



File: 292-50/MAG-2020-04072-R

September 28, 2022

**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 Attorney General. Your request is for:

*Copy of all records relating to the application and appointment of Master Sandra Harper to the Supreme Court of British Columbia in Vancouver. The appointment was announced July 31, 2014 and effective August 5, 2014.*

You requested a review of the public body's severing decisions with the Office of the Information and Privacy Commissioner (OIPC) and a reconsidered response package was released to you May 11, 2021. This file is now proceeding to inquiry. In preparation for the inquiry, the Ministry has reconsidered the severing applied to the records provided to you. A portion of the records is withheld pursuant to sections 12 (Cabinet and local public body confidences), 13 (Policy advice or recommendations), 14 (Legal advice), 15 (Disclosure harmful to law enforcement), and 22 (Disclosure harmful to personal privacy) of FOIPPA. The Ministry has also applied s. 3(3)(c) (Judicial administration records) to some records, meaning that those records are not subject to FOIPPA and thus need not be disclosed.

A complete copy of FOIPPA is available online at:

[http://www.bclaws.ca/civix/document/id/complete/statreg/96165\\_00](http://www.bclaws.ca/civix/document/id/complete/statreg/96165_00)

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These records will be published on the BC Government's Open Information website a minimum of ten business days after release. To find out more about Open Information, please access the Open Information website at: [www.gov.bc.ca/openinformation](http://www.gov.bc.ca/openinformation)

The records located in response to your request will be delivered through the BC Secure File Transfer Service. Separate emails will follow from the BC SFT Notification Service directing you how to set up an account and where to obtain your records. A guide for using the SFTS is enclosed for your convenience.

If you have any questions regarding your request, please contact Kelly Morita, the analyst assigned to your request, at 250 356-2030. This number can also be reached toll-free at 1 833 283-8200.

Sincerely,

A handwritten signature in black ink, appearing to read 'kmorita', followed by a long horizontal line extending to the right.

Kelly Morita, FOI Specialist  
Information Access Operations

Enclosures

**BC Government Secure File Transfer Service**  
Information Access Operations Ad-Hoc User Guide

**Returning Users**

If you are a returning user, please use your existing username and password. Passwords expire after 90 days. You can update your password at anytime.

**New Users**

Your records are provided to you via the Secure File Transfer Service (SFTS). You will need to setup a User Account to access to the STFS site.

You must log in to your temporary SFTS account within 7 days. After 7 days, your temporary SFTS account will expire and will no longer be accessible. If you are no longer able to access your account or records, please contact the FOI Analyst identified in your Response Letter for assistance.

**Email Communication**

1. The first email has your Response Letter attached.
  - This email is from the FOI Analyst at Information Access Operations who processed your file.
  - If your records are password protected, the response letter will contain your **password to open your records**.
2. The second email is the *New Package is Waiting* notification email.
  - This email will be received at the same time as the third email.
  - A hyperlink to the SFTS is contained in this email.
3. The third email is the *New User Account for the BC Secure File Transfer Service*
  - This email is sent only to users who are required to setup a STFS User Account.
  - If you are an existing user and your account is still active, you will not receive this email.
  - This email contains the following:
    - a **Hyperlink** to the SFTS site
    - a **Username** to access the SFTS site
    - a **temporary Password** to access the SFTS site
  - If you are unable to locate this email, please check your junk/spam folder. It is from BC Secure File Transfer Notification Service <DONOTREPLY>@gov.bc.ca.

**Accessing Your Records**

1. Setup your SFTS account.

- Click on the URL hyperlink provided in your third email.
  - You will be redirected to the SFTS site.
  - If you are not redirected to SFTS site, it is accessible at: [filetransfer.gov.bc.ca](http://filetransfer.gov.bc.ca).
2. Enter your *Username* and *Password*.
- These are provided in your third email.
3. Change your SFTS account password.
- You will be required to do this as soon as you login.
  - Follow the instructions provided to you after you login to SFTS for the first time.
  - After you change your password, select "Finish." This will redirect you to your STFS Inbox.
4. Your records are now accessible.
- Records will be available in SFTS for 35 days.
  - You can download your records up to 5 times.
  - To download your records:
    - Click on the records package
    - Click on the *Download* button beside the file(s)
  - If your records are password protected, you will require a password to open the pdf document.
    - *The password to open the pdf is located in your first email's Response Letter.*
  - It is recommended that you download and save your records so you do not have to return to the SFTS each time to view.
5. If your records are password protected, please consult your .pdf software's user manual on how to remove the password/encryption.
6. If your records are contained within a zipped file, you may need to download a zip program onto your computer in order to open and extract the records. There are free zip programs available to download, such as 7-Zip for Windows, or BetterZip for Mac.

### **Troubleshooting**

- If the hyperlink to the SFTS site does not open, try to access the site on a different web browser such as Chrome, or Firefox or Safari.
- Your temporary SFTS account expires after 7 days unless the account is logged into again or receives a new package. Your account will be deleted 7 days after it has been marked as expired. Once it is deleted, you will need to have a new ad-hoc account created - contact the FOI Analyst identified in the response letter.
- If you have forgotten your password but your account is still active:
  - You can use the "Request a password change" link on the Login page.
  - An email will be sent to you providing you the URL to confirm the password change.

- Passwords expire after 90 days.
- If you encounter technical issues, please call the technical support line at 250-387-7000 and select option 3. You will need to advise the representative that you are requesting assistance as an ad-hoc user of the BC Secure File Transfer Service.