

DEPUTY MINISTER BRIEFING NOTE SUMMARIES

**DIRECTIVE RESPECTING RECORDS AVAILABLE TO THE PUBLIC WITHOUT A REQUEST UNDER
THE *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT***

DIRECTIVE: 01-2024

SUBJECT: **Disclosure of Summaries of Briefing Notes Provided to
Deputy Ministers**

AUTHORITY: This directive is issued under section 71.1 of the *Freedom
of Information and Protection of Privacy Act*.

APPLICATION: This directive applies to all ministries.

EFFECTIVE DATE: March 1, 2024

Minister of Citizens' Services
Directive to all Ministries issued under section 71.1 of
the *Freedom of Information and Protection of Privacy Act*

Under section 71.1 (1) of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165 (FOIPPA), I, George Chow, Minister of Citizens' Services, establish the following as a category of records available to the public without a request under that Act:

Monthly Summaries of Briefing Notes Provided to Deputy Ministers

Under section 71.1 (4) and (5) of FOIPPA, the summaries must be disclosed in the manner and by the timelines set out below:

- (1) Summaries must be redacted to remove any information that must be excepted from disclosure if the summaries were requested under FOIPPA.
- (2) Summaries may also be redacted to remove any information that may be excepted from disclosure if the summaries were requested under FOIPPA.
- (3) Briefing note summaries must include, at a minimum, the following information:
 - a) Name of deputy minister;
 - b) Name of the ministry;
 - c) Cliff number (if Cliff is used by the ministry);
 - d) Date prepared; and
 - e) Subject or title of the briefing note
- (4) Monthly summaries must be made available through the Open Information website not later than 60 calendar days after the end of the month to which they relate.
- (5) In order to meet the timelines specified in (4) ministries must provide the briefing note summaries to Information Access Operations in the Corporate Information and Records Management Office not later than 15 calendar days after the end of each month.

This Directive is effective as of March 1, 2024.

For clarity, summaries for the month of April 2024 will be the first required under this Directive.

February 26, 2024

Date

A handwritten signature in blue ink that reads "George Chow". The signature is written in a cursive style with a large initial "G".

Minister of Citizens' Services