

## Crockett, Janine EMPR:EX

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**From:** MacKenzie, Nina <IAOResourceTeam@gov.bc.ca>  
**Sent:** Monday, March 19, 2018 9:56 AM  
**To:** EMPR FOI EMPR:EX  
**Subject:** Call for Records EMP-2018-82079 Due April 4, 2018 Analyst Bradlet Cranwell  
**Attachments:** Call - Form - EMP-2018-82079.pdf

**Categories:** Farrah

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

*Any and all communications, records, emails, letters, etc, between the Ministry, including any of their related staff and the Capital Regional District including any of their related staff; All records of all types created or modified, relating to the CRD Leech Water Supply Area in the control of the Ministry. (Date Range for Record Search: From 01/01/2017 To 03/14/2018) – Date Format: MM/DD/YYYY*

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. Return the form to IAO by March 23, 2018. 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, IAO will contact you to continue the call for records process.
- **If no fees apply** then complete the attached Call for Records form and return it to IAO by April 04, 2018.
- Send records via email in **PDF format**. Before you turn emails into PDFs, ensure that you have included all attachments. If email is not possible, please put the records on the **File Share** and notify IAO that the records are available.

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 your 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 IAO 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,

Resource Team  
Information Access Operations  
On behalf of,  
Bradley Cranwell | FOI Analyst, Access to Information  
Ph: 250 952-6846

e: [IAOResourceTeam@gov.bc.ca](mailto:IAOResourceTeam@gov.bc.ca)  
m: PO Box 9569 Stn Prov Gov Victoria BC V8W 9K1



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: \_\_\_\_\_

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Individual	03/12/2018	Cranwell, Bradley	March 23, 2018	April 4, 2018

REQUEST DETAILS:

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Section 1: Initial Records Assessment

Do you hold responsive records? If no, please provide an explanation that can be given to the applicant (if applicable):	YES <input 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 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 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 — General Request only (if this is a Personal Request skip to Section 3)

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

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Actual Hours

**Volume**

**Electronic files (in pages):**

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

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Estimated Pages  Actual Pages

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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
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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.

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.)

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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)

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**Cc:** McNeil, Kevin EMPR:EX; EMPR FOI EMPR:EX  
**Subject:** New Request EMP-2018-82079 Due April 4, 2018 Analyst Bradlet Cranwell  
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Hi Ryan,

I'm a bit confused by this one as it seems like something for Environment. Is this something the DMO may have records for?

Thanks,



**Farrah Wiltshire** | FOI Analyst | Executive Operations Branch, Deputy Minister's Office | Phone: 778 698 4766  
Ministry of Energy, Mines and Petroleum Resources

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Ph: 250 952-6846

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Phone Number:

Date:

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Harms assessment completed by (Full Name, Title)

Program Area:

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Harms assessment approved by (Full Name, Title)

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**From:** Forman, Ryan EMPR:EX  
**Sent:** Tuesday, March 20, 2018 1:26 PM  
**To:** EMPR FOI EMPR:EX  
**Cc:** McNeil, Kevin EMPR:EX  
**Subject:** RE: New Request EMP-2018-82079 Due April 4, 2018 Analyst Bradlet Cranwell

**Categories:** Janine

Mining and DMO (could be a sand and gravel pit and issues wrt water leeching)

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[Ministry of Energy, Mines and Petroleum Resources](#)

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Information Access Operations

On behalf of,

Bradley Cranwell | FOI Analyst, Access to Information

Ph: 250 952-6846

e: [IAOResourceTeam@gov.bc.ca](mailto:IAOResourceTeam@gov.bc.ca)

m: PO Box 9569 Stn Prov Gov Victoria BC V8W 9K1

## Crockett, Janine EMPR:EX

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**From:** EMPR FOI EMPR:EX  
**Sent:** Wednesday, March 21, 2018 1:23 PM  
**To:** Hunt, Melanie EMPR:EX; Cochrane, Marlene EMPR:EX  
**Cc:** EMPR FOI EMPR:EX  
**Subject:** Call for Records EMP-2018-82079 Due April 3, 2018  
**Attachments:** Call - Form - EMP-2018-82079.pdf

Hello,

Please see the call for records request below and advise by **March 23, 2018**

- a. Whether or not you have records; and
- b. If you believe it will take more than three hours to gather the material

**To request a fee estimate, please include the Call for Records form with your response.**

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- a. with harms reviewed (*except for MO and DMO*) and
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to me by **April 3, 2018**

If you feel that I have forgotten to include a program area/office, please let me know.

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### Janine Crockett

Senior Writer, Correspondence Unit

Phone: 778.698.7245 | Email: [Janine.Crockett@gov.bc.ca](mailto:Janine.Crockett@gov.bc.ca)



Corporate Initiatives Branch | Forward-looking corporate services for the Ministry of Energy, Mines and Petroleum Resources

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### Section 4: Contact Information

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

Phone Number:

Date:

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Harms assessment completed by (Full Name, Title)

Program Area:

--	--

Harms assessment approved by (Full Name, Title)

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## Cochrane, Marlene EMPR:EX

---

**From:** Cochrane, Marlene EMPR:EX  
**Sent:** Wednesday, March 21, 2018 2:18 PM  
**To:** Nikolejsin, Dave EMPR:EX; McCann, Meghan EMPR:EX; Wood, Nancy J EMPR:EX; De Champlain, Rhonda EMPR:EX  
**Subject:** Call for Records EMP-2018-82079 Due March 26, 2018  
**Attachments:** Call - Form - EMP-2018-82079.pdf

Please see the attached call for records due March 26. Thanks.

**Marlene Cochrane**  
Executive Coordinator | Deputy Minister's Office  
Ministry of Energy, Mines and Petroleum Resources  
Victoria | British Columbia  
Phone (778) 698 7254

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Senior Writer, Correspondence Unit  
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- 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. Return the form to IAO by March 23, 2018. 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, IAO will contact you to continue the call for records process.
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- Send records via email in PDF format. Before you turn emails into PDFs, ensure that you have included all attachments. If email is not possible, please put the records on the File Share and notify IAO that the records are available.

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Please do not hesitate to contact IAO 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,

Resource Team  
Information Access Operations  
On behalf of,  
Bradley Cranwell | FOI Analyst, Access to Information  
Ph: 250 952-6846

e: [IAOResourceTeam@gov.bc.ca](mailto:IAOResourceTeam@gov.bc.ca)  
m: PO Box 9569 Stn Prov Gov Victoria BC V8W 9K1

FOI REQUEST: EMP-2018-82079

GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: \_\_\_\_\_

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Individual	03/12/2018	Cranwell, Bradley	March 23, 2018	April 4, 2018

**REQUEST DETAILS:**

Any and all communications, records, emails, letters, etc, between the Ministry, including any of their related staff and the Capital Regional District including any of their related staff; All records of all types created or modified, relating to the CRD Leech Water Supply Area in the control of the Ministry. (Date Range for Record Search: From 01/01/2017 To 03/14/2018)

**Section 1: Initial Records Assessment**

Do you hold responsive records? If no, please provide an explanation that can be given to the applicant (if applicable):	YES <input 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 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 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 — General Request only (if this is a Personal Request skip to Section 3)**

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 harm 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 applicable records and information of concern, the harms, and associated page numbers below.
- If any of these records have been prepared for, or used to inform, a decision of Cabinet or any of its committees, section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise: (1) what is the status of the issue? and (2) has the decision been made public or implemented?

--

**(GENERAL REQUEST ONLY)-**

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)

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## Cochrane, Marlene EMPR:EX

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**From:** Nikolejsin, Dave EMPR:EX  
**Sent:** Wednesday, March 21, 2018 2:33 PM  
**To:** Cochrane, Marlene EMPR:EX  
**Cc:** McCann, Meghan EMPR:EX; Wood, Nancy J EMPR:EX; De Champlain, Rhonda EMPR:EX  
**Subject:** Re: Call for Records EMP-2018-82079 Due March 26, 2018

I meant no records

Dave Nikolejsin  
Deputy Minister  
Energy, Mines and Petroleum Resources

On Mar 21, 2018, at 2:22 PM, Nikolejsin, Dave EMPR:EX <[Dave.Nikolejsin@gov.bc.ca](mailto:Dave.Nikolejsin@gov.bc.ca)> wrote:

I records

Dave Nikolejsin  
Deputy Minister  
Energy, Mines and Petroleum Resources

On Mar 21, 2018, at 3:18 PM, Cochrane, Marlene EMPR:EX <[Marlene.Cochrane@gov.bc.ca](mailto:Marlene.Cochrane@gov.bc.ca)> wrote:

Please see the attached call for records due March 26. Thanks.

**Marlene Cochrane**  
Executive Coordinator | Deputy Minister's Office  
Ministry of Energy, Mines and Petroleum Resources  
Victoria | British Columbia  
Phone (778) 698 7254

**From:** EMPR FOI EMPR:EX  
**Sent:** Wednesday, March 21, 2018 1:23 PM  
**To:** Hunt, Melanie EMPR:EX; Cochrane, Marlene EMPR:EX  
**Cc:** EMPR FOI EMPR:EX  
**Subject:** Call for Records EMP-2018-82079 Due April 3, 2018

Hello,

Please see the call for records request below and advise by **March 23, 2018**

- a. Whether or not you have records; and
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**To request a fee estimate, please include the Call for Records form with your response.**

If you have responsive records, please fill out the attached Call for Records form and send it and the records:

- a. with harms reviewed (except for MO and DMO) and
  - b. compiled into one PDF document
- to me by April 3, 2018

If you feel that I have forgotten to include a program area/office, please let me know.

**Request:**

*Any and all communications, records, emails, letters, etc, between the Ministry, including any of their related staff and the Capital Regional District including any of their related staff; All records of all types created or modified, relating to the CRD Leech Water Supply Area in the control of the Ministry. (Date Range for Record Search: From 01/01/2017 To 03/14/2018) – Date Format: MM/DD/YYYY*

**Janine Crockett**

Senior Writer, Correspondence Unit

Phone: 778.698.7245 | Email: [Janine.Crockett@gov.bc.ca](mailto:Janine.Crockett@gov.bc.ca)

<image001.jpg> Corporate Initiatives Branch | Forward-looking corporate services for the Ministry of Energy, Mines and Petroleum Resources

**From:** MacKenzie, Nina [<mailto:IAOResourceTeam@gov.bc.ca>]

**Sent:** Monday, March 19, 2018 9:56 AM

**To:** EMPR FOI EMPR:EX

**Subject:** Call for Records EMP-2018-82079 Due April 4, 2018 Analyst Bradlet Cranwell

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

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Thank you for your assistance,

Resource Team  
Information Access Operations

On behalf of,  
Bradley Cranwell | FOI Analyst, Access to Information  
Ph: 250 952-6846

e: [IAOResourceTeam@gov.bc.ca](mailto:IAOResourceTeam@gov.bc.ca)  
m: PO Box 9569 Stn Prov Gov Victoria BC V8W 9K1  
<Call - Form - EMP-2018-82079.pdf>

## Cochrane, Marlene EMPR:EX

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**From:** Wood, Nancy J EMPR:EX  
**Sent:** Wednesday, March 21, 2018 2:27 PM  
**To:** Cochrane, Marlene EMPR:EX  
**Subject:** RE: Call for Records EMP-2018-82079 Due March 26, 2018

No records

**From:** Cochrane, Marlene EMPR:EX  
**Sent:** Wednesday, March 21, 2018 2:18 PM  
**To:** Nikolejsin, Dave EMPR:EX; McCann, Meghan EMPR:EX; Wood, Nancy J EMPR:EX; De Champlain, Rhonda EMPR:EX  
**Subject:** Call for Records EMP-2018-82079 Due March 26, 2018

Please see the attached call for records due March 26. Thanks.

Marlene Cochrane  
Executive Coordinator | Deputy Minister's Office  
Ministry of Energy, Mines and Petroleum Resources  
Victoria | British Columbia  
Phone (778) 698 7254

**From:** EMPR FOI EMPR:EX  
**Sent:** Wednesday, March 21, 2018 1:23 PM  
**To:** Hunt, Melanie EMPR:EX; Cochrane, Marlene EMPR:EX  
**Cc:** EMPR FOI EMPR:EX  
**Subject:** Call for Records EMP-2018-82079 Due April 3, 2018

Hello,

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(Date Range for Record Search: From 01/01/2017 To 03/14/2018) – Date Format: MM/DD/YYYY*

**Janine Crockett**

Senior Writer, Correspondence Unit

Phone: 778.698.7245 | Email: [Janine.Crockett@gov.bc.ca](mailto:Janine.Crockett@gov.bc.ca)



Corporate Initiatives Branch | Forward-looking corporate services for the Ministry of Energy, Mines and Petroleum Resources

**From:** MacKenzie, Nina [<mailto:IAOResourceTeam@gov.bc.ca>]

**Sent:** Monday, March 19, 2018 9:56 AM

**To:** EMPR FOI EMPR:EX

**Subject:** Call for Records EMP-2018-82079 Due April 4, 2018 Analyst Bradlet Cranwell

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

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Thank you for your assistance,

Resource Team

Information Access Operations

On behalf of,

Bradley Cranwell | FOI Analyst, Access to Information

Ph: 250 952-6846

e: [IAOResourceTeam@gov.bc.ca](mailto:IAOResourceTeam@gov.bc.ca)

m: PO Box 9569 Stn Prov Gov Victoria BC V8W 9K1

## **Cochrane, Marlene EMPR:EX**

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**From:** McCann, Meghan EMPR:EX  
**Sent:** Tuesday, March 27, 2018 12:20 PM  
**To:** Cochrane, Marlene EMPR:EX  
**Subject:** RE: Call for Records EMP-2018-82079 Due March 26, 2018

No records.

**From:** Cochrane, Marlene EMPR:EX  
**Sent:** Wednesday, March 21, 2018 2:18 PM  
**To:** Nikolejsin, Dave EMPR:EX; McCann, Meghan EMPR:EX; Wood, Nancy J EMPR:EX; De Champlain, Rhonda EMPR:EX  
**Subject:** Call for Records EMP-2018-82079 Due March 26, 2018

Please see the attached call for records due March 26. Thanks.

**Marlene Cochrane**  
Executive Coordinator | Deputy Minister's Office  
Ministry of Energy, Mines and Petroleum Resources  
Victoria | British Columbia  
Phone (778) 698 7254

**From:** EMPR FOI EMPR:EX  
**Sent:** Wednesday, March 21, 2018 1:23 PM  
**To:** Hunt, Melanie EMPR:EX; Cochrane, Marlene EMPR:EX  
**Cc:** EMPR FOI EMPR:EX  
**Subject:** Call for Records EMP-2018-82079 Due April 3, 2018

Hello,

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to me by **April 3, 2018**

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### **Request:**

*Any and all communications, records, emails, letters, etc, between the Ministry, including any of their related staff and the Capital Regional District including any of their related staff; All records of all types created or modified, relating to the CRD Leech Water Supply Area in the control of the Ministry.*

*(Date Range for Record Search: From 01/01/2017 To 03/14/2018) - Date Format: MM/DD/YYYY*

**Janine Crockett**

Senior Writer, Correspondence Unit

Phone: 778.698.7245 | Email: [Janine.Crockett@gov.bc.ca](mailto:Janine.Crockett@gov.bc.ca)



Corporate Initiatives Branch | Forward-looking corporate services for the Ministry of Energy, Mines and Petroleum Resources

**From:** MacKenzie, Nina [<mailto:IAOResourceTeam@gov.bc.ca>]

**Sent:** Monday, March 19, 2018 9:56 AM

**To:** EMPR FOI EMPR:EX

**Subject:** Call for Records EMP-2018-82079 Due April 4, 2018 Analyst Bradlet Cranwell

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Thank you for your assistance,

Resource Team

Information Access Operations

On behalf of,

Bradley Cranwell | FOI Analyst, Access to Information

Ph: 250 952-6846

e: [IAOResourceTeam@gov.bc.ca](mailto:IAOResourceTeam@gov.bc.ca)

m: PO Box 9569 Stn Prov Gov Victoria BC V8W 9K1



## Crockett, Janine EMPR:EX

---

**From:** Cochrane, Marlene EMPR:EX  
**Sent:** Thursday, April 5, 2018 12:45 PM  
**To:** EMPR FOI EMPR:EX  
**Subject:** Call for Records EMP-2018-82079 Due April 3, 2018

**Categories:** Janine

DMO has no records. Thanks.

**Marlene Cochrane**  
Executive Coordinator | Deputy Minister's Office  
Ministry of Energy, Mines and Petroleum Resources  
Victoria | British Columbia  
Phone (778) 698 7254

---

**From:** EMPR FOI EMPR:EX  
**Sent:** Wednesday, March 21, 2018 1:23 PM  
**To:** Hunt, Melanie EMPR:EX; Cochrane, Marlene EMPR:EX  
**Cc:** EMPR FOI EMPR:EX  
**Subject:** Call for Records EMP-2018-82079 Due April 3, 2018

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to me by **April 3, 2018**

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(Date Range for Record Search: From 01/01/2017 To 03/14/2018) – Date Format: MM/DD/YYYY*

**Janine Crockett**  
Senior Writer, Correspondence Unit  
Phone: 778.698.7245 | Email: [Janine.Crockett@gov.bc.ca](mailto:Janine.Crockett@gov.bc.ca)



**From:** MacKenzie, Nina [<mailto:IAOResourceTeam@gov.bc.ca>]  
**Sent:** Monday, March 19, 2018 9:56 AM  
**To:** EMPR FOI EMPR:EX  
**Subject:** Call for Records EMP-2018-82079 Due April 4, 2018 Analyst Bradlet Cranwell

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Resource Team  
Information Access Operations  
On behalf of,  
Bradley Cranwell | FOI Analyst, Access to Information  
Ph: 250 952-6846

e: [IAOResourceTeam@gov.bc.ca](mailto:IAOResourceTeam@gov.bc.ca)  
m: PO Box 9569 Stn Prov Gov Victoria BC V8W 9K1

## Crockett, Janine EMPR:EX

---

**From:** Cranwell, Bradley CITZ:EX  
**Sent:** Monday, April 30, 2018 11:48 AM  
**To:** EMPR FOI EMPR:EX  
**Subject:** FOI Request EMP-2018-82079

**Categories:** Kevin

Good Morning,

I am wondering if there is a status update for FOI Request EMP-2018-82079, for:

Any and all communications, records, emails, letters, etc, between the Ministry, including any of their related staff and the Capital Regional District including any of their related staff; All records of all types created or modified, relating to the CRD Leech Water Supply Area in the control of the Ministry. (Date Range for Record Search: From 01/01/2017 To 03/14/2018)

The request is due today; however, if any estimation of volume can be provided I will have grounds for an extension. The request is asking for an extensive variety of records, so there is a possibility that an extension may be taken.

Thanks,  
Brad

**Bradley Cranwell** | Senior FOI Analyst | Information Access Operations | Ministry of Citizens' Services  
*Ph:* 250 952-6846 | *e:* [bradley.cranwell@gov.bc.ca](mailto:bradley.cranwell@gov.bc.ca) | *m:* PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

## Crockett, Janine EMPR:EX

---

**From:** EMPR FOI EMPR:EX  
**Sent:** Monday, April 30, 2018 2:23 PM  
**To:** Hunt, Melanie EMPR:EX  
**Subject:** RE: Call for Records EMP-2018-82079 Due April 3, 2018

Hi Melanie,

Just sending this email as a follow up reminder that records are overdue. Today is the Legislated Due date to have records back to the applicant, so it looks like this one will go overdue.

If you have any updates please let me know ok.

Thanks,

**Kevin McNeil**  
Team Lead – FOI & Records Management  
Ministry of Energy, Mines and Petroleum Resources  
778-698-0438

---

**From:** EMPR FOI EMPR:EX  
**Sent:** Wednesday, March 21, 2018 1:23 PM  
**To:** Hunt, Melanie EMPR:EX; Cochrane, Marlene EMPR:EX  
**Cc:** EMPR FOI EMPR:EX  
**Subject:** Call for Records EMP-2018-82079 Due April 3, 2018

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**Janine Crockett**

Senior Writer, Correspondence Unit

Phone: 778.698.7245 | Email: [Janine.Crockett@gov.bc.ca](mailto:Janine.Crockett@gov.bc.ca)



Corporate Initiatives Branch | Forward-looking corporate services for  
the Ministry of Energy, Mines and Petroleum Resources

**From:** MacKenzie, Nina [<mailto:IAOResourceTeam@gov.bc.ca>]

**Sent:** Monday, March 19, 2018 9:56 AM

**To:** EMPR FOI EMPR:EX

**Subject:** Call for Records EMP-2018-82079 Due April 4, 2018 Analyst Bradlet Cranwell

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

*Any and all communications, records, emails, letters, etc, between the Ministry, including any of their related staff and the Capital Regional District including any of their related staff; All records of all types created or modified, relating to the CRD Leech Water Supply Area in the control of the Ministry. (Date Range for Record Search: From 01/01/2017 To 03/14/2018) – Date Format: MM/DD/YYYY*

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. Return the form to IAO by March 23, 2018. 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, IAO will contact you to continue the call for records process.
- **If no fees apply** then complete the attached Call for Records form and return it to IAO by April 04, 2018.
- Send records via email in **PDF format**. Before you turn emails into PDFs, ensure that you have included all attachments. If email is not possible, please put the records on the **File Share** and notify IAO that the records are available.

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 your 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 IAO 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,

Resource Team

Information Access Operations

On behalf of,

Bradley Cranwell | FOI Analyst, Access to Information

Ph: 250 952-6846

e: [IAOResourceTeam@gov.bc.ca](mailto:IAOResourceTeam@gov.bc.ca)

m: PO Box 9569 Stn Prov Gov Victoria BC V8W 9K1

## **Crockett, Janine EMPR:EX**

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**From:** EMPR FOI EMPR:EX  
**Sent:** Monday, April 30, 2018 2:38 PM  
**To:** Cranwell, Bradley CITZ:EX  
**Subject:** RE: FOI Request EMP-2018-82079

Hi Brad, I just followed up with the PA we were still waiting to hear back from and it was indicated that they do not hold these types of records.

They thought they had let us know this earlier, so apologies in the delay in letting the IAO know that EMPR is NRR on this one.

Thanks,

**Kevin McNeil**  
Team Lead – FOI & Records Management  
Ministry of Energy, Mines and Petroleum Resources  
778-698-0438

---

**From:** Cranwell, Bradley CITZ:EX  
**Sent:** Monday, April 30, 2018 11:48 AM  
**To:** EMPR FOI EMPR:EX  
**Subject:** FOI Request EMP-2018-82079

Good Morning,

I am wondering if there is a status update for FOI Request EMP-2018-82079, for:

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Thanks,  
Brad

**Bradley Cranwell** | Senior FOI Analyst | Information Access Operations | Ministry of Citizens' Services  
*Ph:* 250 952-6846 | *e:* [bradley.cranwell@gov.bc.ca](mailto:bradley.cranwell@gov.bc.ca) | *m:* PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

## Crockett, Janine EMPR:EX

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**From:** Cranwell, Bradley CITZ:EX  
**Sent:** Monday, April 30, 2018 2:46 PM  
**To:** EMPR FOI EMPR:EX  
**Subject:** RE: FOI Request EMP-2018-82079  
**Attachments:** EMP-2018-82079 - Response - NRR.pdf

**Categories:** Kevin

Hi Kevin,

Thanks for letting me know. I will use the below email as the Ministry's response, and in the interest of time skip the sign form and indicate that no responsive records were retrieved and that said email is confirmation of that.

I have attached a copy of the response letter for approval.

Thanks,  
Brad

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*Ph:* 250 952-6846 | *e:* [bradley.cranwell@gov.bc.ca](mailto:bradley.cranwell@gov.bc.ca) | *m:* PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

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ARCS: 292-30  
File: EMP-2018-82079

April 30, 2018

Sent via email:

Dear:

**Re: Request for Access to Records**  
***Freedom of Information and Protection of Privacy Act (FOIPPA)***

I am writing further to your request received by the Ministry of Energy, Mines and Petroleum Resources. Your request is for:

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Although a thorough search was conducted, no records were located in response to your request.

Your file is now closed.

If you have any questions regarding your request, please contact Bradley Cranwell, the analyst assigned to your request, at 250 952-6846. This number can be reached toll-free by calling from Vancouver, 604 660-2421, or from elsewhere in BC, 1 800 663-7867 and asking to be transferred to 250 952-6846.

.../2

You have the right to ask the Information and Privacy Commissioner to review this decision. I have enclosed information on the review and complaint process.

Sincerely,

A handwritten signature in black ink, appearing to read 'B. Cranwell', written in a cursive style.

Bradley Cranwell, Senior FOI Analyst  
On behalf of Meghan Kane, Manager  
Resource Team, Information Access Operations

Enclosure

<p>How to Request a Review with the Office of the Information and Privacy Commissioner</p>
--

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Pursuant to section 52 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), you may ask the Office of the Information and Privacy Commissioner to review any decision, act, or failure to act with regard to your request under FOIPPA.

A complete copy of FOIPPA is available online at:

[http://www.bclaws.ca/civix/document/id/complete/statreg/96165\\_00](http://www.bclaws.ca/civix/document/id/complete/statreg/96165_00)

**Please note that you have 30 business days to file your review with the Office of the Information and Privacy Commissioner. In order to request a review please write to:**

Information and Privacy Commissioner  
PO Box 9038 Stn Prov Govt  
4th Floor, 947 Fort Street  
Victoria BC V8W 9A4  
Telephone 250 387-5629      Fax 250 387 1696

If you request a review, please provide the Commissioner's Office with:

1. A copy of your original request;
2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.

## **Crockett, Janine EMPR:EX**

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**From:** MEM eApprovals <DoNotReply@SP2010.gov.bc.ca>  
**Sent:** Monday, April 30, 2018 2:58 PM  
**To:** Crockett, Janine EMPR:EX  
**Subject:** WATCHER: Incoming Assignment – eApprovals item 3902

An eApprovals Item has been sent to McNeil, Kevin.

Cliff Number:

Other Number: EMP-2018-82079

TRIM Number:

Topic: FOI Request EMP-2018-82079

Date Final Due: 5/1/2018 12:00:00 AM

Last Action: Item Approved

Comments:

**approved**

eApprovals Link:

<https://memeapprovals.gov.bc.ca/prod/SitePages/watchedItems.aspx>

Super User Link:

<https://memeapprovals.gov.bc.ca/prod/SitePages/superUser.aspx>

Cliff Link:

## Crockett, Janine EMPR:EX

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**From:** EMPR FOI EMPR:EX  
**Sent:** Monday, April 30, 2018 3:01 PM  
**To:** Cranwell, Bradley CITZ:EX  
**Subject:** RE: FOI Request EMP-2018-82079  
**Attachments:** EMP-2018-82079 - Response - NRR.PDF

Hi Brad, the attached response for NRR has been approved by Ryan Forman.

Thank you,

**Kevin McNeil**  
Team Lead – FOI & Records Management  
Ministry of Energy, Mines and Petroleum Resources  
778-698-0438

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ARCS: 292-30  
File: EMP-2018-82079

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## Crockett, Janine EMPR:EX

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**From:** EMPR FOI EMPR:EX  
**Sent:** Tuesday, May 1, 2018 8:35 AM  
**To:** Beaupre, Darren GCPE:EX; Lucas, Jennifer GCPE:EX  
**Cc:** EMPR FOI EMPR:EX  
**Subject:** Released-EMP-2018-82079  
**Attachments:** EMP-2018-82079 - Response - NRR.pdf

Hi Darren and Jennifer,

I just sent this one back to IAO for release to the applicant. This is a No Records Response.

Please let me know if you have any questions.

Thanks,



**Janine Crockett** | FOI Analyst | Executive Operations Branch, Deputy Minister's Office | Phone: 778 698 7245  
Ministry of Energy, Mines and Petroleum Resources

**From:** MacKenzie, Nina [<mailto:IAOResourceTeam@gov.bc.ca>]  
**Sent:** Monday, March 19, 2018 9:56 AM  
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**Subject:** Call for Records EMP-2018-82079 Due April 4, 2018 Analyst Bradlet Cranwell

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On behalf of,  
Bradley Cranwell | FOI Analyst, Access to Information  
Ph: 250 952-6846

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m: PO Box 9569 Stn Prov Gov Victoria BC V8W 9K1



ARCS: 292-30  
File: EMP-2018-82079

April 30, 2018

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Request Number	Analyst	Request Subject	Date Received	Legislated Due Date	Closed Date	Notes	Summary Tracking
EMP-2018-82079	Bradley Cranwell	Any and all communications, records, emails, letters, etc, between the Ministry, including any of their related staff and the Capital Regional District including any of their related staff; All records of all types created or modified, relating to the CRD Leech Water Supply Area in the control of the Ministry. (Date Range for Record Search: From 01/01/2017 To 03/14/2018) – Date Format: MM/DD/YYYY	19-Mar-18	30-Apr-18	30-Apr-18	NRR from MMRD.	

FOI RECORDS REQUEST EMP-2018 82079

SUBJECT CRD Leech Water Supply

CALL FOR RECORDS DUE DATE/YES OR NO Mar. 23

PROVIDE RECORDS DUE DATE Apr. 3

Deputy Minister's Office	NO	YES	Comments
Dave Nikolejsin	X		
Meghan McCann	X		
Rhonda De Champlain	X		Verbal response. (away)
Marlene Cochrane	X		
Nancy Wood	X		

DATE RESPONSE SENT TO FOI Apr. 5

DATE RECORDS SENT TO FOI \_\_\_\_\_