

Rossner, Amber N PREM:EX

1) You get an email like this

**From:** Feraru, Loredana SSBC:EX  
**Int:** Friday, April 8, 2011 8:51 AM  
**to:** Brown, Doug PREM:EX; Leamy, Michelle T PREM:EX  
**Cc:** Rossner, Amber N PREM:EX; Davidson, Tamara PREM:EX  
**Subject:** Call for Records-FOI Request # OOP-2011-00105  
**Attachments:** Call for Records.doc; FEE ESTIMATE.docx; image005.jpg; image006.jpg

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 **Loredana Feraru at 250-387-2044**. Please note this is a cross reference request.

“All correspondence [email, letters etc] upon Premier Christy Clark’s announcement on March 24, 2011 that an extra \$15 million in gambling grants will be given to more than 2,000 non-profit community groups; The money is a partial restoration of Liberal government cuts to gambling grants that sparked an outcry from many non-profit community, arts and culture groups. But it’s still \$21 million less than the \$156 million that was distributed to some 6,800 organizations two years ago. The next year, the Campbell government cut grants to \$113 million. This year’s grants totalled \$120 million, but [the March 24] announcement topped them up to \$135 million. Arts groups representatives said the announcement does nothing to address changes to eligibility rules -made at the same time as the cuts -that disbarred more than 800 adult art and cultural groups from receiving gambling grants: All internal memos and briefing notes on these funding questions from January 1, 2009 to [April 5, 2011] – i.e. the eligibility rules, rationale for which groups were cut or not, impacts of cuts, etc.”

Please complete the attached Call for Records form and return to your analyst by **April 28/11**.

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.

**Loredana Feraru, BA, MA.**  
Information and Privacy Analyst  
Information Access Operations | Shared Services BC  
Logistics and Business Services  
Ministry of Labour, Citizens' Services and Open Government

1 Floor | 548 Michigan Street | Victoria, BC | V8W 2H2  
T: 250-387-2044  
F: 250-387-9843

Rossner, Amber N PREM:EX (3) You collect their responses, track & file

**From:** Wharf, Sandy PREM:EX  
**nt:** Wednesday, May 4, 2011 1:30 PM  
**to:** Rossner, Amber N PREM:EX  
**Subject:** RE: Call for Records-FOI Request # OOP-2011-00105

Amber, I have no responsive records.

**From:** Rossner, Amber N PREM:EX  
**Sent:** Friday, April 8, 2011 1:12 PM  
**To:** Wharf, Sandy PREM:EX; Pink, Linda PREM:EX; Jordison, Kim D PREM:EX  
**Cc:** Leamy, Michelle T PREM:EX  
**Subject:** FW: Call for Records-FOI Request # OOP-2011-00105

(2) You flip it to the relevant folks in the office ...

Hello, everyone –

Please let me know by Wednesday, April 27th whether or not you have any relevant records for the following request:

“All correspondence [email, letters etc] upon Premier Christy Clark’s announcement on March 24, 2011 that an extra \$15 million in gambling grants will be given to more than 2,000 non-profit community groups; The money is a partial restoration of Liberal government cuts to gambling grants that sparked an outcry from many non-profit community, arts and culture groups. But it’s still \$21 million less than the \$156 million that was distributed to some 6,800 organizations two years ago. The next year, the Campbell government cut grants to \$113 million. This year’s grants totalled \$120 million, but [the March 24] announcement topped them up to \$135 million. Arts groups representatives said the announcement does nothing to address changes to eligibility rules -made at the same time as the cuts -that disbarred more than 800 adult art and cultural groups from receiving gambling grants: All internal memos and briefing notes on these funding questions from January 1, 2009 to [April 5, 2011] – i.e. the eligibility rules, rationale for which groups were cut or not, impacts of cuts, etc.”

If you think that the search for records will take you over 3 hours, please let me know as soon as possible.

Linda, please check your DM files.

Thank you all for your assistance with this request,

Amber

**Amber Rossner** | Executive Administrative Coordinator  
Deputy Minister's Office | Office of the Premier  
(T):250 356-2605 (F): 250 356-7258  
(E):Amber.Rossner@gov.bc.ca

**Information Access Operations**  
Call for Records - General

(4) Once you have completed your search and received responses from everyone, fill out one of these. Have ML sign, then scan & email to FOI, letting them know if they should be expecting records or if this is a "no records response." File your email and close file.

FOI Request Number:	OOP-2011-00058	Applicant Type:	Media
IAO Analyst:	Nathan Elliot	Received Date:	FEB 21, 2011
Records Due at IAO:	March 11, 2011	Legislated Due Date:	APR 04, 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.*

<b>Search for Records</b>	
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.	<ul style="list-style-type: none"> <li>- Electronic Files (e-mail, shared drive, individual drives, CLIFF correspondence tracking system)</li> <li>- On-site paper files</li> <li>- Search time &lt; 3hrs</li> </ul> <p>Search conducted by Office of the Premier Executive Branch, Deputy Minister's Office</p>
<b>Program Area Recommendations</b>	
Document potential <b>harms*</b> that could result from disclosure of records gathered and/or any other concerns with disclosure and provide disclosure recommendations.	
<p><b>*NOTE:</b></p> <p><b>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</b></p>	
<b>Location of Records</b>	
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:	PREM EXEC, DMO
Recommendations Completed By:	Michelle Leamy
Date:	Mar 11/11



# FOI General Awareness and Process Review

*Freedom of Information  
and Protection of Privacy Act*

Developed and presented by  
Information Access Operations  
Ministry of Citizens' Services and Open Government

## Today's Objectives

- Overview of the *Freedom of Information and Protection of Privacy Act*
- Know the difference between an FOI request and a request for information
- Receive clarification on roles and responsibilities when dealing with FOI requests and the access process
- Recognize exceptions under the Act
- Appreciate legislated timelines
- Understand the dynamic relationship between FOI and Records Management

## Information Access Operations

## **What is the Purpose of the Act?**

### **Accountability to the Public**

- Legislated right to access all government records - specifying limited exceptions (ie make what is commonly referred to as a 'FOI request')

### **Protection of Privacy**

- Provides a right of access to individuals own personal information
- Regulates how public bodies collect, use and disclose personal information
- Right to request correction of personal information

### **To provide for an independent review of the public bodies decision regarding release of information**

- Commissioner

### **Information Access Operations**

## Who is Covered by the Act?

**All** provincial ministries, and most provincial agencies, boards, commissions, crown corporations and smaller agencies

### ***Local public bodies***

- School Districts
- Colleges and universities
- Regional health boards

### ***Self-governing professions and occupations***

- Teachers
- Doctors
- Nurses

## Information Access Operations

## **What Records are Covered by the Act?**

- All records in the **custody** or under the **control** of a public body.

### **What is a Record?**

- Any information recorded or stored by any means whether in hard copy or in electronic format.
- Regardless of content and subject matter, the following are subject to an FOI request:
  - Briefing Notes
  - Vouchers
  - Telephone Records
  - Black Books
  - Contractor Records
  - Email
  - Blackberries
  - Transitory Records

### **Information Access Operations**



## What is a Transitory Record?

- Temporary usefulness that are not regularly filed;
- Only required for a limited period of time for the completion of a routine action or the preparation of an ongoing record; and
- Not required to meet statutory obligations or to sustain administrative or operational functions.
- Examples of Transitory Records include:
  - Working materials
  - Convenience copies
  - Drafts
  - Unnecessary duplicates

### Information Access Operations

## **How Does an Individual Make a FOI Request?**

**A person seeking access to records can make a request under the FOIPP Act. In doing so, the request:**

- Needs to be in writing.
- Provide sufficient detail to easily identify the records sought.
- Include proof of authority if acting on the behalf of an individual.
- Should be directed to the public body who has control and custody of the records.

### Information or Records?

- Although the Act is called Freedom of 'Information' it only provides access to 'records'

*So....*

- The question is: Is the applicant wanting answers to questions or does he/she seek access to records?
- If it is a request for *Answers to Questions* :  
This is an operational matter for the public body to address – a formal request under the Act is likely not required.

### Information Access Operations

## **What should you do if you receive a FOI Request Directly?**

- Immediately upon receipt, forward the FOI request to [FOI.Requests@gov.bc.ca](mailto:FOI.Requests@gov.bc.ca)
- During this early stage program staff should advise if they require clarification, potential for fees, etc.
- Once records are received, IAO will confer with program area to gain a better understanding of any harms that may result from release.

## Standardized Processes – Call for Records

- Standard Call for Records Forms and Guidelines for record submissions provided to all ministry program areas.
- Ministry responsibilities include provision of the following information to IAO:
  - Where search for records conducted (i.e. TRIM files, databases, off-site records)
  - duration of search time by ministry program area
  - who conducted the record search
  - potential HARMS that could result from disclosure of records gathered
  - ISSUES associated with disclosure of records gathered
  - regional locations where records pertaining to this request may reside
- ❖ HARMS – Disclosure of the records would significantly harm ministry position on a give topic. The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms.
- ❖ ISSUES – Issues associated with the possible disclosure of records through the FOI process should be communicated to your ministry executive and/or Government Communications and Public Engagement.

### Information Access Operations

## Exceptions to Disclosure Under the FOIPP Act

- There are eleven exceptions to disclosure.
- Some exceptions are mandatory and some exceptions are discretionary.
- Release unless...

## Mandatory Exceptions

The head must **not** release requested information:

- Cabinet Confidences – Section 12
- Third party business information – Section 21
- A third party's personal information – Section 22

## Information Access Operations

## **Cabinet Confidences – Section 12**

- Prevents the harm to government that is presumed to occur if the substance of Cabinet deliberations is revealed.
- Should a request result in responsive records that may reveal Cabinet Confidences, the records are submitted for consultation with the Office of the Premier.



## **Third Party Business Information – Section 21**

**The three part test and all three parts must be met:**

- Trade secrets or scientific, technical, commercial, financial, or labour relations information

*AND*

- Supplied to government in confidence

*AND*

- Where such disclosure could significantly harm the business interests of a third party.

**Information Access Operations**

## **Personal Information – Section 22**

**The Act protects the personal privacy of individuals whose personal information is held by a public body and includes:**

- Name, address, and telephone number
- Race, nationality, ethnic origin, colour, religious or political beliefs or associations
- Age, sexual orientation, marital status or family status
- An identifying number or symbol assigned to the individual. Example: S.I.N
- Anyone else's opinions about the individual
- The individual's personal views or opinions, except if they are about someone else.

### **Information Access Operations**

## **Discretionary Exceptions**

Gives the head of the public body discretion to refuse or to disclose information.

- Policy Advice, recommendations or draft regulations – Section 13
- Legal Advice (solicitor-client privilege) – Section 14
- Law Enforcement – section 15
- Intergovernmental relations or negotiations – Section 16
- Financial or economic interests – Section 17
- Heritage sites and any rare or endangered living resources – Section 18
- Danger to health and safety – Section 19
- Information soon to be published or released – Section 20

## **Information Access Operations**

## **Policy Advice, Recommendations or Draft Regulations – Section 13**

- Intended to allow open and frank discussion of policy issues among and within public bodies, preventing harm which would occur if the deliberate process were subject to excessive scrutiny.
- Factual information presented in support of the advice. Must be released unless another exception applies.
- Must be able to demonstrate that the public body exercised discretion in applying this exception.

### **Information Access Operations**

## **Legal Advice – Section 14**

Protects information flowing in both directions between the legal advisor and the client:

- Solicitor client privilege applies to client generated documents as well as opinions.
- Document may be as formal as a communication between lawyer and client or as simple as notes on the file made to assist the lawyer in litigation.

### **Information Access Operations**

## **Disclosure Harmful to Law Enforcement – Section 15**

- Law enforcement information is especially sensitive by nature (mosaic effect)
- Law enforcement is not limited to the investigative activities of police forces
- Provides for a wide variety of investigations and proceedings by a public body
- To enforce compliance or remedy non-compliance with standards, duties, and responsibilities under statutes and regulations

### **Information Access Operations**

## **Disclosure Harmful to Intergovernmental Relations or Negotiations – Section 16**

- Information that would harm British Columbia's relationship with other governments including Aboriginal governments

*OR*

- Information that is received in confidence from other governments or international bodies

**Information Access Operations**

## **Disclosure Harmful to Economic and Financial Interests of a Public Body – Section 17**

- Information which could harm the economic, financial competitive or negotiating interests of the British Columbia government or one of its public bodies.
- Includes plans, negotiations, etc... of a public body that have not yet been implemented or made public.



## **Disclosure Harmful to the Conservation of Heritage Sites, etc. – Section 18**

The head of the public body may refuse to disclose information if the disclosure could reasonably be expected to result in damage to or interfere with the conservation of:

- Bear den
- First Nations Cultural Site
- Endangered Species

**Information Access Operations**

## **Disclosure Harmful to Individual or Public Safety – Section 19**

Information which, if made public, could threaten the safety or health of an individual or interfere with public safety

- May include an individual's own personal information if it would result in immediate and grave harm to the individual's safety, mental, or physical health.

## **Information That Will be Published or Released Within 60 Days – Section 20**

- Information may be exempt from disclosure if there are reasonable grounds to believe that the information will be published or released within 60 days.

### **Information Access Operations**

## **Public Interest Paramount – Section 25**

- Must release information about a risk of significant harm to environment or public health or safety.
- High threshold, immediate and/or grave harm.

## FOIPPA Resources

- Information Access Operations - <http://www.gov.bc.ca/citz/iao/>
- Office of the Chief Information Officer -  
<http://www.cio.gov.bc.ca/cio/index.page>
- Office of the Information and Privacy Commissioner -  
<http://www.oipc.bc.ca/>
- Core Policy and Procedures Manual -  
<http://www.fin.gov.bc.ca/ocg/fmb/manuals/cpm/cpmtoc.htm>
- Open Information Website –  
<http://www.openinfo.gov.bc.ca>

### Information Access Operations



# Good Practice Tips for Managing Minister/Deputy Minister and ADM

## Information Access Operations

Ministry of Labour, Citizens' Services and Open Government

February 2012

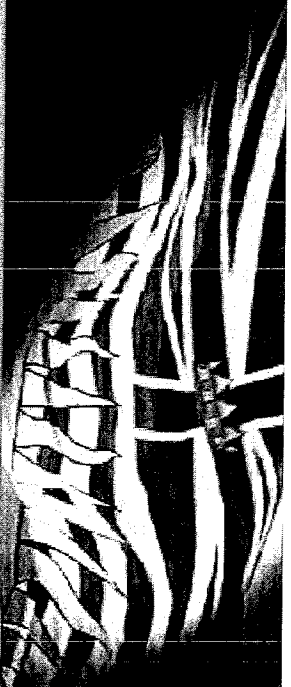
# Principles - Goals

To ensure accuracy and consistency in the processing and release of calendar requests

To process calendar requests in a timely and efficient manner

To minimize workload for staff and Information Access Operations (IAO)

To retain the calendars functionality for staff



## Objectives of Today's Session

To gain a better understanding of the roles and responsibilities when dealing with FOI requests for calendars

To discuss good calendar management practices, in general

To provide an overview of the exceptions to disclosure and severing guidelines for calendar entries

To understand the dynamic relationship between FOI and Records Management practices



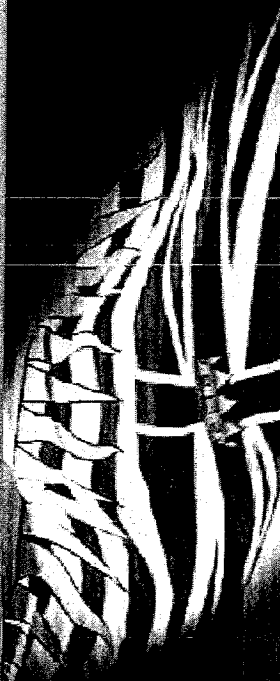
## The FOI Process - What you need to know!

Successfully managing FOI requests in 30 days requires Ministries and IAO to:

- collaborate
- coordinate and
- cooperate

We have operational accountabilities & timelines for:

- General Requests
- Personal Requests
- **Cross Government Requests (Calendars)**



# Cross Government Request – Timelines

## 30 Days!

2 Days	1. Intake		10 Days	2. Record Gathering		10 Days	3. Review & Analysis		6 Days	4. Approval		2 Days	5. IAO	
	• IAO • Ministry			• Ministry			• IAO			• IAO				

**Unless.....**

*the request necessitates a 30 Day Extension under the Act*

## FOI Process for Calendar Requests

Upon receipt of a FOI request, calendars must not be altered

Ministry gathers calendar in "calendar details style" for a one-month period. This format does not include providing the attachments or linked information

MO/DMO/ADMO reviews calendar entries and identify 'Harms' that could result from disclosure



## Process cont'd

IAO conducts a review and contacts MO/DMO/ADMO to clarify entries as required

IAO makes recommendation to the Delegated Head regarding disclosure

Once approval is received, the records are released

*Note: any entry that attracts cabinet confidence must be sent to the Office of the Premier for consultation*

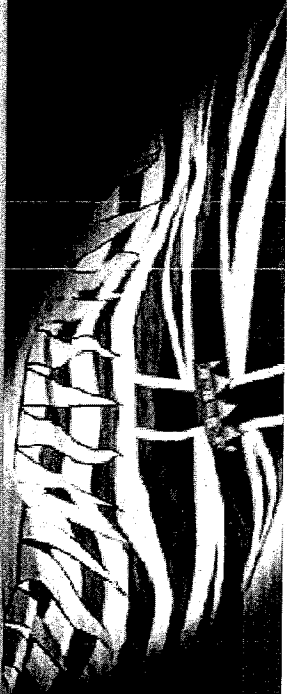


## Identifying 'Harms'

'Harms'— Disclosure of the records would significantly harm the ministry's position, or a third party's interest on a given topic

Ministry must ensure harms are clearly identified and communicated to IAO (identifying date and time of calendar entries that are of concern)

Ministry may need to provide more detail in order for IAO to determine if an exception to disclosure would apply



## A Summary of 'Harms' in the Calendar Entries

Meeting/Appointment Date	Time	Potential Concerns
April 15, 2011	10:00am	Doctor's appointment
April 17, 2011	3:00pm	Meeting with legal counsel
April 19, 2011	11:00am	Cabinet Submission – New School
April 19, 2011	3:00pm	Drinks with the girls



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# Calendar Management Tips and Good Practices



## General Tips and Good Practices

Do not sever **NON** personal information out of a calendar,  
let IAO help you

Avoid the use of any personal or editorializing comments in  
making calendar entries

Anything to do with the business of government must be  
shown in the calendar – Monday to Sunday – 24 hours a  
day

Do not include appointments of other people. (i.e. Minister  
or Deputy Minister)





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## Recording Entries

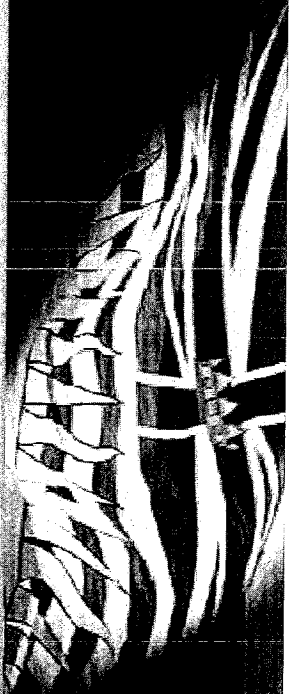
Ensure that calendar entries are clear and consistent at time of entry

Be clear about the subject of the meeting and who is expected to attend. Keep the meeting subject concise. More information may lead to unnecessary redaction

***Examples: Concise entry – “Meeting with John Smith, EFO, on Citizen Engagement” This entry can likely be released in full***

***Unnecessary degree of detail – “Meeting with John Smith, EFO, re: cabinet submission on Citizen engagement”***

Based on this entry, IAO would be required to make a determination as to whether to redact the entry and it would be necessary to contact the calendar owner's office, and possibly the Office of the Premier, for further information



## Recording Entries cont'd...

Be consistent at the time of entry – all those attending the meeting should have the same or similar calendar entry

When arranging meetings with other staff, provide a standard title for the meeting and ask that the other office use this title in recording the meeting - this promotes consistency across published calendars in how the meeting is recorded and relayed to citizens

***Tip: Consider using the Outlook "meeting request function" to schedule meetings; this will automatically assign the same title and description to the same meeting***

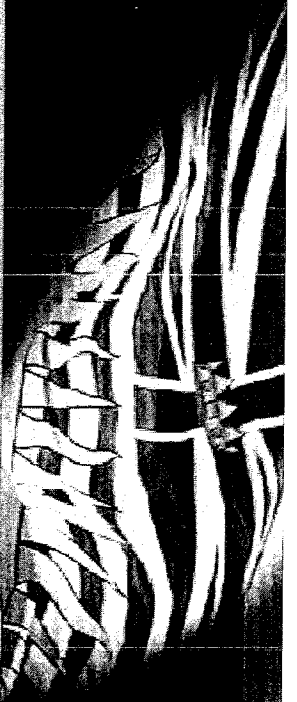


## Personal Appointments

Consider recording personal appointments (doctor or dentist appointments, children's events, etc.) as "***Private***" in the Outlook calendar which means that the printed record will simply show "Private", but the details of the entry will appear to the calendar owner (and anyone else with full access to the calendar)

**Caution:** Ensure that only personal appointments are labeled as *private*. Calendar records must be accurate and are subject to a formal access request under the *FOIPPA Act*

Consider deleting *Private* or personal appointments immediately after they occur. Deleting *private* or personal appointments after the appointment has occurred eliminates the need for IAO to redact the record



## Keeping Calendars Current

To promote accuracy and completeness, the calendar record should always be current by updating the calendar as changes occur

### ***Examples:***

Delete meetings that did not occur, or where the calendar owner (or their representative) did not attend

Where someone else attended on behalf of the calendar owner, update the calendar to record the names and titles of the individual(s) who actually attended the meeting as the calendar owner's representative

Where the absent calendar owner is invited to a meeting or event and someone else attends on the calendar owner's behalf, this meeting or event should be recorded in the calendar indicating who attended

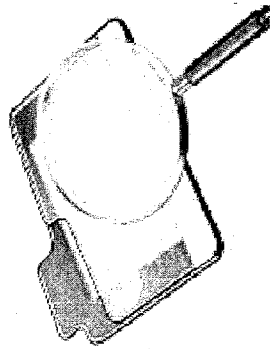


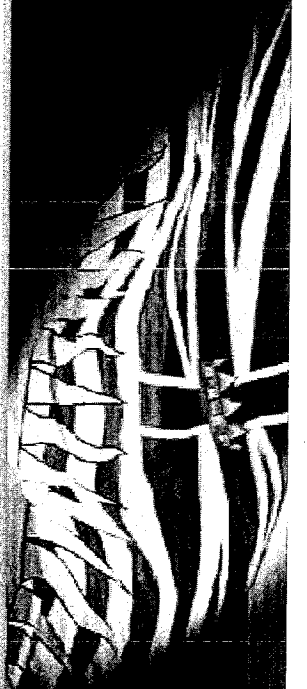
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# The Assessment

*What to look for.....*





# Severing Guidelines - Calendar Entries

Entry or Description of Entry		Severed or not Severed
Blackberry/cell phone numbers for government employees		Severed under section 17
"Cabinet" or "Cabinet Retreat"		Not Severed
"Treasury Board"		Not Severed
Accommodation details		Severed under section 15
Meeting location details		Severed under section 15
Unpublished direct telephone numbers for Minister, DM, ADM, etc.		Severed under section 17
360's (executive performance review), mentoring, EPDP		Severed under section 22



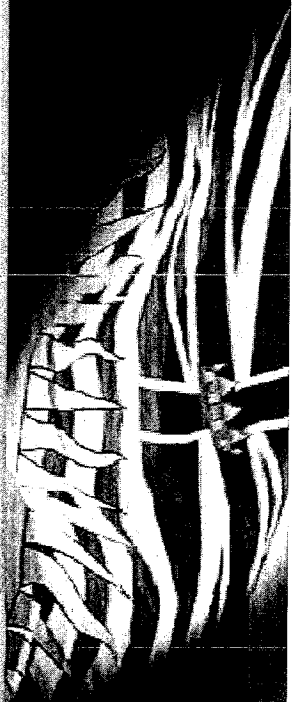
## Calendar Entry Sample

Calendar Entry: "Treasury Board Submission"

Based on this entry, it does not attract an exception therefore, it wouldn't be redacted

Calendar Entry: "Treasury Board Submission – New School Funding for SD 007"

Based on this entry, an exception would be attracted. IAO will confer with the program area and potentially redact



## Calendar Entry Sample

Calendar Entry: "Meeting with ABC Company"

Based on this entry, IAO will need to call you to determine if the information would attract an exemption under the FOIP Act (such as S.17 –harm to negotiations). [If meeting were a "meet and greet" – it would not need to be removed.]

Calendar Entry: "Meeting with ABC Company to finish negotiating the contract for building a new school (SD 007)"

Based on this entry, IAO will have sufficient information to redact the entry. No call to you will be required



**December 5, 2011**  
Monday

9:00 AM - 9:30 AM

Minister Smith Briefing - SD 47 Treasury Board Submission - Minister's Office -- Minister's Office

10:30 AM - 11:00 AM

Caucus Meeting - Parliament

1:30 PM - 2:00 PM

Group Accounts - Health Funding - Scott's Office  
From: Vanzetta, Maxine SSBC:EX  
Sent: Friday, November 4, 2011 10:03 AM  
To: Carroll, Scott SSBC:EX

Hi Scott, I've reviewed the attached proposal and have made the following recommendations.

I do not agree with Section 148 regarding the Health Funding.

I feel more money should be allocated to these areas (stop smoking, research).

Which leads me to my last observation, I don't think we should go forward quite yet with our proposal.

Maxine

**From:** Carroll, Scott SSBC:EX  
**Sent:** Tuesday, October 18, 2011 1:33 PM  
**To:** Vanzetta, Maxine SSBC:EX  
**Subject:** Health Funding

Hey Maxine,

Please can you please give me your recommendations regarding this Health Funding proposal.

Thanks,  
**Scott Carroll**

3:30 PM - 4:00 PM

Ben Woods - 360 Evaluation - My Office

20

5:00 PM - 5:30 PM

Pick up Dry Cleaning -- Dry Cleaners on Fort Street

**December 5, 2011**  
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SD 47

Treasury Board Submission - Minister's Office -- Minister's Office

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**December 5, 2011**

**Monday**

9:00 AM - 9:30 AM

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S3 - Parliament

1:30 PM - 2:00 PM

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S13, S17

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Subject: S13, S17

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S13, S17

Thanks,  
**Scott Carroll**

3:30 PM - 4:00 PM

S22

5:00 PM - 5:30 PM

S22

## December 6, 2011 Continued

Tuesday

4:30 PM - 5:00 PM

Discuss TRAN RAC INT Policy changes - Peter's Office

## December 7, 2011

Wednesday

9:30 AM - 10:00 AM

EDU All Day Kindergarten Briefing Note - Financing - Room 314 -- Presentation Room

Discuss which Ministry is going to cover the costs associated with implementing this.  
Is this going to be covered by MOEDU or MOF?

12:30 PM - 1:00 PM

Meeting with John James - Negotiations Regarding ESP ABC & 123 - My Office

4:00 PM - 4:30 PM

Harbour Air Flight 12323 -- Inner Harbour

Reservation number 123343434

## December 6, 2011 Continued

Tuesday

4:30 PM - 5:00 PM

Unclear if this needs to be removed?

Discuss TRAN RAC INT Policy changes - Peter's Office

## December 7, 2011

Wednesday

9:30 AM - 10:00 AM

S17

EDU All Day Kindergarten Briefing Note - Financing - Room 314 -- Presentation Room

Discuss which Ministry is going to cover the costs associated with implementing this.

Is this going to be covered by MOEDU or MOF?

12:30 PM - 1:00 PM

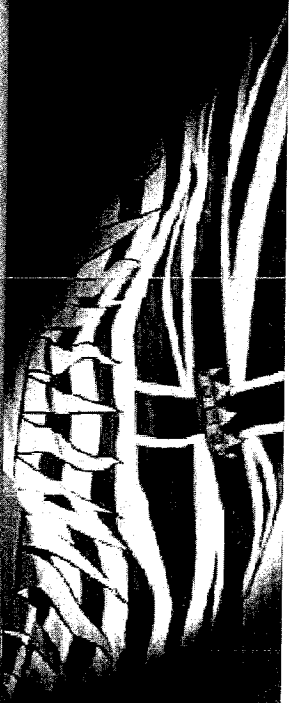
Unclear if this needs to be removed?

Meeting with John James - Negotiations Regarding ESP ABC & 123 - My Office

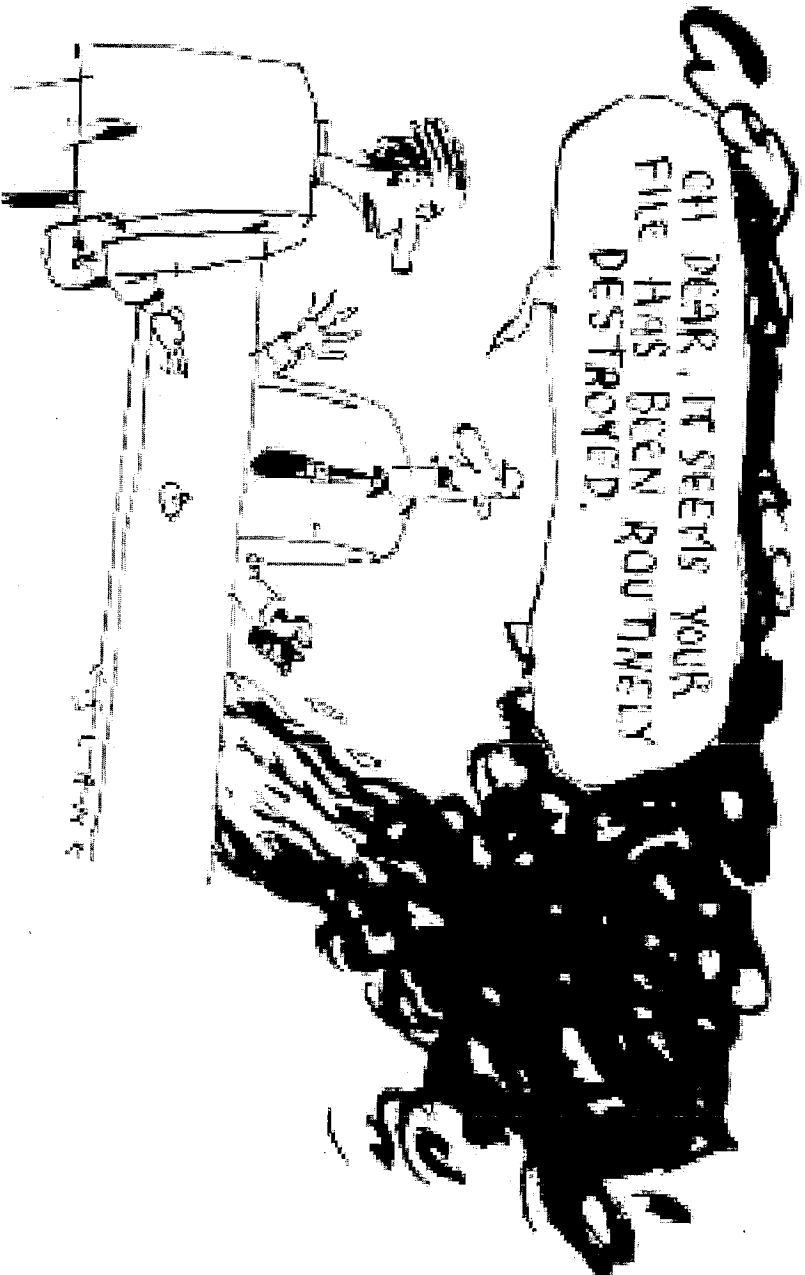
4:00 PM - 4:30 PM

Harbour Air Flight 12323 -- Inner Harbour

Reservation number 123343434



## What can't you do once you receive a FOI request ?



# Calendar Retention

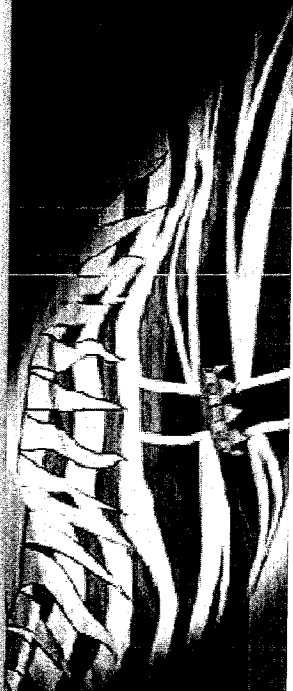
Cabinet Shuffle

Government Restructure

Move to another Public Body

Retirement

*Print and file or save the calendar electronically using the Administrative Classification System (ARCS) and/or the Operations Records Classification System (ORCS)*



# Overall Gains

Compliance with Government's legislated obligations  
(FOIPPA and DDA)

Proactive approach to managing calendars - results in a  
more efficient way to process FOI requests

Ministry-wide coordinated and consistent approach to FOI



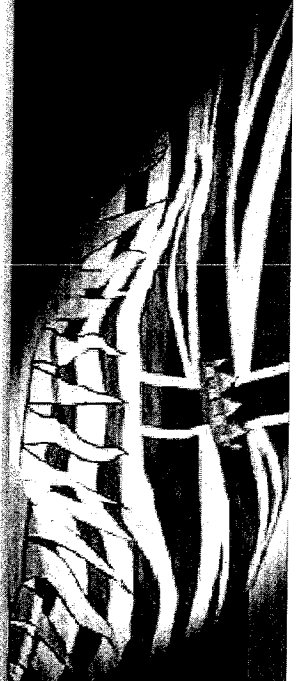


BRITISH  
COLUMBIA

Ministry of  
Labour, Citizens' Services  
and Open Government

## FOIPPA Resources

- Information Access Operations - <http://www.gov.bc.ca/citz/iao/>
- Office of the Chief Information Officer - <http://www.ocio.gov.nl.ca/>
- Office of the Information and Privacy Commissioner –  
<http://www.oipc.bc.ca/>
- Core Policy and Procedures Manual -  
<http://www.fin.gov.bc.ca/ocg/fmb/manuals/cpm/cpmtoc.htm>



# Questions

