

## Olson, Alisha PREM:EX

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**From:** Kindylides, Thespina LCTZ:EX  
**Sent:** Friday, September 7, 2012 10:02 AM  
**To:** Leamy, Michelle T PREM:EX; Halford, Trevor M PREM:EX; Gillespie, Joyce PREM:EX  
**Cc:** Olson, Alisha PREM:EX; Tsukayama, Debbie PREM:EX  
**Subject:** Call for Records - OOP-2012-00592  
**Attachments:** CFR.pdf

Good Morning,

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Please note that Holly Romanow is the analyst processing this request and can be reached at the following number 250-952-0361. The request is for:

"All correspondence from George Abbott, Kevin Falcon, Blair Lekstrom, John Les and Mary McNeil regarding their resignations from cabinet and decisions to not be candidates in the next provincial election."

The legislated due date for the above noted request is October 19, 2012.

Please complete the attached Call for Records form.

- If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete only Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to Holly Romanow by September 13, 2012. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, Holly Romanow will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.
- If no fees apply then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records Form and return it to Holly Romanow by September 25, 2012.
- Send records via email in PDF format. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry 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.

Please do not hesitate to contact your analyst noted on the attached Call for Records form to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Thank you for your assistance,

**Thespina Kindylides**

Intake Administrator  
Information Access Operations - Shared Services BC  
Ministry of Citizens' Services and Open Government  
548 Michigan Street, Victoria BC V8V 1S2

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	October 18, 2012	Brenda Margetish	October 31, 2012	November 13, 2012

**REQUEST DETAILS:**

All records regarding the processing and handling of OOP-2012-00592.

This request is also open under CTZ-2012-00174.

**Section 1: Initial Records Assessment**

Do you hold any responsive records? YES ☐ NO ☐

Are you aware of other records that may be responsive to this request within your Ministry? 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:

**NO RECORDS RESPONSE APPROVAL:**

Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.

Final Public Body Approval (Full name, Title)	Signature:	Date:

**Section 2: Fee Estimate** Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

**Search**
**Locating/Retrieving**

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

**Producing records**

Tasks may include:

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours

Actual Hours

**Volume**
**Electronic files (in pages):**

\*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages

Actual Pages

Email with attachments:

Estimated Pages

Actual Pages

\*Other documents

Estimated Pages

Actual Pages

**Hardcopy files (in pages):**

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
  - If in legal sized folders - 1,800 pages
  - If in letter sized folders - 2,200 pages

Estimated Pages

Actual Pages

**Preparation**

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours

Actual Hours

### Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.

Could release of any/all of the responsive records potentially cause harm?

YES ☐

NO ☐

**\*Harm** – Disclosure of the records would significantly harm the ministry'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 ministry executive and/or Government Communications and Public Engagement office.)

If yes which information, if released, may cause harm?

*(Please reference the information of concern, the harms, and associated page numbers below)*

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 4: Contact Information

Who completed this form? (Full Name, Title):

Phone Number:

Date:

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

### IAO Use Only

*Estimated-*

Hours:

Pages:

*Actual-*

Hours:

Pages:

Comments:

## Olson, Alisha PREM:EX

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**From:** Leamy, Michelle T PREM:EX  
**Sent:** Friday, September 7, 2012 4:27 PM  
**To:** Olson, Alisha PREM:EX  
**Subject:** FW: Call for Records - OOP-2012-00592  
**Attachments:** CFR.pdf

nil response.

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**From:** Kindylides, Thespina LCTZ:EX  
**Sent:** Friday, September 7, 2012 10:02 AM  
**To:** Leamy, Michelle T PREM:EX; Halford, Trevor M PREM:EX; Gillespie, Joyce PREM:EX  
**Cc:** Olson, Alisha PREM:EX; Tsukayama, Debbie PREM:EX  
**Subject:** Call for Records - OOP-2012-00592

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"All correspondence from George Abbott, Kevin Falcon, Blair Lekstrom, John Les and Mary McNeil regarding their resignations from cabinet and decisions to not be candidates in the next provincial election."

The legislated due date for the above noted request is October 19, 2012.

Please complete the attached Call for Records form.

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Please do not hesitate to contact your analyst noted on the attached Call for Records form to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
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- any other questions or concerns relating to this request.

# CALL FOR RECORDS – GENERAL FOI REQUEST

Request Number: 292-30/ OOP-2012-00592

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	September 6, 2012	Holly Romanow	September 13, 2012	September 25, 2012

## REQUEST DETAILS:

All correspondence from George Abbott, Kevin Falcon, Blair Lekstrom, John Les and Mary McNeil regarding their resignations from cabinet and decisions to not be candidates in the next provincial election.

## Section 1: Initial Records Assessment

Do you hold any responsive records?	YES <input type="radio"/> NO <input checked="" type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?	YES <input type="radio"/> NO <input checked="" type="radio"/>
Are you aware of other records that may be responsive to this request held by another public body?	YES <input type="radio"/> NO <input checked="" type="radio"/>
If yes, specify:	

## NO RECORDS RESPONSE APPROVAL:

Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.

Final Public Body Approval (Full name, Title)	Signature:	Date:
Michelle Leamy, Director, Executive	<i>Michelle Leamy</i>	Oct 4/12

## Section 2: Fee Estimate *Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible*

### Search

#### Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

#### Producing records

Tasks may include:

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours

Actual Hours

### Volume

#### Electronic files (in pages):

\*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages

Actual Pages

Email with attachments:

Estimated Pages

Actual Pages

\*Other documents

Estimated Pages

Actual Pages

#### Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
  - If in legal sized folders - 1,800 pages
  - If in letter sized folders - 2,200 pages

Estimated Pages

Actual Pages

### Preparation

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours

Actual Hours

### Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.

- Electronic files (e-mail, shared drive, individual drives, CLIFF correspondence tracking system)
- On-site paper files
- Search time < 3 hours
- Search conducted by Office of the Premier Executive Branch, Deputy Minister's Office

Could release of any/all of the responsive records potentially cause harm?

YES ☐ NO ☐

**\*Harm** – Disclosure of the records would significantly harm the ministry'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 ministry executive and/or Government Communications and Public Engagement office.)

If yes which information, if released, may cause harm?

(Please reference the information of concern, the harms, and associated page numbers below)

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 4: Contact Information

Who completed this form? (Full Name, Title):

Phone Number:

Date:

Alisha Olson, Executive Administrative Coordinator

250 356-2605

03 October 2012

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

### IAO Use Only

*Estimated-*

Hours:

Pages:

*Actual-*

Hours:

Pages:

Comments:

## **Olson, Alisha PREM:EX**

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**From:** Wharf, Sandy PREM:EX  
**Sent:** Tuesday, September 11, 2012 1:39 PM  
**To:** Olson, Alisha PREM:EX  
**Subject:** FW: Call for Records - OOP-2012-00592  
**Attachments:** CFR.pdf

Alisha, I have no responsive records.

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**From:** Leamy, Michelle T PREM:EX  
**Sent:** Friday, September 7, 2012 4:26 PM  
**To:** Pink, Linda PREM:EX; Wharf, Sandy PREM:EX  
**Cc:** Olson, Alisha PREM:EX  
**Subject:** FW: Call for Records - OOP-2012-00592

Please provide your responses to Alisha by September 21, 2012. Thanks. m

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**From:** Kindylides, Thespina LCTZ:EX  
**Sent:** Friday, September 7, 2012 10:02 AM  
**To:** Leamy, Michelle T PREM:EX; Halford, Trevor M PREM:EX; Gillespie, Joyce PREM:EX  
**Cc:** Olson, Alisha PREM:EX; Tsukayama, Debbie PREM:EX  
**Subject:** Call for Records - OOP-2012-00592

Good Morning,

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Please note that Holly Romanow is the analyst processing this request and can be reached at the following number 250-952-0361. The request is for:

"All correspondence from George Abbott, Kevin Falcon, Blair Lekstrom, John Les and Mary McNeil regarding their resignations from cabinet and decisions to not be candidates in the next provincial election."

The legislated due date for the above noted request is October 19, 2012.

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## Olson, Alisha PREM:EX

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**From:** Pink, Linda PREM:EX  
**Sent:** Friday, September 14, 2012 4:22 PM  
**To:** Olson, Alisha PREM:EX  
**Subject:** FW: Call for Records - OOP-2012-00592

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**From:** Pink, Linda PREM:EX  
**Sent:** Friday, September 14, 2012 4:22 PM  
**To:** Leamy, Michelle T PREM:EX  
**Subject:** RE: Call for Records - OOP-2012-00592

No responsive records.

Linda

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**From:** Leamy, Michelle T PREM:EX  
**Sent:** Friday, September 7, 2012 4:26 PM  
**To:** Pink, Linda PREM:EX; Wharf, Sandy PREM:EX  
**Cc:** Olson, Alisha PREM:EX  
**Subject:** FW: Call for Records - OOP-2012-00592

Please provide your responses to Alisha by September 21, 2012. Thanks. m

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**From:** Kindylides, Thespina LCTZ:EX  
**Sent:** Friday, September 7, 2012 10:02 AM  
**To:** Leamy, Michelle T PREM:EX; Halford, Trevor M PREM:EX; Gillespie, Joyce PREM:EX  
**Cc:** Olson, Alisha PREM:EX; Tsukayama, Debbie PREM:EX  
**Subject:** Call for Records - OOP-2012-00592

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**Olson, Alisha PREM:EX**

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**From:** Mills, Shane PREM:EX  
**Sent:** Wednesday, October 3, 2012 3:29 PM  
**To:** Olson, Alisha PREM:EX  
**Subject:** Re: OOP-2012-00592: Resignations from former ministers

No records.

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**From:** Olson, Alisha PREM:EX  
**Sent:** Wednesday, October 03, 2012 03:28 PM  
**To:** Mills, Shane PREM:EX  
**Subject:** OOP-2012-00592: Resignations from former ministers

*Hi there,*

*Will you be providing any records responsive to FOI request OOP-2012-00592, re:*

*"All correspondence from George Abbott, Kevin Falcon, Blair Lekstrom, John Les and Mary McNeil regarding their resignations from cabinet and decisions to not be candidates in the next provincial election."*

*Let me know when you have a moment...Thank you!*

*Alisha*

## Dunn, Jennifer LCTZ:EX

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**From:** Gillespie, Joyce PREM:EX  
**Sent:** Friday, September 7, 2012 10:02 AM  
**To:** Hanna, Jean L PREM:EX  
**Subject:** FW: Call for Records - OOP-2012-00592  
**Attachments:** CFR.pdf

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**From:** Kindylides, Thespina LCTZ:EX  
**Sent:** Friday, September 7, 2012 10:02 AM  
**To:** Leamy, Michelle T PREM:EX; Halford, Trevor M PREM:EX; Gillespie, Joyce PREM:EX  
**Cc:** Olson, Alisha PREM:EX; Tsukayama, Debbie PREM:EX  
**Subject:** Call for Records - OOP-2012-00592

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- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Thank you for your assistance,

**Thespina Kindylides**  
Intake Administrator

Information Access Operations - Shared Services BC  
Ministry of Citizens' Services and Open Government  
548 Michigan Street, Victoria BC V8V 1S2  
Phone: 250-356-8343  
Fax: 250-387-9843  
[Thespina.Kindylides@gov.bc.ca](mailto:Thespina.Kindylides@gov.bc.ca)



## CALL FOR RECORDS – GENERAL FOI REQUEST

Request Number: 292-30/ OOP-2012-00742

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	October 18, 2012	Brenda Margetish	October 31, 2012	November 13, 2012

### REQUEST DETAILS:

All records regarding the processing and handling of OOP-2012-00592.

This request is also open under CTZ-2012-00174.

### Section 1: Initial Records Assessment

Do you hold any responsive records?	YES <input checked="" type="radio"/> NO <input type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?	YES <input type="radio"/> NO <input checked="" type="radio"/>
Are you aware of other records that may be responsive to this request held by another public body?	YES <input type="radio"/> NO <input checked="" type="radio"/>
If yes, specify:	

### NO RECORDS RESPONSE APPROVAL:

Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.

Final Public Body Approval (Full name, Title)	Signature:	Date:

### Section 2: Fee Estimate Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

#### Search

##### Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

##### Producing records

Tasks may include:

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours

Actual Hours

#### Volume

##### Electronic files (in pages):

\*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages

Actual Pages

Email with attachments:

Estimated Pages

Actual Pages

\*Other documents

Estimated Pages

Actual Pages

##### Hardcopy files (in pages):

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Estimated Pages

Actual Pages

#### Preparation

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours

Actual Hours

### Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.

Jean Hanna sent email to Cabinet Operations staff because this is not the type of records that Cab Ops has.

Could release of any/all of the responsive records potentially cause harm?

YES ☐

NO ☒

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### Section 4: Contact Information

Who completed this form? (Full Name, Title):

Phone Number:

Date:

Joyce Gillespie, Cabinet Document Coordinator

250 387 5509

Oct 25/12

Harms assessment completed by (Full Name, Title)

Program Area:

Joyce Gillespie, Cabinet Document Coordinator

Cabinet Operations

Harms assessment approved by (Full Name, Title)

Joyce Gillespie, Cabinet Document Coordinator

### IAO Use Only

Estimated- Hours:

Pages:

Actual- Hours:

Pages:

Comments:

## Dunn, Jennifer LCTZ:EX

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**From:** Hanna, Jean L PREM:EX  
**Sent:** Thursday, September 13, 2012 11:57 AM  
**To:** Romanow, Holly LCTZ:EX  
**Cc:** Tsukayama, Debbie PREM:EX; Kindylides, Thespina LCTZ:EX; Gillespie, Joyce PREM:EX  
**Subject:** 592 No Responsive Records RE: Call for Records - OOP-2012-00592

Hello Holly

Cabinet Operations has no records that are responsive to this request.

Jean

Jean Hanna  
Legislative Officer, Cabinet Operations, Office of the Premier  
Ph: 250-953-3896 Fax: 250-387-7392

This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or e-mail the sender immediately and delete the message.

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**From:** Kindylides, Thespina LCTZ:EX  
**Sent:** Friday, September 7, 2012 10:02 AM  
**To:** Leamy, Michelle T PREM:EX; Halford, Trevor M PREM:EX; Gillespie, Joyce PREM:EX  
**Cc:** Olson, Alisha PREM:EX; Tsukayama, Debbie PREM:EX  
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**Thespina Kindylides**

Intake Administrator

Information Access Operations - Shared Services BC

Ministry of Citizens' Services and Open Government

548 Michigan Street, Victoria BC V8V 1S2

Phone: 250-356-8343

Fax: 250-387-9843

[Thespina.Kindylides@gov.bc.ca](mailto:Thespina.Kindylides@gov.bc.ca)

**Dunn, Jennifer LCTZ:EX**

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**From:** Lavery, Deborah PREM:EX  
**Sent:** Thursday, September 13, 2012 11:26 AM  
**To:** Hanna, Jean L PREM:EX  
**Subject:** No: buttons - MLA Correspondence - Call for Records - OOP-2012-00592

Elizabeth doesn't have any records responsive to this request.

**DEBBIE LAVERTY****Executive Assistant**

Cabinet Operations, Office of the Premier

Room 049 - 617 Government St, Victoria BC V8W 9W6

**Phone:** (250) 387-6020 **BB:** (250) 516-7739 **Fax:** (250) 387-7392



**Dunn, Jennifer LCTZ:EX**

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**From:** Tsukayama, Debbie PREM:EX  
**Sent:** Monday, September 10, 2012 4:17 PM  
**To:** Hanna, Jean L PREM:EX  
**Subject:** No: buttons - MLA Correspondence - Call for Records - OOP-2012-00592

## **Dunn, Jennifer LCTZ:EX**

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**From:** Hanna, Jean L PREM:EX  
**Sent:** Friday, September 7, 2012 10:38 AM  
**To:** Tsukayama, Debbie PREM:EX; Lavery, Deborah PREM:EX  
**Cc:** Hanna, Jean L PREM:EX  
**Subject:** buttons - MLA Correspondence - Call for Records - OOP-2012-00592

Sorry, missed the voting buttons .....please respond using the buttons. Thank you.

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**From:** Hanna, Jean L PREM:EX  
**Sent:** Friday, September 7, 2012 10:36 AM  
**To:** Tsukayama, Debbie PREM:EX; Lavery, Deborah PREM:EX  
**Subject:** MLA Correspondence - Call for Records - OOP-2012-00592

Hi Debbie T and Debbie L

Does our office have any records that are responsive to the FOI Request below? If possible, please respond by end of day Thursday, Sept 13.

"All correspondence from George Abbott, Kevin Falcon, Blair Lekstrom, John Les and Mary McNeil regarding their resignations from cabinet and decisions to not be candidates in the next provincial election."

Thank you  
Jean

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**From:** Kindylides, Thespina LCTZ:EX  
**Sent:** Friday, September 7, 2012 10:02 AM  
**To:** Leamy, Michelle T PREM:EX; Halford, Trevor M PREM:EX; Gillespie, Joyce PREM:EX  
**Cc:** Olson, Alisha PREM:EX; Tsukayama, Debbie PREM:EX  
**Subject:** Call for Records - OOP-2012-00592

Good Morning,

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Please note that Holly Romanow is the analyst processing this request and can be reached at the following number 250-952-0361. The request is for:

"All correspondence from George Abbott, Kevin Falcon, Blair Lekstrom, John Les and Mary McNeil regarding their resignations from cabinet and decisions to not be candidates in the next provincial election."

The legislated due date for the above noted request is October 19, 2012.

Please complete the attached Call for Records form.

- If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete only Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to Holly Romanow by September 13, 2012. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, Holly Romanow will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.
- If no fees apply then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records Form and return it to Holly Romanow by September 25, 2012.
- Send records via email in PDF format. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry 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.

Please do not hesitate to contact your analyst noted on the attached Call for Records form to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Thank you for your assistance,

**Thespina Kindylides**

Intake Administrator

Information Access Operations - Shared Services BC

Ministry of Citizens' Services and Open Government

548 Michigan Street, Victoria BC V8V 1S2

Phone: 250-356-8343

Fax: 250-387-9843

[Thespina.Kindylides@gov.bc.ca](mailto:Thespina.Kindylides@gov.bc.ca)