

## Morita, Kelly CITZ:EX

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**From:** s.15 JAG:EX  
**Sent:** Monday, October 1, 2012 3:50 PM  
**To:** s.15 A JAG:EX  
**Subject:** RE: New FOI request - JAG-2012-01673 Civil Forfeiture Office

Thanks much.

s.15  
Deputy Director | Civil Forfeiture Office Ministry of Justice | British Columbia  
PO Box 9234 Stn Prov Govt, Victoria, BC V8W 9J1 T s.15 s.15

**From:** s.15 A JAG:EX  
**Sent:** Monday, October 1, 2012 3:49 PM  
**To:** s.15 JAG:EX  
**Cc:** s.15 R JAG:EX  
**Subject:** RE: New FOI request - JAG-2012-01673 Civil Forfeiture Office

I got it

**From:** s.15 JAG:EX  
**Sent:** Monday, October 1, 2012 3:46 PM  
**To:** s.15 A JAG:EX  
**Cc:** s.15 R JAG:EX  
**Subject:** RE: New FOI request - JAG-2012-01673 Civil Forfeiture Office

If you have time that would be great. If not, I'll look after it.

I agree: this request is a non-starter.

s.15  
Deputy Director | Civil Forfeiture Office Ministry of Justice | British Columbia  
PO Box 9234 Stn Prov Govt, Victoria, BC V8W 9J1 T s.15 s.15

**From:** s.15 A JAG:EX  
**Sent:** Monday, October 1, 2012 3:45 PM  
**To:** s.15 R JAG:EX; s.15 JAG:EX  
**Subject:** RE: New FOI request - JAG-2012-01673 Civil Forfeiture Office

Don't worry, that information won't be released.

s.15 - do you want to deal with this or shall I?

From: s.15 R JAG:EX  
Sent: Monday, October 1, 2012 3:42 PM  
To: s.15 JAG:EX; s.15 A JAG:EX  
Subject: FW: New FOI request - JAG-2012-01673 Civil Forfeiture Office

Rec'd this on Friday. I don't like the "complete list of names" part!

s.15  
Executive Admin Assistant | Civil Forfeiture Office

T 250.356.1560 | F 250.356.1092

From: Justice Social FOI SSBC:EX  
Sent: Friday, September 28, 2012 10:53 AM  
To: s.15 R JAG:EX  
Cc: Justice Social FOI SSBC:EX; Haussmann, April LCTZ:EX  
Subject: FW: New FOI request - JAG-2012-01673 Civil Forfeiture Office

Hello s.15

Please find attached a new Call for Records form. It is electronic, fillable and saveable. The only time you may need to print it out is if the people involved in your sign-off process do not have an electronic signature. The form has active links and pull-down menus. Responses should still go through the Justice/Social mailbox at justice.social.foi@gov.bc.ca at this time, as the Shared Drive process is undergoing some fine tuning. We'll advise at a later date when records can be deposited to the shared drive location.

Thank-you.

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Your Ministry has received a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA). The request is for:

The name and professional background of the individual who administers the Civil Forfeiture Office named in legal proceedings as the Director of Civil Forfeiture; A complete list of personnel, their titles and the organizational structure of the Civil Forfeiture Office; A complete list of policies and procedures followed by the Civil Forfeiture Office.

The analyst processing this request is April Haussman and can be reached at (250) 387-1919.

What Do You Need to Do?

Please complete the attached Call for Records form.

v 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 the Justice/Social FOI Mailbox at [justice.social.foi@gov.bc.ca](mailto:justice.social.foi@gov.bc.ca) by October 5, 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, April Haussmann will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.

v 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 [justice.social.foi@gov.bc.ca](mailto:justice.social.foi@gov.bc.ca) by October 11, 2012.

v Send records via email in PDF format. One PDF document is preferable. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

Reminder

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.

Questions and Concerns

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.