

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

4th Meeting - March 7, 2003 @ 9:30 a.m. to 12:30 p.m.

Minutes

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

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

1) Minutes of the Previous Meeting

- The minutes of February 14, 2003 were approved and will be posted on the Advisory Committee location on the N.S. Justice Web Site.

2) FOIPOP Video

- The FOIPOP Video "N.S. Department of Justice FOIPOP Act, April 30, 1994" was viewed

3) FOIPOP Process

- A presentation outlining the provisions of the Act and the application process was made to the committee.

4) FOIPOP Applications - summary of types of requests

- The committee was provided with a general summary of FOIPOP Applications received by the Provincial Government in 2002.

5) Administrative Matters

a) Web Site: Posting of submissions

- The Committee was informed that the submission received from Ms Connie Brauer was ready for posting on the web site.
- Written submissions will be scanned for posting on the web site, hand written submissions may be transcribed.

b) Correspondence/notices of intention to file submissions

- It was indicated that a letter from the chairman inviting a submission was sent to the Association of Atlantic Universities.

Committee members were provided with:

- Copies of written submissions by: 1) Mary Bowen, and 2) Murray MacDonald.
- A copy of a follow up letter from Review Officer, Darce Fardy with respect to the privacy provisions of *the Act* and the powers of the Review Office.

c) Scheduling of submissions: dates, times, locations

It was agreed that:

- At the next meeting, dates confirming oral submissions will be set. The committee will begin to hear oral submissions after May 1, 2003
- Notification will be formalized, a notice identifying dates, times and locations will be posted
- Generally, oral presentations should be limited to one hour
- No more than three submissions will be scheduled for any in the morning session
- No more than three submissions will be scheduled for any afternoon session.

d) Expense and per diem claims

- All expense and per diem claims, for remunerated Committee Members, must be submitted by next meeting.

6) Next meeting

- The next meeting was scheduled for March 28, 2003. [Note: This was later revised to March 25, 2003]
- Additional meetings will be set on an as needed basis.

7) Other Items

- Portions of the audio tape of the February 18, 2003 Rick Howe, CJCH talk show broadcast discussing the FOIPOP Act Review Committee was played.
- The committee was provided with a copy of the *Freedom of Information and Protection of Privacy Act*, July 1, 1994 information pamphlet.

8) Adjournment

- The meeting adjourned at approximately 12:30 p.m.