

GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: \_\_\_\_\_

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Individual	November 14, 2018	Melinda Frelick	November 22, 2018	November 30, 2018

REQUEST DETAILS:

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)

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:

- 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:

Email with attachments:

\*Other documents

Estimated Pages  Actual Pages

Estimated Pages  Actual Pages

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:** [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 1:52:01 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](#)

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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

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**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](mailto: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*



## Email Details Information

From Email : FOI.SocialTechTeam@gov.bc.ca  
To Email : Annabelle.Hennigan@gov.bc.ca  
Cc Email : Krista.Cain@gov.bc.ca  
Bcc Email :  
Subject : Sign Off Reminder CFD-2018-87363  
Email Body :

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

## Email Details Information

From Email : FOI.SocialTechTeam@gov.bc.ca  
To Email : Annabelle.Hennigan@gov.bc.ca  
Cc Email : Krista.Cain@gov.bc.ca  
Bcc Email :  
Subject : Sign Off CFD-2018-87363 Due December 28, 2018  
Email Body :

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

## Onciul, Jamie CITZ:EX

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**From:** Cain, Krista A MCF:EX  
**Sent:** December 24, 2018 2:19 PM  
**To:** FOI Social Tech Team CITZ:EX  
**Subject:** RE: Overdue Records Reminder: CFD-2018-87382

s.13

thx

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**From:** FOI Social Tech Team CITZ:EX  
**Sent:** Monday, December 24, 2018 2:14 PM  
**To:** Cain, Krista A MCF:EX  
**Subject:** FW: Overdue Records Reminder: CFD-2018-87382

Hi Krista,

s.13

Please advise, thanks! ☺

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**From:** Hennigan, Annabelle MCF:EX  
**Sent:** December 24, 2018 12:49 PM  
**To:** FOI Social Tech Team CITZ:EX <FOI.SocialTechTeam@gov.bc.ca>  
**Cc:** Cain, Krista A MCF:EX <Krista.Cain@gov.bc.ca>  
**Subject:** RE: Overdue Records Reminder: CFD-2018-87382

Hi Marion,

Please see the attached FOI which has been approved for release by A/DM Twyford. s.13

s.13

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

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**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

GENERAL REQUEST ☐

PERSONAL REQUEST ☐

Personal Request authorization received date: \_\_\_\_\_

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Individual	November 14, 2018	Melinda Frelick	November 22, 2018	November 30, 2018

**REQUEST DETAILS:**

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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**

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Tasks may include:

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- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

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Tasks may include:

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Estimated Hours

Actual Hours

**Volume**

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Email with attachments:

Estimated Pages  Actual Pages

\*Other documents

Estimated Pages  Actual Pages

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### 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)

## **Onciul, Jamie CITZ:EX**

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**From:** FOI Social Tech Team CITZ:EX  
**Sent:** December 7, 2018 11:26 AM  
**To:** Hennigan, Annabelle MCF:EX  
**Subject:** Call Reminder: CFD-2018-87382, CFD-2018-87394, CFD-2018-87395

Hi Annabelle, in an effort to manage my caseload can you please let me know the ETA for providing the records for the above noted files?

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**From:** FOI Social Tech Team CITZ:EX  
**Sent:** December 5, 2018 2:01 PM  
**To:** Hennigan, Annabelle MCF:EX <Annabelle.Hennigan@gov.bc.ca>  
**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  
CFD-2018-87394 Records were due Dec 4th  
CFD-2018-87395 Records were due Dec 4th  
Please let me know if there is anything I can do to assist from this end.  
Thanks,  
Marion

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

## **Onciul, Jamie CITZ:EX**

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**From:** Hennigan, Annabelle MCF:EX  
**Sent:** December 7, 2018 1:37 PM  
**To:** FOI Social Tech Team CITZ:EX  
**Subject:** Call for Records CFD-2018-87382 Due December 3, 2018  
**Attachments:** Integrated Call for Records Form.pdf; Fully executed MOA Aug 5 2011.pdf; SGIPWS ICAT Local Protocol.doc  
  
**Importance:** High

Hi Marion,

My apologies in the delay in response, I am tracking these down and I am so sorry for the lateness. Please see attached for CFD-2018-87382 for IAO Review. Staff have not identified any harms at this time.

Please let me know if you have any questions.

Thank you,  
Annabelle

**From:** FOI Social Tech Team CITZ:EX  
**Sent:** Friday, December 7, 2018 11:26 AM  
**To:** Hennigan, Annabelle MCF:EX <[Annabelle.Hennigan@gov.bc.ca](mailto:Annabelle.Hennigan@gov.bc.ca)>  
**Subject:** Call Reminder: CFD-2018-87382, CFD-2018-87394, CFD-2018-87395

Hi Annabelle, in an effort to manage my caseload can you please let me know the ETA for providing the records for the above noted files?

**From:** FOI Social Tech Team CITZ:EX  
**Sent:** December 5, 2018 2:01 PM  
**To:** Hennigan, Annabelle MCF:EX <[Annabelle.Hennigan@gov.bc.ca](mailto:Annabelle.Hennigan@gov.bc.ca)>  
**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  
CFD-2018-87394 Records were due Dec 4th  
CFD-2018-87395 Records were due Dec 4th  
Please let me know if there is anything I can do to assist from this end.  
Thanks,  
Marion

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

We received the following FOI request:

*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*

Would SDD hold the records for this request?

If responsive records are held, please have them to me by **December 3** 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.

**Krista Cain**

Director, Executive Operations | Client Relations

Deputy Minister's Office

Ministry of Children and Family Development

778.698.5089



## Onciul, Jamie CITZ:EX

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**From:** Hennigan, Annabelle MCF:EX  
**Sent:** December 18, 2018 3:57 PM  
**To:** FOI Social Tech Team CITZ:EX  
**Subject:** FW: Request for response wording: CFD-2018-87382

Hi Marion, my supervisor has mentioned the following below regarding the FOI:

Let me know if you need anything else, thank you.

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**From:** Cain, Krista A MCF:EX  
**Sent:** Tuesday, December 18, 2018 3:52 PM  
**To:** Hennigan, Annabelle MCF:EX  
**Subject:** RE: Request for response wording: CFD-2018-87382

s.13

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**From:** Hennigan, Annabelle MCF:EX  
**Sent:** Tuesday, December 18, 2018 2:57 PM  
**To:** Cain, Krista A MCF:EX  
**Subject:** FW: Request for response wording: CFD-2018-87382

Hi Krista,

As for this one, this was the email that you told me to mention to IAO from what Brendan said (highlighted section below). Thoughts on this?

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**From:** FOI Social Tech Team CITZ:EX  
**Sent:** Tuesday, December 18, 2018 2:35 PM  
**To:** Hennigan, Annabelle MCF:EX  
**Subject:** FYI: Request for response wording: CFD-2018-87382

Hi Annabelle,

Further to the message below, it looks like any additional messaging to the applicant will need to come from MCFD.

All the best,  
Marion

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

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**From:** Justice Social FOI CITZ:EX  
**Sent:** December 18, 2018 2:25 PM  
**To:** FOI Social Tech Team CITZ:EX <FOI.SocialTechTeam@gov.bc.ca>

Cc: Hamdi, Rhiannon CITZ:EX <Rhiannon.Hamdi@gov.bc.ca>

**Subject:** RE: Request for response wording: CFD-2018-87382

Hi Marion:

I think it would be a question that you would ask your client Ministry, so the information could be put in the letter that would be sent in response to CFD-2018-87382.

Anita Foster, Team Lead

Justice- Social Team, Information Access Operation

Tel: 778-698-2566

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**From:** FOI Social Tech Team CITZ:EX

**Sent:** December 17, 2018 1:49 PM

**To:** Justice Social FOI CITZ:EX <[Justice.Social.FOI@gov.bc.ca](mailto:Justice.Social.FOI@gov.bc.ca)>

**Subject:** Request for response wording: CFD-2018-87382

Hello,

Further to the note below, please be advised that this request was received on November 16<sup>th</sup> and is currently in sign off with MCFD.

As we are passed the allotted 20 days to transfer the request, I'm following up with your team to see if PSSG would have specific wording that they would like included in the applicant's response letter.

Please advise, thanks.

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

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**From:** Hennigan, Annabelle MCF:EX

**Sent:** December 17, 2018 10:22 AM

**To:** FOI Social Tech Team CITZ:EX <[FOI.SocialTechTeam@gov.bc.ca](mailto:FOI.SocialTechTeam@gov.bc.ca)>

**Subject:** CFD-2018-87382

Hi there,

s.13

Please let me know ASAP if there is anything that needs to be done on my end, thank you!

**Annabelle Hennigan**

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

## Email Details Information

From Email : FOI.SocialTechTeam@gov.bc.ca  
To Email : Krista.Cain@gov.bc.ca  
Cc Email :  
Bcc Email :  
Subject : Sign Off CFD-2018-87382 Due January 2, 2019  
Email Body :

Hello,

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

**Legislated Due Date: January 2, 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,

Marion Ashton, 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: <b>SANDRA COBBY</b>	Date: December 11, 2018
Manager:	Signature:	Date:

### Ministry - Agreement with Recommendations

Approval Authority Name:	Signature:	Date:
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.

## Onciul, Jamie CITZ:EX

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**From:** FOI Social Tech Team CITZ:EX  
**Sent:** December 21, 2018 4:26 PM  
**To:** Hennigan, Annabelle MCF:EX; FOI Social Tech Team CITZ:EX  
**Cc:** Cain, Krista A MCF:EX  
**Subject:** RE: Call for Records CFD-2018-87428 Due December 7, 2018

Hi Annabelle,

We are still processing this request. I will keep monitoring the file and take an extension as needed.

Thank you,

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

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**From:** Hennigan, Annabelle MCF:EX  
**Sent:** December 20, 2018 6:43 PM  
**To:** FOI Social Tech Team CITZ:EX <FOI.SocialTechTeam@gov.bc.ca>; Nsabimana, John CITZ:EX <John.Nsabimana@gov.bc.ca>  
**Cc:** Cain, Krista A MCF:EX <Krista.Cain@gov.bc.ca>  
**Subject:** FW: Call for Records CFD-2018-87428 Due December 7, 2018

Hi John,

I am following up with this FOI seeing as it is due January 4<sup>th</sup> and I want to make sure that it gets in on time. Thank you!

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**From:** Hennigan, Annabelle MCF:EX  
**Sent:** Friday, December 7, 2018 6:04 PM  
**To:** FOI Social Tech Team CITZ:EX  
**Cc:** Cain, Krista A MCF:EX  
**Subject:** FW: Call for Records CFD-2018-87428 Due December 7, 2018

Hi there,

Please see the attached records for **CFD-2018-87428**. Staff have not identified any harms at this time.

Let me know if you have any questions, thank you.

Annabelle

## Onciul, Jamie CITZ:EX

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**From:** Cain, Krista A MCF:EX  
**Sent:** November 23, 2018 9:04 AM  
**To:** Nsabimana, John CITZ:EX  
**Subject:** RE: Call for Records CFD-2018-87428 Due December 7, 2018

Okay thanks

---

**From:** Nsabimana, John CITZ:EX  
**Sent:** Friday, November 23, 2018 9:03 AM  
**To:** Cain, Krista A MCF:EX  
**Subject:** RE: Call for Records CFD-2018-87428 Due December 7, 2018

Hi Krista.

Please disregard this email...attached a wrong CFR. I will re-send shortly.

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](mailto:john.nsabimana@gov.bc.ca) | m: PO Box 9569, STN PROV GOVT Victoria BC V8W 9K1

**From:** Nsabimana, John <FOI.SocialTechTeam@gov.bc.ca>  
**Sent:** November 23, 2018 9:00 AM  
**To:** Cain, Krista A MCF:EX <Krista.Cain@gov.bc.ca>  
**Subject:** Call for Records CFD-2018-87428 Due December 7, 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 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) Date Format: MM/DD/YYYY*

Please complete the attached Call for Records form and return to [FOI.SocialTechTeam@gov.bc.ca](mailto:FOI.SocialTechTeam@gov.bc.ca) by **December 7, 2018**.

Legislated due date January 4, 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 28, 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 7, 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,

*John Nsabimana, Senior FOI Analyst  
Social / Tech Team  
Information Access Operations*

GENERAL REQUEST ☐

PERSONAL REQUEST ☐

Personal Request authorization received date: \_\_\_\_\_

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Individual	November 14, 2018	Melinda Frelick	November 22, 2018	November 30, 2018

**REQUEST DETAILS:**

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)

**Section 1: Initial Records Assessment**

Do you hold responsive records? <i>If no, please provide an explanation that can be given to the applicant (if applicable):</i>	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:

- 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.

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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)

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## Onciul, Jamie CITZ:EX

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**From:** Nsabimana, John CITZ:EX  
**Sent:** February 14, 2019 1:07 PM  
**To:** Cain, Krista A MCF:EX  
**Cc:** Hennigan, Annabelle MCF:EX  
**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](mailto:john.nsabimana@gov.bc.ca) | *m:* PO Box 9569, STN PROV GOVT Victoria BC V8W 9K1

**Onciul, Jamie CITZ:EX**

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**From:** Hennigan, Annabelle MCF:EX  
**Sent:** February 28, 2019 9:31 AM  
**To:** Nsabimana, John CITZ:EX  
**Cc:** FOI Social Tech Team CITZ:EX  
**Subject:** Approved FOI CFD-2019-87428  
**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

## Onciul, Jamie CITZ:EX

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**From:** Hennigan, Annabelle MCF:EX  
**Sent:** February 27, 2019 9:39 AM  
**To:** Nsabimana, John CITZ:EX  
**Subject:** RE: Update:: CFD-2018-87428 - Extension Taken- New LDD: March 4, 2019

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](mailto:john.nsabimana@gov.bc.ca) | *m:* PO Box 9569, STN PROV GOVT Victoria BC V8W 9K1



## **Onciul, Jamie CITZ:EX**

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**From:** Nsabimana, John CITZ:EX  
**Sent:** February 11, 2019 8:55 AM  
**To:** Hennigan, Annabelle MCF:EX  
**Cc:** Cain, Krista A MCF:EX  
**Subject:** Sign Off CFD-2018-87428 Due February 15, 2019

Hello,

Please see the [Shared Drive](#) for the sign-off package for your delegated head's review and decision.

**Legislated Due Date: February 15, 2019**

Thank you,

John Nsabimana, Senior FOI Analyst  
Social Tech Team  
Information Access Operations

### 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:

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.

GENERAL REQUEST ☐

PERSONAL REQUEST ☐

Personal Request authorization received date: \_\_\_\_\_

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Individual	November 14, 2018	Melinda Frelick	November 22, 2018	November 30, 2018

**REQUEST DETAILS:**

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)

**Section 1: Initial Records Assessment**

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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:

- Searching for hard & electronic files
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Estimated Hours

Actual Hours

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Tasks may include:

- Identifying relevant sources of data/information
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Actual Hours

**Volume**

**Electronic files (in pages):**

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

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### 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.
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(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)

## Onciul, Jamie CITZ:EX

---

**From:** Hennigan, Annabelle MCF:EX  
**Sent:** December 12, 2018 10:01 AM  
**To:** FOI Social Tech Team CITZ:EX  
**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](mailto: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*

## Onciul, Jamie CITZ:EX

---

**From:** Hennigan, Annabelle MCF:EX  
**Sent:** December 13, 2018 1:15 PM  
**To:** Frelick, Melinda CITZ:EX  
**Cc:** Cain, Krista A MCF:EX  
**Subject:** RE: Call for Records CFD-2018-87448 Due December 13, 2018  
**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](mailto: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](mailto:Melinda.Frelick@gov.bc.ca)>  
**Cc:** Cain, Krista A MCF:EX <[Krista.Cain@gov.bc.ca](mailto: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](mailto: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](mailto:FOI.SocialTechTeam@gov.bc.ca)  
**m:** PO Box 9569 Stn Prov Gov Victoria BC V8W 9K1

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**From:** Hennigan, Annabelle MCF:EX  
**Sent:** December 12, 2018 10:01 AM  
**To:** FOI Social Tech Team CITZ:EX <[FOI.SocialTechTeam@gov.bc.ca](mailto:FOI.SocialTechTeam@gov.bc.ca)>  
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Please let me know if you have any questions,

Thank you,  
Annabelle

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**Sent:** Thursday, November 29, 2018 4:08 PM  
**To:** Hennigan, Annabelle MCF:EX <[Annabelle.Hennigan@gov.bc.ca](mailto:Annabelle.Hennigan@gov.bc.ca)>  
**Cc:** Cain, Krista A MCF:EX <[Krista.Cain@gov.bc.ca](mailto:Krista.Cain@gov.bc.ca)>  
**Subject:** Call for Records CFD-2018-87448 Due December 13, 2018

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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.

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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,

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

## Email Details Information

From Email : FOI.SocialTechTeam@gov.bc.ca  
To Email : Annabelle.Hennigan@gov.bc.ca  
Cc Email : Krista.Cain@gov.bc.ca  
Bcc Email :  
Subject : CFD-2018-87448-CFR form  
Email Body :

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

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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*



GENERAL REQUEST ☐

PERSONAL REQUEST ☐

Personal Request authorization received date: \_\_\_\_\_

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Individual	November 14, 2018	Melinda Frelick	November 22, 2018	November 30, 2018

**REQUEST DETAILS:**

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)

**Section 1: Initial Records Assessment**

Do you hold responsive records? <i>If no, please provide an explanation that can be given to the applicant (if applicable):</i>	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:

- 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:

Email with attachments:

\*Other documents

Estimated Pages  Actual Pages

Estimated Pages  Actual Pages

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.

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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?

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(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.

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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)

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## Onciul, Jamie CITZ:EX

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**From:** Hennigan, Annabelle MCF:EX  
**Sent:** January 7, 2019 11:07 AM  
**To:** FOI Social Tech Team CITZ:EX  
**Subject:** RE: Sign Off CFD-2018-87448 Due January 8, 2019  
**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

## Email Details Information

From Email : FOI.SocialTechTeam@gov.bc.ca  
To Email : Annabelle.Hennigan@gov.bc.ca  
Cc Email : Krista.Cain@gov.bc.ca  
Bcc Email :  
Subject : Sign Off CFD-2018-87448 Due January 8, 2019  
Email Body :

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 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 <sup>th</sup> , 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.