26th

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 4:56 PM
To: Foster, Anita SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests
Importance: High

Please don't transfer any request related to the social media requests to CITZ. We are waiting on some verbiage from Jackie to include a response letter.

Thanks everyone,

Maxine

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 2:58 PM
To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Further update on

Not Responsive

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 11:10 AM
To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Here are answers for the Ministry of Education:

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005 – Closed

100310 – social Media – no responsive records for Education and will also transfer to the Ministry of Citizens' Services

Not Responsive

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Kukucska, Cindy L SSBC:EX

Sent: Friday, January 28, 2011 10:16 AM

To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Hi there, I need a status report on the following xgov't requests – asap

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005

100310 – social Media

Not Responsive

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

.ck

From: Foster, Anita SSBC:EX

Sent: Friday, January 28, 2011 10:14 AM

To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

It would really help to have a couple of key words beside teach cross gov number ...?

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX

Sent: Friday, January 28, 2011 10:03 AM

To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX

Subject: PLEASE READ: Status report on xgov't requests

Importance: High

Hi there, I need a status report on the following xgov't requests – asap

100309

100310

Not Responsive

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 2:24 PM
To: Kukucska, Cindy L SSBC:EX
Subject: FW: PLEASE READ: Status report on xgov't requests

So status report should include start date of each request – what stage the request is at, if not closed, and what the teams are doing to expedite processing of such.

From: McCartney, Angela SSBC:EX
Sent: Friday, January 28, 2011 12:35 PM
To: Kukucska, Cindy L SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX; Hudson, Vicki SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

From: Kukucska, Cindy L SSBC:EX
Sent: Friday, January 28, 2011 10:16 AM
To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Hi there, I need a status report on the following xgov't requests – asap

100309 – Is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005

100310 – social Media

- MDS-11-011 – records received, program area advised there is one more to be included, which we are waiting for.
- PSS-11-021 – records requested, ministry advised all program areas need to be canvassed. Some records just received today from one program

Not Responsive

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

.ck

From: Foster, Anita SSBC:EX

Sent: Friday, January 28, 2011 10:14 AM

To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

It would really help to have a couple of key words beside teach cross gov number ...?

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Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX

Sent: Friday, January 28, 2011 10:03 AM

To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX

Subject: PLEASE READ: Status report on xgov't requests

Importance: High

Hi there, I need a status report on the following xgov't requests – asap

100309

100310

Not Responsive

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 10:28 AM
To: Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Can you come to my office now☺

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 10:14 AM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

It would really help to have a couple of key words beside teach cross gov number ...?

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 10:03 AM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: PLEASE READ: Status report on xgov't requests
Importance: High

Hi there, I need a status report on the following xgov't requests – asap

100309

100310

Not Responsive

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 10:24 AM
To: Ghag, Kris SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Thanks Kris

From: Ghag, Kris SSBC:EX
Sent: Friday, January 28, 2011 10:23 AM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

For our team, these requests are open with TRAN only.

309- closed as withdrawn on January 24th

310- currently in sign-off (no responsive records)

Not Responsive

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 10:03 AM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: PLEASE READ: Status report on xgov't requests
Importance: High

Hi there, I need a status report on the following xgov't requests – asap

100309

100310

Not Responsive

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

Kotchonoski, Darlene E LCTZ:EX

From: Ghag, Kris SSBC:EX
Sent: Tuesday, February 8, 2011 12:18 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: RE: PLEASE READ Status report on cross country requests

Updates to 310 ~~Not Responsive~~ in red below.

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 8, 2011 12:03 PM
To: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: PLEASE READ Status report on cross country requests
Importance: High

Hi Team, I'm looking for a more recent status on the below noted requests. I need to update Kathleen

If the file is still in sign off, I need to know when we can expect it back.
If records have been disclosed, I'll need to know what was disclosed and if severing applied.

Please respond by noting your status beside each of your files.

Thanks Team

Hi Kathleen, as requested, below is a current status report for the xgov't requests:

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file is in sign off – no records response.

MSD and PSS files are at the 'reviewing records stage'.

~~TRA file is in sign off – no records response~~ the no records response was sent to the applicant on February 3rd.

Not Responsive

Not Responsive

If you need anything more information just give me a call - 387-4558.

Maxine

Kotchonoski, Darlene E LCTZ:EX

From: McCartney, Angela SSBC:EX
Sent: Tuesday, February 8, 2011 2:33 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Hudson, Vicki SSBC:EX
Subject: RE: PLEASE READ Status report on cross country requests

From: McCartney, Angela SSBC:EX
Sent: Tuesday, February 8, 2011 12:46 PM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Cc: Hudson, Vicki SSBC:EX
Subject: RE: PLEASE READ Status report on cross country requests

Updates in green, below...

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 8, 2011 12:03 PM
To: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: PLEASE READ Status report on cross country requests
Importance: High

Hi Team, I'm looking for a more recent status on the below noted requests. I need to update Kathleen

If the file is still in sign off, I need to know when we can expect it back.

If records have been disclosed, I'll need to know what was disclosed and if severing applied.

Please respond by noting your status beside each of your files.

Thanks Team

Hi Kathleen, as requested, below is a current status report for the xgov't requests:

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file is in sign off – no records response.

MSD in sign-off, anticipate return for release by Feb 11

PSS reviewing records, anticipate going for sign off Feb 9

TRA file is in sign off – no records response.

Not Responsive

Not Responsive

If you need anything more information just give me a call - 387-4558.

Maxine

Kotchonoski, Darlene E LCTZ:EX

From: Ward, Kathleen SSBC:EX
Sent: Tuesday, February 8, 2011 4:27 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Williams, Brad M SSBC:EX
Subject: RE: PLEASE READ Status report on cross country requests

If you can keep the pieces together for us that would be a big help... thanks! Sorry for missing you in the loop – things moving very fast this afternoon!

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 8, 2011 4:25 PM
To: Ward, Kathleen SSBC:EX
Cc: Williams, Brad M SSBC:EX
Subject: RE: PLEASE READ Status report on cross country requests
Importance: High

Thanks. Good to see movement as this wasn't the case at 1:30 when the teams were providing me with their latest update. I'll be sure to add these to the report so we can keep ourselves current on these requests.

Do you still need me to coordinate the status on these requests or are you seeking this from the individual teams now? If you are seeking this from the individual teams, then this part of the process is now moot for me.

Let me know.

Maxine

From: Ward, Kathleen SSBC:EX
Sent: Tuesday, February 8, 2011 3:08 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Williams, Brad M SSBC:EX
Subject: RE: PLEASE READ Status report on cross country requests

Thanks – there are some updates to Not Responsive

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 8, 2011 2:51 PM

To: Ward, Kathleen SSBC:EX
Cc: Williams, Brad M SSBC:EX
Subject: FW: PLEASE READ Status report on cross country requests
Importance: High

Hi Kathleen, below is a current status report for the cross country requests.

We are seeing some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD is in sign off, anticipate a release by February 11th.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3rd.

Not Responsive

Not Responsive

If you need anything more from me please call.

Maxine

Kotchonoski, Darlene E LCTZ:EX

From: Hendry, Jackie SSBC:EX
Sent: Monday, February 14, 2011 10:05 AM
To: Williams, Brad M SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: PLEASE READ - Status report on cross country requests

Hello Brad,
Please see below the current status of these requests from Central Agency Team.
Thanks—Jackie

From: Hendry, Jackie SSBC:EX
Sent: Friday, February 11, 2011 3:04 PM
To: McCartney, Angela SSBC:EX; Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ - Status report on cross country requests

Maxine,
Cross-Government Request 100309:

PAB-2011-00005 has returned from sign-off. Response package will go out today.

Cross-Government Request 100310:

CTZ-2011-00011 is going into sign-off today.

Thanks—
Jackie

Not Responsive

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, February 11, 2011 9:18 AM
To: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Hendry, Jackie SSBC:EX
Subject: PLEASE READ - Status report on cross country requests
Importance: High

Hi team, Kathleen's looking for an update on the below noted cross countries. Please update the below noted requests as per their current status and I'll forward them on.

Thanks team,

Maxine

Below is a current status report for the cross country requests.

We are starting to see some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD is in sign off, anticipate a release by February 11th.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3rd.

Not Responsive

Thanks and let me know if you need any further information.

Kotchonoski, Darlene E LCTZ:EX

Not Responsive

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, February 11, 2011 9:18 AM
To: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Hendry, Jackie SSBC:EX
Subject: PLEASE READ - Status report on cross country requests
Importance: High

Hi team, Kathleen's looking for an update on the below noted cross countries. Please update the below noted requests as per their current status and I'll forward them on.

Thanks team,

Maxine

Below is a current status report for the cross country requests.

We are starting to see some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD is in sign off, anticipate a release by February 11th.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3rd.

Not Responsive

Thanks and let me know if you need any further information.

Not Responsive

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 10:20 AM
To: Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: RE: Status report on cross country requests
Importance: High

Hi everyone, the Business Team is ready to disclose the records responding to xgov^{Not Responsive} Prior to doing so, I need to know how the rest of you are doing – some of you are in the reviewing records stage, are they getting close to sign off? If so, can you provide me a detailed description of the records. Once received I will be in a better position to provide the teams direction on release.

Thanks everyone,

Maxine

From: Ghag, Kris SSBC:EX
Sent: Tuesday, February 1, 2011 6:27 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: RE: Status report on cross country requests

Our updates in red below

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 1, 2011 5:37 PM
To: Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

Hi team, as discussed, can I please get an update to the below noted list of requests.

If the file is in sign off, please advise as to when we can expect it back. If records are still pending, please advise as to when we can expect them.

Not Responsive

Thanks everyone,

Maxine

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
PAB-2011-00005	January 21, 2011	March 4, 2011	Call for records conducted and expedited; Ministry will respond well within timelines. Estimated timeline is week of January 31, 2011

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Status
EDU-2011-00001	January 4, 2011	February 15, 2011	No responsive records
MSD-2011-00011	January 5, 2011	February 16, 2011	Records received; program area advises – waiting on one more program area to respond
PSS-2011-00021	January 5, 2011	February 16, 2011	Ministry advised all program areas to be canvassed; Partial records received Jan.28/11
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off) The no records response was approved Jan 26 th and the letter is now awaiting wording from David Hume.

Not Responsive

Not Responsive

Not Responsive

Kotchonoski, Darlene E LCTZ:EX

Not Responsive

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 5:00 PM
To: Foster, Anita SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Status report on cross country requests
Importance: High

Hi team, this is to confirm, based on the below noted status report, if you have a request that attracts fees, apply them accordingly.

Not Responsive

Thanks everyone,

Maxine

From: Foster, Anita SSBC:EX
Sent: Wednesday, February 2, 2011 10:28 AM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Status report on cross country requests

Not Responsive

Maxine, I will provide update on the rest of the files shortly.

Anita Foster, Team Lead, Information Access Operations
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our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 10:20 AM
To: Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: RE: Status report on cross country requests
Importance: High

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Thanks everyone,

Maxine

From: Ghag, Kris SSBC:EX
Sent: Tuesday, February 1, 2011 6:27 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: RE: Status report on cross country requests

Our updates in red below

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 1, 2011 5:37 PM
To: Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

Hi team, as discussed, can I please get an update to the below noted list of requests.

If the file is in sign off, please advise as to when we can expect it back. If records are still pending, please advise as to when we can expect them.

Not Responsive

Thanks everyone,

Maxine

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
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Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
PAB-2011-00005	January 21, 2011	March 4, 2011	Call for records conducted and expedited; Ministry will respond well within timelines. Estimated timeline is week of January 31, 2011

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Not Responsive

Not Responsive

Not Responsive

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Not Responsive

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 5:00 PM
To: Foster, Anita SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Status report on cross country requests
Importance: High

Page 528
SSB-2011-00038

Hi team, this is to confirm, based on the below noted status report, if you have a request that attracts fees, apply them accordingly.

Not Responsive

Thanks everyone,

Maxine

From: Foster, Anita SSBC:EX
Sent: Wednesday, February 2, 2011 10:28 AM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Status report on cross country requests

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Sent: Wednesday, February 2, 2011 10:20 AM
To: Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
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Importance: High

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Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
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Sent: Tuesday, February 1, 2011 5:37 PM
To: Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

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Not Responsive

Not Responsive

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 10:54 AM
To: Foster, Anita SSBC:EX
Cc: Bjelica, Alex SSBC:EX; Kukucska, Cindy L SSBC:EX
Subject: RE: Status report on cross country requests

Importance: High

Since we've been asked to bring these requests above the rest, is there any way we can have them into sign off this week? Is volume involved? Let me know.

Alex your support on this would be greatly appreciated.

Maxine

From: Foster, Anita SSBC:EX
Sent: Wednesday, February 2, 2011 10:28 AM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Status report on cross country requests

Not Responsive

Maxine, I will provide update on the rest of the files shortly.

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From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 10:20 AM
To: Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: RE: Status report on cross country requests
Importance: High

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Thanks everyone,

Maxine

From: Ghag, Kris SSBC:EX
Sent: Tuesday, February 1, 2011 6:27 PM
To: Vanzetta, Maxine SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: RE: Status report on cross country requests

Our updates in red below

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 1, 2011 5:37 PM
To: Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Krls SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

Hi team, as discussed, can I please get an update to the below noted list of requests.

If the file is in sign off, please advise as to when we can expect it back. If records are still pending, please advise as to when we can expect them.

I still haven't heard anything from the applicant with respect to not responsive I will follow up with an email before tomorrow is over.

Thanks everyone,

Maxine

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

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EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
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MSD-2011-00011	January 5, 2011	February 16, 2011	Records received; program area advises – waiting on one more program area

SSB-2011-00039

			respond
PSS-2011-00021	January 5, 2011	February 16, 2011	Ministry advised all program areas to be canvassed; Partial records received Jan.28/11
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off) The no records response was approved Jan 26 th and the letter is now awaiting wording from David Hume.

Not Responsive

Not Responsive

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 5:36 PM
To: Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: Status report on cross country requests
Importance: High

Not Responsive

For the rest of the group, before deployment, please provide a brief description of the records and if any exceptions have been applied – if at all applicable in this case.

Maxine

From: Ghag, Kris SSBC:EX
Sent: Wednesday, February 2, 2011 5:06 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: Status report on cross country requests

Not Responsive

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 5:00 PM
To: Foster, Anita SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Status report on cross country requests
Importance: High

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Not Responsive

Thanks everyone,

Maxine

From: Foster, Anita SSBC:EX
Sent: Wednesday, February 2, 2011 10:28 AM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Status report on cross country requests

Not Responsive

Maxine, I will provide update on the rest of the files shortly.

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Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX

Sent: Wednesday, February 2, 2011 10:20 AM

To: Ghag, Kris SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX

Subject: RE: Status report on cross country requests

Importance: High

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Thanks everyone,

Maxine

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Sent: Tuesday, February 1, 2011 6:27 PM

To: Vanzetta, Maxine SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX

Subject: RE: Status report on cross country requests

Our updates in red below

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Sent: Tuesday, February 1, 2011 5:37 PM

To: Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX

Subject: FW: Status report on cross country requests

Importance: High

Hi team, as discussed, can I please get an update to the below noted list of requests.

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Not Responsive

Thanks everyone,

Maxine

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

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Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

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Not Responsive

Not Responsive

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 8, 2011 12:44 PM
To: Borg, Neva SSBC:EX
Cc: Foster, Anita SSBC:EX
Subject: RE: TRIM: RE: Status report on cross country requests

Got it, thanks.

From: Borg, Neva SSBC:EX
Sent: Tuesday, February 8, 2011 12:43 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Foster, Anita SSBC:EX
Subject: RE: TRIM: RE: Status report on cross country requests

Anita sent you the response already....check your emails...

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 8, 2011 12:42 PM
To: Borg, Neva SSBC:EX
Cc: Foster, Anita SSBC:EX
Subject: RE: TRIM: RE: Status report on cross country requests

How about the rest of your requests- are they closed?

As suggested please input your status by responding to the last email I sent. It will make it easier on me to pull it all together:0).

Not Responsive

Not Responsive

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 5:00 PM
To: Foster, Anita SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Status report on cross country requests
Importance: High

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Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Status report on cross country requests

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Sent: Wednesday, February 2, 2011 10:20 AM

To: Ghag, Kris SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX

Subject: RE: Status report on cross country requests

Importance: High

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Maxine

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Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX

Subject: RE: Status report on cross country requests

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Sent: Tuesday, February 1, 2011 5:37 PM

To: Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX

Subject: FW: Status report on cross country requests

Importance: High

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Not Responsive

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Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, February 4, 2011 12:05 PM
To: Kukucska, Cindy L SSBC:EX
Subject: FW: Status report on cross country requests
Attachments: Responsive records - EDU-2011-00007.PDF

For our file.

Not Responsive

Not Responsive

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 5:00 PM
To: Foster, Anita SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Status report on cross country requests
Importance: High

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Not Responsive

Page 546
SSB-2011-00049

Not Responsive

Thanks everyone,

Maxine

From: Foster, Anita SSBC:EX
Sent: Wednesday, February 2, 2011 10:28 AM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX
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Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
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Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
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Maxine

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
PAB-2011-00005	January 21, 2011	March 4, 2011	Call for records conducted and expedited; Ministry will respond well within timelines. Estimated timeline is week of January 31, 2011

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Status
EDU-2011-00001	January 4, 2011	February 15, 2011	No responsive records
MSD-2011-00011	January 5, 2011	February 16, 2011	Records received; program area advises – waiting on one more program area to respond
PSS-2011-00021	January 5, 2011	February 16, 2011	Ministry advised all program areas to be canvassed; Partial records received Jan.28/11
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off) The no records response was approved Jan 26 th and the letter is now awaiting wording from David Hume.

Pages 538 through 550 redacted for the following reasons:

Not Responsive

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, February 11, 2011 9:27 AM
To: Williams, Brad M SSBC:EX; Ward, Kathleen SSBC:EX
Subject: RE: Status report on cross country requests

An email has been sent to the team. I'm hoping to get something as quickly as possible.

Maxine

From: Williams, Brad M SSBC:EX
Sent: Friday, February 11, 2011 9:25 AM
To: Vanzetta, Maxine SSBC:EX; Ward, Kathleen SSBC:EX
Subject: Re: Status report on cross country requests

Do you have an eta?

It may be worthwhile to make the last update more concise; one line per request. KW needs it shorter to give to the COO and DM.

Thanks

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, February 11, 2011 09:21 AM
To: Ward, Kathleen SSBC:EX; Williams, Brad M SSBC:EX
Subject: RE: Status report on cross country requests

I've requested an update from the cross government team. Once I get this and I've collated the info I will forward it on to you.

Maxine

From: Ward, Kathleen SSBC:EX
Sent: Friday, February 11, 2011 8:13 AM
To: Williams, Brad M SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: FW: Status report on cross country requests

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Ward, Kathleen SSBC:EX
Sent: Wednesday, February 9, 2011 11:30 AM
To: Phipps, Bert SSBC:EX
Subject: Status report on cross country requests

Below is a current status report for the cross country requests.

We are seeing some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD is in sign off, anticipate a release by February 11th.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3rd.

Not Responsive

Thanks and let me know if you need any further information.

Regards,

Kathleen Ward, BID, MA, LEED® AP

Executive Director,

Information Access Operations

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807*

Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 17, 2011 2:07 PM
To: Williams, Brad M SSBC:EX; Ward, Kathleen SSBC:EX
Subject: Status report on cross country requests

Importance: High

Hi there, this is to confirm that the files related to the cross country requests are closed, with the exception of CTZ-2011-00011 – due March 8th and Not Responsive

We have met and/or exceeded meeting our timelines under the legislation!!!!!!

Maxine

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Ward, Kathleen SSBC:EX
Sent: Wednesday, February 9, 2011 11:30 AM
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Subject: Status report on cross country requests

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Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD is in sign off, anticipate a release by February 11th.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3rd.

CTZ- transferred from TRA

Not Responsive

Not Responsive

Thanks and let me know if you need any further information.

Regards,
Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 5:05 PM
To: Vander Beesen, Elizabeth H SSBC:EX; Ward, Kathleen SSBC:EX
Subject: RE: Status report on cross country requests

Importance: High

Correct to 100310.

Not Responsive

I hope this helps.

Maxine

From: Vander Beesen, Elizabeth H SSBC:EX
Sent: Friday, January 28, 2011 4:58 PM
To: Vanzetta, Maxine SSBC:EX; Ward, Kathleen SSBC:EX
Subject: RE: Status report on cross country requests

Hi Maxine,

Please confirm

For x-gov 100310 – Jackie Hendry is confirming with David Hume the public information on this topic and how the applicant can receive this pro-actively. If David Hume provides Jackie with additional sites then that of what the applicant has already been informed of, we are going to add some extra verbage to the release letter of how to obtain these materials.

For x-gov 100309 – PAB is creating a record in response to this request. Expected release date next week sometime.

Not Responsive

E

Elizabeth Vander Beesen
Manager, Access and Records Services – Resource Management

Logistics and Business Services – Shared Services BC
Ministry of Citizens' Services
Phone: 250-356-5702 Fax: 250-387-9843
email: Elizabeth.vanderbeesen@gov.bc.ca

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 4:21 PM
To: Ward, Kathleen SSBC:EX
Cc: Vander Beesen, Elizabeth H SSBC:EX
Subject: Status report on cross country requests
Importance: High

Hi there, as requested, a report on the current status of the below noted cross government numbers.

If you require more information, please don't hesitate to call me at 387-4558.

Please note: requests were received at different intervals, hence the different start dates

Maxine

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

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PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
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Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
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Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

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MSD-2011-00011	January 5, 2011	February 16, 2011	Records received; program area advises – waiting on one more program area to respond
PSS-2011-00021	January 5, 2011	February 16, 2011	Ministry advised all program areas to be canvassed; Partial records received Jan.28/11
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off)

Not Responsive

Not Responsive

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 1:24 PM
To: Ward, Kathleen SSBC:EX
Subject: Status report on cross country requests

Importance: High

Hi Kathleen, as requested, below is a current status report for the xgov't requests:

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file is in sign off – no records response.
MSD and PSS files are at the 'reviewing records stage'.
TRA file is in sign off – no records response.

Not Responsive

Maxine

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Monday, February 14, 2011 9:48 AM
To: Elbahir, Cindy SSBC:EX
Subject: RE: Status report on cross country requests

For which request, the one TRA transferred to them? Yes please.

From: Elbahir, Cindy SSBC:EX
Sent: Monday, February 14, 2011 9:45 AM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

Hi, Max. I understand Jackie sent you an update Friday afternoon (it included the CTZ file which doesn't appear to be referenced below). Will you provide this update to Brad or do we? :0)

CE

From: Williams, Brad M SSBC:EX
Sent: Monday, February 14, 2011 8:53 AM
To: Vanzetta, Maxine SSBC:EX; Fuller, Russ D SSBC:EX; Elbahir, Cindy SSBC:EX; Vander Beesen, Elizabeth H SSBC:EX; Bjelica, Alex SSBC:EX; Hudson, Vicki SSBC:EX
Cc: Ward, Kathleen SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

Hello Folks – please update the status of these requests.

Come and see me (asap) if you feel there are any issues with any of these requests.

Thanks

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Citizens' Services
2nd Floor - 548 Michigan Street
Desk: 250.356.7343

Cell: S17 Email: brad.williams@gov.bc.ca

 Please consider the environment before printing this email.

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, February 11, 2011 10:07 AM
To: Williams, Brad M SSBC:EX; Ward, Kathleen SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: RE: Status report on cross country requests
Importance: High

As requested, below is a most recent update to the cross country requests.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is still in sign off.

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD file is still in sign off.

PSS file went into sign off.

TRA file is closed – no records response.

Not Responsive

Thanks and let me know if you need any further information.

Majxine

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Monday, February 14, 2011 1:59 PM
To: Vanzetta, Maxine SSBC:EX; Williams, Brad M SSBC:EX; Ward, Kathleen SSBC:EX
Subject: Status report on cross country requests - Monday Feb. 14

Importance: High

Further to Friday's update, below you will find the 'most' recent update to the cross country requests.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed on Friday.

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD file is still in sign off.

PSS file went into sign off.

TRA file is closed – no records response.

CTZ file is in sign off – this file was created as a result of a transfer from TRA to CTZ

Not Responsive

Maxine

Kotchonoski, Darlene E LCTZ:EX

Subject: Cross Country requests
Location: Elk room

Start: Thu 2011-02-03 11:30 AM
End: Thu 2011-02-03 12:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Vanzetta, Maxine SSBC:EX
Required Attendees: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Kukucska, Cindy L SSBC:EX; Borg, Neva SSBC:EX; CITZ R Elk Rm 2-282 12-16 Persons CITZ:EX

Importance: High

Hi Team, let's meet and discuss the requests.

Maxine

Kotchonoski, Darlene E LCTZ:EX

Subject: FW: cross country requests
Location: elk room

Start: Thu 2011-01-13 3:30 PM
End: Thu 2011-01-13 4:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Vanzetta, Maxine SSBC:EX

Importance: High

Can you attend this meeting.

We've just received another request – we now have four from the same person, therefore, can you attend this meeting at 3:30?

-----Original Appointment-----

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, January 12, 2011 4:36 PM
To: Vanzetta, Maxine SSBC:EX; Plater, Carmelina SSBC:EX; McCartney, Angela SSBC:EX; Foster, Anita SSBC:EX; Ghag, Kris SSBC:EX; CITZ R Elk Rm 2-282 12-16 Persons CITZ:EX; Kukucska, Cindy L SSBC:EX
Subject: must meet
When: Thursday, January 13, 2011 3:30 PM-4:00 PM (GMT-08:00) Pacific Time (US & Canada).
Where: elk room

Need to connect!!!!

Kotchonoski, Darlene E LCTZ:EX

From: Ghag, Kris SSBC:EX
Sent: Monday, January 31, 2011 3:45 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests
Attachments: Released - response letter DRAFT.docx

Here is the letter that we were prepared to send out. I propose that we include David Hume's blurb in its own paragraph right after the one that includes the link to the public policy.

Additionally, given that TRAN has already partially transferred this request and the other ministries are now being directed not to do so, they should probably include a line that says something to the effect of:

Additionally, we understand that the Ministry of Citizens' Services is already processing this request as it was partially transferred by the Transportation and Infrastructure.

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Monday, January 31, 2011 1:10 PM
To: Foster, Anita SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: Re: PLEASE READ: Status report on xgov't requests

We are still waiting. Jackie will send it out. If we can have one person draft a letter for all to use this would be appreciated.

From: Foster, Anita SSBC:EX
Sent: Monday, January 31, 2011 12:21 PM
To: Ghag, Kris SSBC:EX; Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

I believe that we are still waiting?

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Ghag, Kris SSBC:EX
Sent: Monday, January 31, 2011 12:20 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Foster, Anita SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX

Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Are we still waiting on David Hume to provide wording for inclusion in all response letters? The TRAN no records response was approved on the afternoon of January 26th

KG

From: Vanzetta, Maxine SSBC:EX

Sent: Friday, January 28, 2011 4:56 PM

To: Foster, Anita SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Importance: High

Please don't transfer any request related to the social media requests to CITZ. We are waiting on some verbiage from Jackie to include a response letter.

Thanks everyone,

Maxine

From: Foster, Anita SSBC:EX

Sent: Friday, January 28, 2011 2:58 PM

To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Further update on

Not Responsive

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Foster, Anita SSBC:EX

Sent: Friday, January 28, 2011 11:10 AM

To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Here are answers for the Ministry of Education:

100309 – Is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005 – Closed

100310 – social Media – no responsive records for Education and will also transfer to the Ministry of Citizens' Services

Not Responsive

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Kukucska, Cindy L SSBC:EX

Sent: Friday, January 28, 2011 10:16 AM

To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Hi there, I need a status report on the following xgov't requests – asap

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005

100310 – social Media

Not Responsive

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

.ck

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 10:14 AM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

It would really help to have a couple of key words beside teach cross gov number ...?

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 10:03 AM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: PLEASE READ: Status report on xgov't requests
Importance: High

Hi there, I need a status report on the following xgov't requests – asap

100309

100310

Not Responsive

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

File: TRA-2011-00005

January xx, 2011

Sent via email:

S22

S22

Dea

S22

Re: Freedom of Information and Protection of Privacy Act (the Act)
Request for Information

The Ministry of Transportation and Infrastructure received your request under the *Freedom of Information and Protection of Privacy Act (the Act)* for:

Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

We understand that you were previously advised of the publicity of the BC Government's *Guidelines for Conducting Citizen Engagement, Specific to Social Media* document, which is located at: http://www.gov.bc.ca/citz/citizens_engagement/some_guidelines_master.pdf

The Ministry performed a thorough search across all relevant program areas and determined that it has no records that are responsive to your request. Your file with this office is now closed.

Under Section 52 of the Act, you may ask the Information and Privacy Commissioner to review the Ministry's response to your request. You have 30 working days from the receipt of this notice to request a review by writing to:

Information and Privacy Commissioner
4th floor, 947 Fort St
PO Box 9038 Stn Prov Govt
Victoria BC V8V 3K3
Tel. (250) 387-5629 Fax (250) 387-1696
www.oipc.bc.ca

...2

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

- 1) a copy of your original request for information;
- 2) a copy of this letter; and
- 3) the reasons or grounds upon which you are requesting a review.

If you have any questions regarding the processing of your request, please contact Krista Jones, Junior Information Analyst at (250) 953-3622.

Yours truly,

Russ Fuller
Manager
Access and Records Services

Kotchonoski, Darlene E LCTZ:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Monday, January 24, 2011 1:45 PM
To: Ghag, Kris SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: update re x-govt 100309 - 'person years'

As you can see, Jackie had some exchanges with the applicant. Further to this string, the applicant has agreed to withdraw her requests to TRA, PSS, MSD, EDU and redirect to PAB. PAB is able to create a document to provide full time employee (FTE) information broken down by Ministry. The Communications budget is kept centrally and therefore is not broken down by Ministry. This information will be put together for PAB's response.

I will close the 4 requests as withdrawn and open the PAB file for Jackie. I will send the acknowledgement today confirming the withdrawal, etc.

Please advise if you have any questions or concerns with this approach.

Thanks.

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 21, 2011 4:24 PM
To: Kukucska, Cindy L SSBC:EX
Subject: FW: FOI Requests

For our letter – please be sure to advise the rest of the xgov team of our approach on both requests.

Maxine

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 3:49 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests

The applicant has agreed to formally withdraw her requests to the other 4 public bodies (Social Development, PSSG, Transportation & Infrastructure, and Education) and redirect to the Public Affairs Bureau. I informed my contact and records will be created to respond. Please have intake open a PAB file. Thanks!

J

From: S22
Sent: Friday, January 21, 2011 3:44 PM
To: Hendry, Jackie SSBC:EX
Subject: Re: FOI Requests

Hello Jackie,

If that's the way the communications budget works then let's do that. Please consider this email my wish to redirect the budget part of my request to the Public Affairs bureau.

Thanks,

S22

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 21, 2011 4:24 PM
To: Kukucska, Cindy L SSBC:EX
Subject: FW: FOI Requests

For our letter – please be sure to advise the rest of the xgov team of our approach on both requests.

Maxine

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 3:49 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests

The applicant has agreed to formally withdraw her requests to the other 4 public bodies (Social Development, PSSG, Transportation & Infrastructure, and Education) and redirect to the Public Affairs Bureau. I informed my contact and records will be created to respond. Please have intake open a PAB file. Thanks!

From: S22
Sent: Friday, January 21, 2011 3:42 PM
To: Hendry, Jackie SSBC:EX
Subject: Re: FOI Requests

Hello Jackie,
If that's the way the communications budget works then let's do that. Please consider this email my wish to redirect the budget part of my request to the Public Affairs bureau.
Thanks,

S22

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 21, 2011 4:24 PM
To: Hendry, Jackie SSBC:EX
Subject: RE: FOI Requests

Thanks, we'll do up an ack letter and deploy the file.

Maxine

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 3:49 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests

The applicant has agreed to formally withdraw her requests to the other 4 public bodies (Social Development, PSSG, Transportation & Infrastructure, and Education) and redirect to the Public Affairs Bureau. I informed my contact and records will be created to respond. Please have intake open a PAB file. Thanks!

J

From: S22
Sent: Friday, January 21, 2011 3:42 PM
To: Hendry, Jackie SSBC:EX
Subject: Re: FOI Requests

Hello Jackie,
If that's the way the communications budget works then let's do that. Please consider this email my wish to redirect the budget part of my request to the Public Affairs bureau.
Thanks,

S22

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 21, 2011 4:23 PM
To: Kukucska, Cindy L SSBC:EX
Subject: FW: FOI Requests

For our letter

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 3:50 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests

For the files

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 3:02 PM
To: S22
Subject: RE: FOI Requests

Hello S22

Thank-you for your clarification.

Pertaining to request #1:

- The Public Affairs Bureau is able to create a document to provide full time employee (FTE) information broken down by Ministry. The Communications budget is kept centrally and therefore is not broken down by Ministry. This information can be put together for you to respond to your request. **Please respond to this email to confirm you wish to re-direct your request to the Public Affairs Bureau, and withdraw your requests to the BC Ministries of Social Development, Public Safety & Solicitor General, Transportation & Infrastructure and Education.**

Pertaining to request #2:

- I have shared your clarified request with my colleagues serving the Public Bodies you directed your request to. You will receive a response as per the formal FOI process.

Please respond as soon as possible.

Regards,

Jackie Hendry
Team Lead

Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-3233
Fax: 250-387-9843

Providing Services to:

*Office of the Premier, Ministry of Citizens' Services,
BC Public Service Agency, Public Affairs Bureau,
and Shared Services BC*

From: S22
Sent: Thursday, January 20, 2011 4:19 PM

To: Hendry, Jackie SSBC:EX
Subject: Re: FOI Requests

Hello Jackie,

Thanks for your email.

Though these links are helpful, they don't meet the requirements of my requests.

To clarify:

1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.

2) I'm looking for the individual policies for each ministry dealing with social media use.

Hope that helps. Please let me know if you have any other questions.

Take care,

S22

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 21, 2011 4:23 PM
To: Hendry, Jackie SSBC:EX
Subject: RE: FOI Requests

Thanks, we'll forward this to others and start the ball rolling on the call for records.

Maxine

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 3:50 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests

For the files

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 3:02 PM
To: S22
Subject: RE: FOI Requests

Helic S22

Thank-you for your clarification.

Pertaining to request #1:

- The Public Affairs Bureau is able to create a document to provide full time employee (FTE) information broken down by Ministry. The Communications budget is kept centrally and therefore is not broken down by Ministry. This information can be put together for you to respond to your request. **Please respond to this email to confirm you wish to re-direct your request to the Public Affairs Bureau, and withdraw your requests to the BC Ministries of Social Development, Public Safety & Solicitor General, Transportation & Infrastructure and Education.**

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- I have shared your clarified request with my colleagues serving the Public Bodies you directed your request to. You will receive a response as per the formal FOI process.

Please respond as soon as possible.

Regards,

Jackie Hendry
Team Lead

Information Access Operations
Logistics and Business Services
Shared Services BC
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Phone: 250-387-3233
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Providing Services to:

*Office of the Premier, Ministry of Citizens' Services,
BC Public Service Agency, Public Affairs Bureau,
and Shared Services BC*

From: S22
Sent: Thursday, January 20, 2011 4:19 PM
To: Hendry, Jackie SSBC:EX
Subject: Re: FOI Requests

Hello Jackie,

Thanks for your email.

Though these links are helpful, they don't meet the requirements of my requests.

To clarify:

1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.

2) I'm looking for the individual policies for each ministry dealing with social media use.

Hope that helps. Please let me know if you have any other questions.

Take care,

S22

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Monday, January 24, 2011 11:39 AM
To: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Kotchonoski, Darlene E LCTZ:EX; Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Requests
Importance: High

To make it easy on intake right now, we'll acknowledge and the teams can send their transfer through the FOI in box.

We'll find an easier way to handle these when we have time to breath.

Maxine

From: Ghag, Kris SSBC:EX
Sent: Monday, January 24, 2011 9:44 AM
To: Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: RE: FOI Requests

Can/will the CITZ transfer be handled upfront in one letter from intake, or should each pod send their own letter to the applicant?

KG

From: Foster, Anita SSBC:EX
Sent: Friday, January 21, 2011 3:42 PM
To: Hendry, Jackie SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: RE: FOI Requests

Thank you, Jackie, for clarifying the request for us. Ministry of Education does not have anything for the social media request.

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 11:20 AM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests

Hi everyone.

I have received clarification from the applicant on the "social media" request (see below). As per my email exchange with Maxine, every PB that the request was directed should proceed with opening their request and respond as per usual. There will be a need to transfer to CTZ as well.

For the "person years" request, it appears that my contact at PAB will be able to create a response for the applicant. Once I have that confirmed, I will inform the applicant and request she withdraw her requests to the other public bodies and redirect to PAB.

Thanks-Jackie

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, January 20, 2011 5:25 PM
To: Hendry, Jackie SSBC:EX
Subject: RE: FOI Requests

Perfect.

From: Hendry, Jackie SSBC:EX
Sent: Thursday, January 20, 2011 5:23 PM
To: Vanzetta, Maxine SSBC:EX
Subject: RE: FOI Requests

Sounds good. I'm sure I will hear from my contact at PAB tomorrow. Will let you know as soon as I hear...
Thanks...

J

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, January 20, 2011 5:21 PM
To: Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Requests
Importance: High

For the second request - based on the wording, I believe we'd open up a request for every ministry and have them proceed as per norm.

For the first one, let us know as we have the files waiting – patiently☺

Maxine

From: Hendry, Jackie SSBC:EX
Sent: Thursday, January 20, 2011 5:16 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests
Importance: High

Hey Max—

I have received the following clarification from the applicant.

First request:

"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)."

Clarification:

1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.

I have forwarded her clarification to PAB to see if they are able to create a document to respond to this request. (I still need the applicant to agree to withdraw her request to the other public bodies, and will request she do so once I know what PAB can provide).

Second request:

"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."

Clarification:

I'm looking for the individual policies for each ministry dealing with social media use.

Shall we still have each public body proceed with their request and see what comes up? With a partial transfer to CTZ? Should we reconvene to discuss briefly?

Lemme know-

Thanks

Jackie

S22

From:

Sent: Thursday, January 20, 2011 4:19 PM

To: Hendry, Jackie SSBC:EX

Subject: Re: FOI Requests

Hello Jackie,

Thanks for your email.

Though these links are helpful, they don't meet the requirements of my requests.

To clarify:

1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.

2) I'm looking for the individual policies for each ministry dealing with social media use.

Hope that helps. Please let me know if you have any other questions.

Take care,

S22

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 17, 2011 1:20 PM
To: Kukucska, Cindy L SSBC:EX
Subject: RE: cross country

Nope, this is a good thing.

Maxine

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 17, 2011 1:13 PM
To: Vanzetta, Maxine SSBC:EX
Subject: RE: cross country

I can see that all of the files are closed on CRTS. with the exception of CTZ-2011-00011 (due March 8 per the transfer) and Not Responsive . Did you still want verbal confirmation as well?

.Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 17, 2011 1:06 PM
To: Kukucska, Cindy L SSBC:EX; Williams, Brad M SSBC:EX
Subject: cross country
Importance: High

Hi Cindy, can we get one more final status from the teams to ensure 'all' files related to the cross country requests will be closed – today is the due date.

Thanks Cindy

Maxine

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 17, 2011 12:44 PM
To: Kukucska, Cindy L SSBC:EX; Williams, Brad M SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: RE: These 3 remain outstanding

Not Responsive are now closed.

.cindy k

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 17, 2011 8:50 AM
To: Williams, Brad M SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: These 3 remain outstanding

Aside from Not Responsive these files remain outstanding.

CTZ-2011-00011 – social media – due March 8. I know Jackie is trying to expedite and left voicemail message with her DMO yesterday.

Not Responsive

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, January 13, 2011 12:51 PM
To: Hendry, Jackie SSBC:EX
Subject: RE: Cross country access requests

yes

From: Hendry, Jackie SSBC:EX
Sent: Thursday, January 13, 2011 12:03 PM
To: Vanzetta, Maxine SSBC:EX
Subject: RE: Cross country access requests

Max, is there another meeting planned for this afternoon?

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, January 13, 2011 10:44 AM
To: Smith, Peter J SSBC:EX; Elbahir, Cindy SSBC:EX
Cc: Hendry, Jackie SSBC:EX
Subject: RE: Cross country access requests

Perfect, thanks.

Maxine

From: Smith, Peter J SSBC:EX
Sent: Thursday, January 13, 2011 10:21 AM
To: Elbahir, Cindy SSBC:EX
Cc: Hendry, Jackie SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: RE: Cross country access requests

Yes – maybe wait til we have the meeting?

Peter

From: Elbahir, Cindy SSBC:EX
Sent: Thursday, January 13, 2011 10:13 AM
To: Smith, Peter J SSBC:EX
Cc: Hendry, Jackie SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: RE: Cross country access requests

Hi, Peter. Jackie has advised that there was a x-gov meeting about this on Tuesday. As some of the requests will be transferred to a couple of our clients Jackie has been designated the lead. She has been tasked with calling the applicant for clarification on at least one of the requests. There is another x-gov meeting on this topic this afternoon – any reason Jackie should hold-off contacting the applicant at this point?

Cindy

From: Smith, Peter J SSBC:EX
Sent: Wednesday, January 12, 2011 12:03 PM
To: Bjelica, Alex SSBC:EX; Elbahir, Cindy SSBC:EX; Fuller, Russ D SSBC:EX; Hudson, Vicki SSBC:EX; Vander Beesen, Elizabeth H SSBC:EX; Vanzetta, Maxine SSBC:EX
Cc: Ward, Kathleen SSBC:EX; Williams, Brad M SSBC:EX

Subject: Cross country access requests
Importance: High

FYI, I am advised that a number of jurisdictions across Canada have received the FOI requests noted below. I'm aware that a number of your ministries have also received. I suggest we discuss at next manager's meeting. If you would like to discuss in the interim, please come see me.

Thanks

Peter

1. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook.

2) Please provide me access, as the law requires, to records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations).

Not Responsive

Sharon

Kotchonoski, Darlene E LCTZ:EX

From: Ward, Kathleen SSBC:EX
Sent: Tuesday, March 8, 2011 12:14 PM
To: Vanzetta, Maxine SSBC:EX
Subject: Fw: Cross country requests update

----- Original Message -----

From: Henderson, Kim N CITZ:EX
Sent: Thursday, February 17, 2011 02:42 PM
To: Phipps, Bert SSBC:EX
Cc: Ward, Kathleen SSBC:EX
Subject: Re: Cross country requests update

Great work!

----- Original Message -----

From: Phipps, Bert SSBC:EX
Sent: Thursday, February 17, 2011 02:37 PM
To: Henderson, Kim N CITZ:EX
Cc: Ward, Kathleen SSBC:EX
Subject: FW: Cross country requests update

Fyi - Good news from Kathleen. She continues to monitor the progress of the files and provide me with updates.

-----Original Message-----

From: Ward, Kathleen SSBC:EX
Sent: Thursday, February 17, 2011 2:15 PM
To: Phipps, Bert SSBC:EX
Subject: Cross country requests update

Good news!

This is to confirm that the files related to the cross country requests are closed, with the exception of CTZ-2011-00011 - due March 8th and

Not Responsive

Not Responsive We have met and/or exceeded meeting our timelines under the legislation.

Kathleen

Kotchonoski, Darlene E LCTZ:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 3, 2011 12:57 PM
To: Vanzetta, Maxine SSBC:EX
Subject: RE: Updated to 12:30pm Feb 3rd - Status report on cross country requests

correct

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 12:56 PM
To: Kukucska, Cindy L SSBC:EX
Subject: RE: Updated to 12:30pm Feb 3rd - Status report on cross country requests

Thanks – this is the most recent, correct?

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 3, 2011 12:30 PM
To: Vanzetta, Maxine SSBC:EX
Subject: Updated to 12:30pm Feb 3rd - Status report on cross country requests
Importance: High

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
PAB-2011-00005	January 21, 2011	March 4, 2011	In sign-off February 3, 2011

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Status
EDU-2011-00001	January 4, 2011	February 15, 2011	No responsive records. Sign-off has been completed, waiting for the wording from David Hume.
MSD-2011-00011	January 5, 2011	February 16, 2011	Records received and being reviewed

Page 589
SSB-2011-00049

PSS-2011-00021	January 5, 2011	February 16, 2011	Records received and being reviewed
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off) The no records response was approved Jan 26 th and the letter is now awaiting wording from David Hume.

Not Responsive

Not Responsive

Kotchonoski, Darlene E LCTZ:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 3, 2011 4:14 PM
To: Vanzetta, Maxine SSBC:EX
Subject: Updated current as of 4:15 Feb 3rd - Status report on cross country requests

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
PAB-2011-00005	January 21, 2011	March 4, 2011	In sign-off February 3, 2011

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Status
EDU-2011-00001	January 4, 2011	February 15, 2011	No responsive records. Sign-off has been completed, waiting for the wording from David Hume.
MSD-2011-00011	January 5, 2011	February 16, 2011	Records received and being reviewed
PSS-2011-00021	January 5, 2011	February 16, 2011	Records received and being reviewed
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off) The no records response was approved Jan 26 th and the letter is now awaiting wording from David Hume.

Not Responsive

Not Responsive

Kotchonoski, Darlene E LCTZ:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Tuesday, March 8, 2011 1:10 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: Updated - current

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

From: Kukucska, Cindy L SSBC:EX
Sent: Tuesday, March 8, 2011 1:09 PM
To: Vanzetta, Maxine SSBC:EX
Subject: Updated - current

All dates are updated.

Not Responsive

Not Responsive

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Due date	Closed date	Average days
EDU-2011-00004	January 5, 2011	February 16, 2011	January 24, 2011	
MSD-2011-00003	January 4, 2011	February 15, 2011	January 24, 2011	
PSS-2011-00004	January 4, 2011	February 15, 2011	January 24, 2011	
TRA-2011-00003	January 5, 2011	February 24, 2011	January 24, 2011	

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Closed date	Average days
PAB-2011-00005	January 21, 2011	March 4, 2011	February 11, 2011	

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Closed date	Average days
EDU-2011-00001	January 4, 2011	February 15, 2011	February 7, 2011	
MSD-2011-00011	January 5, 2011	February 16, 2011	February 15, 2011	
PSS-2011-00021	January 5, 2011	February 16, 2011	February 15, 2011	
TRA-2011-00005	January 5, 2011	February 16, 2011	February 3, 2011	
CTZ-2011-00011	January 25, 2011	March 8, 2011	March 1, 2011	

Not Responsive

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, March 8, 2011 1:45 PM
To: Kukucska, Cindy L SSBC:EX
Subject: FW: Updated - current

Importance: High

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, March 8, 2011 1:43 PM
To: Ward, Kathleen SSBC:EX
Subject: FW: Updated - current
Importance: High

Message as you see sit.

Between January 4, 2011 and January 12, 2011 Information Access Operations received 21 separate requests. This resulted in 'five' cross government requests – which IAO takes a coordinated approach to our response when more than three Ministries have been impacted by the same request.

Of these 21 requests all of them were responded to on or before their legislated due date – IAO met a 100% compliance.

However, the logistics' associated with these type of requests is quite involved. Three out of the 23 requests resulted in the application of minimal fees, IAO made several attempts to contact the applicant to assist us in clarifying and narrowing the requests in hopes of eliminating the fees in their entirety.

The total average processing days for these requests, overall, was 21 working days. Wow, an all time record.

I hope this is what you were looking for, if you require anything more let me know.

Maxine

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Due date	Closed date	Processing days
EDU-2011-00004	January 5, 2011	February 16, 2011	January 24, 2011	4
MSD-2011-00003	January 4, 2011	February 15, 2011	January 24, 2011	5
PSS-2011-00004	January 4, 2011	February 15, 2011	January 24, 2011	5
TRA-2011-00003	January 5, 2011	February 24, 2011	January 24, 2011	7

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Closed date	Processing days
				49

PAB-2011-00005	January 21, 2011	March 4, 2011	February 11, 2011	15
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Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Closed date	Processing days
EDU-2011-00001	January 4, 2011	February 15, 2011	February 7, 2011	24
MSD-2011-00011	January 5, 2011	February 16, 2011	February 15, 2011	29
PSS-2011-00021	January 5, 2011	February 16, 2011	February 15, 2011	29
TRA-2011-00005	January 5, 2011	February 16, 2011	February 3, 2011	21
CTZ-2011-00011	January 25, 2011	March 8, 2011	March 1, 2011	25

Not Responsive

Not Responsive

Not Responsive

Not Responsive

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, February 11, 2011 10:26 AM
To: Williams, Brad M SSBC:EX; Ward, Kathleen SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: Revised version RE: Status report on cross country requests

Importance: High

As requested, below is a most recent update to the cross country requests.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations). Records are in sign off.

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook. Records should be released by next week.

Not Responsive

I hope this is what you were looking for. If it isn't let me know and I'll adjust accordingly.

Maxine

Not Responsive

Not Responsive

Not Responsive

Not Responsive

Not Responsive

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 5:00 PM
To: Foster, Anita SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Status report on cross country requests
Importance: High

Hi team, this is to confirm, based on the below noted status report, if you have a request that attracts fees, apply them accordingly.

Not Responsive

Thanks everyone,

Maxine

From: Foster, Anita SSBC:EX
Sent: Wednesday, February 2, 2011 10:28 AM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Status report on cross country requests

Not Responsive

Maxine, I will provide update on the rest of the files shortly.

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 10:20 AM
To: Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: RE: Status report on cross country requests
Importance: High

Hi everyone, the Business Team is ready to disclose the records responding to xgov ^{Not Responsive} Prior to doing so, I need to know how the rest of you are doing -- some of you are in the reviewing records stage, are they getting close to sign off? If so, can you provide me a detailed description of the records. Once received I will be in a better position to provide the teams direction on release.

Thanks everyone,

Maxine

From: Ghag, Kris SSBC:EX
Sent: Tuesday, February 1, 2011 6:27 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: RE: Status report on cross country requests

Our updates in red below

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 1, 2011 5:37 PM
To: Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

Hi team, as discussed, can I please get an update to the below noted list of requests.

If the file is in sign off, please advise as to when we can expect it back. If records are still pending, please advise as to when we can expect them.

Thanks everyone,

Maxine

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (Including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
PAB-2011-00005	January 21, 2011	March 4, 2011	Call for records conducted and expedited; Ministry will respond well within timelines. Estimated timeline is week of January 31, 2011

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Status
EDU-2011-00001	January 4, 2011	February 15, 2011	No responsive records
MSD-2011-00011	January 5, 2011	February 16, 2011	Records received; program area advises – waiting on one more program area to respond
PSS-2011-00021	January 5, 2011	February 16, 2011	Ministry advised all program areas to be canvassed; Partial records received Jan.28/11
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off) The no records response was approved Jan 26 th and the letter is now awaiting wording from David Hume.

Not Responsive

Not Responsive

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 17, 2011 11:43 AM
To: Kukucska, Cindy L SSBC:EX
Subject: FW: Draft email to x-gov requests

Importance: High

For our xgov file.

From: Hendry, Jackie SSBC:EX
Sent: Wednesday, January 19, 2011 11:55 AM
To: Smith, Peter J SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: Draft email to x-gov requests
Importance: High

Hi Peter and Max, as per our conversation yesterday Max, the Public Affairs Bureau has come back to me with the links below in response to the first request. PAB states there are no other information/documents other than what is on line. Please see below the revised wording of the email to our applicant. Please let me know what you think, so I can send it off to her asap. Thanks! J.

Dear S22

I am writing to you concerning the Access to Records (FOI) requests you made to the BC Ministries of Social Development, Public Safety & Solicitor General, Transportation & Infrastructure and Education.

The wording of request #1 (received January 4, 2011) is as follows:

I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations).

With respect to request #1, I have included the links below from the Province of BC's website for your review. They contain the figures for total salaries and budgets for the Public Affairs Bureau. Refer to The Supplement to the Estimates/Consolidated Revenue Fund Operating Summary.

[http://www.bcbudget.gov.bc.ca/2010/estimates/2010 Supplement to the Estimates.pdf](http://www.bcbudget.gov.bc.ca/2010/estimates/2010%20Supplement%20to%20the%20Estimates.pdf)

[http://www.bcbudget.gov.bc.ca/2009/estimates/2009 Supplement to the Estimates.pdf](http://www.bcbudget.gov.bc.ca/2009/estimates/2009%20Supplement%20to%20the%20Estimates.pdf)

[http://www.bcbudget.gov.bc.ca/2008/estimates/2008 Supplement to the Estimates.pdf](http://www.bcbudget.gov.bc.ca/2008/estimates/2008%20Supplement%20to%20the%20Estimates.pdf)

The wording of request #2 (received January 5, 2011) is as follows:

I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook.

With respect to request #2, I have included the link below from the Province of BC's website for your review. It contains the Guidelines for Conducting Citizen Engagement, Specific to Social Media.

http://www.gov.bc.ca/citz/citizens_engagement/some_guidelines_master.pdf

Please let me know as soon as possible whether or not this is the information you seek. I would be happy to discuss these requests with you. Please contact me at your earliest convenience.

Page 1 of 1
SSB-2011-00049

Many Thanks,
Jackie Hendry
Team Lead
Information Access Operations
Logistics and Business Services
Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-3233
Fax: 250-387-9843

Providing Services to:

*Office of the Premier, Ministry of Citizens' Services, BC Public Service Agency, Public Affairs Bureau,
and Shared Services BC*

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 17, 2011 11:43 AM
To: Hendry, Jackie SSBC:EX
Subject: RE: Draft email to x-gov requests

I'm sure Peter has responded to this by now☺

From: Hendry, Jackie SSBC:EX
Sent: Wednesday, January 19, 2011 11:55 AM
To: Smith, Peter J SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: Draft email to x-gov requests
Importance: High

Hi Peter and Max, as per our conversation yesterday Max, the Public Affairs Bureau has come back to me with the links below in response to the first request. PAB states there are no other information/documents other than what is on line. Please see below the revised wording of the email to our applicant. Please let me know what you think, so I can send it off to her asap. Thanks! J.

Dear S22

I am writing to you concerning the Access to Records (FOI) requests you made to the BC Ministries of Social Development, Public Safety & Solicitor General, Transportation & Infrastructure and Education.

The wording of request #1 (received January 4, 2011) is as follows:

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With respect to request #1, I have included the links below from the Province of BC's website for your review. They contain the figures for total salaries and budgets for the Public Affairs Bureau. Refer to The Supplement to the Estimates/Consolidated Revenue Fund Operating Summary.

[http://www.bcbudget.gov.bc.ca/2010/estimates/2010 Supplement to the Estimates.pdf](http://www.bcbudget.gov.bc.ca/2010/estimates/2010%20Supplement%20to%20the%20Estimates.pdf)

[http://www.bcbudget.gov.bc.ca/2009/estimates/2009 Supplement to the Estimates.pdf](http://www.bcbudget.gov.bc.ca/2009/estimates/2009%20Supplement%20to%20the%20Estimates.pdf)

[http://www.bcbudget.gov.bc.ca/2008/estimates/2008 Supplement to the Estimates.pdf](http://www.bcbudget.gov.bc.ca/2008/estimates/2008%20Supplement%20to%20the%20Estimates.pdf)

The wording of request #2 (received January 5, 2011) is as follows:

I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook.

With respect to request #2, I have included the link below from the Province of BC's website for your review. It contains the Guidelines for Conducting Citizen Engagement, Specific to Social Media.

http://www.gov.bc.ca/citz/citizens_engagement/some_guidelines_master.pdf

Please let me know as soon as possible whether or not this is the information you seek. I would be happy to discuss these requests with you. Please contact me at your earliest convenience.

Many Thanks,
Jackie Hendry

Team Lead

Information Access Operations
Logistics and Business Services
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Ministry of Citizens' Services
Phone: 250-387-3239
Fax: 250-387-9843

Providing Services to:

*Office of the Premier, Ministry of Citizens' Services, BC Public Service Agency, Public Affairs Bureau,
and Shared Services BC*

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 5:04 PM
To: Ghag, Kris SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Love, Sylvia SSBC:EX; Kotchonoski, Darlene E LCTZ:EX; Hendry, Jackie SSBC:EX
Subject: RE: RODs re 100309 / 310^{Not Responsive}

This might be something we'd consider for sure.

From: Ghag, Kris SSBC:EX
Sent: Thursday, February 3, 2011 4:53 PM
To: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Love, Sylvia SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: RE: RODs re 100309 / 310^{Not Responsive}

Looks like an accurate reflection of the meeting to me. Not sure whether we want to go a little further to say that the social media request required that we go to David Hume for some wording to be included in our release letters?

KG

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 3, 2011 1:47 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Love, Sylvia SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: RODs re 100309 / 310^{Not Responsive}

Hi.

Please find a 'draft' copy of the ROD from the cross government request 100309, 100310, and ^{Not Responsive}

Please review and advise if there are any errors or omissions. If so, I'll make the necessary changes.

Thanks

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 11:21 AM
To: Kukucska, Cindy L SSBC:EX
Subject: RE: Record of Decisions 100309 re public communications

Good same as before, need a few blurbs.

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 3, 2011 10:38 AM
To: Vanzetta, Maxine SSBC:EX
Subject: Record of Decisions 100309 re public communications

For your review – this replaces the one I sent/recalled

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 21, 2011 12:58 PM
To: Vander Beesen, Elizabeth H SSBC:EX
Subject: RE: Do we have these requests in our team?

We've had several xgov requests from this person, not everyone was hit with it, so you might not have it.

From: Vander Beesen, Elizabeth H SSBC:EX
Sent: Friday, January 21, 2011 12:31 PM
To: Vanzetta, Maxine SSBC:EX
Subject: Do we have these requests in our team?

Elizabeth Vander Beesen
Manager, Access and Records Services -- Resource Management

Logistics and Business Services -- Shared Services BC
Ministry of Citizens' Services
Phone: 250-356-5702 Fax: 250-387-9843
email: Elizabeth.vanderbeesen@gov.bc.ca

From: Kotchonoski, Darlene E. SSBC:EX
Sent: Friday, January 21, 2011 11:24 AM
To: Love, Sylvia SSBC:EX; Vander Beesen, Elizabeth H SSBC:EX
Subject: FW: FOI Requests

I'm not sure we have this x-govt. I searched the applicant's name in CRTS under S22 and could not find anything except for TRAN requests -- but these are for 2011 and are not our responsibility.

Just in case either of you knew anything about these requests the info below will be of importance, otherwise please disregard.

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 11:20 AM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests

Hi everyone.

I have received clarification from the applicant on the "social media" request (see below). As per my email exchange with Maxine, every PB that the request was directed should proceed with opening their request and respond as per usual. There will be a need to transfer to CTZ as well.

For the "person years" request, it appears that my contact at PAB will be able to create a response for the applicant. Once I have that confirmed, I will inform the applicant and request she withdraw her requests to the other public bodies and redirect to PAB.

Thanks-Jackie

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, January 20, 2011 5:25 PM
To: Hendry, Jackie SSBC:EX
Subject: RE: FOI Requests

Perfect.

From: Hendry, Jackie SSBC:EX
Sent: Thursday, January 20, 2011 5:23 PM
To: Vanzetta, Maxine SSBC:EX
Subject: RE: FOI Requests

Sounds good. I'm sure I will hear from my contact at PAB tomorrow. Will let you know as soon as I hear...
Thanks...

J

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, January 20, 2011 5:21 PM
To: Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: FOI Requests
Importance: High

For the second request - based on the wording, I believe we'd open up a request for every ministry and have them proceed as per norm.

For the first one, let us know as we have the files waiting – patiently ☺

Maxine

From: Hendry, Jackie SSBC:EX
Sent: Thursday, January 20, 2011 5:16 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests
Importance: High

Hey Max—

I have received the following clarification from the applicant.

First request:

"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)."

Clarification:

1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.

I have forwarded her clarification to PAB to see if they are able to create a document to respond to this request. (I still need the applicant to agree to withdraw her request to the other public bodies, and will request she do so once I know what PAB can provide).

Second request:

"I would like to make a request to you under the Freedom of Information and Protection of Privacy Act. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook."

Clarification:

I'm looking for the individual policies for each ministry dealing with social media use.

Shall we still have each public body proceed with their request and see what comes up? With a partial transfer to CTZ? Should we reconvene to discuss briefly?

Lemme know-

Thanks

Jackie

From: S22
Sent: Thursday, January 20, 2011 4:19 PM
To: Hendry, Jackie SSBC:EX
Subject: Re: FOI Requests

Hello Jackie,

Thanks for your email.

Though these links are helpful, they don't meet the requirements of my requests.

To clarify:

1) I'm looking for the communications budgets for each individual ministry and am looking for the number of the number of full-time employees for communications with each ministry rather than just the total salaries.

2) I'm looking for the individual policies for each ministry dealing with social media use.

Hope that helps. Please let me know if you have any other questions.

Take care,

S22

Kotchonoski, Darlene E LCTZ:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Monday, January 24, 2011 1:45 PM
To: Ghag, Kris SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: update re x-govt 100309 - 'person years'

As you can see, Jackie had some exchanges with the applicant. Further to this string, the applicant has agreed to withdraw her requests to TRA, PSS, MSD, EDU and redirect to PAB. PAB is able to create a document to provide full time employee (FTE) information broken down by Ministry. The Communications budget is kept centrally and therefore is not broken down by Ministry. This information will be put together for PAB's response.

I will close the 4 requests as withdrawn and open the PAB file for Jackie. I will send the acknowledgement today confirming the withdrawal, etc.

Please advise if you have any questions or concerns with this approach.

Thanks.

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 21, 2011 4:24 PM
To: Kukucska, Cindy L SSBC:EX
Subject: FW: FOI Requests

For our letter – please be sure to advise the rest of the xgov team of our approach on both requests.

Maxine

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 21, 2011 3:49 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: FOI Requests

The applicant has agreed to formally withdraw her requests to the other 4 public bodies (Social Development, PSSG, Transportation & Infrastructure, and Education) and redirect to the Public Affairs Bureau. I informed my contact and records will be created to respond. Please have intake open a PAB file. Thanks!

J

From: S22
Sent: Friday, January 21, 2011 3:42 PM
To: Hendry, Jackie SSBC:EX
Subject: Re: FOI Requests

Hello Jackie,

If that's the way the communications budget works then let's do that. Please consider this email my wish to redirect the budget part of my request to the Public Affairs bureau.

Thanks,

S22

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 4:22 PM
To: Kukucska, Cindy L SSBC:EX
Subject: RE: For your review - let me know what updates/changes you'd like to see...

This is wonderful, I've forward it to Kathleen as she's requested.

Great work on this Cindy!!!!

Maxine

From: Kukucska, Cindy L SSBC:EX
Sent: Friday, January 28, 2011 3:08 PM
To: Vanzetta, Maxine SSBC:EX
Subject: For your review - let me know what updates/changes you'd like to see...

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (Including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
PAB-2011-00005	January 21, 2011	March 4, 2011	Call for records conducted and expedited; Ministry will respond well within timelines. Estimated timeline is week of January 31, 2011

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Status
EDU-2011-00001	January 4, 2011	February 15, 2011	No responsive records
MSD-2011-00011	January 5, 2011	February 16, 2011	Records received; program area advises one more record to follow
PSS-2011-00021	January 5, 2011	February 16, 2011	Ministry advised all program areas to be canvassed; Partial records received Jan.28/11
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off)

Not Responsive

Not Responsive

Kotchonoski, Darlene E LCTZ:EX

From: Vander Beesen, Elizabeth H SSBC:EX
Sent: Friday, January 28, 2011 10:19 AM
To: Ward, Kathleen SSBC:EX
Subject: Cross country access requests

Hi Kathleen,

Hello Kathleen:

Here is what I have gathered thus far;

- Request for social media – Jackie Hendry is the analyst who has been working with the applicant via email, as they have not provided telephone contact information. Jackie provided links to the websites however the applicant was not satisfied with these and wanted to continue with the requests made. I have asked for a listing of the requests we have, when received and the current activity status. I will forward this to you as soon as this is gathered.
- Communications Budget and FTE requests. Requests received on January 5th. The applicant agreed to forwarding to only Public Affairs Bureau and withdrawing the other requests. The request was opened as a PAB request January 21st. Denise Champion, PAB, has indicated a report could be prepared fairly easily for the entire Communications budget, and for the FTE allocations to the 4 ministries she made the request to, PSS, MSD, EDU and TRA. I asked Jackie to check on where these were and if we could release today or soon. Jackie contacted Denise and asked if this could be done today. Denise stated that the request just came in and they are well within their timeline. Jackie did stress the desire to have released as soon as possible. Denise advised they could not do today, but will get this done as soon as they are able.

Not Responsive

I am going to prepare a quick summary of each request, when received, ministry(s) responding, where in the process the request is (both IAO/Ministry) and due date. I will have that to you within the next couple of hours.

e.

Kotchonoski, Darlene E LCTZ:EX

From: Ward, Kathleen SSBC:EX
Sent: Friday, January 28, 2011 8:18 AM
To: Vander Beesen, Elizabeth H SSBC:EX
Subject: Fw: Cross country access requests

Importance: High

Need status pls

From: Phipps, Bert SSBC:EX
Sent: Thursday, January 27, 2011 10:06 PM
To: Ward, Kathleen SSBC:EX
Subject: FW: Cross country access requests

Hi. Thanks for meeting with me this morning S22
You mentioned this request re: social media briery this morning. Could you send me a couple of lines as to where this is at in the system? Thanks.

Also, I assume Peter shared with you the Jan. 12 message (see below) from Sharon Plater(?) Thanks.
Cheers.

From: Henderson, Kim N CITZ:EX
Sent: Thursday, January 27, 2011 7:07 PM
To: Phipps, Bert SSBC:EX
Subject: Re: Cross country access requests

Hi Bert.

I understand at least one of these has now come in the system. All ministries have been sent a request on the social media one.

Just double-checking that Kathleen had a red-flag on all these and we are proactively working with the requestor.

Specific to the social media one we should be explaining that the guidelines were corporate and we can proactively provide a copy of all the materials to them, they aren't confidential. David H will have all the materials.

From: Henderson, Kim N CITZ:EX
Sent: Wednesday, January 12, 2011 12:08 PM
To: Phipps, Bert SSBC:EX
Subject: FW: Cross country access requests

Sharon has sent this to Peter but you will want to make sure that Kathleen is on top of this – this is great intel to get.

From: Nikolejsin, Dave CITZ:EX
Sent: Wednesday, January 12, 2011 11:09 AM
To: Henderson, Kim N CITZ:EX; Greer, David PAB:EX
Cc: MacKenzie, Kelly L CITZ:EX
Subject: FW: Cross country access requests
Importance: High

fyi

From: Plater, Sharon CITZ:EX
Sent: Wednesday, January 12, 2011 11:05 AM

To: Smith, Peter J SSBC:EX
Cc: Nikolejsin, Dave CITZ:EX; Lowe, Charmaine CITZ:EX; MacKenzie, Kelly L CITZ:EX
Subject: Cross country access requests
Importance: High

Peter. The following access requests have been received in most provinces. S13

S13

\

1. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook.

- 2) Please provide me access, as the law requires, to records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations).

Not Responsive

Sharon

Sharon Plater
Director, Legislation Team
Knowledge and Information Services
Office of the Chief Information Officer
Ministry of Citizens' Services
Ph. (250) 356-0322 Fax (250) 953-0455
Website: <http://www.cio.gov.bc.ca/services/privacy/>

Kotchonoski, Darlene E LCTZ:EX

From: Fuller, Russ D SSBC:EX
Sent: Tuesday, January 25, 2011 9:59 AM
To: Ward, Kathleen SSBC:EX
Cc: Vander Beesen, Elizabeth H SSBC:EX
Subject: RE: BN on Timeliness of Media and Political Party Requests

Hi Kathleen:

I just got some additional numbers from Ursula and I need to do some more analysis to incorporate the relevant information into the briefing note. I'd like to continue working on this while the management meeting is on if that's okay.

Russ

From: Ward, Kathleen SSBC:EX
Sent: Monday, January 24, 2011 4:09 PM
To: Fuller, Russ D SSBC:EX
Cc: Vander Beesen, Elizabeth H SSBC:EX
Subject: RE: BN on Timeliness of Media and Political Party Requests

Great, no problem, thanks for your help! My meeting is at 4000 Seymour at 1pm, so I need to leave here at 1230.

Kathleen Ward, BID, MA, LEED AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Fuller, Russ D SSBC:EX
Sent: Monday, January 24, 2011 4:06 PM
To: Ward, Kathleen SSBC:EX
Cc: Vander Beesen, Elizabeth H SSBC:EX
Subject: BN on Timeliness of Media and Political Party Requests
Importance: High

Hi Kathleen:

I'm well along in preparing the briefing note you requested for your meeting with Richard tomorrow, which I understand is at 1:00. I just got some reports from Ursula that I want to look at tonight and possibly incorporate some information into my note. I'll have this to you by mid morning tomorrow. Would that work for you?

Russ

Kotchonoski, Darlene E LCTZ:EX

From: Ward, Kathleen SSBC:EX
Sent: Monday, January 24, 2011 4:09 PM
To: Fuller, Russ D SSBC:EX
Cc: Vander Beesen, Elizabeth H SSBC:EX
Subject: RE: BN on Timeliness of Media and Political Party Requests

Great, no problem, thanks for your help! My meeting is at 4000 Seymour at 1pm, so I need to leave here at 1230.

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Fuller, Russ D SSBC:EX
Sent: Monday, January 24, 2011 4:06 PM
To: Ward, Kathleen SSBC:EX
Cc: Vander Beesen, Elizabeth H SSBC:EX
Subject: BN on Timeliness of Media and Political Party Requests
Importance: High

Hi Kathleen:

I'm well along in preparing the briefing note you requested for your meeting with Richard tomorrow, which I understand is at 1:00. I just got some reports from Ursula that I want to look at tonight and possibly incorporate some information into my note. I'll have this to you by mid morning tomorrow. Would that work for you?

Russ

Kotchonoski, Darlene E LCTZ:EX

From: Fuller, Russ D SSBC:EX
Sent: Monday, January 24, 2011 4:06 PM
To: Ward, Kathleen SSBC:EX
Cc: Vander Beesen, Elizabeth H SSBC:EX
Subject: BN on Timeliness of Media and Political Party Requests

Importance: High

Hi Kathleen:

I'm well along in preparing the briefing note you requested for your meeting with Richard tomorrow, which I understand is at 1:00. I just got some reports from Ursula that I want to look at tonight and possibly incorporate some information into my note. I'll have this to you by mid morning tomorrow. Would that work for you?

Russ

MINISTRY OF LABOUR, CITIZENS' SERVICES AND OPEN GOVERNMENT

BRIEFING NOTE

Prepared by: Citizens' Services and Open Government

Ref: 65275

Date: May 6, 2011

I **PREPARED FOR:** Kim Henderson, Deputy Minister

FOR INFORMATION

TOPIC: Canadian Newspapers Association 6th Annual National Freedom of Information Audit for 2010/11.

II **ISSUE:**

Information Access Operations (IAO) has recently processed 21 FOI requests that were also concurrently received and processed by our colleagues in other jurisdictions. The pattern and topics of the request lead us to believe these requests form the content of the Canadian Newspapers Association (CNA) 6th Annual National FOI Audit for 2010/11. Given the timing of last year's audit release on May 12, 2010 and the upcoming Canadian Press Panel discussion on FOI on May 27 and 28, 2011 in Vancouver, we anticipate a possible imminent release of the 6th CNA Audit for 2010/11 in the press.

III **BACKGROUND:**

On May 12, 2010, the Canadian Newspaper Association (CNA) released its 5th annual National Freedom of Information Audit for 2009/10.

The audit is just a test of five requests provided to each of the jurisdictions to allow for a comparison of response rate. It is not a review or report on the FOI process or system response as a whole. The audit provides a qualitative review of the responses provided only.

In a comparison of Canadian provinces, British Columbia and Ontario both received a D+ grade, the lowest ranking for access to information (received 6 points out of 30).

Scoring was based on the responses to five separate FOI requests sent to provincial departments, municipalities, and one university per province. Points or demerits were given based on the length of response time taken, the amount of disclosure, the amount of fee estimates, and time extensions.

B.C.'s grade was based on responses to isolated requests (i.e., one fee estimate, one overdue decision, and one partially severed record) rather than overall performance.

IV **DISCUSSION:**

Between January 4 and January 12, 2011, IAO received 21 separate FOI requests that were concurrently received by colleagues in other Canadian FOI processing departments. IAO coordinated a processing approach resulting in 'five' cross-government requests as more than three ministries were impacted by the same request. These requests included:

- records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations);

- communications budget and the number of full-time employees for communications with four ministries for the past three fiscal years;
- any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook; and,
- a list of all contracts issued with a value greater than \$10,000.

As all 21 of these FOI requests were responded to on or before their legislated due date, government met a 100% compliance rate for on-time processing.

During the records call process, ministries approved fee requests for three out of the 23 requests. The fees applied were \$85.50, \$176.80 and \$375.00. IAO made several attempts to contact the applicant to assist us in clarifying and narrowing the requests in hopes of eliminating the fees in their entirety. All three requests were subsequently closed as the applicant did not pay the fees.

The total average processing days for these requests was 21 working days.

B.C.'s response time will be compared to other jurisdictions that have different FOI legislation. B.C. responds to FOI requests in accordance with our provincial *Freedom of Information and Protection of Privacy Act*.

V

CONCLUSION:

Suggested Response:

- Government is currently closing FOI requests 93 per cent on time, a 31 per cent improvement from 2008.
- Government has reduced the FOI average processing time, from 35 days in 2008 to 22 days currently – a 37 per cent improvement in average processing time.
- Government has made these substantial improvements while the number of FOI requests has been increasing – by more than 16 per cent since 2008/09. Following the 2009/10 CNA Audit, IAO implemented a quality assurance process for fee estimates. All fee requests are approved by the supervisor/manager of the IAO analyst responsible. All fee requests that exceed \$5,000 are flagged to the IAO Director and Executive Director for review.

PREPARED BY:

Kathleen Ward
Executive Director
Information Access Operations
250 387-9807

REVIEWED BY:

Bert Phipps
Chief Operating Officer
Shared Services BC

MINISTRY OF LABOUR, CITIZENS' SERVICES AND OPEN GOVERNMENT

BRIEFING NOTE

Prepared by: Citizens' Services and Open Government

Ref: 65275

Date: May 6, 2011

I **PREPARED FOR:** Kim Henderson, Deputy Minister

FOR INFORMATION

TOPIC: Canadian Newspapers Association 6th Annual National Freedom of Information Audit for 2010/11.

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IV **DISCUSSION:**

Between January 4 and January 12, 2011, IAO received 21 separate FOI requests that were concurrently received by colleagues in other Canadian FOI processing departments. IAO coordinated a processing approach resulting in 'five' cross-government requests as more than three ministries were impacted by the same request. These requests included:

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- communications budget and the number of full-time employees for communications with four ministries for the past three fiscal years;
- any guidelines for personal or business use of social media sites by employees - social media sites include but are not limited to Twitter and Facebook; and,
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As all 21 of these FOI requests were responded to on or before their legislated due date, government met a 100% compliance rate for on-time processing.

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The total average processing days for these requests, overall, was 21 working days.

B.C.'s response time will be compared to other jurisdictions that have different FOI legislation. B.C. responds to FOI requests in accordance with our provincial *Freedom of Information and Protection of Privacy Act*.

V **CONCLUSION:**

Suggested Response:

- Government is currently closing FOI requests 93 per cent on time, a 31 per cent improvement from 2008.
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PREPARED BY:

Kathleen Ward
Executive Director
Information Access Operations
250 387-9807

REVIEWED BY:

Bert Phipps
Chief Operating Officer
Shared Services BC

Kotchonoski, Darlene E LCTZ:EX

From: Foran, Grace E SSBC:EX
Sent: Wednesday, May 11, 2011 11:09 AM
To: Jonas, Denise SSBC:EX
Cc: Ward, Kathleen SSBC:EX; Lutte, Nicola SSBC:EX
Subject: As discussed: Revised 65275 CNA Audit IBN
Attachments: 65275 DM IBN CNA AUDIT 2011 (IAO revised 0511).docx

Importance: High

With Kathleen Ward's concurrence, the redundant word, "overall", has been removed from page 2 of the briefing note, Denise. As discussed, thank you for ensuring this updated note is provided to Vanessa.

Regards, g.

Grace Foran
Manager, Finance and Administration
Information Access Operations - Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
Physical Address: 548 Michigan Street, Room 2-309, Victoria BC V8V 1S2
Tel: 250 387-3233; BB: 250 216-7841; ✉: grace.foran@gov.bc.ca

MINISTRY OF LABOUR, CITIZENS' SERVICES AND OPEN GOVERNMENT

BRIEFING NOTE

Prepared by: Citizens' Services and Open Government

Ref: 65275

Date: May 6, 2011

I **PREPARED FOR:** Kim Henderson, Deputy Minister

FOR INFORMATION

TOPIC: Canadian Newspapers Association 6th Annual National Freedom of Information Audit for 2010/11.

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PREPARED BY:

Kathleen Ward
Executive Director
Information Access Operations
250 387-9807

REVIEWED BY:

Bert Phipps
Chief Operating Officer
Shared Services BC

Kotchonoski, Darlene E LCTZ:EX

From: Ward, Kathleen SSBC:EX
Sent: Friday, May 6, 2011 3:26 PM
To: Ginger, Vanessa R CITZ:EX
Cc: Jonas, Denise SSBC:EX; Brachman, Judy E SSBC:EX; Lutte, Nicola SSBC:EX; Foran, Grace E SSBC:EX
Subject: Canadian Newspapers Annual National FOI Audit
Attachments: 65275 DM IBN CNA AUDIT 2011 (IAO to COO).docx

Here is the IBN for the CNA Audit as discussed last night.

This is the link to last year's audit:

<http://www.newspaperscanada.ca/system/files/CNA%20FOI%20Audit%202010%20efinal.pdf>

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
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MINISTRY OF LABOUR, CITIZENS' SERVICES AND OPEN GOVERNMENT

BRIEFING NOTE

Prepared by: Citizens' Services and Open Government

Ref: 65275

Date: May 6, 2011

I **PREPARED FOR:** Kim Henderson, Deputy Minister

FOR INFORMATION

TOPIC: Canadian Newspapers Association 6th Annual National Freedom of Information Audit for 2010/11.

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PREPARED BY:

Kathleen Ward
Executive Director
Information Access Operations
250 387-9807

REVIEWED BY:

Bert Phipps
Chief Operating Officer
Shared Services BC

Not Responsive

MINISTRY OF LABOUR, CITIZENS' SERVICES AND OPEN GOVERNMENT

BRIEFING NOTE

Prepared by: Citizens' Services and Open Government

Ref: ##

Date: May 3, 2011

I **PREPARED FOR:** Kim Henderson, Deputy Minister

FOR INFORMATION

TOPIC: Canadian Newspapers 6th Annual National Freedom of Information Audit for 2010-2011.

II **ISSUE:**

IAO has recently processed 21 FOI requests that were also concurrently received and processed by our colleagues in other jurisdictions. The pattern and topics of the request lead us to believe these requests form the content of the Canadian Newspapers 6th Annual National FOI Audit for 2010-2011. Given the timing of last year's audit release on May 12 2010 and the upcoming Canadian Press Panel discussion on FOI on May 27 and 28th in Vancouver, we anticipate a possible release of the 6th CNA Audit for 2010-2011 in the press.

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Scoring was based on the province's response to five separate FOI requests sent to provincial departments, municipalities, and one university per province. Points or demerits were given based on the length of response time taken, the amount of disclosure, the amount of fee estimates, and time extensions.

In 2008-2009, B.C. received a C- grade and was ranked the second lowest with 10 points out of 30. Ontario received the lowest ranking.

IV **DISCUSSION:**

Between January 4, 2011 and January 12, 2011 Information Access Operations received 21 separate FOI requests that were concurrently received by colleagues in other Canadian FOI processing departments. IAO coordinated a processing approach resulting in 'five' cross government requests as more than three Ministries were impacted by the same request. These requests included: records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations); communications budget and the number of full-time employees for communications with four ministries for the past three fiscal years; any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook; and a list of all contracts issued with a value greater than \$10,000.

As all 21 of these FOI requests were responded to on or before their legislated due date, government met a 100% compliance for on-time processing. During the records call process, ministries approved fee requests for three out of the 23 requests. The fees applied were \$85.50, \$176.80 and \$375.00. IAO made several attempts to contact the

applicant to assist us in clarifying and narrowing the requests in hopes of eliminating the fees in their entirety. All three requests were closed as the applicant did not pay the fees.

The total average processing days for these requests, overall, was 21 working days.

BC's response time will be compared to other jurisdictions

V **CONCLUSION:**

Suggested Response:

PREPARED BY:

Kathleen Ward
Executive Director
Information Access Operations
250 387-9807

REVIEWED BY:

Kathleen Ward
Director
Information Access Operations

Bert Phipps
Chief Operating Officer
Shared Services BC

Kotchonoski, Darlene E LCTZ:EX

From: Ward, Kathleen SSBC:EX
Sent: Tuesday, March 8, 2011 2:02 PM
To: Phipps, Bert SSBC:EX; Ginger, Vanessa R CITZ:EX
Subject: Final Status report Cross Country Requests

Importance: High

Greetings:

Between January 4, 2011 and January 12, 2011 Information Access Operations received 21 separate FOI requests. These resulted in 'five' cross government requests – a process by which IAO takes a coordinated approach to our response when more than three Ministries have been impacted by the same request.

Of these 21 requests all of them were responded to on or before their legislated due date – IAO met a 100% compliance.

The logistics' associated with these type of requests is quite involved. Three out of the 23 requests resulted in the application of minimal fees. IAO made several attempts to contact the applicant to assist us in clarifying and narrowing the requests in hopes of eliminating the fees in their entirety. All three requests were closed as the applicant did not pay the fees.

The total average processing days for these requests, overall, was 21 working days.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Due date	Closed date	Processing days
EDU-2011-00004	January 5, 2011	February 16, 2011	January 24, 2011	4
MSD-2011-00003	January 4, 2011	February 15, 2011	January 24, 2011	5
PSS-2011-00004	January 4, 2011	February 15, 2011	January 24, 2011	5
TRA-2011-00003	January 5, 2011	February 24, 2011	January 24, 2011	7

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Closed date	Processing days
PAB-2011-00005	January 21, 2011	March 4, 2011	February 11, 2011	15

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Closed date	Processing days
EDU-2011-00001	January 4, 2011	February 15, 2011	February 7, 2011	24
MSD-2011-00011	January 5, 2011	February 16, 2011	February 15, 2011	29
PSS-2011-00021	January 5, 2011	February 16, 2011	February 15, 2011	29
TRA-2011-00005	January 5, 2011	February 16, 2011	February 3, 2011	21
CTZ-2011-00011	January 25, 2011	March 8, 2011	March 1, 2011	25

Not Responsive

Not Responsive

*Regards,
Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

Kotchonoski, Darlene E LCTZ:EX

From: Smith, Peter J SSBC:EX
Sent: Tuesday, February 8, 2011 11:15 PM
To: Ward, Kathleen SSBC:EX
Subject: Fw: Common Access Requests

Heads up. Here's how Nova Scotia is responding. Confirms the status of the request. Not Responsive
S22

----- Original Message -----

From: Plater, Sharon CITZ:EX
Sent: Tuesday, February 08, 2011 09:19 PM
To: Smith, Peter J SSBC:EX
Subject: FW: Common Access Requests

Hi Peter. FYI re the access requests received by all provinces.

Sharon

-----Original Message-----

From: Ann Guinchard [<mailto:guincha@gov.ns.ca>]
Sent: Tue 2/8/2011 11:31 AM
To: cscarpelli@city.windsor.on.ca; Ian (DSS/MAS) Walsh; chris.leszczak@gov.ab.ca; Plater, Sharon CITZ:EX; Allan, Shelley A CITZ:EX; kim.riddell@gov.mb.ca; jenniferberlin@gov.nl.ca; denise.anderson@gov.nt.ca; kwarrenEIA@gov.nu.ca; fmaclaren@gov.pe.ca; Duane JU' Mombourquette; judy.pelchat@gov.yk.ca; mary.lysyk@hc-sc.gc.ca; michele.babin@hrsdc-rhdcc.gc.ca; chatelois.daniele@ic.gc.ca; hamilton.jane@ic.gc.ca; Heather.Clarke@ontario.ca; Terry.Murray@tbs-sct.gc.ca
Subject: RE: Common Access Requests

Hello Ian et al:

There are actually 5 emails in this series (they were our New Years gifts - all mailed December 30th) . . . so if you haven't received the 5th it - requests Not Responsive

Not Responsive

For #1 (*) below we have a corporate government-wide social media set of guidelines we provided.

2 we clarified with the applicant that the Communications was their budget, plus the portion of the webmaster's salary that was spent on the internet if they weren't part of Communications

Not Responsive

Ann

>>> "Walsh, Ian (DSS/MAS)" <Ian.Walsh@gnb.ca> 2/8/2011 1:28 pm >>>

Not Responsive

Not Responsive

Thanks all;

Ian

From: Mombourquette, Duane JU [mailto:Duane.Mombourquette@gov.sk.ca]
Sent: January-12-11 12:52 PM
To: Mombourquette, Duane JU; chris.leszczak@gov.ab.ca; sharon.plater@gov.bc.ca; shelley.allan@gov.bc.ca; chatelois.daniele@ic.gc.ca; hamilton.jane@ic.gc.ca; mary.lysyk@hc-sc.gc.ca; Terry.Murray@tbs-sct.gc.ca; michele.babin@hrsdc-rhdcc.gc.ca; kim.riddell@gov.mb.ca; cscarpelli@city.windsor.on.ca; Walsh, Ian (DSS/MAS); jenniferberlin@gov.nl.ca; denise.anderson@gov.nt.ca; macleola@gov.ns.ca; guincha@gov.ns.ca; kwarrenEIA@gov.nu.ca; Heather.Clarke@ontario.ca; fmaclaren@gov.pe.ca; judy.pelchat@gov.yk.ca
Subject: FW: Common Access Requests

As discussed:

* Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook.

2) Please provide me access, as the law requires, to records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations).

Not Responsive

Thanks,

Duane

Duane Mombourquette
Exec. Dir., Access & Privacy, Sask Justice and Attorney General
Ph: 306-787-6428; Cell: S17

Please note: Information provided in this email or through the Access and Privacy Branch website does not constitute legal advice. Please consult with your own legal counsel for legal advice related to either The Freedom of Information and Protection of Privacy Act or The Local Authority Freedom of Information and Protection of Privacy Act.

NOTICE: This email (and any attachment) was intended for a specific recipient. It may contain information which is privileged, confidential or exempt from disclosure. If you are not the intended recipient, do not distribute it to another person or use it for any other purpose. Please delete it and advise me by return email or telephone. Thank you.

Kotchonoski, Darlene E LCTZ:EX

From: Ward, Kathleen SSBC:EX
Sent: Tuesday, March 8, 2011 1:00 PM
To: Phipps, Bert SSBC:EX
Subject: FW: Cross country requests update

The details regarding the discussion we had this morning re: CITZ file.

This was file #CTZ-2011-00011, (Any guidelines for personal or business use of social media sites by employees) part of the "cross country" request. The file went into sign-off on February 11, and was signed by Kim Henderson on February 16. IAO awaited the file, and followed up again with the DMO on March 1st and the file was returned to our office that day. The response was sent to the applicant and the file was closed on March 1. The legislated due date was March 8.

Kathleen

-----Original Message-----

From: Henderson, Kim N CITZ:EX
Sent: Thursday, February 17, 2011 2:43 PM
To: Phipps, Bert SSBC:EX
Cc: Ward, Kathleen SSBC:EX
Subject: Re: Cross country requests update

Great work!

----- Original Message -----

From: Phipps, Bert SSBC:EX
Sent: Thursday, February 17, 2011 02:37 PM
To: Henderson, Kim N CITZ:EX
Cc: Ward, Kathleen SSBC:EX
Subject: FW: Cross country requests update

Fyi - Good news from Kathleen. She continues to monitor the progress of the files and provide me with updates.

-----Original Message-----

From: Ward, Kathleen SSBC:EX
Sent: Thursday, February 17, 2011 2:15 PM
To: Phipps, Bert SSBC:EX
Subject: Cross country requests update

Good news!

This is to confirm that the files related to the cross country requests are closed, with the exception of CTZ-2011-00011 - due March 8th and

Not Responsive We have met and/or exceeded meeting our timelines under the legislation.

Kathleen

Kotchonoski, Darlene E LCTZ:EX

From: Phipps, Bert SSBC:EX
Sent: Thursday, February 17, 2011 2:37 PM
To: Henderson, Kim N CITZ:EX
Cc: Ward, Kathleen SSBC:EX
Subject: FW: Cross country requests update

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Not Responsive

Not Responsive

We have met and/or exceeded meeting our timelines under the legislation.

Kathleen

Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, February 17, 2011 8:39 AM
To: Ward, Kathleen SSBC:EX
Subject: Fw: Feb 17th latest version Status report on cross country requests

Importance: High

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 17, 2011 08:32 AM
To: Williams, Brad M SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: Feb 17th latest version Status report on cross country requests

Good Morning.
This update is current as of 8:30am Thursday, February 17th.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed
MSD file closed
PSS file closed
TRA file closed
CTZ file -- In sign-off

Not Responsive

Not Responsive

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 8, 2011 2:51 PM
To: Ward, Kathleen SSBC:EX
Cc: Williams, Brad M SSBC:EX
Subject: FW: PLEASE READ Status report on cross country requests

Importance: High

Hi Kathleen, below is a current status report for the cross country requests.

We are seeing some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD is in sign off, anticipate a release by February 11th.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3rd.

Not Responsive

Not Responsive

If you need anything more from me please call.

Maxine

Kotchonoski, Darlene E LCTZ:EX

From: Ward, Kathleen SSBC:EX
Sent: Monday, February 7, 2011 5:34 PM
To: Ward, Kathleen SSBC:EX
Subject: FW: Status report on cross country requests

Importance: High

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Ward, Kathleen SSBC:EX
Sent: Monday, February 7, 2011 5:33 PM
To: Williams, Brad M SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

Hi Kathleen, as requested, below is a current status report for the xgov't requests:

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file is in sign off – no records response.
MSD and PSS files are at the 'reviewing records stage'.
TRA file is in sign off – no records response.

Not Responsive

Not Responsive

If you need anything more information just give me a call - 387-4558.

Maxine

Kotchonoski, Darlene E LCTZ:EX

From: Ward, Kathleen SSBC:EX
Sent: Friday, January 28, 2011 5:33 PM
To: Phipps, Bert SSBC:EX
Subject: FW: Status report on cross country requests

Importance: High

Here is info as promised earlier today. It is looking pretty good, but I am aware the clock is ticking against us and the race is on to release fast. Teams are trying to expedite.

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 4:21 PM
To: Ward, Kathleen SSBC:EX
Cc: Vander Beesen, Elizabeth H SSBC:EX
Subject: Status report on cross country requests
Importance: High

Hi there, as requested, a report on the current status of the below noted cross government numbers.

If you require more information, please don't hesitate to call me at 387-4558.

Please note: requests were received at different intervals, hence the different start dates

Maxine

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
PAB-2011-00005	January 21, 2011	March 4, 2011	Call for records conducted and expedited; Ministry will respond well within timelines. Estimated timeline is week of January 31, 2011

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Status
EDU-2011-00001	January 4, 2011	February 15, 2011	No responsive records
MSD-2011-00011	January 5, 2011	February 16, 2011	Records received; program area advises ~ waiting on one more program area to respond
PSS-2011-00021	January 5, 2011	February 16, 2011	Ministry advised all program areas to be canvassed; Partial records received Jan.28/11
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off)

Not Responsive

Not Responsive

Kotchonoski, Darlene E LCTZ:EX

From: Henderson, Kim N CITZ:EX
Sent: Thursday, February 17, 2011 2:43 PM
To: Phipps, Bert SSBC:EX
Cc: Ward, Kathleen SSBC:EX
Subject: Re: Cross country requests update

Great work!

----- Original Message -----

From: Phipps, Bert SSBC:EX
Sent: Thursday, February 17, 2011 02:37 PM
To: Henderson, Kim N CITZ:EX
Cc: Ward, Kathleen SSBC:EX
Subject: FW: Cross country requests update

Fyi - Good news from Kathleen. She continues to monitor the progress of the files and provide me with updates.

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Sent: Thursday, February 17, 2011 2:15 PM
To: Phipps, Bert SSBC:EX
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Good news!

This is to confirm that the files related to the cross country requests are closed. with the exception of CTZ-2011-00011 - due March 8th and

Not Responsive

Not Responsive We have met and/or exceeded meeting our timelines under the legislation.

Kathleen

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Monday, February 14, 2011 10:30 AM
To: Plater, Carmelina SSBC:EX; McCartney, Angela SSBC:EX; Foster, Anita SSBC:EX; Edwards, Gerry A SSBC:EX; Ghag, Kris SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Hendry, Jackie SSBC:EX; Bejcek, Ken SSBC:EX
Cc: Bjelica, Alex SSBC:EX; Vander Beesen, Elizabeth H SSBC:EX; Hudson, Vicki SSBC:EX; Elbahir, Cindy SSBC:EX; Fuller, Russ D SSBC:EX; Kukucska, Cindy L SSBC:EX; Ward, Kathleen SSBC:EX; Williams, Brad M SSBC:EX
Subject: RE: Cross government requests
Importance: High

Hi everyone, just a friendly reminder, we have several cross government request coming due on February 17th, February 24th and February 25th.

I realize this is short notice but we'll need to do what we can to meet our timelines. Therefore, attached for your convenience, I've provided a copy of the cross government report - this report provides you with the xgov't number, subject matter, and the earliest status/due date noted in CRTS. Please take a look at these prior to our meeting today so we can talk about their status and any options we need to consider in meeting our timelines.

Lastly, has everyone exercised their right to extend? If not, please consider.

Thanks everyone,

Maxine



Xgovt Received
April 1, 2010 to...

Freedom of Information and
Protection of Privacy
Information Access Operations

X-Government Requests - Received

X-govt Create Date: April 1, 2009 to February 11, 2011

Request Status: "Not Closed"

[illegible]

Not Responsive

Request Status	Ministry Lead	Request Number	Start Date	Due Date	End Date	On Hold Days	Extension Days	Processing Days	On Time Overdue	Overdue Days
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Not Responsive

Request Status	Ministry Lead	Request Number	Start Date	Due Date	End Date	On Hold Days	Extension Days	Processing Days	On Time Overdue	Overdue Days
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Not Responsive

Request Status	Ministry Lead	Request Number	Start Date	Due Date	End Date	On Hold Days	Extension Days	Processing Days	On Time Overdue	Overdue Days
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Not Responsive

Request Status	Ministry Lead	Request Number	Start Date	Due Date	End Date	On Hold Days	Extension Days	Processing Days	On Time Overdue	Overdue Days
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Not Responsive

Request Status	Ministry Lead	Request Number	Start Date	Due Date	End Date	On Hold Days	Extension Days	Processing Days	On Time Overdue	Overdue Days
Not Responsive										
X-GOV-100310 Any guidelines for personal or business use of social media sites by institutions's employees. Social media sites include but are not limited to Twitter and Facebook. Create Date January 11, 2011 Protected Release Date February 16, 2011 Closed Date										
In sign-off	Social Development	MSD-2011-00011	05-Jan-2011	16-Feb-2011		0	0	27		
In sign-off	Public Safety and Solicitor General	PSS-2011-00021	05-Jan-2011	16-Feb-2011		0	0	27		
Open	Citizens' Services	CTZ-2011-00011	25-Jan-2011	08-Mar-2011		0	0	13		
X-GOV-100309 records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations) Create Date January 11, 2011 Protected Release Date February 15, 2011 Closed Date										
In sign-off	Citizens' Services	PAB-2011-00005	21-Jan-2011	04-Mar-2011		0	0	15		
Not Responsive										

Request Status	Ministry Lead	Request Number	Start Date	Due Date	End Date	On Hold Days	Extension Days	Processing Days	On Time Overdue	Overdue Days
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Not Responsive

Request Status	Ministry Lead	Request Number	Start Date	Due Date	End Date	On Hold Days	Extension Days	Processing Days	On Time Overdue	Overdue Days
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Not Responsive

Kotchonoski, Darlene E LCTZ:EX

From: Ward, Kathleen SSBC:EX
Sent: Tuesday, February 8, 2011 3:08 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Williams, Brad M SSBC:EX
Subject: RE: PLEASE READ Status report on cross country requests
Attachments: Updated: Status of Two MTI Requests

Thanks – there are some updates to

Not Responsive

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 8, 2011 2:51 PM
To: Ward, Kathleen SSBC:EX
Cc: Williams, Brad M SSBC:EX
Subject: FW: PLEASE READ Status report on cross country requests
Importance: High

Hi Kathleen, below is a current status report for the cross country requests.

We are seeing some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD is in sign off, anticipate a release by February 11th.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3rd.

Not Responsive

Not Responsive

If you need anything more from me please call.

Maxine

Not Responsive

Not Responsive

Kotchonoski, Darlene E LCTZ:EX

From: Ward, Kathleen SSBC:EX
Sent: Tuesday, February 1, 2011 11:27 AM
To: Ginger, Vanessa R CITZ:EX
Subject: RE: Status report on cross country FOI requests

Were these files originally directed to these specific ministries as per the request?

Yes for all files. We open the request to show due diligence to the applicant because applicants have an avenue of recourse through the OIPC if the ministry does not respond or if the applicant does not believe the response was appropriate. The IAO Cross Government team meets on these requests and determines the most likely location for files and then works with the applicant to guide them to refine their request to that source. The applicant may narrow the original search, or may insist on processing the file as requested.

Not Responsive

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Ginger, Vanessa R CITZ:EX
Sent: Tuesday, February 1, 2011 9:38 AM
To: Ward, Kathleen SSBC:EX
Subject: RE: Status report on cross country FOI requests
Importance: High

Hi Kathleen, can you please clarify Bert's questions below?

Thanks so much,

VANESSA R. GINGER
A/Director, Corporate Priorities
Office of the Chief Operating Officer
Shared Services BC
Ministry of Citizens' Services

From: Ward, Kathleen SSBC:EX
Sent: Monday, January 31, 2011 12:18 PM
To: Phipps, Bert SSBC:EX
Cc: Ginger, Vanessa R CITZ:EX
Subject: Status report on cross country FOI requests
Importance: High

Information Access Operations has received a series of FOI requests that have been concurrently made to multiple jurisdictions across Canada.

Our responses to these requests are proceeding well and are most likely to be released on or before our legislated timelines. We have been in contact with each ministry involved and have asked them to expedite processing these files. We have also been working with the applicant by email to narrow and clarify these requests, as the applicant will not provide us with a telephone number for contact.

The following is the wording of the requests received and a summary of our progress to date:

Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

Cross-Government Request 100309:

- This request was received Jan 5th and as per the request was originally directed to the Ministries of Education (EDU), Social Development (MSD), Public Safety and Solicitor General (PSS) and Transportation (TRA).
- A preliminary review of the request indicated that the most likely processing organization to have records was the Public Affairs Bureau therefore in consultation with the applicant, all files were closed and a subsequent file was opened with the PAB.
- The file is due on March 4th and PAB will most likely respond to the applicant before the week is over.

Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

Cross-Government Request 100310:

- This request was received January 4th and 5th and were directed to EDU, MSD, PSS and TRA. (were these originally directed to these specific ministries as per the request?)
- EDU and TRA files will be closed this week (no records response)
- MSD and PSS have provided partial records and the remainder are expected to IAO this week. These files are due on February 16th.
- IAO has contacted David Hume to provide IAO a response for to the applicant as some of this information is already in the public domain.

Not Responsive

Not Responsive

If you require any more information, please let me know.

*Regards,
Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

Kotchonoski, Darlene E LCTZ:EX

From: Ginger, Vanessa R CITZ:EX
Sent: Tuesday, February 1, 2011 9:38 AM
To: Ward, Kathleen SSBC:EX
Subject: RE: Status report on cross country FOI requests

Importance: High

Hi Kathleen, can you please clarify Bert's questions below?

Thanks so much,

VANESSA R. GINGER

A/Director, Corporate Priorities
Office of the Chief Operating Officer
Shared Services BC
Ministry of Citizens' Services
250.953.3945

From: Ward, Kathleen SSBC:EX
Sent: Monday, January 31, 2011 12:18 PM
To: Phipps, Bert SSBC:EX
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Not Responsive

If you require any more information, please let me know.

*Regards,
Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 17, 2011 2:07 PM
To: Williams, Brad M SSBC:EX; Ward, Kathleen SSBC:EX
Subject: Status report on cross country requests

Importance: High

Hi there, this is to confirm that the files related to the cross country requests are closed, with the exception of CTZ-2011-00011 – due March 8th and

Not Responsive

We have met and/or exceeded meeting our timelines under the legislation!!!!!!

Maxine

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Ward, Kathleen SSBC:EX
Sent: Wednesday, February 9, 2011 11:30 AM
To: Phipps, Bert SSBC:EX
Subject: Status report on cross country requests

Below is a current status report for the cross country requests.

We are seeing some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD is in sign off, anticipate a release by February 11th.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3rd.

CTZ- transferred from TRA

Not Responsive

Not Responsive

Thanks and let me know if you need any further information.

Regards,
Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Monday, February 14, 2011 1:59 PM
To: Vanzetta, Maxine SSBC:EX; Williams, Brad M SSBC:EX; Ward, Kathleen SSBC:EX
Subject: Status report on cross country requests - Monday Feb. 14
Importance: High

Further to Friday's update, below you will find the 'most' recent update to the cross country requests.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed on Friday.

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD file is still in sign off.

PSS file went into sign off.

TRA file is closed – no records response.

CTZ file is in sign off – this file was created as a result of a transfer from TRA to CTZ

Not Responsive

Maxine

Kotchonoski, Darlene E LCTZ:EX

From: Phipps, Bert SSBC:EX
Sent: Sunday, February 13, 2011 11:56 PM
To: Henderson, Kim N CITZ:EX
Cc: Ward, Kathleen SSBC:EX
Subject: Status report on cross country requests

Importance: High

Fyi – IAO is ensuring these files are being handled within the time limits.

From: Ward, Kathleen SSBC:EX
Sent: Friday, February 11, 2011 4:59 PM
To: Phipps, Bert SSBC:EX; Ginger, Vanessa R CITZ:EX
Subject: Status report on cross country requests
Importance: High

Here is today's update to the cross country requests:

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations). Records are in sign off.

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook. Records should be released by next week.

Not Responsive

Regards,
Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

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From: Ward, Kathleen SSBC:EX
Sent: Friday, February 11, 2011 4:59 PM
To: Phipps, Bert SSBC:EX; Ginger, Vanessa R CITZ:EX
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Importance: High

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Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

Kotchonoski, Darlene E LCTZ:EX

From: Ward, Kathleen SSBC:EX
Sent: Wednesday, February 9, 2011 11:30 AM
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Not Responsive

Thanks and let me know if you need any further information.

Regards,
Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

Not Responsive

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, May 3, 2011 1:59 PM
To: Williams, Brad M SSBC:EX
Subject: Latest version Status report on cross country requests

Here was the last update.

If you need anything further, let me know.

Maxine

From: Williams, Brad M SSBC:EX
Sent: Monday, March 7, 2011 1:42 PM
To: Kukucska, Cindy L SSBC:EX; Ward, Kathleen SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: Re: Feb 8th latest version Status report on cross country requests

Thanks Cindy! Your quick response to my request is much appreciated.

From: Kukucska, Cindy L SSBC:EX
Sent: Monday, March 07, 2011 01:39 PM
To: Williams, Brad M SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests

Hi Brad. Update as requested.

All files are now closed, with the exception of

Not Responsive

Not Responsive

.cindy k

~~~

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed

MSD file closed

PSS file closed

TRA file closed

CTZ file closed

Not Responsive

Not Responsive

---

**From:** Ward, Kathleen SSBC:EX  
**Sent:** Tuesday, May 3, 2011 1:12 PM  
**To:** Williams, Brad M SSBC:EX  
**Subject:** FW: Final Status report Cross Country Requests  
**Importance:** High

I think we have lots here to go on, but anything else noteworthy would be a help... thanks

*Kathleen Ward, BID, MA, LEED® AP  
Executive Director,  
Information Access Operations*

---

*Shared Services BC  
2nd Floor - 548 Michigan Street  
Phone: 250.387-9807  
Email: [kathleen.ward@gov.bc.ca](mailto:kathleen.ward@gov.bc.ca)  
Please consider the environment before printing this email*

---

**From:** Ward, Kathleen SSBC:EX  
**Sent:** Tuesday, March 8, 2011 2:02 PM  
**To:** Phipps, Bert SSBC:EX; Ginger, Vanessa R CITZ:EX  
**Subject:** Final Status report Cross Country Requests  
**Importance:** High

Greetings:

Between January 4, 2011 and January 12, 2011 Information Access Operations received 21 separate FOI requests. These resulted in 'five' cross government requests – a process by which IAO takes a coordinated approach to our response when more than three Ministries have been impacted by the same request.

Of these 21 requests all of them were responded to on or before their legislated due date – IAO met a 100% compliance.

The logistics' associated with these type of requests is quite involved. Three out of the 23 requests resulted in the application of minimal fees. IAO made several attempts to contact the applicant to assist us in clarifying and narrowing the requests in hopes of eliminating the fees in their entirety. All three requests were closed as the applicant did not pay the fees.

The total average processing days for these requests, overall, was 21 working days.

**Cross-Government Request 100309:** Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

| File number    | Start date      | Due date          | Closed date      | Processing days |
|----------------|-----------------|-------------------|------------------|-----------------|
| EDU-2011-00004 | January 5, 2011 | February 16, 2011 | January 24, 2011 | 4               |
| MSD-2011-00003 | January 4, 2011 | February 15, 2011 | January 24, 2011 | 5               |
| PSS-2011-00004 | January 4, 2011 | February 15, 2011 | January 24, 2011 | 5               |
| TRA-2011-00003 | January 5, 2011 | February 24, 2011 | January 24, 2011 | 7               |

**Wording of PAB request:** Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

| File Number    | Start date       | Due date      | Closed date       | Processing days |
|----------------|------------------|---------------|-------------------|-----------------|
| PAB-2011-00005 | January 21, 2011 | March 4, 2011 | February 11, 2011 | 15              |

**Cross-Government Request 100310:** Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

| File number    | Start date       | Due date          | Closed date       | Processing days |
|----------------|------------------|-------------------|-------------------|-----------------|
| EDU-2011-00001 | January 4, 2011  | February 15, 2011 | February 7, 2011  | 24              |
| MSD-2011-00011 | January 5, 2011  | February 16, 2011 | February 15, 2011 | 29              |
| PSS-2011-00021 | January 5, 2011  | February 16, 2011 | February 15, 2011 | 29              |
| TRA-2011-00005 | January 5, 2011  | February 16, 2011 | February 3, 2011  | 21              |
| CTZ-2011-00011 | January 25, 2011 | March 8, 2011     | March 1, 2011     | 25              |

Not Responsive

Not Responsive

Regards,  
Kathleen Ward, BID, MA, LEED® AP  
Executive Director,  
Information Access Operations

---

Shared Services BC  
2nd Floor - 548 Michigan Street  
Phone: 250.387-9807  
Email: [kathleen.ward@gov.bc.ca](mailto:kathleen.ward@gov.bc.ca)  
Please consider the environment before printing this email

Not Responsive

---

**From:** Ward, Kathleen SSBC:EX  
**Sent:** Tuesday, March 8, 2011 2:02 PM  
**To:** Williams, Brad M SSBC:EX  
**Subject:** FW: Final Status report Cross Country Requests  
**Importance:** High

*Kathleen Ward, BID, MA, LEED® AP  
Executive Director,  
Information Access Operations*

---

*Shared Services BC  
2nd Floor - 548 Michigan Street  
Phone: 250.387-9807  
Email: [kathleen.ward@gov.bc.ca](mailto:kathleen.ward@gov.bc.ca)  
Please consider the environment before printing this email*

---

**From:** Ward, Kathleen SSBC:EX  
**Sent:** Tuesday, March 8, 2011 2:02 PM  
**To:** Phipps, Bert SSBC:EX; Ginger, Vanessa R CITZ:EX  
**Subject:** Final Status report Cross Country Requests  
**Importance:** High

Greetings:

Between January 4, 2011 and January 12, 2011 Information Access Operations received 21 separate FOI requests. These resulted in 'five' cross government requests – a process by which IAO takes a coordinated approach to our response when more than three Ministries have been impacted by the same request.

Of these 21 requests all of them were responded to on or before their legislated due date – IAO met a 100% compliance.

The logistics' associated with these type of requests is quite involved. Three out of the 23 requests resulted in the application of minimal fees. IAO made several attempts to contact the applicant to assist us in clarifying and narrowing the requests in hopes of eliminating the fees in their entirety. All three requests were closed as the applicant did not pay the fees.

The total average processing days for these requests, overall, was 21 working days.

**Cross-Government Request 100309:** Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

| File number    | Start date      | Due date          | Closed date      | Processing days |
|----------------|-----------------|-------------------|------------------|-----------------|
| EDU-2011-00004 | January 5, 2011 | February 16, 2011 | January 24, 2011 | 4               |
| MSD-2011-00003 | January 4, 2011 | February 15, 2011 | January 24, 2011 | 5               |
| PSS-2011-00004 | January 4, 2011 | February 15, 2011 | January 24, 2011 | 5               |
| TRA-2011-00003 | January 5, 2011 | February 24, 2011 | January 24, 2011 | 7               |

**Wording of PAB request:** Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

| File Number    | Start date       | Due date      | Closed date       | Processing days |
|----------------|------------------|---------------|-------------------|-----------------|
| PAB-2011-00005 | January 21, 2011 | March 4, 2011 | February 11, 2011 | 15              |

**Cross-Government Request 100310:** Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

| File number    | Start date       | Due date          | Closed date       | Processing days |
|----------------|------------------|-------------------|-------------------|-----------------|
| EDU-2011-00001 | January 4, 2011  | February 15, 2011 | February 7, 2011  | 24              |
| MSD-2011-00011 | January 5, 2011  | February 16, 2011 | February 15, 2011 | 29              |
| PSS-2011-00021 | January 5, 2011  | February 16, 2011 | February 15, 2011 | 29              |
| TRA-2011-00005 | January 5, 2011  | February 16, 2011 | February 3, 2011  | 21              |
| CTZ-2011-00011 | January 25, 2011 | March 8, 2011     | March 1, 2011     | 25              |

Not Responsive

Not Responsive

*Regards,  
Kathleen Ward, BID, MA, LEED® AP  
Executive Director,  
Information Access Operations*

---

*Shared Services BC  
2nd Floor - 548 Michigan Street  
Phone: 250.387-9807  
Email: [kathleen.ward@gov.bc.ca](mailto:kathleen.ward@gov.bc.ca)  
Please consider the environment before printing this email*



Not Responsive

-----Original Message-----

From: Ward, Kathleen SSBC:EX  
Sent: Thursday, February 17, 2011 2:45 PM  
To: Williams, Brad M SSBC:EX  
Subject: FW: Cross country requests update

:-)

Kathleen Ward, BID, MA, LEED® AP  
Executive Director,  
Information Access Operations

---

Shared Services BC  
2nd Floor - 548 Michigan Street  
Phone: 250.387-9807  
Email: [kathleen.ward@gov.bc.ca](mailto:kathleen.ward@gov.bc.ca)  
Please consider the environment before printing this email

-----Original Message-----

From: Henderson, Kim N CITZ:EX  
Sent: Thursday, February 17, 2011 2:43 PM  
To: Phipps, Bert SSBC:EX  
Cc: Ward, Kathleen SSBC:EX  
Subject: Re: Cross country requests update

Great work!

----- Original Message -----

From: Phipps, Bert SSBC:EX  
Sent: Thursday, February 17, 2011 02:37 PM  
To: Henderson, Kim N CITZ:EX  
Cc: Ward, Kathleen SSBC:EX  
Subject: FW: Cross country requests update

Fyi - Good news from Kathleen. She continues to monitor the progress of the files and provide me with updates.

-----Original Message-----

From: Ward, Kathleen SSBC:EX  
Sent: Thursday, February 17, 2011 2:15 PM  
To: Phipps, Bert SSBC:EX  
Subject: Cross country requests update

Good news!

This is to confirm that the files related to the cross country requests are closed. with  
the exception of CTZ-2011-00011 - due March 8th and Not Responsive

Not Responsive We have met and/or exceeded meeting our timelines under the legislation.

Kathleen

Not Responsive

---

**From:** Ward, Kathleen SSBC:EX  
**Sent:** Thursday, February 17, 2011 2:17 PM  
**To:** Vanzetta, Maxine SSBC:EX; Williams, Brad M SSBC:EX; Smith, Peter J SSBC:EX; Vander Beesen, Elizabeth H SSBC:EX; Bjelica, Alex SSBC:EX; Wright, Alexander M SSBC:EX; Elbahir, Cindy SSBC:EX; Hudson, Vicki SSBC:EX; Fuller, Russ D SSBC:EX  
**Cc:** Foran, Grace E SSBC:EX  
**Subject:** Re: Status report on cross country requests

Well done - take a bow all of you and your teams for this speedy work!  
Kathleen

---

**From:** Vanzetta, Maxine SSBC:EX  
**Sent:** Thursday, February 17, 2011 02:06 PM  
**To:** Williams, Brad M SSBC:EX; Ward, Kathleen SSBC:EX  
**Subject:** Status report on cross country requests

Hi there, this is to confirm that the files related to the cross country requests are closed, with the exception of CTZ-2011-00011 – due March 8<sup>th</sup> and

Not Responsive

We have met and/or exceeded meeting our timelines under the legislation!!!!!!

Maxine

*Kathleen Ward, BID, MA, LEED® AP  
Executive Director,  
Information Access Operations*

---

*Shared Services BC  
2nd Floor - 548 Michigan Street  
Phone: 250.387-9807  
Email: [kathleen.ward@gov.bc.ca](mailto:kathleen.ward@gov.bc.ca)*

**From:** Ward, Kathleen SSBC:EX  
**Sent:** Wednesday, February 9, 2011 11:30 AM  
**To:** Phipps, Bert SSBC:EX  
**Subject:** Status report on cross country requests

Below is a current status report for the cross country requests.  
We are seeing some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

**Cross-Government Request 100309:** Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

**Cross-Government Request 100310:** Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed -- no responsive records.

MSD is in sign off, anticipate a release by February 11<sup>th</sup>.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3<sup>rd</sup>.

CTZ- transferred from TRA

Not Responsive

Not Responsive

Thanks and let me know if you need any further information.

Regards,

*Kathleen Ward, BID, MA, LEED® AP*

*Executive Director,*

*Information Access Operations*

---

*Shared Services BC*

*2nd Floor - 548 Michigan Street*

*Phone: 250.387-9807*

*Email: [kathleen.ward@gov.bc.ca](mailto:kathleen.ward@gov.bc.ca)*

*Please consider the environment before printing this email*

Not Responsive

---

**From:** Vanzetta, Maxine SSBC:EX  
**Sent:** Thursday, February 17, 2011 2:07 PM  
**To:** Williams, Brad M SSBC:EX; Ward, Kathleen SSBC:EX  
**Subject:** Status report on cross country requests  
**Importance:** High

Hi there, this is to confirm that the files related to the cross country requests are closed, with the exception of CTZ-2011-00011 – due March 8<sup>th</sup> and

Not Responsive

We have met and/or exceeded meeting our timelines under the legislation!!!!!!

Maxine

*Kathleen Ward, BID, MA, LEED® AP  
Executive Director,  
Information Access Operations*

---

*Shared Services BC  
2nd Floor - 548 Michigan Street  
Phone: 250.387-9807  
Email: [kathleen.ward@gov.bc.ca](mailto:kathleen.ward@gov.bc.ca)  
Please consider the environment before printing this email*

---

**From:** Ward, Kathleen SSBC:EX  
**Sent:** Wednesday, February 9, 2011 11:30 AM  
**To:** Phipps, Bert SSBC:EX  
**Subject:** Status report on cross country requests

Below is a current status report for the cross country requests.

We are seeing some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

**Cross-Government Request 100309:** Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

**Cross-Government Request 100310:** Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed -- no responsive records.

MSD is in sign off, anticipate a release by February 11<sup>th</sup>.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3<sup>rd</sup>.

CTZ- transferred from TRA

Not Responsive

Thanks and let me know if you need any further information.

Regards,  
*Kathleen Ward, BID, MA, LEED® AP*  
Executive Director,  
Information Access Operations

---

**Shared Services BC**  
**2nd Floor - 548 Michigan Street**  
**Phone: 250.387-9807**  
**Email: [kathleen.ward@gov.bc.ca](mailto:kathleen.ward@gov.bc.ca)**  
**Please consider the environment before printing this email**



Not Responsive

---

**From:** Kukucska, Cindy L SSBC:EX  
**Sent:** Thursday, February 17, 2011 8:33 AM  
**To:** Williams, Brad M SSBC:EX  
**Cc:** Vanzetta, Maxine SSBC:EX  
**Subject:** FW: Feb 17th latest version Status report on cross country requests  
**Importance:** High

Good Morning.  
This update is current as of 8:30am Thursday, February 17<sup>th</sup>.

**Cross-Government Request 100309:** Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

**Cross-Government Request 100310:** Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed  
MSD file closed  
PSS file closed  
TRA file closed  
CTZ file – in sign-off

Not Responsive

Not Responsive

Not Responsive

---

**From:** Kukucska, Cindy L SSBC:EX  
**Sent:** Wednesday, February 16, 2011 2:57 PM  
**To:** Williams, Brad M SSBC:EX  
**Subject:** FW: Feb 8th latest version Status report on cross country requests  
**Importance:** High

Hi Brad. I've just sent out the request for updates and will send to you ASAP. This is what I've pulled so far but am just waiting for any further updates.

*.Cindy Kukucska*

Cindy Kukucska  
Team Lead, Consolidated Intake (Generals)

---

Information Access Operations  
Logistics and Business Services | Shared Services BC  
Ministry of Citizens' Services  
Phone: 250-387-1932 ~ Fax: 250-387-9843

---

**From:** Kukucska, Cindy L SSBC:EX  
**Sent:** Wednesday, February 16, 2011 2:55 PM  
**To:** McCartney, Angela SSBC:EX; Ghag, Krls SSBC:EX; Foster, Anita SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX  
**Cc:** Vanzetta, Maxine SSBC:EX  
**Subject:** FW: Feb 8th latest version Status report on cross country requests  
**Importance:** High

Hi there. We have been asked to provide some current updates. I have pulled info from CRTS and have made the updates I could. Would you please have a look and advise of any other updates.

Thanks very much.

*.Cindy K*

~~~

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed

MSD file closed

PSS file closed

TRA file closed

CTZ file – in sign-off

Not Responsive

Not Responsive

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 16, 2011 2:23 PM
To: Kukucska, Cindy L SSBC:EX; Williams, Brad M SSBC:EX
Subject: Fw: Status report on cross country requests

Hi Cindy, can you connect with the TL's, Brad is looking for an update on the cross country requests. Most of them are closed or should be. by today.

Thanks!!!!

From: Williams, Brad M SSBC:EX
Sent: Wednesday, February 16, 2011 01:59 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: Status report on cross country requests

S22


Will you be able to provide the final update on the cross country requests soon?

If not, who would be able to do this?

Thanks

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Citizens' Services
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: S17 Email: brad.williams@gov.bc.ca

 Please consider the environment before printing this email.

From: Ward, Kathleen SSBC:EX
Sent: Wednesday, February 16, 2011 1:27 PM
To: Williams, Brad M SSBC:EX
Subject: RE: Status report on cross country requests

By the end of the week I would like to provide Exec with an update.

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Williams, Brad M SSBC:EX
Sent: Friday, February 11, 2011 8:37 AM
To: Ward, Kathleen SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: RE: Status report on cross country requests

Do you need Max to summarize this (make it more concise) first thing this am?

Thanks

Brad Williams, CMA
Director
Information Access Operations

*Shared Services BC
Ministry of Citizens' Services
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca
Please consider the environment before printing this email.*

From: Ward, Kathleen SSBC:EX
Sent: Friday, February 11, 2011 8:13 AM
To: Williams, Brad M SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: FW: Status report on cross country requests

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Ward, Kathleen SSBC:EX
Sent: Wednesday, February 9, 2011 11:30 AM

To: Phipps, Bert SSBC:EX
Subject: Status report on cross country requests

Below is a current status report for the cross country requests.
We are seeing some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD is in sign off, anticipate a release by February 11th.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3rd.

Not Responsive

Thanks and let me know if you need any further information.

Regards,

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

Not Responsive

From: Hendry, Jackie SSBC:EX
Sent: Monday, February 14, 2011 10:05 AM
To: Williams, Brad M SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: PLEASE READ - Status report on cross country requests

Hello Brad,
Please see below the current status of these requests from Central Agency Team.
Thanks—Jackie

From: Hendry, Jackie SSBC:EX
Sent: Friday, February 11, 2011 3:04 PM
To: McCartney, Angela SSBC:EX; Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ - Status report on cross country requests

Maxine,
Cross-Government Request 100309:

PAB-2011-00005 has returned from sign-off. Response package will go out today.

Cross-Government Request 100310:

CTZ-2011-00011 is going into sign-off today.

Thanks—
Jackie

From: McCartney, Angela SSBC:EX
Sent: Friday, February 11, 2011 2:19 PM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ - Status report on cross country requests

Maxine,

Not Responsive

Angela

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, February 11, 2011 9:18 AM
To: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Hendry, Jackie SSBC:EX
Subject: PLEASE READ - Status report on cross country requests
Importance: High

Hi team, Kathleen's looking for an update on the below noted cross countries. Please update the below noted requests as per their current status and I'll forward them on.

Thanks team,

Maxine

Below is a current status report for the cross country requests.

We are starting to see some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD is in sign off, anticipate a release by February 11th.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3rd.

Not Responsive

Not Responsive

Thanks and let me know if you need any further information.

Not Responsive

From: Ghag, Kris SSBC:EX
Sent: Monday, February 14, 2011 9:42 AM
To: Williams, Brad M SSBC:EX
Cc: Plater, Carmelina SSBC:EX; Fuller, Russ D SSBC:EX
Subject: RE: Status report on cross country requests

Not Responsive

KG

From: Fuller, Russ D SSBC:EX
Sent: Monday, February 14, 2011 9:33 AM
To: Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

Kris or Carm: Can one of you please provide Brad with an update on these files? Please copy the other and me.
Thanks.


From: Williams, Brad M SSBC:EX
Sent: Monday, February 14, 2011 8:53 AM
To: Vanzetta, Maxine SSBC:EX; Fuller, Russ D SSBC:EX; Elbahir, Cindy SSBC:EX; Vander Beesen, Elizabeth H SSBC:EX; Bjellca, Alex SSBC:EX; Hudson, Vicki SSBC:EX
Cc: Ward, Kathleen SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

Hello Folks – please update the status of these requests.

Come and see me (asap) if you feel there are any issues with any of these requests.

Thanks

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Citizens' Services
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca
 Please consider the environment before printing this email.

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, February 11, 2011 10:07 AM
To: Williams, Brad M SSBC:EX; Ward, Kathleen SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: RE: Status report on cross country requests
Importance: High

As requested, below is a most recent update to the cross country requests.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is still in sign off.

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD file is still in sign off.

PSS file went into sign off.

TRA file is closed – no records response.

Not Responsive

Not Responsive

Thanks and let me know if you need any further information.

Majxine

Not Responsive

-----Original Message-----

From: Ward, Kathleen SSBC:EX
Sent: Monday, February 14, 2011 6:20 AM
To: Williams, Brad M SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

fyi

-----Original Message-----

From: Phipps, Bert SSBC:EX
Sent: Sun 2/13/2011 11:55 PM
To: Henderson, Kim N CITZ:EX
Cc: Ward, Kathleen SSBC:EX
Subject: Status report on cross country requests

Fyi - IAO is ensuring these files are being handled within the time limits.

From: Ward, Kathleen SSBC:EX
Sent: Friday, February 11, 2011 4:59 PM
To: Phipps, Bert SSBC:EX; Ginger, Vanessa R CITZ:EX
Subject: Status report on cross country requests
Importance: High

Here is today's update to the cross country requests:

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations). Records are in sign off.

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook. Records should be released by next week.

Not Responsive

Regards,

Kathleen Ward, BID, MA, LEED® AP

Executive Director,

Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807

Email: kathleen.ward@gov.bc.ca <<mailto:kathleen.ward@gov.bc.ca>>

Please consider the environment before printing this email

Not Responsive

From: Ward, Kathleen SSBC:EX
Sent: Friday, February 11, 2011 5:00 PM
To: Williams, Brad M SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

fyi

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Ward, Kathleen SSBC:EX
Sent: Friday, February 11, 2011 4:59 PM
To: Phipps, Bert SSBC:EX; Ginger, Vanessa R CITZ:EX
Subject: Status report on cross country requests
Importance: High

Here is today's update to the cross country requests:

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations). Records are in sign off.

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook. Records should be released by next week.

Not Responsive

Regards,
Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

Not Responsive

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, February 11, 2011 10:26 AM
To: Williams, Brad M SSBC:EX; Ward, Kathleen SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: Revised version RE: Status report on cross country requests
Importance: High

As requested, below is a most recent update to the cross country requests.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations). Records are in sign off.

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook. Records should be released by next week.

Not Responsive

Not Responsive

I hope this is what you were looking for. If it isn't let me know and I'll adjust accordingly.

Maxine

Not Responsive

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, February 11, 2011 9:27 AM
To: Williams, Brad M SSBC:EX; Ward, Kathleen SSBC:EX
Subject: RE: Status report on cross country requests

An email has been sent to the team. I'm hoping to get something as quickly as possible.

Maxine

From: Williams, Brad M SSBC:EX
Sent: Friday, February 11, 2011 9:25 AM
To: Vanzetta, Maxine SSBC:EX; Ward, Kathleen SSBC:EX
Subject: Re: Status report on cross country requests

Do you have an eta?

It may be worthwhile to make the last update more concise; one line per request. KW needs it shorter to give to the COO and DM.

Thanks

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, February 11, 2011 09:21 AM
To: Ward, Kathleen SSBC:EX; Williams, Brad M SSBC:EX
Subject: RE: Status report on cross country requests

I've requested an update from the cross government team. Once I get this and I've collated the info I will forward it on to you.

Maxine

From: Ward, Kathleen SSBC:EX
Sent: Friday, February 11, 2011 8:13 AM
To: Williams, Brad M SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: FW: Status report on cross country requests

Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

From: Ward, Kathleen SSBC:EX
Sent: Wednesday, February 9, 2011 11:30 AM
To: Phipps, Bert SSBC:EX
Subject: Status report on cross country requests

Below is a current status report for the cross country requests.
We are seeing some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.
MSD is in sign off, anticipate a release by February 11th.
PSS file is at the reviewing records stage, anticipate going to sign off February 9th
TRA - a no records response was sent to the applicant on February 3rd.

Not Responsive

Not Responsive

Thanks and let me know if you need any further information.

Regards,
Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

Not Responsive

From: Ward, Kathleen SSBC:EX
Sent: Wednesday, February 9, 2011 11:30 AM
To: Williams, Brad M SSBC:EX; Vanzetta, Maxine SSBC:EX
Cc: Smith, Peter J SSBC:EX
Subject: FW: Status report on cross country requests

fyi

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Ward, Kathleen SSBC:EX
Sent: Wednesday, February 9, 2011 11:30 AM
To: Phipps, Bert SSBC:EX
Subject: Status report on cross country requests

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Not Responsive

Thanks and let me know if you need any further information.

Regards,
Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

Not Responsive

From: Ward, Kathleen SSBC:EX
Sent: Tuesday, February 8, 2011 4:27 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Williams, Brad M SSBC:EX
Subject: RE: PLEASE READ Status report on cross country requests

If you can keep the pieces together for us that would be a big help... thanks! Sorry for missing you in the loop – things moving very fast this afternoon!

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 8, 2011 4:25 PM
To: Ward, Kathleen SSBC:EX
Cc: Williams, Brad M SSBC:EX
Subject: RE: PLEASE READ Status report on cross country requests
Importance: High

Thanks. Good to see movement as this wasn't the case at 1:30 when the teams were providing me with their latest update. I'll be sure to add these to the report so we can keep ourselves current on these requests.

Do you still need me to coordinate the status on these requests or are you seeking this from the individual teams now? If you are seeking this from the individual teams, then this part of the process is now moot for me.

Let me know.

Maxine

From: Ward, Kathleen SSBC:EX
Sent: Tuesday, February 8, 2011 3:08 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Williams, Brad M SSBC:EX
Subject: RE: PLEASE READ Status report on cross country requests

Thanks – there are some updates to

Not Responsive

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 8, 2011 2:51 PM
To: Ward, Kathleen SSBC:EX
Cc: Williams, Brad M SSBC:EX
Subject: FW: PLEASE READ Status report on cross country requests
Importance: High

Hi Kathleen, below is a current status report for the cross country requests.

We are seeing some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD is in sign off, anticipate a release by February 11th.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3rd.

Not Responsive

Not Responsive

If you need anything more from me please call.

Maxine

Not Responsive

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 8, 2011 4:25 PM
To: Ward, Kathleen SSBC:EX
Cc: Williams, Brad M SSBC:EX
Subject: RE: PLEASE READ Status report on cross country requests
Importance: High

Thanks. Good to see movement as this wasn't the case at 1:30 when the teams were providing me with their latest update. I'll be sure to add these to the report so we can keep ourselves current on these requests.

Do you still need me to coordinate the status on these requests or are you seeking this from the individual teams now? If you are seeking this from the individual teams, then this part of the process is now moot for me.

Let me know.

Maxine

From: Ward, Kathleen SSBC:EX
Sent: Tuesday, February 8, 2011 3:08 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Williams, Brad M SSBC:EX
Subject: RE: PLEASE READ Status report on cross country requests

Thanks – there are some updates to

Not Responsive

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca*

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 8, 2011 2:51 PM
To: Ward, Kathleen SSBC:EX
Cc: Williams, Brad M SSBC:EX
Subject: FW: PLEASE READ Status report on cross country requests
Importance: High

Hi Kathleen, below is a current status report for the cross country requests.

We are seeing some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD is in sign off, anticipate a release by February 11th.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3rd.

Not Responsive

Not Responsive

If you need anything more from me please call.

Maxine

Not Responsive

From: Ward, Kathleen SSBC:EX
Sent: Monday, February 7, 2011 5:33 PM
To: Williams, Brad M SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

Hi Kathleen, as requested, below is a current status report for the xgov't requests:

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file is in sign off – no records response.
MSD and PSS files are at the 'reviewing records stage'.
TRA file is in sign off – no records response.

Not Responsive

Not Responsive

If you need anything more information just give me a call - 387-4558.

Maxine

Not Responsive

Not Responsive

From: Smith, Peter J SSBC:EX
Sent: Wednesday, January 12, 2011 12:03 PM
To: Bjelica, Alex SSBC:EX; Elbahir, Cindy SSBC:EX; Fuller, Russ D SSBC:EX; Hudson, Vicki SSBC:EX; Vander Beesen, Elizabeth H SSBC:EX; Vanzetta, Maxine SSBC:EX
Cc: Ward, Kathleen SSBC:EX; Williams, Brad M SSBC:EX
Subject: Cross country access requests
Importance: High

FYI, I am advised that a number of jurisdictions across Canada have received the FOI requests noted below. I'm aware that a number of your ministries have also received. I suggest we discuss at next manager's meeting. If you would like to discuss in the interim, please come see me.

Thanks

Peter

1. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook.

2) Please provide me access, as the law requires, to records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations).

Not Responsive

Sharon

Not Responsive

From: Smith, Peter J SSBC:EX
Sent: Wednesday, January 12, 2011 11:57 AM
To: Plater, Sharon CITZ:EX
Cc: Nikolejsin, Dave CITZ:EX; Lowe, Charmaine CITZ:EX; MacKenzie, Kelly L CITZ:EX; Ward, Kathleen SSBC:EX; Williams, Brad M SSBC:EX
Subject: RE: Cross country access requests

Thanks Sharon – appreciate the heads up. We have received these.

Peter J Smith
Director, Access & Records Service Delivery
Information Access Operations
Logistics and Business Services - Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1430 Fax: 250-387-9843
email: Peter.James.Smith@gov.bc.ca

From: Plater, Sharon CITZ:EX
Sent: Wednesday, January 12, 2011 11:05 AM
To: Smith, Peter J SSBC:EX
Cc: Nikolejsin, Dave CITZ:EX; Lowe, Charmaine CITZ:EX; MacKenzie, Kelly L CITZ:EX
Subject: Cross country access requests
Importance: High

Peter. The following access requests have been received in most provinces.

S13

S13

1. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook.

2) Please provide me access, as the law requires, to records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations).

Not Responsive

Sharon

Sharon Plater

Director, Legislation Team

Knowledge and Information Services

Office of the Chief Information Officer

Ministry of Citizens' Services

Ph. (250) 356-0322 Fax (250) 953-0455

Website: <http://www.cio.gov.bc.ca/services/privacy/>

Not Responsive

-----Original Message-----

From: Williams, Brad M SSBC:EX
Sent: Tuesday, May 3, 2011 9:41 AM
To: Vanzetta, Maxine SSBC:EX
Subject: Update

Good Morning - do you have the last status report on the cross country requests?

Thanks

Not Responsive

From: Williams, Brad M SSBC:EX
Sent: Thursday, February 17, 2011 1:10 PM
To: Vanzetta, Maxine SSBC:EX; Kukucska, Cindy L SSBC:EX
Subject: Re: cross country

Thanks Max!

Cindy, you may need to walk around or touch base with the analysts directly as most TLs and Mangers are at the conference.

I am sure you already know that and have it under control.

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 17, 2011 01:05 PM
To: Kukucska, Cindy L SSBC:EX; Williams, Brad M SSBC:EX
Subject: cross country

Hi Cindy, can we get one more final status from the teams to ensure 'all' files related to the cross country requests will be closed – today is the due date.

Thanks Cindy

Maxine

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 17, 2011 12:44 PM
To: Kukucska, Cindy L SSBC:EX; Williams, Brad M SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: RE: These 3 remain outstanding

Not Responsive

.cindy k

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 17, 2011 8:50 AM

To: Williams, Brad M SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: These 3 remain outstanding

Aside from the 3 files on hold for fees, these files remain outstanding.

CTZ-2011-00011 – social media – due March 8. I know Jackie is trying to expedite and left voicemail message with her DMO yesterday.

Not Responsive

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

Not Responsive

-----Original Message-----

From: Williams, Brad M SSBC:EX
Sent: Monday, February 21, 2011 1:27 PM
To: Ward, Kathleen SSBC:EX
Subject: RE: Common Access Requests

Thanks..

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Citizens' Services
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: S17 Email: brad.williams@gov.bc.ca P Please consider the environment
before printing this email.

-----Original Message-----

From: Ward, Kathleen SSBC:EX
Sent: Monday, February 21, 2011 1:22 PM
To: Williams, Brad M SSBC:EX
Subject: FW: Common Access Requests

Just saw this- I got it on bb and it was lost in the pile. Not sure if I sent it on to you
re: Cross country requests.

Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street

Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

-----Original Message-----

From: Smith, Peter J SSBC:EX
Sent: Tuesday, February 8, 2011 11:15 PM
To: Ward, Kathleen SSBC:EX
Subject: Fw: Common Access Requests

Heads up. Here's how Nova Scotia is responding. Confirms the status of the request. Not Responsive
S22

----- Original Message -----

From: Plater, Sharon CITZ:EX
Sent: Tuesday, February 08, 2011 09:19 PM
To: Smith, Peter J SSBC:EX
Subject: FW: Common Access Requests

Hi Peter. FYI re the access requests received by all provinces.

Sharon

-----Original Message-----

From: Ann Guinchard [mailto:guincha@gov.ns.ca]
Sent: Tue 2/8/2011 11:31 AM
To: cscarpelli@city.windsor.on.ca; Ian (DSS/MAS) Walsh; chris.leszczak@gov.ab.ca; Plater, Sharon CITZ:EX; Allan, Shelley A CITZ:EX; kim.riddell@gov.mb.ca; jenniferberlin@gov.nl.ca; denise_anderson@gov.nt.ca; kwarrenEIA@gov.nu.ca; fmaclaren@gov.pe.ca; Duane JU' Mombourquette; judy.pelchat@gov.yk.ca; mary.lysyk@hc-sc.gc.ca; michele.babin@hrsdc-rhdcc.gc.ca; chatelois.daniele@ic.gc.ca; hamilton.jane@ic.gc.ca; Heather.Clarke@ontario.ca; Terry.Murray@tbs-sct.gc.ca
Subject: RE: Common Access Requests

Hello Ian et al:

There are actually 5 emails in this series (they were our New Years gifts - all mailed December 30th) . . . so if you haven't received the 5th it - requests Not Responsive

Not Responsive

For #1 (*) below we have a corporate government-wide social media set of guidelines we provided.

2 we clarified with the applicant that the Communications was their budget, plus the portion of the webmaster's salary that was spent on the internet if they weren't part of Communications

Not Responsive

Ann

>>> "Walsh, Ian (DSS/MAS)" <Ian.Walsh@gnb.ca> 2/8/2011 1:28 pm >>>

Not Responsive

Page 743
SSB-2011-00049

Not Responsive

Thanks all;

Ian

From: Mombourquette, Duane JU [mailto:Duane.Mombourquette@gov.sk.ca]
Sent: January-12-11 12:52 PM
To: Mombourquette, Duane JU; chris.leszczak@gov.ab.ca; sharon.plater@gov.bc.ca; shelley.allan@gov.bc.ca; chatelois.daniele@ic.gc.ca; hamilton.jane@ic.gc.ca; mary.lysyk@hc-sc.gc.ca; Terry.Murray@tbs-sct.gc.ca; michele.babin@hrsdc-rhdcc.gc.ca; kim.riddell@gov.mb.ca; cscarpelli@city.windsor.on.ca; Walsh, Ian (DSS/MAS); jenniferberlin@gov.nl.ca; denise_anderson@gov.nt.ca; macleola@gov.ns.ca; guincha@gov.ns.ca; kwarrenEIA@gov.nu.ca; Heather.Clarke@ontario.ca; fmaclaren@gov.pe.ca; judy.pelchat@gov.yk.ca
Subject: FW: Common Access Requests

As discussed:

* Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook.

2) Please provide me access, as the law requires, to records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations).

Not Responsive

Thanks,

Duane

Duane Mombourquette
Exec. Dir., Access & Privacy, Sask Justice and Attorney General
Ph: 306-787-6428; Cell:

Please note: Information provided in this email or through the Access and Privacy Branch website does not constitute legal advice. Please consult with your own legal counsel for legal advice related to either The Freedom of Information and Protection of Privacy Act or The Local Authority Freedom of Information and Protection of Privacy Act.

NOTICE: This email (and any attachment) was intended for a specific recipient. It may contain information which is privileged, confidential or exempt from disclosure. If you are not the intended recipient, do not distribute it to another person or use it for any other purpose. Please delete it and advise me by return email or telephone. Thank you.

Page 744
G3B-2011-00082

Kotchonoski, Darlene E LCTZ:EX

Not Responsive

From: Williams, Brad M SSBC:EX
Sent: Wednesday, February 16, 2011 5:54 PM
To: Ward, Kathleen SSBC:EX
Subject: Fw: Feb 8th latest version Status report on cross country requests
Importance: High

Here is where we are at today. Cindy should have us an update early tomorrow.

Not Responsive

Call if you want to discuss.

Thanks

From: Kukucska, Cindy L SSBC:EX
Sent: Wednesday, February 16, 2011 02:56 PM
To: Williams, Brad M SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests

Hi Brad. I've just sent out the request for updates and will send to you ASAP. This is what I've pulled so far but am just waiting for any further updates.

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

From: Kukucska, Cindy L SSBC:EX
Sent: Wednesday, February 16, 2011 2:55 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, SSE-2011-00002

Jackie SSBC:EX

Cc: Vanzetta, Maxine SSBC:EX

Subject: FW: Feb 8th latest version Status report on cross country requests

Importance: High

Hi there. We have been asked to provide some current updates. I have pulled info from CRTS and have made the updates I could. Would you please have a look and advise of any other updates.

Thanks very much.

.Cindy K

~~

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed

MSD file closed

PSS file closed

TRA file closed

CTZ file – in sign-off

Not Responsive

Not Responsive

Not Responsive

-----Original Message-----

From: Williams, Brad M SSBC:EX
Sent: Monday, February 14, 2011 6:24 AM
To: Ward, Kathleen SSBC:EX
Subject: Re: Status report on cross country requests

I will follow up today and make sure we are on track.....,

----- Original Message -----

From: Ward, Kathleen SSBC:EX
Sent: Monday, February 14, 2011 06:20 AM
To: Williams, Brad M SSBC:EX
Subject: FW: Status report on cross country requests

fyi

-----Original Message-----

From: Phipps, Bert SSBC:EX
Sent: Sun 2/13/2011 11:55 PM
To: Henderson, Kim N CITZ:EX
Cc: Ward, Kathleen SSBC:EX
Subject: Status report on cross country requests

Fyi - IAO is ensuring these files are being handled within the time limits.

From: Ward, Kathleen SSBC:EX
Sent: Friday, February 11, 2011 4:59 PM
To: Phipps, Bert SSBC:EX; Ginger, Vanessa R CITZ:EX
Subject: Status report on cross country requests
Importance: High

Here is today's update to the cross country requests:

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations). Records are in sign off.

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook. Records should be released by next week.

Not Responsive

Regards,

Kathleen Ward, BID, MA, LEED® AP

Executive Director,

Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807

Email: kathleen.ward@gov.bc.ca <<mailto:kathleen.ward@gov.bc.ca>>

Please consider the environment before printing this email

MINISTRY OF LABOUR, CITIZENS' SERVICES AND OPEN GOVERNMENT

BRIEFING NOTE

Prepared by: Citizens' Services and Open Government

Ref: 65275

Date: May 16, 2011

I **PREPARED FOR:** Kim Henderson, Deputy Minister

FOR INFORMATION

TOPIC: Canadian Newspapers Association 6th Annual National Freedom of Information Audit for 2010/11.

II **ISSUE:**

Information Access Operations (IAO) has recently processed 21 FOI requests that were also concurrently received and processed by our colleagues in other jurisdictions. The pattern and topics of the requests lead us to believe these requests form the content of the Canadian Newspapers Association (CNA) 6th Annual National FOI Audit for 2010/11. Given the timing of last year's audit release on May 12, 2010 and the upcoming Canadian Press Panel discussion on FOI on May 27 and 28, 2011 in Vancouver, it is possible release of the 6th CNA Audit for 2010/11 may be imminent.

III **BACKGROUND:**

On May 12, 2010, the Canadian Newspaper Association (CNA) released its 5th annual National Freedom of Information Audit for 2009/10.

The audit is simply a test of five requests provided to each of the jurisdictions to allow for a comparison of response rates. It is not a review of the FOI process or system response as a whole.

In the comparison of Canadian provinces in 2010, British Columbia and Ontario both received a D+ grade, the lowest ranking for access to information (received 6 points out of 30).

Scoring was based on the responses to five separate FOI requests sent to provincial departments, municipalities, and one university per province. Points or demerits were given based on the length of response time taken, the amount of disclosure, the amount of fee estimates, and time extensions.

B.C.'s grade was based on specific responses to certain requests (i.e., one fee estimate, one overdue decision, and one partially severed record).

IV **DISCUSSION:**

Between January 4 and January 12, 2011, IAO received 21 separate FOI requests that were concurrently received by colleagues in other Canadian FOI processing departments. IAO coordinated a processing approach resulting in 'five' cross-government requests, as more than three ministries were impacted by the same request. These requests included:

- records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations);

- communications budget and the number of full-time employees for communications with four ministries for the past three fiscal years;
- any guidelines for personal or business use of social media sites by employees - social media sites include, but are not limited to, Twitter and Facebook; and,
- a list of all contracts issued with a value greater than \$10,000.

As all 21 of these FOI requests were responded to on or before their legislated due date, government met a 100% compliance rate for on-time processing.

During the records call process, ministries approved fee requests for three out of the 23 requests. The fees applied were \$85.50, \$176.80 and \$375.00. IAO made several attempts to contact the applicant to assist staff to clarify and narrow the requests in an effort to eliminate the fees in their entirety. All three requests were subsequently closed as the applicant did not pay the fees.

The total average processing days for these requests was 21 working days.

B.C.'s response time will be compared to other jurisdictions that have different FOI legislation. B.C. responds to FOI requests in accordance with our provincial *Freedom of Information and Protection of Privacy Act*.

V

CONCLUSION:

Suggested Response:

- Government is currently closing FOI requests 93 per cent on time, a 31 per cent improvement from 2008.
- Government has reduced the FOI average processing time, from 35 days in 2008 to 22 days currently – a 37 per cent improvement in average processing time.
- Government has made these substantial improvements while the number of FOI requests has been increasing – by more than 16 per cent since 2008/09. Following the 2009/10 CNA Audit, IAO implemented a quality assurance process for fee estimates. All fee requests are approved by the supervisor/manager of the IAO analyst responsible for the request. All fee requests that exceed \$5,000 are flagged to the IAO Director and Executive Director for review.

PREPARED BY:

Kathleen Ward
Executive Director
Information Access Operations
250 387-9807

REVIEWED BY:

Bert Phipps
Chief Operating Officer
Shared Services BC

AOP

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

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our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Ghag, Kris SSBC:EX

Sent: Monday, January 31, 2011 12:20 PM

To: Vanzetta, Maxine SSBC:EX

Cc: Foster, Anita SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Are we still waiting on David Hume to provide wording for inclusion in all response letters? The TRAN no records response was approved on the afternoon of January 26th

KG

From: Vanzetta, Maxine SSBC:EX

Sent: Friday, January 28, 2011 4:56 PM

To: Foster, Anita SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

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Further update on 100312 – credit card statements, –records have been received from the program area

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Sent: Friday, January 28, 2011 11:10 AM

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Gordon, Robert A SSBC:EX

From: McCartney, Angela SSBC:EX
Sent: Thursday, February 3, 2011 5:07 PM
To: Gordon, Robert A SSBC:EX
Subject: FW: RODs re 100309 / 310 / 311

Fyi...

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Hi.

Please find a 'draft' copy of the ROD from the cross government request 100309, 100310, and 100311.

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Information Access Operations
Logistics and Business Services | Shared Services BC

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Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

Subject: RE: PLEASE READ: Status report on xgov't requests
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Subject: RE: PLEASE READ: Status report on xgov't requests

For our team, these requests are open with TRAN only.

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310- currently in sign-off (no responsive records)

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Sent: Friday, January 28, 2011 11:10 AM
To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Here are answers for the Ministry of Education:

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005 – Closed
100310 – social Media – no responsive records for Education and will also transfer to the Ministry of Citizens' Services
100311 – contracts over \$10,000 – records will be going to sign-off shortly
100312 – credit card statements – program area gathering records; statements from three corporate credit cards will be provided to applicant
100317 – briefing notes – substantial amount of records have been identified; will wait with sending out fee estimate until Intake clarifies with the applicant if he/she is willing to narrow down the scope

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Kukucska, Cindy L SSBC:EX
Sent: Friday, January 28, 2011 10:16 AM
To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Hi there, I need a status report on the following xgov't requests – asap

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005
100310 – social Media
100311 – contracts over \$10,000
100312 – credit card statements
100317 – briefing notes

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

.ck

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 10:14 AM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

It would really help to have a couple of key words beside teach cross gov number ...?

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Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 10:03 AM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: PLEASE READ: Status report on xgov't requests
Importance: High

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In doing so, please advise if you've performed the call for records yet – if not when?

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Kukucska, Cindy L SSBC:EX

From: McCartney, Angela SSBC:EX
Sent: Friday, January 28, 2011 12:35 PM
To: Kukucska, Cindy L SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX; Hudson, Vicki SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

From: Kukucska, Cindy L SSBC:EX
Sent: Friday, January 28, 2011 10:16 AM
To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Hi there, I need a status report on the following xgov't requests – asap

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005

100310 – social Media

- MDS-11-011 – records received, program area advised there is one more to be included, which we are waiting for.
- PSS-11-021 – records requested, ministry advised all program areas need to be canvassed. Some records just received today from one program

100311 – contracts over \$10,000

- MSD-11-009 – records requested, nothing yet received
- PSS-11-018 – records requested, nothing yet received

100312 – credit card statements

- MSD-11-010 – records received. Reviewing.
- PSS-11-019 – records received. Reviewing.

100317 – briefing notes

- MSD-11-030 – records requested. Communications from ministry on interpretation. No records yet received.
- PSS-11-020 – records requested. Ministry advised all program areas need to be canvassed. Working with xgovt coordination on fee/clarification/narrowing.

In doing so, please advise if you've performed the call for records yet – if not when?

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Please advise if you've disclosed any records to date and if so what?

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To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

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Cc: Kukucska, Cindy L SSBC:EX
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Importance: High

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Thanks everyone,

Maxine

Kukucska, Cindy L SSBC:EX

From: Hendry, Jackie SSBC:EX
Sent: Friday, January 28, 2011 2:34 PM
To: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

PAB-2011-00005:

- Call for records has been sent out to program area on January 27th.
- Program area will create a record in response.
- I have connected with our contact at PAB emphasizing the urgency of this request. We will likely have records early next week.

Social Media request:

- CTZ has received a transfer from TRA.
- I have called and left a voice message with David Hume. Will provide an update once I have contact.

Thanks—Jackie

From: Kukucska, Cindy L SSBC:EX
Sent: Friday, January 28, 2011 10:16 AM
To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

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Sent: Friday, January 28, 2011 10:14 AM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

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From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 10:03 AM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
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Thanks everyone,

Maxine

Kukucska, Cindy L SSBC:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 4:22 PM
To: Kukucska, Cindy L SSBC:EX
Subject: RE: For your review - let me know what updates/changes you'd like to see...

This is wonderful, I've forward it to Kathleen as she's requested.

Great work on this Cindy!!!!

Maxine

From: Kukucska, Cindy L SSBC:EX
Sent: Friday, January 28, 2011 3:08 PM
To: Vanzetta, Maxine SSBC:EX
Subject: For your review - let me know what updates/changes you'd like to see...

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
PAB-2011-00005	January 21, 2011	March 4, 2011	Call for records conducted and expedited; Ministry will respond well within timelines. Estimated timeline is week of January 31, 2011

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Status
EDU-2011-00001	January 4, 2011	February 15, 2011	No responsive records
MSD-2011-00011	January 5, 2011	February 16, 2011	Records received; program area advises one more record to follow
PSS-2011-00021	January 5, 2011	February 16, 2011	Ministry advised all program areas to be canvassed; Partial records received Jan.28/11
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off)

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

File number	Start date	Due date	Status
EDU-2011-00003	January 6, 2011	February 17, 2011	Records to sign-off shortly
MSD-2011-00009	January 6, 2011	February 17, 2011	Records requested; not yet received
PSS-2011-00018	January 6, 2011	February 17, 2011	Records requested; not yet received
TRA-2011-00002	January 6, 2011	February 17, 2011	A fee of approx. \$1100 has been estimate; The request will be placed on hold.

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

File number	Start date	Due date	Status
EDU-2011-00007	January 10, 2011	February 21, 2011	Program area gathering records; statements from three corporate credit cards will be provided to applicant; Is expected to be released the week of January 31, 2011.
MSD-2011-00010	January 6, 2011	February 17, 2011	Records received and being reviewed
PSS-2011-00019	January 6, 2011	February 17, 2011	Records received and being reviewed
TRA-2011-00011	January 10, 2011	February 21, 2011	DM does not have a corporate card, program area is creating a printed report that will show by individual claim number, what the claim was for (per diem, car rental, miscellaneous expense), the date it was paid and the amount of the claim. No fee anticipated. Records sign-off will be expedited. Expected to put into sign-off by end of day Jan 28/11.

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

File number	Start date	Due date	Status
EDU-2011-00006	January 10, 2011	February 21, 2011	IAO is currently working with applicant to narrow.
MSD-2011-00030	January 12, 2011	February 23, 2011	IAO is currently working with applicant to narrow.
PSS-2011-00020	January 6, 2011	February 17, 2011	IAO is currently working with applicant to narrow.
TRA-2011-00004	January 6, 2011	February 17, 2011	IAO has sent 3 records gathering alerts and have not yet received any records. Executive is advised.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

File number	Start date	Due date	Status
HSE-2011-00007	January 10, 2011	February 21, 2011	It appears the ministry will not have the

			records as the applicant is requesting. The ministry will contact the applicant to clarify.
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Kukucska, Cindy L SSBC:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 4:56 PM
To: Foster, Anita SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests
Importance: High

Please don't transfer any request related to the social media requests to CITZ. We are waiting on some verbiage from Jackie to include a response letter.

Thanks everyone,

Maxine

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 2:58 PM
To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Further update on 100312 – credit card statements, –records have been received from the program area

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Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 11:10 AM
To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Here are answers for the Ministry of Education:

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005 – Closed
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100311 – contracts over \$10,000 – records will be going to sign-off shortly
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Sent: Friday, January 28, 2011 10:16 AM
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Subject: RE: PLEASE READ: Status report on xgov't requests

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Subject: RE: PLEASE READ: Status report on xgov't requests

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Sent: Friday, January 28, 2011 10:03 AM

To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX

Subject: PLEASE READ: Status report on xgov't requests

Importance: High

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Thanks everyone,

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Kukucska, Cindy L SSBC:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 1, 2011 5:37 PM
To: Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: FW: Status report on cross country requests

Importance: High

Hi team, as discussed, can I please get an update to the below noted list of requests.

If the file is in sign off, please advise as to when we can expect it back. If records are still pending, please advise as to when we can expect them.

I still haven't heard anything from the applicant with respect to xgov 100317. I will follow up with an email before tomorrow is over.

Thanks everyone,

Maxine

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

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Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

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File number	Start date	Due date	Status
HSE-2011-00007	January 10, 2011	February 21, 2011	Records call completed. IAO informed the ministry will not have the records as the applicant is requesting. The ministry will contact the applicant to clarify.

Kukucska, Cindy L SSBC:EX

From: Ghag, Kris SSBC:EX
Sent: Tuesday, February 1, 2011 6:27 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: RE: Status report on cross country requests

Our updates in red below

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 1, 2011 5:37 PM
To: Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

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PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
PAB-2011-00005	January 21, 2011	March 4, 2011	Call for records conducted and expedited; Ministry will respond well within timelines. Estimated timeline is week of January 31, 2011

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Status
EDU-2011-00001	January 4, 2011	February 15, 2011	No responsive records
MSD-2011-00011	January 5, 2011	February 16, 2011	Records received; program area advises – waiting on one more program area to respond
PSS-2011-00021	January 5, 2011	February 16, 2011	Ministry advised all program areas to be canvassed; Partial records received Jan.28/11
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off) The no records response was approved Jan 26 th and the letter is now awaiting wording from David Hume.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

File number	Start date	Due date	Status
EDU-2011-00003	January 6, 2011	February 17, 2011	Records to sign-off shortly
MSD-2011-00009	January 6, 2011	February 17, 2011	Records requested; not yet received
PSS-2011-00018	January 6, 2011	February 17, 2011	Records requested; not yet received
TRA-2011-00002	January 6, 2011	February 17, 2011	A fee of approx. \$1100 has been estimate; The request will be placed on hold. Have not issued fee, nor placed on hold. Are we to contact applicant directly or should we wait to see if MSD and/or PSSG will have fee issues?

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

File number	Start date	Due date	Status
EDU-2011-00007	January 10, 2011	February 21, 2011	Program area gathering records; statements from three corporate credit cards will be provided to applicant; Is expected to be released the week of January 31, 2011.
MSD-2011-00010	January 6, 2011	February 17, 2011	Records received and being reviewed
PSS-2011-00019	January 6, 2011	February 17, 2011	Records received and being reviewed
TRA-2011-00011	January 10, 2011	February 21, 2011	DM does not have a corporate card, program area is creating a printed report that will show by individual claim number, what the claim was for (per diem, car rental, miscellaneous expense), the date it was paid and the amount of the claim. No fee anticipated. Records sign-off will be expedited. Expected to put into sign-off by end of day Jan 28/11.

		Approval received, report will be released in full today (Wednesday).
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Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

File number	Start date	Due date	Status
EDU-2011-00006	January 10, 2011	February 21, 2011	IAO is currently working with the applicant to narrow.
MSD-2011-00030	January 12, 2011	February 23, 2011	IAO is currently working with the applicant to narrow.
PSS-2011-00020	January 6, 2011	February 17, 2011	IAO is currently working with the applicant to narrow.
TRA-2011-00004	January 6, 2011	February 17, 2011	IAO has sent 3 records gathering alerts and have not yet received any records. Executive is advised. Still waiting on response to records call and alerts.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

File number	Start date	Due date	Status
HSE-2011-00007	January 10, 2011	February 21, 2011	Records call completed. IAO informed the ministry will not have the records as the applicant is requesting. The ministry will contact the applicant to clarify.

Kukucska, Cindy L SSBC:EX

From: Foster, Anita SSBC:EX
Sent: Wednesday, February 2, 2011 11:46 AM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: Status report on cross country requests

Enclosed is the update info in blue for the Ministry of Education and Ministry of Health Services.

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 1, 2011 5:37 PM
To: Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

Hi team, as discussed, can I please get an update to the below noted list of requests.

If the file is in sign off, please advise as to when we can expect it back. If records are still pending, please advise as to when we can expect them.

I still haven't heard anything from the applicant with respect to xgov 100317. I will follow up with an email before tomorrow is over.

Thanks everyone,

Maxine

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
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Page 786

SSB-2011-00049

PAB-2011-00005	January 21, 2011	March 4, 2011	Call for records conducted and expedited; Ministry will respond well within timelines. Estimated timeline is week of January 31, 2011
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Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Status
EDU-2011-00001	January 4, 2011	February 15, 2011	No responsive records. Sign-off has been completed, waiting for the wording from David Hume.
MSD-2011-00011	January 5, 2011	February 16, 2011	Records received; program area advises – waiting on one more program area to respond
PSS-2011-00021	January 5, 2011	February 16, 2011	Ministry advised all program areas to be canvassed; Partial records received Jan.28/11
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off)

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

File number	Start date	Due date	Status
EDU-2011-00003	January 6, 2011	February 17, 2011	In sign-off.
MSD-2011-00009	January 6, 2011	February 17, 2011	Records requested; not yet received
PSS-2011-00018	January 6, 2011	February 17, 2011	Records requested; not yet received
TRA-2011-00002	January 6, 2011	February 17, 2011	A fee of approx. \$1100 has been estimate; The request will be placed on hold.

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

File number	Start date	Due date	Status
EDU-2011-00007	January 10, 2011	February 21, 2011	Records were received and are presently being reviewed. Will try to send for sign-off by Friday, but Monday at the latest.
MSD-2011-00010	January 6, 2011	February 17, 2011	Records received and being reviewed
PSS-2011-00019	January 6, 2011	February 17, 2011	Records received and being reviewed
TRA-2011-00011	January 10, 2011	February 21, 2011	DM does not have a corporate card, program area is creating a printed report that will show by individual claim number, what the claim was for (per diem, car rental, miscellaneous expense), the date it was paid and the amount of the claim. No fee anticipated. Records sign-off will be expedited. Expected to put into sign-off by end of day Jan 28/11.

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

File number	Start date	Due date	Status
EDU-2011-00006	January 10, 2011	February 21, 2011	IAO is currently working with the applicant to narrow. If not successful with narrowing the scope, the fee estimate will be \$375. If narrowed to include only final briefing notes, the fee will be slightly lower, but it will still apply.
MSD-2011-00030	January 12, 2011	February 23, 2011	IAO is currently working with the applicant to narrow.
PSS-2011-00020	January 6, 2011	February 17, 2011	IAO is currently working with the applicant to narrow.
TRA-2011-00004	January 6, 2011	February 17, 2011	IAO has sent 3 records gathering alerts and have not yet received any records. Executive is advised.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

File number	Start date	Due date	Status
HSE-2011-00007	January 10, 2011	February 21, 2011	In sign-off. The records, as specified by the applicant, do not exist. However, some total numbers will be provided to applicant with an explanation on what's not included in these total numbers. Applicant will be also provided public web site which has information on total out of country medical expenses.

Kukucska, Cindy L SSBC:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 3, 2011 1:47 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Love, Sylvia SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: RODs re 100309 / 310 / 311
Attachments: Record of Decisions 100309 re public communications.doc; Record of Decisions 100310 re social media.doc; Record of Decisions 100311 re contracts over 10,000.doc

Hi,

Please find a 'draft' copy of the ROD from the cross government request 100309, 100310, and 100311.

Please review and advise if there are any errors or omissions. If so, I'll make the necessary changes.

Thanks

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

Record of Decisions – Coordination Meeting
X-Government requests # 100311
January 11, 2011

The following is the record of decisions from the above noted coordination meeting for x-government request #100311.

Please let me know if you have any questions or if there is any reason why your ministry cannot comply with these decisions.

1. In attendance:

Maxine Vanzetta	Consolidated Intake
Cindy Kukucska	Consolidated Intake
Jackie Hendry	Central – PAB
Carm Plater	Business – TRA
Angela McCartney	Justice/Social – MSD, PSS
Kris Ghag	Business – TRA
Anita Foster	Health/Education – EDU

2. Designation of Lead Ministry

Intake

3. Wording and Joining of the Requests

Request received by EDU, TRA, MSD, and PSS

4. Scope and Time frame

Not provided – clarification required

5. Clarification Issues

- What is applicant expecting to receive? (i.e.: 'list' could include simply a list of contract numbers where the contract exceeded \$10,000)
- Cindy will contact applicant to request clarification around what the applicant is expecting to see in the list requested

Subsequent Clarification Update:

- Cindy connected with the applicant via email / telephone.
- Applicant clarified date range to be fiscal years 2009/10 to 2010/11
- Applicant clarified date range and advised that she wants contract #, date of contract, amount of contract, and vendor.

6. Issues regarding the review of the records by public bodies

None discussed

7. Fee issues

Fees to be applied, if and as appropriate

8. Consultation processes

Not anticipated

9. Other issues

Discussion around public accounts and level of detail, criteria posted online.

Kris will contact OCG to see if they could produce a list, or already have a full list. Kris later advised:

The Public Accounts Detailed Schedule of Payments document lists payees who have received \$25,000 or more from government and then drills down to how much they received from individual ministries. Finance won't be able to produce anything to help with the \$10,000 contract request, as the information they are given doesn't drill down to individual contracts and even if it did, it wouldn't capture those with individual contracts over \$10,000 without totalling \$25,000 or more over the course of the fiscal year.

No other issues were identified. However, during the records review process, if any specific issue arises, public bodies may contact the Manager of Consolidate Cross Government and a determination will be made whether the issue requires coordination.

Prior to releasing the disclosure package, senior analysts are to report and provide, to the Manager of Intake Services, a detailed listing of the records and any severing considerations.

Kukucska, Cindy L SSBC:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 15, 2011 11:59 AM
To: Kukucska, Cindy L SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests

For our file.

From: Ward, Kathleen SSBC:EX
Sent: Wednesday, February 9, 2011 11:30 AM
To: Williams, Brad M SSBC:EX; Vanzetta, Maxine SSBC:EX
Cc: Smith, Peter J SSBC:EX
Subject: Feb 8th latest version Status report on cross country requests

fyi

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Ward, Kathleen SSBC:EX
Sent: Wednesday, February 9, 2011 11:30 AM
To: Phipps, Bert SSBC:EX
Subject: Status report on cross country requests

Below is a current status report for the cross country requests.
We are seeing some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.
MSD is in sign off, anticipate a release by February 11th.
PSS file is at the reviewing records stage, anticipate going to sign off February 9th
TRA - a no records response was sent to the applicant on February 3rd.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU sign-off will be completed by the end of this week/by Feb 11.
MSD file is at the reviewing records stage. Team hopes to get into sign off this week.
PSS file is at the reviewing records stage. Team hopes to get it into sign off this week.

TRA this fee was never issued, the information was provided to IAO and a decision was made by the ministry not to issue the fee. The ministry is creating a record, and IAO expects to receive it by today or Thursday, and we anticipate minimal or no severing.

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU sign-off will be completed by the end of this week/by Feb 11.

MSD has their file in sign-off re-directed, sent Feb 7

PSS sign-off should be completed by the end of this week.

TRA has responded and have since closed their file.

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00.

MSD issued a fee on February 8th for \$176.80.

PSS issued a fee on February 8th for 85.50.

TRA sent IAO briefing notes on Tuesday, (approximately 70 pages), and the harms assessments will follow shortly. Our analyst is doing a preliminary review for severing while she awaits the harms assessments. If section 12 applies, we will need to consult with the Office of the Premier. IAO will make these section 12 consults a top priority.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is in sign off since Feb 2. Sign-off will be completed by the end of this week/by Feb 11.

Thanks and let me know if you need any further information.

Regards,

Kathleen Ward, BID, MA, LEED® AP

Executive Director,

Information Access Operations

Shared Services BC

2nd Floor - 548 Michigan Street

Phone: 250.387-9807

Email: kathleen.ward@gov.bc.ca

Please consider the environment before printing this email

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Thanks and let me know if you need any further information.

Regards,
Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

Kukucska, Cindy L SSBC:EX

From: Foster, Anita SSBC:EX
Sent: Wednesday, February 16, 2011 3:04 PM
To: Kukucska, Cindy L SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: RE: Feb 8th latest version Status report on cross country requests

All the information below is correct for my POD

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Kukucska, Cindy L SSBC:EX
Sent: Wednesday, February 16, 2011 2:55 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests
Importance: High

Hi there. We have been asked to provide some current updates. I have pulled info from CRTS and have made the updates I could. Would you please have a look and advise of any other updates.

Thanks very much.

.Cindy K

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Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed
MSD file closed
PSS file closed
TRA file closed
CTZ file – in sign-off

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU file closed
MSD – in sign-off
PSS – in sign-off
TRA file closed

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU file closed
MSD – in sign-off
PSS file closed
TRA file closed

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00. File is now on-hold
MSD issued a fee totalling \$176.80. File is now on-hold
PSS issued a fee totalling 85.50. File is now on-hold
TRA sent IAO the records (approximately 70 pages), and the harms assessments will follow shortly. Our analyst is doing a preliminary review for severing while she awaits the harms assessments. If section 12 applies, we will need to consult with the Office of the Premier. IAO will make these section 12 consults a top priority.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is closed

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU file closed
MSD – in sign-off
PSS – in sign-off
TRA file closed

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU file closed
MSD – in sign-off
PSS file closed
TRA file closed

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MSD Issued a fee totalling \$176.80. File is now on-hold
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Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is closed

File Number	Start date	Due date	Closed date	Processing days
PAB-2011-00005	January 21, 2011	March 4, 2011	February 11, 2011	15

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Closed date	Processing days
EDU-2011-00001	January 4, 2011	February 15, 2011	February 7, 2011	24
MSD-2011-00011	January 5, 2011	February 16, 2011	February 15, 2011	29
PSS-2011-00021	January 5, 2011	February 16, 2011	February 15, 2011	29
TRA-2011-00005	January 5, 2011	February 16, 2011	February 3, 2011	21
CTZ-2011-00011	January 25, 2011	March 8, 2011	March 1, 2011	25

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

File number	Start date	Due date	Closed date	Processing days
EDU-2011-00003	January 6, 2011	February 17, 2011	February 15, 2011	28
MSD-2011-00009	January 6, 2011	February 17, 2011	February 16, 2011	29
PSS-2011-00018	January 6, 2011	February 17, 2011	February 17, 2011	30
TRA-2011-00002	January 6, 2011	February 17, 2011	February 16, 2011	29

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

File number	Start date	Due date	Closed date	Processing days
EDU-2011-00007	January 10, 2011	February 21, 2011	February 16, 2011	27
MSD-2011-00010	January 6, 2011	February 17, 2011	February 16, 2011	29
PSS-2011-00019	January 6, 2011	February 17, 2011	February 14, 2011	27
TRA-2011-00011	January 10, 2011	February 21, 2011	February 2, 2011	17

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

File number	Start date	Due date	Closed date	Fees applied	Processing days
EDU-2011-00006	January 10, 2011	March 21, 2011	March 8, 2011	\$375.00	21 (abandoned fees not paid)
MSD-2011-00030	January 12, 2011	March 23, 2011	March 7, 2011	\$176.80	18 (abandoned fees not paid)
PSS-2011-00020	January 6, 2011	March 17, 2011	March 7, 2011	\$85.50	22 (abandoned fees not paid)
TRA-2011-00004	January 6, 2011	February 17, 2011	February 17, 2011	No fee issued	30

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

File number	Start date	Due date	Closed date	Average days
HSE-2011-00007	January 10, 2011	February 21, 2011	February 11, 2011	

Kukucska, Cindy L SSBC:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 3, 2011 1:47 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelna SSBC:EX; Foster, Anita SSBC:EX; Love, Sylvia SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Hendry, Jackie SSBC:EX
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Subject: RODs re 100309 / 310 / 311
Attachments: Record of Decisions 100309 re public communications.doc; Record of Decisions 100310 re social media.doc; Record of Decisions 100311 re contracts over 10,000.doc

Hi.

Please find a 'draft' copy of the ROD from the cross government request 100309, 100310, and 100311.

Please review and advise if there are any errors or omissions. If so, I'll make the necessary changes.

Thanks

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Ghag, Kris SSBC:EX
Sent: Monday, January 31, 2011 12:20 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Foster, Anita SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Are we still waiting on David Hume to provide wording for inclusion in all response letters? The TRAN no records response was approved on the afternoon of January 26th

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 4:56 PM
To: Foster, Anita SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests
Importance: High

Please don't transfer any request related to the social media requests to CITZ. We are waiting on some verbiage from Jackie to include a response letter.

Thanks everyone,

Maxine

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 2:58 PM
To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Further update on 100312 – credit card statements, –records have been received from the program area

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 11:10 AM

Page 802
SSB-2011-00049

To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Here are answers for the Ministry of Education:

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005 – Closed

100310 – social Media – no responsive records for Education and will also transfer to the Ministry of Citizens' Services

100311 – contracts over \$10,000 – records will be going to sign-off shortly

100312 – credit card statements – program area gathering records; statements from three corporate credit cards will be provided to applicant

100317 – briefing notes – substantial amount of records have been identified; will wait with sending out fee estimate until Intake clarifies with the applicant if he/she is willing to narrow down the scope

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Kukucska, Cindy L SSBC:EX

Sent: Friday, January 28, 2011 10:16 AM

To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Hi there, I need a status report on the following xgov't requests – asap

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005

100310 – social Media

100311 – contracts over \$10,000

100312 – credit card statements

100317 – briefing notes

100312

100317

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off) The no records response was approved Jan 26 th and the letter is now awaiting wording from David Hume.
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Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

File number	Start date	Due date	Status
EDU-2011-00003	January 6, 2011	February 17, 2011	In sign-off.
MSD-2011-00009	January 6, 2011	February 17, 2011	Records requested; not yet received
PSS-2011-00018	January 6, 2011	February 17, 2011	Records requested; not yet received
TRA-2011-00002	January 6, 2011	February 17, 2011	A fee of approx. \$1100 has been estimate; The request will be placed on hold. Have not issued fee, nor placed on hold. Are we to contact applicant directly or should we wait to see if MSD and/or PSSG will have fee issues?

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

File number	Start date	Due date	Status
EDU-2011-00007	January 10, 2011	February 21, 2011	Records were received and are presently being reviewed. Will try to send for sign-off by Friday, but Monday at the latest.
MSD-2011-00010	January 6, 2011	February 17, 2011	Records received and being reviewed; File to sign-off February 2, 2011
PSS-2011-00019	January 6, 2011	February 17, 2011	Records received and being reviewed; File to sign-off February 3, 2011
TRA-2011-00011	January 10, 2011	February 21, 2011	DM does not have a corporate card, program area is creating a printed report that will show by individual claim number, what the claim was for (per diem, car rental, miscellaneous expense), the date it was paid and the amount of the claim. No fee anticipated. Records sign-off will be expedited. Expected to put into sign-off by end of day Jan 28/11. Approval received, report will be released in full today (Wednesday).

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

File number	Start date	Due date	Status
EDU-2011-00006	January 10, 2011	February 21, 2011	IAO is currently working with the applicant to narrow. If not successful with narrowing the scope, the fee estimate will be \$375. If

			narrowed to include only final briefing notes, the fee will be slightly lower, but it will still apply.
MSD-2011-00030	January 12, 2011	February 23, 2011	IAO is currently working with the applicant to narrow.
PSS-2011-00020	January 6, 2011	February 17, 2011	IAO is currently working with the applicant to narrow.
TRA-2011-00004	January 6, 2011	February 17, 2011	IAO has sent 3 records gathering alerts and have not yet received any records. Executive is advised. Still waiting on response to records call and alerts.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

File number	Start date	Due date	Status
HSE-2011-00007	January 10, 2011	February 21, 2011	In sign-off. The records, as specified by the applicant, do not exist. However, some total numbers will be provided to applicant with an explanation on what's not included in these total numbers. Applicant will be also provided public web site which has information on total out of country medical expenses.

Kukucska, Cindy L SSBC:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Wednesday, February 2, 2011 11:08 AM
To: Vanzetta, Maxine SSBC:EX
Subject: Updated - Status report on cross country requests

Updated

From: McCartney, Angela SSBC:EX
Sent: Wednesday, February 2, 2011 10:25 AM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: Status report on cross country requests

Public Safety & Solicitor General's file is in sign-off today, and Social Development will be in sign-off by tomorrow.

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 10:20 AM
To: Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: RE: Status report on cross country requests
Importance: High

Hi everyone, the Business Team is ready to disclose the records responding to xgov 100312. Prior to doing so, I need to know how the rest of you are doing – some of you are in the reviewing records stage, are they getting close to sign off? If so, can you provide me a detailed description of the records. Once received I will be in a better position to provide the teams direction on release.

Thanks everyone,

Maxine

From: Ghag, Kris SSBC:EX
Sent: Tuesday, February 1, 2011 6:27 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: RE: Status report on cross country requests

Our updates in red below

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 1, 2011 5:37 PM
To: Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

Hi team, as discussed, can I please get an update to the below noted list of requests.

If the file is in sign off, please advise as to when we can expect it back. If records are still pending, please advise as to when we can expect them.

I still haven't heard anything from the applicant with respect to xgov 100317. I will follow up with an email before tomorrow is over.

Thanks everyone,

Maxine

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
PAB-2011-00005	January 21, 2011	March 4, 2011	Call for records conducted and expedited; Ministry will respond well within timelines. Estimated timeline is week of January 31, 2011

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Status
EDU-2011-00001	January 4, 2011	February 15, 2011	No responsive records
MSD-2011-00011	January 5, 2011	February 16, 2011	Records received; program area advises -- waiting on one more program area to respond
PSS-2011-00021	January 5, 2011	February 16, 2011	Ministry advised all program areas to be canvassed; Partial records received Jan.28/11
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off) The no records response was approved Jan 26 th and the letter is now awaiting wording from David Hume.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

File number	Start date	Due date	Status
EDU-2011-00003	January 6, 2011	February 17, 2011	Records to sign-off shortly
MSD-2011-00009	January 6, 2011	February 17, 2011	Records requested; not yet received

SSB-2011-00049

PSS-2011-00018	January 6, 2011	February 17, 2011	Records requested; not yet received
TRA-2011-00002	January 6, 2011	February 17, 2011	A fee of approx. \$1100 has been estimate; The request will be placed on hold. Have not issued fee, nor placed on hold. Are we to contact applicant directly or should we wait to see if MSD and/or PSSG will have fee issues?

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

File number	Start date	Due date	Status
EDU-2011-00007	January 10, 2011	February 21, 2011	Records received and being reviewed; File to sign-off February 7, 2011
MSD-2011-00010	January 6, 2011	February 17, 2011	Records received and being reviewed; File to sign-off February 2, 2011
PSS-2011-00019	January 6, 2011	February 17, 2011	Records received and being reviewed; File to sign-off February 3, 2011
TRA-2011-00011	January 10, 2011	February 21, 2011	DM does not have a corporate card, program area is creating a printed report that will show by individual claim number, what the claim was for (per diem, car rental, miscellaneous expense), the date it was paid and the amount of the claim. No fee anticipated. Records sign-off will be expedited. Expected to put into sign-off by end of day Jan 28/11. Approval received, report will be released in full today (Wednesday).

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

File number	Start date	Due date	Status
EDU-2011-00006	January 10, 2011	February 21, 2011	IAO is currently working with the applicant to narrow.
MSD-2011-00030	January 12, 2011	February 23, 2011	IAO is currently working with the applicant to narrow.
PSS-2011-00020	January 6, 2011	February 17, 2011	IAO is currently working with the applicant to narrow.
TRA-2011-00004	January 6, 2011	February 17, 2011	IAO has sent 3 records gathering alerts and have not yet received any records. Executive is advised. Still waiting on response to records call and alerts.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

File number	Start date	Due date	Status
HSE-2011-00007	January 10, 2011	February 21, 2011	Records call completed. IAO informed the ministry will not have the records as the applicant is requesting. The ministry will contact the applicant to clarify.

Kukucska, Cindy L SSBC:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 3, 2011 12:23 PM
To: McCartney, Angela SSBC:EX
Subject: Updated to ____ - Status report on cross country requests

Importance: High

Hi Angela. Could you help me out with details in the 4 highlighted spots please??
Thanks!!

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
PAB-2011-00005	January 21, 2011	March 4, 2011	In sign-off February 3, 2011

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Status
EDU-2011-00001	January 4, 2011	February 15, 2011	No responsive records. Sign-off has been completed, waiting for the wording from David Hume.
MSD-2011-00011	January 5, 2011	February 16, 2011	Records received and being reviewed
PSS-2011-00021	January 5, 2011	February 16, 2011	Records received and being reviewed
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off) The no records response was approved Jan 26 th and the letter is now awaiting wording from David Hume.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

File number	Start date	Due date	Status
EDU-2011-00003	January 6, 2011	February 17, 2011	In sign-off.
MSD-2011-00009	January 6, 2011	February 17, 2011	Records requested; not yet received
PSS-2011-00018	January 6, 2011	February 17, 2011	Records requested; not yet received

TRA-2011-00002	January 6, 2011	February 17, 2011	A fee of approx. \$1100 has been estimated; The request will be placed on hold effective Feb 3/11
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Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

File number	Start date	Due date	Status
EDU-2011-00007	January 10, 2011	February 21, 2011	File to sign-off February 3, 2011
MSD-2011-00010	January 6, 2011	February 17, 2011	File to sign-off February 3, 2011
PSS-2011-00019	January 6, 2011	February 17, 2011	File to sign-off February 2, 2011
TRA-2011-00011	January 10, 2011	February 21, 2011	Closed February 3, 2011; Response sent

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

File number	Start date	Due date	Status
EDU-2011-00006	January 10, 2011	February 21, 2011	IAO unable to clarify as no response from applicant; Fee estimated to approx. \$375. File will be placed on hold once fee estimate is sent
MSD-2011-00030	January 12, 2011	February 23, 2011	IAO unable to clarify as no response from applicant; Fee estimated to approx. \$***. File will be placed on hold once fee estimate is sent
PSS-2011-00020	January 6, 2011	February 17, 2011	IAO unable to clarify as no response from applicant; Fee estimated to approx. \$***. File will be placed on hold once fee estimate is sent
TRA-2011-00004	January 6, 2011	February 17, 2011	IAO has sent 3 records gathering alerts and have not yet received any records. Ministry isn't responding to the Alert process.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

File number	Start date	Due date	Status
HSE-2011-00007	January 10, 2011	February 21, 2011	In sign-off. The records, as specified by the applicant, do not exist. However, some total numbers will be provided to applicant with an explanation on what's not included in these total numbers. Applicant will be also provided public web site which has information on total out of country medical expenses.

Kukucska, Cindy L SSBC:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 17, 2011 8:33 AM
To: Williams, Brad M SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: Feb 17th latest version Status report on cross country requests

Importance: High

Good Morning.

This update is current as of 8:30am Thursday, February 17th.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed

MSD file closed

PSS file closed

TRA file closed

CTZ file – In sign-off

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU file closed

MSD file closed

PSS – In sign-off

TRA file closed

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU file closed

MSD file closed

PSS file closed

TRA file closed

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00. File is now on-hold

MSD issued a fee totalling \$176.80. File is now on-hold

PSS issued a fee totalling 85.50. File is now on-hold

TRA sent IAO the records (approximately 70 pages), Sign –off approval is close to complete. Section 12 was determined and approved, however some additional informal consultation was initiated during sign-off. File to be released shortly

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is closed

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 15, 2011 11:59 AM
To: Kukucska, Cindy L SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests

For our file.

From: Ward, Kathleen SSBC:EX
Sent: Wednesday, February 9, 2011 11:30 AM
To: Williams, Brad M SSBC:EX; Vanzetta, Maxine SSBC:EX
Cc: Smith, Peter J SSBC:EX
Subject: Feb 8th latest version Status report on cross country requests

fyt

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Ward, Kathleen SSBC:EX
Sent: Wednesday, February 9, 2011 11:30 AM
To: Phipps, Bert SSBC:EX
Subject: Status report on cross country requests

Below is a current status report for the cross country requests.
We are seeing some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.
MSD is in sign off, anticipate a release by February 11th.
PSS file is at the reviewing records stage, anticipate going to sign off February 9th
TRA - a no records response was sent to the applicant on February 3rd.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU sign-off will be completed by the end of this week/by Feb 11.
MSD file is at the reviewing records stage. Team hopes to get into sign off this week.
PSS file is at the reviewing records stage. Team hopes to get it into sign off this week.
TRA this fee was never issued, the information was provided to IAO and a decision was made by the ministry not to issue the fee. The ministry is creating a record, and IAO expects to receive it by today or Thursday, and we anticipate minimal or no severing.

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU sign-off will be completed by the end of this week/by Feb 11.

MSD has their file in sign-off re-directed, sent Feb 7

PSS sign-off should be completed by the end of this week.

TRA has responded and have since closed their file.

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00.

MSD Issued a fee on February 8th for \$176.80.

PSS issued a fee on February 8th for 85.50.

TRA sent IAO briefing notes on Tuesday, (approximately 70 pages), and the harms assessments will follow shortly.

Our analyst is doing a preliminary review for severing while she awaits the harms assessments. If section 12 applies, we will need to consult with the Office of the Premier. IAO will make these section 12 consults a top priority.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health Insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is in sign off since Feb 2. Sign-off will be completed by the end of this week/by Feb 11.

Thanks and let me know if you need any further information.

Regards,

Kathleen Ward, BID, MA, LEED® AP

Executive Director,

Information Access Operations

Shared Services BC

2nd Floor - 548 Michigan Street

Phone: 250.387-9807

Email: kathleen.ward@gov.bc.ca

Please consider the environment before printing this email

Kotchonoski, Darlene E LCTZ:EX

From: Plater, Carmelina SSBC:EX
Sent: Wednesday, February 16, 2011 3:52 PM
To: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: RE: Feb 8th latest version Status report on cross country requests

Hi Cindy,

We have only a small update- in colour below

Carmelina Plater | Team Lead
Information Access Operations
Logistics and Business Services
Shared Services BC
PO Box 9569, STN PROV GOVT Victoria BC V8W 9K1
(T): 250 952--7937
(F): 250 387-9843



Please consider the environment before printing this e-mail

From: Kukucska, Cindy L SSBC:EX
Sent: Wednesday, February 16, 2011 2:55 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests
Importance: High

Hi there. We have been asked to provide some current updates. I have pulled info from CRTS and have made the updates I could. Would you please have a look and advise of any other updates.

Thanks very much.

.Cindy K

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Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed
MSD file closed
PSS file closed
TRA file closed
CTZ file – In sign-off

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU file closed
MSD – in sign-off
PSS – in sign-off
TRA file closed

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU file closed
MSD – in sign-off
PSS file closed
TRA file closed

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00. File is now on-hold
MSD issued a fee totalling \$176.80. File is now on-hold
PSS issued a fee totalling 85.50. File is now on-hold
TRA sent IAO the records (approximately 70 pages), Sign –off approval is close to complete - the section 12 was determined and approved. However, some additional informal consult initiated during sign-off - To be released shortly

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is closed

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 17, 2011 11:29 AM
To: Gordon, Robert A SSBC:EX
Subject: RE: Feb 8th latest version Status report on cross country requests

Thanks

From: Gordon, Robert A SSBC:EX
Sent: Thursday, February 17, 2011 11:21 AM
To: Vanzetta, Maxine SSBC:EX
Subject: RE: Feb 8th latest version Status report on cross country requests

Yes. I included it so everyone got the full picture.

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:
*Ministry of Attorney General
Ministry of Public Safety and Solicitor General
Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development*

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 17, 2011 11:19 AM
To: Gordon, Robert A SSBC:EX; McCartney, Angela SSBC:EX; Kukucska, Cindy L SSBC:EX
Subject: RE: Feb 8th latest version Status report on cross country requests

Thanks Rob,

Direct awards are from another group of xgov requests aren't they?

Maxine

From: Gordon, Robert A SSBC:EX
Sent: Thursday, February 17, 2011 10:49 AM
To: McCartney, Angela SSBC:EX; Kukucska, Cindy L SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: RE: Feb 8th latest version Status report on cross country requests

Angela,

All the x-govt requests will be released today, except for CFD-2011-00018 which is a direct awards request. I am hopeful I will receive sign off, but I can't confirm that yet.

Thanks. Have a great time at the conference.

Rob Gordon
Senior Information and Privacy Analyst
*Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services*

250-356-7869

Providing Services to:

*Ministry of Attorney General
Ministry of Public Safety and Solicitor General
Ministry of Aboriginal Relations & Reconciliation
Ministry of Housing & Social Development
Ministry of Children & Family Development*

From: McCartney, Angela SSBC:EX
Sent: Wednesday, February 16, 2011 4:51 PM
To: Kukucska, Cindy L SSBC:EX; Gordon, Robert A SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: RE: Feb 8th latest version Status report on cross country requests

Hi Cindy,
For #312, the MSD response is going out tonight.

Rob – please update for #311 and #312, as I have to leave shortly and won't be in for the rest of this week.

Thanks,
Angela

From: Kukucska, Cindy L SSBC:EX
Sent: Wednesday, February 16, 2011 2:55 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests
Importance: High

Hi there. We have been asked to provide some current updates. I have pulled info from CRTS and have made the updates I could. Would you please have a look and advise of any other updates.

Thanks very much.

.Cindy K

~~

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed
MSD file closed

PSS file closed
TRA file closed
CTZ file – in sign-off

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU file closed
MSD – in sign-off
PSS – in sign-off
TRA file closed

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU file closed
MSD – in sign-off
PSS file closed
TRA file closed

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00. File is now on-hold
MSD Issued a fee totalling \$176.80. File is now on-hold
PSS Issued a fee totalling 85.50. File is now on-hold
TRA sent IAO the records (approximately 70 pages), and the harms assessments will follow shortly. Our analyst is doing a preliminary review for severing while she awaits the harms assessments. If section 12 applies, we will need to consult with the Office of the Premier. IAO will make these section 12 consults a top priority.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is closed

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 17, 2011 9:06 AM
To: McCartney, Angela SSBC:EX
Subject: RE: Feb 8th latest version Status report on cross country requests

Thanks

From: McCartney, Angela SSBC:EX
Sent: Wednesday, February 16, 2011 5:07 PM
To: Kukucska, Cindy L SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: RE: Feb 8th latest version Status report on cross country requests

Guess you'd also like to know - #312, for MSD, s17/22 for credit card account number only.

From: McCartney, Angela SSBC:EX
Sent: Wednesday, February 16, 2011 4:51 PM
To: Kukucska, Cindy L SSBC:EX; Gordon, Robert A SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: RE: Feb 8th latest version Status report on cross country requests

Hi Cindy,
For #312, the MSD response is going out tonight.

Rob – please update for #311 and #312, as I have to leave shortly and won't be in for the rest of this week.

Thanks,
Angela

From: Kukucska, Cindy L SSBC:EX
Sent: Wednesday, February 16, 2011 2:55 PM
To: McCartney, Angela SSBC:EX; Ghag, Krls SSBC:EX; Foster, Anita SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests
Importance: High

Hi there. We have been asked to provide some current updates. I have pulled info from CRTS and have made the updates I could. Would you please have a look and advise of any other updates.

Thanks very much.

.Cindy K

~~

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed
MSD file closed
PSS file closed
TRA file closed
CTZ file – in sign-off

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU file closed
MSD – in sign-off
PSS – in sign-off
TRA file closed

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU file closed
MSD – in sign-off
PSS file closed
TRA file closed

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00. File is now on-hold
MSD issued a fee totalling \$176.80. File is now on-hold
PSS issued a fee totalling 85.50. File is now on-hold
TRA sent IAO the records (approximately 70 pages), and the harms assessments will follow shortly. Our analyst is doing a preliminary review for severing while she awaits the harms assessments. If section 12 applies, we will need to consult with the Office of the Premier. IAO will make these section 12 consults a top priority.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is closed

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, May 3, 2011 1:59 PM
To: Kukucska, Cindy L SSBC:EX
Subject: RE: Feb 8th latest version Status report on cross country requests

☺ thanks

From: Kukucska, Cindy L SSBC:EX
Sent: Tuesday, May 3, 2011 1:59 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests

This is the last one I have readily available. Is this ok or do you want me to keep looking?

.Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
Phone: 250-387-1932 ~ Fax: 250-387-9843

<http://www.gov.bc.ca/citiz/jaol/fol/index.html>

From: Williams, Brad M SSBC:EX
Sent: Monday, March 7, 2011 1:42 PM
To: Kukucska, Cindy L SSBC:EX; Ward, Kathleen SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: Re: Feb 8th latest version Status report on cross country requests

Thanks Cindy! Your quick response to my request is much appreciated.

From: Kukucska, Cindy L SSBC:EX
Sent: Monday, March 07, 2011 01:39 PM
To: Williams, Brad M SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests

Hi Brad. Update as requested.

All files are now closed, with the exception of EDU-2011-00006, which was on-hold re fees. Applicant has not been in contact and the file is scheduled to be closed first thing tomorrow morning.

.cindy k

~~

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed
MSD file closed
PSS file closed
TRA file closed
CTZ file closed

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU file closed
MSD file closed
PSS file closed
TRA file closed

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU file closed
MSD file closed
PSS file closed
TRA file closed

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00. File is now on-hold. Applicant has until March 7th to respond. File scheduled to be closed March 8, 2011. Analyst confirms no contact to date (as at 1:30pm March 7th)

MSD file closed
PSS file closed
TRA file closed

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is closed

Kotchonoski, Darlene E LCTZ:EX

From: Hendry, Jackie SSBC:EX
Sent: Wednesday, March 2, 2011 10:48 AM
To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests

CTZ-2011-00011 is closed effective March 1, 2011.

Thanks
Jackie

From: Hendry, Jackie SSBC:EX
Sent: Wednesday, February 16, 2011 4:47 PM
To: Kukucska, Cindy L SSBC:EX
Subject: RE: Feb 8th latest version Status report on cross country requests

Hi Cindy,

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

CTZ file -- in sign-off

- This file (CTZ-2011-00011) is still in sign-off.

Jackie

From: Kukucska, Cindy L SSBC:EX
Sent: Wednesday, February 16, 2011 2:55 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests
Importance: High

Hi there. We have been asked to provide some current updates. I have pulled info from CRTS and have made the updates I could. Would you please have a look and advise of any other updates.

Thanks very much.

.Cindy K

~~

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed
MSD file closed
PSS file closed
TRA file closed

CTZ file – In sign-off

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU file closed
MSD – In sign-off
PSS – In sign-off
TRA file closed

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU file closed
MSD – In sign-off
PSS file closed
TRA file closed

Cross Government Request 100317: – all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00. File is now on-hold
MSD issued a fee totalling \$176.80. File is now on-hold
PSS issued a fee totalling 85.50. File is now on-hold
TRA sent IAO the records (approximately 70 pages), and the harms assessments will follow shortly. Our analyst is doing a preliminary review for severing while she awaits the harms assessments. If section 12 applies, we will need to consult with the Office of the Premier. IAO will make these section 12 consults a top priority.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is closed

Kotchonoski, Darlene E LCTZ:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 17, 2011 8:33 AM
To: Williams, Brad M SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: Feb 17th latest version Status report on cross country requests

Importance: High

Good Morning.

This update is current as of 8:30am Thursday, February 17th.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed
MSD file closed
PSS file closed
TRA file closed
CTZ file – in sign-off

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU file closed
MSD file closed
PSS – in sign-off
TRA file closed

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU file closed
MSD file closed
PSS file closed
TRA file closed

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00. File is now on-hold
MSD issued a fee totalling \$176.80. File is now on-hold
PSS issued a fee totalling 85.50. File is now on-hold
TRA sent IAO the records (approximately 70 pages), Sign –off approval is close to complete. Section 12 was determined and approved, however some additional informal consultation was initiated during sign-off. File to be released shortly

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is closed

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, March 8, 2011 12:38 PM
To: Bolger, Ursula SSBC:EX
Subject: FW: Final status report on cross country requests

Hi Ursula, I need an average processing days for the below noted group of requests.

I'd like an average for each – then an overall average for the bunch. Did IAO take an average of 20 days to process – more

From: Ward, Kathleen SSBC:EX
Sent: Tuesday, March 8, 2011 12:15 PM
To: Vanzetta, Maxine SSBC:EX
Subject: Fw: Final status report on cross country requests

From: Ward, Kathleen SSBC:EX
Sent: Monday, March 07, 2011 03:16 PM
To: Phipps, Bert SSBC:EX; Ginger, Vanessa R CITZ:EX
Subject: Final status report on cross country requests

RE: Cross Country Access Requests:

All files are now closed, with the exception of EDU-2011-00006, which was on-hold re fees. Applicant has not been in contact and the file is scheduled to be closed first thing tomorrow morning.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed
MSD file closed
PSS file closed
TRA file closed
CTZ file closed

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU file closed
MSD file closed
PSS file closed
TRA file closed

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU file closed

MSD file closed
PSS file closed
TRA file closed

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00. File is now on-hold. Applicant has until March 7th to respond. File scheduled to be closed March 8, 2011. Analyst confirms no contact to date (as at 1:30pm March 7th)

MSD file closed
PSS file closed
TRA file closed

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is closed

Regards,
Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, May 3, 2011 1:59 PM
To: Williams, Brad M SSBC:EX
Subject: Latest version Status report on cross country requests

Here was the last update.

If you need anything further, let me know.

Maxine

From: Williams, Brad M SSBC:EX
Sent: Monday, March 7, 2011 1:42 PM
To: Kukucska, Cindy L SSBC:EX; Ward, Kathleen SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: Re: Feb 8th latest version Status report on cross country requests

Thanks Cindy! Your quick response to my request is much appreciated.

From: Kukucska, Cindy L SSBC:EX
Sent: Monday, March 07, 2011 01:39 PM
To: Williams, Brad M SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests

Hi Brad. Update as requested.

All files are now closed, with the exception of EDU-2011-00006, which was on-hold re fees. Applicant has not been in contact and the file is scheduled to be closed first thing tomorrow morning.

.cindy k

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed
MSD file closed
PSS file closed
TRA file closed
CTZ file closed

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU file closed
MSD file closed
PSS file closed

TRA file closed

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU file closed
MSD file closed
PSS file closed
TRA file closed

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00. File is now on-hold. Applicant has until March 7th to respond. File scheduled to be closed March 8, 2011. Analyst confirms no contact to date (as at 1:30pm March 7th)

MSD file closed
PSS file closed
TRA file closed

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is closed

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 12:14 PM
To: Kukucska, Cindy L SSBC:EX
Subject: FW: More Updated 12:00 noon - Status report on cross country requests

Can you update the chart, for this one, to read – Ministry isn't responding to the Alert process.

From: Onclul-Omelus, Jamie SSBC:EX
Sent: Thursday, February 3, 2011 7:44 AM
To: Ghag, Kris SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: RE: More Updated 12:00 noon - Status report on cross country requests

Hi Maxine,

There has been no word from TRA about TRA-2011-0004. I have spoken to the single point of contact several times after the third alert was sent. I was informed TRA execs were having a meeting on Feb 1 about it and I should be getting records shortly. I talked to them yesterday and still nothing. I'm calling again today and speaking directly to the DM's office. Thanks.

Jamie Onclul-Omelus, Information and Privacy Analyst
Information Access Operations
jamie.onclul-omelus@gov.bc.ca
250-356-0386

From: Ghag, Kris SSBC:EX
Sent: Wednesday, February 2, 2011 6:11 PM
To: Vanzetta, Maxine SSBC:EX; Onclul-Omelus, Jamie SSBC:EX
Subject: RE: More Updated 12:00 noon - Status report on cross country requests

Sorry, I didn't have a chance to. My understanding is that we are still awaiting records or fee related info for TRA-2011-00004.

Jamie is in before me in the mornings, so by copy of this email I will ask that she confirm the above. ☺

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 6:06 PM
To: Ghag, Kris SSBC:EX
Subject: FW: More Updated 12:00 noon - Status report on cross country requests

Did you send me the update on the TRA request – i.e. no response to your call for records?

From: Kukucska, Cindy L SSBC:EX
Sent: Wednesday, February 2, 2011 11:58 AM
To: Vanzetta, Maxine SSBC:EX
Subject: More Updated 12:00 noon - Status report on cross country requests

More updated – Anita's info added.

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
PAB-2011-00005	January 21, 2011	March 4, 2011	Call for records conducted and expedited; Ministry will respond well within timelines. Estimated timeline is week of January 31, 2011

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Status
EDU-2011-00001	January 4, 2011	February 15, 2011	No responsive records. Sign-off has been completed, waiting for the wording from David Hume.
MSD-2011-00011	January 5, 2011	February 16, 2011	Records received; program area advises – waiting on one more program area to respond
PSS-2011-00021	January 5, 2011	February 16, 2011	Ministry advised all program areas to be canvassed; Partial records received Jan.28/11
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off) The no records response was approved Jan 26 th and the letter is now awaiting wording from David Hume.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

File number	Start date	Due date	Status
EDU-2011-00003	January 6, 2011	February 17, 2011	In sign-off.
MSD-2011-00009	January 6, 2011	February 17, 2011	Records requested; not yet received
PSS-2011-00018	January 6, 2011	February 17, 2011	Records requested; not yet received

Page 25
SSB-2011-00049

TRA-2011-00002	January 6, 2011	February 17, 2011	A fee of approx. \$1100 has been estimate; The request will be placed on hold. Have not issued fee, nor placed on hold. Are we to contact applicant directly or should we wait to see if MSD and/or PSSG will have fee issues?
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Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

File number	Start date	Due date	Status
EDU-2011-00007	January 10, 2011	February 21, 2011	Records were received and are presently being reviewed. Will try to send for sign-off by Friday, but Monday at the latest.
MSD-2011-00010	January 6, 2011	February 17, 2011	Records received and being reviewed; File to sign-off February 2, 2011
PSS-2011-00019	January 6, 2011	February 17, 2011	Records received and being reviewed; File to sign-off February 3, 2011
TRA-2011-00011	January 10, 2011	February 21, 2011	DM does not have a corporate card, program area is creating a printed report that will show by individual claim number, what the claim was for (per diem, car rental, miscellaneous expense), the date it was paid and the amount of the claim. No fee anticipated. Records sign-off will be expedited. Expected to put into sign-off by end of day Jan 28/11. Approval received, report will be released in full today (Wednesday).

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

File number	Start date	Due date	Status
EDU-2011-00006	January 10, 2011	February 21, 2011	IAO is currently working with the applicant to narrow. If not successful with narrowing the scope, the fee estimate will be \$375. If narrowed to include only final briefing notes, the fee will be slightly lower, but it will still apply.
MSD-2011-00030	January 12, 2011	February 23, 2011	IAO is currently working with the applicant to narrow.
PSS-2011-00020	January 6, 2011	February 17, 2011	IAO is currently working with the applicant to narrow.
TRA-2011-00004	January 6, 2011	February 17, 2011	IAO has sent 3 records gathering alerts and have not yet received any records. Executive is advised. Still waiting on response to records call and alerts.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

File number	Start date	Due date	Status
HSE-2011-00007	January 10, 2011	February 21, 2011	In sign-off. The records, as specified by the applicant, do not exist. However, some total numbers will be provided to applicant with an explanation on what's not included in these total numbers. Applicant will be also provided public web site which has information on total out of country medical expenses.

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 7:15 PM
To: Ghag, Kris SSBC:EX
Subject: Re: More Updated 12:00 noon - Status report on cross country requests

When was the last time you made contact with the ministry? I have to provide KW an update tomorrow and I want it to be more specific around the timing aspect.

Mind my typing on my bb

From: Ghag, Kris SSBC:EX
Sent: Wednesday, February 02, 2011 06:10 PM
To: Vanzetta, Maxine SSBC:EX; Onciul-Omelus, Jamie SSBC:EX
Subject: RE: More Updated 12:00 noon - Status report on cross country requests

Sorry, I didn't have a chance to. My understanding is that we are still awaiting records or fee related info for TRA-2011-00004.

Jamie is in before me in the mornings, so by copy of this email I will ask that she confirm the above. ☺

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 6:06 PM
To: Ghag, Kris SSBC:EX
Subject: FW: More Updated 12:00 noon - Status report on cross country requests

Did you send me the update on the TRA request – i.e. no response to your call for records?

From: Kukucska, Cindy L SSBC:EX
Sent: Wednesday, February 2, 2011 11:58 AM
To: Vanzetta, Maxine SSBC:EX
Subject: More Updated 12:00 noon - Status report on cross country requests

More updated – Anita's info added.

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAR

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SSB-2011-00049

MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
PAB-2011-00005	January 21, 2011	March 4, 2011	Call for records conducted and expedited; Ministry will respond well within timelines. Estimated timeline is week of January 31, 2011

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Status
EDU-2011-00001	January 4, 2011	February 15, 2011	No responsive records. Sign-off has been completed, waiting for the wording from David Hume.
MSD-2011-00011	January 5, 2011	February 16, 2011	Records received; program area advises – waiting on one more program area to respond
PSS-2011-00021	January 5, 2011	February 16, 2011	Ministry advised all program areas to be canvassed; Partial records received Jan.28/11
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off) The no records response was approved Jan 26 th and the letter is now awaiting wording from David Hume.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

File number	Start date	Due date	Status
EDU-2011-00003	January 6, 2011	February 17, 2011	In sign-off.
MSD-2011-00009	January 6, 2011	February 17, 2011	Records requested; not yet received
PSS-2011-00018	January 6, 2011	February 17, 2011	Records requested; not yet received
TRA-2011-00002	January 6, 2011	February 17, 2011	A fee of approx. \$1100 has been estimate; The request will be placed on hold. Have not issued fee, nor placed on hold. Are we to contact applicant directly or should we wait to see if MSD and/or PSSG will have fee issues?

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

File number	Start date	Due date	Status
EDU-2011-00007	January 10, 2011	February 21, 2011	Records were received and are presently

SSB-2011-00049

			being reviewed. Will try to send for sign-off by Friday, but Monday at the latest.
MSD-2011-00010	January 6, 2011	February 17, 2011	Records received and being reviewed; File to sign-off February 2, 2011
PSS-2011-00019	January 6, 2011	February 17, 2011	Records received and being reviewed; File to sign-off February 3, 2011
TRA-2011-00011	January 10, 2011	February 21, 2011	DM does not have a corporate card, program area is creating a printed report that will show by Individual claim number, what the claim was for (per diem, car rental, miscellaneous expense), the date it was paid and the amount of the claim. No fee anticipated. Records sign-off will be expedited. Expected to put into sign-off by end of day Jan 28/11. Approval received, report will be released in full today (Wednesday).

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

File number	Start date	Due date	Status
EDU-2011-00006	January 10, 2011	February 21, 2011	IAO is currently working with the applicant to narrow. If not successful with narrowing the scope, the fee estimate will be \$375. If narrowed to include only final briefing notes, the fee will be slightly lower, but it will still apply.
MSD-2011-00030	January 12, 2011	February 23, 2011	IAO is currently working with the applicant to narrow.
PSS-2011-00020	January 6, 2011	February 17, 2011	IAO is currently working with the applicant to narrow.
TRA-2011-00004	January 6, 2011	February 17, 2011	IAO has sent 3 records gathering alerts and have not yet received any records. Executive is advised. Still waiting on response to records call and alerts.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

File number	Start date	Due date	Status
HSE-2011-00007	January 10, 2011	February 21, 2011	In sign-off. The records, as specified by the applicant, do not exist. However, some total numbers will be provided to applicant with an explanation on what's not included in these total numbers. Applicant will be also provided public web site which has information on total out of country medical expenses.

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 9:22 AM
To: Ghag, Kris SSBC:EX; Onciul-Omelus, Jamie SSBC:EX
Subject: RE: More Updated 12:00 noon - Status report on cross country requests

I agree, this is something that needs to be tabled.

Maxine

From: Ghag, Kris SSBC:EX
Sent: Thursday, February 3, 2011 9:15 AM
To: Onciul-Omelus, Jamie SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: RE: More Updated 12:00 noon - Status report on cross country requests

Thanks for staying on top of this one Jamie! I think this is a good opportunity for IAO to discuss what is expected of the client teams once the alerts/escalation process is complete.

S13

S13 Perhaps we can talk about this at a x-govt meeting or it could be brought to the manager's table?

KG

From: Onciul-Omelus, Jamie SSBC:EX
Sent: Thursday, February 3, 2011 7:44 AM
To: Ghag, Kris SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: RE: More Updated 12:00 noon - Status report on cross country requests

Hi Maxine,

There has been no word from TRA about TRA-2011-0004. I have spoken to the single point of contact several times after the third alert was sent. I was informed TRA execs were having a meeting on Feb 1 about it and I should be getting records shortly. I talked to them yesterday and still nothing. I'm calling again today and speaking directly to the DM's office. Thanks.

Jamie Onciul-Omelus, Information and Privacy Analyst
Information Access Operations
jamie.onciul-omelus@gov.bc.ca
250-356-0386

From: Ghag, Kris SSBC:EX
Sent: Wednesday, February 2, 2011 6:11 PM
To: Vanzetta, Maxine SSBC:EX; Onciul-Omelus, Jamie SSBC:EX
Subject: RE: More Updated 12:00 noon - Status report on cross country requests

Sorry, I didn't have a chance to. My understanding is that we are still awaiting records or fee related info for TRA-2011-00004.

Jamie is in before me in the mornings, so by copy of this email I will ask that she confirm the above. ☺

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 6:06 PM
To: Ghag, Kris SSBC:EX
Subject: FW: More Updated 12:00 noon - Status report on cross country requests

Did you send me the update on the TRA request – i.e. no response to your call for records?

From: Kukucska, Cindy L SSBC:EX
Sent: Wednesday, February 2, 2011 11:58 AM
To: Vanzetta, Maxine SSBC:EX
Subject: More Updated 12:00 noon - Status report on cross country requests

More updated – Anita's info added.

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
PAB-2011-00005	January 21, 2011	March 4, 2011	Call for records conducted and expedited; Ministry will respond well within timelines. Estimated timeline is week of January 31, 2011

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Status
EDU-2011-00001	January 4, 2011	February 15, 2011	No responsive records. Sign-off has been completed, waiting for the wording from David Hume.
MSD-2011-00011	January 5, 2011	February 16, 2011	Records received; program area advises – waiting on one more program area to respond

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SSB-2011-00049

PSS-2011-00021	January 5, 2011	February 16, 2011	Ministry advised all program areas to be canvassed; Partial records received Jan.28/11
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off) The no records response was approved Jan 26 th and the letter is now awaiting wording from David Hume.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

File number	Start date	Due date	Status
EDU-2011-00003	January 6, 2011	February 17, 2011	In sign-off.
MSD-2011-00009	January 6, 2011	February 17, 2011	Records requested; not yet received
PSS-2011-00018	January 6, 2011	February 17, 2011	Records requested; not yet received
TRA-2011-00002	January 6, 2011	February 17, 2011	A fee of approx. \$1100 has been estimate; The request will be placed on hold. Have not issued fee, nor placed on hold. Are we to contact applicant directly or should we wait to see if MSD and/or PSSG will have fee issues?

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

File number	Start date	Due date	Status
EDU-2011-00007	January 10, 2011	February 21, 2011	Records were received and are presently being reviewed. Will try to send for sign-off by Friday, but Monday at the latest.
MSD-2011-00010	January 6, 2011	February 17, 2011	Records received and being reviewed; File to sign-off February 2, 2011
PSS-2011-00019	January 6, 2011	February 17, 2011	Records received and being reviewed; File to sign-off February 3, 2011
TRA-2011-00011	January 10, 2011	February 21, 2011	DM does not have a corporate card, program area is creating a printed report that will show by individual claim number, what the claim was for (per diem, car rental, miscellaneous expense), the date it was paid and the amount of the claim. No fee anticipated. Records sign-off will be expedited. Expected to put into sign-off by end of day Jan 28/11. Approval received, report will be released in full today (Wednesday).

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

File number	Start date	Due date	Status
EDU-2011-00006	January 10, 2011	February 21, 2011	IAO is currently working with the applicant to narrow. If not successful with narrowing the

			scope, the fee estimate will be \$375. If narrowed to include only final briefing notes, the fee will be slightly lower, but it will still apply.
MSD-2011-00030	January 12, 2011	February 23, 2011	IAO is currently working with the applicant to narrow.
PSS-2011-00020	January 6, 2011	February 17, 2011	IAO is currently working with the applicant to narrow.
TRA-2011-00004	January 6, 2011	February 17, 2011	IAO has sent 3 records gathering alerts and have not yet received any records. Executive is advised. Still waiting on response to records call and alerts.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

File number	Start date	Due date	Status
HSE-2011-00007	January 10, 2011	February 21, 2011	In sign-off. The records, as specified by the applicant, do not exist. However, some total numbers will be provided to applicant with an explanation on what's not included in these total numbers. Applicant will be also provided public web site which has information on total out of country medical expenses.

Kotchonoski, Darlene E LCTZ:EX

Subject: RE: File updates in table format

On January 5th Information Access Operations received 21 new requests from known individuals. Of these 21 requests all of them were responded to on or before their legislated due date – IAO met a 100% compliance.

Moreover, for those that resulted in the application of minimal fees, IAO made several attempts to contact the applicant to narrow in hopes of eliminating the fees in its entirety.

The tot average processing days _____

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Due Date	Closed date	Total number of processing days
EDU-2011-00004	January 5, 2011		January 24, 2011	
MSD-2011-00003	January 5, 2011		January 24, 2011	
PSS-2011-00004	January 5, 2011		January 24, 2011	
TRA-2011-00003	January 5, 2011		January 24, 2011	

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Closed Date	Total number of processing days
PAB-2011-00005	January 21, 2011	March 4, 2011		

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File Number	Start date	Due date	Closed Date	Total number of processing days
EDU-2011-00001	January 4, 2011	February 15, 2011	January 24, 2011	
MSD-2011-00011	January 5, 2011	February 16, 2011	January 24, 2011	
PSS-2011-00021	January 5, 2011	February 16, 2011	January 24, 2011	
TRA-2011-00005	January 5, 2011	February 16, 2011	January 24, 2011	

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

File Number	Start date	Due date	Closed Date	Total number of processing days
EDU-2011-00003	January 6, 2011	February 17, 2011		

MSD-2011-00009	January 6, 2011	February 17, 2011		
PSS-2011-00018	January 6, 2011	February 17, 2011		
TRA-2011-00002	January 6, 2011	February 17, 2011		

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

File Number	Start date	Due date	Closed Date	Total number of processing days
EDU-2011-00007	January 10, 2011	February 21, 2011		
MSD-2011-00010	January 6, 2011	February 17, 2011		
PSS-2011-00019	January 6, 2011	February 17, 2011		
TRA-2011-00011	January 10, 2011	February 21, 2011		

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

File Number	Start date	Due date	Closed Date	Total number of processing days
EDU-2011-00006	January 10, 2011	February 21, 2011		
MSD-2011-00030	January 12, 2011	February 23, 2011		
PSS-2011-00020	January 6, 2011	February 17, 2011		
TRA-2011-00004	January 6, 2011	February 17, 2011		

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

File Number	Start date	Due date	Closed Date	Total number of processing days
HSE-2011-00007	January 10, 2011	February 21, 2011		

Kotchonoski, Darlene E LCTZ:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Tuesday, March 8, 2011 12:48 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: File updates in table format

I'll work on filling in closed dates to start with:

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Due date	Closed date	Average days
EDU-2011-00004	January 5, 2011	January 24, 2011	January 24, 2011	x
MSD-2011-00003	January 5, 2011	January 24, 2011	January 24, 2011	x
PSS-2011-00004	January 5, 2011	January 24, 2011	January 24, 2011	x
TRA-2011-00003	January 5, 2011	January 24, 2011	January 24, 2011	x

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Closed date	Average days
PAB-2011-00005	January 21, 2011	March 4, 2011		

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Closed date	Average days
EDU-2011-00001	January 4, 2011	February 15, 2011		
MSD-2011-00011	January 5, 2011	February 16, 2011		
PSS-2011-00021	January 5, 2011	February 16, 2011		
TRA-2011-00005	January 5, 2011	February 16, 2011		

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

File number	Start date	Due date	Closed date	Average days
EDU-2011-00003	January 6, 2011	February 17, 2011		
MSD-2011-00009	January 6, 2011	February 17, 2011		
PSS-2011-00018	January 6, 2011	February 17, 2011		
TRA-2011-00002	January 6, 2011	February 17, 2011		

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

File number	Start date	Due date	Closed date	Average days
SSB-2011-00049				

EDU-2011-00007	January 10, 2011	February 21, 2011		
MSD-2011-00010	January 6, 2011	February 17, 2011		
PSS-2011-00019	January 6, 2011	February 17, 2011		
TRA-2011-00011	January 10, 2011	February 21, 2011		

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

File number	Start date	Due date	Closed date	Average days
EDU-2011-00006	January 10, 2011	February 21, 2011		
MSD-2011-00030	January 12, 2011	February 23, 2011		
PSS-2011-00020	January 6, 2011	February 17, 2011		
TRA-2011-00004	January 6, 2011	February 17, 2011		

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

File number	Start date	Due date	Closed date	Average days
HSE-2011-00007	January 10, 2011	February 21, 2011		

Kotchonoski, Darlene E LCTZ:EX

From: Kukucska, Cindy L SSBC:EX
Sent: Tuesday, March 8, 2011 12:29 PM
To: Vanzetta, Maxine SSBC:EX
Subject: File updates in table format

One example. Let me know if you'd like any others.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
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Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

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TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off) The no records response was approved Jan 26 th and the letter is now awaiting wording from David Hume.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

File number	Start date	Due date	Status
EDU-2011-00003	January 6, 2011	February 17, 2011	Records to sign-off shortly
MSD-2011-00009	January 6, 2011	February 17, 2011	Records requested; not yet received

PSS-2011-00018	January 6, 2011	February 17, 2011	Records requested; not yet received
TRA-2011-00002	January 6, 2011	February 17, 2011	A fee of approx. \$1100 has been estimate; The request will be placed on hold. Have not issued fee, nor placed on hold. Are we to contact applicant directly or should we wait to see if MSD and/or PSSG will have fee issues?

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

File number	Start date	Due date	Status
EDU-2011-00007	January 10, 2011	February 21, 2011	Program area gathering records; statements from three corporate credit cards will be provided to applicant; Is expected to be released the week of January 31, 2011.
MSD-2011-00010	January 6, 2011	February 17, 2011	Records received and being reviewed
PSS-2011-00019	January 6, 2011	February 17, 2011	Records received and being reviewed
TRA-2011-00011	January 10, 2011	February 21, 2011	DM does not have a corporate card, program area is creating a printed report that will show by individual claim number, what the claim was for (per diem, car rental, miscellaneous expense), the date it was paid and the amount of the claim. No fee anticipated. Records sign-off will be expedited. Expected to put into sign-off by end of day Jan 28/11. Approval received, report will be released in full today (Wednesday).

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

File number	Start date	Due date	Status
EDU-2011-00006	January 10, 2011	February 21, 2011	IAO is currently working with the applicant to narrow.
MSD-2011-00030	January 12, 2011	February 23, 2011	IAO is currently working with the applicant to narrow.
PSS-2011-00020	January 6, 2011	February 17, 2011	IAO is currently working with the applicant to narrow.
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Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

File number	Start date	Due date	Status
HSE-2011-00007	January 10, 2011	February 21, 2011	Records call completed. IAO informed the ministry will not have the records as the applicant is requesting. The ministry will contact the applicant to clarify.

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 1, 2011 9:20 AM
To: Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

☺

From: Ghag, Kris SSBC:EX
Sent: Tuesday, February 1, 2011 9:14 AM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

I just re-read my blurb below and made a minor edit (in red). ☺

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 1, 2011 9:12 AM
To: Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

This is great Kris. This will be the letter the teams will use in response to this request. For those ministries that won't be transferring their request to CTZ, please use the below noted verbiage as suggested by Kris.

Thanks everyone,

Maxine

From: Ghag, Kris SSBC:EX
Sent: Monday, January 31, 2011 3:45 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Here is the letter that we were prepared to send out. I propose that we include David Hume's blurb in its own paragraph right after the one that includes the link to the public policy.

Additionally, given that TRAN has already partially transferred this request and the other ministries are now being directed not to do so, they should probably include a line that says something to the effect of:

Additionally, we understand that the Ministry of Citizens' Services is already processing this request as it was partially transferred by the Ministry of Transportation and Infrastructure.

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Monday, January 31, 2011 1:10 PM
To: Foster, Anita SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: Re: PLEASE READ: Status report on xgov't requests

We are still waiting. Jackie will send it out. If we can have one person draft a letter for all to use this would be appreciated.

From: Foster, Anita SSBC:EX
Sent: Monday, January 31, 2011 12:21 PM
To: Ghag, Kris SSBC:EX; Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

I believe that we are still waiting?

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citiz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Ghag, Kris SSBC:EX
Sent: Monday, January 31, 2011 12:20 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Foster, Anita SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Are we still waiting on David Hume to provide wording for inclusion in all response letters? The TRAN no records response was approved on the afternoon of January 26th

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 4:56 PM
To: Foster, Anita SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests
Importance: High

Please don't transfer any request related to the social media requests to CITZ. We are waiting on some verbiage from Jackie to include a response letter.

Thanks everyone,

Maxine

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 2:58 PM
To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Further update on 100312 – credit card statements, –records have been received from the program area

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 11:10 AM
To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Here are answers for the Ministry of Education:

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005 – Closed

100310 – social Media – no responsive records for Education and will also transfer to the Ministry of Citizens' Services

100311 – contracts over \$10,000 – records will be going to sign-off shortly

100312 – credit card statements – program area gathering records; statements from three corporate credit cards will be provided to applicant

100317 – briefing notes – substantial amount of records have been identified; will wait with sending out fee estimate until Intake clarifies with the applicant if he/she is willing to narrow down the scope

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

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our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Kukucska, Cindy L SSBC:EX

Sent: Friday, January 28, 2011 10:16 AM

To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Hi there, I need a status report on the following xgov't requests – asap

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005

100310 – social Media

100311 – contracts over \$10,000

100312 – credit card statements

100317 – briefing notes

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

.ck

From: Foster, Anita SSBC:EX

Sent: Friday, January 28, 2011 10:14 AM

To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

It would really help to have a couple of key words beside teach cross gov number ...?

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

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our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX

Sent: Friday, January 28, 2011 10:03 AM

To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX

Subject: PLEASE READ: Status report on xgov't requests

Importance: High

Hi there, I need a status report on the following xgov't requests – asap

100309

100310

100312

100317

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 2:24 PM
To: Kukucska, Cindy L SSBC:EX
Subject: FW: PLEASE READ: Status report on xgov't requests

So status report should include start date of each request – what stage the request is at, if not closed, and what the teams are doing to expedite processing of such.

From: McCartney, Angela SSBC:EX
Sent: Friday, January 28, 2011 12:35 PM
To: Kukucska, Cindy L SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX; Hudson, Vicki SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

From: Kukucska, Cindy L SSBC:EX
Sent: Friday, January 28, 2011 10:16 AM
To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Hi there, I need a status report on the following xgov't requests – asap

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005

100310 – social Media

- MDS-11-011 – records received, program area advised there is one more to be included, which we are waiting for.
- PSS-11-021 – records requested, ministry advised all program areas need to be canvassed. Some records just received today from one program

100311 – contracts over \$10,000

- MSD-11-009 – records requested, nothing yet received
- PSS-11-018 – records requested, nothing yet received

100312 – credit card statements

- MSD-11-010 – records received. Reviewing.
- PSS-11-019 – records received. Reviewing.

100317 – briefing notes

- MSD-11-030 – records requested. Communications from ministry on interpretation. No records yet received.
- PSS-11-020 – records requested. Ministry advised all program areas need to be canvassed. Working with xgovt coordination on fee/clarification/narrowing.

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

.ck

From: Foster, Anita SSBC:EX

Sent: Friday, January 28, 2011 10:14 AM

To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

It would really help to have a couple of key words beside teach cross gov number ...?

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services

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Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX

Sent: Friday, January 28, 2011 10:03 AM

To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX

Subject: PLEASE READ: Status report on xgov't requests

Importance: High

Hi there, I need a status report on the following xgov't requests -- asap

100309

100310

100312

100317

In doing so, please advise if you've performed the call for records yet -- if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 10:28 AM
To: Foster, Anita SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Can you come to my office now☺

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 10:14 AM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

It would really help to have a couple of key words beside teach cross gov number ...?

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Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 10:03 AM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: PLEASE READ: Status report on xgov't requests
Importance: High

Hi there, I need a status report on the following xgov't requests – asap

100309
100310
100312
100317

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 10:24 AM
To: Ghag, Kris SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

Thanks Kris

From: Ghag, Kris SSBC:EX
Sent: Friday, January 28, 2011 10:23 AM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

For our team, these requests are open with TRAN only.

309- closed as withdrawn on January 24th

310- currently in sign-off (no responsive records)

312- DM does not have a corporate card, program area is creating a printed report that will show by individual claim number, what the claim was for (per diem, car rental, miscellaneous expense), the date it was paid and the amount of the claim

317- we have sent 3 records gathering alerts and have not yet received any records.

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 10:03 AM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: PLEASE READ: Status report on xgov't requests
Importance: High

Hi there, I need a status report on the following xgov't requests – asap

100309
100310
100312
100317

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Kotchonoski, Darlene E LCTZ:EX

From: Ghag, Kris SSBC:EX
Sent: Tuesday, February 8, 2011 12:18 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: RE: PLEASE READ Status report on cross country requests

Updates to 310, 311, 317 in red below.

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 8, 2011 12:03 PM
To: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: PLEASE READ Status report on cross country requests
Importance: High

Hi Team, I'm looking for a more recent status on the below noted requests. I need to update Kathleen

If the file is still in sign off, I need to know when we can expect it back.
If records have been disclosed, I'll need to know what was disclosed and if severing applied.

Please respond by noting your status beside each of your files.

Thanks Team

Hi Kathleen, as requested, below is a current status report for the xgov't requests:

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file is in sign off – no records response.

MSD and PSS files are at the 'reviewing records stage'.

~~TRA file is in sign off – no records response~~ the no records response was sent to the applicant on February 3rd.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU has their file in sign off.

MSD file is currently reviewing records.

PSS file is waiting on records, alert to be deployed tomorrow.

~~TRA has issued a fee totalling \$1100.00~~ this fee was never issued, the information was provided to IAO and a decision was made by the ministry not to issue the fee, the program area is working on gathering records, given the amount of search time required they will be in a position to extend their file for volume of search if necessary.

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU, MSD, PSS files are in final sign off.
TRA has responded and have since closed their file.

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU is issuing a fee totalling \$375.00.

MSD expecting records today.

PSS is issuing a fee – I'm waiting on the amount.

IAO has sent TRA three alerts. Ministry is not responding to the Alert process. After 3 alerts (and no responses) the ball is squarely in the Ministry's court, but our analyst has continued to follow-up outside of the alerts/escalation process. The last contact with the ministry was yesterday and we continue to wait for records.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is in sign off.

If you need anything more information just give me a call - 387-4558.

Maxine

Kotchonoski, Darlene E LCTZ:EX

From: McCartney, Angela SSBC:EX
Sent: Tuesday, February 8, 2011 2:33 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Hudson, Vicki SSBC:EX
Subject: RE: PLEASE READ Status report on cross country requests

From: McCartney, Angela SSBC:EX
Sent: Tuesday, February 8, 2011 12:46 PM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Cc: Hudson, Vicki SSBC:EX
Subject: RE: PLEASE READ Status report on cross country requests

Updates in green, below...

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 8, 2011 12:03 PM
To: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: PLEASE READ Status report on cross country requests
Importance: High

Hi Team, I'm looking for a more recent status on the below noted requests. I need to update Kathleen

If the file is still in sign off, I need to know when we can expect it back.

If records have been disclosed, I'll need to know what was disclosed and if severing applied.

Please respond by noting your status beside each of your files.

Thanks Team

Hi Kathleen, as requested, below is a current status report for the xgov't requests:

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file is in sign off – no records response.

MSD in sign-off, anticipate return for release by Feb 11

PSS reviewing records, anticipate going for sign off Feb 9

TRA file is in sign off – no records response.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU has their file in sign off.

MSD reviewing records

PSS reviewing records

TRA has issued a fee totalling \$1100.00

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU, MSD, PSS files are in final sign off.

MSD sign-off re-directed, sent Feb 7

PSS sign-off sent Feb 2nd, anticipated back at IAO Feb 11

TRA has responded and have since closed their file.

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU is issuing a fee totalling \$375.00.

MSD Fee sent Feb 8, \$176.80

PSS Fee sent Feb 8, \$85.50

IAO has sent TRA three alerts. Ministry is not responding to the Alert process.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is in sign off.

If you need anything more information just give me a call - 387-4558.

Maxine

Kotchonoski, Darlene E LCTZ:EX

From: Ward, Kathleen SSBC:EX
Sent: Tuesday, February 8, 2011 4:27 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Williams, Brad M SSBC:EX
Subject: RE: PLEASE READ Status report on cross country requests

If you can keep the pieces together for us that would be a big help... thanks! Sorry for missing you in the loop -- things moving very fast this afternoon!

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 8, 2011 4:25 PM
To: Ward, Kathleen SSBC:EX
Cc: Williams, Brad M SSBC:EX
Subject: RE: PLEASE READ Status report on cross country requests
Importance: High

Thanks. Good to see movement as this wasn't the case at 1:30 when the teams were providing me with their latest update. I'll be sure to add these to the report so we can keep ourselves current on these requests.

Do you still need me to coordinate the status on these requests or are you seeking this from the individual teams now? If you are seeking this from the individual teams, then this part of the process is now moot for me.

Let me know.

Maxine

From: Ward, Kathleen SSBC:EX
Sent: Tuesday, February 8, 2011 3:08 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Williams, Brad M SSBC:EX
Subject: RE: PLEASE READ Status report on cross country requests

Thanks -- there are some updates to TRANS files: see attached

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 8, 2011 2:51 PM

Page 865
SSB-2011-00049

To: Ward, Kathleen SSBC:EX
Cc: Williams, Brad M SSBC:EX
Subject: FW: PLEASE READ Status report on cross country requests
Importance: High

Hi Kathleen, below is a current status report for the cross country requests.

We are seeing some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD is in sign off, anticipate a release by February 11th.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3rd.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU sign-off will be completed by the end of this week/by Feb 11.

MSD file is at the reviewing records stage. Team hopes to get into sign off this week.

PSS file is at the reviewing records stage. Team hopes to get it into sign off this week.

TRA this fee was never issued, the information was provided to IAO and a decision was made by the ministry not to issue the fee, the program area is working on gathering records, given the amount of search time required they will be in a position to extend their file for volume of search, if necessary.

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU sign-off will be completed by the end of this week/by Feb 11.

MSD has their file in sign-off re-directed, sent Feb 7

PSS sign-off should be completed by the end of this week.

TRA has responded and have since closed their file.

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00.

MSD issued a fee on February 8th for \$176.80.

PSS issued a fee on February 8th for 85.50.

The TRA file needs our attention!!!!IAO has sent TRA three alerts. Ministry is not responding to the Alert process. The analyst continues to follow-up outside of the alerts/escalation process. The last contact with the ministry was yesterday and we continue to wait for records.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is in sign off since Feb 2. Sign-off will be completed by the end of this week/by Feb 11.

If you need anything more from me please call.

Maxine

Kotchonoski, Darlene E LCTZ:EX

From: Hendry, Jackie SSBC:EX
Sent: Monday, February 14, 2011 10:05 AM
To: Williams, Brad M SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: PLEASE READ - Status report on cross country requests

Hello Brad,
Please see below the current status of these requests from Central Agency Team.
Thanks—Jackie

From: Hendry, Jackie SSBC:EX
Sent: Friday, February 11, 2011 3:04 PM
To: McCartney, Angela SSBC:EX; Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ - Status report on cross country requests

Maxine,
Cross-Government Request 100309:

PAB-2011-00005 has returned from sign-off. Response package will go out today.

Cross-Government Request 100310:

CTZ-2011-00011 is going into sign-off today.

Thanks—
Jackie

From: McCartney, Angela SSBC:EX
Sent: Friday, February 11, 2011 2:19 PM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ - Status report on cross country requests

Maxine,
In addition to this morning's update, for #312 (credit card statements), I received PSS back from sign-off and am preparing the response package this afternoon. Partial disclosure, s17 and 22.

Angela

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, February 11, 2011 9:18 AM
To: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Hendry, Jackie SSBC:EX
Subject: PLEASE READ - Status report on cross country requests
Importance: High

Hi team, Kathleen's looking for an update on the below noted cross countries. Please update the below noted requests as per their current status and I'll forward them on.

Thanks team,

Maxine

Below is a current status report for the cross country requests.

We are starting to see some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD is in sign off, anticipate a release by February 11th.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3rd.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU sign-off will be completed by the end of this week/by Feb 11.

MSD file is at the reviewing records stage. Team hopes to get into sign off this week.

PSS file is at the reviewing records stage. Team hopes to get it into sign off this week.

TRA this fee was never issued, the information was provided to IAO and a decision was made by the ministry not to issue the fee. The ministry is creating a record, and IAO expects to receive it by today or Thursday, and we anticipate minimal or no severing.

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU sign-off will be completed by the end of this week/by Feb 11.

MSD has their file in sign-off re-directed, sent Feb 7

PSS sign-off should be completed by the end of this week.

TRA has responded and have since closed their file.

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU Issued a fee totalling \$375.00.

MSD Issued a fee on February 8th for \$176.80.

PSS Issued a fee on February 8th for 85.50.

TRA sent IAO briefing notes on Tuesday, (approximately 70 pages), and the harms assessments will follow shortly.

Our analyst is doing a preliminary review for severing while she awaits the harms assessments. If section 12 applies, we will need to consult with the Office of the Premier. IAO will make these section 12 consults a top priority.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is in sign off since Feb 2. Sign-off will be completed by the end of this week/by Feb 11.

Thanks and let me know if you need any further information.

Kotchonoski, Darlene E LCTZ:EX

From: McCartney, Angela SSBC:EX
Sent: Monday, February 14, 2011 9:50 AM
To: Vanzetta, Maxine SSBC:EX
Subject: RE: PLEASE READ - Status report on cross country requests

BMO electronic spreadsheet-style credit card statements. S22 applied to Id#, and ss17/22 applied to account # and credit limit. No other severing.

From: Vanzetta, Maxine SSBC:EX
Sent: Monday, February 14, 2011 9:44 AM
To: McCartney, Angela SSBC:EX
Subject: RE: PLEASE READ - Status report on cross country requests

Can I get a brief description of the records and what you applied s.17 and 22 to.

Thanks

From: McCartney, Angela SSBC:EX
Sent: Monday, February 14, 2011 9:36 AM
To: Vanzetta, Maxine SSBC:EX
Subject: RE: PLEASE READ - Status report on cross country requests
Importance: High

Hi Maxine,
Do I need to wait to hear back from you before I send out the release?

From: McCartney, Angela SSBC:EX
Sent: Friday, February 11, 2011 2:19 PM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ - Status report on cross country requests

Maxine,
In addition to this morning's update, for #312 (credit card statements), I received PSS back from sign-off and am preparing the response package this afternoon. Partial disclosure, s17 and 22.

Angela

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, February 11, 2011 9:18 AM
To: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Hendry, Jackie SSBC:EX
Subject: PLEASE READ - Status report on cross country requests
Importance: High

Hi team, Kathleen's looking for an update on the below noted cross countries. Please update the below noted requests as per their current status and I'll forward them on.

Thanks team,

Maxine

Below is a current status report for the cross country requests.

We are starting to see some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD is in sign off, anticipate a release by February 11th.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3rd.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU sign-off will be completed by the end of this week/by Feb 11.

MSD file is at the reviewing records stage. Team hopes to get into sign off this week.

PSS file is at the reviewing records stage. Team hopes to get it into sign off this week.

TRA this fee was never issued, the information was provided to IAO and a decision was made by the ministry not to issue the fee. The ministry is creating a record, and IAO expects to receive it by today or Thursday, and we anticipate minimal or no severing.

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU sign-off will be completed by the end of this week/by Feb 11.

MSD has their file in sign-off re-directed, sent Feb 7

PSS sign-off should be completed by the end of this week.

TRA has responded and have since closed their file.

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00.

MSD issued a fee on February 8th for \$176.80.

PSS issued a fee on February 8th for 85.50.

TRA sent IAO briefing notes on Tuesday, (approximately 70 pages), and the harms assessments will follow shortly.

Our analyst is doing a preliminary review for severing while she awaits the harms assessments. If section 12 applies, we will need to consult with the Office of the Premier. IAO will make these section 12 consults a top priority.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is in sign off since Feb 2. Sign-off will be completed by the end of this week/by Feb 11.

Thanks and let me know if you need any further information.

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 10:58 AM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: Status report on cross country requests

Importance: High

Thanks, Record description, or is that already provided in the chart?

From: McCartney, Angela SSBC:EX
Sent: Wednesday, February 2, 2011 10:25 AM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: Status report on cross country requests

Public Safety & Solicitor General's file is in sign-off today, and Social Development will be in sign-off by tomorrow.

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 10:20 AM
To: Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: RE: Status report on cross country requests
Importance: High

Hi everyone, the Business Team is ready to disclose the records responding to xgov 100312. Prior to doing so, I need to know how the rest of you are doing – some of you are in the reviewing records stage, are they getting close to sign off? If so, can you provide me a detailed description of the records. Once received I will be in a better position to provide the teams direction on release.

Thanks everyone,

Maxine

From: Ghag, Kris SSBC:EX
Sent: Tuesday, February 1, 2011 6:27 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: RE: Status report on cross country requests

Our updates in red below

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 1, 2011 5:37 PM
To: Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

Hi team, as discussed, can I please get an update to the below noted list of requests.

If the file is in sign off, please advise as to when we can expect it back. If records are still pending, please advise as to when we can expect them.

I still haven't heard anything from the applicant with respect to xgov 100317. I will follow up with an email before tomorrow is over.

Thanks everyone,

Maxine

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
PAB-2011-00005	January 21, 2011	March 4, 2011	Call for records conducted and expedited; Ministry will respond well within timelines. Estimated timeline is week of January 31, 2011

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Status
EDU-2011-00001	January 4, 2011	February 15, 2011	No responsive records
MSD-2011-00011	January 5, 2011	February 16, 2011	Records received; program area advises – waiting on one more program area to respond
PSS-2011-00021	January 5, 2011	February 16, 2011	Ministry advised all program areas to be canvassed; Partial records received Jan.28/11
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off) The no records response was approved Jan 26 th and the letter is now awaiting wording from David Hume.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

File number	Start date	Due date	Status	Page 873
EDU-2011-00003	January 6, 2011	February 17, 2011	Records to sign-off shortly	SSB-2011-00049

MSD-2011-00009	January 6, 2011	February 17, 2011	Records requested; not yet received
PSS-2011-00018	January 6, 2011	February 17, 2011	Records requested; not yet received
TRA-2011-00002	January 6, 2011	February 17, 2011	A fee of approx. \$1100 has been estimate; The request will be placed on hold. Have not issued fee, nor placed on hold. Are we to contact applicant directly or should we wait to see if MSD and/or PSSG will have fee issues?

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

File number	Start date	Due date	Status
EDU-2011-00007	January 10, 2011	February 21, 2011	Program area gathering records; statements from three corporate credit cards will be provided to applicant; Is expected to be released the week of January 31, 2011.
MSD-2011-00010	January 6, 2011	February 17, 2011	Records received and being reviewed
PSS-2011-00019	January 6, 2011	February 17, 2011	Records received and being reviewed
TRA-2011-00011	January 10, 2011	February 21, 2011	DM does not have a corporate card, program area is creating a printed report that will show by individual claim number, what the claim was for (per diem, car rental, miscellaneous expense), the date it was paid and the amount of the claim. No fee anticipated. Records sign-off will be expedited. Expected to put into sign-off by end of day Jan 28/11. Approval received, report will be released in full today (Wednesday).

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

File number	Start date	Due date	Status
EDU-2011-00006	January 10, 2011	February 21, 2011	IAO is currently working with the applicant to narrow.
MSD-2011-00030	January 12, 2011	February 23, 2011	IAO is currently working with the applicant to narrow.
PSS-2011-00020	January 6, 2011	February 17, 2011	IAO is currently working with the applicant to narrow.
TRA-2011-00004	January 6, 2011	February 17, 2011	IAO has sent 3 records gathering alerts and have not yet received any records. Executive is advised. Still waiting on response to records call and alerts.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

File number	Start date	Due date	Status
HSE-2011-00007	January 10, 2011	February 21, 2011	Records call completed. IAO informed the ministry will not have the records as the applicant is requesting. The ministry will contact the applicant to clarify.

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, February 4, 2011 2:00 PM
To: Foster, Anita SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Status report on cross country requests

This would seem reasonable. Does anyone else have any other thoughts?

*Information Access Operations
Common Business Services
Shared Services BC
Ministry of Citizens' Services
548 Michigan Street
Victoria, BC, V8V4S8*

From: Foster, Anita SSBC:EX
Sent: Friday, February 4, 2011 1:43 PM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Status report on cross country requests

Maxine, how are we to interpret "received" ... are we excluding drafts? Should we just include bn that were finalized and routed by DM's office to Minister's Office? For Education all the program area were canvassed and we have a pile of records that were sent to us (both finals and drafts).

Perhaps, since the applicant did not ask for drafts and is not willing to clarify, we should just provide final versions of bn ?

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 5:00 PM
To: Foster, Anita SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Status report on cross country requests
Importance: High

Hi team, this is to confirm, based on the below noted status report, if you have a request that attracts fees, apply them accordingly.

In response to the request for 'all briefing notes for minister created since September 1, 2010'. I still haven't heard from the applicant, therefore, IAO will interpret the wording of this request to mean briefing notes 'received' by the Minister's office. If as a result of this change in approach, fees will apply, please issue a fee estimate as per normal process. In doing so, though, please use the most current template which requests the applicant to make contact with us.

Thanks everyone,

Maxine

From: Foster, Anita SSBC:EX
Sent: Wednesday, February 2, 2011 10:28 AM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Status report on cross country requests

Reg xgov 312 (credit card statements) , we received the responsive records and will be reviewing them this week. We should be able to send them for sign-off early next week. Ministry of Education signs off really quickly on their files, so there should not be a problem meeting the legislated due date for this request.

Maxine, I will provide update on the rest of the files shortly.

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Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

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Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
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Importance: High

Hi everyone, the Business Team is ready to disclose the records responding to xgov 100312. Prior to doing so, I need to know how the rest of you are doing – some of you are in the reviewing records stage, are they getting close to sign off? If so, can you provide me a detailed description of the records. Once received I will be in a better position to provide the teams direction on release.

Thanks everyone,

Maxine

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Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: RE: Status report on cross country requests

Our updates in red below

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Subject: FW: Status report on cross country requests
Importance: High

Hi team, as discussed, can I please get an update to the below noted list of requests.

If the file is in sign off, please advise as to when we can expect it back. If records are still pending, please advise as to when we can expect them.

I still haven't heard anything from the applicant with respect to xgov 100317. I will follow up with an email before tomorrow is over.

Thanks everyone,

Maxine

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

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TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

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Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

File number	Start date	Due date	Status	Page 878
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MSD-2011-00009	January 6, 2011	February 17, 2011	Records requested; not yet received
PSS-2011-00018	January 6, 2011	February 17, 2011	Records requested; not yet received
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Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

File number	Start date	Due date	Status
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File number	Start date	Due date	Status
HSE-2011-00007	January 10, 2011	February 21, 2011	Records call completed. IAO informed the ministry will not have the records as the applicant is requesting. The ministry will contact the applicant to clarify.

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 9:05 AM
To: Kukucska, Cindy L SSBC:EX
Subject: FW: Status report on cross country requests

For the chart

From: Borg, Neva SSBC:EX
Sent: Thursday, February 3, 2011 8:55 AM
To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: RE: Status report on cross country requests

Just one more item, the Id# is s.22. Records are done. Ready to send for executive sign-off. Thanks Neva

From: Foster, Anita SSBC:EX
Sent: Thursday, February 3, 2011 8:41 AM
To: Vanzetta, Maxine SSBC:EX
Cc: Borg, Neva SSBC:EX
Subject: FW: Status report on cross country requests

Attached are Education records for the request about credit card statements for DM. Neva is severing the records right now. We will be severing credit card number and account number as. 17. As I explained last week, other staff in DM's office books flights for the DM using their corporate credit cards. The statements for these cards contain expenses for other staff and expenses for the office. We also will be removing those are o/s as they are not within the scope of the request. Neva, am I forgetting any other things about the statements

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
Tel: (250) 387-9805 Fax: (250) 387-9843
our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Foster, Anita SSBC:EX
Sent: Thursday, February 3, 2011 8:32 AM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Status report on cross country requests

As Angela mentioned, Neva and I, stopped by at her office. Our records look very different ...

I believe that we should have a quick meeting today, bring our records and take a look. Anyway, Maxine, I thought you wanted us to e-mail the records to you before the release ...?

Angela, you mentioned that you won't have much severing while Education would have a fair amount as we have the actual credit card statements, so it might be beneficial for Education to explain the severing in more details in the records.

Do you have time to meet in few minutes?

Anita Foster, Team Lead, Information Access Operations
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Tel: (250) 387-9805 Fax: (250) 387-9843
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Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 5:49 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Borg, Neva SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: Status report on cross country requests

So its just a format issue – not to worry.

From: McCartney, Angela SSBC:EX
Sent: Wednesday, February 2, 2011 5:47 PM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Borg, Neva SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: Status report on cross country requests

For MSD, they modified the .xls spreadsheet downloaded from BMO to contain only information they were using before saving it in their records. As the DM has moved to another ministry, they no longer have custody/control of the original format (the new ministry holds the access to her electronic reports now).

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 5:37 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Borg, Neva SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: Status report on cross country requests
Importance: High

How different, anything to be concerned about?

Maxine

From: McCartney, Angela SSBC:EX
Sent: Wednesday, February 2, 2011 5:10 PM
To: Ghag, Kris SSBC:EX; Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Borg, Neva SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: Status report on cross country requests

It looks all 4 responses will look somewhat different from each other in any case. MSD and PSS records are not the same format and do not contain all of the same information. Anita and Neva dropped by this afternoon and their records are different as well.

From: Ghag, Kris SSBC:EX
Sent: Wednesday, February 2, 2011 5:06 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: Status report on cross country requests

With respect to the corporate credit cards request, the TRAN response is still sitting with me, can it be sent out?

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 5:00 PM
To: Foster, Anita SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Status report on cross country requests
Importance: High

Hi team, this is to confirm, based on the below noted status report, if you have a request that attracts fees, apply them accordingly.

In response to the request for *'all briefing notes for minister created since September 1, 2010'*. I still haven't heard from the applicant, therefore, IAO will interpret the wording of this request to mean briefing notes *'received'* by the Minister's office. If as a result of this change in approach, fees will apply, please issue a fee estimate as per normal process. In doing so, though, please use the most current template which requests the applicant to make contact with us.

Thanks everyone,

Maxine

From: Foster, Anita SSBC:EX
Sent: Wednesday, February 2, 2011 10:28 AM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Status report on cross country requests

Reg xgov 312 (credit card statements), we received the responsive records and will be reviewing them this week. We should be able to send them for sign-off early next week. Ministry of Education signs off really quickly on their files, so there should not be a problem meeting the legislated due date for this request.

Maxine, I will provide update on the rest of the files shortly.

Anita Foster, Team Lead, Information Access Operations
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Providing Services to:

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From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 10:20 AM
To: Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: RE: Status report on cross country requests
Importance: High

Hi everyone, the Business Team is ready to disclose the records responding to xgov 100312. Prior to doing so, I need to know how the rest of you are doing – some of you are in the reviewing records stage, are they getting close to sign off? If so, can you provide me a detailed description of the records. Once received I will be in a better position to provide the teams direction on release.

Thanks everyone,

Maxine

From: Ghag, Kris SSBC:EX
Sent: Tuesday, February 1, 2011 6:27 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: RE: Status report on cross country requests

Our updates in red below

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 1, 2011 5:37 PM
To: Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Krls SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

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If the file is in sign off, please advise as to when we can expect it back. If records are still pending, please advise as to when we can expect them.

I still haven't heard anything from the applicant with respect to xgov 100317. I will follow up with an email before tomorrow is over.

Thanks everyone,

Maxine

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
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Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

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MSD-2011-00009	January 6, 2011	February 17, 2011	Records requested; not yet received
PSS-2011-00018	January 6, 2011	February 17, 2011	Records requested; not yet received
TRA-2011-00002	January 6, 2011	February 17, 2011	A fee of approx. \$1100 has been estimate; The request will be placed on hold. Have not issued fee, nor placed on hold. Are we to contact applicant directly or should we wait to see if MSD and/or PSSG will have fee issues?

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

File number	Start date	Due date	Status
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Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

File number	Start date	Due date	Status
EDU-2011-00006	January 10, 2011	February 21, 2011	IAO is currently working with the applicant to narrow.
MSD-2011-00030	January 12, 2011	February 23, 2011	IAO is currently working with the applicant to narrow. SSB-2011-00049

PSS-2011-00020	January 6, 2011	February 17, 2011	IAO is currently working with the applicant to narrow.
TRA-2011-00004	January 6, 2011	February 17, 2011	IAO has sent 3 records gathering alerts and have not yet received any records. Executive is advised. Still waiting on response to records call and alerts.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

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Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 10:54 AM
To: Foster, Anita SSBC:EX
Cc: Bjelica, Alex SSBC:EX; Kukucska, Cindy L SSBC:EX
Subject: RE: Status report on cross country requests

Importance: High

Since we've been asked to bring these requests above the rest, is there any way we can have them into sign off this week? Is volume involved? Let me know.

Alex your support on this would be greatly appreciated.

Maxine

From: Foster, Anita SSBC:EX
Sent: Wednesday, February 2, 2011 10:28 AM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Status report on cross country requests

Reg xgov 312 (credit card statements) , we received the responsive records and will be reviewing them this week. We should be able to send them for sign-off early next week. Ministry of Education signs off really quickly on their files, so there should not be a problem meeting the legislated due date for this request.

Maxine, I will provide update on the rest of the files shortly.

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Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

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Sent: Wednesday, February 2, 2011 10:20 AM
To: Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
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Importance: High

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I still haven't heard anything from the applicant with respect to xgov 100317. I will follow up with an email before tomorrow is over.

Thanks everyone,

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Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
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Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

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SSB-2011-00049

			respond
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Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 5:36 PM
To: Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: Status report on cross country requests
Importance: High

For sure.

For the rest of the group, before deployment, please provide a brief description of the records and if any exceptions have been applied – if at all applicable in this case.

Maxine

From: Ghag, Kris SSBC:EX
Sent: Wednesday, February 2, 2011 5:06 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: Status report on cross country requests

With respect to the corporate credit cards request, the TRAN response is still sitting with me, can it be sent out?

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 5:00 PM
To: Foster, Anita SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX
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Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 8, 2011 12:44 PM
To: Borg, Neva SSBC:EX
Cc: Foster, Anita SSBC:EX
Subject: RE: TRIM: RE: Status report on cross country requests

Got It, thanks.

From: Borg, Neva SSBC:EX
Sent: Tuesday, February 8, 2011 12:43 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Foster, Anita SSBC:EX
Subject: RE: TRIM: RE: Status report on cross country requests

Anita sent you the response already....check your emails...

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 8, 2011 12:42 PM
To: Borg, Neva SSBC:EX
Cc: Foster, Anita SSBC:EX
Subject: RE: TRIM: RE: Status report on cross country requests

How about the rest of your requests- are they closed?

As suggested please input your status by responding to the last email I sent. It will make it easier on me to pull it all together:0).

From: Borg, Neva SSBC:EX
Sent: Tuesday, February 8, 2011 10:46 AM
To: Vanzetta, Maxine SSBC:EX
Cc: Foster, Anita SSBC:EX
Subject: RE: TRIM: RE: Status report on cross country requests

Hi Maxine,

Today we sent out a fee estimate in the amount of \$375.00 to the applicant. File EDU-2011-00006.

Thanks Neva

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, February 4, 2011 2:00 PM
To: Foster, Anita SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX
Subject: TRIM: RE: Status report on cross country requests

This would seem reasonable. Does anyone else have any other thoughts?

From: Foster, Anita SSBC:EX
Sent: Friday, February 4, 2011 1:43 PM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Status report on cross country requests

Maxine, how are we to interpret "received" ... are we excluding drafts? Should we just include bn that were finalized and routed by DM's office to Minister's Office? For Education all the program area were canvassed and we have a pile of records that were sent to us (both finals and drafts).

Perhaps, since the applicant did not ask for drafts and is not willing to clarify, we should just provide final versions of bn ?

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EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
PAB-2011-00005	January 21, 2011	March 4, 2011	Call for records conducted and expedited; Ministry will respond well within timelines. Estimated timeline is week of January 31, 2011

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

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TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off) The no records response was approved Jan 26 th and the letter is now awaiting wording from David Hume.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

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EDU-2011-00003	January 6, 2011	February 17, 2011	Records to sign-off shortly
MSD-2011-00009	January 6, 2011	February 17, 2011	Records requested; not yet received
PSS-2011-00018	January 6, 2011	February 17, 2011	Records requested; not yet received
TRA-2011-00002	January 6, 2011	February 17, 2011	A fee of approx. \$1100 has been estimate; The request will be placed on hold. Have not issued fee, nor placed on hold. Are we to contact applicant directly or should we wait to see if MSD and/or PSSG will have fee issues?

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period

File number	Start date	Due date	Status
EDU-2011-00007	January 10, 2011	February 21, 2011	Program area gathering records; statements from three corporate credit cards will be provided to applicant; Is expected to be released the week of January 31, 2011.
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Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

File number	Start date	Due date	Status
EDU-2011-00006	January 10, 2011	February 21, 2011	IAO is currently working with the applicant to narrow.
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TRA-2011-00004	January 6, 2011	February 17, 2011	IAO has sent 3 records gathering alerts and have not yet received any records. Executive is advised. Still waiting on response to records call and alerts.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

File number	Start date	Due date	Status
HSE-2011-00007	January 10, 2011	February 21, 2011	Records call completed. IAO informed the ministry will not have the records as the applicant is requesting. The ministry will contact the applicant to clarify.

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, February 4, 2011 12:05 PM
To: Kukucska, Cindy L SSBC:EX
Subject: FW: Status report on cross country requests
Attachments: Responsive records - EDU-2011-00007.PDF

For our file.

From: Foster, Anita SSBC:EX
Sent: Thursday, February 3, 2011 8:41 AM
To: Vanzetta, Maxine SSBC:EX
Cc: Borg, Neva SSBC:EX
Subject: FW: Status report on cross country requests

Attached are Education records for the request about credit card statements for DM. Neva is severing the records right now. We will be severing credit card number and account number as. 17. As I explained last week, other staff in DM's office books flights for the DM using their corporate credit cards. The statements for these cards contain expenses for other staff and expenses for the office. We also will be removing those are o/s as they are not within the scope of the request. Neva, am I forgetting any other things about the statements

Anita Foster, Team Lead, Information Access Operations
Logistics and Business Services, Ministry of Citizens' Services
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our web site: <http://www.gov.bc.ca/citz/lao/>

Providing Services to:
Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Foster, Anita SSBC:EX
Sent: Thursday, February 3, 2011 8:32 AM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Status report on cross country requests

As Angela mentioned, Neva and I, stopped by at her office. Our records look very different ...

I believe that we should have a quick meeting today, bring our records and take a look. Anyway, Maxine, I thought you wanted us to e-mail the records to you before the release ...?

Angela, you mentioned that you won't have much severing while Education would have a fair amount as we have the actual credit card statements, so it might be beneficial for Education to explain the severing in more details in the records.

Do you have time to meet in few minutes?

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Providing Services to:
Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 5:49 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Monday, February 7, 2011 5:14 PM
To: McCartney, Angela SSBC:EX; Foster, Anita SSBC:EX; Ghag, Kris SSBC:EX; Bjelica, Alex SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Cross gov - credit cards statement for DM

Importance: High

Definitely an item that's always the subject of a good debate.

Regardless, in order to be consistent across the organization, s.22(1) will be applied to an employee's number. If the team believes s.17 applies to the information as well, then applying both sections to both items should also be consistent. My only question, before doing so, is to find out if the credit limit is set by the public body or is it set by the employee's credit rating, or does the service provider set this rate in consultation with the employee? I can't remember. At the end of the day, does the amount establish attract s.22 and s.17?

Does anyone else want to weigh in on the conversation.

Maxine

From: McCartney, Angela SSBC:EX
Sent: Monday, February 7, 2011 10:08 AM
To: Vanzetta, Maxine SSBC:EX; Foster, Anita SSBC:EX; Ghag, Kris SSBC:EX; Bjelica, Alex SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Cross gov - credit cards statement for DM

Possibly their employee number.

From: Vanzetta, Maxine SSBC:EX
Sent: Monday, February 7, 2011 10:04 AM
To: Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Bjelica, Alex SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Cross gov - credit cards statement for DM

What part of the record attracts s22(1) - an id number. What does the id number signify?

From: Foster, Anita SSBC:EX
Sent: Thursday, February 3, 2011 2:30 PM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Bjelica, Alex SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Borg, Neva SSBC:EX
Subject: Cross gov - credit cards statement for DM

Maxine, in the bottom of this e-mail you will find the wording that will be included in our response letter.

Unfortunately, there is one more issue regarding the credit card request that we did not discuss during our meeting today. Angela's Pod and my Pod have a different interpretation on what exceptions would apply to **account number, credit card number, credit card limit, id number**. Our Pod believes s. 17 would apply to the first two items, no severing of the credit card limit and 22(1) for id numbers while Angela's group believes s. 22 (1) should be applied to these items. Angela and I had a short discussion and heard each other's rational and ended up agreeing to use both sections.

However, Alex and I discussed it further, and while we both agree that we should all be consistent, we are concerned that s. 22 (1) does not apply in this case and that we might not be able to defend it. How will it look to the applicant (considering he/she even notices it) that corporate credit card statements have s. 22 ^{Page 951} SSB-2011-00049

This might be a bigger issue for discussion at the cross gov meetings as we are getting requests for expenses quite often ...

"Enclosed are credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of the deputy minister in carrying out his duties. Staff in the Deputy Minister's office makes travel arrangements on his behalf. As such, the statements for these corporate credit cards are also included. Please note that statements that do not have transaction referring to Deputy Minister are not included in this release package.

Some Information is being withheld under s.17 (Financial or economic interests of a public body), s.22 (personal privacy) and o/s (out of scope) of the Request."

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Cc: Kukucska, Cindy L SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Status report on cross country requests

As Angela mentioned, Neva and I, stopped by at her office. Our records look very different ...

I believe that we should have a quick meeting today, bring our records and take a look. Anyway, Maxine, I thought you wanted us to e-mail the records to you before the release ...?

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From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 5:49 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Borg, Neva SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: Status report on cross country requests

So its just a format issue – not to worry.

From: McCartney, Angela SSBC:EX
Sent: Wednesday, February 2, 2011 5:47 PM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX

Cc: Kukucska, Cindy L SSBC:EX; Borg, Neva SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: Status report on cross country requests

For MSD, they modified the .xls spreadsheet downloaded from BMO to contain only information they were using before saving it in their records. As the DM has moved to another ministry, they no longer have custody/control of the original format (the new ministry holds the access to her electronic reports now).

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 5:37 PM
To: McCartney, Angela SSBC:EX; Ghag, Krls SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Borg, Neva SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: Status report on cross country requests
Importance: High

How different, anything to be concerned about?

Maxine

From: McCartney, Angela SSBC:EX
Sent: Wednesday, February 2, 2011 5:10 PM
To: Ghag, Kris SSBC:EX; Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Borg, Neva SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: Status report on cross country requests

It looks all 4 responses will look somewhat different from each other in any case. MSD and PSS records are not the same format and do not contain all of the same information. Anita and Neva dropped by this afternoon and their records are different as well.

From: Ghag, Kris SSBC:EX
Sent: Wednesday, February 2, 2011 5:06 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: Status report on cross country requests

With respect to the corporate credit cards request, the TRAN response is still sitting with me, can it be sent out?

KG

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 5:00 PM
To: Foster, Anita SSBC:EX; Ghag, Krls SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Status report on cross country requests
Importance: High

Hi team, this is to confirm, based on the below noted status report, if you have a request that attracts fees, apply them accordingly.

In response to the request for *'all briefing notes for minister created since September 1, 2010'*. I still haven't heard from the applicant, therefore, IAO will interpret the wording of this request to mean briefing notes *'received'* by the Minister's office. If as a result of this change in approach, fees will apply, please issue a fee estimate as per normal process. In doing so, though, please use the most current template which requests the applicant to make contact with us.

Thanks everyone,

Maxine

From: Foster, Anita SSBC:EX
Sent: Wednesday, February 2, 2011 10:28 AM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Borg, Neva SSBC:EX
Subject: RE: Status report on cross country requests

Reg xgov 312 (credit card statements) , we received the responsive records and will be reviewing them this week. We should be able to send them for sign-off early next week. Ministry of Education signs off really quickly on their files, so there should not be a problem meeting the legislated due date for this request.

Maxine, I will provide update on the rest of the files shortly.

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Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 2, 2011 10:20 AM
To: Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: RE: Status report on cross country requests
Importance: High

Hi everyone, the Business Team is ready to disclose the records responding to xgov 100312. Prior to doing so, I need to know how the rest of you are doing – some of you are in the reviewing records stage, are they getting close to sign off? If so, can you provide me a detailed description of the records. Once received I will be in a better position to provide the teams direction on release.

Thanks everyone,

Maxine

From: Ghag, Kris SSBC:EX
Sent: Tuesday, February 1, 2011 6:27 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX
Subject: RE: Status report on cross country requests

Our updates in red below

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 1, 2011 5:37 PM
To: Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

Hi team, as discussed, can I please get an update to the below noted list of requests.

If the file is in sign off, please advise as to when we can expect it back. If records are still pending, please advise as to when we can expect them.

I still haven't heard anything from the applicant with respect to xgov 100317. I will follow up with an email before tomorrow is over.

Thanks everyone,

Maxine

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

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Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

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Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

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From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 3, 2011 5:04 PM
To: Ghag, Kris SSBC:EX; Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Love, Sylvia SSBC:EX; Kotchonoski, Darlene E LCTZ:EX; Hendry, Jackie SSBC:EX
Subject: RE: RODs re 100309 / 310 / 311

This might be something we'd consider for sure.

From: Ghag, Kris SSBC:EX
Sent: Thursday, February 3, 2011 4:53 PM
To: Kukucska, Cindy L SSBC:EX; McCartney, Angela SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Love, Sylvia SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: RE: RODs re 100309 / 310 / 311

Looks like an accurate reflection of the meeting to me. Not sure whether we want to go a little further to say that the social media request required that we go to David Hume for some wording to be included in our release letters?

KG

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 3, 2011 1:47 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Love, Sylvia SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: RODs re 100309 / 310 / 311

Hi.

Please find a 'draft' copy of the ROD from the cross government request 100309, 100310, and 100311.

Please review and advise if there are any errors or omissions. If so, I'll make the necessary changes.

Thanks

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 4:22 PM
To: Kukucska, Cindy L SSBC:EX
Subject: RE: For your review - let me know what updates/changes you'd like to see...

This is wonderful, I've forward it to Kathleen as she's requested.

Great work on this Cindy!!!!

Maxine

From: Kukucska, Cindy L SSBC:EX
Sent: Friday, January 28, 2011 3:08 PM
To: Vanzetta, Maxine SSBC:EX
Subject: For your review - let me know what updates/changes you'd like to see...

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SSB 2011-00040

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PSS-2011-00020	January 6, 2011	February 17, 2011	IAO is currently working with applicant to narrow.
TRA-2011-00004	January 6, 2011	February 17, 2011	IAO has sent 3 records gathering alerts and have not yet received any records. Executive is advised.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

File number	Start date	Due date	Status
HSE-2011-00007	January 10, 2011	February 21, 2011	It appears the ministry will not have the records as the applicant is requesting. The

			ministry will contact the applicant to clarify.
--	--	--	---

Kotchonoski, Darlene E LCTZ:EX

From: Vander Beesen, Elizabeth H SSBC:EX
Sent: Friday, January 28, 2011 10:19 AM
To: Ward, Kathleen SSBC:EX
Subject: Cross country access requests

Hi Kathleen,

Hello Kathleen:

Here is what I have gathered thus far;

- Request for social media – Jackie Hendry is the analyst who has been working with the applicant via email, as they have not provided telephone contact information. Jackie provided links to the websites however the applicant was not satisfied with these and wanted to continue with the requests made. I have asked for a listing of the requests we have, when received and the current activity status. I will forward this to you as soon as this is gathered.
- Communications Budget and FTE requests. Requests received on January 5th. The applicant agreed to forwarding to only Public Affairs Bureau and withdrawing the other requests. The request was opened as a PAB request January 21st. Denise Champion, PAB, has indicated a report could be prepared fairly easily for the entire Communications budget, and for the FTE allocations to the 4 ministries she made the request to. PSS, MSD, EDU and TRA. I asked Jackie to check on where these were and if we could release today or soon. Jackie contacted Denise and asked if this could be done today. Denise stated that the request just came in and they are well within their timeline. Jackie did stress the desire to have released as soon as possible. Denise advised they could not do today, but will get this done as soon as they are able.
- The other requests:
Maxine is going to call a cross government meeting. They have been working on the interpretation of the requests. I have asked Maxine to advise teams to see if they can ensure that teams are aware that we need to ensure that we meet our legislated timelines on these.

I am going to prepare a quick summary of each request, when received, ministry(s) responding, where in the process the request is (both IAO/Ministry) and due date. I will have that to you within the next couple of hours.

e.

Please don't transfer any request related to the social media requests to CITZ. We are waiting on some verbiage from Jackie to include a response letter.

Thanks everyone,

Maxine

From: Foster, Anita SSBC:EX

Sent: Friday, January 28, 2011 2:58 PM

To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Further update on 100312 – credit card statements, –records have been received from the program area

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Foster, Anita SSBC:EX

Sent: Friday, January 28, 2011 11:10 AM

To: Kukucska, Cindy L SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Here are answers for the Ministry of Education:

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005 – Closed

100310 – social Media – no responsive records for Education and will also transfer to the Ministry of Citizens' Services

100311 – contracts over \$10,000 – records will be going to sign-off shortly

100312 – credit card statements – program area gathering records; statements from three corporate credit cards will be provided to applicant

100317 – briefing notes – substantial amount of records have been identified; will wait with sending out fee estimate until Intake clarifies with the applicant if he/she is willing to narrow down the scope

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Kukucska, Cindy L SSBC:EX

Sent: Friday, January 28, 2011 10:16 AM

To: Foster, Anita SSBC:EX; Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmellina SSBC:EX; Hendry, Jackie SSBC:EX

Subject: RE: PLEASE READ: Status report on xgov't requests

Hi there, I need a status report on the following xgov't requests – asap

100309 – is actually closed to all but PAB; This was the person years file; Is now PAB-2011-00005

100310 – social Media

100311 – contracts over \$10,000

100312 – credit card statements

100317 – briefing notes

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

Please advise if you believe you will be able to respond before the due date and if so, when?

Moreover, if I can have each of you meet me in my office, I'm here now.

Thanks everyone,

Maxine

.ck

From: Foster, Anita SSBC:EX
Sent: Friday, January 28, 2011 10:14 AM
To: Vanzetta, Maxine SSBC:EX; McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: RE: PLEASE READ: Status report on xgov't requests

It would really help to have a couple of key words beside teach cross gov number ...?

Anita Foster, Team Lead, Information Access Operations

Logistics and Business Services, Ministry of Citizens' Services

Tel: (250) 387-9805 Fax: (250) 387-9843

our web site: <http://www.gov.bc.ca/citz/iao/>

Providing Services to:

Ministry of Health Services, Ministry of Education, Ministry of Regional Economic & Skills Development, Ministry of Science & Universities and Ministry of Labour

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 10:03 AM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Kukucska, Cindy L SSBC:EX
Subject: PLEASE READ: Status report on xgov't requests
Importance: High

Hi there, I need a status report on the following xgov't requests – asap

100309

100310

100312

100317

In doing so, please advise if you've performed the call for records yet – if not when?

Please advise if you are about to issue a fee estimate and the amount of that fee.

Please advise if you've disclosed any records to date and if so what?

Please advise if you've responded in any way to the applicant and if so, what was that response?

To: Smith, Peter J SSBC:EX
Cc: Nikolejsln, Dave CITZ:EX; Lowe, Charmaine CITZ:EX; MacKenzie, Kelly L CITZ:EX
Subject: Cross country access requests
Importance: High

Peter. The following access requests have been received in most provinces. The other provincial reps are viewing this as being this year's Canadian Newspaper Associations survey of provincial responses. I know BC fared poorly in this report last year so thought this heads up may be of assistance to you.

\

1. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook.

- 2) Please provide me access, as the law requires, to records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations).

- 3) .all credit card statements for 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same time period.

- 4) .all briefing notes for your minister created since Sept. 1, 2010.

Sharon

Sharon Plater
Director, Legislation Team
Knowledge and Information Services
Office of the Chief Information Officer
Ministry of Citizens' Services
Ph. (250) 356-0322 Fax (250) 953-0455
Website: <http://www.cio.gov.bc.ca/services/privacy/>

Kotchonoski, Darlene E LCTZ:EX

From: Vander Beesen, Elizabeth H SSBC:EX
Sent: Thursday, February 3, 2011 4:35 PM
To: Ward, Kathleen SSBC:EX
Cc: Fuller, Russ D SSBC:EX; Ghag, Kris SSBC:EX
Subject: CNA Audit request update - contracts over \$10K

Hi Kathleen,

Update: Kris Ghag advised Transportation would like IAO to send out a fee estimate for the above noted request. The request will consist of 4 pages being released for a fee estimate of close to \$1200.

I have spoken with Russ and Kris to see what we can do. I will also check with their PAB.

Elizabeth Vander Beesen

Manager, Access and Records Services - Natural Resource Sector

Information Access Operations

Logistics and Business Services - Shared Services BC

Ministry of Citizens' Services

Phone: 250-356-5702 Fax: 250-387-9843

email: Elizabeth.vanderbeesen@gov.bc.ca

Providing Services to:

Ministry of Aboriginal Relations

Ministry of Agriculture

Ministry of Energy

Ministry of Environment

Ministry of Forests, Mines and Lands

Ministry of Natural Resource Operations

Ministry of Transportation and Infrastructure

Environmental Assessment Office

Kotchonoski, Darlene E LCTZ:EX

From: Ward, Kathleen SSBC:EX
Sent: Tuesday, March 8, 2011 2:02 PM
To: Phipps, Bert SSBC:EX; Glinger, Vanessa R CITZ:EX
Subject: Final Status report Cross Country Requests

Importance: High

Greetings:

Between January 4, 2011 and January 12, 2011 Information Access Operations received 21 separate FOI requests. These resulted in 'five' cross government requests – a process by which IAO takes a coordinated approach to our response when more than three Ministries have been impacted by the same request.

Of these 21 requests all of them were responded to on or before their legislated due date – IAO met a 100% compliance.

The logistics' associated with these type of requests is quite involved. Three out of the 23 requests resulted in the application of minimal fees. IAO made several attempts to contact the applicant to assist us in clarifying and narrowing the requests in hopes of eliminating the fees in their entirety. All three requests were closed as the applicant did not pay the fees.

The total average processing days for these requests, overall, was 21 working days.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Due date	Closed date	Processing days
EDU-2011-00004	January 5, 2011	February 16, 2011	January 24, 2011	4
MSD-2011-00003	January 4, 2011	February 15, 2011	January 24, 2011	5
PSS-2011-00004	January 4, 2011	February 15, 2011	January 24, 2011	5
TRA-2011-00003	January 5, 2011	February 24, 2011	January 24, 2011	7

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Closed date	Processing days
PAB-2011-00005	January 21, 2011	March 4, 2011	February 11, 2011	15

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Closed date	Processing days
EDU-2011-00001	January 4, 2011	February 15, 2011	February 7, 2011	24
MSD-2011-00011	January 5, 2011	February 16, 2011	February 15, 2011	29
PSS-2011-00021	January 5, 2011	February 16, 2011	February 15, 2011	29
TRA-2011-00005	January 5, 2011	February 16, 2011	February 3, 2011	21
CTZ-2011-00011	January 25, 2011	March 8, 2011	March 1, 2011	25

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

File number	Start date	Due date	Closed date	Processing days
EDU-2011-00003	January 6, 2011	February 17, 2011	February 15, 2011	28
MSD-2011-00009	January 6, 2011	February 17, 2011	February 16, 2011	29
PSS-2011-00018	January 6, 2011	February 17, 2011	February 17, 2011	30
TRA-2011-00002	January 6, 2011	February 17, 2011	February 16, 2011	29

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

File number	Start date	Due date	Closed date	Processing days
EDU-2011-00007	January 10, 2011	February 21, 2011	February 16, 2011	27
MSD-2011-00010	January 6, 2011	February 17, 2011	February 16, 2011	29
PSS-2011-00019	January 6, 2011	February 17, 2011	February 14, 2011	27
TRA-2011-00011	January 10, 2011	February 21, 2011	February 2, 2011	17

Cross Government Request 100317: all briefing notes for minister created since September 1, 2010

File number	Start date	Due date	Closed date	Fees applied	Processing days
EDU-2011-00006	January 10, 2011	March 21, 2011	March 8, 2011	\$375.00	21 (abandoned fees not paid)
MSD-2011-00030	January 12, 2011	March 23, 2011	March 7, 2011	\$176.80	18 (abandoned fees not paid)
PSS-2011-00020	January 6, 2011	March 17, 2011	March 7, 2011	\$85.50	22 (abandoned fees not paid)
TRA-2011-00004	January 6, 2011	February 17, 2011	February 17, 2011	No fee issued	30

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

File number	Start date	Due date	Closed date	Average days
HSE-2011-00007	January 10, 2011	February 21, 2011	February 11, 2011	24

Regards,
Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

Kotchonoski, Darlene E LCTZ:EX

From: Smith, Peter J SSBC:EX
Sent: Tuesday, February 8, 2011 11:15 PM
To: Ward, Kathleen SSBC:EX
Subject: Fw: Common Access Requests

Heads up. Here's how Nova Scotia is responding. Confirms the status of the contracts request. Small world - I used to work with Ann at Transportation

----- Original Message -----

From: Plater, Sharon CITZ:EX
Sent: Tuesday, February 08, 2011 09:19 PM
To: Smith, Peter J SSBC:EX
Subject: FW: Common Access Requests

Hi Peter. FYI re the access requests received by all provinces.

Sharon

-----Original Message-----

From: Ann Guinchard [<mailto:guincha@gov.ns.ca>]
Sent: Tue 2/8/2011 11:31 AM
To: cscarpelli@city.windsor.on.ca; Ian (DSS/MAS) Walsh; chris.leszczak@gov.ab.ca; Plater, Sharon CITZ:EX; Allan, Shelley A CITZ:EX; kim.riddell@gov.mb.ca; jenniferberlin@gov.nl.ca; denise.anderson@gov.nt.ca; kwarrenEIA@gov.nu.ca; fmaclaren@gov.pe.ca; Duane JU' Mombourquette; judy.pelchat@gov.yk.ca; mary.lysyk@hc-sc.gc.ca; michele.babin@hrsdc-rhdcc.gc.ca; chatelois.daniele@ic.gc.ca; hamilton.jane@ic.gc.ca; Heather.Clarke@ontario.ca; Terry.Murray@tbs-sct.gc.ca
Subject: RE: Common Access Requests

Hello Ian et al:

There are actually 5 emails in this series (they were our New Years gifts - all mailed December 30th) . . . so if you haven't received the 5th it - requests an electronic list of all contracts issued by your institution with a value greater than \$10, 000. The applicant did not provide a time frame and we clarified it to be 09-10 and 10-11 to date.

For #1 (*) below we have a corporate government-wide social media set of guidelines we provided.

2 we clarified with the applicant that the Communications was their budget, plus the portion of the webmaster's salary that was spent on the internet if they weren't part of Communications

#3 was as asked - no clarification needed.

#4 as Leslie mentioned, the scope was narrowed to just the list of titles (we collected the BN's ourselves to be clear what the issues were and in case the lists stimulate more requests for the notes themselves)

Ann

>>> "Walsh, Ian (DSS/MAS)" <Ian.Walsh@gnb.ca> 2/8/2011 1:28 pm >>>

New Brunswick government has received three request, as noted below, for Ministerial briefing notes. In your respective jurisdiction:

* Do you have a policy position on a blanket exclusion for Briefing Notes, or do you release the same, but sever out the information that would be exempt from disclosure?

* Have any of you received a similar request for Briefing Notes, and have or do you intend to release?

Thanks all;

Ian

From: Mombourquette, Duane JU [mailto:Duane.Mombourquette@gov.sk.ca]
Sent: January-12-11 12:52 PM
To: Mombourquette, Duane JU; chris.leszczak@gov.ab.ca; sharon.plater@gov.bc.ca; shelley.allan@gov.bc.ca; chatelois.daniele@ic.gc.ca; hamilton.jane@ic.gc.ca; mary.lysyk@hc-sc.gc.ca; Terry.Murray@tbs-sct.gc.ca; michele.babin@hrsdc-rhdcc.gc.ca; kim.riddell@gov.mb.ca; cscarpelli@city.windsor.on.ca; Walsh, Ian (DSS/MAS); jenniferberlin@gov.nl.ca; denise.anderson@gov.nt.ca; macleola@gov.ns.ca; guincha@gov.ns.ca; kwarrenEIA@gov.nu.ca; Heather.Clarke@ontario.ca; fmaclaren@gov.pe.ca; judy.pelchat@gov.yk.ca
Subject: FW: Common Access Requests

As discussed:

* Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook.

2) Please provide me access, as the law requires, to records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations).

3) ...all credit card statements for 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same time period.

4) ...all briefing notes for your minister created since Sept. 1, 2010.

Thanks,

Duane

Duane Mombourquette
Exec. Dir., Access & Privacy, Sask Justice and Attorney General
Ph: 306-787-6428; Cell: 306-533-4094

Please note: Information provided in this email or through the Access and Privacy Branch website does not constitute legal advice. Please consult with your own legal counsel for legal advice related to either The Freedom of Information and Protection of Privacy Act or The Local Authority Freedom of Information and Protection of Privacy Act.

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Kotchonoski, Darlene E LCTZ:EX

From: Ward, Kathleen SSBC:EX
Sent: Tuesday, March 8, 2011 1:00 PM
To: Phipps, Bert SSBC:EX
Subject: FW: Cross country requests update

The details regarding the discussion we had this morning re: CITZ file.

This was file #CTZ-2011-00011, (Any guidelines for personal or business use of social media sites by employees) part of the "cross country" request. The file went into sign-off on February 11, and was signed by Kim Henderson on February 16. IAO awaited the file, and followed up again with the DMO on March 1st and the file was returned to our office that day. The response was sent to the applicant and the file was closed on March 1. The legislated due date was March 8.

Kathleen

-----Original Message-----

From: Henderson, Kim N CITZ:EX
Sent: Thursday, February 17, 2011 2:43 PM
To: Phipps, Bert SSBC:EX
Cc: Ward, Kathleen SSBC:EX
Subject: Re: Cross country requests update

Great work!

----- Original Message -----

From: Phipps, Bert SSBC:EX
Sent: Thursday, February 17, 2011 02:37 PM
To: Henderson, Kim N CITZ:EX
Cc: Ward, Kathleen SSBC:EX
Subject: FW: Cross country requests update

Fyi - Good news from Kathleen. She continues to monitor the progress of the files and provide me with updates.

-----Original Message-----

From: Ward, Kathleen SSBC:EX
Sent: Thursday, February 17, 2011 2:15 PM
To: Phipps, Bert SSBC:EX
Subject: Cross country requests update

Good news!

This is to confirm that the files related to the cross country requests are closed, with the exception of CTZ-2011-00011 - due March 8th and the three files on hold for fees, re: Briefing Notes. We have met and/or exceeded meeting our timelines under the legislation.

Kathleen

Kotchonoski, Darlene E LCTZ:EX

From: Phipps, Bert SSBC:EX
Sent: Thursday, February 17, 2011 2:37 PM
To: Henderson, Kim N CITZ:EX
Cc: Ward, Kathleen SSBC:EX
Subject: FW: Cross country requests update

Fyi - Good news from Kathleen. She continues to monitor the progress of the files and provide me with updates.

-----Original Message-----

From: Ward, Kathleen SSBC:EX
Sent: Thursday, February 17, 2011 2:15 PM
To: Phipps, Bert SSBC:EX
Subject: Cross country requests update

Good news!

This is to confirm that the files related to the cross country requests are closed, with the exception of CTZ-2011-00011 - due March 8th and the three files on hold for fees, re: Briefing Notes. We have met and/or exceeded meeting our timelines under the legislation.

Kathleen

Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, February 17, 2011 8:39 AM
To: Ward, Kathleen SSBC:EX
Subject: Fw: Feb 17th latest version Status report on cross country requests

Importance: High

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 17, 2011 08:32 AM
To: Williams, Brad M SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: Feb 17th latest version Status report on cross country requests

Good Morning.
This update is current as of 8:30am Thursday, February 17th.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed
MSD file closed
PSS file closed
TRA file closed
CTZ file – In sign-off

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU file closed
MSD file closed
PSS – In sign-off
TRA file closed

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU file closed
MSD file closed
PSS file closed
TRA file closed

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00. File is now on-hold
MSD issued a fee totalling \$176.80. File is now on-hold

PSS issued a fee totalling 85.50. File is now on-hold

TRA sent IAO the records (approximately 70 pages), Sign-off approval is close to complete. Section 12 was determined and approved, however some additional informal consultation was initiated during sign-off. File to be released shortly

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is closed

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 8, 2011 2:51 PM
To: Ward, Kathleen SSBC:EX
Cc: Williams, Brad M SSBC:EX
Subject: FW: PLEASE READ Status report on cross country requests

Importance: High

Hi Kathleen, below is a current status report for the cross country requests.

We are seeing some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD is in sign off, anticipate a release by February 11th.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3rd.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU sign-off will be completed by the end of this week/by Feb 11.

MSD file is at the reviewing records stage. Team hopes to get into sign off this week.

PSS file is at the reviewing records stage. Team hopes to get it into sign off this week.

TRA this fee was never issued, the information was provided to IAO and a decision was made by the ministry not to issue the fee, the program area is working on gathering records, given the amount of search time required they will be in a position to extend their file for volume of search, if necessary.

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU sign-off will be completed by the end of this week/by Feb 11.

MSD has their file in sign-off re-directed, sent Feb 7

PSS sign-off should be completed by the end of this week.

TRA has responded and have since closed their file.

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00.

MSD Issued a fee on February 8th for \$176.80.

PSS issued a fee on February 8th for 85.50.

The TRA file needs our attention!!!!IAO has sent TRA three alerts. Ministry is not responding to the Alert process. The analyst continues to follow-up outside of the alerts/escalation process. The last contact with the ministry was yesterday and we continue to wait for records.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is in sign off since Feb 2. Sign-off will be completed by the end of this week/by Feb 11.

If you need anything more from me please call.

Maxine

Kotchonoski, Darlene E LCTZ:EX

From: Ward, Kathleen SSBC:EX
Sent: Monday, February 7, 2011 5:34 PM
To: Ward, Kathleen SSBC:EX
Subject: FW: Status report on cross country requests

Importance: High

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Ward, Kathleen SSBC:EX
Sent: Monday, February 7, 2011 5:33 PM
To: Williams, Brad M SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

Hi Kathleen, as requested, below is a current status report for the xgov't requests:

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file is in sign off – no records response.
MSD and PSS files are at the 'reviewing records stage'.
TRA file is in sign off – no records response.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU has their file in sign off.
MSD file is currently reviewing records.
PSS file is waiting on records, alert to be deployed tomorrow.
TRA has issued a fee totalling \$1100.00

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU, MSD, PSS files are in final sign off.
TRA has responded and have since closed their file.

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU is issuing a fee totalling \$375.00.

MSD expecting records today.

PSS is issuing a fee – I'm waiting on the amount.

TRA has been sent three alerts. Ministry is not responding to the Alert process. COO is aware and reviewing. (We anticipate a fee)

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is in sign off.

If you need anything more information just give me a call - 387-4558.

Maxine

Kotchonoski, Darlene E LCTZ:EX

From: Ward, Kathleen SSBC:EX
Sent: Friday, January 28, 2011 5:33 PM
To: Phipps, Bert SSBC:EX
Subject: FW: Status report on cross country requests

Importance: High

Here is info as promised earlier today. It is looking pretty good, but I am aware the clock is ticking against us and the race is on to release fast. Teams are trying to expedite.

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, January 28, 2011 4:21 PM
To: Ward, Kathleen SSBC:EX
Cc: Vander Beesen, Elizabeth H SSBC:EX
Subject: Status report on cross country requests
Importance: High

Hi there, as requested, a report on the current status of the below noted cross government numbers.

If you require more information, please don't hesitate to call me at 387-4558.

Please note: requests were received at different intervals, hence the different start dates

Maxine

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

File number	Start date	Closed date	Status
EDU-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
MSD-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB
PSS-2011-00004	January 5, 2011	January 24, 2011	Transferred to PAB
TRA-2011-00003	January 5, 2011	January 24, 2011	Transferred to PAB

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Status
PAB-2011-00005	January 21, 2011	March 4, 2011	Call for records conducted and expedited; Ministry will respond well within timelines. Estimated timeline is week of January 31, 2011

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Status
EDU-2011-00001	January 4, 2011	February 15, 2011	No responsive records
MSD-2011-00011	January 5, 2011	February 16, 2011	Records received; program area advises – waiting on one more program area to respond
PSS-2011-00021	January 5, 2011	February 16, 2011	Ministry advised all program areas to be canvassed; Partial records received Jan.28/11
TRA-2011-00005	January 5, 2011	February 16, 2011	No responsive records (currently in sign-off)

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

File number	Start date	Due date	Status
EDU-2011-00003	January 6, 2011	February 17, 2011	Records to sign-off shortly
MSD-2011-00009	January 6, 2011	February 17, 2011	Records requested; not yet received
PSS-2011-00018	January 6, 2011	February 17, 2011	Records requested; not yet received
TRA-2011-00002	January 6, 2011	February 17, 2011	A fee of approx. \$1100 has been estimate; The request will be placed on hold.

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

File number	Start date	Due date	Status
EDU-2011-00007	January 10, 2011	February 21, 2011	Program area gathering records; statements from three corporate credit cards will be provided to applicant; Is expected to be released the week of January 31, 2011.
MSD-2011-00010	January 6, 2011	February 17, 2011	Records received and being reviewed
PSS-2011-00019	January 6, 2011	February 17, 2011	Records received and being reviewed
TRA-2011-00011	January 10, 2011	February 21, 2011	DM does not have a corporate card, program area is creating a printed report that will show by individual claim number, what the claim was for (per diem, car rental, miscellaneous expense), the date it was paid and the amount of the claim. No fee anticipated. Records sign-off will be expedited. Expected to put into sign-off by end of day Jan 28/11.

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

File number	Start date	Due date	Status
EDU-2011-00006	January 10, 2011	February 21, 2011	IAO is currently working with the applicant to narrow.
MSD-2011-00030	January 12, 2011	February 23, 2011	IAO is currently working with the applicant to

SSB-2011-00049

			narrow.
PSS-2011-00020	January 6, 2011	February 17, 2011	IAO is currently working with the applicant to narrow.
TRA-2011-00004	January 6, 2011	February 17, 2011	IAO has sent 3 records gathering alerts and have not yet received any records. Executive is advised.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

File number	Start date	Due date	Status
HSE-2011-00007	January 10, 2011	February 21, 2011	Records call completed. IAO informed the ministry will not have the records as the applicant is requesting. The ministry will contact the applicant to clarify.

Kotchonoski, Darlene E LCTZ:EX

From: Henderson, Kim N CITZ:EX
Sent: Thursday, February 17, 2011 2:43 PM
To: Phipps, Bert SSBC:EX
Cc: Ward, Kathleen SSBC:EX
Subject: Re: Cross country requests update

Great work!

----- Original Message -----

From: Phipps, Bert SSBC:EX
Sent: Thursday, February 17, 2011 02:37 PM
To: Henderson, Kim N CITZ:EX
Cc: Ward, Kathleen SSBC:EX
Subject: FW: Cross country requests update

Fyi - Good news from Kathleen. She continues to monitor the progress of the files and provide me with updates.

-----Original Message-----

From: Ward, Kathleen SSBC:EX
Sent: Thursday, February 17, 2011 2:15 PM
To: Phipps, Bert SSBC:EX
Subject: Cross country requests update

Good news!

This is to confirm that the files related to the cross country requests are closed, with the exception of CTZ-2011-00011 - due March 8th and the three files on hold for fees, re: Briefing Notes. We have met and/or exceeded meeting our timelines under the legislation.

Kathleen

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Monday, February 14, 2011 10:30 AM
To: Plater, Carmellina SSBC:EX; McCartney, Angela SSBC:EX; Foster, Anita SSBC:EX; Edwards, Gerry A SSBC:EX; Ghag, Kris SSBC:EX; Kotchonoski, Darlene E. SSBC:EX; Hendry, Jackie SSBC:EX; Bejcek, Ken SSBC:EX
Cc: Bjelica, Alex SSBC:EX; Vander Beesen, Elizabeth H SSBC:EX; Hudson, Vicki SSBC:EX; Elbahir, Cindy SSBC:EX; Fuller, Russ D SSBC:EX; Kukucska, Cindy L SSBC:EX; Ward, Kathleen SSBC:EX; Williams, Brad M SSBC:EX
Subject: RE: Cross government requests
Importance: High

Hi everyone, just a friendly reminder, we have several cross government request coming due on February 17th, February 24th and February 25th.

I realize this is short notice but we'll need to do what we can to meet our timelines. Therefore, attached for your convenience, I've provided a copy of the cross government report - this report provides you with the xgov't number, subject matter, and the earliest status/due date noted in CRTS. Please take a look at these prior to our meeting today so we can talk about their status and any options we need to consider in meeting our timelines.

Lastly, has everyone exercised their right to extend? If not, please consider.

Thanks everyone,

Maxine



Xgovt Received
April 1, 2010 to...

CRITERIA

X-govt# Create Date Range: April 1, 2009 to February 11, 2011
X-govt# Create Date: any value
X-govt# Status: Open
Request Status: Not Closed
Ministry Lead: XgovtMinistryLead Task = TaskAssignedTo
On Time/Overdue Formula:
Total processing time - non business days - sec 7 on hold days - extension days - 30 legislated business days) => > 0
Total Xgovt #s: 25
Total Requests: 150
Formula: if request status is 'not closed' color status and request number in red.

Freedom of Information and Protection of Privacy Information Access Operations



Report developed: September 20, 2009
Data refreshed: February 11, 2011

X-Government Requests - Received

X-govt Create Date: April 1, 2009 to February 11, 2011

Request Status: "Not Closed"

	Request Status	Ministry Lead	Request Number	Start Date	Due Date	End Date	On Hold Days	Extension Days	Processing Days	On Time Overdue	Overdue Days
X-GOV-100324											
Create Date											
January 25, 2011											
Protected Release Date											
February 24, 2011											
Closed Date											

Copies of the Water Act - Section 46(d), and the BC Order in Council No. 333, and all briefing notes, submission(s) to Cabinet (i.e. 2 Executive Council), Cabinet agenda, Cabinet minutes, records of attendance of ministers at meetings of Cabinet and its committees, letters, faxes, memoranda, and Council Information Sheet(s), legal opinions, Legislative Counsel coloured tag(s), cautions and/or approvals, Cabinet briefing notes, and Cabinet Records(s) of decision, in relation to said Order in Council No. 333. Copies of any such directives that were made between the date of approval of OIC in 1984 and 1991.

Open

Attorney General

Finance

Environment

Natural Resource Operations

Office of the Premier

Citizens' Services

Tourism, Trade and Investment

X-GOV-100323

Create Date

January 25, 2011

Protected Release Date

February 25, 2011

Closed Date

Open
Open
Open
Open
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Open
Open
Open
Open
Open

13-Jan-2011
13-Jan-2011
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Records of representations made in 1986 and/or 1987 by (named individual), Minister of Industry and Small Business Development, to Western Canada Water Enterprises Inc. (WCWE) as to granting exclusive rights to WCWE to export bulk water by ship from Ocean Falls, BC using government facilities at Ocean Falls, BC. Records of his having provided assurances to WCWE that its performance obligations to construct facilities at Ocean Falls and export water from that port would be modified, to provide WCWE with additional time to perform, and to reduce payments that WCWE would be required to make (to the crown or its agency).

Open

Attorney General

Forests, Mines and Lands

Environment

Office of the Premier

Citizens' Services

Tourism, Trade and Investment

X-GOV-100322

Create Date

January 25, 2011

Protected Release Date

February 25, 2011

Closed Date

Open
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Open
Open
Open
Open
Open

14-Jan-2011
14-Jan-2011
14-Jan-2011
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A copy of the legal instrument, if any, by which the Premier of the Province of BC was provided with the authority to set the quorum for the conduct of the Executive Council of the Province of BC.

In sign-off

Request Status	Ministry Lead	Request Number	Start Date	Due Date	End Date	On Hold Days	Extension Days	Processing Days	On Time Overdue	Overdue Days
In sign-off		PAB-2011-00006	14-Jan-2011	25-Feb-2011		0	0	20		
Open										
Open	Attorney General	AGT-2011-00024	14-Jan-2011	25-Feb-2011		0	0	20		
Open	Office of the Premier	OOP-2011-00018	14-Jan-2011	25-Feb-2011		0	0	20		
Open	Public Safety and Solicitor General	PSS-2011-00132	14-Jan-2011	25-Feb-2011		0	0	20		
Open	Citizens' Services	SSB-2011-00003	14-Jan-2011	25-Feb-2011		0	0	20		

Copy of Cabinet submission considered by Cabinet in relation to Order in Council No. 630 of March 28, 1985, regarding a Cabinet decision on "rates for the export of bulk fresh water" along with the agenda for the meeting at which the Executive Council consented to the order. Copy of any opinion Cabinet received as to BC's legal and constitutional competence to make this order, whether by (named individual) or any other person.

X-GOV-100321

Create Date

January 25, 2011

Projected Release Date

February 25, 2011

Closed Date

Open										
Open	Attorney General	AGT-2011-00022	14-Jan-2011	25-Feb-2011		0	0	20		
Open	Environment	MOE-2011-00016	14-Jan-2011	25-Feb-2011		0	0	20		
Open	Office of the Premier	OOP-2011-00016	14-Jan-2011	25-Feb-2011		0	0	20		
Open	Public Safety and Solicitor General	PSS-2011-00131	14-Jan-2011	25-Feb-2011		0	0	20		
Open	Citizens' Services	SSB-2011-00002	14-Jan-2011	25-Feb-2011		0	0	20		

Communications plan for the Jan. 21 news conference at the Vancouver Art Gallery, attended by Ministers Mary McNeil and Stephanie Cadieux; reports and contracts with Canucks Sports and Entertainment, Vancouver Canucks Hockey Club, Aquilini Investment Group and related companies regarding advertising, promotional activities, tickets and food and beverage catering for the Feb. 12 game at Rogers Arena; reports and contracts regarding the appearances by mascot Fin at the Jan. 21 news conference and Feb. 12 Robson Square events and other events related to this program.

X-GOV-100320

Create Date

January 24, 2011

Projected Release Date

March 07, 2011

Closed Date

Open										
Open	Community, Sport and Cultural Development	CSC-2011-00007	24-Jan-2011	07-Mar-2011		0	0	14		
Open	Citizens' Services	CTZ-2011-00008	24-Jan-2011	07-Mar-2011		0	0	14		
Open	Finance	FIN-2011-00014	24-Jan-2011	07-Mar-2011		0	0	14		
Open	Citizens' Services	PAB-2011-00007	24-Jan-2011	07-Mar-2011		0	0	14		

any and all vendor compliant review forms submitted to the Ministry and records of the responses to these forms sent out by the ministry for timeframe October 1st, 2010 to December 31st, 2010.

X-GOV-100319

Create Date

January 20, 2011

Projected Release Date

March 02, 2011

Closed Date

In sign-off										
In sign-off	Attorney General	AGT-2011-00018	19-Jan-2011	02-Mar-2011		0	0	17		
In sign-off	Children and Family Development	CFD-2011-00082	19-Jan-2011	02-Mar-2011		0	0	17		
In sign-off	Education	EDU-2011-00013	19-Jan-2011	02-Mar-2011		0	0	17		
In sign-off	Public Safety and Solicitor General	PSS-2011-00107	19-Jan-2011	02-Mar-2011		0	0	17		
In sign-off	Tourism, Trade and Investment	TTI-2011-00007	19-Jan-2011	02-Mar-2011		0	0	17		

Open										
Open	Agriculture	AGR-2011-00005	19-Jan-2011	02-Mar-2011		0	0	17		
Open	Aboriginal Relations and Reconciliation	ARR-2011-00007	19-Jan-2011	02-Mar-2011		0	0	17		
Open	Citizens' Services	CTZ-2011-00006	19-Jan-2011	02-Mar-2011		0	0	17		

Request Status	Ministry Lead	Request Number	Start Date	Due Date	End Date	On Hold Days	Extension Days	Processing Days	On Time Overdue	Overdue Days
Projected Release Date February 17, 2011 Closed Date										
Open	Agriculture	AGR-2011-00004	06-Jan-2011	17-Feb-2011		0	0	26		
Open	Attorney General	AGT-2011-00010	06-Jan-2011	31-Mar-2011		0	30	26		
Open	Aboriginal Relations and Reconciliation	ARR-2011-00005	06-Jan-2011	31-Mar-2011		0	30	26		
Open	Children and Family Development	CFD-2011-00033	06-Jan-2011	31-Mar-2011		0	30	26		
Open	Community, Sport and Cultural Development	CSC-2011-00004	06-Jan-2011	17-Feb-2011		0	0	26		
Open	Citizens' Services	CTZ-2011-00004	06-Jan-2011	31-Mar-2011		0	30	26		
Open	Education	EDU-2011-00011	06-Jan-2011	17-Feb-2011		0	0	26		
Open	Energy	ENE-2011-00005	06-Jan-2011	17-Feb-2011		0	0	26		
Open	Finance	FIN-2011-00007	06-Jan-2011	17-Feb-2011		0	0	26		
Open	Forests, Mines and Lands	FML-2011-00005	06-Jan-2011	31-Mar-2011		0	30	26		
Open	Health Services	HSE-2011-00006	06-Jan-2011	17-Feb-2011		0	0	26		
Open	Labour	LBR-2011-00005	06-Jan-2011	17-Feb-2011		0	0	26		
Open	Environment	MOE-2011-00008	06-Jan-2011	31-Mar-2011		0	30	26		
Open	Social Development	MSD-2011-00029	06-Jan-2011	31-Mar-2011		0	30	26		
Open	Natural Resource Operations	NRO-2011-00005	06-Jan-2011	31-Mar-2011		0	30	26		
Open	Public Safety and Solicitor General	PSS-2011-00039	06-Jan-2011	31-Mar-2011		0	30	26		
Open	Regional Economic and Skills Development	RED-2011-00004	06-Jan-2011	17-Feb-2011		0	0	26		
Open	Science and Universities	SCU-2011-00004	06-Jan-2011	17-Feb-2011		0	0	26		
Open	Tourism, Trade and Investment	TTI-2011-00006	06-Jan-2011	17-Feb-2011		0	0	26		
X-GOV-100314 Create Date January 11, 2011 Projected Release Date February 17, 2011 Closed Date										
all records, in any form, related to the Ministerial Assistant's Outlook calendar for the timeframe of October 1st, 2010 to December 31st, 2010.										
In sign-off	Social Development	MSD-2011-00028	06-Jan-2011	17-Feb-2011		0	0	26		
Open	Agriculture	AGR-2011-00003	06-Jan-2011	31-Mar-2011		0	30	26		
Open	Aboriginal Relations and Reconciliation	ARR-2011-00004	06-Jan-2011	17-Feb-2011		0	0	26		
Open	Children and Family Development	CFD-2011-00032	06-Jan-2011	31-Mar-2011		0	30	26		
Open	Community, Sport and Cultural Development	CSC-2011-00003	06-Jan-2011	17-Feb-2011		0	0	26		
Open	Education	EDU-2011-00010	06-Jan-2011	17-Feb-2011		0	0	26		
Open	Energy	ENE-2011-00004	06-Jan-2011	17-Feb-2011		0	0	26		
Open	Forests, Mines and Lands	FML-2011-00004	06-Jan-2011	17-Feb-2011		0	0	26		
Open	Health Services	HSE-2011-00005	06-Jan-2011	17-Feb-2011		0	0	26		
Open	Labour	LBR-2011-00004	06-Jan-2011	17-Feb-2011		0	0	26		
Open	Environment	MOE-2011-00007	06-Jan-2011	31-Mar-2011		0	30	26		
Open	Natural Resource Operations	NRO-2011-00004	06-Jan-2011	31-Mar-2011		0	30	26		
Open	Regional Economic and Skills Development	RED-2011-00003	06-Jan-2011	17-Feb-2011		0	0	26		
Open	Science and Universities	SCU-2011-00003	06-Jan-2011	17-Feb-2011		0	0	26		

Request Status	Ministry Lead	Request Number	Start Date	Due Date	End Date	On Hold Days	Extension Days	Processing Days	On Time Overdue	Overdue Days
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Tourism, Trade and Investment

X-GOV-100313

Create Date

January 11, 2011

Projected Release Date

February 17, 2011

Closed Date

all records, in any form, related to the Ministers or Minister of State's Outlook calendar for the timeframe of October 1st, 2010 to December 31st, 2010.

In sign-off

Social Development

Open

Agriculture

Attorney General

Aboriginal Relations and Reconciliation

Children and Family Development

Community, Sport and Cultural Development

Citizens' Services

Education

Energy

Finance

Forests, Mines and Lands

Health Services

Labour

Environment

Natural Resource Operations

Public Safety and Solicitor General

Regional Economic and Skills Development

Science and Universities

Transportation and Infrastructure

Tourism, Trade and Investment

X-GOV-100312

Create Date

January 11, 2011

Projected Release Date

February 21, 2011

Closed Date

Access to all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out sht or her duties. If not such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

In sign-off

Education

Social Development

Public Safety and Solicitor General

X-GOV-100311

Create Date

January 11, 2011

Projected Release Date

February 17, 2011

Closed Date

list of all contracts issued with a value greater than \$10,000

Request Status	Ministry Lead	Request Number	Start Date	Due Date	End Date	On Hold Days	Extension Days	Processing Days	On Time Overdue	Overdue Days
In sign-off										
Education		EDU-2011-00003	06-Jan-2011	17-Feb-2011		0	0	26		
Social Development		MSD-2011-00009	06-Jan-2011	17-Feb-2011		0	0	26		
Public Safety and Solicitor General		PSS-2011-00018	06-Jan-2011	17-Feb-2011		0	0	26		
Open										
Transportation and Infrastructure		TRA-2011-00002	06-Jan-2011	17-Feb-2011		0	0	26		
X-GOV-100310										
Create Date										
January 11, 2011										
Projected Release Date										
February 16, 2011										
Closed Date										
Any guidelines for personal or business use of social media sites by institutions's employees. Social media sites include but are not limited to Twitter and Facebook.										
In sign-off										
Social Development		MSD-2011-00011	05-Jan-2011	16-Feb-2011		0	0	27		
Public Safety and Solicitor General		PSS-2011-00021	05-Jan-2011	16-Feb-2011		0	0	27		
Open										
Citizens' Services		CTZ-2011-00011	25-Jan-2011	08-Mar-2011		0	0	13		
X-GOV-100309										
Create Date										
January 11, 2011										
Projected Release Date										
February 15, 2011										
Closed Date										
records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)										
In sign-off										
Citizens' Services		PAB-2011-00005	21-Jan-2011	04-Mar-2011		0	0	15		
X-GOV-100308										
Create Date										
January 11, 2011										
Projected Release Date										
February 14, 2011										
Closed Date										
Re: Exclusion of Nanoose DL 33 from CDF Land Use Objectives. Copies of all documents relating to ministerial instructions, public notices, assessments, submissions, minutes of meetings, correspondence including emails, maps, and summary reports/recommendations relating to the selection or rejection of any Crown parcels in relation to, and leading up to the issuance of the CDF Land Use Objective Order on July 26, 2010; and all ministerial instructions, public notices, assessments, submissions, minutes of meetings, correspondence including email, maps, and summary reports relating to the limitation of the Land Use Objective to a maximum total of 1 598 hectares; including identification of all statutes, regulations, standards/codes and Forest Practices Board findings/recommendations applicable to the evaluation and selection of lands to be placed under the specified LUC; and a complete listing/inventory of all provincial Crown parcels in the Coastal Douglas Fir Biogeoclimatic Zone.										
On-Hold										
Natural Resource Operations		NRO-2010-00024	31-Dec-2010	14-Feb-2011		18	0	11		
Open										
Aboriginal Relations and Reconciliation		ARR-2010-00047	31-Dec-2010	28-Mar-2011		0	30	29		
X-GOV-100307										
Create Date										
January 11, 2011										
Projected Release Date										
February 09, 2011										
Closed Date										
any and all contracts (including service agreements or service contracts) that have been directly awarded by any Ministry and records of the ministry's rationale, in these cases, for circumventing a competitive process. To simplify this request, a summary document which contains the name of the contractor, dollar amount of contract, a short description of services provided and the ministry's rationale for direct awarding would suffice. Time frame is October 1st, 2010 to December 31st, 2010.										
In sign-off										
Agriculture		AGR-2011-00001	06-Jan-2011	17-Feb-2011		0	0	26		
Aboriginal Relations and Reconciliation		ARR-2011-00001	06-Jan-2011	17-Feb-2011		0	0	26		
Community, Sport and Cultural Development		CSC-2011-00001	06-Jan-2011	17-Feb-2011		0	0	26		

	Request Status	Ministry Lead	Request Number	Start Date	Due Date	End Date	On Hold Days	Extension Days	Processing Days	On Time Overdue	Overdue Days
Education	In sign-off		EDU-2011-00005	06-Jan-2011	17-Feb-2011		0	0	26		
Energy	In sign-off		ENE-2011-00001	06-Jan-2011	17-Feb-2011		0	0	26		
Forests, Mines and Lands	In sign-off		FML-2011-00002	06-Jan-2011	17-Feb-2011		0	0	26		
Environment	In sign-off		MOE-2011-00003	06-Jan-2011	17-Feb-2011		0	0	26		
Social Development	In sign-off		MSD-2011-00016	06-Jan-2011	17-Feb-2011		0	0	26		
Citizens' Services	In sign-off		PAB-2011-00001	06-Jan-2011	17-Feb-2011		0	0	26		
Citizens' Services	In sign-off		PSA-2011-00002	06-Jan-2011	17-Feb-2011		0	0	26		
Regional Economic and Skills Development	In sign-off		RED-2011-00001	06-Jan-2011	17-Feb-2011		0	0	26		
Open											
Children and Family Development	Open		CFD-2011-00018	06-Jan-2011	17-Feb-2011		0	0	26		
Citizens' Services	Open		CTZ-2011-00001	06-Jan-2011	17-Feb-2011		0	0	26		
Transportation and Infrastructure	Open		TRA-2011-00009	06-Jan-2011	17-Feb-2011		0	0	26		
Tourism, Trade and Investment	Open		TTI-2011-00001	06-Jan-2011	17-Feb-2011		0	0	26		
X-GOV-100306											
Create Date											
December 30, 2010											
Protected Release Date											
February 09, 2011											
Closed Date											
On-Hold											
Energy	On-Hold		ENE-2010-00007	24-Dec-2010	09-Feb-2011		19	0	13		
Forests, Mines and Lands	On-Hold		FML-2010-00034	24-Dec-2010	09-Feb-2011		21	0	11		
Environment	On-Hold		MOE-2010-00273	24-Dec-2010	09-Feb-2011		21	0	11		
Natural Resource Operations	On-Hold		NRO-2010-00020	24-Dec-2010	09-Feb-2011		16	0	16		
X-GOV-100305											
Create Date											
November 25, 2010											
Protected Release Date											
January 07, 2011											
Closed Date											
In sign-off											
Attorney General	In sign-off		AGT-2010-00255	24-Nov-2010	21-Feb-2011		0	30	54		
Open											
Office of the Premier	Open		OOP-2010-00366	24-Nov-2010	21-Feb-2011		0	30	54		
Public Safety and Solicitor General	Open		PSS-2010-02153	24-Nov-2010	22-Mar-2011		21	30	33		
X-GOV-100304											
Create Date											
November 19, 2010											
Protected Release Date											
January 04, 2011											
Closed Date											
Open											
Citizens' Services	Open		PAB-2010-00105	18-Nov-2010	28-Feb-2011		9	30	49		
X-GOV-100303											
Create Date											
November 16, 2010											
K:\AO_Headquarters\REPORTS and STANDARDS\STATISTICS\IAO CRTS Stats\###Templates (proven)\XgovtXgovt Received (mmm dd yyyy to mmm dd yyyy) Final RqstNOTclosed TEMPLATE.rpt											

Request Status	Ministry Lead	Request Number	Start Date	Due Date	End Date	On Hold Days	Extension Days	Processing Days	On Time Overdue	Overdue Days
Protected Release Date December 24, 2010 Closed Date										
Open	Children and Family Development	CFD-2010-01476	12-Nov-2010	23-Feb-2011		10	30	52		
X-GOV-100302 Create Date November 09, 2010 Protected Release Date December 17, 2010 Closed Date										
any and all contracts (including 'service agreements' or 'service contracts') that have been directly awarded by any Ministry, including records of the ministry's rationale, in these cases, for circumventing a competitive process. The time frame of this request is: January 1, 2010 to September 30, 2010.										
In sign-off	Community, Sport and Cultural Development	CSC-2010-00002	16-Nov-2010	11-Feb-2011		0	30	56		
In sign-off	Tourism, Trade and Investment	TTI-2010-00004	16-Nov-2010	11-Feb-2011		0	30	56		
On-Hold	Transportation and Infrastructure	TRA-2010-00251	16-Nov-2010	30-Dec-2010		46	0	10		
Open	Citizens' Services	CTZ-2010-00060	16-Nov-2010	11-Feb-2011		0	30	56		
X-GOV-100298 Create Date October 21, 2010 Protected Release Date December 01, 2010 Closed Date										
All expense records related to the Minister and/or Minister of State's travel expenses between March 1, 2010 and September 30, 2010										
On-Hold	Finance	FIN-2010-00176	19-Oct-2010	01-Dec-2010		72	0	7		
Consultation X-GOV-100259 Create Date September 24, 2009 Protected Release Date October 24, 2009 Closed Date										
All records, in any form, related to the Deputy Minister's calendar for the timeframe of September 2, 2008 to May 31, 2009. Include "Outlook" calendar as well as any other records documenting daily schedules, meetings and groups/individuals met with.										
Open	Office of the Premier	OOP-2009-00136	21-Oct-2009	03-Dec-2009		0	0	327		297

Kotchonoski, Darlene E LCTZ:EX

From: Ward, Kathleen SSBC:EX
Sent: Tuesday, February 8, 2011 3:08 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Williams, Brad M SSBC:EX
Subject: RE: PLEASE READ Status report on cross country requests
Attachments: Updated: Status of Two MTI Requests

Thanks – there are some updates to TRANS files: see attached

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 8, 2011 2:51 PM
To: Ward, Kathleen SSBC:EX
Cc: Williams, Brad M SSBC:EX
Subject: FW: PLEASE READ Status report on cross country requests
Importance: High

Hi Kathleen, below is a current status report for the cross country requests.

We are seeing some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD is in sign off, anticipate a release by February 11th.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3rd.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU sign-off will be completed by the end of this week/by Feb 11.

MSD file is at the reviewing records stage. Team hopes to get into sign off this week.

PSS file is at the reviewing records stage. Team hopes to get it into sign off this week.

TRA this fee was never issued, the information was provided to IAO and a decision was made by the ministry not to issue the fee, the program area is working on gathering records, given the amount of search time required they will be in a position to extend their file for volume of search, if necessary.

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU sign-off will be completed by the end of this week/by Feb 11.

MSD has their file in sign-off re-directed, sent Feb 7

PSS sign-off should be completed by the end of this week.

TRA has responded and have since closed their file.

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00.

MSD issued a fee on February 8th for \$176.80.

PSS issued a fee on February 8th for 85.50.

The TRA file needs our attention!!!!IAO has sent TRA three alerts. Ministry is not responding to the Alert process. The analyst continues to follow-up outside of the alerts/escalation process. The last contact with the ministry was yesterday and we continue to wait for records.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is in sign off since Feb 2. Sign-off will be completed by the end of this week/by Feb 11.

If you need anything more from me please call.

Maxine

Kotchonoski, Darlene E LCTZ:EX

From: Ward, Kathleen SSBC:EX
Sent: Tuesday, February 8, 2011 3:05 PM
To: Phipps, Bert SSBC:EX
Subject: Updated: Status of Two MTI Requests

Importance: High

Regarding status on the Transportation requests – since our meeting this afternoon, the ministry has expedited processing:

TRA-2011-00002 (Electronic list of all contracts issued with a value greater than \$10,000) – The Ministry's Manager of Corporate Contracting is creating the list right now, as she has no staff. We should have this by Wednesday or Thursday, and we anticipate minimal or no severing.

TRA-2011-00004 (All briefing notes to the Minister created since September 1, 2010) – We just got the briefing notes from the Ministry (approximately 70 pages), and the harms assessments will follow shortly. Our analyst is doing a preliminary review for severing while she awaits the harms assessments. If section 12 applies, we will need to consult with the Office of the Premier. IAO will make these section 12 consults a top priority.

We can thank the COO and the staff for their help in expediting these requests.

Regards,
Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

From: Fuller, Russ D SSBC:EX
Sent: Tuesday, February 8, 2011 2:57 PM
To: Ward, Kathleen SSBC:EX
Cc: Williams, Brad M SSBC:EX; Ghag, Kris SSBC:EX; Elbahir, Cindy SSBC:EX
Subject: Status of Two MTI Requests
Importance: High

Hi Kathleen:

Brad asked me to send you a quick update on the following two Ministry of Transportation & Infrastructure (MTI) FOI requests:

My team will make the on-time processing of these two TRA requests a top priority.

Russ Fuller
Manager, Access and Records Services
Business and Infrastructure Team
Information Access Operations
Logistics and Business Services

Shared Services BC
Ministry of Citizens' Services
Tel: (250) 387-4503 Fax: (250) 387-9843
E-mail: Russ.Fuller@gov.bc.ca

Providing Services to:

Ministry of Community, Sport & Cultural Development

Ministry of Finance

Ministry of Tourism, Trade & Investment

Ministry of Transportation & Infrastructure

Kotchonoski, Darlene E LCTZ:EX

From: Ward, Kathleen SSBC:EX
Sent: Tuesday, February 1, 2011 11:27 AM
To: Ginger, Vanessa R CITZ:EX
Subject: RE: Status report on cross country FOI requests

Were these files originally directed to these specific ministries as per the request?

Yes for all files. We open the request to show due diligence to the applicant because applicants have an avenue of recourse through the OIPC if the ministry does not respond or if the applicant does not believe the response was appropriate. The IAO Cross Government team meets on these requests and determines the most likely location for files and then works with the applicant to guide them to refine their request to that source. The applicant may narrow the original search, or may insist on processing the file as requested.

Just to confirm that no records exist and a record will not be created (ie: a report)?

The ministry does not have records that would satisfy this applicant's request in its entirety as the ministry does not collect and report data in the exact manner sought by the applicant. Based on the request wording, no records exist. Yes, a record has been created.

The FOIPPA Act Section 6b notes:

(2) Moreover, the head of a public body must create a record for an applicant if

(a) the record can be created from a machine readable record in the custody or under the control of the public body using its normal computer hardware and software and technical expertise, and

(b) creating the record would not unreasonably interfere with the operations of the public body.

MOH were easily and quickly able to pull together some stats that they believe will satisfy some of this request. So, Yes a record was created. The record is in IAO and about to go into Signoff with MOH. If you want more info I can send the sign off sheet that will go to the applicant.

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Ginger, Vanessa R CITZ:EX
Sent: Tuesday, February 1, 2011 9:38 AM
To: Ward, Kathleen SSBC:EX
Subject: RE: Status report on cross country FOI requests
Importance: High

Hi Kathleen, can you please clarify Bert's questions below?

Thanks so much,

VANESSA R. GINGER
A/Director, Corporate Priorities
Office of the Chief Operating Officer
Shared Services BC
Ministry of Citizens' Services

From: Ward, Kathleen SSBC:EX
Sent: Monday, January 31, 2011 12:18 PM
To: Phipps, Bert SSBC:EX
Cc: Ginger, Vanessa R CITZ:EX
Subject: Status report on cross country FOI requests
Importance: High

Information Access Operations has received a series of FOI requests that have been concurrently made to multiple jurisdictions across Canada.

Our responses to these requests are proceeding well and are most likely to be released on or before our legislated timelines. We have been in contact with each ministry involved and have asked them to expedite processing these files. We have also been working with the applicant by email to narrow and clarify these requests, as the applicant will not provide us with a telephone number for contact.

The following is the wording of the requests received and a summary of our progress to date:

Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

Cross-Government Request 100309:

- This request was received Jan 5th and as per the request was originally directed to the Ministries of Education (EDU), Social Development (MSD), Public Safety and Solicitor General (PSS) and Transportation (TRA).
- A preliminary review of the request indicated that the most likely processing organization to have records was the Public Affairs Bureau therefore in consultation with the applicant, all files were closed and a subsequent file was opened with the PAB.
- The file is due on March 4th and PAB will most likely respond to the applicant before the week is over.

Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

Cross-Government Request 100310:

- This request was received January 4th and 5th and were directed to EDU, MSD, PSS and TRA. (were these originally directed to these specific ministries as per the request?)
- EDU and TRA files will be closed this week (no records response)
- MSD and PSS have provided partial records and the remainder are expected to IAO this week. These files are due on February 16th.
- IAO has contacted David Hume to provide IAO a response for to the applicant as some of this information is already in the public domain.

List of all contracts issued with a value greater than \$10,000

Cross-Government Request 100311:

- This request was received January 6th and were directed to EDU, MSD, PSS and TRA. (were these originally directed to these specific ministries as per the request?)
- EDU will respond by the end of this week, we await records from MSD and PSS, and have followed up with these ministry clients to expedite.
- TRA has identified a \$1100 fee requirement and we are working with the applicant via email to narrow the request.

All credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

Cross-Government Request 100312:

- This request was received January 6th and 10th and were directed to EDU, MSD, PSS and TRA. (were these originally directed to these specific ministries as per the request?)

- Ministries will be responding to the applicant with records by end of this week. Files are due February 17th and 21st.

All briefing notes for minister created since September 1, 2010

Government Request 100317:

- This request was received January 6th, 10th and 12th, and were directed to the EDU, MSD, PSS and TRA. (were these originally directed to these specific ministries as per the request?)
- IAO is currently working with the applicant to narrow the request as the ministries have identified a large volume of records that will result in a fee request.
- We have issued three Records Call Alerts to TRA and have made contact with their DMO today to expedite processing.

Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years.

Single file HSE-2011-00007:

- This file was received on January 10th from the same applicant, and although it is not considered a multi-ministry file, it is being handled in the same manner as the files above.
- This request will result in a no records response, however IAO is contacting the applicant to seek further clarification before responding. (just to confirm that no records exist and a record will not be created (i.e. report)?)

If you require any more information, please let me know.

Regards,
Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
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List of all contracts issued with a value greater than \$10,000

Cross-Government Request 100311:

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All briefing notes for minister created since September 1, 2010

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- We have issued three Records Call Alerts to TRA and have made contact with their DMO today to expedite processing.

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- This request will result in a no records response, however IAO is contacting the applicant to seek further clarification before responding. (just to confirm that no records exist and a record will not be created (i.e. report?)

If you require any more information, please let me know.

Regards,
Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
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Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 17, 2011 2:07 PM
To: Williams, Brad M SSBC:EX; Ward, Kathleen SSBC:EX
Subject: Status report on cross country requests

Importance: High

Hi there, this is to confirm that the files related to the cross country requests are closed, with the exception of CTZ-2011-00011 – due March 8th and the three files on hold for fees, re: Briefing Notes.

We have met and/or exceeded meeting our timelines under the legislation!!!!!!

Maxine

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Ward, Kathleen SSBC:EX
Sent: Wednesday, February 9, 2011 11:30 AM
To: Phipps, Bert SSBC:EX
Subject: Status report on cross country requests

Below is a current status report for the cross country requests.

We are seeing some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD is in sign off, anticipate a release by February 11th.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3rd.

CTZ- transferred from TRA

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU sign-off will be completed by the end of this week/by Feb 11.

MSD file is at the reviewing records stage. Team hopes to get into sign off this week.
PSS file is at the reviewing records stage. Team hopes to get it into sign off this week.
TRA this fee was never issued, the information was provided to IAO and a decision was made by the ministry not to issue the fee. The ministry is creating a record, and IAO expects to receive it by today or Thursday, and we anticipate minimal or no severing.

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU sign-off will be completed by the end of this week/by Feb 11.
MSD has their file in sign-off re-directed, sent Feb 7
PSS sign-off should be completed by the end of this week.
TRA has responded and have since closed their file.

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00.
MSD issued a fee on February 8th for \$176.80.
PSS issued a fee on February 8th for 85.50.
TRA sent IAO briefing notes on Tuesday, (approximately 70 pages), and the harms assessments will follow shortly. Our analyst is doing a preliminary review for severing while she awaits the harms assessments. If section 12 applies, we will need to consult with the Office of the Premier. IAO will make these section 12 consults a top priority.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is in sign off since Feb 2. Sign-off will be completed by the end of this week/by Feb 11.

Thanks and let me know if you need any further information.

Regards,
Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

Kotchonoski, Darlene E LCTZ:EX

From: Vanzetta, Maxine SSBC:EX
Sent: Monday, February 14, 2011 1:59 PM
To: Vanzetta, Maxine SSBC:EX; Williams, Brad M SSBC:EX; Ward, Kathleen SSBC:EX
Subject: Status report on cross country requests - Monday Feb. 14
Importance: High

Further to Friday's update, below you will find the 'most' recent update to the cross country requests.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed on Friday.

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD file is still in sign off.

PSS file went into sign off.

TRA file is closed – no records response.

CTZ file is in sign off – this file was created as a result of a transfer from TRA to CTZ

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU file closed on Monday February 14th.

MSD file is in sign off now.

PSS file is in sign off now.

TRA file is still in sign off.

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU file closed Monday February 14th.

MSD file is still in sign off.

PSS file closed Monday February 14th.

TRA file is closed.

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU Issued a fee totalling \$375.00.

MSD issued a fee on February 8th for \$176.80. Fees are due March 1th

PSS issued a fee on February 8th for 85.50. Fees are due March 7th

TRA file is now in sign off.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file closed Monday February 14th.

Maxine

Kotchonoski, Darlene E LCTZ:EX

From: Phipps, Bert SSBC:EX
Sent: Sunday, February 13, 2011 11:56 PM
To: Henderson, Kim N CITZ:EX
Cc: Ward, Kathleen SSBC:EX
Subject: Status report on cross country requests

Importance: High

Fyi – IAO is ensuring these files are being handled within the time limits.

From: Ward, Kathleen SSBC:EX
Sent: Friday, February 11, 2011 4:59 PM
To: Phipps, Bert SSBC:EX; Ginger, Vanessa R CITZ:EX
Subject: Status report on cross country requests
Importance: High

Here is today's update to the cross country requests:

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations). Records are in sign off.

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook. Records should be released by next week.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000. Records are in sign off.

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period. Records should be released by next week.

Cross Government Request 100317: all briefing notes for minister created since September 1, 2010. Records are being reviewed and fees have been issued.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years. Records are in sign off.

Regards,
Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
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Kotchonoski, Darlene E LCTZ:EX

From: Ward, Kathleen SSBC:EX
Sent: Friday, February 11, 2011 4:59 PM
To: Phipps, Bert SSBC:EX; Ginger, Vanessa R CITZ:EX
Subject: Status report on cross country requests

Importance: High

Here is today's update to the cross country requests:

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Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period. Records should be released by next week.

Cross Government Request 100317: all briefing notes for minister created since September 1, 2010. Records are being reviewed and fees have been issued.

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Regards,
Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

Kotchonoski, Darlene E LCTZ:EX

From: Ward, Kathleen SSBC:EX
Sent: Wednesday, February 9, 2011 11:30 AM
To: Phipps, Bert SSBC:EX
Subject: Status report on cross country requests

Below is a current status report for the cross country requests.

We are seeing some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD is in sign off, anticipate a release by February 11th.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3rd.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU sign-off will be completed by the end of this week/by Feb 11.

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TRA this fee was never issued, the information was provided to IAO and a decision was made by the ministry not to issue the fee. The ministry is creating a record, and IAO expects to receive it by today or Thursday, and we anticipate minimal or no severing.

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MSD has their file in sign-off re-directed, sent Feb 7

PSS sign-off should be completed by the end of this week.

TRA has responded and have since closed their file.

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00.

MSD issued a fee on February 8th for \$176.80.

PSS issued a fee on February 8th for 85.50.

TRA sent IAO briefing notes on Tuesday, (approximately 70 pages), and the harms assessments will follow shortly.

Our analyst is doing a preliminary review for severing while she awaits the harms assessments. If section 12 applies, we will need to consult with the Office of the Premier. IAO will make these section 12 consults a top priority.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is in sign off since Feb 2. Sign-off will be completed by the end of this week/by Feb 11.

Thanks and let me know if you need any further information.

Regards,

Kathleen Ward, BID, MA, LEED® AP

Executive Director,

Information Access Operations

Shared Services BC

2nd Floor - 548 Michigan Street

Phone: 250.387-9807

Email: kathleen.ward@gov.bc.ca


Please consider the environment before printing this email

Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 10:24 AM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: Latest version Status report on cross country requests

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca

 Please consider the environment before printing this email.

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, May 3, 2011 1:59 PM
To: Williams, Brad M SSBC:EX
Subject: Latest version Status report on cross country requests

Here was the last update.

If you need anything further, let me know.

Maxine

From: Williams, Brad M SSBC:EX
Sent: Monday, March 7, 2011 1:42 PM
To: Kukucska, Cindy L SSBC:EX; Ward, Kathleen SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: Re: Feb 8th latest version Status report on cross country requests

Thanks Cindy! Your quick response to my request is much appreciated.

From: Kukucska, Cindy L SSBC:EX
Sent: Monday, March 07, 2011 01:39 PM
To: Williams, Brad M SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests

Hi Brad. Update as requested.

All files are now closed, with the exception of EDU-2011-00006, which was on-hold re fees. Applicant has not been in contact and the file is scheduled to be closed first thing tomorrow morning.

.cindy k

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (Including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed
MSD file closed
PSS file closed
TRA file closed
CTZ file closed

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU file closed
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Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU file closed
MSD file closed
PSS file closed
TRA file closed

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00. File is now on-hold. Applicant has until March 7th to respond. File scheduled to be closed March 8, 2011. Analyst confirms no contact to date (as at 1:30pm March 7th)

MSD file closed
PSS file closed
TRA file closed

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years


HSE file is closed

Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 10:38 AM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: Final Status report Cross Country Requests

Importance: High

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca
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From: Ward, Kathleen SSBC:EX
Sent: Tuesday, May 3, 2011 1:12 PM
To: Williams, Brad M SSBC:EX
Subject: FW: Final Status report Cross Country Requests
Importance: High

I think we have lots here to go on, but anything else noteworthy would be a help... thanks

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

From: Ward, Kathleen SSBC:EX
Sent: Tuesday, March 8, 2011 2:02 PM
To: Phipps, Bert SSBC:EX; Ginger, Vanessa R CITZ:EX
Subject: Final Status report Cross Country Requests
Importance: High

Greetings:

Between January 4, 2011 and January 12, 2011 Information Access Operations received 21 separate FOI requests. These resulted in 'five' cross government requests – a process by which IAO takes a coordinated approach to our response when more than three Ministries have been impacted by the same request.

Of these 21 requests all of them were responded to on or before their legislated due date – IAO met a 100% compliance.

The logistics' associated with these type of requests is quite involved. Three out of the 23 requests resulted in the application of minimal fees. IAO made several attempts to contact the applicant to assist us in clarifying and narrowing the requests in hopes of eliminating the fees in their entirety. All three requests were closed as the applicant did not pay the fees.

The total average processing days for these requests, overall, was 21 working days.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (Including media relations)

File number	Start date	Due date	Closed date	Processing days
EDU-2011-00004	January 5, 2011	February 16, 2011	January 24, 2011	4
MSD-2011-00003	January 4, 2011	February 15, 2011	January 24, 2011	5
PSS-2011-00004	January 4, 2011	February 15, 2011	January 24, 2011	5
TRA-2011-00003	January 5, 2011	February 24, 2011	January 24, 2011	7

Wording of PAB request: Communications budget and the number of full-time employees for communications with PSS, MSD, EDU, and TRA for the past three fiscal years.

File Number	Start date	Due date	Closed date	Processing days
PAB-2011-00005	January 21, 2011	March 4, 2011	February 11, 2011	15

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

File number	Start date	Due date	Closed date	Processing days
EDU-2011-00001	January 4, 2011	February 15, 2011	February 7, 2011	24
MSD-2011-00011	January 5, 2011	February 16, 2011	February 15, 2011	29
PSS-2011-00021	January 5, 2011	February 16, 2011	February 15, 2011	29
TRA-2011-00005	January 5, 2011	February 16, 2011	February 3, 2011	21
CTZ-2011-00011	January 25, 2011	March 8, 2011	March 1, 2011	25

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

File number	Start date	Due date	Closed date	Processing days
EDU-2011-00003	January 6, 2011	February 17, 2011	February 15, 2011	28
MSD-2011-00009	January 6, 2011	February 17, 2011	February 16, 2011	29
PSS-2011-00018	January 6, 2011	February 17, 2011	February 17, 2011	30
TRA-2011-00002	January 6, 2011	February 17, 2011	February 16, 2011	29

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

File number	Start date	Due date	Closed date	Processing days
EDU-2011-00007	January 10, 2011	February 21, 2011	February 16, 2011	27
MSD-2011-00010	January 6, 2011	February 17, 2011	February 16, 2011	29
PSS-2011-00019	January 6, 2011	February 17, 2011	February 14, 2011	27

TRA-2011-00011	January 10, 2011	February 21, 2011	February 2, 2011	17
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Cross Government Request 100317: all briefing notes for minister created since September 1, 2010

File number	Start date	Due date	Closed date	Fees applied	Processing days
EDU-2011-00006	January 10, 2011	March 21, 2011	March 8, 2011	\$375.00	21 (abandoned fees not paid)
MSD-2011-00030	January 12, 2011	March 23, 2011	March 7, 2011	\$176.80	18 (abandoned fees not paid)
PSS-2011-00020	January 6, 2011	March 17, 2011	March 7, 2011	\$85.50	22 (abandoned fees not paid)
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Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

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Regards,

Kathleen Ward, BID, MA, LEED® AP

Executive Director,

Information Access Operations

Shared Services BC

2nd Floor - 548 Michigan Street

Phone: 250.387-9807

Email: kathleen.ward@gov.bc.ca


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Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 10:39 AM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: Final Status report Cross Country Requests

Importance: High

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca
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From: Ward, Kathleen SSBC:EX
Sent: Tuesday, March 8, 2011 2:02 PM
To: Williams, Brad M SSBC:EX
Subject: FW: Final Status report Cross Country Requests
Importance: High

Kathleen Ward, BID, MA, LEED® AP
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File number	Start date	Due date	Closed date	Average days
HSE-2011-00007	January 10, 2011	February 21, 2011	February 11, 2011	24

Regards,

Kathleen Ward, BID, MA, LEED® AP

Executive Director,

Information Access Operations

Shared Services BC

2nd Floor - 548 Michigan Street

Phone: 250.387-9807

Email: kathleen.ward@gov.bc.ca

Please consider the environment before printing this email

Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 12:25 PM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: Cross country requests update

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government 2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca P Please consider the environment
before printing this email.

-----Original Message-----

From: Ward, Kathleen SSBC:EX
Sent: Thursday, February 17, 2011 2:45 PM
To: Williams, Brad M SSBC:EX
Subject: FW: Cross country requests update

: -)

Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

-----Original Message-----

From: Henderson, Kim N CITZ:EX
Sent: Thursday, February 17, 2011 2:43 PM
To: Phipps, Bert SSBC:EX
Cc: Ward, Kathleen SSBC:EX
Subject: Re: Cross country requests update

Great work!

----- Original Message -----

From: Phipps, Bert SSBC:EX
Sent: Thursday, February 17, 2011 02:37 PM
To: Henderson, Kim N CITZ:EX
Cc: Ward, Kathleen SSBC:EX
Subject: FW: Cross country requests update

Fyi - Good news from Kathleen. She continues to monitor the progress of the files and provide me with updates.

-----Original Message-----

From: Ward, Kathleen SSBC:EX
Sent: Thursday, February 17, 2011 2:15 PM
To: Phipps, Bert SSBC:EX
Subject: Cross country requests update

Good news!


This is to confirm that the files related to the cross country requests are closed, with the exception of CTZ-2011-00011 - due March 8th and the three files on hold for fees, re: Briefing Notes. We have met and/or exceeded meeting our timelines under the legislation.

Kathleen

Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 12:26 PM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: Status report on cross country requests

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca
 Please consider the environment before printing this email.

From: Ward, Kathleen SSBC:EX
Sent: Thursday, February 17, 2011 2:17 PM
To: Vanzetta, Maxine SSBC:EX; Williams, Brad M SSBC:EX; Smith, Peter J SSBC:EX; Vander Beesen, Elizabeth H SSBC:EX; Bjelica, Alex SSBC:EX; Wright, Alexander M SSBC:EX; Elbahir, Cindy SSBC:EX; Hudson, Vicki SSBC:EX; Fuller, Russ D SSBC:EX
Cc: Foran, Grace E SSBC:EX
Subject: Re: Status report on cross country requests

Well done - take a bow all of you and your teams for this speedy work!
Kathleen

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 17, 2011 02:06 PM
To: Williams, Brad M SSBC:EX; Ward, Kathleen SSBC:EX
Subject: Status report on cross country requests

Hi there, this is to confirm that the files related to the cross country requests are closed, with the exception of CTZ-2011-00011 – due March 8th and the three files on hold for fees, re: Briefing Notes.

We have met and/or exceeded meeting our timelines under the legislation!!!!!!

Maxine

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca

From: Ward, Kathleen SSBC:EX
Sent: Wednesday, February 9, 2011 11:30 AM
To: Phipps, Bert SSBC:EX
Subject: Status report on cross country requests

Below is a current status report for the cross country requests.

We are seeing some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD is in sign off, anticipate a release by February 11th.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3rd.

CTZ- transferred from TRA

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU sign-off will be completed by the end of this week/by Feb 11.

MSD file is at the reviewing records stage. Team hopes to get into sign off this week.

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TRA this fee was never issued, the information was provided to IAO and a decision was made by the ministry not to issue the fee. The ministry is creating a record, and IAO expects to receive it by today or Thursday, and we anticipate minimal or no severing.

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Thanks and let me know if you need any further information.

Regards,

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Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 12:26 PM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: Status report on cross country requests

Importance: High

Brad Williams, CMA
Director
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Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca
 Please consider the environment before printing this email.

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 17, 2011 2:07 PM
To: Williams, Brad M SSBC:EX; Ward, Kathleen SSBC:EX
Subject: Status report on cross country requests
Importance: High

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To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: Feb 17th latest version Status report on cross country requests

Importance: High

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca

 Please consider the environment before printing this email.

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 17, 2011 8:33 AM
To: Williams, Brad M SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: Feb 17th latest version Status report on cross country requests
Importance: High

Good Morning.
This update is current as of 8:30am Thursday, February 17th.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed
MSD file closed
PSS file closed
TRA file closed
CTZ file – in sign-off

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU file closed
MSD file closed
PSS – in sign-off
TRA file closed

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU file closed
MSD file closed
PSS file closed
TRA file closed

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00. File is now on-hold
MSD Issued a fee totalling \$176.80. File is now on-hold
PSS Issued a fee totalling 85.50. File is now on-hold
TRA sent IAO the records (approximately 70 pages), Sign --off approval is close to complete. Section 12 was determined and approved, however some additional informal consultation was initiated during sign-off. File to be released shortly

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is closed


Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 12:27 PM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: Feb 8th latest version Status report on cross country requests

Importance: High

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca

 Please consider the environment before printing this email.

From: Kukucska, Cindy L SSBC:EX
Sent: Wednesday, February 16, 2011 2:57 PM
To: Williams, Brad M SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests
Importance: High

Hi Brad. I've just sent out the request for updates and will send to you ASAP. This is what I've pulled so far but am just waiting for any further updates.

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

From: Kukucska, Cindy L SSBC:EX
Sent: Wednesday, February 16, 2011 2:55 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, Jackie SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests
Importance: High

Hi there. We have been asked to provide some current updates. I have pulled info from CRTS and have made the updates I could. Would you please have a look and advise of any other updates.

Thanks very much.

Cindy K

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed

MSD file closed

PSS file closed

TRA file closed

CTZ file – in sign-off

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU file closed

MSD – in sign-off

PSS – in sign-off

TRA file closed

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU file closed

MSD – in sign-off

PSS file closed

TRA file closed

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00. File is now on-hold

MSD issued a fee totalling \$176.80. File is now on-hold

PSS issued a fee totalling 85.50. File is now on-hold

TRA sent IAO the records (approximately 70 pages), and the harms assessments will follow shortly. Our analyst is doing a preliminary review for severing while she awaits the harms assessments. If section 12 applies, we will need to consult with the Office of the Premier. IAO will make these section 12 consults a top priority.


Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is closed

Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 12:27 PM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: Status report on cross country requests

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca
 Please consider the environment before printing this email.

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, February 16, 2011 2:23 PM
To: Kukucska, Cindy L SSBC:EX; Williams, Brad M SSBC:EX
Subject: Fw: Status report on cross country requests

Hi Cindy, can you connect with the TL's, Brad is looking for an update on the cross country requests. Most of them are closed or should be. by today.

Thanks!!!!

From: Williams, Brad M SSBC:EX
Sent: Wednesday, February 16, 2011 01:59 PM
To: Vanzetta, Maxine SSBC:EX
Subject: FW: Status report on cross country requests


Hope you are feeling alright.....

Will you be able to provide the final update on the cross country requests soon?

If not, who would be able to do this?

Thanks

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Citizens' Services
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca
 Please consider the environment before printing this email.

To: Phipps, Bert SSBC:EX

Subject: Status report on cross country requests

Below is a current status report for the cross country requests.

We are seeing some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.

MSD is in sign off, anticipate a release by February 11th.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3rd.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU sign-off will be completed by the end of this week/by Feb 11.

MSD file is at the reviewing records stage. Team hopes to get into sign off this week.

PSS file is at the reviewing records stage. Team hopes to get it into sign off this week.

TRA this fee was never issued, the information was provided to IAO and a decision was made by the ministry not to issue the fee. The ministry is creating a record, and IAO expects to receive it by today or Thursday, and we anticipate minimal or no severing.

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU sign-off will be completed by the end of this week/by Feb 11.

MSD has their file in sign-off re-directed, sent Feb 7

PSS sign-off should be completed by the end of this week.

TRA has responded and have since closed their file.

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00.

MSD Issued a fee on February 8th for \$176.80.

PSS issued a fee on February 8th for 85.50.

TRA sent IAO briefing notes on Tuesday, (approximately 70 pages), and the harms assessments will follow shortly.

Our analyst is doing a preliminary review for severing while she awaits the harms assessments. If section 12 applies, we will need to consult with the Office of the Premier. IAO will make these section 12 consults a top priority.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is in sign off since Feb 2. Sign-off will be completed by the end of this week/by Feb 11.


Thanks and let me know if you need any further information.

Regards,

Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 12:28 PM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: PLEASE READ - Status report on cross country requests

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca
 Please consider the environment before printing this email.

From: Hendry, Jackie SSBC:EX
Sent: Monday, February 14, 2011 10:05 AM
To: Williams, Brad M SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: FW: PLEASE READ - Status report on cross country requests

Hello Brad,
Please see below the current status of these requests from Central Agency Team.
Thanks—Jackie

From: Hendry, Jackie SSBC:EX
Sent: Friday, February 11, 2011 3:04 PM
To: McCartney, Angela SSBC:EX; Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX
Subject: RE: PLEASE READ - Status report on cross country requests

Maxine,
Cross-Government Request 100309:

PAB-2011-00005 has returned from sign-off. Response package will go out today.

Cross-Government Request 100310:

CTZ-2011-00011 is going into sign-off today.

Thanks—
Jackie

From: McCartney, Angela SSBC:EX
Sent: Friday, February 11, 2011 2:19 PM
To: Vanzetta, Maxine SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; Hendry, Jackie SSBC:EX
Subject: RE: PLEASE READ - Status report on cross country requests

Maxine,

In addition to this morning's update, for #312 (credit card statements), I received PSS back from sign-off and am preparing the response package this afternoon. Partial disclosure, s17 and 22.

Angela

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, February 11, 2011 9:18 AM
To: Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; McCartney, Angela SSBC:EX; Hendry, Jackie SSBC:EX
Subject: PLEASE READ - Status report on cross country requests
Importance: High

Hi team, Kathleen's looking for an update on the below noted cross countries. Please update the below noted requests as per their current status and I'll forward them on.

Thanks team,

Maxine

Below is a current status report for the cross country requests.

We are starting to see some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed - no responsive records.

MSD is in sign off, anticipate a release by February 11th.

PSS file is at the reviewing records stage, anticipate going to sign off February 9th

TRA - a no records response was sent to the applicant on February 3rd.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU sign-off will be completed by the end of this week/by Feb 11.

MSD file is at the reviewing records stage. Team hopes to get into sign off this week.

PSS file is at the reviewing records stage. Team hopes to get it into sign off this week.

TRA this fee was never issued, the information was provided to IAO and a decision was made by the ministry not to issue the fee. The ministry is creating a record, and IAO expects to receive it by today or Thursday, and we anticipate minimal or no severing.

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU sign-off will be completed by the end of this week/by Feb 11.

MSD has their file in sign-off re-directed, sent Feb 7

PSS sign-off should be completed by the end of this week.

TRA has responded and have since closed their file.

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

Page 1032
SSB-2011-00049

EDU issued a fee totalling \$375.00.

MSD issued a fee on February 8th for \$176.80.

PSS issued a fee on February 8th for 85.50.

TRA sent IAO briefing notes on Tuesday, (approximately 70 pages), and the harms assessments will follow shortly. Our analyst is doing a preliminary review for severing while she awaits the harms assessments. If section 12 applies, we will need to consult with the Office of the Premier. IAO will make these section 12 consults a top priority.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years


HSE file is in sign off since Feb 2. Sign-off will be completed by the end of this week/by Feb 11.

Thanks and let me know if you need any further information.

Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 12:29 PM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: Status report on cross country requests

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca
 Please consider the environment before printing this email.

From: Ghag, Krls SSBC:EX
Sent: Monday, February 14, 2011 9:42 AM
To: Williams, Brad M SSBC:EX
Cc: Plater, Carmelina SSBC:EX; Fuller, Russ D SSBC:EX
Subject: RE: Status report on cross country requests

The only files remaining open for TRAN are x-govt 311 and 317.

311 went into sign-off on Friday.

317 also went into sign-off on Friday; however, this file cannot be approved until the section 12 consultation with OOP is approved by the Deputy Minister to the Premier and Cabinet Secretary. The file was put into sign-off with a note that the section 12 severing indicated was only indicative of the recommendation made by Cindy's Team to OOP and that its approval was still pending.

KG

From: Fuller, Russ D SSBC:EX
Sent: Monday, February 14, 2011 9:33 AM
To: Ghag, Kris SSBC:EX; Plater, Carmelina SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

Kris or Carm: Can one of you please provide Brad with an update on these files? Please copy the other and me.
Thanks.


From: Williams, Brad M SSBC:EX
Sent: Monday, February 14, 2011 8:53 AM
To: Vanzetta, Maxine SSBC:EX; Fuller, Russ D SSBC:EX; Elbahir, Cindy SSBC:EX; Vander Beesen, Elizabeth H SSBC:EX; Bjelica, Alex SSBC:EX; Hudson, Vicki SSBC:EX
Cc: Ward, Kathleen SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

Hello Folks – please update the status of these requests.

Come and see me (asap) if you feel there are any issues with any of these requests.

Thanks

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Citizens' Services
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca
 Please consider the environment before printing this email.

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, February 11, 2011 10:07 AM
To: Williams, Brad M SSBC:EX; Ward, Kathleen SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: RE: Status report on cross country requests
Importance: High

As requested, below is a most recent update to the cross country requests.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is still in sign off.

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.
MSD file is still in sign off.
PSS file went into sign off.
TRA file is closed – no records response.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU file is still in sign-off.
MSD file is in sign off now.
PSS file is in sign off now.
TRA file is going into sign off today.

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU file - records will be released by Monday February 14th.
MSD file is still in sign off.
PSS file – records will be released by Monday February 14th.
TRA file is closed.

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00.

MSD issued a fee on February 8th for \$176.80. Fees are due March 1th

PSS issued a fee on February 8th for 85.50. Fees are due March 7th

TRA file, team is reviewing records.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is still in sign off.

Thanks and let me know if you need any further information.

Majxine

Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 12:29 PM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: Status report on cross country requests

Importance: High

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government 2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca P Please consider the environment
before printing this email.

-----Original Message-----

From: Ward, Kathleen SSBC:EX
Sent: Monday, February 14, 2011 6:20 AM
To: Williams, Brad M SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

fyi

-----Original Message-----

From: Phipps, Bert SSBC:EX
Sent: Sun 2/13/2011 11:55 PM
To: Henderson, Kim N CITZ:EX
Cc: Ward, Kathleen SSBC:EX
Subject: Status report on cross country requests

Fyi - IAO is ensuring these files are being handled within the time limits.

From: Ward, Kathleen SSBC:EX
Sent: Friday, February 11, 2011 4:59 PM
To: Phipps, Bert SSBC:EX; Ginger, Vanessa R CITZ:EX
Subject: Status report on cross country requests
Importance: High

Here is today's update to the cross country requests:

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations). Records are in sign off.

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook. Records should be released by next week.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000. Records are in sign off.

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Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years. Records are in sign off.

Regards,

Kathleen Ward, BID, MA, LEED® AP

Executive Director,

Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807

Email: kathleen.ward@gov.bc.ca <<mailto:kathleen.ward@gov.bc.ca>>


Please consider the environment before printing this email

Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 12:29 PM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: Status report on cross country requests

Importance: High

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca
 Please consider the environment before printing this email.

From: Ward, Kathleen SSBC:EX
Sent: Friday, February 11, 2011 5:00 PM
To: Williams, Brad M SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

fyl

Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

From: Ward, Kathleen SSBC:EX
Sent: Friday, February 11, 2011 4:59 PM
To: Phipps, Bert SSBC:EX; Ginger, Vanessa R CITZ:EX
Subject: Status report on cross country requests
Importance: High

Here is today's update to the cross country requests:

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations). Records are in sign off.

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Regards,

Kathleen Ward, BID, MA, LEED® AP

Executive Director,

Information Access Operations

Shared Services BC

2nd Floor - 548 Michigan Street

Phone: 250.387-9807

Email: kathleen.ward@gov.bc.ca


Please consider the environment before printing this email

Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 12:30 PM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: Revised version RE: Status report on cross country requests

Importance: High

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca
 Please consider the environment before printing this email.

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, February 11, 2011 10:26 AM
To: Williams, Brad M SSBC:EX; Ward, Kathleen SSBC:EX
Cc: Vanzetta, Maxine SSBC:EX
Subject: Revised version RE: Status report on cross country requests
Importance: High

As requested, below is a most recent update to the cross country requests.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations). Records are in sign off.

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook. Records should be released by next week.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000. Records are in sign off.

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period. Records should be released by next week.

Cross Government Request 100317: all briefing notes for minister created since September 1, 2010. Records are being reviewed and fees have been issued.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years. Records are in sign off.


I hope this is what you were looking for. If it isn't let me know and I'll adjust accordingly.

Maxine

Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 12:30 PM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: Status report on cross country requests

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
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2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca
 Please consider the environment before printing this email.

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, February 11, 2011 9:27 AM
To: Williams, Brad M SSBC:EX; Ward, Kathleen SSBC:EX
Subject: RE: Status report on cross country requests

An email has been sent to the team. I'm hoping to get something as quickly as possible.

Maxine

From: Williams, Brad M SSBC:EX
Sent: Friday, February 11, 2011 9:25 AM
To: Vanzetta, Maxine SSBC:EX; Ward, Kathleen SSBC:EX
Subject: Re: Status report on cross country requests

Do you have an eta?

It may be worthwhile to make the last update more concise; one line per request. KW needs it shorter to give to the COO and DM.

Thanks

From: Vanzetta, Maxine SSBC:EX
Sent: Friday, February 11, 2011 09:21 AM
To: Ward, Kathleen SSBC:EX; Williams, Brad M SSBC:EX
Subject: RE: Status report on cross country requests

I've requested an update from the cross government team. Once I get this and I've collated the info I will forward it on to you.

Maxine

From: Ward, Kathleen SSBC:EX
Sent: Friday, February 11, 2011 8:13 AM
To: Williams, Brad M SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: FW: Status report on cross country requests

Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

From: Ward, Kathleen SSBC:EX
Sent: Wednesday, February 9, 2011 11:30 AM
To: Phipps, Bert SSBC:EX
Subject: Status report on cross country requests

Below is a current status report for the cross country requests.
We are seeing some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed – no responsive records.
MSD is in sign off, anticipate a release by February 11th.
PSS file is at the reviewing records stage, anticipate going to sign off February 9th
TRA - a no records response was sent to the applicant on February 3rd.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU sign-off will be completed by the end of this week/by Feb 11.
MSD file is at the reviewing records stage. Team hopes to get into sign off this week.
PSS file is at the reviewing records stage. Team hopes to get it into sign off this week.
TRA this fee was never issued, the information was provided to IAO and a decision was made by the ministry not to issue the fee. The ministry is creating a record, and IAO expects to receive it by today or Thursday, and we anticipate minimal or no severing.

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

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MSD has their file in sign-off re-directed, sent Feb 7
PSS sign-off should be completed by the end of this week.
TRA has responded and have since closed their file.

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00.
MSD issued a fee on February 8th for \$176.80.

PSS issued a fee on February 8th for 85.50.

TRA sent IAO briefing notes on Tuesday, (approximately 70 pages), and the harms assessments will follow shortly. Our analyst is doing a preliminary review for severing while she awaits the harms assessments. If section 12 applies, we will need to consult with the Office of the Premier. IAO will make these section 12 consults a top priority.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is in sign off since Feb 2. Sign-off will be completed by the end of this week/by Feb 11.

Thanks and let me know if you need any further information.

Regards,

Kathleen Ward, BID, MA, LEED® AP

Executive Director,

Information Access Operations

Shared Services BC

2nd Floor - 548 Michigan Street

Phone: 250.387-9807


Email: kathleen.ward@gov.bc.ca

Please consider the environment before printing this email

Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 12:31 PM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: Status report on cross country requests

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca
 Please consider the environment before printing this email.

From: Ward, Kathleen SSBC:EX
Sent: Wednesday, February 9, 2011 11:30 AM
To: Williams, Brad M SSBC:EX; Vanzetta, Maxine SSBC:EX
Cc: Smith, Peter J SSBC:EX
Subject: FW: Status report on cross country requests

fyi

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
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Regards,

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Executive Director,

Information Access Operations

Shared Services BC

2nd Floor - 548 Michigan Street

Phone: 250.387-9807


Email: kathleen.ward@gov.bc.ca

Please consider the environment before printing this email

Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 12:32 PM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: PLEASE READ Status report on cross country requests

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca
 Please consider the environment before printing this email.

From: Ward, Kathleen SSBC:EX
Sent: Tuesday, February 8, 2011 4:27 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Williams, Brad M SSBC:EX
Subject: RE: PLEASE READ Status report on cross country requests

If you can keep the pieces together for us that would be a big help... thanks! Sorry for missing you in the loop – things moving very fast this afternoon!

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 8, 2011 4:25 PM
To: Ward, Kathleen SSBC:EX
Cc: Williams, Brad M SSBC:EX
Subject: RE: PLEASE READ Status report on cross country requests
Importance: High

Thanks. Good to see movement as this wasn't the case at 1:30 when the teams were providing me with their latest update. I'll be sure to add these to the report so we can keep ourselves current on these requests.

Do you still need me to coordinate the status on these requests or are you seeking this from the individual teams now? If you are seeking this from the individual teams, then this part of the process is now moot for me.

Let me know.

Maxine

From: Ward, Kathleen SSBC:EX
Sent: Tuesday, February 8, 2011 3:08 PM
To: Vanzetta, Maxine SSBC:EX
Cc: Williams, Brad M SSBC:EX
Subject: RE: PLEASE READ Status report on cross country requests

Thanks – there are some updates to TRANS files: see attached

*Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations*

*Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email*

From: Vanzetta, Maxine SSBC:EX
Sent: Tuesday, February 8, 2011 2:51 PM
To: Ward, Kathleen SSBC:EX
Cc: Williams, Brad M SSBC:EX
Subject: FW: PLEASE READ Status report on cross country requests
Importance: High

Hi Kathleen, below is a current status report for the cross country requests.

We are seeing some movement since the last update - files are being closed, fees are being issued and records/responses are being sent out.

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Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is in sign off since Feb 2. Sign-off will be completed by the end of this week/by Feb 11.

If you need anything more from me please call.


Maxine

Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 12:32 PM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: PLEASE READ Status report on cross country requests

Importance: High

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca
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If you need anything more from me please call.


Maxine

Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 12:34 PM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: Status report on cross country requests

Importance: High

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca
 Please consider the environment before printing this email.

From: Ward, Kathleen SSBC:EX
Sent: Monday, February 7, 2011 5:33 PM
To: Williams, Brad M SSBC:EX
Subject: FW: Status report on cross country requests
Importance: High

Hi Kathleen, as requested, below is a current status report for the xgov't requests:

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file is in sign off

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file is in sign off – no records response.
MSD and PSS files are at the 'reviewing records stage'.
TRA file is in sign off – no records response.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU has their file in sign off.
MSD file is currently reviewing records.
PSS file is waiting on records, alert to be deployed tomorrow.
TRA has issued a fee totalling \$1100.00

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU, MSD, PSS files are in final sign off.
TRA has responded and have since closed their file.

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU is issuing a fee totalling \$375.00.
MSD expecting records today.
PSS is issuing a fee – I'm waiting on the amount.
TRA has been sent three alerts. Ministry is not responding to the Alert process. COO is aware and reviewing. (We anticipate a fee)

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is in sign off.

If you need anything more information just give me a call - 387-4558.


Maxine

Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 12:34 PM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: Heads up - potential for more cross 'COUNTRY' requests

Importance: High

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca
 Please consider the environment before printing this email.

From: Vanzetta, Maxine SSBC:EX
Sent: Wednesday, January 19, 2011 11:54 AM
To: Smith, Peter J SSBC:EX; Williams, Brad M SSBC:EX; Ward, Kathleen SSBC:EX; Wright, Alexander M SSBC:EX
Subject: Heads up - potential for more cross 'COUNTRY' requests
Importance: High

Hi there, if you haven't already heard, IAO is receiving requests related to the proactive release process.

If you have any question, don't hesitate to come see me.


Maxine

Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 12:34 PM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: Cross country access requests

Importance: High

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca
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From: Smith, Peter J SSBC:EX
Sent: Wednesday, January 12, 2011 12:03 PM
To: Bjelica, Alex SSBC:EX; Elbahir, Cindy SSBC:EX; Fuller, Russ D SSBC:EX; Hudson, Vicki SSBC:EX; Vander Beesen, Elizabeth H SSBC:EX; Vanzetta, Maxine SSBC:EX
Cc: Ward, Kathleen SSBC:EX; Williams, Brad M SSBC:EX
Subject: Cross country access requests
Importance: High

FYI, I am advised that a number of jurisdictions across Canada have received the FOI requests noted below. I'm aware that a number of your ministries have also received. I suggest we discuss at next manager's meeting. If you would like to discuss in the interim, please come see me.

Thanks

Peter

1. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook.

2) Please provide me access, as the law requires, to records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations).

3) .all credit card statements for 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same time period.


4) .all briefing notes for your minister created since Sept. 1, 2010.

Sharon

Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 12:34 PM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: Cross country access requests

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca
 Please consider the environment before printing this email.

From: Smith, Peter J SSBC:EX
Sent: Wednesday, January 12, 2011 11:57 AM
To: Plater, Sharon CITZ:EX
Cc: Nikolejsin, Dave CITZ:EX; Lowe, Charmaine CITZ:EX; MacKenzie, Kelly L CITZ:EX; Ward, Kathleen SSBC:EX; Williams, Brad M SSBC:EX
Subject: RE: Cross country access requests

Thanks Sharon – appreciate the heads up. We have received these.

Peter J Smith
Director, Access & Records Service Delivery
Information Access Operations
Logistics and Business Services - Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1430 Fax: 250-387-9843
email: Peter.James.Smith@gov.bc.ca

From: Plater, Sharon CITZ:EX
Sent: Wednesday, January 12, 2011 11:05 AM
To: Smith, Peter J SSBC:EX
Cc: Nikolejsin, Dave CITZ:EX; Lowe, Charmaine CITZ:EX; MacKenzie, Kelly L CITZ:EX
Subject: Cross country access requests
Importance: High

Peter. The following access requests have been received in most provinces. The other provincial reps are viewing this as being this year's Canadian Newspaper Associations survey of provincial responses. I know BC fared poorly in this report last year so thought this heads up may be of assistance to you.

1. Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook.

2) Please provide me access, as the law requires, to records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations).

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Sharon

Sharon Plater

Director, Legislation Team

Knowledge and Information Services

Office of the Chief Information Officer

Ministry of Citizens' Services

Ph. (250) 356-0322 Fax (250) 953-0455

Website: <http://www.cio.gov.bc.ca/services/privacy/>

Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 12:36 PM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: Update

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government 2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca P Please consider the environment
before printing this email.

-----Original Message-----

From: Williams, Brad M SSBC:EX
Sent: Tuesday, May 3, 2011 9:41 AM
To: Vanzetta, Maxine SSBC:EX
Subject: Update

Good Morning - do you have the last status report on the cross country requests?


Thanks

Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 12:37 PM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: cross country

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca

 Please consider the environment before printing this email.

From: Williams, Brad M SSBC:EX
Sent: Thursday, February 17, 2011 1:10 PM
To: Vanzetta, Maxine SSBC:EX; Kukucska, Cindy L SSBC:EX
Subject: Re: cross country

Thanks Max!

Cindy, you may need to walk around or touch base with the analysts directly as most TLs and Managers are at the conference.

I am sure you already know that and have it under control.

From: Vanzetta, Maxine SSBC:EX
Sent: Thursday, February 17, 2011 01:05 PM
To: Kukucska, Cindy L SSBC:EX; Williams, Brad M SSBC:EX
Subject: cross country

Hi Cindy, can we get one more final status from the teams to ensure 'all' files related to the cross country requests will be closed – today is the due date.

Thanks Cindy

Maxine

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 17, 2011 12:44 PM
To: Kukucska, Cindy L SSBC:EX; Williams, Brad M SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: RE: These 3 remain outstanding

PSS-2011-00018 and TRA-2011-00004 are now closed.

.cindy k

From: Kukucska, Cindy L SSBC:EX
Sent: Thursday, February 17, 2011 8:50 AM

To: Williams, Brad M SSBC:EX; Vanzetta, Maxine SSBC:EX
Subject: These 3 remain outstanding

Aside from the 3 files on hold for fees, these files remain outstanding.

CTZ-2011-00011 – social media – due March 8. I know Jackie is trying to expedite and left voicemail message with her DMO yesterday.

PSS-2011-00018 – contracts over \$10,000 – due February 17, 2011. Rob Gordon is analyst – will be closed today as just returned from sign-off.

TRA-2011-00004 – briefing notes – due February 17, 2011. Jamie Onciul-Omelus is analyst – will be closed today.

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 12:38 PM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: Common Access Requests

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government 2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca P Please consider the environment
before printing this email.

-----Original Message-----

From: Williams, Brad M SSBC:EX
Sent: Monday, February 21, 2011 1:27 PM
To: Ward, Kathleen SSBC:EX
Subject: RE: Common Access Requests

Thanks..

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Citizens' Services
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca P Please consider the environment
before printing this email.

-----Original Message-----

From: Ward, Kathleen SSBC:EX
Sent: Monday, February 21, 2011 1:22 PM
To: Williams, Brad M SSBC:EX
Subject: FW: Common Access Requests

Just saw this- I got it on bb and it was lost in the pile. Not sure if I sent it on to you
re: Cross country requests.

Kathleen Ward, BID, MA, LEED® AP
Executive Director,
Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street

Phone: 250.387-9807
Email: kathleen.ward@gov.bc.ca
Please consider the environment before printing this email

-----Original Message-----

From: Smith, Peter J SSBC:EX
Sent: Tuesday, February 8, 2011 11:15 PM
To: Ward, Kathleen SSBC:EX
Subject: Fw: Common Access Requests

Heads up. Here's how Nova Scotia is responding. Confirms the status of the contracts request. Small world - I used to work with Ann at Transportation

----- Original Message -----

From: Plater, Sharon CITZ:EX
Sent: Tuesday, February 08, 2011 09:19 PM
To: Smith, Peter J SSBC:EX
Subject: FW: Common Access Requests

Hi Peter. FYI re the access requests received by all provinces.

Sharon

-----Original Message-----

From: Ann Guinchard [mailto:guincha@gov.ns.ca]
Sent: Tue 2/8/2011 11:31 AM
To: cscarpelli@city.windsor.on.ca; Ian (DSS/MAS) Walsh; chris.leszczak@gov.ab.ca; Plater, Sharon CITZ:EX; Allan, Shelley A CITZ:EX; kim.riddell@gov.mb.ca; jenniferberlin@gov.nl.ca; denise_anderson@gov.nt.ca; kwarrenEIA@gov.nu.ca; fmaclaren@gov.pe.ca; Duane JU' Mombourquette; judy.pelchat@gov.yk.ca; mary.lysyk@hc-sc.gc.ca; michele.babin@hrsdc-rhdcc.gc.ca; chatelois.daniele@ic.gc.ca; hamilton.jane@ic.gc.ca; Heather.Clarke@ontario.ca; Terry.Murray@tbs-sct.gc.ca
Subject: RE: Common Access Requests

Hello Ian et al:

There are actually 5 emails in this series (they were our New Years gifts - all mailed December 30th) . . . so if you haven't received the 5th it - requests an electronic list of all contracts issued by your institution with a value greater than \$10, 000. The applicant did not provide a time frame and we clarified it to be 09-10 and 10-11 to date.

For #1 (*) below we have a corporate government-wide social media set of guidelines we provided.

2 we clarified with the applicant that the Communications was their budget, plus the portion of the webmaster's salary that was spent on the internet if they weren't part of Communications

#3 was as asked - no clarification needed.

#4 as Leslie mentioned, the scope was narrowed to just the list of titles (we collected the BN's ourselves to be clear what the issues were and in case the lists stimulate more requests for the notes themselves)

Ann

>>> "Walsh, Ian (DSS/MAS)" <Ian.Walsh@gnb.ca> 2/8/2011 1:28 pm >>>
New Brunswick government has received three request, as noted below, for Ministerial briefing notes. In your respective jurisdiction:

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SSB-2011-00049

* Do you have a policy position on a blanket exclusion for Briefing Notes, or do you release the same, but sever out the information that would be exempt from disclosure?

* Have any of you received a similar request for Briefing Notes, and have or do you intend to release?

Thanks all;

Ian

From: Mombourquette, Duane JU [mailto:Duane.Mombourquette@gov.sk.ca]
Sent: January-12-11 12:52 PM
To: Mombourquette, Duane JU; chris.leszczak@gov.ab.ca; sharon.plater@gov.bc.ca; shelley.allan@gov.bc.ca; chatelois.daniele@ic.gc.ca; hamilton.jane@ic.gc.ca; mary.lysyk@hc-sc.gc.ca; Terry.Murray@tbs-sct.gc.ca; michele.babin@hrsdc-rhdcc.gc.ca; kim.riddell@gov.mb.ca; cscarpelli@city.windsor.on.ca; Walsh, Ian (DSS/MAS); jenniferberlin@gov.nl.ca; denise_anderson@gov.nt.ca; macleola@gov.ns.ca; guincha@gov.ns.ca; kwarrenEIA@gov.nu.ca; Heather.Clarke@ontario.ca; fmaclaren@gov.pe.ca; judy.pelchat@gov.yk.ca
Subject: FW: Common Access Requests

As discussed:

* Please provide me access, as the law requires, to any guidelines for personal or business use of social media sites by your institution's employees. Social media sites include but are not limited to Twitter and Facebook.

2) Please provide me access, as the law requires, to records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations).

3) ...all credit card statements for 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same time period.

4) ...all briefing notes for your minister created since Sept. 1, 2010.

Thanks,

Duane

Duane Mombourquette
Exec. Dir., Access & Privacy, Sask Justice and Attorney General
Ph: 306-787-6428; Cell: 306-533-4094

Please note: Information provided in this email or through the Access and Privacy Branch website does not constitute legal advice. Please consult with your own legal counsel for legal advice related to either The Freedom of Information and Protection of Privacy Act or The Local Authority Freedom of Information and Protection of Privacy Act.

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SSB-2011-00049

Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 12:39 PM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: Feb 8th latest version Status report on cross country requests

Importance: High

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca
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From: Williams, Brad M SSBC:EX
Sent: Wednesday, February 16, 2011 5:54 PM
To: Ward, Kathleen SSBC:EX
Subject: Fw: Feb 8th latest version Status report on cross country requests
Importance: High

Here is where we are at today. Cindy should have us an update early tomorrow.

We issued fees on the request for bns.

Call if you want to discuss.

Thanks

From: Kukucska, Cindy L SSBC:EX
Sent: Wednesday, February 16, 2011 02:56 PM
To: Williams, Brad M SSBC:EX
Subject: FW: Feb 8th latest version Status report on cross country requests

Hi Brad. I've just sent out the request for updates and will send to you ASAP. This is what I've pulled so far but am just waiting for any further updates.

Cindy Kukucska

Cindy Kukucska
Team Lead, Consolidated Intake (Generals)

Information Access Operations
Logistics and Business Services | Shared Services BC
Ministry of Citizens' Services
Phone: 250-387-1932 ~ Fax: 250-387-9843

From: Kukucska, Cindy L SSBC:EX
Sent: Wednesday, February 16, 2011 2:55 PM
To: McCartney, Angela SSBC:EX; Ghag, Kris SSBC:EX; Foster, Anita SSBC:EX; Plater, Carmelina SSBC:EX; Hendry, SSB-2011-00049

Jackie SSBC:EX

Cc: Vanzetta, Maxine SSBC:EX

Subject: FW: Feb 8th latest version Status report on cross country requests

Importance: High

Hi there. We have been asked to provide some current updates. I have pulled info from CRTS and have made the updates I could. Would you please have a look and advise of any other updates.

Thanks very much.

.Cindy K

~~

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations)

PAB file closed

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook.

EDU file closed

MSD file closed

PSS file closed

TRA file closed

CTZ file – in sign-off

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000

EDU file closed

MSD – in sign-off

PSS – in sign-off

TRA file closed

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period.

EDU file closed

MSD – in sign-off

PSS file closed

TRA file closed

Cross Government Request 100317: - all briefing notes for minister created since September 1, 2010

EDU issued a fee totalling \$375.00. File is now on-hold

MSD issued a fee totalling \$176.80. File is now on-hold

PSS issued a fee totalling 85.50. File is now on-hold

TRA sent IAO the records (approximately 70 pages), and the harms assessments will follow shortly. Our analyst is doing a preliminary review for severing while she awaits the harms assessments. If section 12 applies, we will need to consult with the Office of the Premier. IAO will make these section 12 consults a top priority.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years

HSE file is closed

Kotchonoski, Darlene E LCTZ:EX

From: Williams, Brad M SSBC:EX
Sent: Thursday, June 9, 2011 12:40 PM
To: Kotchonoski, Darlene E LCTZ:EX
Subject: FW: Status report on cross country requests

Brad Williams, CMA
Director
Information Access Operations

Shared Services BC
Ministry of Labour, Citizens' Services and Open Government 2nd Floor - 548 Michigan Street
Desk: 250.356.7343
Cell: 250.589.1328 Email: brad.williams@gov.bc.ca P Please consider the environment
before printing this email.

-----Original Message-----

From: Williams, Brad M SSBC:EX
Sent: Monday, February 14, 2011 6:24 AM
To: Ward, Kathleen SSBC:EX
Subject: Re: Status report on cross country requests

I will follow up today and make sure we are on track....,,

----- Original Message -----

From: Ward, Kathleen SSBC:EX
Sent: Monday, February 14, 2011 06:20 AM
To: Williams, Brad M SSBC:EX
Subject: FW: Status report on cross country requests

fyi

-----Original Message-----

From: Phipps, Bert SSBC:EX
Sent: Sun 2/13/2011 11:55 PM
To: Henderson, Kim N CITZ:EX
Cc: Ward, Kathleen SSBC:EX
Subject: Status report on cross country requests

Fyi - IAO is ensuring these files are being handled within the time limits.

From: Ward, Kathleen SSBC:EX
Sent: Friday, February 11, 2011 4:59 PM
To: Phipps, Bert SSBC:EX; Ginger, Vanessa R CITZ:EX
Subject: Status report on cross country requests
Importance: High

Here is today's update to the cross country requests:

Cross-Government Request 100309: Records indicating the number of person years and the annual budget for each of the past three fiscal years for public communications (including media relations). Records are in sign off.

Cross-Government Request 100310: Any guidelines for personal or business use of social media sites by employees. Social media sites include but are not limited to Twitter and Facebook. Records should be released by next week.

Cross-Government Request 100311: list of all contracts issued with a value greater than \$10,000. Records are in sign off.

Cross-Government Request 100312: all credit card statements from 2009-2010 and 2010-2011 for any government or corporate credit card issued for use of your deputy minister in carrying out his or her duties. If no such card exists, all travel and entertainment expense claims filed by the deputy minister for the same period. Records should be released by next week.

Cross Government Request 100317: all briefing notes for minister created since September 1, 2010. Records are being reviewed and fees have been issued.

Single file HSE-2011-00007: Records indicating the number of individuals treated in the United States for which any part of the treatment was covered by the provincial health insurance plan, total cost to the plan for such treatment. Time period is for the past three fiscal years. Records are in sign off.

Regards,

Kathleen Ward, BID, MA, LEED® AP

Executive Director,

Information Access Operations

Shared Services BC
2nd Floor - 548 Michigan Street
Phone: 250.387-9807

Email: kathleen.ward@gov.bc.ca <<mailto:kathleen.ward@gov.bc.ca>>

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