

Freedom of Information and Protection of Privacy (FOIPOP) Act Review Committee

2nd Meeting - January 24, 2003 @ 9:30 a.m. to 1:00 p.m.

Minutes

In attendance: Peter O'Brien, Chair
Jim Meek, Committee Member
Susan Potts, Committee Member
Bill Wilson, Committee Member

Bob Doherty, FOIPOP Coordinator - Technical Support
Crystal Taylor, FOIPOP Admin Assistant - Technical Support

Conference call: Keith Corcoran, Committee Member

1) Minutes of Previous Minutes

- The minutes were approved with slight revisions

2) Future Meetings

- It was agreed that where submissions were being made to the committee by interested parties, that all committee members should be physically present

3) Web Site

It was agreed that:

- As a general approach, written submissions would be posted to the web site; however there may be exceptions at the discretion of the committee
- Individuals making oral submissions will be asked to provide the committee with written recommendations that would be placed on the web site
- The Advisory Committee Section of the N.S. Department of Justice Web site will be drafted by next meeting

4) Request for Submissions - Advertisements

It was agreed that:

- Written recommendations will be encouraged
- A schedule should be setup for oral submissions
- Submissions would be reviewed prior to posting on web site
- Dates for oral submissions will be confirmed in writing and by phone
- Additional organizations and individuals should be invited to make submissions (see Correspondence below)

- The draft advertisement inviting submissions would be placed in N.S. Daily Newspapers only with the date to be established by the committee
- A news release inviting submissions should be prepared for the next meeting with its distribution date to be agreed by the committee
- Oral submissions will be recorded on audio tape for purposes of later review, and those making oral submissions will be informed in advance of the taping
- Written submissions will not be posted on the web site until after the submission is made to the committee

5) Correspondence

It was agreed that:

- Letters requesting submissions will be sent to: individuals who made submissions to the previous review committee: District Health Authorities; government departments, Council of N.S. University Presidents; N.S. School Boards Association
- In addition submissions would be requested from the Canadian Community Newspaper Association (CCNA), the Canadian Association of Journalists, and the N.S. Federation of Labour; letters requesting the submissions would be drafted for the next meeting

6) Issue List

The Committee agreed that:

- The list of issues for consideration be considered an evolving list, and that those making submissions not be directed to any list of specific issues

7) Budget Requirements

- A draft budget will be prepared for consideration of the committee at the next meeting
- The final budget will be published in the committee's report, and it will be noted that government members of the committee are not being provided honorariums

8) FOIPOP Context - DOJ Presentation on Statistics and Trends

- A presentation was made by Mr. Doherty regarding statistical trends

9) Requirements for Next Meeting

It was agreed that:

- The FOIPOP Videos used for public information and training will be on the next agenda
- Mr. Doherty was asked to provide a presentation on the FOIPOP process

10) Other Items

It was agreed that:

- The Committee will seek to meet with interested Deputy Minister's and FOIPOP Administrators
- If there are dissents on any conclusions in the final report, the dissent will be identified anonymously in the report
- The target date for draft report will be end of November /early December 2003

11) Adjournment

- The committee adjourned its meeting at approximately 1:00