

Gillies, Jessica FIN:EX

From: Courcy, Danny <IAOCentralTeam@gov.bc.ca>
Sent: August 3, 2018 2:56 PM
To: FOI Coordinator FIN:EX
Cc: Gillies, Jessica FIN:EX; Michell, Jennifer FIN:EX
Subject: Call for Records FIN-2018-85464 Records Due August 20, 2018
Attachments: Integrated Call for Records Form - clean.pdf

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

All records about the processing and handling of FIN-2018-82684. Date Format is MM/DD/YYYY

Applicant Type: Media
Request also directed to: CTZ-2018-85463;FIN-2018-82684
Records Due: August 20, 2018
Legislated Due Date: September 18, 2018
IAO Contact: Rene Sorboe

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 IAO by the Fee Estimate Due date noted above. 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. IAO will advise you if the request is abandoned and closed.

Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

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 IAO to discuss:

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

Thank you for your assistance,

Rene Sorboe, FOI Analyst
Central Agency Team
Information Access Operations



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	August 3, 2018	Rene Sorboe		August 20, 2018

REQUEST DETAILS:

All records about the processing and handling of FIN-2018-82684

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 ☐ 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 — 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
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Estimated Hours

Actual Hours

Volume

Electronic files (in pages):

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Actual Pages

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Hardcopy files (in pages):

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Tasks may include :

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

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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?

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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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Flag Status: Completed

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Rene Sorboe, FOI Analyst
Central Agency Team
Information Access Operations



FOI REQUEST: FIN-2018-85464

GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	August 3, 2018	Rene Sorboe		August 20, 2018

REQUEST DETAILS:

All records about the processing and handling of FIN-2018-82684

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NO ☐

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Phone Number:

Date:

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

Gillies, Jessica FIN:EX

From: FOI Coordinator FIN:EX
Sent: August 3, 2018 3:35 PM
To: FIN TBS FOI Coordinator FIN:EX; Justesen, Josh T FIN:EX; Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Cc: FOI Coordinator FIN:EX; Morgan, Melissa FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018
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Hi All (DMO, TBS, and SI),

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FYI: FIN-2018-82684 was *"Regarding Minister Trevena's Sept. 15, 2017 announcement that she had asked "ministry staff to do a full review" in reaction to the CBC News investigation about Port Mann Bridge project cost overruns and overpayment under the BC Liberal government, I seek related briefing notes, reports and assessments about overpayment and overruns and the performance of and compensation to Kiewit Flatiron, KPMG and Gary Webster."*

Thank you,

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance
[FIN FOI SharePoint site](#)
phone 778 698-9365

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Rene Sorboe, FOI Analyst
Central Agency Team
Information Access Operations



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	August 3, 2018	Rene Sorboe		August 20, 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 ☐ NO ☐

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Actual Hours

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*Other documents

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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.)**

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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)

Fee Estimate Question's

Narrowing Suggestions?: (List here)

Justifying Search Time:

- Where are you searching? (e.g. LAN, Hard copy files, Outlook)
- Who/How many people searching? (# people x # hours)
- Any other activities included in fee estimate? (e.g. search time, preparing package, photocopying, etc.)

Reminders:

We cannot charge for:

- **Marking Harms will not count as part in the fee estimate**
- **Identifying and removing duplicates will not count in the fee estimate**

Gillies, Jessica FIN:EX

From: Morgan, Melissa FIN:EX
Sent: August 7, 2018 9:31 AM
To: FOI Coordinator FIN:EX
Cc: Michell, Jennifer FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018
Attachments: Integrated Call for Records Form - clean 85464 NRR.pdf

Please find attached NRR for the DMO – thanks!

From: Wanamaker, Lori FIN:EX
Sent: August 7, 2018 8:10 AM
To: Morgan, Melissa FIN:EX
Subject: RE: Call for Records FIN-2018-85464 Records Due August 20, 2018

No

From: Morgan, Melissa FIN:EX
Sent: Friday, August 3, 2018 5:04 PM
To: Wanamaker, Lori FIN:EX
Cc: Michell, Jennifer FIN:EX
Subject: NEW: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hi Lori, do you think you will have records responsive to:

All records about the processing and handling of FIN-2018-82684. Date Format is MM/DD/YYYY

FYI: FIN-2018-82684 was “Regarding Minister Trevena’s Sept. 15, 2017 announcement that she had asked “ministry staff to do a full review” in reaction to the CBC News investigation about Port Mann Bridge project cost overruns and overpayment under the BC Liberal government, I seek related briefing notes, reports and assessments about overpayment and overruns and the performance of and compensation to Kiewit Flatiron, KPMG and Gary Webster.”

Thank you!
Melissa

From: FOI Coordinator FIN:EX
Sent: August 3, 2018 3:35 PM
To: FIN TBS FOI Coordinator FIN:EX; Justesen, Josh T FIN:EX; Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Cc: FOI Coordinator FIN:EX; Morgan, Melissa FIN:EX
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Thank you,

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 778 698-9365

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FOI REQUEST: FIN-2018-85464

GENERAL REQUEST ☒

PERSONAL REQUEST ☐

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Section 4: Contact Information

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

Phone Number:

Date:

Melissa Morgan, Executive Coordinator (acting/Director, Executive Operations)

778.698-5775

August 7, 2018

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

Gillies, Jessica FIN:EX

From: FOI Coordinator FIN:EX
Sent: August 7, 2018 9:33 AM
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Cc: Morgan, Melissa FIN:EX
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We will have records in FOICU

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance
[FIN FOI SharePoint site](#)
phone 778 698-9365

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From: Morgan, Melissa FIN:EX
Sent: Tuesday, August 7, 2018 9:01 AM
To: FOI Coordinator FIN:EX
Cc: Michell, Jennifer FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018

No records in the DMO, I will submit an NRR.

From: Wanamaker, Lori FIN:EX
Sent: August 7, 2018 8:10 AM
To: Morgan, Melissa FIN:EX
Subject: RE: Call for Records FIN-2018-85464 Records Due August 20, 2018

No

From: Morgan, Melissa FIN:EX
Sent: Friday, August 3, 2018 5:04 PM
To: Wanamaker, Lori FIN:EX
Cc: Michell, Jennifer FIN:EX
Subject: NEW: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hi Lori, do you think you will have records responsive to:

All records about the processing and handling of FIN-2018-82684. Date Format is MM/DD/YYYY

FYI: FIN-2018-82684 was "Regarding Minister Trevena's Sept. 15, 2017 announcement that she had asked "ministry staff to do a full review" in reaction to the CBC News investigation about Port Mann Bridge project cost overruns and overpayment under the BC Liberal government, I seek related briefing notes, reports and assessments about overpayment and overruns and the performance of and compensation to Kiewit Flatiron, KPMG and Gary Webster."

Thank you!
Melissa

From: FOI Coordinator FIN:EX
Sent: August 3, 2018 3:35 PM
To: FIN TBS FOI Coordinator FIN:EX; Justesen, Josh T FIN:EX; Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Cc: FOI Coordinator FIN:EX; Morgan, Melissa FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hi All (DMO, TBS, and SI),

Please see the below FOI Request. Please let me know ASAP if another program area should be contacted for this request or if any clarification is required. Should a fee estimate be necessary please have that to me by August 9, 2018 (please see attached Fee Estimate Question.docx). Otherwise please provide completed CFR, clean records package and harms assessment by August 20, 2018.

FYI: FIN-2018-82684 was "Regarding Minister Trevena's Sept. 15, 2017 announcement that she had asked "ministry staff to do a full review" in reaction to the CBC News investigation about Port Mann Bridge project cost overruns and overpayment under the BC Liberal government, I seek related briefing notes, reports and assessments about overpayment and overruns and the performance of and compensation to Kiewit Flatiron, KPMG and Gary Webster."

Thank you,

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance
[FIN FOI SharePoint site](#)
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From: Courcy, Danny [mailto:IAOCentralTeam@gov.bc.ca]
Sent: Friday, August 3, 2018 2:56 PM
To: FOI Coordinator FIN:EX
Cc: Gillies, Jessica FIN:EX; Michell, Jennifer FIN:EX
Subject: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

All records about the processing and handling of FIN-2018-82684. Date Format is MM/DD/YYYY

Applicant Type: Media
Request also directed to: CTZ-2018-85463;FIN-2018-82684
Records Due: August 20, 2018
Legislated Due Date: September 18, 2018
IAO Contact: Rene Sorboe

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200

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Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

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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;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Rene Sorboe, FOI Analyst
Central Agency Team
Information Access Operations

Gillies, Jessica FIN:EX

From: Morgan, Melissa FIN:EX
Sent: August 7, 2018 9:33 AM
To: FOI Coordinator FIN:EX
Cc: Michell, Jennifer FIN:EX
Subject: RE: Call for Records FIN-2018-85464 Records Due August 20, 2018

Follow Up Flag: Follow up
Flag Status: Completed

Disregard this NRR – (I was thinking of DMO as just Lori.), however Jessica advises that DMO will have records...

From: Morgan, Melissa FIN:EX
Sent: August 7, 2018 9:31 AM
To: FOI Coordinator FIN:EX
Cc: Michell, Jennifer FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018

Please find attached NRR for the DMO – thanks!

From: Wanamaker, Lori FIN:EX
Sent: August 7, 2018 8:10 AM
To: Morgan, Melissa FIN:EX
Subject: RE: Call for Records FIN-2018-85464 Records Due August 20, 2018

No

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Cc: FOI Coordinator FIN:EX; Morgan, Melissa FIN:EX

Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018

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Thank you,

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

[FIN FOI SharePoint site](#)

phone 778 698-9365

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From: Courcy, Danny [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, August 3, 2018 2:56 PM

To: FOI Coordinator FIN:EX

Cc: Gillies, Jessica FIN:EX; Michell, Jennifer FIN:EX

Subject: Call for Records FIN-2018-85464 Records Due August 20, 2018

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Request also directed to: CTZ-2018-85463;FIN-2018-82684

Records Due: August 20, 2018

Legislated Due Date: September 18, 2018

IAO Contact: Rene Sorboe

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Thank you for your assistance,

Rene Sorboe, FOI Analyst
Central Agency Team
Information Access Operations

Gillies, Jessica FIN:EX

From: FOI Coordinator FIN:EX
Sent: August 7, 2018 9:37 AM
To: Thibadeau, Justine FIN:EX; Linkletter, Lynette FIN:EX; Hughes, Kimberly FIN:EX
Cc: FOI Coordinator FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018
Attachments: Integrated Call for Records Form - clean.pdf; Fee Estimate Question's.docx

Follow Up Flag: Follow up
Flag Status: Completed

Hi all,

Do you have any records for this FOI request from the work you have been doing for the DMO?

Thanks,

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance
[FIN FOI SharePoint site](#)
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- any other questions or concerns relating to this request.

Thank you for your assistance,

Rene Sorboe, FOI Analyst
Central Agency Team
Information Access Operations

Fee Estimate Question's

Narrowing Suggestions?: (List here)

Justifying Search Time:

- Where are you searching? (e.g. LAN, Hard copy files, Outlook)
- Who/How many people searching? (# people x # hours)
- Any other activities included in fee estimate? (e.g. search time, preparing package, photocopying, etc.)

Reminders:

We cannot charge for:

- **Marking Harms will not count as part in the fee estimate**
- **Identifying and removing duplicates will not count in the fee estimate**



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	August 3, 2018	Rene Sorboe		August 20, 2018

REQUEST DETAILS:

All records about the processing and handling of FIN-2018-82684

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** ☐ **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 — 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 harm 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:

--	--	--

Harm assessment completed by (Full Name, Title)

Program Area:

--	--

Harm assessment approved by (Full Name, Title)

--

Gillies, Jessica FIN:EX

From: FIN REV RD FOI FIN:EX
Sent: August 7, 2018 10:04 AM
To: FOI Coordinator FIN:EX
Cc: FOI Coordinator FIN:EX
Subject: RE: Call for Records FIN-2018-85464 Records Due August 20, 2018

Follow Up Flag: Follow up
Flag Status: Completed

Hi Jessica,

I did a complete and thorough search of temporary folders holding any work created while covering DMO FOI Coordinator and can confirm I hold NO records responsive to this request.

Many thanks,
Lynette

From: FOI Coordinator FIN:EX
Sent: Tuesday, August 7, 2018 9:37 AM
To: Thibadeau, Justine FIN:EX; Linkletter, Lynette FIN:EX; Hughes, Kimberly FIN:EX
Cc: FOI Coordinator FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hi all,

Do you have any records for this FOI request from the work you have been doing for the DMO?

Thanks,

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Manager, FOI & Correspondence Unit | Ministry of Finance
[FIN FOI SharePoint site](#)
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Sent: Friday, August 3, 2018 3:35 PM
To: FIN TBS FOI Coordinator FIN:EX; Justesen, Josh T FIN:EX; Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Cc: FOI Coordinator FIN:EX; Morgan, Melissa FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018

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Thank you,

Jessica Gillies

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Cc: Gillies, Jessica FIN:EX; Michell, Jennifer FIN:EX

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Rene Sorboe, FOI Analyst
Central Agency Team
Information Access Operations

Gillies, Jessica FIN:EX

From: Thibadeau, Justine FIN:EX
Sent: August 8, 2018 9:00 AM
To: FOI Coordinator FIN:EX
Subject: RE: Call for Records FIN-2018-85464 Records Due August 20, 2018

Follow Up Flag: Follow up
Flag Status: Completed

Hi Jessica,

I have searched my inbox and have no responsive records for this request.

Thank you,

Justine Thibadeau

Corporate Operations Branch **COB** | Office of the Comptroller General **OCG**
Ministry of Finance **FIN** Fax: 250-356-8388
Phone: 778-974-3082 | **Email:** Justine.thibadeau@gov.bc.ca

From: FOI Coordinator FIN:EX
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Information Access Operations

Gillies, Jessica FIN:EX

From: Justesen, Josh T FIN:EX
Sent: August 9, 2018 12:48 PM
To: FOI Coordinator FIN:EX
Subject: RE: Call for Records FIN-2018-85464 Records Due August 20, 2018
Attachments: FIN-2018-85464_Fee Estimate.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Sorry about that – please find attached.

Josh Justesen
Administrative Coordinator
Deputy Minister's Office | Ministry of Finance
Phone: (250) 387-1660 | Josh.Justesen@gov.bc.ca

From: FOI Coordinator FIN:EX
Sent: Thursday, August 9, 2018 12:47 PM
To: Justesen, Josh T FIN:EX
Cc: FOI Coordinator FIN:EX
Subject: RE: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hi Josh,

There is no attachment – could you re-send?

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance
[FIN FOI SharePoint site](#)
phone 778 698-9365

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender immediately. Any unauthorized copying, disclosure or distribution of the e-mail or the information it contains is strictly forbidden.

From: Justesen, Josh T FIN:EX
Sent: Thursday, August 9, 2018 12:17 PM
To: FOI Coordinator FIN:EX
Subject: RE: Call for Records FIN-2018-85464 Records Due August 20, 2018

Good afternoon,

Please find attached a fee estimate of approximately 6 hours for the requested records.

Not sure what narrowing suggestions can be applied here as there's no date range for this request. Fee estimate could be reduced by excluding Doug Foster's records.

Regards,
Josh Justesen
Administrative Coordinator
Deputy Minister's Office | Ministry of Finance

From: FOI Coordinator FIN:EX
Sent: Friday, August 3, 2018 3:35 PM
To: FIN TBS FOI Coordinator FIN:EX; Justesen, Josh T FIN:EX; Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Cc: FOI Coordinator FIN:EX; Morgan, Melissa FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hi All (DMO, TBS, and SI),

Please see the below FOI Request. Please let me know ASAP if another program area should be contacted for this request or if any clarification is required. Should a fee estimate be necessary please have that to me by August 9, 2018 (please see attached Fee Estimate Question.docx). Otherwise please provide completed CFR, clean records package and harms assessment by August 20, 2018.

FYI: FIN-2018-82684 was "Regarding Minister Trevena's Sept. 15, 2017 announcement that she had asked "ministry staff to do a full review" in reaction to the CBC News investigation about Port Mann Bridge project cost overruns and overpayment under the BC Liberal government, I seek related briefing notes, reports and assessments about overpayment and overruns and the performance of and compensation to Kiewit Flatiron, KPMG and Gary Webster."

Thank you,

Jessica Gillies
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From: Courcy, Danny [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Friday, August 3, 2018 2:56 PM
To: FOI Coordinator FIN:EX
Cc: Gillies, Jessica FIN:EX; Michell, Jennifer FIN:EX
Subject: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

All records about the processing and handling of FIN-2018-82684. Date Format is MM/DD/YYYY

Applicant Type: Media
Request also directed to: CTZ-2018-85463;FIN-2018-82684
Records Due: August 20, 2018
Legislated Due Date: September 18, 2018
IAO Contact: Rene Sorboe

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 IAO by the Fee Estimate Due date noted above. 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. IAO will advise you if the request is abandoned and closed.

Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

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 IAO to discuss:

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

Thank you for your assistance,

Rene Sorboe, FOI Analyst
Central Agency Team
Information Access Operations



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	August 3, 2018	Rene Sorboe		August 20, 2018

REQUEST DETAILS:

All records about the processing and handling of FIN-2018-82684

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 ☒ 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 — 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.

Doug Foster and Josh Justesen searched Outlook and LAN.

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:

Josh Justesen, Administrative Coordinator

250-387-1660

August 9, 2018

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

Gillies, Jessica FIN:EX

From: FOI Coordinator FIN:EX
Sent: August 9, 2018 12:48 PM
To: FIN TBS FOI Coordinator FIN:EX; Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Cc: FOI Coordinator FIN:EX; Morgan, Melissa FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018
Attachments: Integrated Call for Records Form - clean.pdf; Fee Estimate Question's.docx

Follow Up Flag: Follow up
Flag Status: Completed

Hi TBS and DMO (FOICU),

Doug has submitted a fee estimate. Please provide your fee estimates ASAP and make sure to answer the questions in the attached Word document.

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance
[FIN FOI SharePoint site](#)
phone 778 698-9365

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Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hi All (DMO, TBS, and SI),

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FYI: FIN-2018-82684 was "Regarding Minister Trevena's Sept. 15, 2017 announcement that she had asked "ministry staff to do a full review" in reaction to the CBC News investigation about Port Mann Bridge project cost overruns and overpayment under the BC Liberal government, I seek related briefing notes, reports and assessments about overpayment and overruns and the performance of and compensation to Kiewit Flatiron, KPMG and Gary Webster."

Thank you,

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance
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Sent: Friday, August 3, 2018 2:56 PM
To: FOI Coordinator FIN:EX
Cc: Gillies, Jessica FIN:EX; Michell, Jennifer FIN:EX
Subject: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

All records about the processing and handling of FIN-2018-82684. Date Format is MM/DD/YYYY

Applicant Type: Media
Request also directed to: CTZ-2018-85463;FIN-2018-82684
Records Due: August 20, 2018
Legislated Due Date: September 18, 2018
IAO Contact: Rene Sorboe

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

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Please do not hesitate to contact IAO to discuss:

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

Thank you for your assistance,

Rene Sorboe, FOI Analyst
Central Agency Team
Information Access Operations



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
----------------	---------------	-------------	------------------	-------------

Media	August 3, 2018	Rene Sorboe		August 20, 2018
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REQUEST DETAILS:

All records about the processing and handling of FIN-2018-82684

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 ☐ 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 — General Request only (if this is a Personal Request skip to Section 3)

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Search

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Tasks may include:

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- 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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 - If in legal sized folders - 1,800 pages
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Tasks may include:

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- Copying other types of media; if so please specify:

Estimated Hours

Actual Hours

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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.)

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--

(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)

--

Fee Estimate Question's

Narrowing Suggestions?: (List here)

Justifying Search Time:

- Where are you searching? (e.g. LAN, Hard copy files, Outlook)
- Who/How many people searching? (# people x # hours)
- Any other activities included in fee estimate? (e.g. search time, preparing package, photocopying, etc.)

Reminders:

We cannot charge for:

- **Marking Harms will not count as part in the fee estimate**
- **Identifying and removing duplicates will not count in the fee estimate**

Gillies, Jessica FIN:EX

From: Gillies, Jessica FIN:EX
Sent: August 13, 2018 11:24 AM
To: Michell, Jennifer FIN:EX
Subject: RE: Call for Records FIN-2018-85464 Records Due August 20, 2018

All of the FOI-related emails in my mailbox and the FOI Coordinator mailbox. We have to provide them for all processing & handling requests.

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance

[FIN FOI SharePoint site](#)

phone 778 698-9365

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From: Michell, Jennifer FIN:EX
Sent: Monday, August 13, 2018 11:23 AM
To: Gillies, Jessica FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018

What records would DMO have?

Jennifer Michell
Director, Executive Operations & Strategic Initiatives
Office of the Deputy Minister | Ministry of Finance

From: Morgan, Melissa FIN:EX
Sent: Tuesday, August 7, 2018 9:33 AM
To: FOI Coordinator FIN:EX
Cc: Michell, Jennifer FIN:EX
Subject: RE: Call for Records FIN-2018-85464 Records Due August 20, 2018

Disregard this NRR – (I was thinking of DMO as just Lori.), however Jessica advises that DMO will have records...

From: Morgan, Melissa FIN:EX
Sent: August 7, 2018 9:31 AM
To: FOI Coordinator FIN:EX
Cc: Michell, Jennifer FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018

Please find attached NRR for the DMO – thanks!

From: Wanamaker, Lori FIN:EX
Sent: August 7, 2018 8:10 AM
To: Morgan, Melissa FIN:EX
Subject: RE: Call for Records FIN-2018-85464 Records Due August 20, 2018

No

From: Morgan, Melissa FIN:EX
Sent: Friday, August 3, 2018 5:04 PM
To: Wanamaker, Lori FIN:EX
Cc: Michell, Jennifer FIN:EX
Subject: NEW: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hi Lori, do you think you will have records responsive to:

All records about the processing and handling of FIN-2018-82684. Date Format is MM/DD/YYYY

FYI: FIN-2018-82684 was "Regarding Minister Trevena's Sept. 15, 2017 announcement that she had asked "ministry staff to do a full review" in reaction to the CBC News investigation about Port Mann Bridge project cost overruns and overpayment under the BC Liberal government, I seek related briefing notes, reports and assessments about overpayment and overruns and the performance of and compensation to Kiewit Flatiron, KPMG and Gary Webster."

Thank you!
Melissa

From: FOI Coordinator FIN:EX
Sent: August 3, 2018 3:35 PM
To: FIN TBS FOI Coordinator FIN:EX; Justesen, Josh T FIN:EX; Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Cc: FOI Coordinator FIN:EX; Morgan, Melissa FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hi All (DMO, TBS, and SI),

Please see the below FOI Request. Please let me know ASAP if another program area should be contacted for this request or if any clarification is required. Should a fee estimate be necessary please have that to me by August 9, 2018 (please see attached Fee Estimate Question.docx). Otherwise please provide completed CFR, clean records package and harms assessment by August 20, 2018.

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Thank you,

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance
[FIN FOI SharePoint site](#)
phone 778 698-9365

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Sent: Friday, August 3, 2018 2:56 PM
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Cc: Gillies, Jessica FIN:EX; Michell, Jennifer FIN:EX
Subject: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hello,

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Applicant Type: Media

Request also directed to: CTZ-2018-85463;FIN-2018-82684

Records Due: August 20, 2018

Legislated Due Date: September 18, 2018

IAO Contact: Rene Sorboe

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Thank you for your assistance,

Rene Sorboe, FOI Analyst
Central Agency Team
Information Access Operations

Gillies, Jessica FIN:EX

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Sent: August 13, 2018 2:04 PM
To: FOI Coordinator FIN:EX
Cc: FIN TBS FOI Coordinator FIN:EX
Subject: RE: Call for Records FIN-2018-85464 Records Due August 20, 2018

Follow Up Flag: Follow up
Flag Status: Completed

Okay, I'd say 30 minutes then. Thanks!

Shalegh

From: FOI Coordinator FIN:EX
Sent: Thursday, August 9, 2018 3:54 PM
To: FIN TBS FOI Coordinator FIN:EX
Cc: FOI Coordinator FIN:EX
Subject: RE: Call for Records FIN-2018-85464 Records Due August 20, 2018

If you let us know approximately how long it will take we can just add it to the total, even if it's just e.g. 30 minutes.

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance
[FIN FOI SharePoint site](#)
phone 778 698-9365

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Sent: Thursday, August 9, 2018 3:36 PM
To: FOI Coordinator FIN:EX
Subject: RE: Call for Records FIN-2018-85464 Records Due August 20, 2018

I won't need to issue a fee estimate.

Shalegh

From: FOI Coordinator FIN:EX
Sent: Thursday, August 9, 2018 12:48 PM
To: FIN TBS FOI Coordinator FIN:EX; Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Cc: FOI Coordinator FIN:EX; Morgan, Melissa FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hi TBS and DMO (FOICU),

Doug has submitted a fee estimate. Please provide your fee estimates ASAP and make sure to answer the questions in the attached Word document.

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

[FIN FOI SharePoint site](#)

phone 778 698-9365

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From: FOI Coordinator FIN:EX

Sent: Friday, August 3, 2018 3:35 PM

To: FIN TBS FOI Coordinator FIN:EX; Justesen, Josh T FIN:EX; Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Cc: FOI Coordinator FIN:EX; Morgan, Melissa FIN:EX

Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018

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Thank you,

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

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To: FOI Coordinator FIN:EX

Cc: Gillies, Jessica FIN:EX; Michell, Jennifer FIN:EX

Subject: Call for Records FIN-2018-85464 Records Due August 20, 2018

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Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 IAO by the Fee Estimate Due date noted above. 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. IAO will advise you if the request is abandoned and closed.

Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

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 IAO to discuss:

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

Thank you for your assistance,

Rene Sorboe, FOI Analyst
Central Agency Team
Information Access Operations

Gillies, Jessica FIN:EX

From: FOI Coordinator FIN:EX
Sent: August 13, 2018 2:48 PM
To: Hughes, Kimberly FIN:EX
Cc: FOI Coordinator FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018
Attachments: Integrated Call for Records Form - clean.pdf; Fee Estimate Question's.docx

Follow Up Flag: Follow up
Flag Status: Completed

Hi Kim,

Could you let me know if you have any records re: FIN-2018-82684?

Thanks!

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance
[FIN FOI SharePoint site](#)
phone 778 698-9365

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From: FOI Coordinator FIN:EX
Sent: Tuesday, August 7, 2018 9:37 AM
To: Thibadeau, Justine FIN:EX; Linkletter, Lynette FIN:EX; Hughes, Kimberly FIN:EX
Cc: FOI Coordinator FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hi all,

Do you have any records for this FOI request from the work you have been doing for the DMO?

Thanks,

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance
[FIN FOI SharePoint site](#)
phone 778 698-9365

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From: FOI Coordinator FIN:EX
Sent: Friday, August 3, 2018 3:35 PM
To: FIN TBS FOI Coordinator FIN:EX; Justesen, Josh T FIN:EX; Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Cc: FOI Coordinator FIN:EX; Morgan, Melissa FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hi All (DMO, TBS, and SI),

Please see the below FOI Request. Please let me know ASAP if another program area should be contacted for this request or if any clarification is required. Should a fee estimate be necessary please have that to me by August 9, 2018 (please see attached Fee Estimate Question.docx). Otherwise please provide completed CFR, clean records package and harms assessment by August 20, 2018.

FYI: FIN-2018-82684 was "Regarding Minister Trevena's Sept. 15, 2017 announcement that she had asked "ministry staff to do a full review" in reaction to the CBC News investigation about Port Mann Bridge project cost overruns and overpayment under the BC Liberal government, I seek related briefing notes, reports and assessments about overpayment and overruns and the performance of and compensation to Kiewit Flatiron, KPMG and Gary Webster."

Thank you,

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

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From: Courcy, Danny [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, August 3, 2018 2:56 PM

To: FOI Coordinator FIN:EX

Cc: Gillies, Jessica FIN:EX; Michell, Jennifer FIN:EX

Subject: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

All records about the processing and handling of FIN-2018-82684. Date Format is MM/DD/YYYY

Applicant Type: Media

Request also directed to: CTZ-2018-85463;FIN-2018-82684

Records Due: August 20, 2018

Legislated Due Date: September 18, 2018

IAO Contact: Rene Sorboe

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 IAO by the Fee Estimate Due date noted above. 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. IAO will advise you if the request is abandoned and closed.

Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

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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;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Rene Sorboe, FOI Analyst
Central Agency Team
Information Access Operations



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
----------------	---------------	-------------	------------------	-------------

Media	August 3, 2018	Rene Sorboe		August 20, 2018
-------	----------------	-------------	--	-----------------

REQUEST DETAILS:

All records about the processing and handling of FIN-2018-82684

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 ☐ 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 — 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)

Fee Estimate Question's

Narrowing Suggestions?: (List here)

Justifying Search Time:

- Where are you searching? (e.g. LAN, Hard copy files, Outlook)
- Who/How many people searching? (# people x # hours)
- Any other activities included in fee estimate? (e.g. search time, preparing package, photocopying, etc.)

Reminders:

We cannot charge for:

- **Marking Harms will not count as part in the fee estimate**
- **Identifying and removing duplicates will not count in the fee estimate**

Gillies, Jessica FIN:EX

From: FOI Coordinator FIN:EX
Sent: August 13, 2018 2:57 PM
To: FOI Coordinator FIN:EX
Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018
Attachments: Integrated Call for Records Form - clean.pdf

Fee estimate attached for DMO.

Please note: Jessica's mailbox, the FOI LAN, and the FOI Coordinator mailbox will have records.

To answer the questions in the Fee Estimate Questions document:

Narrowing Suggestions?: None; the request is pretty narrow already (aside from the lack of date range)

Justifying Search Time:

- Where are you searching? LAN, Outlook
- Who/How many people searching? 1-2 people, 2 hours total
- Any other activities included in fee estimate? Searching & preparing package (PDFing everything together)

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

[FIN FOI SharePoint site](#)

phone 778 698-9365

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From: FOI Coordinator FIN:EX
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Cc: FOI Coordinator FIN:EX; Morgan, Melissa FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hi All (DMO, TBS, and SI),

Please see the below FOI Request. Please let me know ASAP if another program area should be contacted for this request or if any clarification is required. Should a fee estimate be necessary please have that to me by August 9, 2018 (please see attached Fee Estimate Question.docx). Otherwise please provide completed CFR, clean records package and harms assessment by August 20, 2018.

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Thank you,

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance
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Sent: Friday, August 3, 2018 2:56 PM
To: FOI Coordinator FIN:EX
Cc: Gillies, Jessica FIN:EX; Michell, Jennifer FIN:EX
Subject: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

All records about the processing and handling of FIN-2018-82684. Date Format is MM/DD/YYYY

Applicant Type: Media
Request also directed to: CTZ-2018-85463;FIN-2018-82684
Records Due: August 20, 2018
Legislated Due Date: September 18, 2018
IAO Contact: Rene Sorboe

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Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 IAO by the Fee Estimate Due date noted above. 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. IAO will advise you if the request is abandoned and closed.

Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

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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;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Rene Sorboe, FOI Analyst
Central Agency Team
Information Access Operations



FOI REQUEST: FIN-2018-85464

GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	August 3, 2018	Rene Sorboe		August 20, 2018

REQUEST DETAILS:

All records about the processing and handling of FIN-2018-82684

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 ☒ 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 — 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

0.75

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

1.25

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.

Jessica's mailbox, the FOI LAN, and the FOI Coordinator mailbox will have 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.)

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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)

Gillies, Jessica FIN:EX

From: FOI Coordinator FIN:EX
Sent: August 13, 2018 2:57 PM
To: FOI Coordinator FIN:EX
Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018
Attachments: Integrated Call for Records Form - clean.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Fee estimate attached for DMO.

Please note: Jessica's mailbox, the FOI LAN, and the FOI Coordinator mailbox will have records.

To answer the questions in the Fee Estimate Questions document:

Narrowing Suggestions?: None; the request is pretty narrow already (aside from the lack of date range)

Justifying Search Time:

- Where are you searching? LAN, Outlook
- Who/How many people searching? 1-2 people, 2 hours total
- Any other activities included in fee estimate? Searching & preparing package (PDFing everything together)

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

[FIN FOI SharePoint site](#)

phone 778 698-9365

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overpayment under the BC Liberal government, I seek related briefing notes, reports and assessments about overpayment and overruns and the performance of and compensation to Kiewit Flatiron, KPMG and Gary Webster.”

Thank you,

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance

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Sent: Friday, August 3, 2018 2:56 PM
To: FOI Coordinator FIN:EX
Cc: Gillies, Jessica FIN:EX; Michell, Jennifer FIN:EX
Subject: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hello,

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All records about the processing and handling of FIN-2018-82684. Date Format is MM/DD/YYYY

Applicant Type: Media
Request also directed to: CTZ-2018-85463;FIN-2018-82684
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Legislated Due Date: September 18, 2018
IAO Contact: Rene Sorboe

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Thank you for your assistance,

Rene Sorboe, FOI Analyst
Central Agency Team
Information Access Operations



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
----------------	---------------	-------------	------------------	-------------

Media	August 3, 2018	Rene Sorboe		August 20, 2018
-------	----------------	-------------	--	-----------------

REQUEST DETAILS:

All records about the processing and handling of FIN-2018-82684

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 ☒ 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 — General Request only (if this is a Personal Request skip to Section 3)

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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

0.75

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

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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

1.25

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.

Jessica's mailbox, the FOI LAN, and the FOI Coordinator mailbox will have 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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- 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)

Gillies, Jessica FIN:EX

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Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018
Attachments: Integrated Call for Records Form - clean.pdf

Follow Up Flag: Follow up
Due By: August 16, 2018 4:00 PM
Flag Status: Flagged

Categories: Pending - FOI

Fee estimate attached for DMO.

Please note: Jessica's mailbox, the FOI LAN, and the FOI Coordinator mailbox will have records.

To answer the questions in the Fee Estimate Questions document:

Narrowing Suggestions?: None; the request is pretty narrow already (aside from the lack of date range)

Justifying Search Time:

- Where are you searching? LAN, Outlook
- Who/How many people searching? 1-2 people, 2 hours total
- Any other activities included in fee estimate? Searching & preparing package (PDFing everything together)

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

[FIN FOI SharePoint site](#)

phone 778 698-9365

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From: FOI Coordinator FIN:EX
Sent: Friday, August 3, 2018 3:35 PM
To: FIN TBS FOI Coordinator FIN:EX; Justesen, Josh T FIN:EX; Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Cc: FOI Coordinator FIN:EX; Morgan, Melissa FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hi All (DMO, TBS, and SI),

Please see the below FOI Request. Please let me know ASAP if another program area should be contacted for this request or if any clarification is required. Should a fee estimate be necessary please have that to me by August 9, 2018 (please see attached Fee Estimate Question.docx). Otherwise please provide completed CFR, clean records package and harms assessment by August 20, 2018.

FYI: FIN-2018-82684 was "Regarding Minister Trevena's Sept. 15, 2017 announcement that she had asked "ministry staff to do a full review" in reaction to the CBC News investigation about Port Mann Bridge project cost overruns and overpayment under the BC Liberal government, I seek related briefing notes, reports and assessments about overpayment and overruns and the performance of and compensation to Kiewit Flatiron, KPMG and Gary Webster."

Thank you,

Jessica Gillies
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From: Courcy, Danny [mailto:IAOCentralTeam@gov.bc.ca]
Sent: Friday, August 3, 2018 2:56 PM
To: FOI Coordinator FIN:EX
Cc: Gillies, Jessica FIN:EX; Michell, Jennifer FIN:EX
Subject: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

All records about the processing and handling of FIN-2018-82684. Date Format is MM/DD/YYYY

Applicant Type: Media
Request also directed to: CTZ-2018-85463;FIN-2018-82684
Records Due: August 20, 2018
Legislated Due Date: September 18, 2018
IAO Contact: Rene Sorboe

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 IAO by the Fee Estimate Due date noted above. 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. IAO will advise you if the request is abandoned and closed.

Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

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 IAO to discuss:

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

Thank you for your assistance,

Rene Sorboe, FOI Analyst
Central Agency Team
Information Access Operations



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
----------------	---------------	-------------	------------------	-------------

Media	August 3, 2018	Rene Sorboe		August 20, 2018
-------	----------------	-------------	--	-----------------

REQUEST DETAILS:

All records about the processing and handling of FIN-2018-82684

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 ☒ 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 — 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

0.75

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

1.25

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.

Jessica's mailbox, the FOI LAN, and the FOI Coordinator mailbox will have 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)

Gillies, Jessica FIN:EX

From: Hughes, Kimberly FIN:EX
Sent: August 13, 2018 3:07 PM
To: FOI Coordinator FIN:EX
Subject: RE: Call for Records FIN-2018-85464 Records Due August 20, 2018

Follow Up Flag: Follow up
Flag Status: Completed

Hi Jessica,

I do not have any records re: FIN-2018-82684.

Thanks!

Kim

From: FOI Coordinator FIN:EX
Sent: August 13, 2018 2:48 PM
To: Hughes, Kimberly FIN:EX <Kimberly.Hughes@gov.bc.ca>
Cc: FOI Coordinator FIN:EX <FOI.Coordinator@gov.bc.ca>
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hi Kim,

Could you let me know if you have any records re: FIN-2018-82684?

Thanks!

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance
[FIN FOI SharePoint site](#)
phone 778 698-9365

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From: FOI Coordinator FIN:EX
Sent: Tuesday, August 7, 2018 9:37 AM
To: Thibadeau, Justine FIN:EX; Linkletter, Lynette FIN:EX; Hughes, Kimberly FIN:EX
Cc: FOI Coordinator FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hi all,

Do you have any records for this FOI request from the work you have been doing for the DMO?

Thanks,

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

[FIN FOI SharePoint site](#)

phone 778 698-9365

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From: FOI Coordinator FIN:EX

Sent: Friday, August 3, 2018 3:35 PM

To: FIN TBS FOI Coordinator FIN:EX; Justesen, Josh T FIN:EX; Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX

Cc: FOI Coordinator FIN:EX; Morgan, Melissa FIN:EX

Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hi All (DMO, TBS, and SI),

Please see the below FOI Request. Please let me know ASAP if another program area should be contacted for this request or if any clarification is required. Should a fee estimate be necessary please have that to me by August 9, 2018 (please see attached Fee Estimate Question.docx). Otherwise please provide completed CFR, clean records package and harms assessment by August 20, 2018.

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Thank you,

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

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From: Courcy, Danny [<mailto:IAOCentralTeam@gov.bc.ca>]

Sent: Friday, August 3, 2018 2:56 PM

To: FOI Coordinator FIN:EX

Cc: Gillies, Jessica FIN:EX; Michell, Jennifer FIN:EX

Subject: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

All records about the processing and handling of FIN-2018-82684. Date Format is MM/DD/YYYY

Applicant Type: Media

Request also directed to: CTZ-2018-85463;FIN-2018-82684

Records Due: August 20, 2018

Legislated Due Date: September 18, 2018

IAO Contact: Rene Sorboe

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 IAO by the Fee Estimate Due date noted above. 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. IAO will advise you if the request is abandoned and closed.

Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

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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;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Rene Sorboe, FOI Analyst
Central Agency Team
Information Access Operations

Gillies, Jessica FIN:EX

From: FOI Coordinator FIN:EX
Sent: August 13, 2018 3:28 PM
To: IAO CentralTeam CITZ:EX
Cc: FOI Coordinator FIN:EX
Subject: Fee Estimate: FIN-2018-85464 Records Due August 20, 2018
Attachments: Integrated Call for Records Form - clean.pdf

Please see attached fee estimate.

SI: 6 hours (4 search; 2 prep)
DMO: 2 hours (0.75 search; 1.25 prep)
TBS: 0.5 hours

SI narrowing suggestions/notes:

"Not sure what narrowing suggestions can be applied here as there's no date range for this request. Fee estimate could be reduced by excluding Doug Foster's records."

Doug Foster & Josh Justesen would search Outlook & LAN.

DMO narrowing suggestions/notes:

Jessica's mailbox, the FOI LAN, and the FOI Coordinator mailbox will have records.

Narrowing Suggestions?: None; the request is pretty narrow already (aside from the lack of date range)

Search Time Info:

- Where are you searching? LAN, Outlook
- Who/How many people searching? 1-2 people, 2 hours total
- Any other activities included in fee estimate? Searching & preparing package (PDFing everything together)

TBS narrowing suggestions/notes:

TBS said they wouldn't need to issue a fee estimate but that it would take approx. 30 minutes to provide records.

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance
[FIN FOI SharePoint site](#)
phone 778 698-9365

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Sent: Friday, August 3, 2018 2:56 PM
To: FOI Coordinator FIN:EX
Cc: Gillies, Jessica FIN:EX; Michell, Jennifer FIN:EX
Subject: Call for Records FIN-2018-85464 Records Due August 20, 2018

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All records about the processing and handling of FIN-2018-82684. Date Format is MM/DD/YYYY

Applicant Type: Media

Request also directed to: CTZ-2018-85463;FIN-2018-82684

Records Due: August 20, 2018

Legislated Due Date: September 18, 2018

IAO Contact: Rene Sorboe

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- any other questions or concerns relating to this request.

Thank you for your assistance,

Rene Sorboe, FOI Analyst
Central Agency Team
Information Access Operations



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
----------------	---------------	-------------	------------------	-------------

Media	August 3, 2018	Rene Sorboe		August 20, 2018
-------	----------------	-------------	--	-----------------

REQUEST DETAILS:

All records about the processing and handling of FIN-2018-82684

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 ☒ 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 — 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

5.25

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

3.25

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.

TBS, DMO, SI - see notes in email

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.)

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(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:

Jessica Gillies, Mgr, FOICU

778 698-9365

August 13, 2018

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

Gillies, Jessica FIN:EX

From: FOI Coordinator FIN:EX
Sent: August 13, 2018 3:28 PM
To: IAO CentralTeam CITZ:EX
Cc: FOI Coordinator FIN:EX
Subject: Fee Estimate: FIN-2018-85464 Records Due August 20, 2018
Attachments: Integrated Call for Records Form - clean.pdf

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Flag Status: Completed

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Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

[FIN FOI SharePoint site](#)

phone 778 698-9365

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Sent: Friday, August 3, 2018 2:56 PM
To: FOI Coordinator FIN:EX

Cc: Gillies, Jessica FIN:EX; Michell, Jennifer FIN:EX

Subject: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

All records about the processing and handling of FIN-2018-82684. Date Format is MM/DD/YYYY

Applicant Type: Media

Request also directed to: CTZ-2018-85463;FIN-2018-82684

Records Due: August 20, 2018

Legislated Due Date: September 18, 2018

IAO Contact: Rene Sorboe

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Thank you for your assistance,

Rene Sorboe, FOI Analyst

Central Agency Team

Information Access Operations



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
----------------	---------------	-------------	------------------	-------------

Media	August 3, 2018	Rene Sorboe		August 20, 2018
-------	----------------	-------------	--	-----------------

REQUEST DETAILS:

All records about the processing and handling of FIN-2018-82684

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 ☒ 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)

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Section 4: Contact Information

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

Phone Number:

Date:

Jessica Gillies, Mgr, FOICU

778 698-9365

August 13, 2018

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

Gillies, Jessica FIN:EX

From: Elbahir, Cindy CITZ:EX
Sent: August 16, 2018 4:21 PM
To: Gillies, Jessica FIN:EX
Cc: Yonson, Neal CITZ:EX
Subject: response from applicant after receiving fee estimate - FIN-2018-85464

Follow Up Flag: Follow up
Flag Status: Completed

Hi Jessica. Below is the response from the applicant after receiving the fee estimate associated with FIN-2018-85464. This is a request for 'All records about the processing and handling of FIN-2018-82684' which was related to the Port Mann project. The applicant also left Neal a voice message. Does FIN have any suggestions for narrowing that we could pass on?

"Hello,

I will not pay \$165 to see what has always been provided free.

Even during the days of the BC Liberal government, I was provided, free of charge, the processing and handling records. Why is the NDP acting differently and taking steps backwards after promising in 2017 to be a better government? What you are doing with this fee invoice -- an information ransom note, essentially -- is a kind of obstruction of justice. I can't make an application to the OIPC if I am unable to understand how the original file was processed and handled. As it was, the records about the Port Mann Bridge report were delivered to me late. So the government has already broken one section of the Act. I need to decide whether I should complain to the OIPC or not. I can't do that without accessing these records.

I compel you to adhere to Duty to Assist, and to respect the spirit of the law and tradition. There should be no charge for an applicant to see how his or her right of access was handled or mishandled.

Please cancel this predatory fee invoice immediately and disclose the records on the normal timeline.

On the alternative, provide me detailed and specific advice on narrowing. I am open to good faith negotiation. Are you?"

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Gillies, Jessica FIN:EX

From: FOI Coordinator FIN:EX
Sent: August 16, 2018 4:35 PM
To: Justesen, Josh T FIN:EX
Cc: FOI Coordinator FIN:EX
Subject: FW: response from applicant after receiving fee estimate - FIN-2018-85464

Hi Josh,

Could you provide some narrowing suggestions for this request? Information about what Doug's search and preparation time will entail might also be helpful.

Thanks,

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance

[FIN FOI SharePoint site](#)

phone 778 698-9365

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Gillies, Jessica FIN:EX

From: Elbahir, Cindy CITZ:EX
Sent: August 17, 2018 2:12 PM
To: Gillies, Jessica FIN:EX
Cc: Yonson, Neal CITZ:EX
Subject: follow-up from applicant regarding the fee estimate issued on FIN-2018-85464

Follow Up Flag: Follow up
Flag Status: Completed

Hi Jessica. Today Neal received a follow-up email from the applicant regarding the above-noted file. It reads:

"I have yet to receive a response to my reaction to the wholly inappropriate, unreasonable and predatory \$165 fee invoice, which is -- in plain language -- an FOI ransom note. Not only did the NDP promise to be a better government than the previous administration, but it is a best practice to show an FOI applicant how his or her request was processed and handled. Placing a cost barrier in front of the applicant not only contravenes the party's Better B.C. slogan and contravenes the best practice, but it also fosters reasonable suspicion about your motives. What are you trying to hide?

I want to draw your attention to the tradition of charging no fees for records about the processing and handling of a Government of British Columbia FOI file.

These are just a dozen examples at the links below. The recurring message is: the applicant was charged no fee. Not a single penny.

There are many more examples, but I hope this is sufficient for you to realize that it was wrong for you to send me the invoice.

I kindly urge you to pause for sober second thought and do the right thing. Specifically, please rescind the \$165 fee immediately and proceed with the file, free of charge."

He included links to the Open Info site where he feels similar requests generated no fees.

Neal will reply, letting the applicant know that the Ministry advised this request attracts a fee estimate, that we have asked the Ministry about any possible narrowing suggestions and reminding him that he may contact the OIPC.

CE

Gillies, Jessica FIN:EX

From: FOI Coordinator FIN:EX
Sent: August 17, 2018 3:41 PM
To: Elbahir, Cindy CITZ:EX
Cc: Yonson, Neal CITZ:EX; FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX
Subject: RE: response from applicant after receiving fee estimate - FIN-2018-85464

Follow Up Flag: Follow up
Flag Status: Completed

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Applicant did not provide a date range but can we assume the date range is from the date that 82684 (original request) was received to the date that 85464 (this request) was received?

Jessica Gillies

Manager, FOI & Correspondence Unit | Ministry of Finance

[FIN FOI SharePoint site](#)

phone 778 698-9365

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Sent: August 17, 2018 3:53 PM
To: FOI Coordinator FIN:EX; Elbahir, Cindy CITZ:EX
Cc: Gillies, Jessica FIN:EX
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Jessica,

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Please let us know once the Ministry has narrowing suggestions that could be passed on to the applicant.

Cheers,
Neal Yonson | Team Lead
Central Team, Information Access Operations
neal.yonson@gov.bc.ca | 778-698-2378

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Cc: Yonson, Neal CITZ:EX; FOI Coordinator FIN:EX; Gillies, Jessica FIN:EX
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Gillies, Jessica FIN:EX

From: FOI Coordinator FIN:EX
Sent: August 17, 2018 5:09 PM
To: Foster, Doug FIN:EX
Cc: Justesen, Josh T FIN:EX; FOI Coordinator FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018
Attachments: Integrated Call for Records Form - clean.pdf; Fee Estimate Question's.docx

Hi Doug (and Josh),

IAO has confirmed the date range for this request (bolding added):

*Yes, the date range should be assumed to be from the date 82684 was filed until the date 85464 was received. That would result in a range of **04/06/2018 to 08/03/2018**.*

Doug, we discussed that narrowing to exclude emails with IAO could reduce the fee. If we excluded emails with IAO, how long would you estimate your search for and preparation of the records would take?

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Sent: Friday, August 3, 2018 3:35 PM
To: FIN TBS FOI Coordinator FIN:EX; Justesen, Josh T FIN:EX; Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Cc: FOI Coordinator FIN:EX; Morgan, Melissa FIN:EX
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Hi All (DMO, TBS, and SI),

Please see the below FOI Request. Please let me know ASAP if another program area should be contacted for this request or if any clarification is required. Should a fee estimate be necessary please have that to me by August 9, 2018 (please see attached Fee Estimate Question.docx). Otherwise please provide completed CFR, clean records package and harms assessment by August 20, 2018.

FYI: FIN-2018-82684 was "Regarding Minister Trevena's Sept. 15, 2017 announcement that she had asked "ministry staff to do a full review" in reaction to the CBC News investigation about Port Mann Bridge project cost overruns and overpayment under the BC Liberal government, I seek related briefing notes, reports and assessments about overpayment and overruns and the performance of and compensation to Kiewit Flatiron, KPMG and Gary Webster."

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From: Courcy, Danny [mailto:IAOCentralTeam@gov.bc.ca]

Sent: Friday, August 3, 2018 2:56 PM

To: FOI Coordinator FIN:EX

Cc: Gillies, Jessica FIN:EX; Michell, Jennifer FIN:EX

Subject: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

All records about the processing and handling of FIN-2018-82684. Date Format is MM/DD/YYYY

Applicant Type: Media

Request also directed to: CTZ-2018-85463;FIN-2018-82684

Records Due: August 20, 2018

Legislated Due Date: September 18, 2018

IAO Contact: Rene Sorboe

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 IAO by the Fee Estimate Due date noted above. 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. IAO will advise you if the request is abandoned and closed.

Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

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 IAO to discuss:

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

Thank you for your assistance,

Rene Sorboe, FOI Analyst

Fee Estimate Question's

Narrowing Suggestions?: (List here)

Justifying Search Time:

- Where are you searching? (e.g. LAN, Hard copy files, Outlook)
- Who/How many people searching? (# people x # hours)
- Any other activities included in fee estimate? (e.g. search time, preparing package, photocopying, etc.)

Reminders:

We cannot charge for:

- **Marking Harms will not count as part in the fee estimate**
- **Identifying and removing duplicates will not count in the fee estimate**



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
----------------	---------------	-------------	------------------	-------------

Media	August 3, 2018	Rene Sorboe		August 20, 2018
-------	----------------	-------------	--	-----------------

REQUEST DETAILS:

All records about the processing and handling of FIN-2018-82684

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 ☐ 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 — 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 harm 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:

--	--	--

Harm assessment completed by (Full Name, Title)

Program Area:

--	--

Harm assessment approved by (Full Name, Title)

--

Gillies, Jessica FIN:EX

From: FOI Coordinator FIN:EX
Sent: August 17, 2018 5:09 PM
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Cc: Justesen, Josh T FIN:EX; FOI Coordinator FIN:EX
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From: Courcy, Danny [mailto:IAOCentralTeam@gov.bc.ca]
Sent: Friday, August 3, 2018 2:56 PM
To: FOI Coordinator FIN:EX
Cc: Gillies, Jessica FIN:EX; Michell, Jennifer FIN:EX
Subject: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

All records about the processing and handling of FIN-2018-82684. Date Format is MM/DD/YYYY

Applicant Type: Media
Request also directed to: CTZ-2018-85463;FIN-2018-82684
Records Due: August 20, 2018
Legislated Due Date: September 18, 2018
IAO Contact: Rene Sorboe

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 IAO by the Fee Estimate Due date noted above. 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. IAO will advise you if the request is abandoned and closed.

Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

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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;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Rene Sorboe, FOI Analyst
Central Agency Team
Information Access Operations



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
----------------	---------------	-------------	------------------	-------------

Media	August 3, 2018	Rene Sorboe		August 20, 2018
-------	----------------	-------------	--	-----------------

REQUEST DETAILS:

All records about the processing and handling of FIN-2018-82684

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 ☐ 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 — 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

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*Other documents

Estimated Pages

Actual Pages

Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)
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Tasks may include:

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

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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 harm 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?

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- 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:

Harm assessment completed by (Full Name, Title)

Program Area:

Harm assessment approved by (Full Name, Title)

Fee Estimate Question's

Narrowing Suggestions?: (List here)

Justifying Search Time:

- Where are you searching? (e.g. LAN, Hard copy files, Outlook)
- Who/How many people searching? (# people x # hours)
- Any other activities included in fee estimate? (e.g. search time, preparing package, photocopying, etc.)

Reminders:

We cannot charge for:

- **Marking Harms will not count as part in the fee estimate**
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Gillies, Jessica FIN:EX

Subject: Discuss FOIs - 85464 and 85822

Location: Doug's Office

Start: Tue 2018-08-21 1:30 PM

End: Tue 2018-08-21 2:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Foster, Doug FIN:EX

Required AttendeesGillies, Jessica FIN:EX; Justesen, Josh T FIN:EX; Grieve, Darlene E FIN:EX

Categories: Calendar - Meeting

85464 - All records about the processing and handling of FIN-2018-82684

- records starting on 04/12/2018 (when 82684 came to us)
- We provided fee estimate of 6 hours
- Applicant is in disagreement with fee estimate

85822 - All records about the release, on Aug. 1, 2018, of the Perrin, Thorau and Associates report on the Port Mann Bridge/Highway 1 Construction Review to media outlets that did not file an FOI request

- Doug awaiting feedback before responding. We need to clarify what feedback we're expecting

85464

- gather records (Aug 20)
- me
- FOI coord
- claps history etc for LAW
- does it need to go to GPE? No?

From: Justesen, Josh T FIN:EX on behalf of Foster, Doug FIN:EX
To: Gillies, Jessica FIN:EX; Justesen, Josh T FIN:EX; Grieve, Darlene E FIN:EX
Subject: Discuss FOIs - 85464 and 85822
Start: August 21, 2018 1:30:00 PM
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Deputy Minister's Office | Ministry of Finance
Phone: (250) 387-1660 | Josh.Justesen@gov.bc.ca

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Thank you,

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Central Agency Team
Information Access Operations



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	August 3, 2018	Rene Sorboe		August 20, 2018

REQUEST DETAILS:

All records about the processing and handling of FIN-2018-82684

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Do you hold responsive records? If no, please provide an explanation that can be given to the applicant (if applicable): YES ☐ NO ☐

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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:

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Estimated Hours

Actual Hours

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Tasks may include:

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Electronic files (in pages):

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(GENERAL REQUEST ONLY)-

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--

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)

--

Fee Estimate Question's

Narrowing Suggestions?: (List here)

Justifying Search Time:

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Justesen, Josh T FIN:EX

From: Foster, Doug FIN:EX
Sent: August 9, 2018 6:32 AM
To: Justesen, Josh T FIN:EX
Subject: RE: Call for Records FIN-2018-85464 Records Due August 20, 2018

6 hours

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Deputy Minister's Office | Ministry of Finance
Phone: (250) 387-1660 | Josh.Justesen@gov.bc.ca

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Follow Up Flag: Follow up
Flag Status: Completed

6 hours

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Subject: Call for Records FIN-2018-85464 Records Due August 20, 2018

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Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

All records about the processing and handling of FIN-2018-82684. Date Format is MM/DD/YYYY

Applicant Type: Media
Request also directed to: CTZ-2018-85463;FIN-2018-82684
Records Due: August 20, 2018
Legislated Due Date: September 18, 2018
IAO Contact: Rene Sorboe

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 IAO by the Fee Estimate Due date noted above. 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. IAO will advise you if the request is abandoned and closed.

Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

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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;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Rene Sorboe, FOI Analyst
Central Agency Team
Information Access Operations



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
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Media	August 3, 2018	Rene Sorboe		August 20, 2018
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REQUEST DETAILS:

All records about the processing and handling of FIN-2018-82684

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 ☐ 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 — 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)

Morgan, Melissa FIN:EX

From: Chandler, Alex FIN:EX
Sent: Tuesday, August 7, 2018 3:04 PM
To: FIN TBS FOI Coordinator FIN:EX
Subject: RE: Call for Records FIN-2018-85464 Records Due August 20, 2018

No records from my POD.

From: FIN TBS FOI Coordinator FIN:EX
Sent: Tuesday, August 7, 2018 3:02 PM
To: Chandler, Alex FIN:EX; John, Rebecca FIN:EX; Hill, Heather K FIN:EX; Dube, Jonathan MCF:EX; Wood, Heather FIN:EX; Matthias, Lauren FIN:EX; Riley, Dave FIN:EX; Mirza, Sadaf FIN:EX
Cc: FIN TBS FOI Coordinator FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018

Please email me all your records that you have on the processing and handling of FOI FIN-2018-82684. I have all the emails that you sent to me. I'll just need ones that you may not have copied me on.

FOI records about the processing and handling of FIN-2018-82684. Date Format is MM/DD/YYYY

Shalegh

From: FOI Coordinator FIN:EX
Sent: Friday, August 3, 2018 3:35 PM
To: FIN TBS FOI Coordinator FIN:EX; Justesen, Josh T FIN:EX; Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Cc: FOI Coordinator FIN:EX; Morgan, Melissa FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hi All (DMO, TBS, and SI),

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Thank you,

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance
[FIN FOI SharePoint site](#)
phone 778 698-9365

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From: Courcy, Danny [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Friday, August 3, 2018 2:56 PM
To: FOI Coordinator FIN:EX
Cc: Gillies, Jessica FIN:EX; Michell, Jennifer FIN:EX
Subject: Call for Records FIN-2018-85464 Records Due August 20, 2018

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Thank you for your assistance,

Rene Sorboe, FOI Analyst
Central Agency Team
Information Access Operations

Morgan, Melissa FIN:EX

From: Matthias, Lauren FIN:EX
Sent: Tuesday, August 7, 2018 3:51 PM
To: FIN TBS FOI Coordinator FIN:EX
Subject: RE: Call for Records FIN-2018-85464 Records Due August 20, 2018

No further records.
Lauren

From: FIN TBS FOI Coordinator FIN:EX
Sent: Tuesday, August 7, 2018 3:02 PM
To: Chandler, Alex FIN:EX; John, Rebecca FIN:EX; Hill, Heather K FIN:EX; Dube, Jonathan MCF:EX; Wood, Heather FIN:EX; Matthias, Lauren FIN:EX; Riley, Dave FIN:EX; Mirza, Sadaf FIN:EX
Cc: FIN TBS FOI Coordinator FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018

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Shalegh

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To: FIN TBS FOI Coordinator FIN:EX; Justesen, Josh T FIN:EX; Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
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Thank you,

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance
[FIN FOI SharePoint site](#)
phone 778 698-9365

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Thank you for your assistance,

Rene Sorboe, FOI Analyst
Central Agency Team
Information Access Operations

Morgan, Melissa FIN:EX

From: Wood, Heather FIN:EX
Sent: Tuesday, August 7, 2018 4:14 PM
To: FIN TBS FOI Coordinator FIN:EX
Subject: RE: Call for Records FIN-2018-85464 Records Due August 20, 2018

I won't have any additional records on this subject.

Heather W.

From: FIN TBS FOI Coordinator FIN:EX
Sent: Tuesday, August 7, 2018 3:02 PM
To: Chandler, Alex FIN:EX; John, Rebecca FIN:EX; Hill, Heather K FIN:EX; Dube, Jonathan MCF:EX; Wood, Heather FIN:EX; Matthias, Lauren FIN:EX; Riley, Dave FIN:EX; Mirza, Sadaf FIN:EX
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Thank you,

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance
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phone 778 698-9365

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Rene Sorboe, FOI Analyst
Central Agency Team
Information Access Operations

Morgan, Melissa FIN:EX

From: Mirza, Sadaf FIN:EX
Sent: Tuesday, August 7, 2018 4:44 PM
To: FIN TBS FOI Coordinator FIN:EX
Subject: RE: Call for Records FIN-2018-85464 Records Due August 20, 2018

No further responsive records related to FIN-2018-82684.

Thanks,
Sadaf

From: FIN TBS FOI Coordinator FIN:EX
Sent: Tuesday, August 7, 2018 3:02 PM
To: Chandler, Alex FIN:EX; John, Rebecca FIN:EX; Hill, Heather K FIN:EX; Dube, Jonathan MCF:EX; Wood, Heather FIN:EX; Matthias, Lauren FIN:EX; Riley, Dave FIN:EX; Mirza, Sadaf FIN:EX
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Shalegh

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Manager, FOI & Correspondence Unit | Ministry of Finance

FIN FOI SharePoint site

phone 778 698-9365

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Morgan, Melissa FIN:EX

From: FIN TBS FOI Coordinator FIN:EX
Sent: Monday, August 13, 2018 2:04 PM
To: FOI Coordinator FIN:EX
Cc: FIN TBS FOI Coordinator FIN:EX
Subject: RE: Call for Records FIN-2018-85464 Records Due August 20, 2018

Okay, I'd say 30 minutes then. Thanks!

Shalegh

From: FOI Coordinator FIN:EX
Sent: Thursday, August 9, 2018 3:54 PM
To: FIN TBS FOI Coordinator FIN:EX
Cc: FOI Coordinator FIN:EX
Subject: RE: Call for Records FIN-2018-85464 Records Due August 20, 2018

If you let us know approximately how long it will take we can just add it to the total, even if it's just e.g. 30 minutes.

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance
[FIN FOI SharePoint site](#)
phone 778 698-9365

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From: FIN TBS FOI Coordinator FIN:EX
Sent: Thursday, August 9, 2018 3:36 PM
To: FOI Coordinator FIN:EX
Subject: RE: Call for Records FIN-2018-85464 Records Due August 20, 2018

I won't need to issue a fee estimate.

Shalegh

From: FOI Coordinator FIN:EX
Sent: Thursday, August 9, 2018 12:48 PM
To: FIN TBS FOI Coordinator FIN:EX; Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Cc: FOI Coordinator FIN:EX; Morgan, Melissa FIN:EX
Subject: FW: Call for Records FIN-2018-85464 Records Due August 20, 2018

Hi TBS and DMO (FOICU),

Doug has submitted a fee estimate. Please provide your fee estimates ASAP and make sure to answer the questions in the attached Word document.

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance
[FIN FOI SharePoint site](#)
phone 778 698-9365

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Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

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 IAO to discuss:

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

Thank you for your assistance,

Rene Sorboe, FOI Analyst
Central Agency Team
Information Access Operations

Morgan, Melissa FIN:EX

From: Morgan, Melissa FIN:EX
Sent: Wednesday, August 22, 2018 12:43 PM
To: FIN TBS FOI Coordinator FIN:EX
Subject: FW: Call for Records FIN-2018-82684 Records Due April 24, 2018

From: Hill, Heather K FIN:EX
Sent: Wednesday, August 22, 2018 11:51 AM
To: Morgan, Melissa FIN:EX
Subject: FW: Call for Records FIN-2018-82684 Records Due April 24, 2018

Here is an email I sent Shalegh on this – forgot to cc the FOI Coordinator email.

Heather

From: Hill, Heather K FIN:EX
Sent: Thursday, August 9, 2018 4:19 PM
To: Ringma, Shalegh FIN:EX
Subject: FW: Call for Records FIN-2018-82684 Records Due April 24, 2018

Here is an email where I asked Brad if he had records for FIN-2018-82684. That is all I have.

Heather

From: Manderville, Brad W FIN:EX
Sent: Friday, April 13, 2018 11:26 AM
To: Hill, Heather K FIN:EX
Subject: RE: Call for Records FIN-2018-82684 Records Due April 24, 2018

No, I don't have any responsive records.

Brad

From: Hill, Heather K FIN:EX
Sent: Friday, April 13, 2018 11:10 AM
To: Manderville, Brad W FIN:EX
Subject: FW: Call for Records FIN-2018-82684 Records Due April 24, 2018

Anything on this?

Heather

From: FIN TBS FOI Coordinator FIN:EX
Sent: Thursday, April 12, 2018 2:01 PM
To: Chandler, Alex FIN:EX; John, Rebecca FIN:EX; Hill, Heather K FIN:EX; Dube, Jonathan FIN:EX; Wood, Heather FIN:EX; Matthias, Lauren FIN:EX; Riley, Dave FIN:EX; Mirza, Sadaf FIN:EX
Cc: FIN TBS FOI Coordinator FIN:EX
Subject: FW: Call for Records FIN-2018-82684 Records Due April 24, 2018

Let me know either way if you have records or not. If you do, please let me know how long it will take to run your search and produce records. Also, let me know if any other divisions in the Ministry should be canvassed.

Regarding Minister Trevena's Sept. 15, 2017 announcement that she had asked "ministry staff to do a full review" in reaction to the CBC News investigation about Port Mann Bridge project cost overruns and overpayment under the BC Liberal government, I seek related briefing notes, reports and assessments about overpayment and overruns and the performance of and compensation to Kiewit Flatiron, KPMG and Gary Webster. Date Format is MM/DD/YYYY

Shalegh

From: FOI Coordinator FIN:EX
Sent: Thursday, April 12, 2018 1:49 PM
To: Justesen, Josh T FIN:EX; FIN TBS FOI Coordinator FIN:EX
Cc: Gillies, Jessica FIN:EX
Subject: FW: Call for Records FIN-2018-82684 Records Due April 24, 2018

Good afternoon,

Please see the below FOI Request. Please let me know ASAP if another program area should be contacted for this request. Should a fee estimate be necessary please have that to me by April 18th. Otherwise please provide completed CFR, records package and harms assessment by April 20, 2018.

Marika Anderson
Ministry of Finance
Tel: 250 356-7948

From: Fern, Chelsea [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Tuesday, April 10, 2018 3:23 PM
To: FOI Coordinator FIN:EX
Cc: Michell, Jennifer FIN:EX; Gillies, Jessica FIN:EX
Subject: Call for Records FIN-2018-82684 Records Due April 24, 2018

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA):

Regarding Minister Trevena's Sept. 15, 2017 announcement that she had asked "ministry staff to do a full review" in reaction to the CBC News investigation about Port Mann Bridge project cost overruns and overpayment under the BC Liberal government, I seek related briefing notes, reports and assessments about overpayment and overruns and the performance of and compensation to Kiewit Flatiron, KPMG and Gary Webster. Date Format is MM/DD/YYYY

Applicant Type: Media
Request also directed to: TRA-2018-82683
Records Due: April 24, 2018
Legislated Due Date: May 18, 2018

IAO Contact: David Trudel

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 IAO by the Fee Estimate Due date noted above. 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. IAO will advise you if the request is abandoned and closed.

Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

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 IAO to discuss:

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

Thank you for your assistance,

David Trudel, FOI Analyst
Central Agency Team
Information Access Operations

Morgan, Melissa FIN:EX

From: FIN TBS FOI Coordinator FIN:EX
Sent: Wednesday, August 29, 2018 11:51 AM
To: MacLennan, Alex FIN:EX
Cc: FIN TBS FOI Coordinator FIN:EX
Subject: RE: Call for Records FIN-2018-86068 Records Due September 5, 2018

Thank you, Alex

From: MacLennan, Alex FIN:EX
Sent: Wednesday, August 29, 2018 11:38 AM
To: FIN TBS FOI Coordinator FIN:EX
Subject: RE: Call for Records FIN-2018-86068 Records Due September 5, 2018

We have no records.

Thanks
Alex

From: Dube, Jonathan MCF:EX
Sent: Wednesday, August 22, 2018 11:40 AM
To: FIN TBS FOI Coordinator FIN:EX
Cc: MacLennan, Alex FIN:EX
Subject: RE: Call for Records FIN-2018-86068 Records Due September 5, 2018

I do not believe the PBO social policy section would have responsive records given that this is TRAN related matter. The current ED Alex MacLennan can confirm with staff. Thank you.

From: FIN TBS FOI Coordinator FIN:EX
Sent: Wednesday, August 22, 2018 11:25 AM
To: Chandler, Alex FIN:EX; John, Rebecca FIN:EX; Hill, Heather K FIN:EX; Dube, Jonathan MCF:EX; Wood, Heather FIN:EX; Matthias, Lauren FIN:EX; Riley, Dave FIN:EX; Mirza, Sadaf FIN:EX
Cc: FIN TBS FOI Coordinator FIN:EX
Subject: NEW: Call for Records FIN-2018-86068 Records Due September 5, 2018

Hello,

Please let me know asap if you have records responsive to the request below (I most likely have all the records within the TBS FOI Coordinator mailbox, but please have look to see if there are any records that were not sent to TBS FOI Coordinator):

All records about the processing and handling of FIN-2018-85464 Date Format is MM/DD/YYYY

FYI: FIN-2018-85464 was *"All records about the processing and handling of FIN-2018-82684. Date Format is MM/DD/YYYY"* and,

FIN-2018-82684 was *"Regarding Minister Trevena's Sept. 15, 2017 announcement that she had asked "ministry staff to do a full review" in reaction to the CBC News investigation about Port Mann Bridge project cost overruns and overpayment under the BC Liberal government, I seek related briefing notes, reports and assessments about overpayment and overruns and the performance of and compensation to Kiewit Flatiron, KPMG and Gary Webster."*

Thank you!


Melissa Morgan
Executive Coordinator
Associate Deputy Ministers Office, Treasury Board Staff
617 Government Street, Victoria
Tel: 778.698-5775 Mobile: 250.883-0135 Email: Melissa.Morgan@gov.bc.ca

From: FOI Coordinator FIN:EX
Sent: Tuesday, August 21, 2018 2:43 PM
To: Justesen, Josh T FIN:EX; Gillies, Jessica FIN:EX; Michell, Jennifer FIN:EX; FIN TBS FOI Coordinator FIN:EX
Cc: FOI Coordinator FIN:EX
Subject: FW: Call for Records FIN-2018-86068 Records Due September 5, 2018

Hi all,

Please see the below FOI Request. Please let me know ASAP if another program area should be contacted for this request or if any clarification is required. Should a fee estimate be necessary please have that to me by Aug 24/18 (please see attached Fee Estimate Question.docx). Otherwise please provide completed CFR, clean records package and harms assessment by Sept 5/18.

Thank you,

Darlene Grieve | FOI Analyst
FOI & Correspondence Unit | Deputy Minister's Office | Ministry of Finance
[FIN FOI SharePoint site](#) | phone 778 698-4887 | email darlene.grieve@gov.bc.ca
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From: Courcy, Danny <IAOCentralTeam@gov.bc.ca>
Sent: August 21, 2018 12:52 PM
To: FOI Coordinator FIN:EX <FOI.Coordinator@gov.bc.ca>
Cc: Gillies, Jessica FIN:EX <Jessica.Gillies@gov.bc.ca>; Michell, Jennifer FIN:EX <Jennifer.Michell@gov.bc.ca>
Subject: Call for Records FIN-2018-86068 Records Due September 5, 2018

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*:

All records about the processing and handling of FIN-2018-85464 Date Format is MM/DD/YYYY

Applicant Type: Media
Records Due: September 5, 2018
Legislated Due Date: October 1, 2018
IAO Contact: Chelsea Fern

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

Fee estimate instructions: (see CFR form for fee calculation information and due date)

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 IAO by the Fee Estimate Due date noted above. 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. IAO will advise you if the request is abandoned and closed.

Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

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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;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Chelsea Fern, Senior FOI Analyst
Central Agency Team
Information Access Operations