

Beach, Kara CITZ:EX

From: FOI Social Tech Team CITZ:EX
Sent: June 25, 2018 2:59 PM
To: Laphorne, Carmen MCF:EX
Cc: Cain, Krista A MCF:EX
Subject: Call for Records CFD-2018-84366 Due July 10, 2018
Attachments: CFR - CFD-2018-84366.pdf

Follow Up Flag: Follow up
Flag Status: Completed

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

All briefing notes, memorandums, reports, e-mails, and correspondence related to international adoption or intercountry adoption from Japan, including correspondence between the Ministry, Immigration, Refugees and Citizenship Canada, Global Affairs Canada, the United States Department of State or the Japanese government. (Date Range for Record Search: From 03/01/2018 To 06/18/2018) Date Format: MM/DD/YYYY

Please complete the attached Call for Records form and return to FOI.SocialTechTeam@gov.bc.ca by **July 10, 2018**.

Legislated due date July 31, 2018.

If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete **only** sections 1 and 2 of the form as we may be in a position to issue a fee estimate.

- Return the form to IAO by June 29, 2018
- Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed.
- Once fees have been paid or waived, IAO will contact you to continue the call for records process.

If no fees apply, complete the attached form and return it to IAO by **July 10, 2018**.

Send records via email in **PDF format**. Before you turn emails into PDFs, ensure that you have included all attachments.

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 your public body must defend the adequacy of its search to the Information and Privacy Commissioner (OIPC) at inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Please do not hesitate to contact me to discuss:

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

Thank you for your assistance,

*Nicki Durand, Senior FOI Analyst
Social / Tech Team
Information Access Operations*



FOI REQUEST:

CFD-2018-84366

GENERAL REQUEST <input checked="" type="radio"/>	PERSONAL REQUEST <input type="radio"/>
Personal Request authorization received date: _____	

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Individual	June 18, 2018	Nicki Durand	June 29, 208	July 10, 2018

REQUEST DETAILS:

All briefing notes, memorandums, reports, e-mails, and correspondence related to international adoption or intercountry adoption from Japan, including correspondence between the Ministry, Immigration, Refugees and Citizenship Canada, Global Affairs Canada, the United States Department of State or the Japanese government. (Date Range for Record Search: From 03/01/2018 To 06/18/2018)

Section 1: Initial Records Assessment

Do you hold responsive records? If no, please provide an explanation that can be given to the applicant (if applicable):	YES <input type="radio"/> NO <input type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?	YES <input type="radio"/> NO <input type="radio"/>
Are you aware of other records that may be responsive to this request held by another public body?	YES <input type="radio"/> NO <input type="radio"/>
If yes, specify:	

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

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

Section 2: Fee Estimate — General Request only (if this is a Personal Request skip to Section 3)
 Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

Search

Locating/Retrieving Tasks may include: <ul style="list-style-type: none"> • Searching for hard & electronic files • Reviewing box content lists • Retrieving records from off site • Retrieving email records (Outlook) 	Estimated Hours <input style="width: 40px;" type="text"/> Actual Hours <input style="width: 40px;" type="text"/>	Producing records Tasks may include: <ul style="list-style-type: none"> • Identifying relevant sources of data/information • Manual time spent creating and producing records 	Estimated Hours <input style="width: 40px;" type="text"/> Actual Hours <input style="width: 40px;" type="text"/>
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Volume

Electronic files (in pages): *Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request	Email without attachments:	Estimated Pages	<input style="width: 40px;" type="text"/>	Actual Pages	<input style="width: 40px;" type="text"/>
	Email with attachments:	Estimated Pages	<input style="width: 40px;" type="text"/>	Actual Pages	<input style="width: 40px;" type="text"/>
	*Other documents	Estimated Pages	<input style="width: 40px;" type="text"/>	Actual Pages	<input style="width: 40px;" type="text"/>
Hardcopy files (in pages): <ul style="list-style-type: none"> • Average file folder = 1" and holds approximately 200 pages (single sided) • 1 Standard Records Centre Services Box: <ul style="list-style-type: none"> • If in legal sized folders - 1,800 pages • If in letter sized folders - 2,200 pages 		Estimated Pages	<input style="width: 40px;" type="text"/>	Actual Pages	<input style="width: 40px;" type="text"/>

Preparation

Tasks may include : <ul style="list-style-type: none"> • Photocopying/scanning records into electronic format (PDF) • Ensuring completeness of responsive records • Copying other types of media; if so please specify: 	Estimated Hours <input style="width: 40px;" type="text"/>	Actual Hours <input style="width: 40px;" type="text"/>

Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.

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

YES

NO

***Harm – Disclosure of the records would significantly harm the ministry’s position, or a third party’s interests on a given topic. The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. (Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your ministry executive and/or Government Communications and Public Engagement office.)**

If yes which information, if released, may cause harm?

- Please reference the applicable records and information of concern, the harms, and associated page numbers below.
- If any of these records have been prepared for, or used to inform, a decision of Cabinet or any of its committees, section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise: (1) what is the status of the issue? and (2) has the decision been made public or implemented?

(GENERAL REQUEST ONLY)-

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

Section 4: Contact Information

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

Phone Number:

Date:

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Harms assessment completed by (Full Name, Title)

Program Area:

--	--

Harms assessment approved by (Full Name, Title)

Beach, Kara CITZ:EX

From: Lapthorne, Carmen MCF:EX
Sent: June 26, 2018 1:02 PM
To: Mathews, Penny MCF:EX
Subject: NEW: Call for Records CFD-2018-84366
Attachments: CFR - CFD-2018-84366.pdf

Hi Penny,

We have received the following FOI request:

All briefing notes, memorandums, reports, e-mails, and correspondence related to international adoption or intercountry adoption from Japan, including correspondence between the Ministry, Immigration, Refugees and Citizenship Canada, Global Affairs Canada, the United States Department of State or the Japanese government. (Date Range for Record Search: From 03/01/2018 To 06/18/2018)

Does PDCW hold the records? Do you know of any other divisions that might hold records?

If responsive records are held, please have them to me by **July 10, 2018** along with a harms assessment for the records.

If search and retrieval time is expected to exceed 3 hours or 200 total pages please let me know by **June 29** as we may be in a position to issue a fee estimate.

Any questions feel free to contact me at any time.

As per our conversation, please send to me in email form (not one PDF).

Thank you,
Carmen



FOI REQUEST:

CFD-2018-84366

GENERAL REQUEST <input checked="" type="radio"/>	PERSONAL REQUEST <input type="radio"/>
Personal Request authorization received date: _____	

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Individual	June 18, 2018	Nicki Durand	June 29, 208	July 10, 2018

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If yes, specify:	

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Preparation

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YES

NO

***Harm – Disclosure of the records would significantly harm the ministry’s position, or a third party’s interests on a given topic. The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. (Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your ministry executive and/or Government Communications and Public Engagement office.)**

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Section 4: Contact Information

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

Phone Number:

Date:

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Harms assessment completed by (Full Name, Title)

Program Area:

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Harms assessment approved by (Full Name, Title)

Beach, Kara CITZ:EX

From: Bacy, Renaa B MCF:EX
Sent: June 27, 2018 9:28 AM
To: Francis, Deborah A MCF:EX; Grooms, Kim; Duff, Zoe MCF:EX
Cc: Myers, Trisha MCF:EX
Subject: FW: Call for Records CFD-2018-84366

Good morning.

Let's meet tomorrow to discuss the information that we will provide in response to this request.

Zoe please book a meeting; check my calendar first.

Thanks

Renaa Bacy
Executive Director of Adoption and Permanency Branch
Provincial Director of Adoption XNC
PO Box 9705 STN PROV GOVT
Victoria BC V8W 9S1
Phone ((778) 698-8987
Fax: (250) 356-1864

From: Mathews, Penny MCF:EX
Sent: Wednesday, June 27, 2018 7:58 AM
To: Heavener, Cory R MCF:EX; Bacy, Renaa B MCF:EX
Subject: FW: Call for Records CFD-2018-84366

Please review the following request and advise.

---Penny

From: Lapthorne, Carmen MCF:EX
Sent: Tuesday, June 26, 2018 1:05 PM
To: Mathews, Penny MCF:EX
Subject: RE: Call for Records CFD-2018-84366

Ignored the highlighted line.

From: Lapthorne, Carmen MCF:EX
Sent: Tuesday, June 26, 2018 1:02 PM
To: Mathews, Penny MCF:EX
Subject: NEW: Call for Records CFD-2018-84366

Hi Penny,

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If responsive records are held, please have them to me by **July 10, 2018** along with a harms assessment for the records.

If search and retrieval time is expected to exceed 3 hours or 200 total pages please let me know by **June 29** as we may be in a position to issue a fee estimate.

Any questions feel free to contact me at any time.

As per our conversation, please send to me in email form (not one PDF).

Thank you,
Carmen

Beach, Kara CITZ:EX

From: Bacy, Renaa B MCF:EX
Sent: July 2, 2018 9:16 AM
To: Duff, Zoe MCF:EX
Cc: Myers, Trisha MCF:EX; Francis, Deborah A MCF:EX; Grooms, Kim
Subject: RE: Call for Records CFD-2018-84366

Good morning.

I would like to have the document uploaded on the LAN by Wednesday at noon.

Thanks

Renaa Bacy
Executive Director of Adoption and Permanency Branch
Provincial Director of Adoption XNC
PO Box 9705 STN PROV GOVT
Victoria BC V8W 9S1
Phone ((778) 698-8987
Fax: (250) 356-1864

From: Lapthorne, Carmen MCF:EX
Sent: Thursday, June 28, 2018 11:17 AM
To: Duff, Zoe MCF:EX
Cc: Bacy, Renaa B MCF:EX
Subject: RE: Call for Records CFD-2018-84366

Hi Zoe,

I read the request as international and intercountry adoption from Japan specifically. I think it is reasonable to assume this request has come from the recent media attention around the Japan adoptions.

Thanks for checking in!

Carmen

From: Duff, Zoe MCF:EX
Sent: Thursday, June 28, 2018 11:11 AM
To: Lapthorne, Carmen MCF:EX
Cc: Bacy, Renaa B MCF:EX
Subject: RE: Call for Records CFD-2018-84366

Carmen –

Please advise if this call for records *“All briefing notes, memorandums, reports, e-mails, and correspondence related to international adoption or intercountry adoption from Japan,...”*

is for international adoption in general and specifically international adoption from Japan or only specifically as related to Japan international adoption.

Thanks for the clarification.

Thanks,

Zoë

Zoë Duff

Registry Administrator
Adoption & Permanency Branch
Ministry of Children & Family Development
1-525 Superior Street
Victoria, BC, V8V 1T7
Ph: 778-698-8868, fax: 250-356-1864
<http://www.mcf.gov.bc.ca/adoption/index.htm>

From: Mathews, Penny MCF:EX
Sent: Wednesday, June 27, 2018 7:58 AM
To: Heavener, Cory R MCF:EX; Bacy, Renaa B MCF:EX
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Any questions feel free to contact me at any time.

As per our conversation, please send to me in email form (not one PDF).

Thank you,
Carmen

Beach, Kara CITZ:EX

From: Duff, Zoe MCF:EX
Sent: July 10, 2018 12:58 PM
To: Laphthorne, Carmen MCF:EX
Subject: RE: Call for Records CFD-2018-84366

Good afternoon, Carmen.

Renaa would like to know where to find a Harms assessment form.

We have gathered documents in response to your request and have it all saved to our section of the LAN. There are several hundred documents in five folders. I'm not sure how to transfer this to you via email in an efficient manner. Is there another option?

Thanks,

Zoë

Phone: 778-698-8868

From: Laphthorne, Carmen MCF:EX
Sent: Thursday, June 28, 2018 11:17 AM
To: Duff, Zoe MCF:EX
Cc: Bacy, Renaa B MCF:EX
Subject: RE: Call for Records CFD-2018-84366

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Thanks for checking in!

Carmen

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Carmen –

Please advise if this call for records "*All briefing notes, memorandums, reports, e-mails, and correspondence related to international adoption or intercountry adoption from Japan,...*"

is for international adoption in general and specifically international adoption from Japan or only specifically as related to Japan international adoption.

Thanks for the clarification.

Thanks,

Zoë

Zoë Duff

Registry Administrator
Adoption & Permanency Branch
Ministry of Children & Family Development
1-525 Superior Street
Victoria, BC, V8V 1T7
Ph: 778-698-8868, fax: 250-356-1864
<http://www.mcf.gov.bc.ca/adoption/index.htm>

From: Mathews, Penny MCF:EX
Sent: Wednesday, June 27, 2018 7:58 AM
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Any questions feel free to contact me at any time.
As per our conversation, please send to me in email form (not one PDF).

Thank you,
Carmen

Beach, Kara CITZ:EX

To: Cain, Krista A MCF:EX
Cc: Mino, Lise CITZ:EX

Hi Krista, thank you for your email.

I am trying to obtain a further extension from the OIPC for volume (101b) and they require information about the gathering process from CFD, which could be obtained from the CFR.

They want:

-  Number of pages searched
-  number of program areas searched
-  total amount of time spent performing search –

This info is usually provided on the CFR.

Andy chance you can provide me with that information to support my application?

Thank you

Nicki

From: Cain, Krista A MCF:EX
Sent: Wednesday, September 12, 2018 10:44 AM
To: FOI Social Tech Team CITZ:EX
Cc: Mino, Lise CITZ:EX
Subject: RE: CFR Reminder CFD-2018-84366 Due: July 10, 2018

Apologies Nicki

No HARMS associated with release of the records.

Thanks
KRista

From: FOI Social Tech Team CITZ:EX
Sent: Wednesday, September 12, 2018 10:09 AM
To: Green, Jessie M SDPR:EX
Cc: Cain, Krista A MCF:EX; Mino, Lise CITZ:EX
Subject: FW: CFR Reminder CFD-2018-84366 Due: July 10, 2018

Good Morning CFD,

We have still not received a completed CFR for the above noted file.

Please advise when we can expect one.

Thank you

Nicki

From: Durand, Nicole L CITZ:EX
Sent: Thursday, September 6, 2018 10:41 AM
To: Cain, Krista A MCF:EX
Subject: FW: CFR Reminder CFD-2018-84366 Due: July 10, 2018

Hi Krista

This file also does not have a completed CFR on the LAN or attached to the email. Can you please provide one, or advise of any HARMS associated with the release of these records please.

Thank you

Nicki

From: Lapthorne, Carmen MCF:EX
Sent: Friday, August 3, 2018 4:30 PM
To: FOI Social Tech Team CITZ:EX
Subject: RE: CFR Reminder CFD-2018-84366 Due: July 10, 2018

Hi Nicki,

I have uploaded all responsive records to the shared LAN under 84366. 😊
Thanks!

Carmen

From: FOI Social Tech Team CITZ:EX
Sent: Thursday, August 2, 2018 1:08 PM
To: Lapthorne, Carmen MCF:EX
Cc: Cain, Krista A MCF:EX
Subject: RE: CFR Reminder CFD-2018-84366 Due: July 10, 2018

Hi Carmen

Any luck on these records yet? We now have only 28 days left (out of 60, as we took an extension by consent from the applicant).

Thank you

Nicki

From: Lapthorne, Carmen MCF:EX
Sent: Tuesday, July 24, 2018 3:55 PM
To: Durand, Nicole L CITZ:EX
Subject: RE: CFR Reminder CFD-2018-84366 Due: July 10, 2018

Hi Nicki,

When this file got extended the employee who was gathering the records ^{s.22}
s.22

I okay'd this as the due date wasn't until September

13 and as it is a sensitive file I didn't want too many records being provided by someone else.

I will send over to you as soon as I receive them.

Thank you,

Carmen

From: Nicki Durand [mailto:FOI.SocialTechTeam@gov.bc.ca]

Sent: Tuesday, July 24, 2018 3:50 PM

To: Lapthorne, Carmen MCF:EX

Cc: Cain, Krista A MCF:EX

Subject: CFR Reminder CFD-2018-84366 Due: July 10, 2018

Hi,

A reminder that the response to the call for records is due: July 10, 2018.

The legislated due date is: September 13, 2018.

Please note that IAO staff require time to review and prepare disclosure recommendations and Executive require time to provide approvals.

Thank you for your assistance,

Nicki Durand, Senior FOI Analyst

Social / Tech Team

Information Access Operations

Beach, Kara CITZ:EX

From: Grooms, Kim
Sent: August 1, 2018 11:18 AM
To: Lapthorne, Carmen MCF:EX
Subject: RE: FOI request- CFD-2018-84366- Harms Assessment

Hi Carmen, by Friday for sure!

Kim Grooms, MSW
*Provincial Adoption Consultant
Adoption & Permanency Branch
Ministry of Children & Family Development
778.698.5095*

From: Lapthorne, Carmen MCF:EX
Sent: Wednesday, August 1, 2018 10:44 AM
To: Grooms, Kim MCF:EX
Subject: RE: FOI request- CFD-2018-84366- Harms Assessment

Hi Kim,

Just following up on this request^{s.22}
records to me?
Thanks!

Can you let me know when you will have the

Carmen

From: Grooms, Kim MCF:EX
Sent: Wednesday, July 11, 2018 10:18 AM
To: Lapthorne, Carmen MCF:EX
Cc: Bacy, Renaa B MCF:EX; Francis, Deborah A MCF:EX; Myers, Trisha MCF:EX; Duff, Zoe MCF:EX
Subject: RE: FOI request- CFD-2018-84366- Harms Assessment

Thanks Carmen. Renaa is asking until the 20th to re-do this request. There is a lot of information that we have included that is irrelevant to this newly specified request. It would be easier for us in the long run to send it to you as is, but there is no point in the analyst vetting all these unnecessary documents.

We will edit the information provided to include what is being requested below. We will be in touch with you next week when the new package is ready for upload to SP. Thanks for checking with IAO. Can you provide me the name of the analyst if I have questions as I prepare the package?

Kim Grooms, MSW
*Provincial Adoption Consultant
Adoption & Permanency Branch
Ministry of Children & Family Development
778.698.5095*

From: Lapthorne, Carmen MCF:EX
Sent: Wednesday, July 11, 2018 10:12 AM
To: Grooms, Kim MCF:EX
Cc: Bacy, Renaa B MCF:EX; Francis, Deborah A MCF:EX; Myers, Trisha MCF:EX; Duff, Zoe MCF:EX
Subject: RE: FOI request- CFD-2018-84366- Harms Assessment

Hello again Kim,

The IAO analyst has spoken to the applicant and the applicant provided the following clarification: They are looking for communications between MCFD and IRRC, and what caused the suspension of international adoptions between Canada and Japan. They mentioned a fact sheet that came out on our website and are wondering if there was any follow up with the agencies or if they just shut it down?

Please advise if this clarification narrows the request or just complicates it. We can still provide all 622 documents if it will be too complicated trying to pick out the documents related to the narrowed request, however, not really necessary to provide irrelevant documents. Let me know how you would like to proceed and when the new (or old) package of documents is ready to be uploaded as I will provide access to the SP site for Zoe.

Thank you,
Carmen

From: Grooms, Kim MCF:EX
Sent: Wednesday, July 11, 2018 9:39 AM
To: Lapthorne, Carmen MCF:EX
Cc: Bacy, Renaa B MCF:EX; Francis, Deborah A MCF:EX; Myers, Trisha MCF:EX; Duff, Zoe MCF:EX
Subject: FOI request- CFD-2018-84366- Harms Assessment

Hi Carmen, re-reading your original email requesting these records, I see that we are late in letting you know how many pages and how long this has taken us in the event you may be able to issue a fee estimate, but including the information anyway just in case.

The office of the Provincial Director of Adoption has compiled 622 documents (unknown number of total pages but definitely over 200), taking approximately 12 hours.

s.13

Please feel free to connect with me for any questions!

Kim Grooms, MSW
Provincial Adoption Consultant
Adoption & Permanency Branch
Ministry of Children & Family Development
778.698.5095

Beach, Kara CITZ:EX

From: Durand, Nicole L CITZ:EX
Sent: August 14, 2018 8:52 AM
To: Laphorne, Carmen MCF:EX
Subject: RE: FOI Request - CFD-2018-84366

Good Morning Carmen

I have converted the emails into PDF (converted to PDF – Emails) and put it in the secure folder under file name – For Carmen. I have just copied and pasted the original word documents as I am not converting them to PDF at this time (very time consuming). If you could have your area's review for out of scope that would be great. There are over 800 pages at this point & only 21 days left. .

Thank you

Nicki

From: Laphorne, Carmen MCF:EX
Sent: Monday, August 13, 2018 4:24 PM
To: Durand, Nicole L CITZ:EX
Subject: RE: FOI Request - CFD-2018-84366

Hi Nicki,

Are you able to provide me the PDF'd doc for staff to review? Because there were so many files they were uploaded in numerous folders on a SP site and I feel having the PDF'd doc will be easier for staff to reference non responsive pages. Let me know.
Thanks!

Carmen

From: Durand, Nicole L CITZ:EX
Sent: Monday, August 13, 2018 3:20 PM
To: Laphorne, Carmen MCF:EX
Subject: RE: FOI Request - CFD-2018-84366

Ok, thank you Carmen.

Are there other emails that should also be considered not responsive to this request (before the request was updated)

If you could check, that would be great

Thank you

Nicki

From: Laphorne, Carmen MCF:EX
Sent: Monday, August 13, 2018 3:18 PM
To: Durand, Nicole L CITZ:EX
Subject: RE: FOI Request - CFD-2018-84366

Hi –
Confirmed that staff mean the entire email (and attachment) is not responsive.
Thanks,

Carmen

From: Durand, Nicole L CITZ:EX
Sent: Monday, August 13, 2018 1:14 PM
To: Laphorne, Carmen MCF:EX
Subject: RE: FOI Request - CFD-2018-84366

Hi Carmen.

Well It does look a bit weird when the attachments are not responsive, but the email is?

Nicki

From: Laphorne, Carmen MCF:EX
Sent: Monday, August 13, 2018 1:11 PM
To: Durand, Nicole L CITZ:EX
Subject: FW: FOI Request - CFD-2018-84366

Hi Nicki,

Assuming all is fine with the response you received below from Krista?
Thanks,

Carmen

From: Cain, Krista A MCF:EX
Sent: Wednesday, August 8, 2018 12:42 PM
To: Durand, Nicole L CITZ:EX
Cc: Laphorne, Carmen MCF:EX
Subject: RE: FOI Request - CFD-2018-84366

Hi Nicki

Staff have just opened and reviewed all these documents, and none of them are responsive to the request. These were included before the request was revised, and was much broader but they are not responsive to the updated request. There were so many documents, they tried to filter out the ones that were no longer needed, but definitely missed a few!

Krista

From: Durand, Nicole L CITZ:EX
Sent: Wednesday, August 8, 2018 10:16 AM

To: Cain, Krista A MCF:EX
Cc: Laphorne, Carmen MCF:EX
Subject: FOI Request - CFD-2018-84366

Good Morning Krista

I am contacting you as Carmen is away. The attached emails have attachments that require passwords. Can you please print these attachments to PDF and send back to me please.

Thank you

Nicki Durand CIAPP-C | FOI Analyst | Information Access Operations | Shared Services BC
direct: 250-952-9551 | **email:** Nicole.Durand@gov.bc.ca | **mail:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2



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Beach, Kara CITZ:EX

From: Grooms, Kim
Sent: August 23, 2018 4:27 PM
To: Laphorne, Carmen MCF:EX
Subject: RE: FOI Request - CFD-2018-84366

That's amazing- just want to triple clarify- I won't go through now and flag for removal, but will have the chance to before the package goes out (in another few weeks)?

Kim Grooms, MSW
*Provincial Adoption Consultant
Adoption & Permanency Branch
Ministry of Children & Family Development
778.698.5095*

From: Laphorne, Carmen MCF:EX
Sent: Thursday, August 23, 2018 4:26 PM
To: Grooms, Kim MCF:EX
Cc: Zhu, Jamie MCF:EX
Subject: RE: FOI Request - CFD-2018-84366

Hi Kim,

I just spoke with IAO and they are going to go through the package and do their best to identify non responsive emails first. They will mark these pages as NRR so when you get the redline back and review you can identify at that time if any pages should be NRR or not. This will save you a lot of time and the analyst is just going to do their best to make that call. Let me know if you have any questions or concerns with that.

Also, I did confirm that during the sign off stage you can still identify if records are non responsive and they can be removed from the package at that time.

Hope this makes sense. 😊

Thanks,

Carmen

From: Grooms, Kim MCF:EX
Sent: Monday, August 13, 2018 4:20 PM
To: Laphorne, Carmen MCF:EX
Subject: RE: FOI Request - CFD-2018-84366

Sounds good, if you think 2 is best, lets do that.

Kim Grooms, MSW
*Provincial Adoption Consultant
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From: Lapthorne, Carmen MCF:EX
Sent: Monday, August 13, 2018 4:19 PM
To: Grooms, Kim MCF:EX
Subject: RE: FOI Request - CFD-2018-84366

Couple of options as this isn't in sign off yet (where you will get a chance to review and approve the redline)..

- 1) I can give you access to the SP site that Zoe uploaded all the docs on and you can just send me an email with which are not responsive
- 2) I can ask the analyst for the combined document and you can review that way
- 3) We can wait until we get the final redlined copy for sign off and you can flag non responsive documents at that time

Let me know what is best for you – option 2 is probably the cleanest/easiest option but happy to accommodate any option.

Thanks!

Carmen

From: Grooms, Kim MCF:EX
Sent: Monday, August 13, 2018 4:13 PM
To: Lapthorne, Carmen MCF:EX
Subject: RE: FOI Request - CFD-2018-84366

Yes please, I know Renaa wanted to. How can we do so?

Kim Grooms, MSW
Provincial Adoption Consultant
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From: Lapthorne, Carmen MCF:EX
Sent: Monday, August 13, 2018 4:13 PM
To: Grooms, Kim MCF:EX
Subject: FW: FOI Request - CFD-2018-84366

Hi Kim,

The analyst has reached out after Krista provided your response below asking if you would like to review the package and identify any other non-responsive emails/attachments. I know your area is very busy so not a worry if you don't have time – just wanted to give you the option. Let me know.

Thanks,

Carmen

From: Cain, Krista A MCF:EX
Sent: Monday, August 13, 2018 3:23 PM
To: Lapthorne, Carmen MCF:EX
Subject: FW: FOI Request - CFD-2018-84366

From: Grooms, Kim MCF:EX
Sent: Wednesday, August 8, 2018 12:40 PM
To: Cain, Krista A MCF:EX
Subject: RE: FOI Request - CFD-2018-84366

Hi Krista,

I have just opened and reviewed all these documents, and none of them are responsive to the request. These were included before the request was revised, and was much broader but they are not responsive to the updated request. There were so many documents, we tried to filter out the ones that were no longer needed, but definitely missed a few!

Hope that helps.

Kim Grooms, MSW
Provincial Adoption Consultant
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From: Cain, Krista A MCF:EX
Sent: Wednesday, August 8, 2018 10:46 AM
To: Grooms, Kim MCF:EX
Subject: FW: FOI Request - CFD-2018-84366

Hi Kim

IAO has emailed me as the attachments in the emails attached have passwords to open. These were sent to Kira back in March/April. Are able to open them and send the attachments separately, or alternately can you provide me the passwords?

Thanks!
Krista

From: Durand, Nicole L CITZ:EX
Sent: Wednesday, August 8, 2018 10:16 AM
To: Cain, Krista A MCF:EX
Cc: Laphorne, Carmen MCF:EX
Subject: FOI Request - CFD-2018-84366

Good Morning Krista

I am contacting you as Carmen is away. The attached emails have attachments that require passwords. Can you please print these attachments to PDF and send back to me please.

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Nicki Durand CIAPP-C | FOI Analyst | Information Access Operations | Shared Services BC

direct: 250-952-9551 | **email:** Nicole.Durand@gov.bc.ca | **mail:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2



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Beach, Kara CITZ:EX

From: Laphorne, Carmen MCF:EX
Sent: August 23, 2018 4:51 PM
To: Grooms, Kim
Subject: RE: FOI Request - CFD-2018-84366

Yes that's correct! 😊

From: Grooms, Kim MCF:EX
Sent: Thursday, August 23, 2018 4:27 PM
To: Laphorne, Carmen MCF:EX
Subject: RE: FOI Request - CFD-2018-84366

That's amazing- just want to triple clarify- I won't go through now and flag for removal, but will have the chance to before the package goes out (in another few weeks)?

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Thank you

Nicki Durand CIAPP-C | FOI Analyst | Information Access Operations | Shared Services BC

direct: 250-952-9551 | **email:** Nicole.Durand@gov.bc.ca | **mail:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2



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Beach, Kara CITZ:EX

From: Grooms, Kim
Sent: September 5, 2018 2:24 PM
To: Cain, Krista A MCF:EX
Cc: Myers, Trisha MCF:EX
Subject: FOI 2018-84366- Japan

Hi Krista,

I wanted to check in about the above FOI request. Carmen and I had talked about our team getting to review the redline copy from IAO before it went back to the applicant, but now that Carmen is down here on the 1st floor, wanted to check in with you 😊^{s.22} please connect with Trisha when it is ready so she can see to it.

Many thanks!

Kim Grooms, MSW
Provincial Adoption Consultant
Adoption & Permanency Branch
Ministry of Children & Family Development
778.698.5095

Beach, Kara CITZ:EX

To: Cain, Krista A MCF:EX

Here you go:

- Number of pages searched- This is hard to answer. We looked through documents, emails, issue notes and briefing notes we had created. I believe 600+ were provided, so more than this were searched.
- number of program areas searched – 1- Adoption Services
- total amount of time spent performing search – approximately 10-12+ hours, as the request was altered and documents had to be gone through again

Kim Grooms, MSW

Provincial Adoption Consultant

Adoption & Permanency Branch

Ministry of Children & Family Development

778.698.5095

From: Cain, Krista A MCF:EX

Sent: Wednesday, September 12, 2018 10:59 AM

To: Grooms, Kim MCF:EX

Subject: RE: FOI 2018-84366- Japan

Hi Kim

Spoke too soon – I do need something else!

IAO needs a CFR for this one as well....They are trying to get a further extension from the OIPC for volume (101b) and they require information about the gathering process from CFD, which could be obtained from the CFR.

They want:

- Number of pages searched
- number of program areas searched
- total amount of time spent performing search –

Thanks!

Krista

From: Grooms, Kim MCF:EX

Sent: Wednesday, September 5, 2018 3:19 PM

To: Cain, Krista A MCF:EX

Subject: RE: FOI 2018-84366- Japan

Thanks so much 😊

Kim Grooms, MSW
Provincial Adoption Consultant
Adoption & Permanency Branch
Ministry of Children & Family Development
778.698.5095

From: Cain, Krista A MCF:EX
Sent: Wednesday, September 5, 2018 3:16 PM
To: Grooms, Kim MCF:EX
Cc: Myers, Trisha MCF:EX
Subject: RE: FOI 2018-84366- Japan

Hi Kim

I haven't seen it yet from IAO but will forward when I do.

If I don't see you before next Wednesday, best wishes to you! So exciting....

Krista

From: Grooms, Kim MCF:EX
Sent: Wednesday, September 5, 2018 2:24 PM
To: Cain, Krista A MCF:EX
Cc: Myers, Trisha MCF:EX
Subject: FOI 2018-84366- Japan

Hi Krista,

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Many thanks!

Kim Grooms, MSW
Provincial Adoption Consultant
Adoption & Permanency Branch
Ministry of Children & Family Development
778.698.5095

Beach, Kara CITZ:EX

From: Myers, Trisha MCF:EX
Sent: October 24, 2018 4:17 PM
To: Zhu, Jamie MCF:EX
Cc: Cain, Krista A MCF:EX
Subject: RE: FOI 2018-84366- Japan

Thanks for letting me review Jamie. I understand that all 541 pages were redacted. I have no suggested changes.

Thanks,

Trisha Myers
Director Adoption Services
P: 778-698-4964
C: 250-415-9620

From: Zhu, Jamie MCF:EX
Sent: Wednesday, October 24, 2018 9:11 AM
To: Myers, Trisha MCF:EX
Cc: Cain, Krista A MCF:EX
Subject: FW: FOI 2018-84366- Japan

Hi Trisha,

Kim was working on this FOI request with Carmen since back in April, and indicated that when IAO send the relined copy back it should go back to your area for further review. I'm going to send the relined copy of this FOI request from IAO to you through eApp as it's too big and I couldn't attached it here, over to you for your review before it went back to the applicant, please let me know if there should be any other non responsive records (NRR) or any other relined you would like to add on to it. Then please send it back to me through eApp and I will forward it for ADM/DM's approval.

Please return it to me at your earliest convenience as it's already over due.

Thank you,
Jamie

Jamie Zhu

Information and Privacy Coordinator

Executive Operations | Deputy Minister's Office | MCFD
w. 778 698 7114 | c. 250 812 3194
525 Superior Street, Victoria, BC V8V 1T7

From: Grooms, Kim MCF:EX
Sent: Wednesday, September 5, 2018 2:24 PM
To: Cain, Krista A MCF:EX
Cc: Myers, Trisha MCF:EX
Subject: FOI 2018-84366- Japan

Hi Krista,

I wanted to check in about the above FOI request. Carmen and I had talked about our team getting to review the redline copy from IAO before it went back to the applicant, but now that Carmen is down here on the 1st floor, wanted to check in with you 😊 s.22 please connect with Trisha when it is ready so she can see to it.

Many thanks!

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