

From: [Durand, Nicki](#)
To: [Zhu, Jamie MCF:EX](#)
Cc: [Cain, Krista A MCF:EX](#)
Subject: Call for Records CFD-2018-86923 Due October 30, 2018
Date: October 16, 2018 12:52:52 PM
Attachments: [CFR - CFD-2018-86923.pdf](#)

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 records outlining or referring to policy/procedures in place to actively and proactively protect the livelihood, life, health and well-being of citizens (children, youth, and adults) from reprisal by MCFD employees and/or contracted agents of MCFD during citizen engagement in protected activities such as utilizing the MCFD Complaint Resolution Process and/or filing Criminal Complaints with police naming a contracted agent or employee of MCFD as the perpetrator of criminal offense(s), and/or by the citizen filing an Information. (Date Range for Record Search: From 10/01/2017 To 10/12/2018) Date Format: MM/DD/YYYY

Please complete the attached Call for Records form and return to FOI.SocialTechTeam@gov.bc.ca by **October 30, 2018**.

Legislated due date November 26, 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 **October 22, 2018**.
- Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed.
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If no fees apply, complete the attached form and return it to IAO by **October 30, 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*

From: [Nicki Durand](#)
To: [Zhu, Jamie MCF:EX](#)
Cc: [Cain, Krista A MCF:EX](#)
Subject: CFR Reminder CFD-2018-86780 Due: October 17, 2018
Date: October 16, 2018 1:33:50 PM

Hi,

A reminder that the response to the call for records is due: **October 17, 2018**.

The legislated due date is: November 14, 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

From: [FOI Social Tech Team CITZ:EX](#)
To: [Zhu, Jamie MCF:EX](#)
Subject: RE: Call for Records CFD-2018-86923 Due October 30, 2018
Date: October 17, 2018 3:13:20 PM
Attachments: [laying an information in BC.DOCX](#)

Hi Jamie

From the applicant: (see attached document)

Thank you for your phone call today. I understand that MCF did not know what filing or laying an information was. You advised you were not familiar with it and I offered to help by providing further information. As I stated, I do not believe the request needs to be reworded, as such the attachment is just to help the MCF become aware of the matter in order to respond adequately to the request.

Nicki

From: Zhu, Jamie MCF:EX
Sent: Wednesday, October 17, 2018 1:20 PM
To: Durand, Nicole L CITZ:EX
Subject: FW: Call for Records CFD-2018-86923 Due October 30, 2018
Hi Nicki,

Just wanted to clarify on the highlighted in yellow below with you before I send the request out.
Thank you.

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: Cain, Krista A MCF:EX
Sent: Wednesday, October 17, 2018 1:11 PM
To: Zhu, Jamie MCF:EX
Subject: RE: Call for Records CFD-2018-86923 Due October 30, 2018

It might be PDCW as well as P&L....although I don't know what they mean by the highlighted part below. Can you ask for clarification from IAO before sending out?

All records outlining or referring to policy/procedures in place to actively and proactively protect the livelihood, life, health and well-being of citizens (children, youth, and adults) from reprisal by MCFD employees and/or contracted agents of MCFD during citizen engagement in protected activities such as utilizing the MCFD Complaint Resolution Process and/or filing Criminal Complaints with police naming a contracted agent or employee of MCFD as the perpetrator of criminal offense(s), and/or by the citizen filing an Information

From: Durand, Nicki <FOI.SocialTechTeam@gov.bc.ca>
Sent: Tuesday, October 16, 2018 12:52 PM
To: Zhu, Jamie MCF:EX <Jamie.Zhu@gov.bc.ca>
Cc: Cain, Krista A MCF:EX <Krista.Cain@gov.bc.ca>
Subject: Call for Records CFD-2018-86923 Due October 30, 2018

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 records outlining or referring to policy/procedures in place to actively and proactively protect the livelihood, life, health and well-being of citizens (children, youth, and adults) from reprisal by MCFD

employees and/or contracted agents of MCFD during citizen engagement in protected activities such as utilizing the MCFD Complaint Resolution Process and/or filing Criminal Complaints with police naming a contracted agent or employee of MCFD as the perpetrator of criminal offense(s), and/or by the citizen filing an Information. (Date Range for Record Search: From 10/01/2017 To 10/12/2018) Date Format: MM/DD/YYYY

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Please do not hesitate to contact me to discuss:

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- 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*

From: [Zhu, Jamie MCF:EX](#)
To: [Durand, Nicole L CITZ:EX](#)
Subject: FW: Reminder: Call for Records CFD-2018-86780 Due October 17, 2018
Date: October 22, 2018 10:30:26 AM
Attachments: [2017-2018 MOU CP Mediation approved by MOJ & MCFD.pdf](#)
[2018-2019 MOU CP Mediation Program.docx](#)
[CPMP MOU 2016-2017.pdf](#)
[MOU CP Mediation Final 2014-15.docx](#)
[FINAL MCFD JAG 2016-17 SLA Signed.pdf](#)
[LSB SLA Template for 2018 2019 CFAM.docx](#)
[SLA MCFD LSB 2013.pdf](#)

Hi Nicki,

Please see attached records for FOI request CFD-2018-86780. Please let me know if you need anything further.

Cheers,
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: Bailey, Leah M MCF:EX
Sent: Monday, October 22, 2018 10:27 AM
To: Stewart, Amanda MCF:EX <Amanda.Stewart@gov.bc.ca>
Cc: Zhu, Jamie MCF:EX <Jamie.Zhu@gov.bc.ca>; Kavadas, Danielle MCF:EX <Danielle.J.Kavadas@gov.bc.ca>
Subject: RE: Reminder: Call for Records CFD-2018-86780 Due October 17, 2018

Hello.

We have reviewed this request and touched base with our FOI Analyst, Nicki Durand. We find we have records relating to standards for Mediation Services and Legal Services.

Attached are our records for this request.

I apologize for the delay in responding. Please let me know if you have any questions.

Leah Bailey
Director, MCFD Legislation & Legal Support
O: 778-698-7707

C: 250-888-2838

From: [Zhu, Jamie MCF:EX](#)
To: [FOI Social Tech Team CITZ:EX](#)
Subject: RE: Reminder: Call for Records CFD-2018-86780 Due October 17, 2018
Date: October 22, 2018 11:11:58 AM

Hi Nicki,

There are all the records and just followed up on the harms assessment. I will make sure I provide harms assessment when sending along the records going forward.

Cheers,
Jamie

From: FOI Social Tech Team CITZ:EX
Sent: Monday, October 22, 2018 10:51 AM
To: Zhu, Jamie MCF:EX <Jamie.Zhu@gov.bc.ca>
Subject: FW: Reminder: Call for Records CFD-2018-86780 Due October 17, 2018

Hi Jamie

So this call is complete? These are all the records? I do not see a completed CFR in the documents received.

Please advise

Nicki

From: Zhu, Jamie MCF:EX
Sent: Monday, October 22, 2018 10:30 AM
To: Durand, Nicole L CITZ:EX
Subject: FW: Reminder: Call for Records CFD-2018-86780 Due October 17, 2018

Hi Nicki,

Please see attached records for FOI request CFD-2018-86780. Please let me know if you need anything further.

Cheers,
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: Bailey, Leah M MCF:EX
Sent: Monday, October 22, 2018 10:27 AM
To: Stewart, Amanda MCF:EX
Cc: Zhu, Jamie MCF:EX ; Kavadas, Danielle MCF:EX
Subject: RE: Reminder: Call for Records CFD-2018-86780 Due October 17, 2018

Hello.

We have reviewed this request and touched base with our FOI Analyst, Nicki Durand. We find we have records relating to standards for Mediation Services and Legal Services.

Attached are our records for this request.

I apologize for the delay in responding. Please let me know if you have any questions.

Leah Bailey
Director, MCFD Legislation & Legal Support
O: 778-698-7707
C: 250-888-2838

GENERAL REQUEST ☐

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Individual	October 17, 2018	Nicki Durand	October 26, 2018	November 5, 2018

REQUEST DETAILS:

All records involving or referring to any Complaint Resolution Process for Child and Family Services, for all contracted services including but not limited to the Sexual Abuse Intervention Program(SAIP), Family Development Services, Access Supervision Service, counseling service, psychological assessment service, as well as all other contracted services funded by Ministry of Children and Family Development Child Protection and delivered by non-profit agencies and local government contractors. (Date Range for Record Search: From 10/10/2017

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 ☐ NO ☐

Are you aware of other records that may be responsive to this request within your Ministry? YES ☐ NO ☐

Are you aware of other records that may be responsive to this request held by another public body? YES ☐ NO ☐

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:

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

Estimated Hours

Actual Hours

Producing records

Tasks may include:

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

Estimated Hours

Actual Hours

Volume

Electronic files (in pages):

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

Email without attachments:

Estimated Pages Actual Pages

Email with attachments:

Estimated Pages Actual Pages

*Other documents

Estimated Pages Actual Pages

Hardcopy files (in pages):

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

Estimated Pages Actual Pages

Preparation

Tasks may include :

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

Estimated Hours Actual Hours

Section 3: Search Summary and Program Area Recommendations

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

Could release of any/all of the 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:

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

From: [Durand, Nicki](#)
To: [Zhu, Jamie MCF:EX](#)
Cc: [Cain, Krista A MCF:EX](#)
Subject: Call for Records CFD-2018-86982 Due November 5, 2018
Date: October 22, 2018 11:27:36 AM
Attachments: [CFR - CFD-2018-86982.pdf](#)

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 records involving or referring to any Complaint Resolution Process for Child and Family Services, for all contracted services including but not limited to the Sexual Abuse Intervention Program(SAIP), Family Development Services, Access Supervision Service, counseling service, psychological assessment service, as well as all other contracted services funded by Ministry of Children and Family Development Child Protection and delivered by non-profit agencies and local government contractors. (Date Range for Record Search: From 10/10/2017 To 09/10/2018) Date Format: MM/DD/YYYY

Please complete the attached Call for Records form and return to FOI.SocialTechTeam@gov.bc.ca by **November 5, 2018**.

Legislated due date November 29, 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 **October 26, 2018**.
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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*

From: [Zhu, Jamie MCF:EX](#)
To: [Durand, Nicole L CITZ:EX](#)
Subject: Call for Records CFD-2018-86780 Due October 17, 2018
Date: October 22, 2018 12:06:07 PM
Attachments: [CFR - CFD-2018-86780.pdf](#)

Hi Nicki,

Please see attached completed CFR form for CFD-2018-86780. Cheers.

Jamie

From: [Zhu, Jamie MCF:EX](#)
To: [Durand, Nicole L CITZ:EX](#)
Cc: [Cain, Krista A MCF:EX](#)
Subject: RE: Call for Records CFD-2018-86982 Due November 5, 2018
Date: October 25, 2018 9:15:21 AM

Hi Nicki,

Sorry about the slow reply, yes, please go ahead and advise the applicant as suggested below and we won't need a formal signoff on this one.

Thank you!

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: Durand, Nicole L CITZ:EX

Sent: Monday, October 22, 2018 2:02 PM

To: Zhu, Jamie MCF:EX

Subject: RE: Call for Records CFD-2018-86982 Due November 5, 2018

Hi Jamie

s.13

Please advise

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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From: Zhu, Jamie MCF:EX

Sent: Monday, October 22, 2018 12:01 PM

To: FOI Social Tech Team CITZ:EX

Subject: RE: Call for Records CFD-2018-86982 Due November 5, 2018

Hi Nicki,

Just wanted to check with you, this new request looks like they are asking for the same records as CFD-2018-86405, and the date range is the same. Please advise.

Thank you,

Jamie

From: Durand, Nicki <FOI.SocialTechTeam@gov.bc.ca>

Sent: Monday, October 22, 2018 11:27 AM

To: Zhu, Jamie MCF:EX <Jamie.Zhu@gov.bc.ca>

Cc: Cain, Krista A MCF:EX <Krista.Cain@gov.bc.ca>

Subject: Call for Records CFD-2018-86982 Due November 5, 2018

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 records involving or referring to any Complaint Resolution Process for Child and Family Services, for all contracted services including but not limited to the Sexual Abuse Intervention Program(SAIP), Family Development Services, Access Supervision Service, counseling service, psychological assessment service, as well as all other contracted services funded by Ministry of Children and Family Development Child Protection and delivered by non-profit agencies and local government contractors. (Date Range for Record Search: From 10/10/2017 To 09/10/2018) Date Format: MM/DD/YYYY

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Thank you for your assistance,

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

From: [Zhu, Jamie MCF:EX](#)
To: [Durand, Nicole L CITZ:EX](#); [Hughes, Merissa CITZ:EX](#)
Subject: CFD-2018-86923 and CFD-2018-86670
Date: November 1, 2018 11:00:32 AM

Hi Nicki and Merissa,

Please see the response from the program area regarding to CFD-2018-86923 and CFD-2018-86670:

s.13

I'm waiting for the questions to come over to me and will forward them to you for the applicants.

Thank you,

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: [Zhu, Jamie MCF:EX](#)
To: [FOI Social Tech Team CITZ:EX](#)
Cc: [Cain, Krista A MCF:EX](#)
Subject: RE: Call for Records CFD-2018-86923 Due October 30, 2018
Date: November 1, 2018 2:46:41 PM

Hi Nicki,

For sure, will do. I've already followed up with them on that, will send it your way as soon as I get it.

Cheers,
Jamie

From: FOI Social Tech Team CITZ:EX
Sent: Thursday, November 1, 2018 11:58 AM
To: Zhu, Jamie MCF:EX <Jamie.Zhu@gov.bc.ca>
Cc: Cain, Krista A MCF:EX <Krista.Cain@gov.bc.ca>
Subject: RE: Call for Records CFD-2018-86923 Due October 30, 2018

Hi Jamie

Thank you for the records and the heads up we are waiting on more responses.

When you hear back from Philip as stated below, can you please forward a completed CFR with Harms if any.

Thank you

Nicki

From: Zhu, Jamie MCF:EX
Sent: Thursday, November 1, 2018 11:13 AM
To: Durand, Nicole L CITZ:EX
Subject: Call for Records CFD-2018-86923 Due October 30, 2018

Hi Nicki,

The program area addressed the highlighted portion, but are still waiting to hear back from Philip Twyford on a piece.

See below.

Thank you!

Jamie Zhu

Information and Privacy Coordinator

Executive Operations | Deputy Minister's Office | MCFD

From: Bailey, Jennifer K MCF:EX
Sent: Friday, October 19, 2018 1:23 PM
To: Donald, Janet MCF:EX
Cc: Hartman, Teresa MCF:EX
Subject: RE: Call for Records CFD-2018-86923 Due October 30, 2018

Hi Janet here is the response to the request per the highlighted area:

All records outlining or referring to policy/procedures in place to actively and proactively protect the livelihood, life, health and well-being of citizens (children , youth, and adults) from reprisal by MCFD employees and/or contracted agents of MCFD during citizen engagement in protected activities such as utilizing the MCFD Complaint Resolution Process and/or filing Criminal Complaints with police naming a contracted agent or employee of MCFD as the perpetrator of criminal offense(s), and/or by the citizen filing an Information. (Date Range for Record Search: From 10/01/2017 To 10/12/2018) Date Format: MM/DD/YYYY

The records are:

1. Child Rights in Practice 2012
2. Administrative Review Practice Guidelines 2012
3. Responding to Complaints from Children and Youth 2012
4. Complaints Policy 2012
5. Complaints and Administrative Review Training powerpoint 2013
6. Complaints Policy Practice Guidelines 2013
7. Complaints brochure – General
8. Complaints brochure – Youth
9. CFCSA,
http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96046_01#section101.1

I will wait to hear from Phil whether his area has identified any relevant materials in regard to Youth Custody complaints or other.

Please let me know if there are any questions.

Thanks,
Jennifer

From: [Zhu, Jamie MCF:EX](#)
To: [Durand, Nicole L CITZ:EX](#)
Cc: [Cain, Krista A MCF:EX](#)
Subject: RE: Call for Records CFD-2018-86923 Due October 30, 2018
Date: November 1, 2018 4:27:38 PM
Attachments: [2018-11-01 Request for records response form CFR - CFD-2018-86923.pdf](#)

Hi Nicki,

Please see attached harms assessment attached for the records provided earlier today. We are still waiting on Philip's piece. 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: Bailey, Jennifer K MCF:EX
Sent: Friday, October 19, 2018 1:23 PM
To: Donald, Janet MCF:EX
Cc: Hartman, Teresa MCF:EX
Subject: RE: Call for Records CFD-2018-86923 Due October 30, 2018

Hi Janet here is the response to the request per the highlighted area:

All records outlining or referring to policy/procedures in place to actively and proactively protect the livelihood, life, health and well-being of citizens (children , youth, and adults) from reprisal by MCFD employees and/or contracted agents of MCFD during citizen engagement in protected activities such as utilizing the MCFD Complaint Resolution Process and/or filing Criminal Complaints with police naming a contracted agent or employee of MCFD as the perpetrator of criminal offense(s), and/or by the citizen filing an Information. (Date Range for Record Search: From 10/01/2017 To 10/12/2018) Date Format: MM/DD/YYYY

The records are:

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2. Administrative Review Practice Guidelines 2012
3. Responding to Complaints from Children and Youth 2012
4. Complaints Policy 2012
5. Complaints and Administrative Review Training powerpoint 2013
6. Complaints Policy Practice Guidelines 2013
7. Complaints brochure – General
8. Complaints brochure – Youth
9. CFCSA,

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96046_01#section101.1

I will wait to hear from Phil whether his area has identified any relevant materials in regard to Youth Custody complaints or other.

Please let me know if there are any questions.

Thanks,

Jennifer

From: [Cain, Krista A MCF:EX](#)
To: [FOI Social Tech Team CITZ:EX](#); [Zhu, Jamie MCF:EX](#); [Hughes, Merissa CITZ:EX](#)
Subject: RE: Information Request CFD-2018-86923 and CFD-2018-86670
Date: November 8, 2018 4:04:41 PM

Hi Nicki

Yes, Teresa would be willing to speak with the applicant. How do we set that up?

Thx

From: FOI Social Tech Team CITZ:EX
Sent: Thursday, November 8, 2018 8:10 AM
To: Zhu, Jamie MCF:EX; Hughes, Merissa CITZ:EX
Cc: Cain, Krista A MCF:EX
Subject: RE: Information Request CFD-2018-86923 and CFD-2018-86670

Good Morning Jamie

I have been trying to get a hold of the applicant for a few days now, but have not been successful. Would the Ministry be open to speaking with the applicant directly in regards to these questions? If they are willing, I would then reach out to the applicant and see if they too are willing & go from there.

Please advise

Nicki

From: Zhu, Jamie MCF:EX
Sent: Friday, November 2, 2018 9:51 AM
To: Durand, Nicole L CITZ:EX; Hughes, Merissa CITZ:EX
Subject: Information Request CFD-2018-86923 and CFD-2018-86670

Hi Nicki and Merissa,

Regarding to CFD-2018-86923 and CFD-2018-86670, Teresa Hartman from Policy Innovation MCFD would like to ask the applicants the questions below. Please see the email chain below for more info. Not sure if this request will be odd. Please advise. Thank you!

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: Hartman, Teresa MCF:EX
Sent: Friday, November 2, 2018 9:31 AM
To: Zhu, Jamie MCF:EX
Subject: RE: Information Request

Hi Jamie,

Thanks so much for doing that, here are a few questions with a message. I'm not sure if it's ok to my name, so I put my first name and title. Appreciate this since we're trying to make policy more accessible for everyone! Teresa

s.13

s.13

Regards, Teresa

Manager, Policy Innovation, MCFD

From: Zhu, Jamie MCF:EX

Sent: Thursday, November 1, 2018 10:25 AM

To: Hartman, Teresa MCF:EX

Cc: May, Catherine MCF:EX

Subject: RE: Information Request

Hi Teresa,

I will forward your information to the IAO and they will let the applicant know. As for the questions, yes, for sure, please go ahead and I will also forward that to the IAO.

Cheers,

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: Hartman, Teresa MCF:EX

Sent: Monday, October 29, 2018 4:49 PM

To: Zhu, Jamie MCF:EX <Jamie.Zhu@gov.bc.ca>

Cc: May, Catherine MCF:EX <Catherine.May@gov.bc.ca>

Subject: Information Request

Hi Jamie,

s.13

Thanks Teresa

Teresa Hartman | Manager, Policy Innovation | 1-778-676-0847

525 Superior St, 1st Floor, Victoria, BC

Adoption and Quality Assurance and Policy Innovation

Ministry of Children and Family Development

Teresa.Hartman@gov.bc.ca

*Offering acknowledgment in honour of the traditional keepers of the land on which I live,
work and play- the Lekwungen people, known today as the Esquimalt and Songhees
Nations*

From: [FOI Social Tech Team CITZ:EX](#)
To: [Cain, Krista A MCF:EX](#)
Subject: Call for Records CFD-2018-87382 Due December 3, 2018
Date: November 19, 2018 10:12:33 AM
Attachments: [Integrated Call for Records Form.pdf](#)

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

Copies of all protocols and Information Sharing Agreements (ISA's) as regards joint investigations concerning criminal child abuse including sexual crimes perpetrated against children by non-relative community members, including but not limited to MCFD employees/contractors, between the Ministry of Children and Family Development (MCF) Child Protection Services and: Saanich Municipal Police Department; Victoria Police Department; Royal Canadian Mounted Police; Regional Violence High Risk Teams/ Family Protective Teams in Saanich, Central Saanich, and Victoria; and all Greater Victoria Interagency Case Assessment Teams (ICAT). (Date Range for Record Search: From 01/01/2012 To 11/14/2018) Date Format: MM/DD/YYYY

Please complete the attached Call for Records form and return to FOI.SocialTechTeam@gov.bc.ca by **December 3, 2018**.

Legislated due date January 2, 2019.

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 November 22, 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 **December 3, 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,

Marion Ashton, Senior FOI Analyst
Social / Tech Team
Information Access Operations

From: [FOI Social Tech Team CITZ:EX](#)
To: [Cain, Krista A MCF:EX](#)
Subject: RE: Call for Records CFD-2018-86923 Due October 30, 2018
Date: November 19, 2018 10:13:47 AM

Hi Krista

Just wanted to let you know that I have taken an Extension on this file for volume (with current page count of records received) and the new LDD is January 10, 2019

Nicki

From: Cain, Krista A MCF:EX
Sent: Wednesday, November 14, 2018 3:55 PM
To: FOI Social Tech Team CITZ:EX; Zhu, Jamie MCF:EX
Subject: RE: Call for Records CFD-2018-86923 Due October 30, 2018

Hi Nicki

I have rec'd this reply from Philip Twyford re this request:

I have no records that I am aware of related to this inquiry where we are the primary office. I would note that the standards of conduct (PSA website) prohibit such activities as indicated in the body of the FOI request

Krista

From: FOI Social Tech Team CITZ:EX
Sent: Wednesday, November 14, 2018 2:43 PM
To: Zhu, Jamie MCF:EX
Cc: Cain, Krista A MCF:EX
Subject: RE: Call for Records CFD-2018-86923 Due October 30, 2018

Hi Jamie/Krista

Can you advise if you have been able to connect with the program area? I am now down to 8 days and still do not have all the records.

Thank you

Nicki

From: Zhu, Jamie MCF:EX
Sent: Tuesday, November 6, 2018 8:43 AM
To: FOI Social Tech Team CITZ:EX
Cc: Cain, Krista A MCF:EX
Subject: RE: Call for Records CFD-2018-86923 Due October 30, 2018

Hi Nicki,

Just touch base with the program area again, will let you know as soon as possible.

Jamie

From: FOI Social Tech Team CITZ:EX
Sent: Tuesday, November 6, 2018 8:02 AM
To: Zhu, Jamie MCF:EX <Jamie.Zhu@gov.bc.ca>
Cc: Cain, Krista A MCF:EX <Krista.Cain@gov.bc.ca>
Subject: RE: Call for Records CFD-2018-86923 Due October 30, 2018

Good Morning Jamie

Any chance we will be hearing back from Philip soon? These records were due October 30th, and I am now down to 13 days left and still do not have all the records.

Please advise.

Nicki

From: Zhu, Jamie MCF:EX
Sent: Thursday, November 1, 2018 4:28 PM
To: Durand, Nicole L CITZ:EX
Cc: Cain, Krista A MCF:EX
Subject: RE: Call for Records CFD-2018-86923 Due October 30, 2018

Hi Nicki,

Please see attached harms assessment attached for the records provided earlier today. We are still waiting on Philip's piece. 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: Bailey, Jennifer K MCF:EX
Sent: Friday, October 19, 2018 1:23 PM
To: Donald, Janet MCF:EX
Cc: Hartman, Teresa MCF:EX
Subject: RE: Call for Records CFD-2018-86923 Due October 30, 2018

Hi Janet here is the response to the request per the highlighted area:

All records outlining or referring to policy/procedures in place to actively and proactively protect the livelihood, life, health and well-being of citizens (children , youth, and adults) from reprisal by MCFD employees and/or contracted agents of MCFD during citizen engagement in protected activities such as utilizing the MCFD Complaint Resolution Process and/or filing Criminal Complaints with police naming a contracted agent or employee of MCFD as the perpetrator of criminal offense(s), and/or by the citizen filing an Information. (Date Range for Record Search: From 10/01/2017 To 10/12/2018) Date Format: MM/DD/YYYY

The records are:

1. Child Rights in Practice 2012
2. Administrative Review Practice Guidelines 2012
3. Responding to Complaints from Children and Youth 2012
4. Complaints Policy 2012
5. Complaints and Administrative Review Training powerpoint 2013
6. Complaints Policy Practice Guidelines 2013
7. Complaints brochure – General
8. Complaints brochure – Youth
9. CFCSA,
http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96046_01#section101.1

I will wait to hear from Phil whether his area has identified any relevant materials in regard to Youth Custody complaints or other.

Please let me know if there are any questions.

Thanks,
Jennifer

From: [Cain, Krista A MCF:EX](#)
To: [Marshman, Lisa J MCF:EX](#); [Zhu, Jamie MCF:EX](#); [Mathews, Penny MCF:EX](#)
Subject: RE: Call for Records CFD-2018-87363 Due November 30, 2018
Date: November 20, 2018 12:04:54 PM

Thanks Lisa...

I'll send this along (Jamie no longer in the FOI role!).

Krista

From: Marshman, Lisa J MCF:EX
Sent: Tuesday, November 20, 2018 11:57 AM
To: Zhu, Jamie MCF:EX; Mathews, Penny MCF:EX
Cc: Cain, Krista A MCF:EX
Subject: RE: Call for Records CFD-2018-87363 Due November 30, 2018
Hi Jamie – we think this one should be directed to Jonathan Dube, ED, Procurement and Contract Management.

From: Zhu, Jamie MCF:EX
Sent: Friday, November 16, 2018 4:10 PM
To: Mathews, Penny MCF:EX
Cc: Marshman, Lisa J MCF:EX; Cain, Krista A MCF:EX
Subject: Call for Records CFD-2018-87363 Due November 30, 2018
Hi Penny,

We received the following FOI request:

Copy of all contracts for the years 2012, 2013, 2017, and 2018 between the Ministry of Children and Family Development (MCF) and the Mary Manning Center of Victoria (also referred to as the Victoria Child Abuse and Prevention Counseling Center) for the provision of mandated Sexual Abuse Intervention Program (SAIP) service to BC Citizens. (Date Range for Record Search: From 01/01/2012 To 11/14/2018) Date Format: MM/DD/YYYY

Would PDCW hold the records for this request?

If responsive records are held, please have them to me by **November 30** 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 **November 22** as we may be in a position to issue a fee estimate.

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

Thank you,

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: [Hennigan, Annabelle MCF:EX](#)
To: [FOI Social Tech Team CITZ:EX](#)
Cc: [Cain, Krista A MCF:EX](#)
Subject: FW: Call for Records CFD-2018-87363 Due November 30, 2018
Date: November 29, 2018 1:52:02 PM
Attachments: [Integrated Call for Records Form.pdf](#)
[April 2018 to March 2019.pdf](#)
[Integrated Call for Records Form CFD-2018-87363.pdf](#)
[Nov 2011 to Oct 2012.pdf](#)
[Nov 2012 to Oct 2013.pdf](#)
[Nov 2013 to Oct 2014.pdf](#)
[Nov 2014 to Oct 2015.pdf](#)
[Nov 2015 to Oct 2016.pdf](#)
[Nov 2016 to March 2018.pdf](#)

Hi Melinda,

Please see attached records and harms assessment for CFD-2018-87363. Let me know if you have any questions or concerns.

Thank you,

Annabelle Hennigan

Information and Privacy Coordinator
Executive Operations, Deputy Minister's Office
Ministry of Children and Family Development

From: Cain, Krista A MCF:EX
Sent: Thursday, November 29, 2018 1:34 PM
To: Hennigan, Annabelle MCF:EX
Subject: FW: Call for Records CFD-2018-87363 Due November 30, 2018

From: Beach, Kara [<mailto:FOI.SocialTechTeam@gov.bc.ca>]
Sent: Friday, November 16, 2018 2:21 PM
To: Zhu, Jamie MCF:EX
Cc: Cain, Krista A MCF:EX
Subject: Call for Records CFD-2018-87363 Due November 30, 2018

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

Copy of all contracts for the years 2012, 2013, 2017, and 2018 between the Ministry of Children and Family Development (MCF) and the Mary Manning Center of Victoria (also referred to as the Victoria Child Abuse and Prevention Counseling Center) for the provision of mandated Sexual Abuse Intervention Program (SAIP) service to BC Citizens. (Date Range for Record Search: From 01/01/2012 To 11/14/2018) Date Format: MM/DD/YYYY

Please complete the attached Call for Records form and return to FOI.SocialTechTeam@gov.bc.ca by **November 30, 2018**.

Legislated due date December 28, 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 **November 22, 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 **November 30, 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,

Sent on behalf of:

*Melinda Frelick, Senior FOI Analyst
Social / Tech Team
Information Access Operations*

From: [FOI Social Tech Team CITZ:EX](#)
To: [Hennigan, Annabelle MCF:EX](#)
Cc: [Cain, Krista A MCF:EX](#)
Subject: Call for Records CFD-2018-87448 Due December 13, 2018
Date: November 29, 2018 4:08:25 PM
Attachments: [CFD-2018-87448-CFR form.pdf](#)

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

Copy of the contract between the Ministry of Children and Family Development and the University of Victoria (UVic) Psychology Clinic for the years 2012, 2015 and 2018.

Please complete the attached Call for Records form and return to FOI.SocialTechTeam@gov.bc.ca by **December 13, 2018**.

Legislated due date January 8, 2019.

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 December 4, 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 **December 13, 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,

*Melinda Frelick, Senior FOI Analyst
Social / Tech Team
Information Access Operations*

From: [FOI Social Tech Team CITZ:EX](#)
To: [Cain, Krista A MCF:EX](#)
Subject: Sign Off CFD-2018-86780 Due December 28, 2018
Date: December 11, 2018 12:02:14 PM

Hello,

Please see the Shared Drive for the sign-off package for your delegated head's review and decision.

Legislated Due Date: December 28, 2018

Please return your approval/recommendations to IAO as soon as possible. IAO needs at least one business day to release the response to the applicant.

Thank you,

Marion Ashton, Senior FOI Analyst
Social Tech Team
Information Access Operations

From: [Hennigan, Annabelle MCF:EX](#)
To: [Frelick, Melinda CITZ:EX](#)
Cc: [Cain, Krista A MCF:EX](#)
Subject: RE: Call for Records CFD-2018-87448 Due December 13, 2018
Date: December 13, 2018 1:15:15 PM
Attachments: [Integrated Call for Records Form CFD-2018-87448.pdf](#)
[July 2014 to June 2015.pdf](#)
[July 2015 to June 2017.pdf](#)
[July 2017 to June 2019.pdf](#)
[Oct 1998 to June 2013 modified over years.pdf](#)

Hi Melinda,

The division has reached out to me and they were successful in finding records. Please see attached for them for IAO Review, staff have not identified any harms at this time.

Thank you,
Annabelle

From: Frelick, Melinda CITZ:EX
Sent: Thursday, December 13, 2018 11:39 AM
To: Hennigan, Annabelle MCF:EX <Annabelle.Hennigan@gov.bc.ca>
Subject: RE: Call for Records CFD-2018-87448 Due December 13, 2018

Thank you Annabelle,

The applicant provided one more piece of information that may be helpful:

"Practicum opportunities came to the university clinic not long after the name change, when funding was provided by local foster child support organization, VISTA, who provided initial funding to offer comprehensive adoption evaluations. This led to contractual agreement with the Ministry for Children and Families, providing ongoing support for evaluations of children under ministry care and the potential for the programs first 'in-house' practicum offering (503)."

Thank you,

Melinda Frelick | Senior FOI Analyst
| Information Access Operations | Ministry of Citizens' Services
Ph: 250-387-1027 | e: FOI.SocialTechTeam@gov.bc.ca
m: PO Box 9569 Stn Prov Gov Victoria BC V8W 9K1

From: Hennigan, Annabelle MCF:EX
Sent: December 13, 2018 11:32 AM

To: Frelick, Melinda CITZ:EX <Melinda.Frelick@gov.bc.ca>
Cc: Cain, Krista A MCF:EX <Krista.Cain@gov.bc.ca>
Subject: RE: Call for Records CFD-2018-87448 Due December 13, 2018

Hi Melinda,

I have reached out to the division and let them know, hopefully we will hear back shortly. Thank you for the clarification.

Annabelle

From: Frelick, Melinda CITZ:EX
Sent: Thursday, December 13, 2018 10:38 AM
To: Hennigan, Annabelle MCF:EX <Annabelle.Hennigan@gov.bc.ca>
Subject: RE: Call for Records CFD-2018-87448 Due December 13, 2018

Good morning Annabelle,

I have spoken with this applicant and they provided further information:

"The Psychology Clinic has a contract to provide child assessments to the Greater Victoria Area MCFD Protection Branch. As a result, the fee is covered by this contract and not on an individual-by-individual basis. However, there is a fee associated with assessments for children referred by Social Workers from other branches of the Victoria MCFD or from outside of the contract catchment area. This fee and appropriate paperwork would need to be negotiated prior to the assessment starting. Arrangements may be made through the clinic secretary."

I discussed this with her and thought that maybe the contract referenced above is not through MCFD but the services are provided through MCFD? Is there any way to go back to the program area and ask if they have any information to provide to the applicant regarding who provides the funding for this contract or any additional information?

Thank you,

Melinda Frelick | Senior FOI Analyst
| Information Access Operations | Ministry of Citizens' Services
Ph: 250-387-1027 | **e:** FOI.SocialTechTeam@gov.bc.ca
m: PO Box 9569 Stn Prov Gov Victoria BC V8W 9K1

From: Hennigan, Annabelle MCF:EX
Sent: December 12, 2018 10:01 AM
To: FOI Social Tech Team CITZ:EX <FOI.SocialTechTeam@gov.bc.ca>
Subject: RE: Call for Records CFD-2018-87448 Due December 13, 2018

Hi Melinda,

The division was not able to find responsive records held by PCMB related to contracts specifically with the UVic Psychology Clinic.

Please let me know if you have any questions,

Thank you,
Annabelle

From: Frelick, Melinda <FOI.SocialTechTeam@gov.bc.ca>
Sent: Thursday, November 29, 2018 4:08 PM
To: Hennigan, Annabelle MCF:EX <Annabelle.Hennigan@gov.bc.ca>
Cc: Cain, Krista A MCF:EX <Krista.Cain@gov.bc.ca>
Subject: Call for Records CFD-2018-87448 Due December 13, 2018

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

Copy of the contract between the Ministry of Children and Family Development and the University of Victoria (UVic) Psychology Clinic for the years 2012, 2015 and 2018.

Please complete the attached Call for Records form and return to FOI.SocialTechTeam@gov.bc.ca by **December 13, 2018**.

Legislated due date January 8, 2019.

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 December 4, 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 **December 13, 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,

*Melinda Frelick, Senior FOI Analyst
Social / Tech Team
Information Access Operations*

From: [Frelick, Melinda](#)
To: [Hennigan, Annabelle MCF:EX](#)
Cc: [Cain, Krista A MCF:EX](#)
Subject: Sign Off CFD-2018-87363 Due December 28, 2018
Date: December 19, 2018 3:52:07 PM

Hello,

Please see the Shared Drive for the sign-off package for your delegated head's review and decision.

Sign Off Due: December 28, 2018

Legislated Due Date: December 28, 2018

Please return your approval/recommendations to IAO as soon as possible. IAO needs at least one business day to release the response to the applicant.

Thank you,

Melinda Frelick, Senior FOI Analyst
Social Tech Team
Information Access Operations

From: [Hennigan, Annabelle MCF:EX](#)
To: [FOI Social Tech Team CITZ:EX](#)
Subject: RE: Sign Off CFD-2018-87448 Due January 8, 2019
Date: December 20, 2018 8:57:00 AM

Thank you Melinda!

From: Frelick, Melinda [mailto:FOI.SocialTechTeam@gov.bc.ca]
Sent: Thursday, December 20, 2018 8:32 AM
To: Hennigan, Annabelle MCF:EX
Cc: Cain, Krista A MCF:EX
Subject: Sign Off CFD-2018-87448 Due January 8, 2019

Hello,

Please see the Shared Drive for the sign-off package for your delegated head's review and decision.

Sign Off Due: January 8, 2019

Legislated Due Date: January 8, 2019

Please return your approval/recommendations to IAO as soon as possible. IAO needs at least one business day to release the response to the applicant.

Thank you,

Melinda Frelick, Senior FOI Analyst
Social Tech Team
Information Access Operations

IAO - Review of Harms and Response Recommendations

Request Received: November 16, 2018 **Due Date:** January 2, 2019 **Applicant type:** Individual

Description: Copies of all protocols and Information Sharing Agreements (ISA's) as regards joint investigations concerning criminal child abuse including sexual crimes perpetrated against children by non-relative community members, including but not limited to MCFD employees/contractors, between the Ministry of Children and Family Development (MCF) Child Protection Services and: Saanich Municipal Police Department; Victoria Police Department; Royal Canadian Mounted Police; Regional Violence High Risk Teams/ Family Protective Teams in Saanich, Central Saanich, and Victoria; and all Greater Victoria Interagency Case Assessment Teams (ICAT). (Date Range for Record Search: From 01/01/2012 To 11/14/2018).

Comments/Background:

- MCFD's Annabelle Hennigan, Program Assistant, provided the records for the above noted with request – no program area harms were identified within the records. IAO reviewed the records and concurs with the Ministry's assessment.

Recommendations:


- Disclose the records in their entirety.
- Please see the attached draft response letter for the applicant/please see the draft wording for the response letter to the applicant.

Publication Recommendations:

- Note that all **general FOI request records** that are released to an applicant should be published on the Open Information website unless the exemption criteria apply. The exemption criteria can be found on page 3 of Ministerial Directive 06-2016 and on page 11 of the Open Information and Open Data Policy.
- **Effective October 1, 2016** records (or portions of records) unable to be published due to federal copyright legislation will be redacted prior to publication by the Open Information team.
 - IAO recommends: **Publish**

FOI Analyst: Marion Ashton	Signature: <i>Marion Ashton</i>	Date: December 10, 2018
Senior Analyst: Sandra Cobby	Signature: SANDRA COBBY	Date: December 11, 2018
Manager:	Signature:	Date: Click here to enter a date.

Ministry - Agreement with Recommendations

Approval Authority Name: Philip Twyford, A/DM	Signature: 	Date: December 19th, 2018
Ministry Executive Name:	Signature:	Date:
Ministry Executive Name:	Signature:	Date:
Comments:		

Exercise of Discretion:

The *Freedom of Information and Protection of Privacy Act* (FOIPPA) contains both mandatory and discretionary exceptions to disclosure. Sections 13 to 20 are the discretionary exceptions. Where Information Access Operations (IAO) has advised the head that a discretionary exception may apply, it is important that the head consider the possibility of releasing the information despite the fact that an exception may apply.

Factors relevant to the exercise of discretion include:

- the general purposes of the legislation: public bodies should make information available to the public; individuals should have access to personal information about themselves;
- the wording of the discretionary exception and the interests which the section attempts to balance;
- whether the individual's request could be satisfied by severing the record and by providing the applicant with as much information as is reasonably practicable;
- the historical practice of the public body with respect to the release of similar types of documents;
- the nature of the record and the extent to which the document is significant and/or sensitive to the public body;
- whether the disclosure of the information will increase public confidence in the operation of the public body;
- the age of the record;
- whether there is a sympathetic or compelling need to release materials;
- whether previous orders of the Commissioner have ruled that similar types of records or information should or should not be subject to disclosure; and
- when the policy advice exception is claimed, whether the decision to which the advice or recommendations relates has already been made.

From: [Hennigan, Annabelle MCF:EX](#)
To: [FOI Social Tech Team CITZ:EX](#)
Cc: [Cain, Krista A MCF:EX](#)
Subject: RE: Overdue Records Reminder: CFD-2018-87382
Date: December 24, 2018 12:48:00 PM
Attachments: [CFD-2018-87382 - Sign Form.pdf](#)

Hi Marion,

Please see the attached FOI which has been approved for release by A/DM Twyford. Please note **additional** severing:

Given that this request is for domestic violence-related records from 2012 to 2018, I think we should either see if this needs to be transferred to PSSG or if we can include some information in the response letter to say that responsibility for DV was moved from MCFD to PSSG in Budget 2018.

Let me know if you have any further questions, thank you!

From: FOI Social Tech Team CITZ:EX
Sent: Wednesday, December 5, 2018 2:01 PM
To: Hennigan, Annabelle MCF:EX
Subject: Overdue Records Reminder: CFD-2018-87382, CFD-2018-87394, CFD-2018-87395

Hi Annabelle,

Just a reminder that the following records are now overdue:

CFD-2018-87382 Records were due Dec 3rd

Marion Ashton | 250.952.0518 | Information Access Operations | Ministry of Citizens' Services

From: [Frelick, Melinda](#)
To: [Hennigan, Annabelle MCF:EX](#)
Cc: [Cain, Krista A MCF:EX](#)
Subject: Sign Off Reminder CFD-2018-87363
Date: January 2, 2019 8:46:01 AM

Hi,

Just a reminder that the legislated due date for responding to this FOI request is December 28, 2018.

Copy of all contracts for the years 2012, 2013, 2017, and 2018 between the Ministry of Children and Family Development (MCF) and the Mary Manning Center of Victoria (also referred to as the Victoria Child Abuse and Prevention Counseling Center) for the provision of mandated Sexual Abuse Intervention Program (SAIP) service to BC Citizens. (Date Range for Record Search: From 01/01/2012 To 11/14/2018)

Thank you for your assistance,

Melinda Frelick, Senior FOI Analyst
Social / Tech Team
Information Access Operations

IAO - Review of Harms and Response Recommendations

Request Received: November 22, 2018 **Due Date:** January 8, 2019 **Applicant type:** Individual

Description: *Copy of the contract between the Ministry of Children and Family Development and the University of Victoria (UVic) Psychology Clinic for the years 2012, 2015 and 2018.*

Comments/Background:

- Annabelle Hennigan, Information and Privacy Coordinator provided a no records response on December 12, 2018 detailing that the division was not able to find responsive records held by PCMB.
- The applicant provided additional information in the form of an excerpt from a letter: "The Psychology Clinic has a contract to provide child assessments to the Greater Victoria Area MCFD Protection Branch. As a result, the fee is covered by this contract and not on an individual-by-individual basis. However, there is a fee associated with assessments for children referred by Social Workers from other branches of the Victoria MCFD or from outside of the contract catchment area. This fee and appropriate paperwork would need to be negotiated prior to the assessment starting. Arrangements may be made through the clinic secretary."
- Responsive records were provided on December 13, 2018 with no harms addressed.

Consultations:


- n/a

Recommendations:

- Disclose the records in their entirety.
- Please see the attached draft response letter for the applicant/please see the draft wording for the response letter to the applicant.

Publication Recommendations:

- Note that all **general FOI request records** that are released to an applicant should be published on the Open Information website unless the exemption criteria apply. The exemption criteria can be found on page 3 of [Ministerial Directive 06-2016](#) and on page 11 of the [Open Information and Open Data Policy](#).
- **Effective October 1, 2016** records (or portions of records) unable to be published due to federal copyright legislation will be redacted prior to publication by the Open Information team.
 - IAO recommends: Publish.

FOI Analyst: Melinda Frelick	Signature: 	Date: December 17, 2018
Team Lead: Sandra Cobby	Signature:	Date: December 20, 2018
Manager:	Signature:	Date: Click here to enter a date.

Ministry - Agreement with Recommendations

Ministry Executive Name: Philip Twyford, A/DM	Signature: 	Date: January 7 th , 2019
Ministry Executive Name:	Signature:	Date:

Exercise of Discretion:

The *Freedom of Information and Protection of Privacy Act* (FOIPPA) contains both mandatory and discretionary exceptions to disclosure. Sections 13 to 20 are the discretionary exceptions. Where Information Access Operations (IAO) has advised the head that a discretionary exception may apply, it is important that the head consider the possibility of releasing the information despite the fact that an exception may apply.

Factors relevant to the exercise of discretion include:

- the general purposes of the legislation: public bodies should make information available to the public; individuals should have access to personal information about themselves;
- the wording of the discretionary exception and the interests which the section attempts to balance;
- whether the individual's request could be satisfied by severing the record and by providing the applicant with as much information as is reasonably practicable;
- the historical practice of the public body with respect to the release of similar types of documents;
- the nature of the record and the extent to which the document is significant and/or sensitive to the public body;
- whether the disclosure of the information will increase public confidence in the operation of the public body;
- the age of the record;
- whether there is a sympathetic or compelling need to release materials;
- whether previous orders of the Commissioner have ruled that similar types of records or information should or should not be subject to disclosure; and
- when the policy advice exception is claimed, whether the decision to which the advice or recommendations relates has already been made.

From: [Hennigan, Annabelle MCF:EX](#)
To: [FOI Social Tech Team CITZ:EX](#)
Subject: RE: Sign Off CFD-2018-87448 Due January 8, 2019
Date: January 7, 2019 11:06:00 AM
Attachments: [CFD-2018-87448 - Sign Form.pdf](#)

Hi Melinda,

Please see the attached FOI CFD-2018-87448 which has been released by A/DM Twyford. Thank you and have a great day.

From: Frelick, Melinda [mailto:FOI.SocialTechTeam@gov.bc.ca]
Sent: Thursday, December 20, 2018 8:32 AM
To: Hennigan, Annabelle MCF:EX
Cc: Cain, Krista A MCF:EX
Subject: Sign Off CFD-2018-87448 Due January 8, 2019

Hello,

Please see the Shared Drive for the sign-off package for your delegated head's review and decision.

Sign Off Due: January 8, 2019

Legislated Due Date: January 8, 2019

Please return your approval/recommendations to IAO as soon as possible. IAO needs at least one business day to release the response to the applicant.

Thank you,

Melinda Frelick, Senior FOI Analyst
Social Tech Team
Information Access Operations

From: [Hennigan, Annabelle MCF:EX](#)
To: [Nsabimana, John CITZ:EX](#)
Subject: RE: Update:: CFD-2018-87428 - Extension Taken- New LDD: March 4, 2019
Date: February 27, 2019 9:39:00 AM

Hi John,

Did you receive the signed/approved version of this FOI?

From: Nsabimana, John CITZ:EX
Sent: February 14, 2019 1:07 PM
To: Cain, Krista A MCF:EX <Krista.Cain@gov.bc.ca>
Cc: Hennigan, Annabelle MCF:EX <Annabelle.Hennigan@gov.bc.ca>
Subject: Update:: CFD-2018-87428 - Extension Taken- New LDD: March 4, 2019

Hello,

Please note the applicant has granted a further 10 day extension re file noted above.

New LDD: March 4, 2019

Thank you,

John Nsabimana, *MPA* | Senior FOI Analyst | Information Access Operations | Ministry of Citizens' Services
Ph: 250-953-3609 | *e:* john.nsabimana@gov.bc.ca | *m:* PO Box 9569, STN PROV GOVT Victoria BC V8W 9K1

IAO - Review of Harms and Response Recommendations

Request Received: November 20, 2018 **Due Date:** February 15, 2019 **Applicant type:** Individual

Description: Copy of the contract between the Ministry of Child and Family Development and Phoenix Human Services Association for the provision of the following services: Family Development Programs, Supervised Access Programs, Out of Care provider Programs, for the years 2012 & 2013. (Date Range for Record Search: From 01/01/2012 To 12/31/2013).

Comments/Background:

- Annabelle Hennigan, Information and Privacy Coordinator provided the program area responsive records on December 7, 2018.
- An extension under section 10 of FOIPPA was taken for a large volume and/or search for records on December 31, 2018.
- IAO has reviewed for mandatory exceptions and found none that apply based on the information provided by the Ministry.

Recommendations:

- Disclose the records in their entirety.
- Please see the attached draft response letter for the applicant.

Publication Recommendations:

- Note that all **general FOI request records** that are released to an applicant should be published on the Open Information website unless the exemption criteria apply. The exemption criteria can be found on page 3 of Ministerial Directive 06-2016 and on page 11 of the Open Information and Open Data Policy.
- **Effective October 1, 2016** records (or portions of records) unable to be published due to federal copyright legislation will be redacted prior to publication by the Open Information team.
 - IAO recommends: Publish.

FOI Analyst: John Nsabimana

Signature:



Date: February 7, 2019

Team Lead/ Senior Analyst:

Signature: SANDRA COBBY

Date: February 11, 2019

Manager:

Signature:

Date: Click here to enter a date.

Ministry - Agreement with Recommendations

Approval Authority

Name: Allison Bond, DM

Signature:



Date: February 12, 2019

Ministry Executive

Name:

Signature:

Date:

Ministry Executive

Name:

Signature:

Date:

Comments:

Exercise of Discretion:

From: [Hennigan, Annabelle MCF:EX](#)
To: [Nsabimana, John CITZ:EX](#)
Cc: [FOI Social Tech Team CITZ:EX](#)
Subject: Approved FOI CFD-2019-87428
Date: February 28, 2019 9:30:00 AM
Attachments: [Sign Form CFD-2018-87428.pdf](#)

Hi John,

Please see the attached FOI sign off form which has now been approved for release by DM Bond.

Thank you,
Annabelle