

D'Argis, Krista PSSG:EX

From: D'Argis, Krista PSSG:EX
Sent: Monday, March 29, 2021 1:10 PM
To: Braaten, Yvonne PSSG:EX
Subject: RE: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

Hello,

All complaints, use of force incidents, lock down information and general incidents **related to COVID 19** – not specific to positive or negative cases.

Thanks,

Krista D'Argis

Privacy Analyst

BC Corrections HQ



Where ideas work



From: Braaten, Yvonne PSSG:EX <Yvonne.Braaten@gov.bc.ca>
Sent: Monday, March 29, 2021 1:06 PM
To: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Subject: RE: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

Hi Krista,

I can provide you with an estimate of how long can you please tell me if you would like Covid-19 related items from 1-4 for positive cases only or both positive and droplets ? Thank you

Yvonne Braaten, A/Warden's Assistant
BC CORRECTIONS | ADULT CUSTODY DIVISION
Surrey Pretrial Services Centre
14323 - 57th Avenue
Surrey, BC V3X 1B1
Office: 604.572.2111

From: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Sent: Monday, March 29, 2021 12:43 PM
To: Braaten, Yvonne PSSG:EX <Yvonne.Braaten@gov.bc.ca>
Subject: RE: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

Hi Yvonne,

I do not require the records at this time. I was hoping for an estimate of how long it would take to gather/provide the records.

Thanks

Krista D'Argis
Privacy Analyst
BC Corrections HQ



Where ideas work



From: Braaten, Yvonne PSSG:EX <Yvonne.Braaten@gov.bc.ca>
Sent: Thursday, March 25, 2021 9:29 AM
To: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Subject: FW: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

Hi Krista,

Can you please tell me if you need the information pertaining to the positive cases only? Or would you like all info including medi obs, droplet, segregation and induction unit for both positive and negative for the following points below. Thank you.

1. **Number of COVID-19 related complaints** from individuals in custody from November 1 to November 30, 2020.
2. **Number of use of force incidents** related to **COVID-19** from November 1 to November 30, 2020.
3. **Number and length of COVID-19 related lockdowns** in correctional centres.
4. **Number and nature of COVID-19 related incidents** (e.g. hunger strikes, protests, refusal to stand for inmate counts) involving prisoners in correctional centres.

Yvonne Braaten, A/Warden's Assistant
BC CORRECTIONS | ADULT CUSTODY DIVISION
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14323 - 57th Avenue
Surrey, BC V3X 1B1
Office: 604.572.2111

From: Bush, Kenneth PSSG:EX <Kenneth.Bush@gov.bc.ca>
Sent: Thursday, March 18, 2021 10:25 AM
To: Braaten, Yvonne PSSG:EX <Yvonne.Braaten@gov.bc.ca>
Subject: FW: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

From: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Sent: Thursday, March 18, 2021 7:25 AM
To: Small, Bill R PSSG:EX <Bill.Small@gov.bc.ca>; Macpherson, Stephanie PSSG:EX <Stephanie.Macpherson@gov.bc.ca>; Kea, Jacqueline PSSG:EX <Jacqueline.Kea@gov.bc.ca>; DeGrace, Hector PSSG:EX <Hector.DeGrace@gov.bc.ca>; MacKenzie, Darren PSSG:EX <Darren.MacKenzie@gov.bc.ca>; McKinnon, Debbie S PSSG:EX <Debbie.McKinnon@gov.bc.ca>; Atkinson, Ben PSSG:EX <Ben.Atkinson@gov.bc.ca>; Urbanski, Sonya PSSG:EX <Sonya.Urbanski@gov.bc.ca>; Clark, William PSSG:EX <William.Clark@gov.bc.ca>; Bush, Kenneth PSSG:EX <Kenneth.Bush@gov.bc.ca>; Leonard, Ted PSSG:EX <Ted.Leonard@gov.bc.ca>
Cc: Crozier, Giuliana PSSG:EX <Giuliana.Crozier@gov.bc.ca>; Martin, Montana PSSG:EX <Montana.Martin@gov.bc.ca>
Subject: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

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Please do not gather records at this time, I am hoping to get a time estimate to collect all responsive records. If possible, please provide your time estimate by Monday, March 22.

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CCD and ACP HQ – Please provide a time estimate to collect the following material (1 to 8):

1. Number of positive and negative COVID-19 results for community custody.
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3. Average number of sick days in monthly snapshots for community and custody.
4. Policy and/or procedure documents outlining health, personal hygiene and cleaning protocols related to COVID-19 for community and custody.
5. Documents distributed to community offices and correctional centres to provide to clients or post for client's viewing related to COVID-19.
6. Final copies of memorandums, presentations, briefing notes related to COVID-19.
7. Records documenting direction provided to community partners operating living units for individuals on probation.
8. Records of change in policy pertaining to the prevention of COVID-19.

CCD HQ Only – Please provide a time estimate to collect the following material (9-10)

9. Number of breaches records by probation officers during timeframe.
10. Number of COVID-19 related complaints from individuals on probation from November 1 to November 30, 2020.

Leigh, please provide a time estimate for this portion (11):

11. Monthly average count for individuals on probation for community and custody broken down by race and gender.

ACD - Correctional Centres - Please provide a time estimate to collect the following material (12-15)

12. **Number of COVID-19 related complaints** from individuals in custody from November 1 to November 30, 2020.
13. **Number of use of force incidents** related to **COVID-19** from November 1 to November 30, 2020.
14. **Number and length of COVID-19 related lockdowns** in correctional centres.
15. **Number and nature of COVID-19 related incidents** (e.g. hunger strikes, protests, refusal to stand for inmate counts) involving prisoners in correctional centres.

Many thanks!

Krista D'Argis

Privacy Analyst

BC Corrections HQ | Ministry of Public Safety & Solicitor General

Phone 778.698.3997 | Mobile 250.415.4572

E-mail Krista.Dargis@gov.bc.ca

*Always contact 77000 first to report a privacy breach / information incident.



Where ideas work



D'Argis, Krista PSSG:EX

From: D'Argis, Krista PSSG:EX
Sent: Wednesday, March 24, 2021 3:11 PM
To: Lutte, Nicola CITZ:EX
Subject: RE: PSS-2021-10114 request description Mar 10 21

Hi Nicola,

I have canvassed all relevant offices/centres and the revised request is estimate at **70 hours** to search and gather records.

Thanks,

Krista D'Argis

Privacy Analyst

BC Corrections HQ



Where ideas work



From: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
Sent: Wednesday, March 10, 2021 11:22 AM
To: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Subject: PSS-2021-10114 request description Mar 10 21

Hi Krista,

Thanks for connecting with the applicant. I feel like we are making headway rather than going in circles. I have attached:

- Mar 10 notes PSS-2021-10114 request description KD notes (this was our latest working copy and I made notes at the end of each separate request in purple for you to refer to
- Revised PSS-2021-10114 request description Mar 10 21 (I started a new document so it is not confusing and a clean start)

I have highlighted a few notes in yellow which I will remove once importing into AXIS. Let me know if I got this new request description right or make modification where you feel there should be some.

Thanks Krista!

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

D'Argis, Krista PSSG:EX

From: Boivin, Jodi PSSG:EX
Sent: Wednesday, March 24, 2021 1:57 PM
To: D'Argis, Krista PSSG:EX
Subject: RE: FOI

OK.

Well the inmate complaints that I sent you before took me about ^{s.13}

To locate the rest of this, ^{s.13}

Jodi Boivin

Warden's Assistant
Prince George Regional Correctional Centre
250-960-3018

From: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Sent: Wednesday, March 24, 2021 1:49 PM
To: Boivin, Jodi PSSG:EX <Jodi.Boivin@gov.bc.ca>
Subject: RE: FOI

Thank you! This one we are just looking for fee info. Basically need an estimate of how long you estimate it to take to gather the records.

Krista D'Argis
Privacy Analyst
BC Corrections HQ



Where ideas work



From: Boivin, Jodi PSSG:EX <Jodi.Boivin@gov.bc.ca>
Sent: Wednesday, March 24, 2021 1:40 PM
To: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Subject: RE: FOI

PSS-2021-10114

Jodi Boivin

Warden's Assistant
Prince George Regional Correctional Centre
250-960-3018

From: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Sent: Wednesday, March 24, 2021 1:39 PM
To: Boivin, Jodi PSSG:EX <Jodi.Boivin@gov.bc.ca>
Subject: RE: FOI

Hi Jodi,

Do you have a reference number for the FOI request? I have a few relating to COVID.

Thanks 😊

Krista D'Argis
Privacy Analyst
BC Corrections HQ



Where ideas work



From: Boivin, Jodi PSSG:EX <Jodi.Boivin@gov.bc.ca>
Sent: Wednesday, March 24, 2021 11:03 AM
To: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Cc: Clark, William PSSG:EX <William.Clark@gov.bc.ca>; Anderson, Rodney PSSG:EX <Rodney.Anderson@gov.bc.ca>
Subject: FOI

Good morning,

I received an email this morning regarding additional information to be provided for the COVID FOI.

I can have this information to you by Friday if that works for you.

I look forward to hearing from you.

Sincerely,

Jodi Boivin

Warden's Assistant
Prince George Regional Correctional Centre
250-960-3018

D'Argis, Krista PSSG:EX

From: McKinnon, Debbie S PSSG:EX
Sent: Tuesday, March 23, 2021 10:04 AM
To: D'Argis, Krista PSSG:EX
Subject: FW: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

Fyi sorry krista, I'm resending to you as it did not send the whole message. ty

From: Bishop, Kevin PSSG:EX <Kevin.Bishop@gov.bc.ca>
Sent: Tuesday, March 23, 2021 9:49 AM
To: McKinnon, Debbie S PSSG:EX <Debbie.McKinnon@gov.bc.ca>
Subject: RE: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

Hi Deb,

Looks like this was due yesterday? Not sure if you responded already, however based on what I see below we are only responsible for questions 12-15. I would suggest that it would only takes.13 to review and provide that info.

Kevin Bishop

Deputy Warden – Operations

Nanaimo Correctional Centre

Ph: 250-756-3314 | mobile: 250-618-8072

From: McKinnon, Debbie S PSSG:EX <Debbie.McKinnon@gov.bc.ca>
Sent: Tuesday, March 23, 2021 8:40 AM
To: Bishop, Kevin PSSG:EX <Kevin.Bishop@gov.bc.ca>
Subject: FW: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

FYI

From: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Sent: Thursday, March 18, 2021 7:25 AM
To: Small, Bill R PSSG:EX <Bill.Small@gov.bc.ca>; Macpherson, Stephanie PSSG:EX <Stephanie.Macpherson@gov.bc.ca>; Kea, Jacqueline PSSG:EX <Jacqueline.Kea@gov.bc.ca>; DeGrace, Hector PSSG:EX <Hector.DeGrace@gov.bc.ca>; MacKenzie, Darren PSSG:EX <Darren.MacKenzie@gov.bc.ca>; McKinnon, Debbie S PSSG:EX <Debbie.McKinnon@gov.bc.ca>; Atkinson, Ben PSSG:EX <Ben.Atkinson@gov.bc.ca>; Urbanski, Sonya PSSG:EX <Sonya.Urbanski@gov.bc.ca>; Clark, William PSSG:EX <William.Clark@gov.bc.ca>; Bush, Kenneth PSSG:EX <Kenneth.Bush@gov.bc.ca>; Leonard, Ted PSSG:EX <Ted.Leonard@gov.bc.ca>
Cc: Crozier, Giuliana PSSG:EX <Giuliana.Crozier@gov.bc.ca>; Martin, Montana PSSG:EX <Montana.Martin@gov.bc.ca>
Subject: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

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Please do not gather records at this time, I am hoping to get a time estimate to collect all responsive records. If possible, please provide your time estimate by Monday, March 22.

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CCD and ACP HQ – Please provide a time estimate to collect the following material (1 to 8):

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CCD HQ Only- – Please provide a time estimate to collect the following material (9-10)

9. Number of breaches records by probation officers during timeframe.
10. Number of COVID-19 related complaints from individuals on probation from November 1 to November 30, 2020.

Leigh, please provide a time estimate for this portion (11):

11. Monthly average count for individuals on probation for community and custody broken down by race and gender.

ACD - Correctional Centres - Please provide a time estimate to collect the following material (12-15)

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14. Number and length of COVID-19 related lockdowns in correctional centres.
15. Number and nature of COVID-19 related incidents (e.g. hunger strikes, protests, refusal to stand for inmate counts) involving prisoners in correctional centres.

Many thanks!

Krista D'Argis

Privacy Analyst

BC Corrections HQ | Ministry of Public Safety & Solicitor General

Phone 778.698.3997 | Mobile 250.415.4572

E-mail Krista.Dargis@gov.bc.ca

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Where ideas work



D'Argis, Krista PSSG:EX

From: Martin, Montana PSSG:EX
Sent: Monday, March 22, 2021 12:33 PM
To: D'Argis, Krista PSSG:EX
Subject: FW: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

Hi Krista,

Comments below from ACD in red. I'd say approximately ^{s.13}

Thank you!
Montana

From: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Sent: Thursday, March 18, 2021 7:25 AM
To: Small, Bill R PSSG:EX <Bill.Small@gov.bc.ca>; Macpherson, Stephanie PSSG:EX <Stephanie.Macpherson@gov.bc.ca>; Kea, Jacqueline PSSG:EX <Jacqueline.Kea@gov.bc.ca>; DeGrace, Hector PSSG:EX <Hector.DeGrace@gov.bc.ca>; MacKenzie, Darren PSSG:EX <Darren.MacKenzie@gov.bc.ca>; McKinnon, Debbie S PSSG:EX <Debbie.McKinnon@gov.bc.ca>; Atkinson, Ben PSSG:EX <Ben.Atkinson@gov.bc.ca>; Urbanski, Sonya PSSG:EX <Sonya.Urbanski@gov.bc.ca>; Clark, William PSSG:EX <William.Clark@gov.bc.ca>; Bush, Kenneth PSSG:EX <Kenneth.Bush@gov.bc.ca>; Leonard, Ted PSSG:EX <Ted.Leonard@gov.bc.ca>
Cc: Crozier, Giuliana PSSG:EX <Giuliana.Crozier@gov.bc.ca>; Martin, Montana PSSG:EX <Montana.Martin@gov.bc.ca>
Subject: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

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Please do not gather records at this time, I am hoping to get a time estimate to collect all responsive records. If possible, please provide your time estimate by Monday, March 22.

Unless otherwise state, the time-frame for this request is January 5, 2020 to August 30, 2020.

CCD and ACP HQ – Please provide a time estimate to collect the following material (1 to 8):

1. Number of positive and negative COVID-19 results for community custody. (Not sure if this applies to ACD?)
2. Overarching COVID-19 screening procedures for community and custody. ^{s.13}
3. Average number of sick days in monthly snapshots for community and custody. (we won't be able to differentiate between covid absences and regular sick days. This should not take more than ^{s.13} to produce)
4. Policy and/or procedure documents outlining health, personal hygiene and cleaning protocols related to COVID-19 for community and custody. (^{s.13})
5. Documents distributed to community offices and correctional centres to provide to clients or post for client's viewing related to COVID-19. ^{s.13}
6. Final copies of memorandums, presentations, briefing notes related to COVID-19. ^{s.13}
7. Records documenting direction provided to community partners operating living units for individuals on probation. (Not sure if this applies to ACD?)
8. Records of change in policy pertaining to the prevention of COVID-19. ^{s.13}

CCD HQ Only – Please provide a time estimate to collect the following material (9-10)

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Leigh, please provide a time estimate for this portion (11):

11. Monthly average count for individuals on probation for community and custody broken down by race and gender.

ACD - Correctional Centres - Please provide a time estimate to collect the following material (12-15)

12. **Number of COVID-19 related complaints** from individuals in custody from November 1 to November 30, 2020. ^{s.13}
s.13
13. **Number of use of force incidents** related to **COVID-19** from November 1 to November 30, 2020. ^{s.13}
14. **Number and length of COVID-19 related lockdowns** in correctional centres. We would need to know the timeframe – if it is for the entire period of covid is suspect each centre will need ^{s.13} to figure this out (sans FMCC and NCC)
15. **Number and nature of COVID-19 related incidents** (e.g. hunger strikes, protests, refusal to stand for inmate counts) involving prisoners in correctional centres. This would require a fulsome review at each centre. I suspect that could take up to ^{s.13} centre (sans NCC and FMCC)

Many thanks!

Krista D'Argis

Privacy Analyst

BC Corrections HQ | Ministry of Public Safety & Solicitor General

Phone 778.698.3997 | Mobile 250.415.4572

E-mail Krista.Dargis@gov.bc.ca

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Where ideas work



D'Argis, Krista PSSG:EX

From: Draaisma, Maureen PSSG:EX
Sent: Monday, March 22, 2021 7:53 AM
To: D'Argis, Krista PSSG:EX
Cc: Kea, Jacqueline PSSG:EX
Subject: RE: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

Hi Krista

I know you are only asking for an estimate of time but since there is minimal response from ACCW regarding bullets 12-15 here is the information requested:

- 12. We had only one COVID related complaint from an individual in custody between Nov 1 – Nov 30 2020.
- 13. We have had no COVID related use of force incidents in that time frame (Nov. 1 – 30, 2020).
- 14. We have had no COVID related lockdowns.
- 15. We have had no COVID related incidents.

Time required to search – s.13

Thanks

Maureen

From: Kea, Jacqueline PSSG:EX <Jacqueline.Kea@gov.bc.ca>
Sent: Friday, March 19, 2021 10:23 PM
To: Draaisma, Maureen PSSG:EX <Maureen.Draaisma@gov.bc.ca>
Subject: Fwd: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

Hi Maureen

There is more information requested. Only timelines at this time.

Thank you
Jackie

Sent from my iPhone

Begin forwarded message:

From: "D'Argis, Krista PSSG:EX" <Krista.DArgis@gov.bc.ca>
Date: March 18, 2021 at 7:24:35 AM PDT
To: "Small, Bill R PSSG:EX" <Bill.Small@gov.bc.ca>, "Macpherson, Stephanie PSSG:EX" <Stephanie.Macpherson@gov.bc.ca>, "Kea, Jacqueline PSSG:EX" <Jacqueline.Kea@gov.bc.ca>, "DeGrace, Hector PSSG:EX" <Hector.DeGrace@gov.bc.ca>, "MacKenzie, Darren PSSG:EX" <Darren.MacKenzie@gov.bc.ca>, "McKinnon, Debbie S PSSG:EX" <Debbie.McKinnon@gov.bc.ca>, "Atkinson, Ben PSSG:EX" <Ben.Atkinson@gov.bc.ca>, "Urbanski, Sonya PSSG:EX"

<Sonya.Urbanski@gov.bc.ca>, "Clark, William PSSG:EX" <William.Clark@gov.bc.ca>, "Bush, Kenneth PSSG:EX" <Kenneth.Bush@gov.bc.ca>, "Leonard, Ted PSSG:EX" <Ted.Leonard@gov.bc.ca>
Cc: "Crozier, Giuliana PSSG:EX" <Giuliana.Crozier@gov.bc.ca>, "Martin, Montana PSSG:EX" <Montana.Martin@gov.bc.ca>

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ACD - Correctional Centres - Please provide a time estimate to collect the following material (12-15)

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15. **Number and nature of COVID-19 related incidents** (e.g. hunger strikes, protests, refusal to stand for inmate counts) involving prisoners in correctional centres.

Many thanks!

Krista D'Argis

Privacy Analyst

BC Corrections HQ | Ministry of Public Safety & Solicitor General

Phone 778.698.3997| Mobile 250.415.4572

E-mail Krista.Dargis@gov.bc.ca

*Always contact 77000 first to report a privacy breach / information incident.



Where ideas work



D'Argis, Krista PSSG:EX

From: Fernquist, Michael PSSG:EX
Sent: Friday, March 19, 2021 8:55 AM
To: Atkinson, Ben PSSG:EX; D'Argis, Krista PSSG:EX
Cc: Waters, Matthew A PSSG:EX; Myers, Coy R PSSG:EX
Subject: RE: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

For NFPC:

ACD - Correctional Centres - Please provide a time estimate to collect the following material (12-15)

1. **Number of COVID-19 related complaints** from individuals in custody from November 1 to November 30, 2020. s.13
2. **Number of use of force incidents** related to **COVID-19** from November 1 to November 30, 2020. s.13
3. **Number and length of COVID-19 related lockdowns** in correctional centres. s.13
4. **Number and nature of COVID-19 related incidents** (e.g. hunger strikes, protests, refusal to stand for inmate counts) involving prisoners in correctional centres. s.13

Thanks

Mike Fernquist

Mike Fernquist | Assistant Deputy Warden | NFPC Standards
Ministry of Public Safety and Solicitor General | BC Corrections | Adult Custody Division
North Fraser Pretrial Centre | 1451 Kingsway Avenue | Port Coquitlam, B.C. | V3C 1S2
604-468-3545
michael.fernquist@gov.bc.ca

From: Atkinson, Ben PSSG:EX <Ben.Atkinson@gov.bc.ca>
Sent: Thursday, March 18, 2021 10:10 AM
To: Fernquist, Michael PSSG:EX <Michael.Fernquist@gov.bc.ca>
Cc: Waters, Matthew A PSSG:EX <Matthew.Waters@gov.bc.ca>; Myers, Coy R PSSG:EX <Coy.Myers@gov.bc.ca>
Subject: FW: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

Do you have this request already ? Sounds like we are not to gather records at this time.

From: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Sent: Thursday, March 18, 2021 7:25 AM
To: Small, Bill R PSSG:EX <Bill.Small@gov.bc.ca>; Macpherson, Stephanie PSSG:EX <Stephanie.Macpherson@gov.bc.ca>; Kea, Jacqueline PSSG:EX <Jacqueline.Kea@gov.bc.ca>; DeGrace, Hector PSSG:EX <Hector.DeGrace@gov.bc.ca>; MacKenzie, Darren PSSG:EX <Darren.MacKenzie@gov.bc.ca>; McKinnon, Debbie S PSSG:EX <Debbie.McKinnon@gov.bc.ca>; Atkinson, Ben PSSG:EX <Ben.Atkinson@gov.bc.ca>; Urbanski, Sonya PSSG:EX <Sonya.Urbanski@gov.bc.ca>; Clark, William PSSG:EX <William.Clark@gov.bc.ca>; Bush, Kenneth PSSG:EX <Kenneth.Bush@gov.bc.ca>; Leonard, Ted PSSG:EX <Ted.Leonard@gov.bc.ca>

Cc: Crozier, Giuliana PSSG:EX <Giuliana.Crozier@gov.bc.ca>; Martin, Montana PSSG:EX <Montana.Martin@gov.bc.ca>

Subject: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

Hello,

We have received an FOI request from a **Researcher applicant**. The request was extensive and a fee was issued. We are working with the applicant to narrow the request to reduce/eliminate the fee.

Please do not gather records at this time, I am hoping to get a time estimate to collect all responsive records. If possible, please provide your time estimate by Monday, March 22.

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CCD and ACP HQ – Please provide a time estimate to collect the following material (1 to 8):

1. Number of positive and negative COVID-19 results for community custody.
2. Overarching COVID-19 screening procedures for community and custody.
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CCD HQ Only – Please provide a time estimate to collect the following material (9-10)

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Leigh, please provide a time estimate for this portion (11):

11. Monthly average count for individuals on probation for community and custody broken down by race and gender.

ACD - Correctional Centres - Please provide a time estimate to collect the following material (12-15)

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14. **Number and length of COVID-19 related lockdowns** in correctional centres.
15. **Number and nature of COVID-19 related incidents** (e.g. hunger strikes, protests, refusal to stand for inmate counts) involving prisoners in correctional centres.

Many thanks!

Krista D'Argis

Privacy Analyst

BC Corrections HQ | Ministry of Public Safety & Solicitor General

Phone 778.698.3997 | Mobile 250.415.4572

E-mail Krista.Dargis@gov.bc.ca

*Always contact 77000 first to report a privacy breach / information incident.



Where ideas work



D'Argis, Krista PSSG:EX

From: DeGrace, Hector PSSG:EX
Sent: Friday, March 19, 2021 8:18 AM
To: D'Argis, Krista PSSG:EX
Cc: Lacroix, Richard (Rick) PSSG:EX
Subject: RE: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

Good Morning Krista,

The time estimate for FRCC is approximately ^{s.13} For FMCC, approximately ^{s.13}

Please let me know if you require anything further.

Have a great weekend.

Hector

From: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Sent: March 18, 2021 7:25 AM
To: Small, Bill R PSSG:EX <Bill.Small@gov.bc.ca>; Macpherson, Stephanie PSSG:EX <Stephanie.Macpherson@gov.bc.ca>; Kea, Jacqueline PSSG:EX <Jacqueline.Kea@gov.bc.ca>; DeGrace, Hector PSSG:EX <Hector.DeGrace@gov.bc.ca>; MacKenzie, Darren PSSG:EX <Darren.MacKenzie@gov.bc.ca>; McKinnon, Debbie S PSSG:EX <Debbie.McKinnon@gov.bc.ca>; Atkinson, Ben PSSG:EX <Ben.Atkinson@gov.bc.ca>; Urbanski, Sonya PSSG:EX <Sonya.Urbanski@gov.bc.ca>; Clark, William PSSG:EX <William.Clark@gov.bc.ca>; Bush, Kenneth PSSG:EX <Kenneth.Bush@gov.bc.ca>; Leonard, Ted PSSG:EX <Ted.Leonard@gov.bc.ca>
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- 15. **Number** and **nature** of **COVID-19 related incidents** (e.g. hunger strikes, protests, refusal to stand for inmate counts) involving prisoners in correctional centres.

Many thanks!

Krista D'Argis

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E-mail Krista.Dargis@gov.bc.ca

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Where ideas work



D'Argis, Krista PSSG:EX

From: Mah, Tiffany C PSSG:EX
Sent: Friday, March 19, 2021 8:02 AM
To: D'Argis, Krista PSSG:EX
Cc: Leonard, Ted PSSG:EX; Tang, Ryan PSSG:EX
Subject: VIRCC: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

Good morning Krista,

I am covering for Ted this week therefore I am responding to your request (Ryan forwarded me your email). I have enquired about the points below and the estimated length of time to pull the stats/info for:

ACD - Correctional Centres - Please provide a time estimate to collect the following material (12-15)

1. **Number of COVID-19 related complaints** from individuals in custody from November 1 to November 30, 2020. Within s.13
2. **Number of use of force incidents** related to **COVID-19** from November 1 to November 30, 2020. – no UOF incidents noted related to COVID-19.
3. **Number and length of COVID-19 related lockdowns** in correctional centres. – no lockdowns noted related to COVID-19.
4. **Number and nature of COVID-19 related incidents** (e.g. hunger strikes, protests, refusal to stand for inmate counts) involving prisoners in correctional centres. – no COVID-19 related incidents noted.

If there is anything else that I can assist with or if you need further information, please feel free to contact me.

Regards,

Tiffany Mah

ADW - Classification & Case Management

Vancouver Island Regional Correctional Centre

4216 Wilkinson Road. Victoria, BC. V8Z 5B2

Phone: (236) 478-1036 | Fax: (250) 953-4417 | Tiffany.Mah@gov.bc.ca

MINISTRY OF PUBLIC SAFETY & SOLICITOR GENERAL | BC CORRECTIONS | ADULT CUSTODY DIVISION

I acknowledge my place of work is within the ancestral, traditional and unceded territory of the Coast Salish nations.

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From: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>

Sent: Thursday, March 18, 2021 7:27 AM

To: Tang, Ryan PSSG:EX <Ryan.Tang@gov.bc.ca>

Cc: Leonard, Ted PSSG:EX <Ted.Leonard@gov.bc.ca>

Subject: FW: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

Hi Ryan,

Forwarding to you in Ted's s.22

Thanks!

Krista D'Argis

Privacy Analyst

BC Corrections HQ



Where ideas work



From: D'Argis, Krista PSSG:EX

Sent: Thursday, March 18, 2021 7:25 AM

To: Small, Bill R PSSG:EX <Bill.Small@gov.bc.ca>; Macpherson, Stephanie PSSG:EX <Stephanie.Macpherson@gov.bc.ca>; Kea, Jacqueline PSSG:EX <Jacqueline.Kea@gov.bc.ca>; DeGrace, Hector PSSG:EX <Hector.DeGrace@gov.bc.ca>; MacKenzie, Darren PSSG:EX <Darren.MacKenzie@gov.bc.ca>; McKinnon, Debbie S PSSG:EX <Debbie.McKinnon@gov.bc.ca>; Atkinson, Ben PSSG:EX <Ben.Atkinson@gov.bc.ca>; Urbanski, Sonya PSSG:EX <Sonya.Urbanski@gov.bc.ca>; Clark, William PSSG:EX <William.Clark@gov.bc.ca>; Bush, Kenneth PSSG:EX <Kenneth.Bush@gov.bc.ca>; Leonard, Ted PSSG:EX <Ted.Leonard@gov.bc.ca>

Cc: Crozier, Giuliana PSSG:EX <Giuliana.Crozier@gov.bc.ca>; Martin, Montana PSSG:EX <Montana.Martin@gov.bc.ca>

Subject: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

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9. Documents distributed to community offices and correctional centres to provide to clients or post for client's viewing related to COVID-19.
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11. Records documenting direction provided to community partners operating living units for individuals on probation.
12. Records of change in policy pertaining to the prevention of COVID-19.

CCD HQ Only – Please provide a time estimate to collect the following material (9-10)

13. Number of breaches records by probation officers during timeframe.

14. Number of COVID-19 related complaints from individuals on probation from November 1 to November 30, 2020.

Leigh, please provide a time estimate for this portion (11):

15. Monthly average count for individuals on probation for community and custody broken down by race and gender.

ACD - Correctional Centres - Please provide a time estimate to collect the following material (12-15)

16. **Number** of **COVID-19** related **complaints** from individuals in custody from November 1 to November 30, 2020.

17. **Number** of **use of force incidents** related to **COVID-19** from November 1 to November 30, 2020.

18. **Number** and **length** of **COVID-19 related lockdowns** in correctional centres.

19. **Number** and **nature** of **COVID-19 related incidents** (e.g. hunger strikes, protests, refusal to stand for inmate counts) involving prisoners in correctional centres.

Many thanks!

Krista D'Argis

Privacy Analyst

BC Corrections HQ | Ministry of Public Safety & Solicitor General

Phone 778.698.3997 | Mobile 250.415.4572

E-mail Krista.Dargis@gov.bc.ca

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Where ideas work



D'Argis, Krista PSSG:EX

From: Small, Bill R PSSG:EX
Sent: Thursday, March 18, 2021 8:51 AM
To: Glen, Simon T PSSG:EX; D'Argis, Krista PSSG:EX
Subject: RE: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

We do not track gripes so unless there is a record of a formal complaint related to COVID-19 that has tracked there will be no responsive records. Which I am reasonably confident will be the case here

From: Glen, Simon T PSSG:EX <Simon.Glen@gov.bc.ca>
Sent: Thursday, March 18, 2021 8:14 AM
To: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>; Small, Bill R PSSG:EX <Bill.Small@gov.bc.ca>
Subject: RE: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

1. Number of COVID-19 related complaints from individuals on probation from November 1 to November 30, 2020.
s.13

I think we will need to be specific in terms of what constitutes a complaint. s.13

s.13

From: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Sent: Thursday, March 18, 2021 8:04 AM
To: Small, Bill R PSSG:EX <Bill.Small@gov.bc.ca>; Glen, Simon T PSSG:EX <Simon.Glen@gov.bc.ca>
Subject: RE: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

Good morning,

I have made a few comments below in purple. Bill, let's touch base later on this morning to go over.

Thanks!

Krista D'Argis
Privacy Analyst
BC Corrections HQ

From: Small, Bill R PSSG:EX <Bill.Small@gov.bc.ca>
Sent: Thursday, March 18, 2021 7:54 AM
To: Glen, Simon T PSSG:EX <Simon.Glen@gov.bc.ca>
Cc: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Subject: FW: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

Good morning Simon

FYI – this is interesting – several flags went up as I reviewed the scope – have offered comments in red below (the yellow highlighting is Krista's) – I will be reaching out to her at a more reasonable hour to discuss.

Krista I will require guidance on how we estimate time. We do not have a standardized unit of measure for these sorts of requests; spinning a random "wheel of time" to come up with a number seems somehow inadequate for this purpose. 😊

B

From: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Sent: Thursday, March 18, 2021 7:25 AM
To: Small, Bill R PSSG:EX <Bill.Small@gov.bc.ca>; Macpherson, Stephanie PSSG:EX <Stephanie.Macpherson@gov.bc.ca>; Kea, Jacqueline PSSG:EX <Jacqueline.Kea@gov.bc.ca>; DeGrace, Hector PSSG:EX <Hector.DeGrace@gov.bc.ca>; MacKenzie, Darren PSSG:EX <Darren.MacKenzie@gov.bc.ca>; McKinnon, Debbie S PSSG:EX <Debbie.McKinnon@gov.bc.ca>; Atkinson, Ben PSSG:EX <Ben.Atkinson@gov.bc.ca>; Urbanski, Sonya PSSG:EX <Sonya.Urbanski@gov.bc.ca>; Clark, William PSSG:EX <William.Clark@gov.bc.ca>; Bush, Kenneth PSSG:EX <Kenneth.Bush@gov.bc.ca>; Leonard, Ted PSSG:EX <Ted.Leonard@gov.bc.ca>
Cc: Crozier, Giuliana PSSG:EX <Giuliana.Crozier@gov.bc.ca>; Martin, Montana PSSG:EX <Montana.Martin@gov.bc.ca>
Subject: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

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CCD and ACP HQ – Please provide a time estimate to collect the following material (1 to 8):

1. Number of positive and negative COVID-19 results for community custody. Is this referring to staff? Regardless, We do not maintain these records for staff or clients – these are private health records and we cannot and should not be maintaining them. ^{s.13}
The applicant is referring to individuals reporting to community offices – I suspected this isn't something we track for community. If no records exist that is fine.
2. Overarching COVID-19 screening procedures for community and custody. ^{s.13}
s.13

3. Average number of sick days in monthly snapshots for community and custody. s.13 – I will redirect to Leigh
4. Policy and/or procedure documents outlining health, personal hygiene and cleaning protocols related to COVID-19 for community and custody. s.13
5. Documents distributed to community offices and correctional centres to provide to clients or post for client's viewing related to COVID-19. s.13
6. Final copies of memorandums, presentations, briefing notes related to COVID-19. s.13
7. Records documenting direction provided to community partners operating living units for individuals on probation. We do not have community partners "operating living units" to whom we would provide "direction" – OK – makes sense this point would be no records.
8. Records of change in policy pertaining to the prevention of COVID-19. s.13

CCD HQ Only- – Please provide a time estimate to collect the following material (9-10)

9. Number of breaches records by probation officers during timeframe. Assuming this is an ask for breach report data from Jan – Aug as noted above – s.13 - I will redirect to Leigh.
10. Number of COVID-19 related complaints from individuals on probation from November 1 to November 30, 2020. s.13

Leigh, please provide a time estimate for this portion (11):

11. Monthly average count for individuals on probation for community and custody broken down by race and gender.

ACD - Correctional Centres - Please provide a time estimate to collect the following material (12-15)

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Many thanks!

Krista D'Argis

Privacy Analyst

BC Corrections HQ | Ministry of Public Safety & Solicitor General

Phone 778.698.3997 | Mobile 250.415.4572

E-mail Krista.Dargis@gov.bc.ca

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Where ideas work



D'Argis, Krista PSSG:EX

From: Hopaluk-Paul, Jacqueline PSSG:EX
Sent: Thursday, March 18, 2021 8:46 AM
To: D'Argis, Krista PSSG:EX
Cc: MacKenzie, Darren PSSG:EX; Pageau, Devin PSSG:EX
Subject: RE: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

Good morning Krista,

Our estimate would be approximately \$13 to complete this.

Thank you,

Jacquie

Jacquie Hopaluk-Paul

Warden's Assistant, KRCC

Ministry of Public Safety and Solicitor General
Adult Custody Division, Kamloops Regional Correctional Centre
Ph: 250-571-2231
Fax: 250-571-2214

Please consider the environment before printing this email

From: MacKenzie, Darren PSSG:EX <Darren.MacKenzie@gov.bc.ca>
Sent: Thursday, March 18, 2021 8:10 AM
To: Hopaluk-Paul, Jacqueline PSSG:EX <Jacqueline.HopalukPaul@gov.bc.ca>
Cc: Pageau, Devin PSSG:EX <Devin.Pageau@gov.bc.ca>
Subject: FW: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

Good morning Jacque,

Here is a FOI request for your dissemination.

Thanks,

Darren MacKenzie | Assistant Deputy Warden | Admissions and Discharge
Ministry of Public Safety & Solicitor General | BC Corrections | Adult Custody Division
Kamloops Regional Correctional Centre
W.: 250-571-2255 | Email: Darren.MacKenzie@gov.bc.ca



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Cc: Crozier, Giuliana PSSG:EX <Giuliana.Crozier@gov.bc.ca>; Martin, Montana PSSG:EX <Montana.Martin@gov.bc.ca>

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Many thanks!

Krista D'Argis

Privacy Analyst

BC Corrections HQ | Ministry of Public Safety & Solicitor General

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E-mail Krista.Dargis@gov.bc.ca

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Where ideas work



D'Argis, Krista PSSG:EX

From: Urbanski, Sonya PSSG:EX
Sent: Thursday, March 18, 2021 8:10 AM
To: D'Argis, Krista PSSG:EX
Subject: RE: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

Hi Krista,

This will take OCC about ^{s.13}

From: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
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Unless otherwise state, the time-frame for this request is January 5, 2020 to August 30, 2020.

CCD and ACP HQ – Please provide a time estimate to collect the following material (1 to 8):

1. Number of positive and negative COVID-19 results for community custody.
2. Overarching COVID-19 screening procedures for community and custody.
3. Average number of sick days in monthly snapshots for community and custody.
4. Policy and/or procedure documents outlining health, personal hygiene and cleaning protocols related to COVID-19 for community and custody.
5. Documents distributed to community offices and correctional centres to provide to clients or post for client's viewing related to COVID-19.
6. Final copies of memorandums, presentations, briefing notes related to COVID-19.
7. Records documenting direction provided to community partners operating living units for individuals on probation.
8. Records of change in policy pertaining to the prevention of COVID-19.

CCD HQ Only – Please provide a time estimate to collect the following material (9-10)

9. Number of breaches records by probation officers during timeframe.
10. Number of COVID-19 related complaints from individuals on probation from November 1 to November 30, 2020.

Leigh, please provide a time estimate for this portion (11):

11. Monthly average count for individuals on probation for community and custody broken down by race and gender.

ACD - Correctional Centres - Please provide a time estimate to collect the following material (12-15)

12. **Number** of **COVID-19** related **complaints** from individuals in custody from November 1 to November 30, 2020.
13. **Number** of **use of force incidents** related to **COVID-19** from November 1 to November 30, 2020.
14. **Number** and **length** of **COVID-19** related **lockdowns** in correctional centres.
15. **Number** and **nature** of **COVID-19** related **incidents** (e.g. hunger strikes, protests, refusal to stand for inmate counts) involving prisoners in correctional centres.

Many thanks!

Krista D'Argis

Privacy Analyst

BC Corrections HQ | Ministry of Public Safety & Solicitor General

Phone 778.698.3997 | Mobile 250.415.4572

E-mail Krista.Dargis@gov.bc.ca

*Always contact 77000 first to report a privacy breach / information incident.



Where ideas work



D'Argis, Krista PSSG:EX

From: D'Argis, Krista PSSG:EX
Sent: Thursday, March 18, 2021 7:28 AM
To: Lutte, Nicola CITZ:EX
Subject: RE: PSS-2021-10114 request description Mar 10 21

Hi Nicola,

I have reached out to programs/centres to get a revised estimate and requested a response by Monday, March 22.

I will be in touch.

Thanks,

Krista D'Argis
Privacy Analyst
BC Corrections HQ



Where ideas work



From: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
Sent: Wednesday, March 10, 2021 11:22 AM
To: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Subject: PSS-2021-10114 request description Mar 10 21

Hi Krista,

Thanks for connecting with the applicant. I feel like we are making headway rather than going in circles. I have attached:

- Mar 10 notes PSS-2021-10114 request description KD notes (this was our latest working copy and I made notes at the end of each separate request in purple for you to refer to)
- Revised PSS-2021-10114 request description Mar 10 21 (I started a new document so it is not confusing and a clean start)

I have highlighted a few notes in yellow which I will remove once importing into AXIS. Let me know if I got this new request description right or make modification where you feel there should be some.

Thanks Krista!

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

D'Argis, Krista PSSG:EX

From: D'Argis, Krista PSSG:EX
Sent: Thursday, March 18, 2021 7:27 AM
To: Tang, Ryan PSSG:EX
Cc: Leonard, Ted PSSG:EX
Subject: FW: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

Hi Ryan,

Forwarding to you in Ted's s.22

Thanks!

Krista D'Argis

Privacy Analyst

BC Corrections HQ



Where ideas work



From: D'Argis, Krista PSSG:EX

Sent: Thursday, March 18, 2021 7:25 AM

To: Small, Bill R PSSG:EX <Bill.Small@gov.bc.ca>; Macpherson, Stephanie PSSG:EX <Stephanie.Macpherson@gov.bc.ca>; Kea, Jacqueline PSSG:EX <Jacqueline.Kea@gov.bc.ca>; DeGrace, Hector PSSG:EX <Hector.DeGrace@gov.bc.ca>; MacKenzie, Darren PSSG:EX <Darren.MacKenzie@gov.bc.ca>; McKinnon, Debbie S PSSG:EX <Debbie.McKinnon@gov.bc.ca>; Atkinson, Ben PSSG:EX <Ben.Atkinson@gov.bc.ca>; Urbanski, Sonya PSSG:EX <Sonya.Urbanski@gov.bc.ca>; Clark, William PSSG:EX <William.Clark@gov.bc.ca>; Bush, Kenneth PSSG:EX <Kenneth.Bush@gov.bc.ca>; Leonard, Ted PSSG:EX <Ted.Leonard@gov.bc.ca>

Cc: Crozier, Giuliana PSSG:EX <Giuliana.Crozier@gov.bc.ca>; Martin, Montana PSSG:EX <Montana.Martin@gov.bc.ca>

Subject: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

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Many thanks!

Krista D'Argis

Privacy Analyst

BC Corrections HQ | Ministry of Public Safety & Solicitor General

Phone 778.698.3997 | Mobile 250.415.4572

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From: D'Argis, Krista PSSG:EX
Sent: Thursday, March 18, 2021 7:25 AM
To: Small, Bill R PSSG:EX; Macpherson, Stephanie PSSG:EX; Kea, Jacqueline PSSG:EX; DeGrace, Hector PSSG:EX; MacKenzie, Darren PSSG:EX; McKinnon, Debbie S PSSG:EX; Atkinson, Ben PSSG:EX; Urbanski, Sonya PSSG:EX; Clark, William PSSG:EX; Bush, Kenneth PSSG:EX; Leonard, Ted PSSG:EX
Cc: Crozier, Giuliana PSSG:EX; Martin, Montana PSSG:EX
Subject: FOI Request Fee Estimate Info: PSS-2021-10114 (Covid-19 related documents) **Due March 22

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Where ideas work



D'Argis, Krista PSSG:EX

From: Lutte, Nicola CITZ:EX
Sent: Wednesday, March 10, 2021 11:22 AM
To: D'Argis, Krista PSSG:EX
Subject: PSS-2021-10114 request description Mar 10 21
Attachments: Mar 10 notes PSS-2021-10114 request description KD notes.docx; Revised PSS-2021-10114 request description Mar 10 21.docx

Hi Krista,

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I have highlighted a few notes in yellow which I will remove once importing into AXIS. Let me know if I got this new request description right or make modification where you feel there should be some.

Thanks Krista!

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

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; *how many positive and negative results in this timeframe for custody and community*
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; *overarching covid screening procedures for community and custody.*
3. ~~simple numerical data statistical overviews~~ tracking the daily counts for ~~adults on probation~~ parolees broken down by race and gender; *monthly average count for individuals on probation for community and custody broken down by race and gender*
4. ~~simple numerical data statistical overviews~~ tracking the staffing levels in your ~~adult parole probation~~ offices; *average number of sick days in monthly snapshots for community and custody (not sure if possible)*
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; *number of breaches recorded by probation officers during the timeframe (may not have)*
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; *policy or procedure documents outlining health, personal hygiene, cleaning protocols related to covid 19 for community and custody* *headquarters document outlining*
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; *documents distributed to community offices and correctional centres to provide to clients or post for client's viewing, i.e. poster related to covid*
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; *the number of covid related complaints from individuals in custody or on probation*
9. ~~final~~ copies of ~~all~~ memorandums, presentations, briefing notes, or other similar documents regarding COVID-19 and correctional institutions or ~~parole~~ adult probation offices; *final copies of memos, presentations and briefing notes related to covid 19*
10. ~~all~~ records documenting communications and meetings with community partners, including non-profit charities, pertaining to COVID-19; *records documenting direction provided to community partners operating living units for individuals on probation*
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; *covered above number 6? Records of change in policy pertaining to prevention of covid 19*

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Commented [DKP1]: we can provide monthly averages

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Request Description PSS-2021-10114

- ~~12.~~10. ~~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; *covered by #1*
- ~~13.~~11. standing orders and policy directives documenting correctional institution COVID-19 screening procedures for prisoners, prison staff, oversight body officials, lawyers, and volunteers; *covered by #2*
- ~~14.~~12. ~~simple numerical data statistical overviews~~ broken down by race and gender tracking the average daily counts in your correctional institutions; *covered by number 6*
- ~~15.~~13. ~~simple numerical data statistical overviews~~ tracking the staffing levels in your correctional institutions, including correctional officers, health care staff, administrators and other staff members; *covered above*

Commented [DKP2]: we can provide monthly averages

Request Description PSS-2021-10114

- ~~16.~~14. 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; *16 to 18 remove is encompassed above in number*
- ~~17.~~15. 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.~~16. 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.~~17. ~~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; number of use of force incidents (minus race and gender)
- ~~20.~~18. ~~simple numerical data statistical overviews~~ on the number and length of covid related lockdowns in ~~your~~ correctional institutions;
- ~~21.~~19. ~~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; number and nature of covid related incident (e.g.s in correctional institutions)
- ~~22.~~20. ~~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; this is PHSA
- ~~23.~~21. ~~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; this is PHSA
- ~~24.~~22. ~~all~~ documents and electronic materials distributed to prisoners and visitors concerning COVID-19 measures taken in correctional institutions; addressed previously
- ~~25.~~23. ~~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; to check timeframe on this
- ~~26.~~24. final copies of ~~all~~ memorandums, presentations, and briefing notes regarding COVID-19 and correctional institutions or ~~parole/adult probation~~ offices; covered above
- ~~27.~~25. memorandums, briefing notes, ~~information notes, statistics~~ and Powerpoint decks pertaining to inter-agency communications and meetings with community partners, including non-profit charities; covered above
- ~~28.~~26. ~~all~~ modifications to existing and new standing orders, directives and manuals pertaining to the prevention and management of COVID-19 in your correctional institutions. Covered above

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

Request Description PSS-2021-10114

Timeframe 2 (first 6 months):
1 March 2020 to 30 August 2020

Request Description PSS-2021-10114 (Mar 10 21)

1. Number of positive and negative COVID-19 results for community and custody
2. Overarching COVID-19 screening procedures for community and custody
3. Monthly average count for individuals on probation for community and custody broken down by race and gender
4. Average number of sick days in monthly snapshots for community and custody
5. Number of breaches records by probation officers during timeframe
6. Policy and/or procedure documents outlining health, personal hygiene and cleaning protocols related to COVID-19 for community and custody
7. Documents distributed to community offices and correctional centres to provide to clients or post for client's viewing related to COVID-19
8. Number of COVID-19 related complaints from individuals in custody or on probation from November 1 to November 30, 2020 (timeframe used from #25)
9. Final copies of memorandums, presentations, briefing notes related to COVID-19
10. Records documenting direction provided to community partners operating living units for individuals on probation
11. Records of change in policy pertaining to the prevention of COVID-19
12. Number of use of force incidents related to COVID-19 from November 1 to November 20, 2020 only (was #19)
13. Number and lengthy of COVID-19 related lockdowns in correctional centres (was #20)
14. Number and nature of COVID-19 related incidents (e.g. hunger strikes, protests, refusal to stand for inmate counts) involving prisoners in correctional centres (was #21)

D'Argis, Krista PSSG:EX

From: Lutte, Nicola CITZ:EX
Sent: Friday, March 5, 2021 1:15 PM
To: D'Argis, Krista PSSG:EX
Subject: RE: Revised request description PSS-2021-10114

Hi Krista,

Sure I think that would be the best, so can you give me some times that work for you next week? I would suggest you and I touch base before the three of us are in a conference call.

s.22

I can do Monday and Wednesday morning. s.22

s.22

Let me know and have a nice weekend!

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

From: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Sent: March 4, 2021 5:43 PM
To: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
Subject: RE: Revised request description PSS-2021-10114

Hi Nicola,

Could we connect on this tomorrow? I think a conversation with the applicant would be valuable.

Thanks!

Krista D'Argis

Privacy Analyst

BC Corrections HQ



Where ideas work



From: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
Sent: Wednesday, March 3, 2021 1:58 PM
To: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Subject: FW: Revised request description PSS-2021-10114

Hi Krista,

I went back with what you have provided to the applicant and as mentioned in our phone call with you, Arielle and myself he has issues with us combining. These two OIPC orders outline that combining is allowed were passed on to the applicant in an email post Arielle and I talking to him (Order 00-19: <https://www.oipc.bc.ca/orders/604> and Order 00-20: <https://www.oipc.bc.ca/orders/606>).

Post sending back what you had sent me Monday, he responded to my email with:

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.

The first request was for items 1 to 11 and the second for items 12 to 28. I went to Arielle with his concerns and she responded with:

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.

Let me know how to proceed...thanks!

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

From: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>

Sent: March 1, 2021 1:18 PM

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

Subject: RE: Revised request description PSS-2021-10114

Hi Nicola,

I have added two comments to the attached to indicate which points could be responded to by the research department.

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.

Thanks,

Krista D'Argis

Privacy Analyst

BC Corrections HQ



Where ideas work



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

Sent: Thursday, February 25, 2021 3:03 PM

To: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>

Subject: FW: Revised request description PSS-2021-10114

Hi...I was speaking to Arielle after our conversation earlier this week. Before I go back to the applicant saying the fee would not be reduced significantly, we thought it would be good to offer him something more, i.e. an olive branch.

Are you able to know which of 28 points he is looking for that could be addressed by this research department that you have mentioned. Also if we suggest to him that if he were to look for something like a 'centralized' policy documents versus prisons and parole offices, would this significantly reduce the fee?

Thanks!

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

From: Lutte, Nicola CITZ:EX
Sent: February 22, 2021 9:59 AM
To: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Subject: Revised request description PSS-2021-10114

Hello Krista,

Arielle and I chatted with the applicant and he has come back with a revised description. I sent him the same request description broken down numerically that I sent you. I have not accepted his changes in Word as I thought it might be easier for you to see where the changes were made.

Can you let me know if this would reduce/eliminate the fee. Thanks so much!

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

From: Lutte, Nicola CITZ:EX
Sent: February 4, 2021 3:56 PM
To: Andrews, Arielle CITZ:EX <Arielle.Andrews@gov.bc.ca>; D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Subject: Request description PSS-2021-10114 broken down

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

D'Argis, Krista PSSG:EX

From: Lutte, Nicola CITZ:EX
Sent: Wednesday, March 3, 2021 1:58 PM
To: D'Argis, Krista PSSG:EX
Subject: FW: Revised request description PSS-2021-10114
Attachments: Revised PSS-2021-10114 request description.docx

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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.

Thanks,

Krista D'Argis

Privacy Analyst

BC Corrections HQ



Where ideas work



From: Lutte, Nicola CITZ:EX <Nicola.Lutte@gov.bc.ca>
Sent: Thursday, February 25, 2021 3:03 PM
To: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Subject: FW: Revised request description PSS-2021-10114

Hi...I was speaking to Arielle after our conversation earlier this week. Before I go back to the applicant saying the fee would not be reduced significantly, we thought it would be good to offer him something more, i.e. an olive branch.

Are you able to know which of 28 points he is looking for that could be addressed by this research department that you have mentioned. Also if we suggest to him that if he were to look for something like a 'centralized' policy documents versus prisons and parole offices, would this significantly reduce the fee?

Thanks!

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

From: Lutte, Nicola CITZ:EX
Sent: February 22, 2021 9:59 AM
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Subject: Revised request description PSS-2021-10114

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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

D'Argis, Krista PSSG:EX

From: D'Argis, Krista PSSG:EX
Sent: Monday, March 1, 2021 1:18 PM
To: Lutte, Nicola CITZ:EX
Subject: RE: Revised request description PSS-2021-10114
Attachments: Revised PSS-2021-10114 request description.docx

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

Request Description PSS-2021-10114

Formatted: Left: 2.4 cm, Right: 2.4 cm, Top: 2.4 cm, Bottom: 2.4 cm, Header distance from edge: 1.25 cm, Footer distance from edge: 1.25 cm

Commented [DKP1]: we can provide monthly averages

Commented [DKP2]: we can provide monthly averages

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):

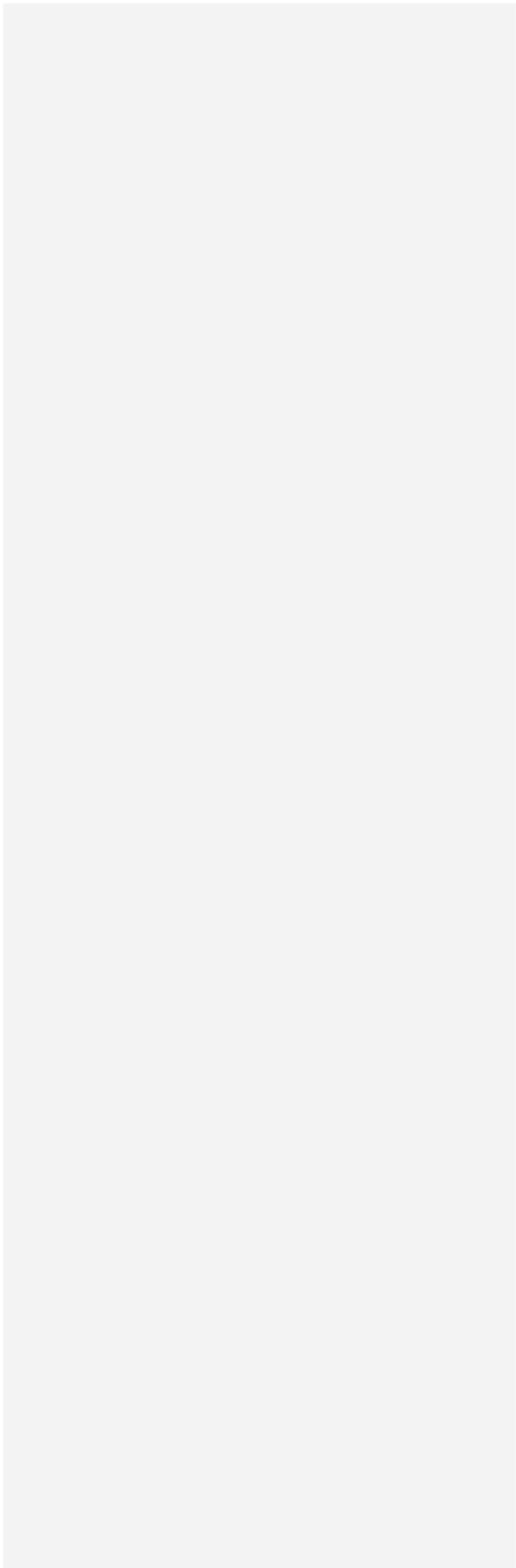
Timeframe 1 (pre-pandemic planning):

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

Timeframe 2 (first 6 months):

Request Description PSS-2021-10114

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Request Description PSS-2021-10114

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

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Request Description PSS-2021-10114

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Attachments: PSS-2021-10114 Request description.docx

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

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

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;
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From: D'Argis, Krista PSSG:EX
Sent: Thursday, January 21, 2021 3:14 PM
To: IAO Flex Team CITZ:EX
Subject: PSS-2021-10114 - Rebecca Maxwell - Fee Estimate
Attachments: G - Call for Records form.docx

Hi Rebecca,

Please see the attached fee estimate. Please note this is a preliminary estimate for search only.

Thank you!

Krista D'Argis

Privacy Analyst

BC Corrections HQ | Ministry of Public Safety & Solicitor General

Phone 778.698.3997 | Mobile 250.415.4572

E-mail Krista.Dargis@gov.bc.ca

*Always contact 77000 first to report a privacy breach / information incident.



Where ideas work





Section 1: FOI Request Details

General Request ☒

Personal Request ☐

Authorization Received: N/A

Applicant Type: Researcher

Request Received: January 4, 2021

FOI Analyst: Rebecca Maxwell

Legislated Due Date: February 16, 2021

Fee Estimate Due: January 20, 2021

Records Due: January 27, 2021

Description: Please see the attached request description.

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 – areas to search <ul style="list-style-type: none">Outlook (including 'deleted' and 'sent' folders)Records management systems (ex. EDRMS)LAN, shared drives, SharePoint, databasesOffsite records	112.25	
Producing – tasks include <ul style="list-style-type: none">Identifying relevant sources of data/informationManual time spent creating and producing recordsEx: generating a custom report from a database using existing data		
Preparing – tasks include <ul style="list-style-type: none">Photocopying/scanning records into electronic formatEnsuring completeness of responsive recordsCopying other types of media (audio and/or video)		

Volume – in pages		
<ul style="list-style-type: none"> Electronic records 		
<ul style="list-style-type: none"> ○ Emails without attachments 		
<ul style="list-style-type: none"> ○ Emails with attachments 		
<ul style="list-style-type: none"> ○ Other: PDF, Word, Excel, 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) 		
<ul style="list-style-type: none"> ○ 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:

--

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?

--

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:**

--

Section 7: Contact Information

Who completed this form (full name and title): Krista D'Argis	Phone Number: 778.698.3997	Date: January 21, 2021
Harms Assessment completed by (full name and title):	Program Area:	

Harms Assessment approved by (full name and title):

D'Argis, Krista PSSG:EX

From: Rose, Cindy PSSG:EX
Sent: Thursday, January 21, 2021 2:42 PM
To: D'Argis, Krista PSSG:EX
Subject: RE: New FOI Request from Researcher

Ok, thanks Krista!

From: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Sent: Thursday, January 21, 2021 2:39 PM
To: Rose, Cindy PSSG:EX <Cindy.Rose@gov.bc.ca>
Subject: FW: New FOI Request from Researcher

Hi Cindy,

For initial search only, I am estimating **112.25 hours** – 3 hours free = 109.25* 30/hr = **\$3277.50**. I believe this is a conservative estimate.

See below for the breakdown of the request and associated estimate.

Let me know if you have any concerns, or if I can break this down in a simpler way.

Thanks!

Krista D'Argis
Privacy Analyst
BC Corrections HQ



Where ideas work



From: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Sent: Tuesday, January 19, 2021 4:34 PM
To: Greiner, Leigh PSSG:EX <Leigh.Greiner@gov.bc.ca>
Subject: New FOI Request from Researcher

Hi Leigh, further to my lync message, we received the below FOI request from a Researcher. Could you please advise if this is something you may be able to help them (whole or part) or if this should stick through FOI.

Many thanks!

- 1. 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; CCD would have this collated somewhere I believe, but it's not tracked in BI. (Bill, Giuliana)** ^{s.13}

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; (Bill, Stephanie, Lisa, Tess, Giuliana, Montana) – s.13
3. statistical overviews tracking the daily counts for parolees broken down by race and gender; If they are wanting those on probation (which is what I assume when they say parolee) we can give them monthly averages easily (if that would suffice). s.13 s.13
4. statistical overviews tracking the staffing levels in your parole offices; N/A—we don't track this in BI (Bill, Giuliana) s.13
5. statistical overviews tracking the number of suspensions and revocations of parole and other forms of community release from your parole offices; N/A in BI. Is this tracked? If so, by who? I believe this is NA
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 offices to restrict community contact for those currently on parole or other forms of community release related to COVID-19 pandemic prevention and management; Health, personal hygiene and cleaning protocols by community offices (to restrict community contact??) for individuals under community supervision. Canvas each office = s.13
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; Is there anyone documents distributed to supervised individuals concerning COVID 19 measures taken by community offices? s.13 s.13
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; Complaints by staff and individuals under supervision relating to COVID 19...do we track this? Search each community office? s.13
9. final copies of all memorandums, presentations, briefing notes, or other similar documents regarding COVID-19 and correctional institutions or parole offices; Lisa, Bill, Stephanie, Guiliana, Montana, Tessa, s.13

- 10.all records documenting communications and meetings with community partners, including non-profit charities, pertaining to COVID-19; need more specific information to inform search.
- 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; Policies or directives relating to COVID for Community Offices ^{s.13}
s.13
- 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; same comment as above for community COVID data—we don't track this in BI, so it would be a manual collation of data collected by the centres (from ACD) Stephanie, Montana - Doubt we track by race- ^{s.13}
- 13.standing orders and policy directives documenting correctional institution COVID-19 screening procedures for prisoners, prison staff, oversight body officials, lawyers, and volunteers; ^{s.13}
- 14.statistical overviews broken down by race and gender tracking the average daily counts in your correctional institutions; We can provide this, but will need to know what format (monthly ADC would be easiest, as with the community data).
- 15.statistical overviews tracking the staffing levels in your correctional institutions, including correctional officers, healthcare staff, administrators and other staff members; n/a in BI; ACD may have data to provide. Do we have a document with all of this information ?? ^{s.13}
- 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; Document revealing how many individuals, sorted by race and gender, have been release (under temporary absences, under community supervision or others) because of COVID? ^{s.13}
s.13
- 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; Overarching docs outlining health and personal hygiene measures, cleaning

protocols and measures adopted to promote social distancing in correctional centres? ^{s.13}

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; ^{s.13}

^{s.13}

19.statistical overviews on the number and nature of use of force incidents in your correctional institutions broken down by race and gender; This could come from Melaina—she tracks these (not BI) Melaina ^{s.13}

20.statistical overviews on the number and length of lockdowns in your correctional institutions; not in BI, and not sure if this is something the centres would track. Would each centre even track this? ^{s.13}

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; This is a huge ask. ^{s.13}

^{s.13}

22.statistical overviews on the number and nature of psychiatric reports involving prisoners in your correctional institutions broken down by race and gender; N/A- CHS may track this? NOT Corrections- PHSA

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; Updated policies re: COVID? ^{s.13}

24.all documents and electronic materials distributed to prisoners and visitors concerning COVID-19 measures taken in correctional institutions; ^{s.13}

^{s.13}

25.all records documenting the number and nature of grievances related to COVID-19 submitted by prisoners and prison staff in your correctional institutions; Complaints submitted to Correctional centres relating to COVID – Canvas each centre. ^{s.13}

26.final copies of all memorandums, presentations, and briefing notes regarding COVID-19 and correctional institutions or parole offices; Canvas Giuliana, Tessa, Montana = ^{s.13}

27. memorandums, briefing notes, information notes, statistics and Powerpoint decks pertaining to inter-agency communications and meetings with community partners, including non-profit charities; need more specific information to inform search. Similar to 10

28. all modifications to existing and newstanding orders, directives and manuals pertaining to the prevention and management of COVID-19 in your correctional institutions. New policies created because of COVID? ^{s.13}

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

Krista D'Argis

Privacy Analyst

BC Corrections HQ



Where ideas work



D'Argis, Krista PSSG:EX

From: Greiner, Leigh PSSG:EX
Sent: Tuesday, January 19, 2021 5:08 PM
To: D'Argis, Krista PSSG:EX
Subject: RE: New FOI Request from Researcher

See my notes below.

Let me know if you want to chat about any of this tomorrow.

Leigh

Leigh Greiner, Ph.D.
Director, Research & Strategic Planning
B.C. Corrections, Ministry of Public Safety and Solicitor General
778.698.8197 (office) | 250.360.7604 (cell)

From: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Sent: Tuesday, January 19, 2021 4:34 PM
To: Greiner, Leigh PSSG:EX <Leigh.Greiner@gov.bc.ca>
Subject: New FOI Request from Researcher

Hi Leigh, further to my lync message, we received the below FOI request from a Researcher. Could you please advise if this is something you may be able to help them (whole or part) or if this should stick through FOI.

Many thanks!

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; CCD would have this collated somewhere I believe, but it's not tracked in BI.

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; If they are wanting those on probation (which is what I assume when they say parolee) we can give them monthly averages easily (if that would suffice).

statistical overviews tracking the staffing levels in your parole offices; N/A—we don't track this in BI

statistical overviews tracking the number of suspensions and revocations of parole and other forms of community release from your parole offices; N/A in BI.

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; same comment as above for community COVID data—we don't track this in BI, so it would be a manual collation of data collected by the centres (from ACD)

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; We can provide this, but will need to know what format (monthly ADC would be easiest, as with the community data).

statistical overviews tracking the staffing levels in your correctional institutions, including correctional officers, healthcare staff, administrators and other staff members; n/a in BI; ACD may have data to provide.

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; This could come from Melaina—she tracks these (not BI)

statistical overviews on the number and length of lockdowns in your correctional institutions; not in BI, and not sure if this is something the centres would track.

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;

This is a huge ask.^{s.13}

s.13

statistical overviews on the number and nature of psychiatric reports involving prisoners in your correctional institutions broken down by race and gender; N/A-CHS may track this?

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 newstanding 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

Krista D'Argis

Privacy Analyst

BC Corrections HQ



Where ideas work



D'Argis, Krista PSSG:EX

From: IAO Flex Team CITZ:EX
Sent: Tuesday, January 19, 2021 3:16 PM
To: D'Argis, Krista PSSG:EX
Subject: RE: Call for Records PSS-2021-10114 - Rebecca Maxwell

Hi Krista,

Would it be possible to first confirm that the BC Correction's Research Division, mentioned below, would possess the information contained in this FOI request before we reach out to the applicant? This confirmation would assist us in approaching the applicant about pursuing these resources outside of their current FOI request.

Additionally, if it is perceived that the Ministry may hold responsive records to the request as it is currently worded, the best approach may be to produce the fee estimate which we can then work with the applicant to narrow, if desired.

Thank you for your help and please let me know if you would like to discuss this further.

Best,

Rebecca Maxwell | Junior FOI Analyst | Information Access Operations | Ministry of Citizens' Services
Ph: 778-974-2892 | e: Rebecca.Maxwell@gov.bc.ca

From: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>
Sent: January 18, 2021 4:21 PM
To: IAO Flex Team CITZ:EX <IAOFlexTeam@gov.bc.ca>
Subject: RE: Call for Records PSS-2021-10114 - Rebecca Maxwell

Hi Rebecca,

Further to our conversation, we will require some clarification on this request. This request is quite broad. As it stands, there will definitely be a fee estimate.

The applicant refers to parole offices which makes me wonder if then intended to submit a request to Correctional Service Canada.

BC Corrections' Research Division may be able to help the researcher obtain the relevant research information outside of FOIPPA. Please advise the applicant they could write or call me directly to discuss.

Thanks.

Krista D'Argis
Privacy Analyst
BC Corrections HQ



Where ideas work



From: IAOFlexTeam@gov.bc.ca <IAOFlexTeam@gov.bc.ca>

Sent: Wednesday, January 13, 2021 9:11 AM

To: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>; AG PSSG FOI AG:EX <AGPSSG.FOI@gov.bc.ca>

Cc: Bertrand, Alicia PSSG:EX <Alicia.Bertrand@gov.bc.ca>

Subject: Call for Records PSS-2021-10114 - Rebecca Maxwell

Request for Documents for Request # 'PSS-2021-10114'. Your response due date is: 1/27/2021 12:00:00 AM Message from SENDER: Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

See the attached request description.

Applicant Type: Researcher

Records Due: January 27, 2021

Legislated Due Date: February 16, 2021

Please advise if there are other branches that should have received this call for records. Email Rebecca Maxwell at IAOFlexTeam@gov.bc.ca for all questions regarding clarification, deadlines, routinely releasable records, or publicly available records.

Fees

If any of the following apply, a fee estimate may be required:

- The search and retrieval time are anticipated to exceed 3 hours;
- The volume of hard-copy records is anticipated to exceed 200 pages;
- Preparation time can reasonably be expected to exceed 15 minutes or more.

If so, please complete Sections 2 and 4 of the CFR, add it to the FOI Fileshare, and then email the IAOFlexTeam@gov.bc.ca using the subject line "PSS-2021-10114 - Rebecca Maxwell - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

Load Records to the FOI Fileshare

Please send your completed CFR form and responsive records to IAO via the FOI Fileshare, instead of by email.

- Create a new folder in the FOI Fileshare titled "PSS-2021-10114 - Rebecca Maxwell - Records"
- Copy all responsive records and the completed CFR to the folder
- Send an email to IAOFlexTeam@gov.bc.ca with the subject line "PSS-2021-10114 - Rebecca Maxwell - CFR Complete"

If you are having difficulties accessing the FOI Fileshare, please contact IAOFlexTeam@gov.bc.ca.

Reminder

FOIPPA obligates us to assist every applicant and to respond without delay, openly, accurately, and completely. If the public body must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Thank you,

Rebecca Maxwell, Junior FOI Analyst

IAO Flex Team | Information Access Operations | Ministry of Citizens' Services

D'Argis, Krista PSSG:EX

From: D'Argis, Krista PSSG:EX
Sent: Monday, January 18, 2021 1:14 PM
To: Rose, Cindy PSSG:EX
Subject: FYI New FOI Request: PSS-2021-10114
Attachments: New request.docx

Hi Cindy,

Please see a copy of a new request received by BC Corrections. Hoping to discuss this afternoon.

Please call at your convenience.

Thanks!

Krista D'Argis

Privacy Analyst

BC Corrections HQ



Where ideas work



From: IAOFlexTeam@gov.bc.ca <IAOFlexTeam@gov.bc.ca>
Sent: Wednesday, January 13, 2021 9:11 AM
To: D'Argis, Krista PSSG:EX <Krista.DArgis@gov.bc.ca>; AG PSSG FOI AG:EX <AGPSSG.FOI@gov.bc.ca>
Cc: Bertrand, Alicia PSSG:EX <Alicia.Bertrand@gov.bc.ca>
Subject: Call for Records PSS-2021-10114 - Rebecca Maxwell

Request for Documents for Request # 'PSS-2021-10114'. Your response due date is: 1/27/2021 12:00:00 AM Message from SENDER: Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

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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, healthcare 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;

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all modifications to existing and newstanding 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

refer to the standard Fee Estimate Guidelines.

Load Records to the FOI Fileshare

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Thank you,

Rebecca Maxwell, Junior FOI Analyst

IAO Flex Team | Information Access Operations | Ministry of Citizens' Services

D'Argis, Krista PSSG:EX

From: IAOFlexTeam@gov.bc.ca
Sent: Wednesday, January 13, 2021 9:11 AM
To: D'Argis, Krista PSSG:EX; AG PSSG FOI AG:EX
Cc: Bertrand, Alicia PSSG:EX
Subject: Call for Records PSS-2021-10114 - Rebecca Maxwell
Attachments: G - Call for Records form.docx; PSS-2021-10114 Request Description.pdf

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Records Due: January 27, 2021
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- The volume of hard-copy records is anticipated to exceed 200 pages;
- Preparation time can reasonably be expected to exceed 15 minutes or more.

If so, please complete Sections 2 and 4 of the CFR, add it to the FOI Fileshare, and then email the IAOFlexTeam@gov.bc.ca using the subject line "PSS-2021-10114 - Rebecca Maxwell - Fee Estimate". For information regarding fee calculation, please refer to the standard Fee Estimate Guidelines.

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Thank you,

Rebecca Maxwell, Junior FOI Analyst
IAO Flex Team | Information Access Operations | Ministry of Citizens' Services



Section 1: FOI Request Details

General Request ☒

Personal Request ☐

Authorization Received: N/A

Applicant Type: Researcher

Request Received: January 4, 2021

FOI Analyst: Rebecca Maxwell

Legislated Due Date: February 16, 2021

Fee Estimate Due: January 20, 2021

Records Due: January 27, 2021

Description: Please see the attached request description.

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
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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 – areas to search		
<ul style="list-style-type: none">Outlook (including 'deleted' and 'sent' folders)Records management systems (ex. EDRMS)LAN, shared drives, SharePoint, databasesOffsite records		
Producing – tasks include		
<ul style="list-style-type: none">Identifying relevant sources of data/informationManual time spent creating and producing recordsEx: generating a custom report from a database using existing data		
Preparing – tasks include		
<ul style="list-style-type: none">Photocopying/scanning records into electronic formatEnsuring completeness of responsive recordsCopying other types of media (audio and/or video)		

Volume – in pages		
<ul style="list-style-type: none"> Electronic records 		
<ul style="list-style-type: none"> ○ Emails without attachments 		
<ul style="list-style-type: none"> ○ Emails with attachments 		
<ul style="list-style-type: none"> ○ Other: PDF, Word, Excel, 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) 		
<ul style="list-style-type: none"> ○ 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:

--

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

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):

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