February 22, 2019

Dear [Name]:

Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act File #: CSSD/08/2019

On February 12, 2019, the Department of Children, Seniors and Social Development received your request for access to the following records/information:

“A list of briefing materials prepared for the deputy minister or the minister for the month of January 2019.”

I am pleased to inform you that a decision has been made by the Deputy Minister for the Department of Children, Seniors and Social Development to provide access to the requested information. In accordance with your request, the information has been provided in the attached enclosure.

The Access to Information and Protection of Privacy Act requires us to provide an advisory response within 10 days of receiving the request. As this request has been completed prior to day 10, this letter also serves as our Advisory Response.

Please be advised that you may ask the Information and Privacy Commissioner to review the processing of your access request, as set out in section 42 of the Access to Information and Protection of Privacy Act (“the Act”). A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner.

The address and contact information of the Information and Privacy Commissioner is as follows:

Office of the Information and Privacy Commissioner
2 Canada Drive
P. O. Box 13004, Stn. A
St. John’s, NL A1B 3V8

Telephone: (709) 729-6309
Toll-Free: 1-877-729-6309
Facsimile: (709) 729-6500
You may also appeal directly to the Supreme Court Trial Division within 15 business days after you receive the decision of the public body, pursuant to section 52 of the Act.

If you have any further questions, please feel free to contact me by telephone at (709) 729-5084 or by e-mail at andrealawlor@gov.nl.ca.

Sincerely,

[Signature]

Andrea Lawlor, B.A., B.S.W. (Hons), R.S.W.
Policy, Planning and Information Management Division
Department of Children, Seniors and Social Development
6th Floor, West Block, Confederation Building
P.O. Box 8700, St. John’s, NL A1B 4J6

Enclosure (1)

Access to Information and Protection of Privacy Act

Access or correction complaint

42. (1) A person who makes a request under this Act for access to a record or for correction of personal information may file a complaint with the commissioner respecting a decision, act or failure to act of the head of the public body that relates to the request.

(2) A complaint under subsection (1) shall be filed in writing not later than 15 business days

(a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or

(b) after the date the head of the public body is considered to have refused the request under subsection 16 (2).

(3) A third party informed under section 19 of a decision of the head of a public body to grant access to a record or part of a record in response to a request may file a complaint with the commissioner respecting that decision.

(4) A complaint under subsection (3) shall be filed in writing not later than 15 business days after the third party is informed of the decision of the head of the public body.

(5) The commissioner may allow a longer time period for the filing of a complaint under this section.
(6) A person or third party who has appealed directly to the Trial Division under subsection 52 (1) or 53 (1) shall not file a complaint with the commissioner.

(7) The commissioner shall refuse to investigate a complaint where an appeal has been commenced in the Trial Division.

(8) A complaint shall not be filed under this section with respect to
(a) a request that is disregarded under section 21;
(b) a decision respecting an extension of time under section 23;
(c) a variation of a procedure under section 24; or
(d) an estimate of costs or a decision not to waive a cost under section 26.

(9) The commissioner shall provide a copy of the complaint to the head of the public body concerned.

Direct appeal to Trial Division by an applicant

52. (1) Where an applicant has made a request to a public body for access to a record or correction of personal information and has not filed a complaint with the commissioner under section 42, the applicant may appeal the decision, act or failure to act of the head of the public body that relates to the request directly to the Trial Division.

(2) An appeal shall be commenced under subsection (1) not later than 15 business days
(a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or
(b) after the date the head of the public body is considered to have refused the request under subsection 16 (2).

(3) Where an applicant has filed a complaint with the commissioner under section 42 and the commissioner has refused to investigate the complaint, the applicant may commence an appeal in the Trial Division of the decision, act or failure to act of the head of the public body that relates to the request for access to a record or for correction of personal information.

(4) An appeal shall be commenced under subsection (3) not later than 15 business days after the applicant is notified of the commissioner's refusal under subsection 45 (2).
Presentation for DM – Finance and General Operations January 22, 2019
Presentation – Policy, Planning and Information Management Divisional January 2019
Presentation – Overview of the Quality Management Division
Briefing Note – Release of a Systemic Review by the Child and Youth Advocate in relation to the CYA’s Report on Chronic School Absenteeism
Presentation for DM – Adult Protection
Presentation for DM – Seniors and Aging
Decision Note – FPT Seniors Forum Extension
Meeting Note for Minister – Meeting with Chair of the Provincial Advisory Council on Aging and Seniors
Presentation – Poverty Reduction DM Briefing January 2019
Briefing Note – Delivering an Affordable Metrobus Pass for People with Low Income
Presentation for DM – Disability Policy Office
Decision Note – Individualized Funding Model
Decision Note – Capacity Grant Funding for the Coalition of Persons with Disabilities regarding Public Engagement for Accessibility Legislation
Decision Note – Accessible Vehicle Funding
Meeting Note for Minister – Meeting with Interim Director of the Coalition of Persons with Disabilities
Presentation – Healthy Living Sport and Recreation Division Briefing with New Deputy Minister
Decision Note – Vegetable and Fruit Campaign
Information Note – Nutrition North Canada
Information Note – 2018/19 Community Healthy Living Fund November/December Recommendations
Decision Note – Newfoundland and Labrador Participation in 2019 Canada Games Observer Program
Information Note – 2018/19 Intra-provincial Travel Subsidy Program
Information Note – PSO Equipment Funding
Decision Note – Attendance at the 2019 Federal, Provincial, Territorial (FPT) Ministers Conference and Canada Winter Games in Red Deer, Alberta
Decision Note – Canada Games Funding
Decision Note – Funding Requests from Bay of Islands Musical Arts Incorporated and Alpine Ski Newfoundland and Labrador
Information Note – Annual Funding to PSOs (Alpine Speed Skating and Rowing) December 2018