

Martin, Doris L CSNR:EX

From: Martin, Doris L CSNR:EX
Sent: Tuesday, December 13, 2016 1:48 PM
To: Martin, Doris L CSNR:EX
Subject: FW: FNR-2016-61995 Confirmation to IAO of SA Coordinator

Doris Martin
Kootenay / Boundary Region
Regional Records /FOI Coordinator
Corporate Services for the Natural Resource Sector
Phone: (250) 828-4140

Doris.martin@gov.bc.ca

From: Popowich, Tracy CSNR:EX
Sent: Friday, May 13, 2016 2:42 PM
To: IAO Resource Team SSBC:EX; Vike, Claire A CSNR:EX
Cc: Martin, Doris L CSNR:EX; Pilkington, Chelsea CSNR:EX
Subject: FNR-2016-61995 Confirmation to IAO of SA Coordinator

Hi Jennifer,

I confirm that I'll be coordinating this request on behalf of the South Area.

Thanks,

Tracy Popowich
Regional Records/FOI Coordinator – Client Services Branch
Phone (250) 371-6203
E-mail: Tracy.Popowich@gov.bc.ca

From: Peddle, Jennifer [<mailto:IAOResourceTeam@gov.bc.ca>]
Sent: Friday, May 13, 2016 1:44 PM
To: Vike, Claire A CSNR:EX
Cc: Popowich, Tracy CSNR:EX; Martin, Doris L CSNR:EX; Pilkington, Chelsea CSNR:EX
Subject: Call for Records FNR-2016-61995 Due May 30, 2016 Analyst Evan Levesque

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

Copies of all CITES export permits for successful non-resident grizzly bear hunters. (Date Range for Record Search: From 01/01/2004 To 12/31/2015) – Date Format: MM/DD/YYYY

Please complete the attached Call for Records form.

- If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete **only** sections 1 & 2 of the Call for Records form as we may be in a position to issue a fee estimate. Return the form to IAO by **May 19, 2016**. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process.
- **If no fees apply** then complete the attached Call for Records form and return it to IAO by **May 30, 2016**.
- Send records via email in **PDF format**. Before you turn emails into PDFs, ensure that you have included all attachments. If email is

not possible, please put the records on the **File Share** and notify IAO that the records are available.

You should be aware that *FOIPPA* obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that your Ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Please do not hesitate to contact IAO to discuss: whether the records may be routinely releasable; whether the information is being prepared for public release or is already publicly available; ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or any other questions or concerns relating to this request.

Thank you for your assistance,

Resource Team

Information Access Operations

On behalf of,

Evan Levesque | FOI Analyst, Access to Information

Ph: 778 698-2329

e: IAOResourceTeam@gov.bc.ca

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

Martin, Doris L CSNR:EX

From: Martin, Doris L CSNR:EX
Sent: Tuesday, December 13, 2016 1:48 PM
To: Martin, Doris L CSNR:EX
Subject: FW: FNR-2016-61995 New FOI Request to FCBC
Attachments: Call - form - FNR-2016-61995.pdf

Doris Martin
Kootenay / Boundary Region
Regional Records /FOI Coordinator
Corporate Services for the Natural Resource Sector
Phone: (250) 828-4140
Doris.martin@gov.bc.ca

From: Popowich, Tracy CSNR:EX
Sent: Friday, May 13, 2016 2:50 PM
To: Willson, Linda FLNR:EX
Cc: Jeffreys, Jamie FLNR:EX; Nicholson, Dawn FLNR:EX; Vike, Claire A CSNR:EX
Subject: FNR-2016-61995 New FOI Request to FCBC
Your Ministry received a formal FOI request made under the *Freedom of Information and Protection of Privacy Act* on May 10th from an individual. Would it be possible for your program to coordinate this on behalf of the province?

Please review the request wording, due dates and directions that follow below:

- **Copies of all CITES export permits for successful non-resident grizzly bear hunters. (Date Range for Record Search: From 01/01/2004 To 12/31/2015)**

Date range: January 1, 2004 to December 31, 2015

Fee estimate due: May 19, 2016

Records due: May 30, 2016

DO NOT PRODUCE RECORDS – FEE ESTIMATE ONLY IS REQUIRED

If your program holds responsive records please proceed as follows:

- If a fee estimate is not required, e.g. a records search will take less than 3 hours and total pages will be less than 200, advise me via email by May 19th and wait for further instructions.
- If a fee estimate is required, complete Sections 1 and 2 of and document your records search in Section 3 of the attached Call for Records (CFR) form. Return the completed CFR to me via email by May 19th

If your program does not hold responsive records please complete Section 1 of the attached Call for Records form and return it to me via email.*

If applicable, please respond to the following as soon as possible:

- Should the request be directed to another program in your Ministry?
- Does the request require clarification?
- Are responsive records publicly available, e.g. Government websites/publications?
- Will responsive records be published within 60 days?
- Are there suggestions to narrow/focus the request?

*The No Records Response approver assumes responsibility for the adequacy of search activities and is answerable to Information Access Operations and the Information and Privacy Commissioner should an FOI applicant request a formal review.

I'll be out of the office from 3PM today returning on Tuesday, May 17th. Claire can be contacted on Monday if you have any questions.

Thanks,

Tracy Popowich

Regional Records/FOI Coordinator – Client Services Branch

Ministry of Forests, Lands and Natural Resource Operations

1259 Dalhousie Drive, Kamloops, BC V2C 5Z5

Phone (250) 371-6203

E-mail: Tracy.Popowich@gov.bc.ca

From: [Martin, Doris L CSNR:EX](#)
To: [Pilkington, Chelsea CSNR:EX](#)
Subject: FW: FNR-2016-61995 New FOI Request to FCBC
Date: Wednesday, December 14, 2016 9:44:20 AM
Attachments: [Call - form - FNR-2016-61995.pdf](#)

Doris Martin
Kootenay / Boundary Region
Regional Records /FOI Coordinator
Corporate Services for the Natural Resource Sector
Phone: (250) 828-4140

Doris.martin@gov.bc.ca

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Sent: Tuesday, December 13, 2016 1:48 PM
To: Martin, Doris L CSNR:EX
Subject: FW: FNR-2016-61995 New FOI Request to FCBC

Doris Martin
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Phone: (250) 828-4140

Doris.martin@gov.bc.ca

From: Popowich, Tracy CSNR:EX
Sent: Friday, May 13, 2016 2:50 PM
To: Willson, Linda FLNR:EX
Cc: Jeffreys, Jamie FLNR:EX; Nicholson, Dawn FLNR:EX; Vike, Claire A CSNR:EX
Subject: FNR-2016-61995 New FOI Request to FCBC

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Please review the request wording, due dates and directions that follow below:

- **Copies of all CITES export permits for successful non-resident grizzly bear hunters. (Date Range for Record Search: From 01/01/2004 To 12/31/2015)**

Date range: January 1, 2004 to December 31, 2015

Fee estimate due: May 19, 2016

Records due: May 30, 2016

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- Should the request be directed to another program in your Ministry?
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s.22

†. Claire can be contacted on

Monday if you have any questions.

Thanks,

Tracy Popowich

Regional Records/FOI Coordinator – Client Services Branch

Ministry of Forests, Lands and Natural Resource Operations

1259 Dalhousie Drive, Kamloops, BC V2C 5Z5

Phone (250) 371-6203

E-mail: Tracy.Popowich@gov.bc.ca



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

| APPLICANT TYPE | DATE RECEIVED | FOI ANALYST | FEE ESTIMATE DUE | RECORDS DUE |
|----------------|---------------|----------------|------------------|--------------|
| Individual | 05/10/2016 | Levesque, Evan | May 19, 2016 | May 30, 2016 |

REQUEST DETAILS:

Copies of all CITES export permits for successful non-resident grizzly bear hunters. (Date Range for Record Search: From 01/01/2004 To 12/31/2015)

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 [harms assessment](#) allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. (Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your ministry executive and/or Government Communications and Public Engagement office.)

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

- Please reference the 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)

From: [Martin, Doris L CSNR:EX](#)
To: [Pilkington, Chelsea CSNR:EX](#)
Subject: FW: FNR-2016-61995 Original Request
Date: Wednesday, December 14, 2016 9:43:12 AM
Attachments: [Call - form - FNR-2016-61995.pdf](#)

Doris Martin
Kootenay / Boundary Region
Regional Records / FOI Coordinator
Corporate Services for the Natural Resource Sector
Phone: (250) 828-4140

Doris.martin@gov.bc.ca

From: Martin, Doris L CSNR:EX
Sent: Tuesday, December 13, 2016 1:57 PM
To: Martin, Doris L CSNR:EX
Subject: FW: FNR-2016-61995 Original Request

Doris Martin
Kootenay / Boundary Region
Regional Records / FOI Coordinator
Corporate Services for the Natural Resource Sector
Phone: (250) 828-4140

Doris.martin@gov.bc.ca

From: Peddle, Jennifer [mailto:IAOResourceTeam@gov.bc.ca]
Sent: Friday, May 13, 2016 1:44 PM
To: Vike, Claire A CSNR:EX
Cc: Popowich, Tracy CSNR:EX; Martin, Doris L CSNR:EX; Pilkington, Chelsea CSNR:EX
Subject: FNR-2016-61995 Original Request

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

Copies of all CITES export permits for successful non-resident grizzly bear hunters. (Date Range for Record Search: From 01/01/2004 To 12/31/2015) – Date Format: MM/DD/YYYY

Please complete the attached Call for Records form.

- If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete **only** sections 1 & 2 of the Call for Records form as we may be in a position to issue a fee estimate. Return the form to IAO by **May 19, 2016**. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process.
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attachments. If email is not possible, please put the records on the **File Share** and notify IAO that the records are available.

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Please do not hesitate to contact IAO to discuss: whether the records may be routinely releasable; whether the information is being prepared for public release or is already publicly available; ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or any other questions or concerns relating to this request.

Thank you for your assistance,

Resource Team

Information Access Operations

On behalf of,

Evan Levesque | FOI Analyst, Access to Information

Ph: 778 698-2329

e: IAOResourceTeam@gov.bc.ca

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

From: [Martin, Doris L CSNR:EX](#)
To: [Pilkington, Chelsea CSNR:EX](#)
Subject: FW: FNR-2016-61995 Notice to Gather Records
Date: Wednesday, December 14, 2016 9:43:23 AM
Attachments: [FNR-2016-61995 Fee Estimate.pdf](#)

Doris Martin
Kootenay / Boundary Region
Regional Records /FOI Coordinator
Corporate Services for the Natural Resource Sector
Phone: (250) 828-4140

Doris.martin@gov.bc.ca

From: Martin, Doris L CSNR:EX
Sent: Tuesday, December 13, 2016 1:57 PM
To: Martin, Doris L CSNR:EX
Subject: FW: FNR-2016-61995 Notice to Gather Records

Doris Martin
Kootenay / Boundary Region
Regional Records /FOI Coordinator
Corporate Services for the Natural Resource Sector
Phone: (250) 828-4140

Doris.martin@gov.bc.ca

From: Popowich, Tracy CSNR:EX
Sent: Tuesday, May 31, 2016 12:13 PM
To: Nicholson, Dawn FLNR:EX
Cc: Jeffreys, Jamie FLNR:EX
Subject: FNR-2016-61995 Notice to Gather Records

It is time to gather records for the following FOI request:

- Copies of all CITES export permits for successful non-resident grizzly bear hunters. (Date Range for Record Search: From 01/01/2004 To 12/31/2015)

Records due to FOI Analyst: June 14, 2016

NOTE: Although the FOI Analyst advised the applicant that they could also get these records through CITES but they still decided to proceed with this request.

Please complete the following by June 10:

- Complete *Actuals* portions of *Section 2: Fee Estimate* of the attached form

- Scan all paper records into one PDF
- Email the completed Call for Records, paper records PDF and all electronic documents to me
- Provide me with the name of the Harms Assessor

Please note the following new information:

Order 14.32 Privacy Commissioner:

FOI requests containing information that is not responsive to an applicant's request but is contained within records that are otherwise responsive can no longer be withheld from FOI response packages.

Example: Parts of an email string or a spreadsheet that are about topics unrelated to the subject matter of the request, but also have in scope information will now be released in full (subject to removal for harms).

Tracy Popowich

Regional Records/FOI Coordinator – Client Services Branch

Ministry of Forests, Lands and Natural Resource Operations

1259 Dalhousie Drive, Kamloops, BC V2C 5Z5

Phone (250) 371-6203

E-mail: Tracy.Popowich@gov.bc.ca



GENERAL REQUEST ☐

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

| APPLICANT TYPE | DATE RECEIVED | FOI ANALYST | FEE ESTIMATE DUE | RECORDS DUE |
|----------------|---------------|----------------|------------------|--------------|
| Individual | 05/10/2016 | Levesque, Evan | May 19, 2016 | May 30, 2016 |

REQUEST DETAILS:

Copies of all CITES export permits for successful non-resident grizzly bear hunters. (Date Range for Record Search: From 01/01/2004 To 12/31/2015)

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: |
|---|------------|-------|
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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

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Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
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- 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

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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.

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| |
|--|

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.
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| |
|--|
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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)

| |
|--|
| |
|--|

From: [Martin, Doris L CSNR:EX](#)
To: [Pilkington, Chelsea CSNR:EX](#)
Subject: FW: FNR-2016-61995 Fee Estimate from FCBC
Date: Wednesday, December 14, 2016 9:43:56 AM
Attachments: [FNR-2016-61995 Fee Estimate.pdf](#)

Doris Martin
Kootenay / Boundary Region
Regional Records / FOI Coordinator
Corporate Services for the Natural Resource Sector
Phone: (250) 828-4140

Doris.martin@gov.bc.ca

From: Martin, Doris L CSNR:EX
Sent: Tuesday, December 13, 2016 1:49 PM
To: Martin, Doris L CSNR:EX
Subject: FW: FNR-2016-61995 Fee Estimate from FCBC

Doris Martin
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Corporate Services for the Natural Resource Sector
Phone: (250) 828-4140

Doris.martin@gov.bc.ca

From: Popowich, Tracy CSNR:EX
Sent: Tuesday, May 17, 2016 11:54 AM
To: IAO Resource Team SSBC:EX
Subject: FNR-2016-61995 Fee Estimate from FCBC

Good Morning Evan,

Here is the fee estimate for this request. Please pay particular attention to the other public bodies that would have records and the search summary. We recommend that the applicant withdraw their request and open one with Environment & Climate Change Canada instead as they would be the OPR on these records. Our files only go back to 2005 and would involve substantial time to locate specific SITES permits related to grizzly bears while it appears this federal government agency would be able to provide these records quite easily.

Our fee estimate is based on search time only as we have no idea what the volume would be much less how long it would take to copy these records to pdf.

I'll await further instructions from you before proceeding any further with this request.

Thanks,

Tracy Popowich

Regional Records/FOI Coordinator – Client Services Branch

Ministry of Forests, Lands and Natural Resource Operations

1259 Dalhousie Drive, Kamloops, BC V2C 5Z5

Phone (250) 371-6203

E-mail: Tracy.Popowich@gov.bc.ca

Martin, Doris L CSNR:EX

From: Martin, Doris L CSNR:EX
Sent: Tuesday, December 13, 2016 1:49 PM
To: Martin, Doris L CSNR:EX
Subject: FW: FNR-2016-61995 Response from D Nicholson

Doris Martin
Kootenay / Boundary Region
Regional Records /FOI Coordinator
Corporate Services for the Natural Resource Sector
Phone: (250) 828-4140
Doris.martin@gov.bc.ca

From: Popowich, Tracy CSNR:EX
Sent: Tuesday, May 17, 2016 9:53 AM
To: Nicholson, Dawn FLNR:EX
Cc: Willson, Linda FLNR:EX; Jeffreys, Jamie FLNR:EX
Subject: FNR-2016-61995 Response from D Nicholson

Hi Dawn,

If it's going to be difficult to determine a page count we can provide a fee estimate based on search time only. I would then let the FOI Analyst know that this is only for time to identify responsive records and excludes pages and time to copy them. Please let me know if this will work and if you'd like to use 10 hours for the estimate. Also please let me know if CITES would hold these records as well and I'll include that in the fee estimate along with the reason why we are unable to provide records from 2004.

Thanks,

Tracy Popowich

Regional Records/FOI Coordinator – Client Services Branch

Phone (250) 371-6203

E-mail: Tracy.Popowich@gov.bc.ca

From: Nicholson, Dawn FLNR:EX
Sent: Friday, May 13, 2016 4:26 PM
To: Popowich, Tracy CSNR:EX
Subject: RE: New FOI Request FNR-2016-61995 fee estimate due May 19
We can do from 2014, I'm not sure about before that. I'm not in until Thursday next week.

I've got the old spreadsheets we can look at and pull info from 2009-2014 and from 2005 – 2008 I can go through each folder. 2005 has 527 to look at. 2008 has 1796 to look at.

I'm not sure how many pages it will be as not every folder will have a grizzly.

I'm thinking at least 10 hours probably more.

I'm not sure where the 2004 info would come from.

I've also sent a note to CITES to see if they may be the route for the client to go.

I'll talk to you Thursday.

Dawn Nicholson

250 828-4219

From: Popowich, Tracy CSNR:EX
Sent: Friday, May 13, 2016 2:50 PM
To: Willson, Linda FLNR:EX
Cc: Jeffreys, Jamie FLNR:EX; Nicholson, Dawn FLNR:EX; Vike, Claire A CSNR:EX
Subject: New FOI Request FNR-2016-61995 fee estimate due May 19

Your Ministry received a formal FOI request made under the *Freedom of Information and Protection of Privacy Act* on May 10th from an individual. Would it be possible for your program to coordinate this on behalf of the province?

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- **Copies of all CITES export permits for successful non-resident grizzly bear hunters. (Date Range for Record Search: From 01/01/2004 To 12/31/2015)**

Date range: January 1, 2004 to December 31, 2015

Fee estimate due: May 19, 2016

Records due: May 30, 2016

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- Should the request be directed to another program in your Ministry?
- Does the request require clarification?
- Are responsive records publicly available, e.g. Government websites/publications?
- Will responsive records be published within 60 days?
- Are there suggestions to narrow/focus the request?

*The No Records Response approver assumes responsibility for the adequacy of search activities and is answerable to Information Access Operations and the Information and Privacy Commissioner should an FOI applicant request a formal review.

I'll be out of the office from 3PM today returning on Tuesday, May 17th. Claire can be contacted on Monday if you have any questions.

Thanks,

Tracy Popowich

Regional Records/FOI Coordinator – Client Services Branch

Ministry of Forests, Lands and Natural Resource Operations

1259 Dalhousie Drive, Kamloops, BC V2C 5Z5

Phone (250) 371-6203

E-mail: Tracy.Popowich@gov.bc.ca

Martin, Doris L CSNR:EX

From: Martin, Doris L CSNR:EX
Sent: Tuesday, December 13, 2016 1:56 PM
To: Martin, Doris L CSNR:EX
Subject: FW: FNR-2016-61995 Further Details on Payment of Deposit

Doris Martin
Kootenay / Boundary Region
Regional Records /FOI Coordinator
Corporate Services for the Natural Resource Sector
Phone: (250) 828-4140

Doris.martin@gov.bc.ca

From: IAO Resource Team SSBC:EX
Sent: Tuesday, May 31, 2016 9:35 AM
To: Popowich, Tracy CSNR:EX
Subject: FNR-2016-61995 Further Details on Payment of Deposit

Hi Tracy,

I've given the applicant a detailed description of the fees, and possibility of the fees increasing as we've only estimated search time. As well, I let them know that they'd likely have more success going through Environment & Climate Change Canada.

The applicant has still opted to pursue their request through us, so the CFR form has been sent again. I await your response.

Thanks,

Evan Lévesque | FOI Analyst | Information Access Operations

ph: 778 698-2329 | e: Evan.Levesque@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

From: Popowich, Tracy CSNR:EX
Sent: Tuesday, May 17, 2016 11:54 AM
To: IAO Resource Team SSBC:EX
Subject: HEADS UP: FNR-2016-61995 Fee Estimate and other public body [Evan Levesque]
Good Morning Evan,

Here is the fee estimate for this request. Please pay particular attention to the other public bodies that would have records and the search summary. We recommend that the applicant withdraw their request and open one with Environment & Climate Change Canada instead as they would be the OPR on these records. Our files only go back to 2005 and would involve substantial time to locate specific SITES permits related to grizzly bears while it appears this federal government agency would be able to provide these records quite easily. Our fee estimate is based on search time only as we have no idea what the volume would be much less how long it would take to copy these records to pdf.

I'll await further instructions from you before proceeding any further with this request.

Thanks,

Tracy Popowich

Regional Records/FOI Coordinator – Client Services Branch

Ministry of Forests, Lands and Natural Resource Operations

1259 Dalhousie Drive, Kamloops, BC V2C 5Z5

Phone (250) 371-6203

E-mail: Tracy.Popowich@gov.bc.ca

Martin, Doris L CSNR:EX

From: Martin, Doris L CSNR:EX
Sent: Tuesday, December 13, 2016 1:57 PM
To: Martin, Doris L CSNR:EX
Subject: FW: FNR-2016-61995 Notice to Gather Records
Attachments: FNR-2016-61995 Fee Estimate.pdf

Doris Martin
Kootenay / Boundary Region
Regional Records /FOI Coordinator
Corporate Services for the Natural Resource Sector
Phone: (250) 828-4140

Doris.martin@gov.bc.ca

From: Popowich, Tracy CSNR:EX
Sent: Tuesday, May 31, 2016 12:13 PM
To: Nicholson, Dawn FLNR:EX
Cc: Jeffreys, Jamie FLNR:EX
Subject: FNR-2016-61995 Notice to Gather Records

It is time to gather records for the following FOI request:

- Copies of all CITES export permits for successful non-resident grizzly bear hunters. (Date Range for Record Search: From 01/01/2004 To 12/31/2015)

Records due to FOI Analyst: June 14, 2016

NOTE: Although the FOI Analyst advised the applicant that they could also get these records through CITES but they still decided to proceed with this request.

Please complete the following by June 10:

- Complete *Actuals* portions of *Section 2: Fee Estimate* of the attached form
- Scan all paper records into one PDF
- Email the completed Call for Records, paper records PDF and all electronic documents to me
- Provide me with the name of the Harms Assessor

Please note the following new information:

Order 14.32 Privacy Commissioner:

FOI requests containing information that is not responsive to an applicant's request but is contained within records that are otherwise responsive can no longer be withheld from FOI response packages.

Example: Parts of an email string or a spreadsheet that are about topics unrelated to the subject matter of the request, but also have in scope information will now be released in full (subject to removal for harms).

Tracy Popowich
Regional Records/FOI Coordinator – Client Services Branch
Ministry of Forests, Lands and Natural Resource Operations
1259 Dalhousie Drive, Kamloops, BC V2C 5Z5
Phone (250) 371-6203
E-mail: Tracy.Popowich@gov.bc.ca

Martin, Doris L CSNR:EX

From: Martin, Doris L CSNR:EX
Sent: Tuesday, December 13, 2016 1:55 PM
To: Martin, Doris L CSNR:EX
Subject: FW: FNR-2016-61995 Drive for records

Doris Martin
Kootenay / Boundary Region
Regional Records /FOI Coordinator
Corporate Services for the Natural Resource Sector
Phone: (250) 828-4140

Doris.martin@gov.bc.ca

From: Popowich, Tracy CSNR:EX
Sent: Monday, June 6, 2016 1:35 PM
To: Nicholson, Dawn FLNR:EX
Subject: FNR-2016-61995 Drive for records

Hi Dawn,

Please let me know if you have access to any of these shared drives.

s.15,s.17

Thanks,

Tracy Popowich
Regional Records/FOI Coordinator – Client Services Branch
Ministry of Forests, Lands and Natural Resource Operations
1259 Dalhousie Drive, Kamloops, BC V2C 5Z5
Phone (250) 371-6203

E-mail: Tracy.Popowich@gov.bc.ca

Martin, Doris L CSNR:EX

From: Martin, Doris L CSNR:EX
Sent: Tuesday, December 13, 2016 1:55 PM
To: Martin, Doris L CSNR:EX
Subject: 16-09-16 FNR-2016-61995 Assistance with harms assessment

Doris Martin
Kootenay / Boundary Region
Regional Records /FOI Coordinator
Corporate Services for the Natural Resource Sector
Phone: (250) 828-4140

Doris.martin@gov.bc.ca

From: Nicholson, Dawn FLNR:EX
Sent: Thursday, June 9, 2016 2:17 PM
To: Popowich, Tracy CSNR:EX
Subject: FNR-2016-61995 Assistance with harms assessment

Perfect, as long as you guide me.

Dawn Nicholson
250 828-4219

From: Popowich, Tracy CSNR:EX
Sent: Thursday, June 9, 2016 2:15 PM
To: Nicholson, Dawn FLNR:EX
Subject: FW: FOI Request FNR-2016-61995 Harms Assessor Required

Hi Dawn,

I picked up the USB and am about to start pulling everything together into one pdf. I emailed Jamie and she mentioned you as the subject matter expert for these records. How about once I get everything together we meet through Lync so I can help you complete the harms assessment. Sound good?

Tracy Popowich
Regional Records/FOI Coordinator – Client Services Branch
Phone (250) 371-6203
E-mail: Tracy.Popowich@gov.bc.ca

From: Jeffreys, Jamie FLNR:EX
Sent: Thursday, June 9, 2016 1:27 PM
To: Popowich, Tracy CSNR:EX
Subject: RE: FOI Request FNR-2016-61995 Harms Assessor Required

Hi Tracy,

The USB is at the front desk and ready for you. I am not familiar with the roles of a harms assessor is or what a 'harm' in this package would be. So I am struggling to identify who this would be. Dawn Nicholson is our subject matter expert for this business area in permitting. But if you need someone who can speak to violations then maybe you need a conservation officer?



Jamie Jeffreys, RPF

Director, FrontCounter BC
Certified Service Manager (CSM)
FrontCounter BC Provincial Team

Phone 250-828-4444
Forests Lands and Natural Resource Operations
441 Columbia St
Kamloops BC
V2C 2T3

From: Popowich, Tracy CSNR:EX
Sent: Thursday, June 9, 2016 12:43 PM
To: Jeffreys, Jamie FLNR:EX
Subject: FOI Request FNR-2016-61995 Harms Assessor Required

Good Afternoon Jamie,

I'll be picking up the USB containing the records this afternoon. My next step will be to merge all records into one pdf package prior to completing the harms assessment. Please provide me with a harms assessor, this person should be a subject matter expert that can provide the FOI Analyst with a summary of harms present in the records package. The records package including the harms assessment is due on **June 14th**.

FYI – the fee estimate was for 10 hours when in actuality it took almost 40 hours to gather all the records. I'm just letting you know in case IAO questions the discrepancy although this is certainly not the first time there has been a big discrepancy. We can't charge the applicant for time spent to complete the harms assessment.

Thanks,

Tracy Popowich

Regional Records/FOI Coordinator – Client Services Branch

Phone (250) 371-6203

E-mail: Tracy.Popowich@gov.bc.ca

From: Popowich, Tracy CSNR:EX
Sent: Tuesday, May 31, 2016 12:13 PM
To: Nicholson, Dawn FLNR:EX
Cc: Jeffreys, Jamie FLNR:EX
Subject: FNR-2016-61995 Notice to Gather Records

It is time to gather records for the following FOI request:

- Copies of all CITES export permits for successful non-resident grizzly bear hunters. (Date Range for Record Search: From 01/01/2004 To 12/31/2015)

Records due to FOI Analyst: June 14, 2016

NOTE: Although the FOI Analyst advised the applicant that they could also get these records through CITES but they still decided to proceed with this request.

Please complete the following by June 10:

- Complete *Actuals* portions of *Section 2: Fee Estimate* of the attached form
- Scan all paper records into one PDF
- Email the completed Call for Records, paper records PDF and all electronic documents to me
- Provide me with the name of the Harms Assessor

Please note the following new information:

Order 14.32 Privacy Commissioner:

FOI requests containing information that is not responsive to an applicant's request but is contained within records that are otherwise responsive can no longer be withheld from FOI response packages.

Example: Parts of an email string or a spreadsheet that are about topics unrelated to the subject matter of the request, but also have in scope information will now be released in full (subject to removal for harms).

Tracy Popowich

Regional Records/FOI Coordinator – Client Services Branch

Ministry of Forests, Lands and Natural Resource Operations

1259 Dalhousie Drive, Kamloops, BC V2C 5Z5

Phone (250) 371-6203

E-mail: Tracy.Popowich@gov.bc.ca

Martin, Doris L CSNR:EX

From: Martin, Doris L CSNR:EX
Sent: Tuesday, December 13, 2016 1:55 PM
To: Martin, Doris L CSNR:EX
Subject: FW: FNR-2016-61995 Records available on USB

Doris Martin
Kootenay / Boundary Region
Regional Records / FOI Coordinator
Corporate Services for the Natural Resource Sector
Phone: (250) 828-4140

Doris.martin@gov.bc.ca

From: Popowich, Tracy CSNR:EX
Sent: Thursday, June 9, 2016 9:00 AM
To: Nicholson, Dawn FLNR:EX
Subject: FNR-2016-61995 Records available on USB

Good Morning Dawn,

Great, have you completed the actuals on the CFR as well? Also, do you know who the harms assessor will be? Typically, it's a subject matter expert that can provide an overview of the harms present in the records.

Can I come by after 1pm to pick-up the USB from you?

Tracy Popowich
Regional Records/FOI Coordinator – Client Services Branch
Phone (250) 371-6203
E-mail: Tracy.Popowich@gov.bc.ca

From: Nicholson, Dawn FLNR:EX
Sent: Thursday, June 9, 2016 8:29 AM
To: Popowich, Tracy CSNR:EX
Subject: FNR-2016-61995 Grizzlys

Hi Tracy,

I have all the Grizzly files on a USB stick for you.

Thanks

Dawn Nicholson
Operations Coordinator
FrontCounter BC Provincial Team
Ministry of Forests Lands and Natural Resource Operations
441 Columbia St, Kamloops BC V2C 2T3
[250 828-4219](tel:2508284219) Fax [250-828-4442](tel:2508284442)
Toll Free: 1-877-855-3222

Martin, Doris L CSNR:EX

From: Martin, Doris L CSNR:EX
Sent: Tuesday, December 13, 2016 1:54 PM
To: Martin, Doris L CSNR:EX
Subject: FW: FNR-2016-61995 Request solutions for password protection

Doris Martin
Kootenay / Boundary Region
Regional Records /FOI Coordinator
Corporate Services for the Natural Resource Sector
Phone: (250) 828-4140

Doris.martin@gov.bc.ca

From: Popowich, Tracy CSNR:EX
Sent: Tuesday, June 14, 2016 10:19 AM
To: CSNR CSB RFL Team
Subject: FNR-2016-61995 Request solutions for password protection

Good Morning RFL Team,

I'm working on putting together a pdf package for a rather large FOI involving CITES permits from across the province. The problem being that the permits are all password protected and each permit clerk has their own password. I received them in folders by year so the regions would be mixed in each folder. The only solution I can come up with is to print them all out and then scan them on the MFD but given the volume this would be very time consuming and not very environmentally-friendly. I tried to print to pdf but it saves it as a text document which is unrecognizable instead of pdf format. Each document is only a page but there are over 1500 of them within all the folders.

Does anyone have any ideas which would speed things up?

Thanks, I appreciate any assistance you can provide.

Tracy Popowich
Regional Records/FOI Coordinator – Client Services Branch
Ministry of Forests, Lands and Natural Resource Operations
1259 Dalhousie Drive, Kamloops, BC V2C 5Z5
Phone (250) 371-6203
E-mail: Tracy.Popowich@gov.bc.ca

Martin, Doris L CSNR:EX

From: Martin, Doris L CSNR:EX
Sent: Tuesday, December 13, 2016 1:54 PM
To: Martin, Doris L CSNR:EX
Subject: FW: FNR-2016-61995 Solution for password protection

Doris Martin
Kootenay / Boundary Region
Regional Records /FOI Coordinator
Corporate Services for the Natural Resource Sector
Phone: (250) 828-4140

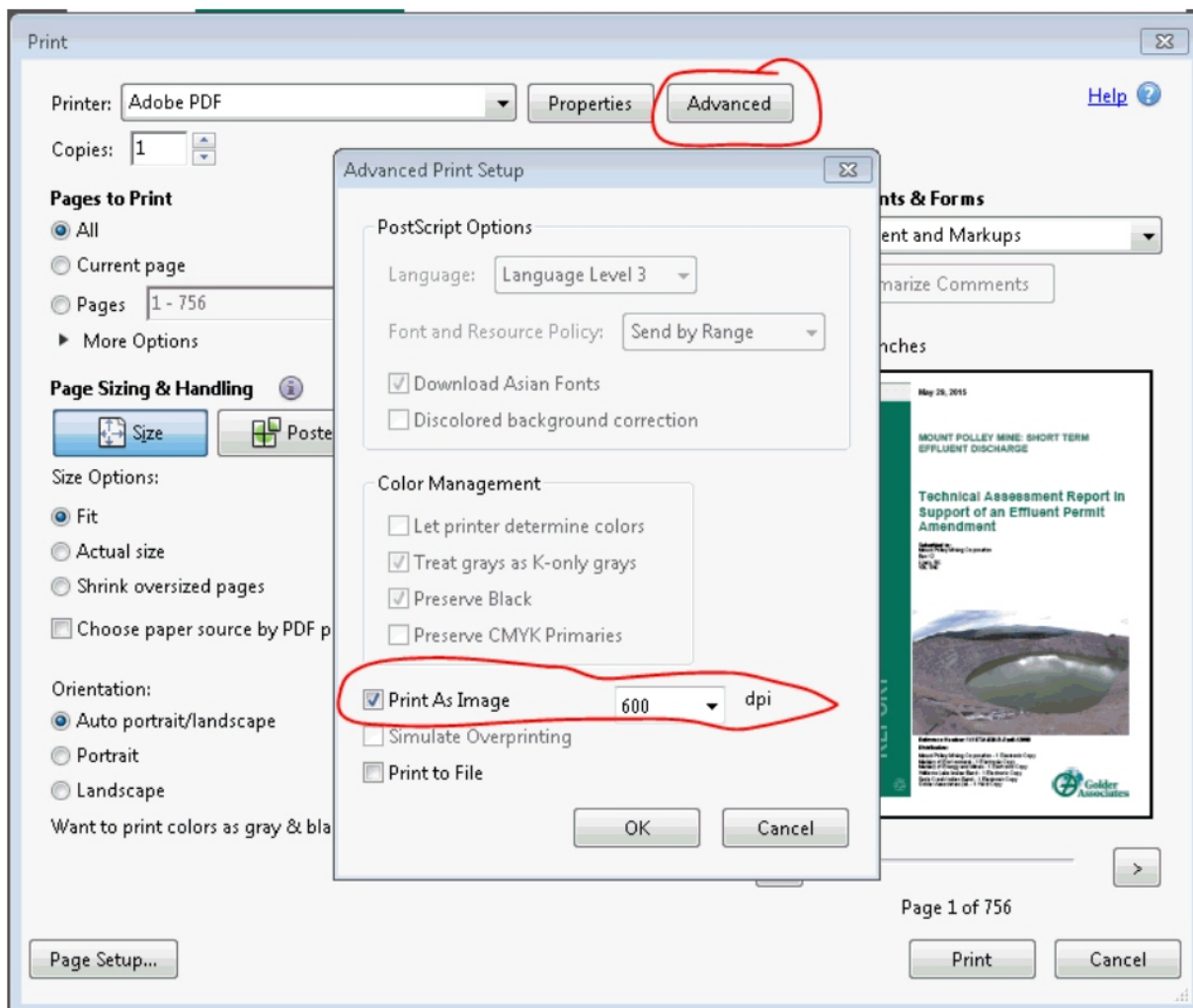
Doris.martin@gov.bc.ca

From: Popowich, Tracy CSNR:EX
Sent: Tuesday, June 14, 2016 3:25 PM
To: Nicholson, Dawn FLNR:EX
Subject: FNR-2016-61995 Solution for password protection

Hi Dawn,

Here's the solution to print to pdf from one of the FOI Analysts, Andrew Bonneau:

"All you have to do is print to PDF as you normally would, but before proceeding to print, select Advanced at the top, check Print As Image, select 600 dpi, then select OK and then print (see below for a visual). This basically takes a picture of every page in the records which will remove all encryption and other metadata. The only downside is that it will create a large file due to the high resolution pages, but this is necessary in order to properly read the records...."



Please let me know if you have any questions.

Tracy Popowich

Regional Records/FOI Coordinator – Client Services Branch

Phone (250) 371-6203

E-mail: Tracy.Popowich@gov.bc.ca

From: Popowich, Tracy CSNR:EX
Sent: Tuesday, June 14, 2016 11:11 AM
To: Nicholson, Dawn FLNR:EX
Cc: Vike, Claire A CSNR:EX
Subject: RE: Issue with merging records for FOI Request FNR-2016-61995

Unfortunately, I'm going to have to ask that you provide the records in a format that allows the records to be merged together. IAO will not accept records if they aren't in a pdf package. This is similar to paper records in that your program would be responsible for scanning those records into an acceptable format as well.

The only solutions I'm able to come up with are as follows:

- A. Have the permit clerks remove the password security from their records
- B. Print off all the documents and scan them to pdf

The good news is that since the fee estimate was higher than anticipated we've been given an extension to June 30th to provide the records to the FOI Analyst.

Please keep me informed as to your progress with this request and let me know if you need me to return the USB right away to complete this work.

Thanks,

Tracy Popowich

Regional Records/FOI Coordinator – Client Services Branch

Phone (250) 371-6203

E-mail: Tracy.Popowich@gov.bc.ca

From: Nicholson, Dawn FLNR:EX
Sent: Tuesday, June 14, 2016 10:59 AM
To: Popowich, Tracy CSNR:EX
Subject: RE: Issue with merging records for FOI Request FNR-2016-61995

I just had one of my coworkers give me two links for the internet where they merge pdfs but both of them remove the information from all but the first page. I'm still working on this for you.

Dawn Nicholson

250 828-4219

From: Popowich, Tracy CSNR:EX
Sent: Tuesday, June 14, 2016 10:23 AM
To: Nicholson, Dawn FLNR:EX
Subject: RE: Issue with merging records for FOI Request FNR-2016-61995

Any ideas on how I can remove the passwords so I can merge all the pdf's together? I have Adobe XI Pro but not sure if there's anything I can do to remove the password protection. I tried printing to pdf but it saves it in text format which is useless.

I appreciate any advice you can provide. I've also asked my fellow RRFC's for solutions. The last resort is to print all 1500+ documents and scanning them with the MFD.

Thanks,

Tracy Popowich

Regional Records/FOI Coordinator – Client Services Branch

Phone (250) 371-6203

E-mail: Tracy.Popowich@gov.bc.ca

From: Nicholson, Dawn FLNR:EX
Sent: Tuesday, June 14, 2016 8:40 AM
To: Popowich, Tracy CSNR:EX
Subject: RE: Issue with merging records for FOI Request FNR-2016-61995

I asked someone who was a pasb permit clerk and she said they all had their own passwords.

Dawn Nicholson

250 828-4219

From: Popowich, Tracy CSNR:EX
Sent: Monday, June 13, 2016 1:48 PM

To: Nicholson, Dawn FLNR:EX
Cc: Jeffreys, Jamie FLNR:EX
Subject: Issue with merging records for FOI Request FNR-2016-61995

Hi Dawn,

Unfortunately, I require a password in order to merge each year's CITES into larger pdf packages due to security permissions that are in place. Do you know what the password is? Otherwise, I will need your assistance to scan and copy them to pdf (printing to pdf may not work). If you could provide me with the password that would be much appreciated.

IAO requires pdf packages of the records in order to complete the severing process. I have spoken to them about providing separate pdf packages for each year in case the applicant decides to narrow the request by year due to fees being considerably higher than estimated which they have agreed to.

Thanks,

Tracy Popowich
Regional Records/FOI Coordinator – Client Services Branch
Ministry of Forests, Lands and Natural Resource Operations
1259 Dalhousie Drive, Kamloops, BC V2C 5Z5
Phone (250) 371-6203
E-mail: Tracy.Popowich@gov.bc.ca

Martin, Doris L CSNR:EX

From: Martin, Doris L CSNR:EX
Sent: Tuesday, December 13, 2016 1:46 PM
To: Martin, Doris L CSNR:EX
Subject: FW: FNR-2016-61995 D Nicholson confirming records are ready

Doris Martin
Kootenay / Boundary Region
Regional Records /FOI Coordinator
Corporate Services for the Natural Resource Sector
Phone: (250) 828-4140

Doris.martin@gov.bc.ca

From: Popowich, Tracy CSNR:EX
Sent: Friday, June 17, 2016 3:40 PM
To: Nicholson, Dawn FLNR:EX
Subject: FNR-2016-61995 D Nicholson confirming records are ready

Great, I'll pick it up on Monday and drop off the other one. Thanks for getting this done so quickly s.22



Tracy Popowich
Regional Records/FOI Coordinator – Client Services Branch
Phone (250) 371-6203
E-mail: Tracy.Popowich@gov.bc.ca

From: Nicholson, Dawn FLNR:EX
Sent: Friday, June 17, 2016 3:23 PM
To: Popowich, Tracy CSNR:EX
Subject: RE: AS PROMISED: Solution for issue with merging records for FNR-2016-61995

Hey Tracy,

I have these done. I'll have a thumb drive for you. I'll exchange it for my other one if you like.

I'm just finishing downloading the information.

s.22

Thanks

Dawn Nicholson
250 828-4219

From: Popowich, Tracy CSNR:EX
Sent: Tuesday, June 14, 2016 11:11 AM
To: Nicholson, Dawn FLNR:EX
Cc: Vike, Claire A CSNR:EX
Subject: RE: Issue with merging records for FOI Request FNR-2016-61995

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Tracy Popowich
Regional Records/FOI Coordinator – Client Services Branch
Phone (250) 371-6203
E-mail: Tracy.Popowich@gov.bc.ca

From: Nicholson, Dawn FLNR:EX
Sent: Tuesday, June 14, 2016 10:59 AM
To: Popowich, Tracy CSNR:EX
Subject: RE: Issue with merging records for FOI Request FNR-2016-61995

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Dawn Nicholson
250 828-4219

From: Popowich, Tracy CSNR:EX
Sent: Tuesday, June 14, 2016 10:23 AM
To: Nicholson, Dawn FLNR:EX
Subject: RE: Issue with merging records for FOI Request FNR-2016-61995

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I appreciate any advice you can provide. I've also asked my fellow RRFC's for solutions. The last resort is to print all 1500+ documents and scanning them with the MFD.

Thanks,

Tracy Popowich

Regional Records/FOI Coordinator – Client Services Branch

Phone (250) 371-6203

E-mail: Tracy.Popowich@gov.bc.ca

From: Nicholson, Dawn FLNR:EX

Sent: Tuesday, June 14, 2016 8:40 AM

To: Popowich, Tracy CSNR:EX

Subject: RE: Issue with merging records for FOI Request FNR-2016-61995

I asked someone who was a pasb permit clerk and she said they all had their own passwords.

Dawn Nicholson

250 828-4219

From: Popowich, Tracy CSNR:EX

Sent: Monday, June 13, 2016 1:48 PM

To: Nicholson, Dawn FLNR:EX

Cc: Jeffreys, Jamie FLNR:EX

Subject: Issue with merging records for FOI Request FNR-2016-61995

Hi Dawn,

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IAO requires pdf packages of the records in order to complete the severing process. I have spoken to them about providing separate pdf packages for each year in case the applicant decides to narrow the request by year due to fees being considerably higher than estimated which they have agreed to.

Thanks,

Tracy Popowich

Regional Records/FOI Coordinator – Client Services Branch

Ministry of Forests, Lands and Natural Resource Operations

1259 Dalhousie Drive, Kamloops, BC V2C 5Z5

Phone (250) 371-6203

E-mail: Tracy.Popowich@gov.bc.ca

Martin, Doris L CSNR:EX

From: Martin, Doris L CSNR:EX
Sent: Tuesday, December 13, 2016 1:46 PM
To: Martin, Doris L CSNR:EX
Subject: FW: FNR-2016-61995 Records and CFR sent to IAO

Doris Martin
Kootenay / Boundary Region
Regional Records /FOI Coordinator
Corporate Services for the Natural Resource Sector
Phone: (250) 828-4140

Doris.martin@gov.bc.ca

From: Popowich, Tracy CSNR:EX
Sent: Monday, June 20, 2016 2:16 PM
To: IAO Resource Team SSBC:EX
Subject: FNR-2016-61995 Records and CFR sent to IAO

Good Afternoon Evan,

The records and CFR for this request have now been copied over to the FOI File Share. This concludes the response for this request as the FCBC Provincial Team coordinated this request on behalf of all FCBC offices throughout the province. Please let me know if you have any questions.

Regards,

Tracy Popowich
Regional Records/FOI Coordinator – Client Services Branch
Ministry of Forests, Lands and Natural Resource Operations
1259 Dalhousie Drive, Kamloops, BC V2C 5Z5
Phone (250) 371-6203
E-mail: Tracy.Popowich@gov.bc.ca

Martin, Doris L CSNR:EX

From: Martin, Doris L CSNR:EX
Sent: Tuesday, December 13, 2016 1:53 PM
To: Martin, Doris L CSNR:EX
Subject: FW: TRIM: FNR-2016-62778 and FNR-2016-61995

Doris Martin
Kootenay / Boundary Region
Regional Records /FOI Coordinator
Corporate Services for the Natural Resource Sector
Phone: (250) 828-4140

Doris.martin@gov.bc.ca

From: Martin, Doris L CSNR:EX
Sent: Wednesday, November 30, 2016 12:43 PM
To: IAO Resource Team SSBC:EX
Subject: TRIM: FNR-2016-62778 and FNR-2016-61995

Good afternoon. Above are two numbers of completed FOI's. The intel sight says they will be published but I have checked several times in the last few weeks and they still are not published. Just wondering if you can tell me if they will be and approx. when. I would love to be able to remove them from our tracker. Thank you very much. Doris

Doris Martin
Kootenay / Boundary Region
Regional Records /FOI Coordinator
Corporate Services for the Natural Resource Sector
Phone: (250) 828-4140

Doris.martin@gov.bc.ca