

approved RE: Fee estimate approval: PSS-2021-10114

From: Nisbet, Justine CITZ:EX <Justine.Nisbet@gov.bc.ca>
To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
Sent: February 2, 2021 5:08:33 PM PST
Received: February 2, 2021 5:08:34 PM PST

Hi Nicola,
Fee estimate approved and your letter looks good too.

Thanks,
Justine Nisbet, Manager
Justice Social Team
Health & Mental Health Team

From: Lutte, Nicola CITZ:EX
Sent: February 2, 2021 3:07 PM
To: Nisbet, Justine CITZ:EX
Subject: Fee estimate approval: PSS-2021-10114

Hi Justine,
As discussed, I have done the fee invoice and have drafted the fee estimate letter for you to look at. I have highlighted in yellow the narrowing. Also at the end of the letter I have highlighted in yellow that they may want to go to Correctional Services Canada and given them the potential to get in touch with CORR to obtain info outside of FOIPPA.

Let me know your thoughts on that...thanks!

Nicola Lutte, CIAPP-C | Senior FOI Analyst, Justice-Social Team | Information Access Operations | Corporate Information and Records Management Office | Ministry of Citizens' Services
Ph: 250 387-2877 | **e:** nicola.lutte@gov.bc.ca | **m:** PO Box 9569 Stn Prov Gov, Victoria BC V8W 9K1

Fee Request PSS-2021-10114

From: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
To: Nisbet, Justine CITZ:EX
Cc: Andrews, Arielle CITZ:EX
Sent: February 3, 2021 11:18:31 AM PST
Received: February 3, 2021 11:18:31 AM PST

FYI...he sent another email confirming your phone number. Please let me know next steps.

Nicola Lutte, CIAPP-C | Senior FOI Analyst, Information Access Operations | **Ph:** 250 387-2877

From: s.22

Sent: February 3, 2021 9:26 AM

To: Lutte, Nicola CITZ:EX

Subject: Re: FOI Request PSS-2021-10114

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Do you have a phone number I can reach you at?

And can you please share the contact information for your supervisor as well?

Several mistakes have been made with these requests and the processing of them already.

Every other jurisdiction in Canada has begun to process the requests and even issued disclosures.

s.22

There has been no correspondence, consultation, duty to assist shown by your office.

And the instructions I sent have not been followed either.

I hope we can discuss soon.

Thank you.

s.22

From: "Nicola.Lutte@gov.bc.ca" <Nicola.Lutte@gov.bc.ca>

Date: Wednesday, February 3, 2021 at 11:11 AM

To: s.22

Subject: FOI Request PSS-2021-10114

Notice: This is external email. Verify the sender and use caution with any content.

Hello,

Please see the attached regarding your FOI request. Please note there is relevant information at the end of the letter too.

Thank you.

Nicola Lutte

Information Access Operations | Ministry of Citizens' Services

www.gov.bc.ca/freedomofinformation

RE: Fee Request PSS-2021-10114

From: Nisbet, Justine CITZ:EX <Justine.Nisbet@gov.bc.ca>
To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
Cc: Andrews, Arielle CITZ:EX <Arielle.Andrews@gov.bc.ca>
Sent: February 3, 2021 12:26:56 PM PST
Received: February 3, 2021 12:26:57 PM PST
Attachments: Voice Mail (2 minutes)

Thanks Nicola,

I've chatted a bit with Arielle on this and I'm going to let you both work with the applicant on this. Even though, he says he needs to only work with the Manager I'm sure you'll both be able to help him understand what has transpired and how you can assist him moving forward.

I'm happy to support you both anyway I can moving forward, but I think me getting involved at this stage wouldn't be of much assistance.

Justine Nisbet, Manager

Justice Social Team

Health & Mental Health Team

From: Lutte, Nicola CITZ:EX
Sent: February 3, 2021 11:19 AM
To: Nisbet, Justine CITZ:EX
Cc: Andrews, Arielle CITZ:EX
Subject: Fee Request PSS-2021-10114

FYI...he sent another email confirming your phone number. Please let me know next steps.

Nicola Lutte, CIAPP-C | Senior FOI Analyst, Information Access Operations | **Ph:** 250 387-2877

From: s.22
Sent: February 3, 2021 9:26 AM
To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
Subject: Re: FOI Request PSS-2021-10114

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

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Every other jurisdiction in Canada has begun to process the requests and even issued disclosures.

s.22

There has been no correspondence, consultation, duty to assist shown by your office.

And the instructions I sent have not been followed either.

I hope we can discuss soon.

Thank you.

s.22

From: "Nicola.Lutte@gov.bc.ca" <Nicola.Lutte@gov.bc.ca>
Date: Wednesday, February 3, 2021 at 11:11 AM
To: s.22
Subject: FOI Request PSS-2021-10114

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Hello,

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Thank you.

Nicola Lutte

Information Access Operations | Ministry of Citizens' Services

www.gov.bc.ca/freedomofinformation

Page 04 of 77

Withheld pursuant to/removed as

NR

FW: FOI Request PSS-2021-10114

From: Nisbet, Justine CITZ:EX <Justine.Nisbet@gov.bc.ca>
To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
Cc: Andrews, Arielle CITZ:EX <Arielle.Andrews@gov.bc.ca>
Sent: February 3, 2021 6:01:33 PM PST
Received: February 3, 2021 6:01:34 PM PST
Attachments: PSS-2020-10114 invoice.pdf, PSS-2021-10114 fee letter.pdf

Hi Nicola,

As discussed, I have reached out to this applicant to discuss the status of his request. I decided to give him a call rather than sending an email.

He is very reasonable and wants to work with us moving forward. He is disappointed that we combined his two requests and believes if we had not done that it would not have generated such a fee. I explained our policy and procedures here in BC is quite common to combine requests when appropriate and I couldn't comment if the request was processed as two would in fact result in a lower fee amount. The requests as two would most likely still attract a large amount of search time based on the wording of the requests, which he understands and was prepared for a fee, but just not this large.

It's unfortunate he used language to place blame on the analyst assigned to the file, he understands that is not the case and I went further to say that I have all the confidence in you and Arielle to work with him directly moving forward. I shared with him that you have already reached out to the Ministry to get more info around the responsive records and what can be done to either alleviate or minimize the fee, or otherwise. He asks that we re-visit combining them as he's convinced in doing so would resolve the issue, I told him we can look at that but we would need to consult with the Ministry.

I assured him we understand our obligation in duty to assist and will do everything we can to provide the information he is seeking. He accepts there is no need for my direct involvement at this time and looks forward to hearing from you soon.

Thanks,

*Justine Nisbet, Manager
Justice Social Team
Health & Mental Health Team*

From: s.22

Sent: February 3, 2021 11:23 AM

To: Nisbet, Justine CITZ:EX

Subject: FW: FOI Request PSS-2021-10114

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello. Hope all is well.

Could I please correspond with you about this?

The analyst has really messed things up with these requests.

Have a very good day.

Stay safe and chat soon.

s.22

From: "Nicola.Lutte@gov.bc.ca" <Nicola.Lutte@gov.bc.ca>

Date: Wednesday, February 3, 2021 at 11:11 AM

To: s.22

Subject: FOI Request PSS-2021-10114

Notice: This is external email. Verify the sender and use caution with any content.

Hello,

Please see the attached regarding your FOI request. Please note there is relevant information at the end of the letter too.

Thank you.

Nicola Lutte

Information Access Operations | Ministry of Citizens' Services

Fee Summary



PO Box 9569 STN PROV GOVT
Victoria, BC V8W 9K1

Requester Details

s.22

Requester Invoice

Request No : PSS-2021-10114
Invoice No : 00000005659
Invoice Date : 02/02/2021
Requester Name : s.22

| Fee Item | Quantity | Unit (\$) | Extended (\$) | Auto Waived | Waived Value | Charged (\$) |
|-------------------------|----------|-----------|---------------|-------------|--------------|-------------------|
| | | | | (\$) | (\$) | |
| Locating and Retrieving | 112.25 | \$30.00 | \$3,367.50 | \$90.00 | \$0.00 | \$3,277.50 |
| Total Amount | | | | | | \$3,277.50 |
| Amount Paid | | | | | | \$0.00 |
| Balance Due | | | | | | \$3,277.50 |

Request Description

See the Correspondence log - PSS-2021-10114 Request description.

Invoice Memo

You have 20 business days to respond to this fee statement or your file will be closed as Abandoned.
If the total estimate is over \$200 you are only required to pay a 50% deposit, otherwise you are required to pay the full amount.



File: 292-30/PSS-2021-10114

February 3, 2021

Sent via email: s.22

s.22

Dear s.22

Re: Request for Access to Records – Fee Estimate
Freedom of Information and Protection of Privacy Act (FOIPPA)

I am writing further to your request received by the Ministry of Public Safety and Solicitor General. Your request is for:

Copies of: all records tracking COVID-19 cases amongst parolees and other individuals currently on community release, including positive tests, negative tests, inconclusive tests, deaths, recoveries and active cases; memorandums, briefing notes, information notes, statistics and Powerpoint decks documenting parole office entry and exit COVID-19 screening procedures for parolees and other individuals currently on community release, prison staff, oversight body officials, lawyers, volunteers, and other parties; statistical overviews tracking the daily counts for parolees broken down by race and gender; statistical overviews tracking the staffing levels in your parole offices; statistical overviews tracking the number of suspensions and revocations of parole and other forms of community release from your parole offices; all records outlining health and personal hygiene protocols, all records outlining cleaning protocols issued to and measures adopted, all records outlining protocols issued to and measures adopted, and all records outlining protocols issued to and measures adopted by your parole offices to restrict community contact for those currently on parole or other forms of community release related to COVID-19 pandemic prevention and management; all documents and electronic materials distributed to parolees and other individuals currently on community release, staff and visitors concerning COVID-19 measures taken in parole offices; all records documenting the number and nature of grievances related to COVID-19 submitted by parolees and other individuals

.../2

Ministry of Citizens' Services

Information Access Operations

Mailing Address:

PO Box 9569 Stn Prov Govt
Victoria BC V8W 9K1

Website:

www.gov.bc.ca/freedomofinformation
Telephone: 250 387-1321
Fax: 250 387-9843

currently on community release, as well as staff in your parole offices; final copies of all memorandums, presentations, briefing notes, or other similar documents regarding COVID-19 and correctional institutions or parole offices; all records documenting communications and meetings with community partners, including non-profit charities, pertaining to COVID-19; all modifications to existing and new standing orders, directives and manuals pertaining to the prevention and management of COVID-19 in your parole offices; statistical overviews broken down by race and gender that track COVID-19 cases amongst prisoners and prison staff, including positive tests, negative tests, inconclusive tests, deaths, recoveries and active cases, as well as memorandums and presentations on these statistics; standing orders and policy directives documenting correctional institution COVID-19 screening procedures for prisoners, prison staff, oversight body officials, lawyers, and volunteers; statistical overviews broken down by race and gender tracking the average daily counts in your correctional institutions; statistical overviews tracking the staffing levels in your correctional institutions, including correctional officers, health care staff, administrators and other staff members; memorandums, briefing notes, information notes, statistics and Powerpoint decks tracking the number of temporary absences, parole and all releases from your correctional institutions related to COVID-19 pandemic prevention and management broken down by race and gender; memorandums, briefing notes, information notes, statistics and Powerpoint decks outlining (a) health and personal hygiene protocols issued to and measures, (b) outlining cleaning protocols issued to and measures adopted and (c) protocols issued to and measures adopted to promote social distancing in your correctional institutions related to COVID-19 pandemic prevention and management; memorandums, briefing notes, information notes, statistics and Powerpoint decks documenting the number and length of placement in segregation / structural intervention units in your correctional institutions; statistical overviews on the number and nature of use of force incidents in your correctional institutions broken down by race and gender; statistical overviews on the number and length of lockdowns in your correctional institutions; all records documenting the number and nature of incidents (e.g. hunger strikes, protests, refusals to stand for inmate counts) involving prisoners in your correctional institutions; statistical overviews on the number and nature of psychiatric reports involving prisoners in your correctional institutions broken down by race and gender; all records outlining protocols issued to and measures adopted or modified by your correctional institutions concerning health and mental health care provision to prisoners and prison staff related to COVID-19 prevention, management and treatment; all documents and electronic materials distributed to prisoners and visitors concerning COVID-19 measures taken in correctional institutions; all records documenting the number and nature of grievances related to COVID-19 submitted by prisoners and prison staff in your correctional institutions; final copies of all memorandums, presentations, and briefing notes regarding COVID-19 and correctional institutions or parole offices; memorandums, briefing notes, information notes, statistics and Powerpoint decks pertaining to inter-agency communications and meetings with community partners, including non-profit charities; all modifications to existing and new standing orders, directives and manuals pertaining to the prevention and management of COVID-19 in your correctional institutions.

Please break the response into two timeframes:

Timeframe 1 (pre-pandemic planning):

5 January 2020 (WHO Disease Outbreak News) to 1 March 2020

Timeframe 2 (first 6 months):

1 March 2020 to 30 August 2020

Due to the size and scope of your request, the Ministry has estimated a fee of \$3,277.50, calculated as per the attached Fee Summary based on search time only.

Your request has been placed on hold; you have **20 business days** to respond to this letter. If we do not hear from you by **March 3, 2021**, we will consider your request abandoned and close the file.

Section 75(1) of FOIPPA provides that we may charge a fee for certain limited costs of processing your request. However, the first three hours to search for records and any time spent reviewing and/or severing information from the records is not charged to you. A copy of section 75 is enclosed for your reference. A complete copy of FOIPPA is available online at:

http://www.bclaws.ca/civix/document/id/complete/statreg/96165_00

There are three options to respond, detailed below.

1 - NARROW YOUR REQUEST TO REDUCE OR ELIMINATE FEES

You may wish to consider options to reduce or possibly eliminate the fee estimate, such as:

- Narrowing the scope of the request.

A more comprehensive fee estimate reflecting all chargeable items may be provided at a later date. I will work with you to try to find an efficient and cost effective method in which to provide records.

2 - PAY THE FEE ESTIMATE

Due to the amount of the estimate, we will require a deposit in the amount of \$1,638.75. Where a balance of fees is owed, payment must be received prior to the release of the records. We will notify you if a balance is due. Your request will be placed on hold pending receipt of final payment.

Please send a cheque or money order made payable to the Minister of Finance, quote your file number and mail it to:

Attn: Nicola Lutte
Information Access Operations
Ministry of Citizens' Services
PO Box 9569 Stn Prov Govt
Victoria BC V8W 9K1

To pay by credit card, please call 250 387-1321. VISA, Master Card and Amex are accepted. You will need to have your request number and payment amount ready. Credit card payments will appear on your statement as "QP Bookstore". If applicable, fee refunds are paid by cheque and are not credited back to the payment card.

Upon receipt of payment, we will resume processing your request. All reasonable efforts have been made to generate an accurate estimate.

You will be required to pay the actual cost whether it is higher or lower than the estimate. If it appears that the actual cost of processing the request will be different than the original fee estimate, we may issue a revised estimate.

3 - REQUEST A FEE WAIVER

In certain circumstances fees may be partially or entirely waived. We have enclosed a Fee Waiver Information Sheet for your convenience.

If you have any questions regarding your request, please contact Nicola Lutte at 250 387-2877. This number can be reached toll-free by calling from Vancouver, 604 660-2421, or from elsewhere in BC, 1 800 663-7867 and asking to be transferred to 250 387-2877.

You have the right to ask the Information and Privacy Commissioner to review this decision. I have enclosed information on the review and complaint process.

You refer in your request to parole offices, you may want to submit a request to Correctional Service Canada. BC Corrections' Research Division may be able to help you obtain relevant research information outside of FOIPPA. I would be happy to put you in touch with them directly to discuss, should you want this.

Sincerely,



Nicola Lutte, Senior FOI Analyst
On behalf of Justine Nisbet, Manager
Justice / Social Team, Information Access Operations

Enclosures

Fees

75 (1) The head of a public body may require an applicant who makes a request under section 5 to pay to the public body fees for the following services:

- (a) locating, retrieving and producing the record;
- (b) preparing the record for disclosure;
- (c) shipping and handling the record;
- (d) providing a copy of the record.

(2) An applicant must not be required under subsection (1) to pay a fee for

- (a) the first 3 hours spent locating and retrieving a record, or
- (b) time spent severing information from a record.

(3) Subsection (1) does not apply to a request for the applicant's own personal information.

(4) If an applicant is required to pay a fee for services under subsection (1), the head of the public body

- (a) must give the applicant a written estimate of the total fee before providing the service, and
- (b) may require the applicant to pay a deposit in the amount set by the head of the public body.

(5) If the head of a public body receives an applicant's written request to be excused from paying all or part of the fees for services, the head may excuse the applicant if, in the head's opinion,

- (a) the applicant cannot afford the payment or for any other reason it is fair to excuse payment, or
- (b) the record relates to a matter of public interest, including the environment or public health or safety.

(5.1) The head of a public body must respond under subsection (5) in writing and within 20 days after receiving the request.

(6) The fees that prescribed categories of applicants are required to pay for services under subsection (1) may differ from the fees other applicants are required to pay for them, but may not be greater than the actual costs of the services.

Fee Waiver Information Sheet

You have the right to request a fee waiver. Section 75(5) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) sets out the rules regarding when a fee waiver may be granted by a public body. If you decide to request a fee waiver, you bear the burden of proof to establish that a waiver should be granted. You must demonstrate that:

- You cannot afford the payment or for any other reason it is fair to excuse payment, or
- The record relates to a matter of public interest, including the environment or public health or safety.

Please send your fee waiver request in writing and provide detailed evidence and reasons to support your case. You may mail or email this information to the analyst processing your request. Their contact information is provided in the body of the letter.

The Ministry will consider these factors when assessing whether or not to grant a fee waiver request:

1. Inability to pay:

In order for the head of a public body to consider waiving or reducing the fee for reasons of inability to pay, you must provide sufficient evidence to allow the public body to make a fair determination. Sufficient evidence could include a financial statement, pay stub, bank statement or Canada Revenue Agency Notice of Assessment. (Commissioner's Order 79-1996 and 2001-04).

2. Public Interest:

In order for the head of a public body to consider waiving or reducing the fee because the records relate to a matter of public interest, you must provide sufficient evidence in support of the following factors:

- Has the information been the subject of recent public debate?
- Does the subject matter of the record relate directly to the environment, public health, or safety?
- Would dissemination of the information yield a public benefit by
 - Disclosing an environmental, public health or safety concern
 - Contributing meaningfully to the development or understanding of an important environmental, health, or safety issue, or
 - Assisting public understanding of an important policy, law, program, or service?
- Do the records show how the public body is allocating financial or other resources?

If the head decides that the records do relate to a matter of public interest, then he or she must then determine whether you should be excused from paying all or part of the estimated fees. Factors that should be considered would include:

- Is your primary purpose to disseminate information in a way that could reasonably be expected to benefit the public, or to serve a private interest?
- Are you able to disseminate the information to the public?

If your primary purpose is to serve a private interest, then the head may be justified in refusing to waive fees, even where he or she is of the opinion that the records do relate to a matter of public interest. (Commissioner's Order 155-1997).

| |
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| <p>How to Request a Review with the Office of the Information and Privacy Commissioner</p> |
|--|

If you have any questions regarding your request please contact the analyst assigned to your file. The analyst's name and telephone number are listed in the attached letter.

Pursuant to section 52 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), you may ask the Office of the Information and Privacy Commissioner to review any decision, act, or failure to act with regard to your request under FOIPPA.

Please note that you have 30 business days to file your review with the Office of the Information and Privacy Commissioner. In order to request a review please write to:

Information and Privacy Commissioner
PO Box 9038 Stn Prov Govt
4th Floor, 947 Fort Street
Victoria BC V8W 9A4
Telephone 250 387-5629 Fax 250 387-1696

If you request a review, please provide the Commissioner's Office with:

1. A copy of your original request;
2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.

Request description PSS-2021-10114 broken down

From: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
To: Andrews, Arielle CITZ:EX, D'Argis, Krista PSSG:EX
Sent: February 4, 2021 3:56:07 PM PST
Received: February 4, 2021 3:56:08 PM PST
Attachments: PSS-2021-10114 Request description.docx

Hello both,

I took the liberty of breaking down this request numerically. I thought it might make things easier, when we touch base in regards to this file we can refer to specific bullet numbers.

Hope this helps...later!

Nicola Lutte, CIAPP-C | Senior FOI Analyst, Justice-Social Team | Information Access Operations | Corporate Information and Records Management Office | Ministry of Citizens' Services

Ph: 250 387-2877 | **e:** nicola.lutte@gov.bc.ca | **m:** PO Box 9569 Stn Prov Gov, Victoria BC V8W 9K1

Automatic reply: Phone call: FOI Request PSS-2021-10114

From: Andrews, Arielle CITZ:EX <Arielle.Andrews@gov.bc.ca>
To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
Sent: February 5, 2021 10:55:29 AM PST
Received: February 5, 2021 10:55:30 AM PST

Thanks for your email.^{s.22}

Please direct your inquiry

to FOI.Health.Education@gov.bc.ca. For urgent inquiries please contact Justine Nisbet at Justine.Nisbet@gov.bc.ca or (250) 356-5858.

Thank you!

RE: Phone call: FOI Request PSS-2021-10114

From: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
To: s.22
Cc: Andrews, Arielle CITZ:EX
Sent: February 5, 2021 1:03:18 PM PST
Received: February 5, 2021 1:03:18 PM PST
Attachments: PSS-2021-10114 Request description.docx

Hello s.22 I looked at her calendar and it looks like we could do Tuesday morning 9:00 to 9:30 or Wednesday afternoon from 3:00 to 3:30. I can set up a tentative time and Arielle can confirm by accepting/denying the invite.
For ease, I have attached the request description with bullet numbers which I hope in aiding what we are specifically referring to.

Are you set up with either Skype or MS Teams? Let me know...thanks!

Nicola Lutte, CIAPP-C | Senior FOI Analyst, Information Access Operations | Ph: 250 387-2877

From: s.22
Sent: February 5, 2021 12:19 PM
To: Lutte, Nicola CITZ:EX
Cc: Andrews, Arielle CITZ:EX
Subject: Re: Phone call: FOI Request PSS-2021-10114

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello. Thanks for this note.

Yes, it would be good to discuss all this.

Do you have any other times available earlier in the day?

Or would the WED be better?

Thank you. Have a good day and stay safe.

s.22

From: "Lutte, Nicola CITZ:EX" <Nicola.Lutte@gov.bc.ca>
Date: Friday, February 5, 2021 at 12:55 PM
To: s.22
Cc: "Andrews, Arielle CITZ:EX" <Arielle.Andrews@gov.bc.ca>
Subject: Phone call: FOI Request PSS-2021-10114

Notice: This is external email. Verify the sender and use caution with any content.

Hellos.22

I understand you had a conversation with my manager Justine. My Team Lead Arielle Andrews and I reached out to the program area to obtain a better understanding as to how this fee can be reduced/eliminated. Are you able to have a half hour conference call with the two of us Tuesday afternoon? Here we have the ability to use Skype as well as MS Teams. Do either one of those work for you? Would say 2:00 to 2:30 our time work?

Thank you so much...

Nicola Lutte, CIAPP-C | Senior FOI Analyst, Information Access Operations | Ph: 250 387-2877

From: s.22
Sent: February 3, 2021 9:42 AM
To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
Subject: Re: FOI Request PSS-2021-10114

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Is your supervisor Nisbet, Justine Phone: 250 356-5858?

s.22

From: "Nicola.Lutte@gov.bc.ca" <Nicola.Lutte@gov.bc.ca>
Date: Wednesday, February 3, 2021 at 11:11 AM
To: s.22
Subject: FOI Request PSS-2021-10114

Notice: This is external email. Verify the sender and use caution with any content.

Hello,

Please see the attached regarding your FOI request. Please note there is relevant information at the end of the letter too.

Thank you.

Nicola Lutte

Information Access Operations | Ministry of Citizens' Services

www.gov.bc.ca/freedomofinformation

Request Description PSS-2021-10114

1. Copies of: all records tracking COVID-19 cases amongst parolees and other individuals currently on community release, including positive tests, negative tests, inconclusive tests, deaths, recoveries and active cases;
2. memorandums, briefing notes, information notes, statistics and Powerpoint decks documenting parole office entry and exit COVID-19 screening procedures for parolees and other individuals currently on community release, prison staff, oversight body officials, lawyers, volunteers, and other parties;
3. statistical overviews tracking the daily counts for parolees broken down by race and gender;
4. statistical overviews tracking the staffing levels in your parole offices;
5. statistical overviews tracking the number of suspensions and revocations of parole and other forms of community release from your parole offices;
6. all records outlining health and personal hygiene protocols, all records outlining cleaning protocols issued to and measures adopted, all records outlining protocols issued to and measures adopted, and all records outlining protocols issued to and measures adopted by your parole offices to restrict community contact for those currently on parole or other forms of community release related to COVID-19 pandemic prevention and management;
7. all documents and electronic materials distributed to parolees and other individuals currently on community release, staff and visitors concerning COVID-19 measures taken in parole offices;
8. all records documenting the number and nature of grievances related to COVID-19 submitted by parolees and other individuals currently on community release, as well as staff in your parole offices;
9. final copies of all memorandums, presentations, briefing notes, or other similar documents regarding COVID-19 and correctional institutions or parole offices;
10. all records documenting communications and meetings with community partners, including non-profit charities, pertaining to COVID-19;
11. all modifications to existing and new standing orders, directives and manuals pertaining to the prevention and management of COVID-19 in your parole offices;
12. statistical overviews broken down by race and gender that track COVID-19 cases amongst prisoners and prison staff, including positive tests, negative tests, inconclusive tests, deaths, recoveries and active cases, as well as memorandums and presentations on these statistics;
13. standing orders and policy directives documenting correctional institution COVID-19 screening procedures for prisoners, prison staff, oversight body officials, lawyers, and volunteers;
14. statistical overviews broken down by race and gender tracking the average daily counts in your correctional institutions;
15. statistical overviews tracking the staffing levels in your correctional institutions, including correctional officers, health care staff, administrators and other staff members;

Request Description PSS-2021-10114

16. memorandums, briefing notes, information notes, statistics and Powerpoint decks tracking the number of temporary absences, parole and all releases from your correctional institutions related to COVID-19 pandemic prevention and management broken down by race and gender;
17. memorandums, briefing notes, information notes, statistics and Powerpoint decks outlining (a) health and personal hygiene protocols issued to and measures, (b) outlining cleaning protocols issued to and measures adopted and (c) protocols issued to and measures adopted to promote social distancing in your correctional institutions related to COVID-19 pandemic prevention and management;
18. memorandums, briefing notes, information notes, statistics and Powerpoint decks documenting the number and length of placement in segregation / structural intervention units in your correctional institutions;
19. statistical overviews on the number and nature of use of force incidents in your correctional institutions broken down by race and gender;
20. statistical overviews on the number and length of lockdowns in your correctional institutions;
21. all records documenting the number and nature of incidents (e.g. hunger strikes, protests, refusals to stand for inmate counts) involving prisoners in your correctional institutions;
22. statistical overviews on the number and nature of psychiatric reports involving prisoners in your correctional institutions broken down by race and gender;
23. all records outlining protocols issued to and measures adopted or modified by your correctional institutions concerning health and mental health care provision to prisoners and prison staff related to COVID-19 prevention, management and treatment;
24. all documents and electronic materials distributed to prisoners and visitors concerning COVID-19 measures taken in correctional institutions;
25. all records documenting the number and nature of grievances related to COVID-19 submitted by prisoners and prison staff in your correctional institutions;
26. final copies of all memorandums, presentations, and briefing notes regarding COVID-19 and correctional institutions or parole offices;
27. memorandums, briefing notes, information notes, statistics and Powerpoint decks pertaining to inter-agency communications and meetings with community partners, including non-profit charities;
28. all modifications to existing and new standing orders, directives and manuals pertaining to the prevention and management of COVID-19 in your correctional institutions.

Please break the response into two timeframes:

Timeframe 1 (pre-pandemic planning):

5 January 2020 (WHO Disease Outbreak News) to 1 March 2020

Timeframe 2 (first 6 months):

1 March 2020 to 30 August 2020

RE: Phone call: FOI Request PSS-2021-10114

From: Andrews, Arielle CITZ:EX <Arielle.Andrews@gov.bc.ca>
To: s.22
Cc: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
Sent: February 9, 2021 2:27:56 PM PST
Received: February 9, 2021 2:27:57 PM PST
Hi s.22

Thanks again for taking the time to meet with Nicola and I today. As promised, below are the links to the orders issued by BC's Office of the Information and Privacy Commissioner which relate to the combining of similar requests:

Order 00-19: <https://www.oipc.bc.ca/orders/604>

Order 00-20: <https://www.oipc.bc.ca/orders/606>

Nicola will continue to be your primary contact as we continue processing your request. We look forward to working with you and reaching a mutually beneficial outcome.

Sincerely,

Arielle Andrews | Team Lead | Information Access Operations | Ministry of Citizens' Services | p: 778 698-3198 | e: Arielle.Andrews@gov.bc.ca | m: PO Box 9569 Stn Prov Govt Victoria BC V8W 9K1

From: Lutte, Nicola CITZ:EX
Sent: February 5, 2021 1:27 PM
To: s.22

Cc: Andrews, Arielle CITZ:EX

Subject: RE: Phone call: FOI Request PSS-2021-10114

Hi s.22 I just sent the invite. I will get back to you only if Arielle cannot make that time. Otherwise we will talk to you Tuesday at 9:00 am our time (Pacific).

Have a nice weekend!

Nicola Lutte, CIAPP-C | Senior FOI Analyst, Information Access Operations | **Ph:** 250 387-2877

From: s.22
Sent: February 5, 2021 1:16 PM
To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
Cc: Andrews, Arielle CITZ:EX <Arielle.Andrews@gov.bc.ca>
Subject: Re: Phone call: FOI Request PSS-2021-10114

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Thanks for this note.

TUES morning is great.

I could figure out how to use MS Teams, I think.

Have a good day.

s.22

From: "Lutte, Nicola CITZ:EX" <Nicola.Lutte@gov.bc.ca>
Date: Friday, February 5, 2021 at 3:03 PM
To: s.22
Cc: "Andrews, Arielle CITZ:EX" <Arielle.Andrews@gov.bc.ca>
Subject: RE: Phone call: FOI Request PSS-2021-10114

Notice: This is external email. Verify the sender and use caution with any content.

Hello s.22

I looked at her calendar and it looks like we could do Tuesday morning 9:00 to 9:30 or Wednesday afternoon from 3:00 to 3:30. I can set up a tentative time and Arielle can confirm by accepting/denying the invite.

For ease, I have attached the request description with bullet numbers which I hope in aiding what we are specifically referring to.

Are you set up with either Skype or MS Teams? Let me know...thanks!

Nicola Lutte, CIAPP-C | Senior FOI Analyst, Information Access Operations | **Ph:** 250 387-2877

From: s.22
Sent: February 5, 2021 12:19 PM
To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>

Cc: Andrews, Arielle CITZ:EX <Arielle.Andrews@gov.bc.ca>

Subject: Re: Phone call: FOI Request PSS-2021-10114

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello. Thanks for this note.

Yes, it would be good to discuss all this.

Do you have any other times available earlier in the day?

Or would the WED be better?

Thank you. Have a good day and stay safe.

s.22

From: "Lutte, Nicola CITZ:EX" <Nicola.Lutte@gov.bc.ca>

Date: Friday, February 5, 2021 at 12:55 PM

To: s.22

Cc: "Andrews, Arielle CITZ:EX" <Arielle.Andrews@gov.bc.ca>

Subject: Phone call: FOI Request PSS-2021-10114

Notice: This is external email. Verify the sender and use caution with any content.

Hello s.22

I understand you had a conversation with my manager Justine. My Team Lead Arielle Andrews and I reached out to the program area to obtain a better understanding as to how this fee can be reduced/eliminated. Are you able to have a half hour conference call with the two of us Tuesday afternoon? Here we have the ability to use Skype as well as MS Teams. Do either one of those work for you? Would say 2:00 to 2:30 our time work?

Thank you so much...

Nicola Lutte, CIAPP-C | Senior FOI Analyst, Information Access Operations | **Ph:** 250 387-2877

From: s.22

Sent: February 3, 2021 9:42 AM

To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>

Subject: Re: FOI Request PSS-2021-10114

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Is your supervisor Nisbet, Justine Phone: 250 356-5858?

s.22

From: "Nicola.Lutte@gov.bc.ca" <Nicola.Lutte@gov.bc.ca>

Date: Wednesday, February 3, 2021 at 11:11 AM

To: s.22

Subject: FOI Request PSS-2021-10114

Notice: This is external email. Verify the sender and use caution with any content.

Hello,

Please see the attached regarding your FOI request. Please note there is relevant information at the end of the letter too.

Thank you.

Nicola Lutte

Information Access Operations | Ministry of Citizens' Services

www.gov.bc.ca/freedomofinformation

FW: Phone call: FOI Request PSS-2021-10114

From: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
To: Andrews, Arielle CITZ:EX
Sent: February 23, 2021 2:26:02 PM PST
Received: February 23, 2021 2:26:03 PM PST
Attachments: revised PSS-2021-10114 Request description.docx

Hi Arielle,

When you get a moment, can you give me a call regarding this...thanks!

Nicola Lutte, CIAPP-C | Senior FOI Analyst, Information Access Operations | **Ph:** 250 387-2877

From: s.22

Sent: February 14, 2021 6:11 PM

To: Lutte, Nicola CITZ:EX

Cc: Andrews, Arielle CITZ:EX

Subject: Re: Phone call: FOI Request PSS-2021-10114

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hope all is well.

Please find attached.

Please let me know if we should reduce the timeline for any of the other requests.

Please let me know if there is any wording we should adjust.

Thank you and have a good day.

s.22

From: "Lutte, Nicola CITZ:EX" <Nicola.Lutte@gov.bc.ca>

Date: Friday, February 5, 2021 at 3:03 PM

To: s.22

Cc: "Andrews, Arielle CITZ:EX" <Arielle.Andrews@gov.bc.ca>

Subject: RE: Phone call: FOI Request PSS-2021-10114

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Hellos.22

I looked at her calendar and it looks like we could do Tuesday morning 9:00 to 9:30 or Wednesday afternoon from 3:00 to 3:30. I can set up a tentative time and Arielle can confirm by accepting/denying the invite.

For ease, I have attached the request description with bullet numbers which I hope in aiding what we are specifically referring to.

Are you set up with either Skype or MS Teams? Let me know...thanks!

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To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>

Cc: Andrews, Arielle CITZ:EX <Arielle.Andrews@gov.bc.ca>

Subject: Re: Phone call: FOI Request PSS-2021-10114

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello. Thanks for this note.

Yes, it would be good to discuss all this.

Do you have any other times available earlier in the day?

Or would the WED be better?

Thank you. Have a good day and stay safe.

s.22

From: "Lutte, Nicola CITZ:EX" <Nicola.Lutte@gov.bc.ca>

Date: Friday, February 5, 2021 at 12:55 PM

To: s.22

Cc: "Andrews, Arielle CITZ:EX" <Arielle.Andrews@gov.bc.ca>

Subject: Phone call: FOI Request PSS-2021-10114

Notice: This is external email. Verify the sender and use caution with any content.

Hello^{s.22}

I understand you had a conversation with my manager Justine. My Team Lead Arielle Andrews and I reached out to the program area to obtain a better understanding as to how this fee can be reduced/eliminated. Are you able to have a half hour conference call with the two of us Tuesday afternoon? Here we have the ability to use Skype as well as MS Teams. Do either one of those work for you? Would say 2:00 to 2:30 our time work?

Thank you so much...

Nicola Lutte, CIAPP-C | Senior FOI Analyst, Information Access Operations | **Ph:** 250 387-2877

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Sent: February 3, 2021 9:42 AM

To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>

Subject: Re: FOI Request PSS-2021-10114

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Is your supervisor Nisbet, Justine Phone: 250 356-5858?

s.22

From: "Nicola.Lutte@gov.bc.ca" <Nicola.Lutte@gov.bc.ca>

Date: Wednesday, February 3, 2021 at 11:11 AM

To: s.22

Subject: FOI Request PSS-2021-10114

Notice: This is external email. Verify the sender and use caution with any content.

Hello,

Please see the attached regarding your FOI request. Please note there is relevant information at the end of the letter too.

Thank you.

Nicola Lutte

Information Access Operations | Ministry of Citizens' Services

www.gov.bc.ca/freedomofinformation

Request Description PSS-2021-10114

1. Copies of: ~~all~~ records tracking COVID-19 cases amongst ~~parolees~~ adults on probation and other individuals currently on community release, including positive tests, negative tests, inconclusive tests, deaths, recoveries and active cases;
2. memorandums, briefing notes, ~~information notes, statistics~~ simple numerical data and Powerpoint decks documenting ~~parole-probation~~ office entry and exit COVID-19 screening procedures for adults on probation ~~parolees~~ and other individuals currently on community release, prison staff, oversight body officials, lawyers, volunteers, and other parties;
3. simple numerical data ~~statistical overviews~~ tracking the daily counts for adults on probation ~~parolees~~ broken down by race and gender;
4. simple numerical data ~~statistical overviews~~ tracking the staffing levels in your adult parole probation offices;
5. simple numerical data ~~statistical overviews~~ tracking the number of suspensions and revocations of ~~parole-probation~~ and other forms of community release from your adult parole-probation offices;
6. ~~all~~ records outlining health and personal hygiene protocols, ~~all~~ records outlining cleaning protocols issued to and measures adopted, ~~all~~ records outlining protocols issue to and measures adopted, and ~~all~~ records outlining protocols issued to and measures adopted by your ~~parole~~ adult probation offices to restrict community contact for those currently on ~~parole~~ adult probation or other forms of community release related to COVID-19 pandemic prevention and management;
7. ~~all~~ documents and electronic materials distributed to adults on probation ~~parolees~~ and other individuals currently on community release, staff and visitors concerning COVID-19 measures taken in ~~parole~~ adult probation offices;
8. ~~all~~ records documenting the number and nature of grievances related to COVID-19 submitted by adults on probation ~~parolees~~ and other individuals currently on community release, as well as staff in your ~~parole~~ adult probation offices;
9. final copies of ~~all~~ memorandums, presentations, briefing notes, or other similar documents regarding COVID-19 and correctional institutions or ~~parole~~ adult probation offices;
10. ~~all~~ records documenting communications and meetings with community partners, including non-profit charities, pertaining to COVID-19;
11. ~~all~~ modifications to existing and new standing orders, directives and manuals pertaining to the prevention and management of COVID-19 in your ~~parole~~ adult probation offices;
12. simple numerical data ~~statistical overviews~~ broken down by race and gender that track COVID-19 cases amongst prisoners and prison staff, including positive tests, negative tests, inconclusive tests, deaths, recoveries and active cases, as well as memorandums and presentations on these ~~statistics~~ numbers;
13. standing orders and policy directives documenting correctional institution COVID-19 screening procedures for prisoners, prison staff, oversight body officials, lawyers, and volunteers;
14. simple numerical data ~~statistical overviews~~ broken down by race and gender tracking the average daily counts in your correctional institutions;
15. simple numerical data ~~statistical overviews~~ tracking the staffing levels in your correctional institutions, including correctional officers, health care staff, administrators and other staff members;

Request Description PSS-2021-10114

Request Description PSS-2021-10114

16. memorandums, briefing notes, ~~information notes, statistics and~~ Powerpoint decks tracking the number of temporary absences, ~~parole/adult probation and all~~ releases from your correctional institutions related to COVID-19 pandemic prevention and management broken down by race and gender;
17. memorandums, briefing notes, ~~information notes, statistics and~~ Powerpoint decks outlining (a) health and personal hygiene protocols issued to and measures, (b) outlining cleaning protocols issued to and measures adopted and (c) protocols issued to and measures adopted to promote social distancing in your correctional institutions related to COVID-19 pandemic prevention and management;
18. memorandums, briefing notes, ~~information notes, statistics and~~ Powerpoint decks documenting the number and length of placement in segregation / structural intervention units in your correctional institutions;
19. simple numerical data statistical overviews on the number and nature of use of force incidents in your correctional institutions broken down by race and gender,; November 1 to November 30 2020 only;
20. simple numerical data statistical overviews on the number and length of lockdowns in your correctional institutions;
21. ~~all~~ records documenting the number and nature of incidents (e.g. hunger strikes, protests, refusals to stand for inmate counts) involving prisoners in your correctional institutions, November 1 to November 30 2020 only;
22. simple numerical data statistical overviews on the number and nature of psychiatric reports involving prisoners in your correctional institutions broken down by race and gender, November 1 to November 30 2020 only;
23. ~~all~~ records outlining protocols issued to and measures adopted or modified by your correctional institutions concerning health and mental health care provision to prisoners and prison staff related to COVID-19 prevention, management and treatment;
24. ~~all~~ documents and electronic materials distributed to prisoners and visitors concerning COVID-19 measures taken in correctional institutions;
25. ~~all~~ records documenting the number and nature of grievances related to COVID-19 submitted by prisoners and prison staff in your correctional institutions,; November 1 to November 30 2020 only;
26. final copies of ~~all~~ memorandums, presentations, and briefing notes regarding COVID-19 and correctional institutions or ~~parole/adult probation~~ offices;
27. memorandums, briefing notes, ~~information notes, statistics and~~ Powerpoint decks pertaining to inter-agency communications and meetings with community partners, including non-profit charities;
28. ~~all~~ modifications to existing and new standing orders, directives and manuals pertaining to the prevention and management of COVID-19 in your correctional institutions.

Please break the response into two timeframes (unless otherwise specified):

Timeframe 1 (pre-pandemic planning):

5 January 2020 (WHO Disease Outbreak News) to 1 March 2020

Timeframe 2 (first 6 months):

Request Description PSS-2021-10114

1 March 2020 to 30 August 2020

FW: Fee/Narrowing of FOI Request PSS-2021-10114

From: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
To: Andrews, Arielle CITZ:EX
Sent: March 3, 2021 1:37:49 PM PST
Received: March 3, 2021 1:37:49 PM PST

Hi...I sent him what Krista suggested and he came back with this below. How about this for a response:
Hi s.22

As mentioned in a phone call with my Manager Justine Nisbet February 3rd and in our conversation with you, Arielle and myself, it is quite common to combine requests here in BC. Arielle forwarded you in an email February 9th links from BC's Office of the Information and Privacy Commissioner which relate to the combining of similar requests (I have attached those links again for your ease):

Order 00-19: <https://www.oipc.bc.ca/orders/604>

Order 00-20: <https://www.oipc.bc.ca/orders/606>

So we will be proceeding as per our usual practice with this one request.

Anything else you think might be helpful to add here? Or how to 'nicely' close out? Thanks!

Nicola Lutte, CIAPP-C | Senior FOI Analyst, Information Access Operations | Ph: 250 387-2877

From: s.22

Sent: March 3, 2021 1:27 PM

To: Lutte, Nicola CITZ:EX

Subject: Re: Fee/Narrowing of FOI Request PSS-2021-10114

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello. Hope all is well.

What if we treated each query as a separate request as per the original submission?

BC is the only jurisdiction in the country that is simply refusing to treat each query as a separate request as per the original submission. That is really the issue here.

Thanks for this.

s.22

From: "Lutte, Nicola CITZ:EX" <Nicola.Lutte@gov.bc.ca>

Date: Wednesday, March 3, 2021 at 3:20 PM

To: s.22

Subject: Fee/Narrowing of FOI Request PSS-2021-10114

Notice: This is external email. Verify the sender and use caution with any content.

Hello s.22

I passed your modifications on to BC Corrections and they indicated it would not significantly reduce the request.

The following was noted:

- Changing 'parolees' to adults on probation di not change anything
- 'simple numerical data' is akin to 'statistical overview'
- For points 19, 21, 22 and 25 where you have narrowed the date range is the part that would not significantly reduce the fee

I did reach out and asked which points of the requests could be addressed by the research department and Krista indicated two of them (see attached her comments). She also mentioned this in an email:

I think a good starting point would be, final copies of memorandums, presentations, briefing notes and policy relating to COVID-19.

Also, I am happy to participate in a call if you that would helpful.

Please let me know if you have any questions and let me know how you would like to proceed.

Thank you s.22

Nicola Lutte, CIAPP-C | Senior FOI Analyst, Information Access Operations | Ph: 250 387-2877

From: s.22

Sent: February 14, 2021 6:11 PM

To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>

Cc: Andrews, Arielle CITZ:EX <Arielle.Andrews@gov.bc.ca>

Subject: Re: Phone call: FOI Request PSS-2021-10114

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Hope all is well.
Please find attached.
Please let me know if we should reduce the timeline for any of the other requests.
Please let me know if there is any wording we should adjust.
Thank you and have a good day.

s.22

From: "Lutte, Nicola CITZ:EX" <Nicola.Lutte@gov.bc.ca>
Date: Friday, February 5, 2021 at 3:03 PM
To: s.22
Cc: "Andrews, Arielle CITZ:EX" <Arielle.Andrews@gov.bc.ca>
Subject: RE: Phone call: FOI Request PSS-2021-10114

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Hello s.22 I looked at her calendar and it looks like we could do Tuesday morning 9:00 to 9:30 or Wednesday afternoon from 3:00 to 3:30. I can set up a tentative time and Arielle can confirm by accepting/denying the invite.
For ease, I have attached the request description with bullet numbers which I hope in aiding what we are specifically referring to.
Are you set up with either Skype or MS Teams? Let me know...thanks!
Nicola Lutte, CIAPP-C | Senior FOI Analyst, Information Access Operations | **Ph:** 250 387-2877

From: s.22
Sent: February 5, 2021 12:19 PM
To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
Cc: Andrews, Arielle CITZ:EX <Arielle.Andrews@gov.bc.ca>
Subject: Re: Phone call: FOI Request PSS-2021-10114

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Hello. Thanks for this note.
Yes, it would be good to discuss all this.
Do you have any other times available earlier in the day?
Or would the WED be better?
Thank you. Have a good day and stay safe.

s.22

From: "Lutte, Nicola CITZ:EX" <Nicola.Lutte@gov.bc.ca>
Date: Friday, February 5, 2021 at 12:55 PM
To: s.22
Cc: "Andrews, Arielle CITZ:EX" <Arielle.Andrews@gov.bc.ca>
Subject: Phone call: FOI Request PSS-2021-10114

Notice: This is external email. Verify the sender and use caution with any content.

Hello s.22
I understand you had a conversation with my manager Justine. My Team Lead Arielle Andrews and I reached out to the program area to obtain a better understanding as to how this fee can be reduced/eliminated. Are you able to have a half hour conference call with the two of us Tuesday afternoon? Here we have the ability to use Skype as well as MS Teams. Do either one of those work for you? Would say 2:00 to 2:30 our time work?
Thank you so much...

Nicola Lutte, CIAPP-C | Senior FOI Analyst, Information Access Operations | **Ph:** 250 387-2877

From: s.22
Sent: February 3, 2021 9:42 AM
To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
Subject: Re: FOI Request PSS-2021-10114

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Is your supervisor Nisbet, Justine Phone: 250 356-5858?

s.22

From: "Nicola.Lutte@gov.bc.ca" <Nicola.Lutte@gov.bc.ca>

Date: Wednesday, February 3, 2021 at 11:11 AM

To: s.22

Subject: FOI Request PSS-2021-10114

Notice: This is external email. Verify the sender and use caution with any content.

Hello,

Please see the attached regarding your FOI request. Please note there is relevant information at the end of the letter too.

Thank you.

Nicola Lutte

Information Access Operations | Ministry of Citizens' Services

www.gov.bc.ca/freedomofinformation

FW: Fee/Narrowing of FOI Request PSS-2021-10114

From: Andrews, Arielle CITZ:EX <Arielle.Andrews@gov.bc.ca>
To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
Sent: March 9, 2021 8:19:29 AM PST
Received: March 9, 2021 8:19:30 AM PST

Morning Nicola!

I looped in with Justine about this one to see if she had any additional suggestions, see below. Please let us know what Krista comes back with.

Thanks

Arielle Andrews | Team Lead | Information Access Operations | Ministry of Citizens' Services | p: 778 698-3198 | e: Arielle.Andrews@gov.bc.ca | m: PO Box 9569 Stn Prov Govt Victoria BC V8W 9K1

From: Nisbet, Justine CITZ:EX
Sent: March 4, 2021 5:33 PM
To: Andrews, Arielle CITZ:EX
Subject: RE: Fee/Narrowing of FOI Request PSS-2021-10114

Thanks Arielle.....as briefly discussed, please let me know what the Ministry is agreeable too before informing the applicant – I may want to chat further with Cindy first. I'm also going to run this past Chad to see if he's familiar and or can confirm what other jurisdictions are doing.

Justine Nisbet, Manager

Justice Social Team

Health & Mental Health Team

From: Andrews, Arielle CITZ:EX <Arielle.Andrews@gov.bc.ca>
Sent: March 3, 2021 1:55 PM
To: Nisbet, Justine CITZ:EX <Justine.Nisbet@gov.bc.ca>
Subject: FW: Fee/Narrowing of FOI Request PSS-2021-10114

FYI, just keeping you in the loop on this file of Nicola's with the large fee. I've provided Nicola the below advice, but let me know if you think we should be taking a different direction. Thanks!

Arielle Andrews | Team Lead | Information Access Operations | Ministry of Citizens' Services | p: 778 698-3198 | e: Arielle.Andrews@gov.bc.ca | m: PO Box 9569 Stn Prov Govt Victoria BC V8W 9K1

From: Andrews, Arielle CITZ:EX
Sent: March 3, 2021 1:55 PM
To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
Subject: RE: Fee/Narrowing of FOI Request PSS-2021-10114

Totally agree, and we can frame our next communication based on what Krista says. If we split it up, then we can say to the applicant we're acting in good faith and have divided his requests based on the areas needing to be searched but won't split them any further due to the duplication of effort that would be required. If she doesn't want to split it, then we reiterate with the applicant about our right to combine requests and his options for the fee.

We may also want to let the ministry know how he's said other jurisdictions are approaching these requests so they have that information when making their decisions.

Thanks Nicola!

Arielle Andrews | Team Lead | Information Access Operations | Ministry of Citizens' Services | p: 778 698-3198 | e: Arielle.Andrews@gov.bc.ca | m: PO Box 9569 Stn Prov Govt Victoria BC V8W 9K1

From: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
Sent: March 3, 2021 1:49 PM
To: Andrews, Arielle CITZ:EX <Arielle.Andrews@gov.bc.ca>
Subject: RE: Fee/Narrowing of FOI Request PSS-2021-10114

Sure I can go back to her but at some point we would like all of this back and forth stuff to end. It feels like we are going in circles and it really isn't anyone's particular doing...

Nicola Lutte, CIAPP-C | Senior FOI Analyst, Information Access Operations | Ph: 250 387-2877

From: Andrews, Arielle CITZ:EX <Arielle.Andrews@gov.bc.ca>
Sent: March 3, 2021 1:45 PM
To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
Subject: RE: Fee/Narrowing of FOI Request PSS-2021-10114

Thanks Nicola. Maybe we should ask Krista if splitting these requests up in any way would be helpful, or if the Ministry would prefer to keep it as is. What you've drafted below makes good sense to me, but by checking with the Ministry first we can tell the applicant we did that and show that we are doing our best to meet our duty to assist, while also keeping our client happy. Maybe there's a solution where it gets broken down into 2 or more requests where similar documents are grouped together, and we can get the applicant's permission to open them with a current start date, in order to make sure we have the time we need. It should also make him happy to know we are breaking it down somewhat and therefore he is getting more "free" search time that he feels is going to make a difference in the size of the fee.

What do you think?

Arielle Andrews | Team Lead | Information Access Operations | Ministry of Citizens' Services | p: 778 698-3198 | e: Arielle.Andrews@gov.bc.ca | m: PO Box 9569 Stn Prov Govt Victoria BC V8W 9K1

From: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>

Sent: March 3, 2021 1:38 PM

To: Andrews, Arielle CITZ:EX <Arielle.Andrews@gov.bc.ca>

Subject: FW: Fee/Narrowing of FOI Request PSS-2021-10114

Hi...I sent him what Krista suggested and he came back with this below. How about this for a response:
Hjs.22

As mentioned in a phone call with my Manager Justine Nisbet February 3rd and in our conversation with you, Arielle and myself, it is quite common to combine requests here in BC. Arielle forwarded you in an email February 9th links from BC's Office of the Information and Privacy Commissioner which relate to the combining of similar requests (I have attached those links again for your ease):

Order 00-19: <https://www.oipc.bc.ca/orders/604>

Order 00-20: <https://www.oipc.bc.ca/orders/606>

So we will be proceeding as per our usual practice with this one request.

Anything else you think might be helpful to add here? Or how to 'nicely' close out? Thanks!

Nicola Lutte, CIAPP-C | Senior FOI Analyst, Information Access Operations | Ph: 250 387-2877

From: s.22

Sent: March 3, 2021 1:27 PM

To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>

Subject: Re: Fee/Narrowing of FOI Request PSS-2021-10114

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Hello. Hope all is well.

What if we treated each query as a separate request as per the original submission?

BC is the only jurisdiction in the country that is simply refusing to treat each query as a separate request as per the original submission. That is really the issue here.

Thanks for this.

s.22

From: "Lutte, Nicola CITZ:EX" <Nicola.Lutte@gov.bc.ca>

Date: Wednesday, March 3, 2021 at 3:20 PM

To: s.22

Subject: Fee/Narrowing of FOI Request PSS-2021-10114

Notice: This is external email. Verify the sender and use caution with any content.

Hello s.22

I passed your modifications on to BC Corrections and they indicated it would not significantly reduce the request.

The following was noted:

- Changing 'parolees' to adults on probation di not change anything
- 'simple numerical data' is akin to 'statistical overview'
- For points 19, 21, 22 and 25 where you have narrowed the date range is the part that would not significantly reduce the fee

I did reach out and asked which points of the requests could be addressed by the research department and Krista indicated two of them (see attached her comments). She also mentioned this in an email:

I think a good starting point would be, final copies of memorandums, presentations, briefing notes and policy relating to COVID-19.

Also, I am happy to participate in a call if you that would helpful.

Please let me know if you have any questions and let me know how you would like to proceed.

Thank you s.22

Nicola Lutte, CIAPP-C | Senior FOI Analyst, Information Access Operations | **Ph:** 250 387-2877

From: s.22

Sent: February 14, 2021 6:11 PM

To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>

Cc: Andrews, Arielle CITZ:EX <Arielle.Andrews@gov.bc.ca>

Subject: Re: Phone call: FOI Request PSS-2021-10114

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Hope all is well.

Please find attached.

Please let me know if we should reduce the timeline for any of the other requests.

Please let me know if there is any wording we should adjust.

Thank you and have a good day.

s.22

From: "Lutte, Nicola CITZ:EX" <Nicola.Lutte@gov.bc.ca>

Date: Friday, February 5, 2021 at 3:03 PM

To: s.22

Cc: "Andrews, Arielle CITZ:EX" <Arielle.Andrews@gov.bc.ca>

Subject: RE: Phone call: FOI Request PSS-2021-10114

Notice: This is external email. Verify the sender and use caution with any content.

Hello s.22

I looked at her calendar and it looks like we could do Tuesday morning 9:00 to 9:30 or Wednesday afternoon from 3:00 to 3:30. I can set up a tentative time and Arielle can confirm by accepting/denying the invite.

For ease, I have attached the request description with bullet numbers which I hope in aiding what we are specifically referring to.

Are you set up with either Skype or MS Teams? Let me know...thanks!

Nicola Lutte, CIAPP-C | Senior FOI Analyst, Information Access Operations | **Ph:** 250 387-2877

From: s.22

Sent: February 5, 2021 12:19 PM

To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>

Cc: Andrews, Arielle CITZ:EX <Arielle.Andrews@gov.bc.ca>

Subject: Re: Phone call: FOI Request PSS-2021-10114

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello. Thanks for this note.

Yes, it would be good to discuss all this.

Do you have any other times available earlier in the day?

Or would the WED be better?

Thank you. Have a good day and stay safe.

s.22

From: "Lutte, Nicola CITZ:EX" <Nicola.Lutte@gov.bc.ca>

Date: Friday, February 5, 2021 at 12:55 PM

To: s.22

Cc: "Andrews, Arielle CITZ:EX" <Arielle.Andrews@gov.bc.ca>

Subject: Phone call: FOI Request PSS-2021-10114

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Hellos.22

I understand you had a conversation with my manager Justine. My Team Lead Arielle Andrews and I reached out to the program area to obtain a better understanding as to how this fee can be reduced/eliminated. Are you able to have a half hour conference call with the two of us Tuesday afternoon? Here we have the ability to use Skype as well as MS Teams. Do either one of those work for you? Would say 2:00 to 2:30 our time work?

Thank you so much...

Nicola Lutte, CIAPP-C | Senior FOI Analyst, Information Access Operations | **Ph:** 250 387-2877

From: s.22

Sent: February 3, 2021 9:42 AM

To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>

Subject: Re: FOI Request PSS-2021-10114

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Is your supervisor Nisbet, Justine Phone: 250 356-5858?

s.22

From: "Nicola.Lutte@gov.bc.ca" <Nicola.Lutte@gov.bc.ca>

Date: Wednesday, February 3, 2021 at 11:11 AM

To: s.22

Subject: FOI Request PSS-2021-10114

Notice: This is external email. Verify the sender and use caution with any content.

Hello,

Please see the attached regarding your FOI request. Please note there is relevant information at the end of the letter too.

Thank you.

Nicola Lutte

Information Access Operations | Ministry of Citizens' Services

www.gov.bc.ca/freedomofinformation

RE: Fee/Narrowing of FOI Request PSS-2021-10114

From: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
To: Andrews, Arielle CITZ:EX
Cc: Nisbet, Justine CITZ:EX
Sent: March 9, 2021 8:32:30 AM PST
Received: March 9, 2021 8:32:30 AM PST

FYI...I went back to Krista with what you outlined below in yellow, along with a link to those two OIPC orders and her response was, 'I think a conversation with the applicant would be valuable'.

We have a conference call scheduled with the applicant tomorrow at 10:00 am. Let me know asap if this should be pushed back.

Thanks...

Nicola Lutte, CIAPP-C | Senior FOI Analyst, Information Access Operations | **Ph:** 250 387-2877

From: Andrews, Arielle CITZ:EX
Sent: March 9, 2021 8:19 AM
To: Lutte, Nicola CITZ:EX
Subject: FW: Fee/Narrowing of FOI Request PSS-2021-10114
Morning Nicola!

I looped in with Justine about this one to see if she had any additional suggestions, see below. Please let us know what Krista comes back with.

Thanks

Arielle Andrews | Team Lead | Information Access Operations | Ministry of Citizens' Services | **p:** 778 698-3198 | **e:** Arielle.Andrews@gov.bc.ca | **m:** PO Box 9569 Stn Prov Govt Victoria BC V8W 9K1

From: Nisbet, Justine CITZ:EX <Justine.Nisbet@gov.bc.ca>
Sent: March 4, 2021 5:33 PM
To: Andrews, Arielle CITZ:EX <Arielle.Andrews@gov.bc.ca>
Subject: RE: Fee/Narrowing of FOI Request PSS-2021-10114

Thanks Arielle.....as briefly discussed, please let me know what the Ministry is agreeable too before informing the applicant – I may want to chat further with Cindy first. I'm also going to run this past Chad to see if he's familiar and or can confirm what other jurisdictions are doing.

Justine Nisbet, Manager

Justice Social Team

Health & Mental Health Team

From: Andrews, Arielle CITZ:EX <Arielle.Andrews@gov.bc.ca>
Sent: March 3, 2021 1:55 PM
To: Nisbet, Justine CITZ:EX <Justine.Nisbet@gov.bc.ca>
Subject: FW: Fee/Narrowing of FOI Request PSS-2021-10114

FYI, just keeping you in the loop on this file of Nicola's with the large fee. I've provided Nicola the below advice, but let me know if you think we should be taking a different direction. Thanks!

Arielle Andrews | Team Lead | Information Access Operations | Ministry of Citizens' Services | **p:** 778 698-3198 | **e:** Arielle.Andrews@gov.bc.ca | **m:** PO Box 9569 Stn Prov Govt Victoria BC V8W 9K1

From: Andrews, Arielle CITZ:EX
Sent: March 3, 2021 1:55 PM
To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
Subject: RE: Fee/Narrowing of FOI Request PSS-2021-10114

Totally agree, and we can frame our next communication based on what Krista says. If we split it up, then we can say to the applicant we're acting in good faith and have divided his requests based on the areas needing to be searched but won't split them any further due to the duplication of effort that would be required. If she doesn't want to split it, then we reiterate with the applicant about our right to combine requests and his options for the fee.

We may also want to let the ministry know how he's said other jurisdictions are approaching these requests so they have that information when making their decisions.

Thanks Nicola!

Arielle Andrews | Team Lead | Information Access Operations | Ministry of Citizens' Services | **p:** 778 698-3198 | **e:** Arielle.Andrews@gov.bc.ca | **m:** PO Box 9569 Stn Prov Govt Victoria BC V8W 9K1

From: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>

Sent: March 3, 2021 1:49 PM

To: Andrews, Arielle CITZ:EX <Arielle.Andrews@gov.bc.ca>

Subject: RE: Fee/Narrowing of FOI Request PSS-2021-10114

Sure I can go back to her but at some point we would like all of this back and forth stuff to end. It feels like we are going in circles and it really isn't anyone's particular doing...

Nicola Lutte, CIAPP-C | Senior FOI Analyst, Information Access Operations | **Ph:** 250 387-2877

From: Andrews, Arielle CITZ:EX <Arielle.Andrews@gov.bc.ca>

Sent: March 3, 2021 1:45 PM

To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>

Subject: RE: Fee/Narrowing of FOI Request PSS-2021-10114

Thanks Nicola. Maybe we should ask Krista if splitting these requests up in any way would be helpful, or if the Ministry would prefer to keep it as is. What you've drafted below makes good sense to me, but by checking with the Ministry first we can tell the applicant we did that and show that we are doing our best to meet our duty to assist, while also keeping our client happy. Maybe there's a solution where it gets broken down into 2 or more requests where similar documents are grouped together, and we can get the applicant's permission to open them with a current start date, in order to make sure we have the time we need. It should also make him happy to know we are breaking it down somewhat and therefore he is getting more "free" search time that he feels is going to make a difference in the size of the fee.

What do you think?

Arielle Andrews | Team Lead | Information Access Operations | Ministry of Citizens' Services | **p:** 778 698-3198 | **e:** Arielle.Andrews@gov.bc.ca | **m:** PO Box 9569 Stn Prov Govt Victoria BC V8W 9K1

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Is your supervisor Nisbet, Justine Phone: 250 356-5858?

s.22

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Hello,

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Thank you.

Nicola Lutte

Information Access Operations | Ministry of Citizens' Services

www.gov.bc.ca/freedomofinformation

PSSG large request

From: Nisbet, Justine CITZ:EX <Justine.Nisbet@gov.bc.ca>
To: Lutte, Nicola CITZ:EX
Cc: Andrews, Arielle CITZ:EX, Foster, Anita CITZ:EX
Sent: March 10, 2021 3:30:19 PM PST
Received: March 10, 2021 3:30:00 PM PST
Attachments: FW: Access Request - Public Safety, FW: Access Request - Public Safety,
FW: Access Request - Public Safety, FW: Access Request - Public Safety

Hi Nicola,

I asked Chad if he could check with other jurisdictions to see if one, they received the same request and two, if fees were being issued. Attached are some responses thus far, seems to vary meaning some have separated the requests into smaller ones, some issuing fees and some not etc.

Not that this information changes what we (BC) do in managing these types of requests, but its still good info to be aware of.

Hope your meeting went well today with the applicant and PSSG.

Justine Nisbet | Manager, Justice Social, Health & Mental Health Teams | Information Access Operations |
Corporate Information and Records Management Office - Ministry of Citizens' Services
Ph: 250-356-5858 | **e:** Justine.Nisbet@gov.bc.ca | **mobile:** 250-415-0202 | **m:** PO Box 9569, Stn Prov Gov,
Victoria BC V8W 9K1

FW: Access Request - Public Safety

From: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>
To: Nisbet, Justine CITZ:EX <Justine.Nisbet@gov.bc.ca>
Sent: March 10, 2021 1:14:09 PM PST
Received: March 10, 2021 1:14:09 PM PST

From: El-Gohary, Sonja <SonjaElGohary@gov.nl.ca>

Sent: March 10, 2021 9:01 AM

To: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>; 'joanne.gardiner@gov.ab.ca' <joanne.gardiner@gov.ab.ca>; Reed, Matt CITZ:EX <Matt.Reed@gov.bc.ca>; 'Ruth.Naylor@tbs-sct.gc.ca' <Ruth.Naylor@tbs-sct.gc.ca>; 'mike.baudic@gov.mb.ca' <mike.baudic@gov.mb.ca>; 'joanne.fletcher@gnb.ca' <joanne.fletcher@gnb.ca>; 'kedickson@gov.pe.ca' <kedickson@gov.pe.ca>; 'jeffrey.sunstrum@gov.yk.ca' <jeffrey.sunstrum@gov.yk.ca>; 'lori.sabiston@gov.sk.ca' <lori.sabiston@gov.sk.ca>; 'Barbara.Dundas@tbs-sct.gc.ca' <Barbara.Dundas@tbs-sct.gc.ca>; 'aaron.orban@gov.sk.ca' <aaron.orban@gov.sk.ca>; 'Kathy.Hartlen@novascotia.ca' <Kathy.Hartlen@novascotia.ca>; 'Arilea.Sill@novascotia.ca' <Arilea.Sill@novascotia.ca>; 'marlene.mcrae@ontario.ca' <marlene.mcrae@ontario.ca>; 'Fiona.Macleod@tbs-sct.gc.ca' <Fiona.Macleod@tbs-sct.gc.ca>; 'veronica.chodak@gov.ab.ca' <veronica.chodak@gov.ab.ca>; 'sara.miller@gnb.ca' <sara.miller@gnb.ca>; 'Kimberly-Ann.Sampson@tbs-sct.gc.ca' <Kimberly-Ann.Sampson@tbs-sct.gc.ca>; Annau, Keleigh CITZ:EX <Keleigh.Annau@gov.bc.ca>; 'Shelley.Darlington@norfolkcounty.ca' <Shelley.Darlington@norfolkcounty.ca>; 'luke.mcwilliams@gov.sk.ca' <luke.mcwilliams@gov.sk.ca>; 'Maria.Willan@iccs-isac.org' <Maria.Willan@iccs-isac.org>; 'Stefania.silisteanu@iccs-isac.org' <Stefania.silisteanu@iccs-isac.org>; 'Jennifer.Schofield@tbs-sct.gc.ca' <Jennifer.Schofield@tbs-sct.gc.ca>; 'Adam.Mazer@ontario.ca' <Adam.Mazer@ontario.ca>; 'melissa.grant@tbs-sct.gc.ca' <melissa.grant@tbs-sct.gc.ca>; 'Sharon.G.Jackson@gov.ab.ca' <Sharon.G.Jackson@gov.ab.ca>; 'Jennifer_Young@gov.nt.ca' <Jennifer_Young@gov.nt.ca>; 'Elizabeth_Doyle@gov.nt.ca' <Elizabeth_Doyle@gov.nt.ca>

Subject: RE: Access Request - Public Safety

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi,

This looks similar to requests that JPS in NL received – they were eventually divided into 28 separate requests by category as requested by the applicant.

We didn't issue any fee estimates – they are all closed now.

From: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>

Sent: Wednesday, March 10, 2021 1:14 PM

To: joanne.gardiner@gov.ab.ca; Reed, Matt CITZ:EX <Matt.Reed@gov.bc.ca>; Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>; Ruth.Naylor@tbs-sct.gc.ca; mike.baudic@gov.mb.ca; joanne.fletcher@gnb.ca; El-Gohary, Sonja <SonjaElGohary@gov.nl.ca>; kedickson@gov.pe.ca; jeffrey.sunstrum@gov.yk.ca; lori.sabiston@gov.sk.ca; Barbara.Dundas@tbs-sct.gc.ca; aaron.orban@gov.sk.ca; Kathy.Hartlen@novascotia.ca; Arilea.Sill@novascotia.ca; marlene.mcrae@ontario.ca; Fiona.Macleod@tbs-sct.gc.ca; veronica.chodak@gov.ab.ca; sara.miller@gnb.ca; Kimberly-Ann.Sampson@tbs-sct.gc.ca; Annau, Keleigh CITZ:EX <Keleigh.Annau@gov.bc.ca>; Shelley.Darlington@norfolkcounty.ca; luke.mcwilliams@gov.sk.ca; Maria.Willan@iccs-isac.org; Stefania.silisteanu@iccs-isac.org; Jennifer.Schofield@tbs-sct.gc.ca; Adam.Mazer@ontario.ca; melissa.grant@tbs-sct.gc.ca; Sharon.G.Jackson@gov.ab.ca; Jennifer_Young@gov.nt.ca; Elizabeth_Doyle@gov.nt.ca

Subject: Access Request - Public Safety

Hi all,

Hope you are doing well. BC received a large covid-related request and the applicant is claiming that other jurisdictions have already responded without fees. Just wondering if you have any information you can share?

Thanks, Chad

Copies of: all records tracking COVID-19 cases amongst parolees and other individuals currently on community release, including positive tests, negative tests, inconclusive tests, deaths, recoveries and active cases; memorandums, briefing notes, information notes, statistics and Powerpoint decks documenting parole office entry and exit COVID-19 screening procedures for parolees and other individuals currently on community release, prison staff, oversight body officials, lawyers, volunteers, and other parties; statistical overviews tracking the daily counts for parolees broken down by race and gender; statistical overviews tracking the staffing levels in your parole offices; statistical overviews tracking the number of suspensions and revocations of parole and other forms of community release from your parole offices; all records outlining health and personal hygiene protocols, all records outlining cleaning protocols issued to and measures adopted, all records outlining protocols issued to and measures adopted, and all records outlining protocols issued to and measures adopted by your parole offices to restrict community contact for those currently on parole or other forms of community release related to COVID-19 pandemic prevention and management; all documents and electronic materials distributed to parolees and other individuals currently on community release, staff and visitors concerning COVID-19 measures taken in parole offices; all records documenting the number and nature of grievances related to COVID-19 submitted by parolees and other individuals currently on community release, as well as staff in your parole offices; final copies of all memorandums, presentations, briefing notes, or other similar documents regarding COVID-19 and correctional institutions or parole offices; all records documenting communications and meetings with community partners, including non-profit charities, pertaining to COVID-19; all modifications to existing and new standing orders, directives and manuals pertaining to the prevention and management of COVID-19 in your parole offices; statistical overviews broken down by race and gender that track COVID-19 cases amongst prisoners and prison staff, including positive tests, negative tests, inconclusive tests, deaths, recoveries and active cases, as well as memorandums and presentations on these statistics; standing orders and policy directives documenting correctional institution COVID-19 screening procedures for prisoners, prison staff, oversight body officials, lawyers, and volunteers; statistical overviews broken down by race and gender tracking the average daily counts in your correctional institutions; statistical overviews tracking the staffing levels in your correctional institutions, including correctional officers, health care staff, administrators and other staff members; memorandums, briefing notes, information notes, statistics and Powerpoint decks tracking the number of temporary absences, parole and all releases from your correctional institutions related to COVID-19 pandemic prevention and management broken down by race and gender; memorandums, briefing notes, information notes, statistics and Powerpoint decks outlining (a) health and personal hygiene protocols issued to and measures, (b) outlining cleaning protocols issued to and measures adopted and (c) protocols issued to and measures adopted to promote social distancing in your correctional institutions related to COVID-19 pandemic prevention and management; 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Please break the response into two timeframes: Timeframe 1 (pre-pandemic planning): 5 January 2020 (WHO Disease Outbreak News) to 1 March 2020. Timeframe 2 (first 6 months): 1 March 2020 to 30 August 2020

Chad Hoskins | Executive Director, Access and Open Information | Information Access Operations | Ministry of
Citizens' Services
d: 250.356.7343 **m:** 250.516.5181 | **e:** chad.hoskins@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC
V8V 1S2

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FW: Access Request - Public Safety

From: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>
To: Nisbet, Justine CITZ:EX <Justine.Nisbet@gov.bc.ca>
Sent: March 10, 2021 1:11:49 PM PST
Received: March 10, 2021 1:11:50 PM PST

From: Orban, Aaron JU <aaron.orban@gov.sk.ca>

Sent: March 10, 2021 9:28 AM

To: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>; joanne.gardiner@gov.ab.ca; Reed, Matt CITZ:EX <Matt.Reed@gov.bc.ca>; Ruth.Naylor@tbs-sct.gc.ca; mike.baudic@gov.mb.ca; joanne.fletcher@gnb.ca; sonjaelgohary@gov.nl.ca; kedickson@gov.pe.ca; jeffrey.sunstrum@gov.yk.ca; Sabiston, Lori JU <Lori.Sabiston@gov.sk.ca>; Barbara.Dundas@tbs-sct.gc.ca; Kathy.Hartlen@novascotia.ca; Arilea.Sill@novascotia.ca; marlene.mcrae@ontario.ca; Fiona.Macleod@tbs-sct.gc.ca; veronica.chodak@gov.ab.ca; sara.miller@gnb.ca; Kimberly-Ann.Sampson@tbs-sct.gc.ca; Annau, Keleigh CITZ:EX <Keleigh.Annau@gov.bc.ca>; Shelley.Darlington@norfolkcounty.ca; luke.mcwilliams@gov.sk.ca; Maria.Willan@iccs-isac.org; Stefania.silisteanu@iccs-isac.org; Jennifer.Schofield@tbs-sct.gc.ca; Adam.Mazer@ontario.ca; melissa.grant@tbs-sct.gc.ca; Sharon.G.Jackson@gov.ab.ca; Jennifer_Young@gov.nt.ca; Elizabeth_Doyle@gov.nt.ca

Subject: RE: Access Request - Public Safety

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Hey Chad,

We also have a similar request. Will be breaking it down into separate requests. Some of those requests will need to be clarified (which we have yet to do). Some may require fees.

Aaron

Aaron Orban
Government of Saskatchewan
Executive Director, Privacy Officer
Access and Privacy Branch, Integrated Justice Services
Ministry of Corrections, Policing and Public Safety
Ministry of Justice and Attorney General

1510 - 1855 Victoria Avenue
Regina, SK S4P 3T2
Office: 306-787-3316
Mobile: 306-531-3914
Email: aaron.orban@gov.sk.ca

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From: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>

Sent: Wednesday, March 10, 2021 10:44

To: joanne.gardiner@gov.ab.ca; Reed, Matt CITZ:EX <Matt.Reed@gov.bc.ca>; Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>; Ruth.Naylor@tbs-sct.gc.ca; mike.baudic@gov.mb.ca; joanne.fletcher@gnb.ca; sonjaelgohary@gov.nl.ca; kedickson@gov.pe.ca; jeffrey.sunstrum@gov.yk.ca; Sabiston, Lori JU <Lori.Sabiston@gov.sk.ca>; Barbara.Dundas@tbs-sct.gc.ca; Orban, Aaron JU <aaron.orban@gov.sk.ca>; Kathy.Hartlen@novascotia.ca; Arilea.Sill@novascotia.ca; marlene.mcrae@ontario.ca; Fiona.Macleod@tbs-sct.gc.ca; veronica.chodak@gov.ab.ca; sara.miller@gnb.ca; Kimberly-Ann.Sampson@tbs-sct.gc.ca; Annau, Keleigh CITZ:EX <Keleigh.Annau@gov.bc.ca>; Shelley.Darlington@norfolkcounty.ca; luke.mcwilliams@gov.sk.ca; Maria.Willan@iccs-isac.org; Stefania.silisteanu@iccs-isac.org; Jennifer.Schofield@tbs-sct.gc.ca; Adam.Mazer@ontario.ca; melissa.grant@tbs-sct.gc.ca; Sharon.G.Jackson@gov.ab.ca; Jennifer.Young@gov.nt.ca; Elizabeth.Doyle@gov.nt.ca

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Chad Hoskins | Executive Director, Access and Open Information | Information Access Operations | Ministry of Citizens' Services
d: 250.356.7343 **m:** 250.516.5181 | **e:** chad.hoskins@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

FW: Access Request - Public Safety

From: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>
To: Nisbet, Justine CITZ:EX <Justine.Nisbet@gov.bc.ca>
Sent: March 10, 2021 1:11:39 PM PST
Received: March 10, 2021 1:11:40 PM PST

From: Sill, Arilea M <Arilea.Sill@novascotia.ca>

Sent: March 10, 2021 9:34 AM

To: Orban, Aaron JU <aaron.orban@gov.sk.ca>; Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>; joanne.gardiner@gov.ab.ca; Reed, Matt CITZ:EX <Matt.Reed@gov.bc.ca>; Ruth.Naylor@tbs-sct.gc.ca; mike.baudic@gov.mb.ca; joanne.fletcher@gnb.ca; sonjaelgohary@gov.nl.ca; kedickson@gov.pe.ca; jeffrey.sunstrum@gov.yk.ca; Sabiston, Lori JU <Lori.Sabiston@gov.sk.ca>; Barbara.Dundas@tbs-sct.gc.ca; Hartlen, Kathy L <Kathy.Hartlen@novascotia.ca>; marlene.mcrae@ontario.ca; Fiona.Macleod@tbs-sct.gc.ca; veronica.chodak@gov.ab.ca; sara.miller@gnb.ca; Kimberly-Ann.Sampson@tbs-sct.gc.ca; Annau, Keleigh CITZ:EX <Keleigh.Annau@gov.bc.ca>; Shelley.Darlington@norfolkcounty.ca; luke.mcwilliams@gov.sk.ca; Maria.Willan@iccs-isac.org; Stefania.silisteanu@iccs-isac.org; Jennifer.Schofield@tbs-sct.gc.ca; Adam.Mazer@ontario.ca; melissa.grant@tbs-sct.gc.ca; Sharon.G.Jackson@gov.ab.ca; Jennifer_Young@gov.nt.ca; Elizabeth_Doyle@gov.nt.ca

Subject: RE: Access Request - Public Safety

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Hi everyone,

We have all of these – or something very similar. We have / are responding with fees estimates as appropriate. They originally came as three large requests – we sent fee estimates on the three and the applicant returned to clarify and reduce fees by splitting the requests into about 35 individual ones. There may still be fees on the individual requests once we gather records.

Arilea Sill, CIPP/C

Chief Information Access and Privacy Officer

Information Access and Privacy (IAP) Services

Service Nova Scotia and Internal Services

✉ 5161 George Street, Halifax, NS, B3J 1M7

☎ (902) 229-4283

✉ Arilea.Sill@novascotia.ca

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From: Orban, Aaron JU <aaron.orban@gov.sk.ca>

Sent: March 10, 2021 1:28 PM

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Subject: RE: Access Request - Public Safety

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Aaron

Aaron Orban
Government of Saskatchewan
Executive Director, Privacy Officer
Access and Privacy Branch, Integrated Justice Services
Ministry of Corrections, Policing and Public Safety
Ministry of Justice and Attorney General

1510 - 1855 Victoria Avenue
Regina, SK S4P 3T2
Office: 306-787-3316
Mobile: 306-531-3914
Email: aaron.orban@gov.sk.ca

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Thank you.

Information provided in this email or through the Access and Privacy Branch website does not constitute legal advice.

From: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>

Sent: Wednesday, March 10, 2021 10:44

To: joanne.gardiner@gov.ab.ca; Reed, Matt CITZ:EX <Matt.Reed@gov.bc.ca>; Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>; Ruth.Naylor@tbs-sct.gc.ca; mike.baudic@gov.mb.ca; joanne.fletcher@gnb.ca; sonjaelgohary@gov.nl.ca; kedickson@gov.pe.ca; jeffrey.sunstrum@gov.yk.ca; Sabiston, Lori JU <Lori.Sabiston@gov.sk.ca>; Barbara.Dundas@tbs-sct.gc.ca; Orban, Aaron JU <aaron.orban@gov.sk.ca>; Kathy.Hartlen@novascotia.ca; Arilea.Sill@novascotia.ca; marlene.mcrae@ontario.ca; Fiona.Macleod@tbs-sct.gc.ca; veronica.chodak@gov.ab.ca; sara.miller@gnb.ca; Kimberly-Ann.Sampson@tbs-sct.gc.ca; Annau, Keleigh CITZ:EX <Keleigh.Annau@gov.bc.ca>; Shelley.Darlington@norfolkcounty.ca; luke.mcwilliams@gov.sk.ca; Maria.Willan@iccs-isac.org; Stefania.silisteanu@iccs-isac.org; Jennifer.Schofield@tbs-sct.gc.ca; Adam.Mazer@ontario.ca; melissa.grant@tbs-sct.gc.ca; Sharon.G.Jackson@gov.ab.ca; Jennifer.Young@gov.nt.ca; Elizabeth.Doyle@gov.nt.ca

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FW: Access Request - Public Safety

From: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>
To: Nisbet, Justine CITZ:EX <Justine.Nisbet@gov.bc.ca>
Sent: March 10, 2021 1:13:48 PM PST
Received: March 10, 2021 1:13:48 PM PST

From: Elizabeth Doyle <Elizabeth_Doyle@gov.nt.ca>

Sent: March 10, 2021 9:07 AM

To: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>; joanne.gardiner@gov.ab.ca; Reed, Matt CITZ:EX <Matt.Reed@gov.bc.ca>; Ruth.Naylor@tbs-sct.gc.ca; mike.baudic@gov.mb.ca; joanne.fletcher@gnb.ca; sonjaelgohary@gov.nl.ca; kedickson@gov.pe.ca; jeffrey.sunstrum@gov.yk.ca; lori.sabiston@gov.sk.ca; Barbara.Dundas@tbs-sct.gc.ca; aaron.orban@gov.sk.ca; Kathy.Hartlen@novascotia.ca; Arilea.Sill@novascotia.ca; marlene.mcrae@ontario.ca; Fiona.Macleod@tbs-sct.gc.ca; veronica.chodak@gov.ab.ca; sara.miller@gnb.ca; Kimberly-Ann.Sampson@tbs-sct.gc.ca; Annau, Keleigh CITZ:EX <Keleigh.Annau@gov.bc.ca>; Shelley.Darlington@norfolkcounty.ca; luke.mcwilliams@gov.sk.ca; Maria.Willan@iccs-isac.org; Stefania.silisteanu@iccs-isac.org; Jennifer.Schofield@tbs-sct.gc.ca; Adam.Mazer@ontario.ca; melissa.grant@tbs-sct.gc.ca; Sharon.G.Jackson@gov.ab.ca; Jennifer Young <Jennifer_Young@gov.nt.ca>

Subject: RE: Access Request - Public Safety

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Hi Chad,

NWT has told the applicant that we may charge fees, although as we gather records, it looks as though we will likely not end up doing so.

Liz

From: Hoskins, Chad CITZ:EX [<mailto:Chad.Hoskins@gov.bc.ca>]

Sent: March 10, 2021 9:44 AM

To: joanne.gardiner@gov.ab.ca; Reed, Matt CITZ:EX; Hoskins, Chad CITZ:EX; Ruth.Naylor@tbs-sct.gc.ca; mike.baudic@gov.mb.ca; joanne.fletcher@gnb.ca; sonjaelgohary@gov.nl.ca; kedickson@gov.pe.ca; jeffrey.sunstrum@gov.yk.ca; lori.sabiston@gov.sk.ca; Barbara.Dundas@tbs-sct.gc.ca; aaron.orban@gov.sk.ca; Kathy.Hartlen@novascotia.ca; Arilea.Sill@novascotia.ca; marlene.mcrae@ontario.ca; Fiona.Macleod@tbs-sct.gc.ca; veronica.chodak@gov.ab.ca; sara.miller@gnb.ca; Kimberly-Ann.Sampson@tbs-sct.gc.ca; Annau, Keleigh CITZ:EX; Shelley.Darlington@norfolkcounty.ca; luke.mcwilliams@gov.sk.ca; Maria.Willan@iccs-isac.org; Stefania.silisteanu@iccs-isac.org; Jennifer.Schofield@tbs-sct.gc.ca; Adam.Mazer@ontario.ca; melissa.grant@tbs-sct.gc.ca; Sharon.G.Jackson@gov.ab.ca; Jennifer Young; Elizabeth Doyle

Subject: Access Request - Public Safety

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Thanks, Chad

Copies of: all records tracking COVID-19 cases amongst parolees and other individuals currently on community release, including positive tests, negative tests, inconclusive tests, deaths, recoveries and active cases; memorandums, briefing notes, information notes, statistics and Powerpoint decks documenting parole office entry and exit COVID-19 screening procedures for parolees and other individuals currently on community release, prison staff, oversight body officials, lawyers, volunteers, and other parties; statistical overviews tracking the daily counts

for parolees broken down by race and gender; statistical overviews tracking the staffing levels in your parole offices; statistical overviews tracking the number of suspensions and revocations of parole and other forms of community release from your parole offices; all records outlining health and personal hygiene protocols, all records outlining cleaning protocols issued to and measures adopted, all records outlining protocols issued to and measures adopted, and all records outlining protocols issued to and measures adopted by your parole offices to restrict community contact for those currently on parole or other forms of community release related to COVID-19 pandemic prevention and management; all documents and electronic materials distributed to parolees and other individuals currently on community release, staff and visitors concerning COVID-19 measures taken in parole offices; all records documenting the number and nature of grievances related to COVID-19 submitted by parolees and other individuals currently on community release, as well as staff in your parole offices; final copies of all memorandums, presentations, briefing notes, or other similar documents regarding COVID-19 and correctional institutions or parole offices; all records documenting communications and meetings with community partners, including non-profit charities, pertaining to COVID-19; all modifications to existing and new standing orders, directives and manuals pertaining to the prevention and management of COVID-19 in your parole offices; statistical overviews broken down by race and gender that track COVID-19 cases amongst prisoners and prison staff, including positive tests, negative tests, inconclusive tests, deaths, recoveries and active cases, as well as memorandums and presentations on these statistics; standing orders and policy directives documenting correctional institution COVID-19 screening procedures for prisoners, prison staff, oversight body officials, lawyers, and volunteers; statistical overviews broken down by race and gender tracking the average daily counts in your correctional institutions; statistical overviews tracking the staffing levels in your correctional institutions, including correctional officers, health care staff, administrators and other staff members; memorandums, briefing notes, information notes, statistics and Powerpoint decks tracking the number of temporary absences, parole and all releases from your correctional institutions related to COVID-19 pandemic prevention and management broken down by race and gender; memorandums, briefing notes, information notes, statistics and Powerpoint decks outlining (a) health and personal hygiene protocols issued to and measures, (b) outlining cleaning protocols issued to and measures adopted and (c) protocols issued to and measures adopted to promote social distancing in your correctional institutions related to COVID-19 pandemic prevention and management; memorandums, briefing notes, information notes, statistics and Powerpoint decks documenting the number and length of placement in segregation / structural intervention units in your correctional institutions; statistical overviews on the number and nature of use of force incidents in your correctional institutions broken down by race and gender; statistical overviews on the number and length of lockdowns in your correctional institutions; all records documenting the number and nature of incidents (e.g. hunger strikes, protests, refusals to stand for inmate counts) involving prisoners in your correctional institutions; statistical overviews on the number and nature of psychiatric reports involving prisoners in your correctional institutions broken down by race and gender; all records outlining protocols issued to and measures adopted or modified by your correctional institutions concerning health and mental health care provision to prisoners and prison staff related to COVID-19 prevention, management and treatment; all documents and electronic materials distributed to prisoners and visitors concerning COVID-19 measures taken in correctional institutions; all records documenting the number and nature of grievances related to COVID-19 submitted by prisoners and prison staff in your correctional institutions; final copies of all memorandums, presentations, and briefing notes regarding COVID-19 and correctional institutions or parole offices; memorandums, briefing notes, information notes, statistics and Powerpoint decks pertaining to inter-agency communications and meetings with community partners, including non-profit charities; all modifications to existing and new standing orders, directives and manuals pertaining to the prevention and management of COVID-19 in your correctional institutions. Please break the response into two timeframes: Timeframe 1 (pre-pandemic planning): 5 January 2020 (WHO Disease Outbreak News) to 1 March 2020. Timeframe 2 (first 6 months): 1 March 2020 to 30 August 2020

Chad Hoskins | Executive Director, Access and Open Information | Information Access Operations | Ministry of Citizens' Services
d: 250.356.7343 **m:** 250.516.5181 | **e:** chad.hoskins@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

FW: Access Request - Public Safety

From: Nisbet, Justine CITZ:EX <Justine.Nisbet@gov.bc.ca>
To: Lutte, Nicola CITZ:EX
Cc: Andrews, Arielle CITZ:EX, Foster, Anita CITZ:EX
Sent: March 11, 2021 8:52:29 AM PST
Received: March 11, 2021 8:52:00 AM PST
Attachments: image002.png, image003.png, CCD Covid Requests - Alberta.docx, image001.png

Here's another response from Alberta.

*Justine Nisbet, Manager
Justice Social Team
Health & Mental Health Team*

From: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>
Sent: March 11, 2021 8:16 AM
To: Nisbet, Justine CITZ:EX <Justine.Nisbet@gov.bc.ca>
Subject: FW: Access Request - Public Safety

From: Sharon Jackson <Sharon.G.Jackson@gov.ab.ca>
Sent: March 11, 2021 7:57 AM
To: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>; Joanne Gardiner <joanne.gardiner@gov.ab.ca>; Reed, Matt CITZ:EX <Matt.Reed@gov.bc.ca>; Ruth.Naylor@tbs-sct.gc.ca; mike.baudic@gov.mb.ca; joanne.fletcher@gnb.ca; sonjaelgohary@gov.nl.ca; kedickson@gov.pe.ca; jeffrey.sunstrum@gov.yk.ca; lori.sabiston@gov.sk.ca; Barbara.Dundas@tbs-sct.gc.ca; aaron.orban@gov.sk.ca; Kathy.Hartlen@novascotia.ca; Arilea.Sill@novascotia.ca; marlene.mcrae@ontario.ca; Fiona.Macleod@tbs-sct.gc.ca; Veronica Chodak <veronica.chodak@gov.ab.ca>; sara.miller@gnb.ca; Kimberly-Ann.Sampson@tbs-sct.gc.ca; Annau, Keleigh CITZ:EX <Keleigh.Annau@gov.bc.ca>; Shelley.Darlington@norfolkcounty.ca; luke.mcwilliams@gov.sk.ca; Maria.Willan@iccs-isac.org; Stefania.silisteanu@iccs-isac.org; Jennifer.Schofield@tbs-sct.gc.ca; Adam.Mazer@ontario.ca; melissa.grant@tbs-sct.gc.ca; Jennifer.Young@gov.nt.ca; Elizabeth.Doyle@gov.nt.ca
Subject: RE: Access Request - Public Safety

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Chad,

Alberta has just received 4 requests, some that are similar in nature to the request received in BC. I have attached the wording of the requests received at Alberta Justice and Solicitor General.

These requests are yet to be clarified with the applicant. I would expect fees will be considered unless the requests are narrowed substantially.

Sharon

Sharon Jackson
A/Lead Enterprise Services
FOIP Strategic Service
FOIP and Information Management Division
Service Alberta
T: 780 641-9907
M: 780 246-0189
sharon.g.jackson@gov.ab.ca



Classification: Protected A

From: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>

Sent: March 10, 2021 9:44 AM

To: Joanne Gardiner <joanne.gardiner@gov.ab.ca>; Reed, Matt CITZ:EX <Matt.Reed@gov.bc.ca>; Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>; Ruth.Naylor@tbs-sct.gc.ca; mike.baudic@gov.mb.ca; joanne.fletcher@gnb.ca; sonjaelgohary@gov.nl.ca; kedickson@gov.pe.ca; jeffrey.sunstrum@gov.yk.ca; lori.sabiston@gov.sk.ca; Barbara.Dundas@tbs-sct.gc.ca; aaron.orban@gov.sk.ca; Kathy.Hartlen@novascotia.ca; Arilea.Sill@novascotia.ca; marlene.mcrae@ontario.ca; Fiona.Macleod@tbs-sct.gc.ca; Veronica Chodak <veronica.chodak@gov.ab.ca>; sara.miller@gnb.ca; Kimberly-Ann.Sampson@tbs-sct.gc.ca; Annau, Keleigh CITZ:EX <Keleigh.Annau@gov.bc.ca>; Shelley.Darlington@norfolkcounty.ca; luke.mcwilliams@gov.sk.ca; Maria.Willan@iccs-isac.org; Stefana.silisteanu@iccs-isac.org; Jennifer.Schofield@tbs-sct.gc.ca; Adam.Mazer@ontario.ca; melissa.grant@tbs-sct.gc.ca; Sharon Jackson <Sharon.G.Jackson@gov.ab.ca>; Jennifer.Young@gov.nt.ca; Elizabeth.Doyle@gov.nt.ca

Subject: Access Request - Public Safety

CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Hi all,

Hope you are doing well. BC received a large covid-related request and the applicant is claiming that other jurisdictions have already responded without fees. Just wondering if you have any information you can share?

Thanks, Chad

Copies of: all records tracking COVID-19 cases amongst parolees and other individuals currently on community release, including positive tests, negative tests, inconclusive tests, deaths, recoveries and active cases; memorandums, briefing notes, information notes, statistics and Powerpoint decks documenting parole office entry and exit COVID-19 screening procedures for parolees and other individuals currently on community release, prison staff, oversight body officials, lawyers, volunteers, and other parties; statistical overviews tracking the daily counts for parolees broken down by race and gender; statistical overviews tracking the staffing levels in your parole offices; statistical overviews tracking the number of suspensions and revocations of parole and other forms of community release from your parole offices; all records outlining health and personal hygiene protocols, all records outlining cleaning protocols issued to and measures adopted, all records outlining protocols issue to and measures adopted, and all records outlining protocols issued to and measures adopted by your parole offices to restrict community contact for those currently on parole or other forms of community release related to COVID-19 pandemic prevention and management; all documents and electronic materials distributed to parolees and other individuals currently on community release, staff and visitors concerning COVID-19 measures taken in parole offices; all records documenting the number and nature of grievances related to COVID-19 submitted by parolees and other individuals currently on community release, as well as staff in your parole offices; final copies of all memorandums, presentations, briefing notes, or other similar documents regarding COVID-19 and correctional institutions or parole offices; all records documenting communications and meetings with community partners, including non-profit charities, pertaining to COVID-19; all modifications to existing and new standing orders, directives and manuals pertaining to the prevention and management of COVID-19 in your parole offices; statistical overviews broken down by race and gender that track COVID-19 cases amongst prisoners and prison staff, including positive tests, negative tests, inconclusive tests, deaths, recoveries and active cases, as well as memorandums and presentations on these statistics; standing orders and policy directives documenting correctional institution COVID-19 screening procedures for prisoners, prison staff, oversight body officials, lawyers, and volunteers; statistical overviews broken down by race and gender tracking the average daily counts in your correctional institutions; statistical overviews tracking the staffing levels in your correctional institutions, including correctional officers, health care staff, administrators and other staff members; memorandums, briefing notes, information notes, statistics and Powerpoint decks tracking the

number of temporary absences, parole and all releases from your correctional institutions related to COVID-19 pandemic prevention and management broken down by race and gender; memorandums, briefing notes, information notes, statistics and Powerpoint decks outlining (a) health and personal hygiene protocols issued to and measures, (b) outlining cleaning protocols issued to and measures adopted and (c) protocols issued to and measures adopted to promote social distancing in your correctional institutions related to COVID-19 pandemic prevention and management; memorandums, briefing notes, information notes, statistics and Powerpoint decks documenting the number and length of placement in segregation / structural intervention units in your correctional institutions; statistical overviews on the number and nature of use of force incidents in your correctional institutions broken down by race and gender; statistical overviews on the number and length of lockdowns in your correctional institutions; all records documenting the number and nature of incidents (e.g. hunger strikes, protests, refusals to stand for inmate counts) involving prisoners in your correctional institutions; statistical overviews on the number and nature of psychiatric reports involving prisoners in your correctional institutions broken down by race and gender; all records outlining protocols issued to and measures adopted or modified by your correctional institutions concerning health and mental health care provision to prisoners and prison staff related to COVID-19 prevention, management and treatment; all documents and electronic materials distributed to prisoners and visitors concerning COVID-19 measures taken in correctional institutions; all records documenting the number and nature of grievances related to COVID-19 submitted by prisoners and prison staff in your correctional institutions; final copies of all memorandums, presentations, and briefing notes regarding COVID-19 and correctional institutions or parole offices; memorandums, briefing notes, information notes, statistics and Powerpoint decks pertaining to inter-agency communications and meetings with community partners, including non-profit charities; all modifications to existing and new standing orders, directives and manuals pertaining to the prevention and management of COVID-19 in your correctional institutions. Please break the response into two timeframes: Timeframe 1 (pre-pandemic planning): 5 January 2020 (WHO Disease Outbreak News) to 1 March 2020. Timeframe 2 (first 6 months): 1 March 2020 to 30 August 2020

Chad Hoskins | Executive Director, Access and Open Information | Information Access Operations | Ministry of Citizens' Services
d: 250.356.7343 **m:** 250.516.5181 | **e:** chad.hoskins@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

Alberta COVID Requests – Justice and Solicitor General

1. As part of a national study of measures to prevent and manage the spread of COVID-19 in prison, jails, probation and parole, I am requesting the following records:

Timeframe 1 (pre-pandemic planning):

5 January 2020 (WHO Disease Outbreak News) to 1 March 2020

Timeframe 2 (first 6 months):

1 March 2020 to 30 August 2020

Attorney General Offices

Alternatives to Imprisonment

I am requesting all policies, directions, memorandums or notes issued to Crown prosecutors with respect to bail and pre-trial detention related to COVID-19 pandemic prevention and management.

Memorandums, presentations, briefing notes

I am requesting final copies of all memorandums, presentations, briefing notes, or other similar documents regarding COVID-19 and correctional institutions or parole offices.

Time Period: January 6, 2020 to August 31, 2020

2. As part of a national study of measures to prevent and manage the spread of COVID-19 in prison, jails, probation and parole, I am requesting the following records:

Timeframe 1 (pre-pandemic planning):

5 January 2020 (WHO Disease Outbreak News) to 1 March 2020

Timeframe 2 (first 6 months):

1 March 2020 to 30 August 2020

Correctional Authorities

Use of Force

I am requesting statistical overviews on the number and nature of use of force incidents in your correctional institutions broken down by race and gender.

Lockdowns

I am requesting statistical overviews on the number and length of lockdowns in your correctional institutions.

Incident Reports

I am requesting all records documenting the number and nature of incidents (e.g. hunger strikes, protests, refusals to stand for inmate counts) involving prisoners in your correctional institutions.

Psychiatric Reports

I am requesting statistical overviews on the number and nature of psychiatric reports involving prisoners in your correctional institutions broken down by race and gender.

Health and Mental Health Care

I am requesting all records outlining protocols issued to and measures adopted or modified by your correctional institutions concerning health and mental health care provision to prisoners and prison staff related to COVID-19 prevention, management and treatment.

Information Distributed to Prisoners and Visitors

I am requesting all documents and electronic materials distributed to prisoners and visitors concerning COVID-19 measures taken in correctional institutions.

Grievances

I am requesting all records documenting the number and nature of grievances related to COVID-19 submitted by prisoners and prison staff in your correctional institutions.

Memorandums, presentations, briefing notes

I am requesting final copies of all memorandums, presentations, and briefing notes regarding COVID-19 and correctional institutions or parole offices.

Communications and Meetings with Community Partners

I am requesting memorandums, briefing notes, information notes, statistics and powerpoint decks pertaining to inter-agency communications and meetings with community partners, including non-profit charities.

Standing Orders, Directives and Policy Manuals

I am requesting all modifications to existing and new standing orders, directives and manuals pertaining to the prevention and management of COVID-19 in your correctional institutions.

Time Period: January 6, 2020 to August 31, 2020

3. Timeframe 1 (pre-pandemic planning):

5 January 2020 (WHO Disease Outbreak News) to 1 March 2020

Timeframe 2 (first 6 months):

1 March 2020 to 30 August 2020

Correctional Authorities

Testing

I am requesting statistical overviews broken down by race and gender that track COVID-19 cases amongst prisoners and prison staff, including positive tests, negative tests, inconclusive tests, deaths, recoveries and active cases, as well as memorandums and presentations on these statistics.

COVID Screening Procedures

I am requesting standing orders and policy directives documenting correctional institution COVID-19 screening procedures for prisoners, prison staff, oversight body officials, lawyers, and volunteers.

Daily Average Counts

I am requesting statistical overviews broken down by race and gender tracking the average daily counts in your correctional institutions.

Staffing Counts

I am requesting statistical overviews tracking the staffing levels in your correctional institutions, including correctional officers, health care staff, administrators and other staff members.

Prisoner Releases

I am requesting memorandums, briefing notes, information notes, statistics and powerpoint decks tracking the number of temporary absences, parole and all releases from your correctional institutions related to COVID-19 pandemic prevention and management broken down by race and gender.

Health, Hygiene, Cleaning, and Distancing

I am requesting memorandums, briefing notes, information notes, statistics and powerpoint decks outlining (a) health and personal hygiene protocols issued to and measures, (b) outlining cleaning protocols issued to and measures adopted and (c) protocols issued to and measures adopted to promote social distancing in your correctional institutions related to COVID-19 pandemic prevention and management.

Segregation / Structured Intervention Unit

I am requesting memorandums, briefing notes, information notes, statistics and powerpoint decks documenting the number and length of placement in segregation / structural intervention units in your correctional institutions.

Time Period: January 6, 2020 to August 31, 2020

4. As part of a national study of measures to prevent and manage the spread of COVID-19 in prison, jails, probation and parole, I am requesting the following records:

Timeframe 1 (pre-pandemic planning):

5 January 2020 (WHO Disease Outbreak News) to 1 March 2020

Timeframe 2 (first 6 months):

1 March 2020 to 30 August 2020

Parole Authorities

Testing

I am requesting all records tracking COVID-19 cases amongst parolees and other individuals currently on community release, including positive tests, negative tests, inconclusive tests, deaths, recoveries and active cases.

Entry and Exit Screening Procedures

I am requesting memorandums, briefing notes, information notes, statistics and powerpoint decks documenting parole office entry and exit COVID-19 screening procedures for parolees and other individuals currently on community release, prison staff, oversight body officials, lawyers, volunteers, and other parties.

Daily Average Counts

I am requesting statistical overviews tracking the daily counts for parolees broken down by race and gender.

Staffing Counts

I am requesting statistical overviews tracking the staffing levels in your parole offices.

Suspensions and Revocations

I am requesting statistical overviews tracking the number of suspensions and revocations of parole and other forms of community release from your parole offices.

Health, Cleaning, Distancing, and Contacts

Related to COVID-19 pandemic prevention and management, I am requesting all records outlining health and personal hygiene protocols, all records outlining cleaning protocols issued to and measures adopted, all records outlining protocols issued to and measures adopted, and all records outlining protocols issued to and measures adopted by your parole offices to restrict community contact for those currently on parole or other forms of community release related to COVID-19 pandemic prevention and management.

Information Distributed

I am requesting all documents and electronic materials distributed to parolees and other individuals currently on community release, staff and visitors concerning COVID-19 measures taken in parole offices.

Grievances

I am requesting all records documenting the number and nature of grievances related to COVID-19 submitted by parolees and other individuals currently on community release, as well as staff in your parole offices.

Memorandums, presentations, briefing notes

I am requesting final copies of all memorandums, presentations, briefing notes, or other similar documents regarding COVID-19 and correctional institutions or parole offices.

Communications and Meetings with Community Partners

I am requesting all records documenting communications and meetings with community partners, including non-profit charities, pertaining to COVID-19.

Standing Orders, Directives and Policy Manuals

I am requesting all modifications to existing and new standing orders, directives and manuals pertaining to the prevention and management of COVID-19 in your parole offices.

Time Period: January 6, 2020 to August 31, 2020

FW: Access Request - Public Safety

From: Nisbet, Justine CITZ:EX <Justine.Nisbet@gov.bc.ca>
To: Lutte, Nicola CITZ:EX
Cc: Andrews, Arielle CITZ:EX, Foster, Anita CITZ:EX
Sent: March 11, 2021 8:54:35 AM PST
Received: March 11, 2021 8:54:00 AM PST
Attachments: FW: Access Request - Public Safety

Two more have come in....so interesting to each how each jurisdiction is handling them.

*Justine Nisbet, Manager
Justice Social Team
Health & Mental Health Team*

From: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>
Sent: March 11, 2021 8:18 AM
To: Nisbet, Justine CITZ:EX <Justine.Nisbet@gov.bc.ca>
Subject: FW: Access Request - Public Safety

From: Baudic, Mike (FIN) <Mike.Baudic@gov.mb.ca>
Sent: March 11, 2021 7:50 AM
To: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>; joanne.gardiner@gov.ab.ca; Reed, Matt CITZ:EX <Matt.Reed@gov.bc.ca>; Ruth.Naylor@tbs-sct.gc.ca; joanne.fletcher@gnb.ca; sonjaelgohary@gov.nl.ca; kedickson@gov.pe.ca; jeffrey.sunstrum@gov.yk.ca; lori.sabiston@gov.sk.ca; Barbara.Dundas@tbs-sct.gc.ca; aaron.orban@gov.sk.ca; Kathy.Hartlen@novascotia.ca; Arilea.Sill@novascotia.ca; marlene.mcrae@ontario.ca; Fiona.Macleod@tbs-sct.gc.ca; veronica.chodak@gov.ab.ca; sara.miller@gnb.ca; Kimberly-Ann.Sampson@tbs-sct.gc.ca; Annau, Keleigh CITZ:EX <Keleigh.Annau@gov.bc.ca>; Shelley.Darlington@norfolkcounty.ca; luke.mcwilliams@gov.sk.ca; Maria.Willan@iccs-isac.org; Stefania.silisteanu@iccs-isac.org; Jennifer.Schofield@tbs-sct.gc.ca; Adam.Mazer@ontario.ca; melissa.grant@tbs-sct.gc.ca; Sharon.G.Jackson@gov.ab.ca; Jennifer.Young@gov.nt.ca; Elizabeth.Doyle@gov.nt.ca
Subject: RE: Access Request - Public Safety

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Chad,

In Manitoba, the Justice Department received this request. When the applicant was contacted to discuss narrowing or charging a fee they withdrew and submitted 60 individual requests, expecting 2 hours of search and preparation per request free of charge.

- 20 requests were refused (no records);
- 4 requests were granted in full and the search took less than 2 hours;
- 2 requests were partial with the search below 2 hours.

The remaining 34 request amounted to approximately 350 pages with redacted information. One executive director in the department estimated that staff spent more than 300 hours searching emails (over 2 months of staff time).

Mike Baudic
Director,
Information and Privacy Policy Secretariat
Legislative and Public Affairs
130 - 200 Vaughan Street
204-945-2523

From: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>

Sent: March 10, 2021 10:44 AM

To: joanne.gardiner@gov.ab.ca; Reed, Matt CITZ:EX <Matt.Reed@gov.bc.ca>; Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>; Ruth.Naylor@tbs-sct.gc.ca; Baudic, Mike (FIN) <Mike.Baudic@gov.mb.ca>; joanne.fletcher@gnb.ca; sonjaelgohary@gov.nl.ca; kedickson@gov.pe.ca; jeffrey.sunstrum@gov.yk.ca; lori.sabiston@gov.sk.ca; Barbara.Dundas@tbs-sct.gc.ca; aaron.orban@gov.sk.ca; Kathy.Hartlen@novascotia.ca; Arilea.Sill@novascotia.ca; marlene.mcrae@ontario.ca; Fiona.Macleod@tbs-sct.gc.ca; veronica.chodak@gov.ab.ca; sara.miller@gnb.ca; Kimberly-Ann.Sampson@tbs-sct.gc.ca; Annau, Keleigh CITZ:EX <Keleigh.Annau@gov.bc.ca>; Shelley.Darlington@norfolkcounty.ca; luke.mcwilliams@gov.sk.ca; Maria.Willan@iccs-isac.org; Stefania.silisteanu@iccs-isac.org; Jennifer.Schofield@tbs-sct.gc.ca; Adam.Mazer@ontario.ca; melissa.grant@tbs-sct.gc.ca; Sharon.G.Jackson@gov.ab.ca; Jennifer.Young@gov.nt.ca; Elizabeth.Doyle@gov.nt.ca

Subject: Access Request - Public Safety

CAUTION: This email originated from an External Sender. Please do not click links or open attachments unless you recognize the source.

ATTENTION: ce courriel provient d'un expéditeur externe. Ne cliquez sur aucun lien et n'ouvrez pas de pièce jointe, excepté si vous connaissez l'expéditeur.

Hi all,

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d: 250.356.7343 **m:** 250.516.5181 | **e:** chad.hoskins@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

FW: Access Request - Public Safety

From: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>
To: Nisbet, Justine CITZ:EX <Justine.Nisbet@gov.bc.ca>
Sent: March 11, 2021 8:19:00 AM PST
Received: March 11, 2021 8:19:01 AM PST
Attachments: image001.png, image002.jpg

From: McRae, Marlene (MGCS) <Marlene.McRae@ontario.ca>

Sent: March 11, 2021 5:21 AM

To: Kathryn Dickson <kedickson@gov.pe.ca>; joanne.fletcher@gnb.ca; sara.miller@gnb.ca; joanne.gardiner@gov.ab.ca; Sharon.G.Jackson@gov.ab.ca; veronica.chodak@gov.ab.ca; Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>; Annau, Keleigh CITZ:EX <Keleigh.Annau@gov.bc.ca>; Reed, Matt CITZ:EX <Matt.Reed@gov.bc.ca>; mike.baudic@gov.mb.ca; sonjaelgohary@gov.nl.ca; Elizabeth_Doyle@gov.nt.ca; Jennifer_Young@gov.nt.ca; aaron.orban@gov.sk.ca; lori.sabiston@gov.sk.ca; luke.mcwilliams@gov.sk.ca; Maria Luisa Willan <maria.willan@iccs-isac.org>; Stefania Silisteanu <stefania.silisteanu@iccs-isac.org>; Shelley.Darlington@norfolkcounty.ca; Arilea.Sill@novascotia.ca; Kathy.Hartlen@novascotia.ca; Mazer, Adam (MGCS) <Adam.Mazer@ontario.ca>; Barbara.Dundas@tbs-sct.gc.ca; Fiona.Macleod@tbs-sct.gc.ca; Jennifer.Schofield@tbs-sct.gc.ca; Kimberly-Ann.Sampson@tbs-sct.gc.ca; melissa.grant@tbs-sct.gc.ca; Ruth.Naylor@tbs-sct.gc.ca; Jeff.Sunstrum@yukon.ca

Subject: RE: Access Request - Public Safety

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Hi Everyone,

I've connected with our Justice Sector within the Ministry of the Solicitor General (SOLGEN) and Ministry of the Attorney General (MAG) about this. They have received similar requests from two academics. One requester had a voluminous request and requested that they treat each category as a separate request. For some parts of the requests, the MAG and SOLGEN were able to respond quickly and without fees (i.e. stats, no records exist...), however other parts of the requests have resulted in a fees being issued. The second academic's request was treated as one request and a large fee was assessed for that request.

Marlene McRae

Manager, Access and Privacy Strategy and Policy
Information Privacy and Archives Division
Ministry of Government and Consumer Services
134 Ian Macdonald Boulevard, Toronto, Ontario M7A 2C5

[Enterprise Recordkeeping, Access and Privacy](#) | [Archives of Ontario](#)

Note: Please contact me if you need this communication in another format.



From: Kathryn Dickson <kedickson@gov.pe.ca>

Sent: March-11-21 7:51 AM

To: joanne.fletcher@gnb.ca; sara.miller@gnb.ca; joanne.gardiner@gov.ab.ca; Sharon.G.Jackson@gov.ab.ca; veronica.chodak@gov.ab.ca; Chad.Hoskins@gov.bc.ca; Keleigh.Annau@gov.bc.ca; Matt.Reed@gov.bc.ca; mike.baudic@gov.mb.ca; sonjaelgohary@gov.nl.ca; Elizabeth_Doyle@gov.nt.ca; Jennifer_Young@gov.nt.ca; aaron.orban@gov.sk.ca; lori.sabiston@gov.sk.ca; luke.mcwilliams@gov.sk.ca; Maria Luisa Willan <maria.willan@iccs-isac.org>; Stefania Silisteanu <stefania.silisteanu@iccs-isac.org>;

Shelley.Darlington@norfolkcounty.ca; Arilea.Sill@novascotia.ca; Kathy.Hartlen@novascotia.ca; Mazer, Adam (MGCS) <Adam.Mazer@ontario.ca>; McRae, Marlene (MGCS) <Marlene.McRae@ontario.ca>; Barbara.Dundas@tbs-sct.gc.ca; Fiona.Macleod@tbs-sct.gc.ca; Jennifer.Schofield@tbs-sct.gc.ca; Kimberly-Ann.Sampson@tbs-sct.gc.ca; melissa.grant@tbs-sct.gc.ca; Ruth.Naylor@tbs-sct.gc.ca; Jeff.Sunstrum@yukon.ca

Subject: RE: Access Request - Public Safety

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PEI received the requests (3). PEI has replied to 1 of 3 and will reply to final 2 this week. Fees were discussed with the applicant, who revised the requests so no fees were necessary.

K

Kathryn Dickson

Access and Privacy Services Office

Department of Justice and Public Safety

122 Sullivan Building,

P.O. Box 2000, Charlottetown, PE, C1A 7N8

Tel: 902.569.0568

Mobile: 902.314.2171

Government is reducing operations to essential services and the number of staff in government buildings to limit exposure to COVID 19 while balancing the need to continue essential operations.

***Your FOI request matters** however Government's ability to respond to some requests, within the FOIP Act's legislated time frames may be impacted in the coming weeks.*

We promise to be in touch with all FOI applicants within the next 30 days to provide an update on your request(s). I apologize in advance for any inconvenience this may cause for you.

>>> <Jeff.Sunstrum@yukon.ca> 3/10/2021 3:06 PM >>>

Hi - The Yukon charges fees.

From: Miller, Sara (FTB/FCT) <sara.miller@gnb.ca>

Sent: March 10, 2021 12:06 PM

To: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>; joanne.gardiner@gov.ab.ca; Reed, Matt CITZ:EX <Matt.Reed@gov.bc.ca>; Ruth.Naylor@tbs-sct.gc.ca; mike.baudic@gov.mb.ca; Fletcher, Joanne (FTB/FCT) <joanne.fletcher@gnb.ca>; sonjaelgohary@gov.nl.ca; kedickson@gov.pe.ca; Jeffrey.Sunstrum <Jeff.Sunstrum@yukon.ca>; lori.sabiston@gov.sk.ca; Barbara.Dundas@tbs-sct.gc.ca; aaron.orban@gov.sk.ca; Kathy.Hartlen@novascotia.ca; Arilea.Sill@novascotia.ca; marlene.mcrae@ontario.ca; Fiona.Macleod@tbs-sct.gc.ca; veronica.chodak@gov.ab.ca; Kimberly-Ann.Sampson@tbs-sct.gc.ca; Annau, Keleigh CITZ:EX <Keleigh.Annau@gov.bc.ca>; Shelley.Darlington@norfolkcounty.ca; luke.mcwilliams@gov.sk.ca; Maria.Willan@iccs-isac.org; Stefania.silisteanu@iccs-isac.org; Jennifer.Schofield@tbs-sct.gc.ca; Adam.Mazer@ontario.ca; melissa.grant@tbs-sct.gc.ca; Sharon.G.Jackson@gov.ab.ca; Jennifer.Young@gov.nt.ca; Elizabeth.Doyle@gov.nt.ca

Subject: RE: Access Request - Public Safety

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Hi Chad,

NB legislation does not permit fees for RTI requests. We have not received this request (yet).

Thank you,

Sara

From: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>

Sent: March 10, 2021 12:44 PM

To: joanne.gardiner@gov.ab.ca; Reed, Matt CITZ:EX <Matt.Reed@gov.bc.ca>; Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>; Ruth.Naylor@tbs-sct.gc.ca; mike.baudic@gov.mb.ca; Fletcher, Joanne (FTB/FCT) <joanne.fletcher@gnb.ca>; sonjaelgohary@gov.nl.ca; kedickson@gov.pe.ca; jeffrey.sunstrum@gov.yk.ca; lori.sabiston@gov.sk.ca; Barbara.Dundas@tbs-sct.gc.ca; aaron.orban@gov.sk.ca; Kathy.Hartlen@novascotia.ca; Arilea.Sill@novascotia.ca; marlene.mcrae@ontario.ca; Fiona.Macleod@tbs-sct.gc.ca; veronica.chodak@gov.ab.ca; Miller, Sara (FTB/FCT) <sara.miller@gnb.ca>; Kimberly-Ann.Sampson@tbs-sct.gc.ca; Annau, Keleigh CITZ:EX <Keleigh.Annau@gov.bc.ca>; Shelley.Darlington@norfolkcounty.ca; luke.mcwilliams@gov.sk.ca; Maria.Willan@iccs-isac.org; Stefania.silisteanu@iccs-isac.org; Jennifer.Schofield@tbs-sct.gc.ca; Adam.Mazer@ontario.ca; melissa.grant@tbs-sct.gc.ca; Sharon.G.Jackson@gov.ab.ca; Jennifer.Young@gov.nt.ca; Elizabeth.Doyle@gov.nt.ca

Subject: Access Request - Public Safety

ATTENTION! External email / courriel externe.

Hi all,

Hope you are doing well. BC received a large covid-related request and the applicant is claiming that other jurisdictions have already responded without fees. Just wondering if you have any information you can share?

Thanks, Chad

Copies of: all records tracking COVID-19 cases amongst parolees and other individuals currently on community release, including positive tests, negative tests, inconclusive tests, deaths, recoveries and active cases; memorandums, briefing notes, information notes, statistics and Powerpoint decks documenting parole office entry and exit COVID-19 screening procedures for parolees and other individuals currently on community release, prison staff, oversight body officials, lawyers, volunteers, and other parties; statistical overviews tracking the daily counts for parolees broken down by race and gender; statistical overviews tracking the staffing levels in your parole offices; statistical overviews tracking the number of suspensions and revocations of parole and other forms of community release from your parole offices; all records outlining health and personal hygiene protocols, all records outlining cleaning protocols issued to and measures adopted, all records outlining protocols issued to and measures adopted, and all records outlining protocols issued to and measures adopted by your parole offices to restrict community contact for those currently on parole or other forms of community release related to COVID-19 pandemic prevention and management; all documents and electronic materials distributed to parolees and other individuals currently on community release, staff and visitors concerning COVID-19 measures taken in parole offices; all records documenting the number and nature of grievances related to COVID-19 submitted by parolees and other individuals currently on community release, as well as staff in your parole offices; final copies of all memorandums, presentations, briefing notes, or other similar documents regarding COVID-19 and correctional institutions or parole offices; all records documenting communications and meetings with community partners, including non-profit charities, pertaining to COVID-19; all modifications to existing and new standing orders, directives and manuals pertaining to the prevention and management of COVID-19 in your parole offices; statistical overviews broken down by race and gender that track COVID-19 cases amongst prisoners and prison staff, including positive tests, negative tests, inconclusive tests, deaths, recoveries and active cases, as well as memorandums and presentations on these statistics; standing orders and policy directives documenting correctional institution COVID-19 screening procedures for prisoners, prison staff, oversight body officials, lawyers, and volunteers; statistical overviews broken down by race and gender tracking the average daily counts in your correctional institutions; statistical overviews tracking the staffing levels in your correctional institutions, including correctional officers, health care staff, administrators and other staff members; memorandums, briefing notes, information notes, statistics and Powerpoint decks tracking the number of temporary absences, parole and all releases from your correctional institutions related to COVID-19 pandemic prevention and management broken down by race and gender; memorandums, briefing notes, information notes, statistics and Powerpoint decks outlining (a) health and personal hygiene protocols issued to and measures, (b) outlining cleaning protocols issued to and measures adopted and (c) protocols issued to and measures adopted to promote social distancing in your correctional institutions related to COVID-19 pandemic

prevention and management; memorandums, briefing notes, information notes, statistics and Powerpoint decks documenting the number and length of placement in segregation / structural intervention units in your correctional institutions; statistical overviews on the number and nature of use of force incidents in your correctional institutions broken down by race and gender; statistical overviews on the number and length of lockdowns in your correctional institutions; all records documenting the number and nature of incidents (e.g. hunger strikes, protests, refusals to stand for inmate counts) involving prisoners in your correctional institutions; statistical overviews on the number and nature of psychiatric reports involving prisoners in your correctional institutions broken down by race and gender; all records outlining protocols issued to and measures adopted or modified by your correctional institutions concerning health and mental health care provision to prisoners and prison staff related to COVID-19 prevention, management and treatment; all documents and electronic materials distributed to prisoners and visitors concerning COVID-19 measures taken in correctional institutions; all records documenting the number and nature of grievances related to COVID-19 submitted by prisoners and prison staff in your correctional institutions; final copies of all memorandums, presentations, and briefing notes regarding COVID-19 and correctional institutions or parole offices; memorandums, briefing notes, information notes, statistics and Powerpoint decks pertaining to inter-agency communications and meetings with community partners, including non-profit charities; all modifications to existing and new standing orders, directives and manuals pertaining to the prevention and management of COVID-19 in your correctional institutions. Please break the response into two timeframes: Timeframe 1 (pre-pandemic planning): 5 January 2020 (WHO Disease Outbreak News) to 1 March 2020. Timeframe 2 (first 6 months): 1 March 2020 to 30 August 2020

Chad Hoskins | Executive Director, Access and Open Information | Information Access Operations | Ministry of Citizens' Services
d: 250.356.7343 **m:** 250.516.5181 | **e:** chad.hoskins@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

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FW: Access Request - Public Safety

From: Nisbet, Justine CITZ:EX <Justine.Nisbet@gov.bc.ca>
To: Lutte, Nicola CITZ:EX
Cc: Andrews, Arielle CITZ:EX, Foster, Anita CITZ:EX
Sent: March 11, 2021 8:55:42 AM PST
Received: March 11, 2021 8:55:00 AM PST
Sorry....one more...

*Justine Nisbet, Manager
Justice Social Team
Health & Mental Health Team*

From: Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>
Sent: March 11, 2021 8:19 AM
To: Nisbet, Justine CITZ:EX <Justine.Nisbet@gov.bc.ca>
Subject: FW: Access Request - Public Safety

From: Kathryn Dickson <kedickson@gov.pe.ca>
Sent: March 11, 2021 4:51 AM
To: joanne.fletcher@gnb.ca; sara.miller@gnb.ca; joanne.gardiner@gov.ab.ca; Sharon.G.Jackson@gov.ab.ca; veronica.chodak@gov.ab.ca; Hoskins, Chad CITZ:EX <Chad.Hoskins@gov.bc.ca>; Annau, Keleigh CITZ:EX <Keleigh.Annau@gov.bc.ca>; Reed, Matt CITZ:EX <Matt.Reed@gov.bc.ca>; mike.baudic@gov.mb.ca; sonjaelgohary@gov.nl.ca; Elizabeth.Doyle@gov.nt.ca; Jennifer.Young@gov.nt.ca; aaron.orban@gov.sk.ca; lori.sabiston@gov.sk.ca; luke.mcwilliams@gov.sk.ca; Maria.Willan@iccs-isac.org; Stefania.silisteanu@iccs-isac.org; Shelley.Darlington@norfolkcounty.ca; Arilea.Sill@novascotia.ca; Kathy.Hartlen@novascotia.ca; Adam.Mazer@ontario.ca; marlene.mcrae@ontario.ca; Barbara.Dundas@tbs-sct.gc.ca; Fiona.Macleod@tbs-sct.gc.ca; Jennifer.Schofield@tbs-sct.gc.ca; Kimberly-Ann.Sampson@tbs-sct.gc.ca; melissa.grant@tbs-sct.gc.ca; Ruth.Naylor@tbs-sct.gc.ca; Jeff.Sunstrum@yukon.ca
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K

Kathryn Dickson
Access and Privacy Services Office
Department of Justice and Public Safety
122 Sullivan Building,
P.O. Box 2000, Charlottetown, PE, C1A 7N8

Tel: 902.569.0568
Mobile: 902.314.2171

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FW: FOI 11340 - Call For Records - Due April 14, 2021

From: Nisbet, Justine CITZ:EX <Justine.Nisbet@gov.bc.ca>
To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
Cc: Andrews, Arielle CITZ:EX <Arielle.Andrews@gov.bc.ca>
Sent: March 31, 2021 6:00:43 PM PDT
Received: March 31, 2021 6:00:44 PM PDT
Attachments: G - Call for Records form.docx

Hi Nicola,

We've received an FOI of an FOI of your file. If no fee, please gather the records from the correspondence log and anything else you have in your inbox that would be responsive to the request. If you could place the records in a folder on the LAN and if your able to provide a harms assessment as well. I'll be taking a look through my own inbox to make sure I don't have anything to add, as will Arielle.

Thanks,

*Justine Nisbet, Manager
Justice/Health Team*

From: Garneau, Tanya CITZ:EX
Sent: March 31, 2021 1:28 PM
To: Nisbet, Justine CITZ:EX
Subject: FOI 11340 - Call For Records - Due April 14, 2021

Hi Justine –

Please see the below call for records, and attached CFR form for completion prior to April 14th please

"All correspondence regarding FOI Request PSS-2021-10114, (Date Range for Record Search: From 1/3/2021 To 3/24/2021)"

Tanya Garneau
Manager of Divisional Operations
Citizens' Services – CIRMO
(250)880-3469



Section 1: FOI Request Details

General Request ☒

Applicant Type: Researcher

Request Received: March 25, 2021

FOI Analyst: Jazmine Anderson

Legislated Due Date: May 10, 2021

Fee Estimate Due: April 9, 2021

Records Due: April 16, 2021

Description: All correspondence regarding FOI Request PSS-2021-10114, (Date Range for Record Search: From 1/3/2021 To 3/24/2021)

Section 2: Initial Records Assessment

Do you hold responsive records? YES ☐ NO ☐

If no, please provide an explanation that can be given to the applicant (if applicable):

Are you aware of other records that may be responsive to this request within your public body? 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:

Section 3: No Records Response Approval

Please forward to public body FOI contact (if applicable) for delegated head's final public body approval if no records have been located

| | | |
|--|-------------------|-------------------|
| Final public body approval (full name and title): | Signature: | Date: Date |
|--|-------------------|-------------------|

Section 4: Fee Estimate – General request only (if this is a personal request skip to section 5)

| | | |
|--|------------------------|---------------------|
| Please ensure that all reasonable efforts are made to <u>generate as accurate an estimate as possible</u> | Estimated Hours | Actual Hours |
| Locating/Retrieving – this includes searching all relevant sources. Areas to consider searching include: <ul style="list-style-type: none">• Outlook (including 'deleted' and 'sent' folders)• Records management systems (ex. EDRMS)• LAN, shared drives, SharePoint, databases• Offsite records | | |
| Producing – this only applies where you are creating records from other sources* (e.g. developing a program to create new records from a database) and tasks include <ul style="list-style-type: none">• Identifying relevant sources of data/information• Manual time spent creating and producing records• Ex: generating a custom report from a database using existing data | | |

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| Preparing – this may include time spent by IAO (for electronic records) or the Ministry (for hardcopy records) and tasks include | | | |
| <ul style="list-style-type: none"> • Converting records to PDF • Consolidating records into a single PDF document • Organizing records packages (e.g. by date department, staff, records type, etc.) • Photocopying or scanning records into electronic format • Ensuring completeness of responsive records • Copying other types of media (audio and/or video) <p>For electronic records, you do not need to provide a time estimate, please provide the number of files where requested below and IAO will be in a position to calculate the time required and to consider charging a fee.</p> | | | |
| Volume – for electronic records please provide the estimated number of files and for hardcopy records please continue to provide the number of pages | | | |
| <ul style="list-style-type: none"> • Electronic records <ul style="list-style-type: none"> ○ Files (e.g. emails, Word Docs, Excel sheets, PDFs, photos, etc.) | | | |
| <ul style="list-style-type: none"> • Hardcopy records <ul style="list-style-type: none"> ○ Average file folder = 1" and holds approx. 200 pages (single-sided) ○ 1 standard Records Centre Services box: <ul style="list-style-type: none"> ▪ Legal sized folders = 1800 pages ▪ Letter sized folders = 2200 pages | | | |
| Suggestions for possible narrowing: | | | |

Section 5: Search Summary

Please describe the search for records including what records were searched, (e.g., files, email, databases, EDRMS, offsite records, etc.) duration of search time, and who conducted the search for records:

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Section 6a: Program Area Harms Assessment

Harm – **disclosure of the records would significantly harm the public body'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 public body executive and/or Government Communications and Public Engagement office.

- 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 created 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?

Could the release of any/all of the responsive records potentially cause harm? YES ☐ NO ☐

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

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Section 6b: Publication on Open Information (if this is a personal request skip to section 7)

General requests 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 7: Contact Information

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|--|---------------|------------|
| Who completed this form (full name and title): | Phone Number: | Date: Date |
| Harms Assessment completed by (full name and title): | Program Area: | |
| Harms Assessment approved by (full name and title): | | |

RE: FOI 11340 - Call For Records - Due April 14, 2021

From: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
To: Nisbet, Justine CITZ:EX <Justine.Nisbet@gov.bc.ca>
Cc: Andrews, Arielle CITZ:EX <Arielle.Andrews@gov.bc.ca>
Sent: April 1, 2021 8:46:13 AM PDT
Received: April 1, 2021 8:46:13 AM PDT

Hello,

Just to let you know I have created a folder on the LAN for us to put all of our material. It can be found at:

K:\General\Ministry Teams\Justice - Social\FOI of FOIs\PSS-2021-10114

In there I have created a folder for each of us as well as one for the material in AXIS. Once all gathered it can be transferred to the appropriate person.

Hope that works as a starting point!

Nicola Lutte, CIAPP-C | Senior FOI Analyst, Information Access Operations | **Ph:** 250 387-2877

From: Nisbet, Justine CITZ:EX <Justine.Nisbet@gov.bc.ca>
Sent: March 31, 2021 6:01 PM
To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
Cc: Andrews, Arielle CITZ:EX <Arielle.Andrews@gov.bc.ca>
Subject: FW: FOI 11340 - Call For Records - Due April 14, 2021

Hi Nicola,

We've received an FOI of an FOI of your file. If no fee, please gather the records from the correspondence log and anything else you have in your inbox that would be responsive to the request. If you could place the records in a folder on the LAN and if your able to provide a harms assessment as well. I'll be taking a look through my own inbox to make sure I don't have anything to add, as will Arielle.

Thanks,

*Justine Nisbet, Manager
Justice/Health Team*

From: Garneau, Tanya CITZ:EX <Tanya.Garneau@gov.bc.ca>
Sent: March 31, 2021 1:28 PM
To: Nisbet, Justine CITZ:EX <Justine.Nisbet@gov.bc.ca>
Subject: FOI 11340 - Call For Records - Due April 14, 2021

Hi Justine –

Please see the below call for records, and attached CFR form for completion prior to April 14th please

"All correspondence regarding FOI Request PSS-2021-10114, (Date Range for Record Search: From 1/3/2021 To 3/24/2021)"

Tanya Garneau
Manager of Divisional Operations
Citizens' Services – CIRMO
(250)880-3469