

**Flatman, John MTIC:EX**

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**From:** FOI Form Handler <Form.Handler.Application@gov.bc.ca>  
**Sent:** March-14-14 11:33 AM  
**To:** FOI Requests MTIC:EX  
**Subject:** FOI Request - General Records

**FOI Request Submitted on Friday, March 14, 2014 at 11:32:41**

DESCRIPTION OF RECORDS REQUESTED			
Reference:			
Preferred Method:	Email		
<b>Request:</b> Copies of organization charts for the Evergreen Line Rapid Transit Project showing names and titles and also vacant positions for personnel from the Ministry of Transportation and Infrastructure, SNC-Lavalin, Graham Building Service, EGRT Construction and any other contracted parties.			
Date Range - From:	2014-01-01	To:	2014-03-14
PROCESSING ORG			
Transportation and Infrastructure			
APPLICANT DETAILS			

**GENERAL REQUEST** ☒
**PERSONAL REQUEST** ☐

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

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	14-MAR-2014	Mark Kewley	21-MAR-2014	02-APR-2014

**REQUEST DETAILS:**

Copies of organization charts for the Evergreen Line Rapid Transit Project showing names and titles and also vacant positions for personnel from the Ministry, SNC-Lavalin, Graham Building Service, EGRT Construction and any other contracted parties. The date range is January 1, 2014 to March 14, 2014.

**Section 1: Initial Records Assessment**

Do you hold any responsive records?

YES ☐ NO ☐

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

YES ☐ NO ☐

Are you aware of other records that may be responsive to this request held by another public body?

YES ☐ NO ☐

If yes, specify: \_\_\_\_\_

**NO RECORDS RESPONSE APPROVAL:**

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

Final Public Body Approval (Full name, Title)

Signature:

Date:

**Section 2: Fee Estimate — 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

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

**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

Suggestions for possible narrowing: \_\_\_\_\_

### 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.

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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.)

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?

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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.

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### Section 4: Contact Information

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

Phone Number:

Date:

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Harms assessment completed by (Full Name, Title)

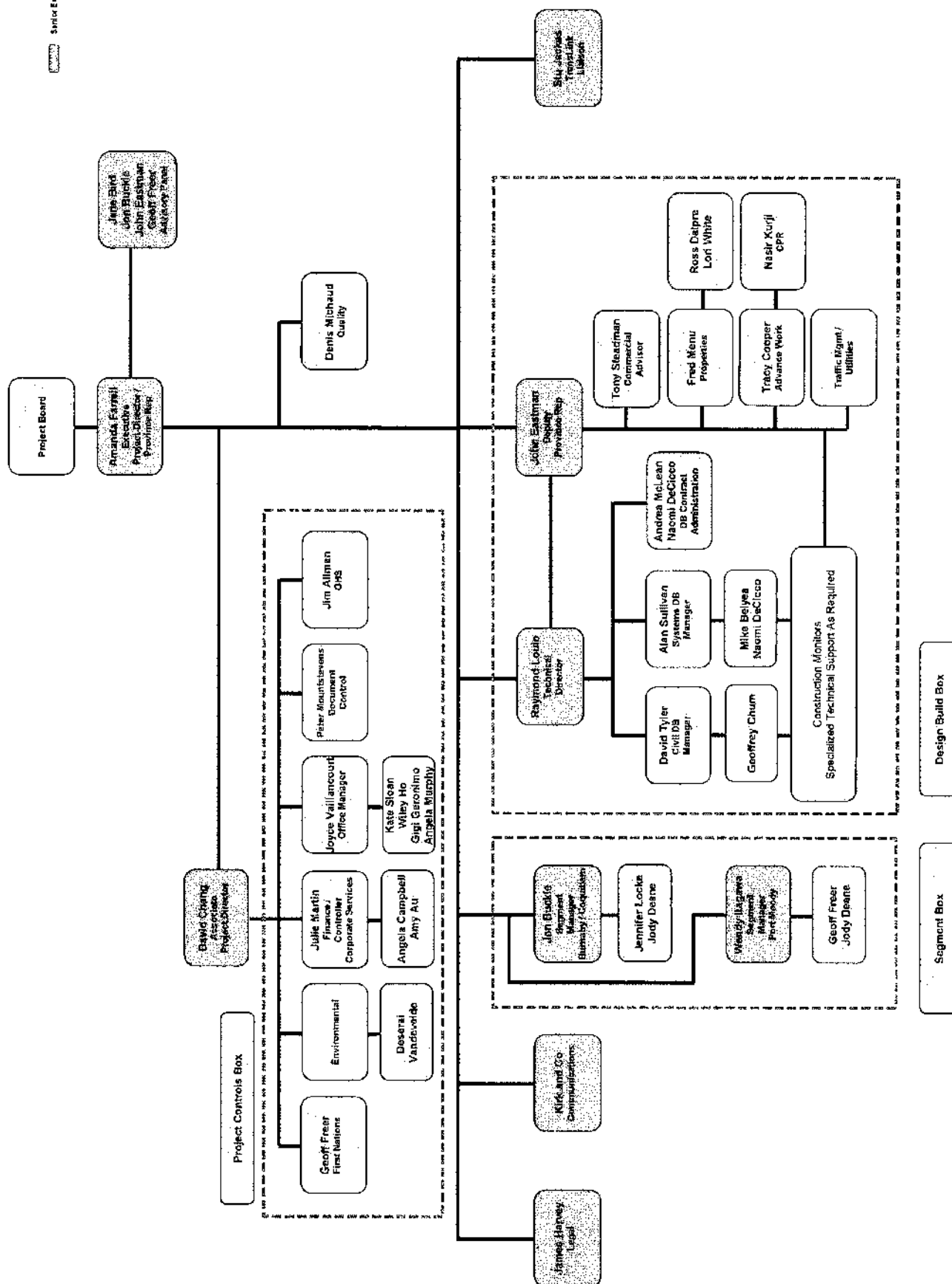
Program Area:

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Harms assessment approved by (Full Name, Title)

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## IMPLEMENTATION ORGANIZATION CHART



**Mountstevens, Peter TRAN:EX**

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**From:** MTI FOI REQUESTS TRAN:EX  
**Sent:** Monday, March 17, 2014 1:09 PM  
**To:** EvergreenLine Document Control TRAN:EX  
**Cc:** Martin, Julie E TRAN:EX  
**Subject:** TRIM: Reply : TRA-2014-00082 - Responsive Record and HARMS Assessment

**HP TRIM Record Number:** D17561014A

Thanks very much Peter!

That was a very fast turnaround!

I just have a question about your harms and some further background. It is not considered (under FOIPPA) an invasion of privacy to release our names as provincial government employees when in regard to our operational/business duties. (This includes contractors who are working for the ministry). Maybe I am missing something though? Is there some reason the names on this organizational chart would be different? If so, please provide the explanation with the recommendation to sever and we can discuss further and try to make a case for this request.

Perhaps it was the interpretation of personal that led you to recommend 22 for the names of employees? I have included a few links to a previously released request for Organizational Charts. These requests were sent to each ministry and the records have been full release and include the names – I have attached a few examples below but if you search Open Information you can find the full listing -

[http://docs.openinfo.gov.bc.ca/D4509314A\\_Response\\_Package\\_TRA-2013-00384.PDF](http://docs.openinfo.gov.bc.ca/D4509314A_Response_Package_TRA-2013-00384.PDF)  
[http://docs.openinfo.gov.bc.ca/D10526414A\\_Response\\_Package\\_CTZ-2013-00249.PDF](http://docs.openinfo.gov.bc.ca/D10526414A_Response_Package_CTZ-2013-00249.PDF)  
[http://docs.openinfo.gov.bc.ca/D9671914A\\_Response\\_Package\\_MOE-2013-00338.PDF](http://docs.openinfo.gov.bc.ca/D9671914A_Response_Package_MOE-2013-00338.PDF)

In a related request PSA posted a dataset of all current TRA employees, our positions and our salary classifications (this was requested for every ministry). As none of this information would meet the standard of "personal" under FOIPPA it was full release (see below).

<http://www.openinfo.gov.bc.ca/ibc/search/detail.page?config=ibc&P110=recorduid:4877633&title=FOI Request - PSA-2013-00276>

Does this help? Do you have any special circumstances for these Evergreen Office names? Please contact me if you have any concerns or would like to discuss further.

Thank-you,

**Gislene Guenard** | Senior Information Project Analyst | Information Management Branch  
Ministry of Transportation & Infrastructure 3D 940 Blanshard Street Victoria BC V8W 9T5  
250-356-0976

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**From:** EvergreenLine Document Control TRAN:EX  
**Sent:** March-17-14 12:39 PM  
**To:** MTI FOI REQUESTS TRAN:EX  
**Cc:** Martin, Julie E TRAN:EX  
**Subject:** TRA-2014-00082 - Responsive Record and HARMS Assessment

Hello Gislene

Attached is the responsive record and HARMS assessment for this request.

Thank you

Peter

Regards,

**Peter Mountstevens**

**From:** MTI FOI REQUESTS TRAN:EX

**Sent:** March-17-14 11:39 AM

**To:** Mountstevens, Peter TRAN:EX; EvergreenLine Document Control TRAN:EX

**Subject:** TRIM: FW: New FOI request - TRA-2014-00082 Evergreen Line Org. Chart

Good Morning Peter,

We just received a new FOI request regarding Evergreen – attached and below -

Copies of organization charts for the Evergreen Line Rapid Transit Project showing names and titles and also vacant positions for personnel from the Ministry of Transportation and Infrastructure, SNC-Lavalin, Graham Building Service, EGRT Construction and any other contracted parties.

Date Range – From: **2014-01-01** To: **2014-03-14**

Are you able to provide the org chart for Evergreen Project Office? Or should I go to Strategic HR for this? And I am not sure if we would have anything re the vacant positions from any of the contractors?

Your advice is appreciated ASAP. Please call if you have any questions or require any clarification.

Thank-you,

**Gislene Guenard** | Senior Information Project Analyst | Information Management Branch  
Ministry of Transportation & Infrastructure 3D 940 Blanshard Street Victoria BC V8W 9T5  
250-356-0976

**From:** IAO Business Team MTIC:EX

**Sent:** March-17-14 11:30 AM

**To:** MTI FOI REQUESTS TRAN:EX

**Subject:** New FOI request - TRA-2014-00082 Evergreen Line Org. Chart

Hello,

## **New FOI Request Received**

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). You'll note that the attached request has been redacted to remove information that would identify the applicant.

**Legislated Due Date: 29-APR-2014**

#### What Do You Need to Do?

Please complete the attached Call for Records form.

- ❖ If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete **only** Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the **IAO Business Team Mailbox** by March 21, 2014. 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.
- ❖ If no fees apply then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records Form and return it to the **IAO Business Team Mailbox** by April 2, 2014.
- ❖ Send records via email in PDF format. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

## Reminder

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

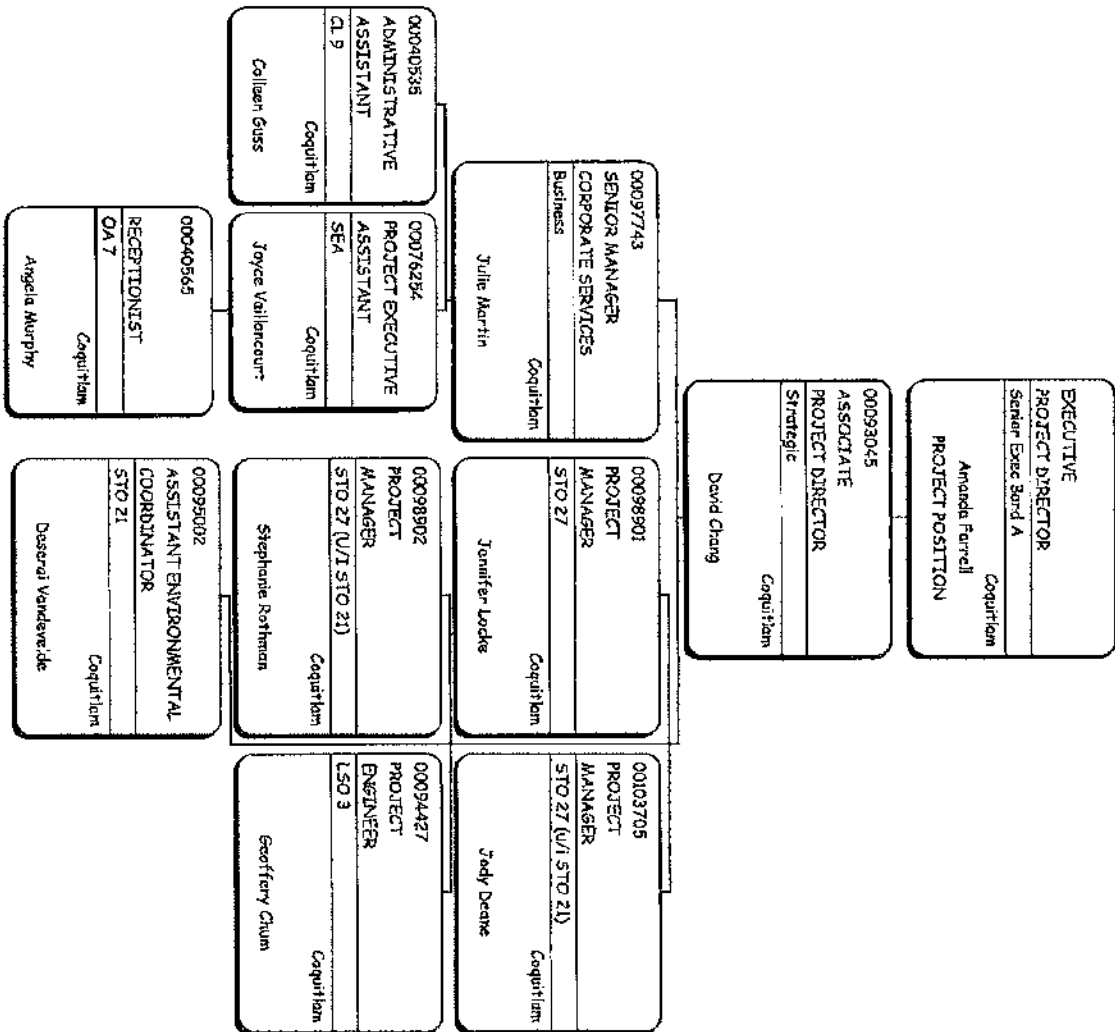
## Questions and Concerns

Please do not hesitate to contact 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.

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE  
 ORGANIZATION CHART  
 INFRASTRUCTURE DEPARTMENT  
 EVERGREEN LINE PROJECT  
 Last Modified 2013-04-23





**Mountstevens, Peter TRAN:EX**

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**From:** Martin, Julie E TRAN:EX  
**Sent:** Thursday, March 20, 2014 10:57 AM  
**To:** MTI FOI REQUESTS TRAN:EX  
**Cc:** Mountstevens, Peter TRAN:EX  
**Subject:** TRIM; RE: FYI Responsive Record - TRA-2014-00082 - Responsive Record and HARMS Assessment

**HP TRIM Record Number:** D18560114A

Can you tell me who in Strategic HR sent you this org chart? I would like them to ask why they removed the Project Director.

Thank you

Julie Martin  
Manager, Corporate Services  
Evergreen Line Rapid Transit Project  
604 664-7380

**From:** MTI FOI REQUESTS TRAN:EX  
**Sent:** March-20-14 10:37 AM  
**To:** EvergreenLine Document Control TRAN:EX  
**Cc:** Martin, Julie E TRAN:EX  
**Subject:** FYI Responsive Record - TRA-2014-00082 - Responsive Record and HARMS Assessment

Hi Peter,

FYI I also sent this FOI request to Strategic Human Resources and the decision was made to provide their org chart for this request – attached.

Please contact me if you have any questions.

Thank-you,

**Gislene Guenard** | Senior Information Project Analyst | Information Management Branch  
Ministry of Transportation & Infrastructure 3D 940 Blanshard Street Victoria BC V8W 9T5  
250-356-0976

**From:** EvergreenLine Document Control TRAN:EX  
**Sent:** March-17-14 1:56 PM  
**To:** MTI FOI REQUESTS TRAN:EX  
**Cc:** Martin, Julie E TRAN:EX  
**Subject:** Responsive Record - TRA-2014-00082 - Responsive Record and HARMS Assessment

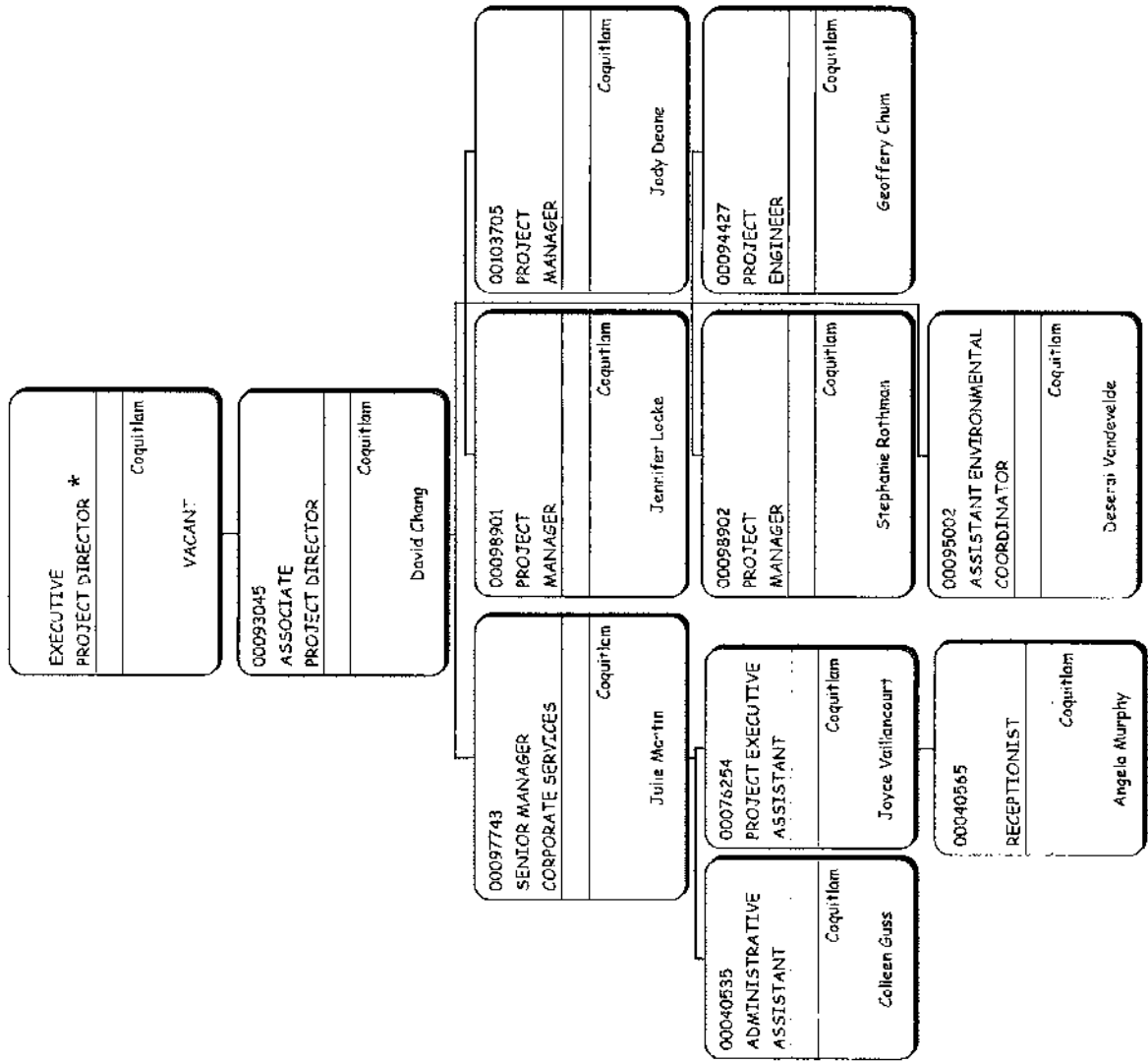
Hello Gislene

As discussed, please see attached the Evergreen Line Org Chart. There is no HARMS assessment for this application.

Regards,

**Peter Mountstevens**

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE  
 ORGANIZATION CHART  
 INFRASTRUCTURE DEPARTMENT  
 EVERGREEN LINE PROJECT  
 Last Modified 23/04/2013



\*Project Director position currently occupied by Amanda Farrell.

**Request Received:** March 14, 2014 **Due Date:** April 29, 2014 **Applicant type:** Media

**Description:** Copies of organization charts for the Evergreen Line Rapid Transit Project showing names and titles and also vacant positions for personnel from the Ministry, SNC-Lavalin, Graham Building Service, EGRT Construction and any other contracted parties. The date range is January 1, 2014 to March 14, 2014.

**Comments/Background:**

- The responsive records were provided by Information Management Branch on March 25, 2014.
- The Ministry's initial harms assessment advised that there is a potential legal challenge related to this report.
- The Ministry advised there are no harms with full disclosure of the responsive records.

**Consultations:**

None

**Recommendations:**

IAO recommends full disclosure of the enclosed records.

**Publication Recommendations:**

IAO recommends publishing this general FOI request on the Open Information website.

FOI Analyst: Mark Kewley

Signature:



Date: March 27, 2014

Team Lead/FOI Manager:

Signature:

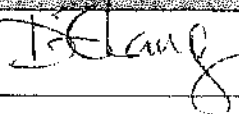


Date: March 27, 2014

**2. Ministry - Agreement with Recommendations**

Ministry Representative/Director:

Signature:



Date:

March 31, 2014

Name: David Chung

Ministry Executive:

Signature:

Date:

Name:

Approval Authority/Delegated Head:

Signature:

Date:

Name:

Comments:

\*Note that all General FOI request records that are released to an applicant should be published on the Open Information website unless the exemption criteria apply. The exemption criteria can be found on page 11 of the [Open Information and Open Data Policy](#).

**From:** [Newton, Kimberly](#) TRAN:EX  
**To:** [MTI FOI REQUESTS](#) TRAN:EX  
**Subject:** attached Responsive Record - TRA-2014-00082 - Responsive Record and HARMS Assessment  
**Date:** Thursday, March 20, 2014 10:02:21 AM  
**Attachments:** [FOI Evergreen Line Project.pdf](#)

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Hi Gislene

Attached please find the org chart for the evergreen line.

Please let me know if you have any questions!

Kimberly Newton  
A/Manager, Strategic Human Resources  
250.812.4596

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**From:** MTI FOI REQUESTS TRAN:EX  
**Sent:** March-17-14 2:11 PM  
**To:** Newton, Kimberly TRAN:EX  
**Subject:** FW: Responsive Record - TRA-2014-00082 - Responsive Record and HARMS Assessment

Hi Kimberly,

As discussed, please find attached a copy of the organizational chart for Evergreen Office.

If you have any comments or concerns, please let me know and I will include with our harms review.

FYI - At this point it is looking like full release.

Thank-you,

**Gislene Guenard** | Senior Information Project Analyst | Information Management Branch  
Ministry of Transportation & Infrastructure 3D 940 Blanshard Street Victoria BC V8W 9T5  
250-356-0976

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**From:** EvergreenLine Document Control TRAN:EX  
**Sent:** March-17-14 1:56 PM  
**To:** MTI FOI REQUESTS TRAN:EX  
**Cc:** Martin, Julie E TRAN:EX  
**Subject:** Responsive Record - TRA-2014-00082 - Responsive Record and HARMS Assessment

Hello Gislene

As discussed, please see attached the Evergreen Line Org Chart. There is no HARMS assessment for

this application.

Regards,

**Peter Mountstevens**

**From:** [MTI FOI REQUESTS TRAN:EX](#)  
**To:** [IAO Business Team MTIC:EX](#)  
**Subject:** Attached Responsive Record - FOI request - TRA-2014-00082 Evergreen Line Org. Chart  
**Date:** Tuesday, March 25, 2014 8:53:00 AM  
**Attachments:** [No Harms TRA-2014-082.pdf](#)  
[FOI Evergreen Line Project.pdf](#)

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Good Morning,

Please find attached the responsive record for TRA-2014-082.

Also attached is the completed ICR listing no ministry harms concerns.

Thank-you,

**Gislene Guenard** | Senior Information Project Analyst | Information Management Branch  
Ministry of Transportation & Infrastructure 3D 940 Blanshard Street Victoria BC V8W 9T5  
250-356-0976

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**From:** IAO Business Team MTIC:EX  
**Sent:** March-17-14 11:30 AM  
**To:** MTI FOI REQUESTS TRAN:EX  
**Subject:** New FOI request - TRA-2014-00082 Evergreen Line Org. Chart

Hello,

## New FOI Request Received

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). You'll note that the attached request has been redacted to remove information that would identify the applicant.

**Legislated Due Date: 29-APR-2014**

What Do You Need to Do?

Please complete the attached Call for Records form.

- ❖ if search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete **only** Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the **IAO Business Team Mailbox** by March 21, 2014. 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.
- ❖ If no fees apply then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records Form and return it to the **IAO Business Team Mailbox** by April 2, 2014.

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

## **Reminder**

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

## **Questions and Concerns**

Please do not hesitate to contact 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.



**From:** [MTI FOI REQUESTS TRAN:EX](#)  
**To:** [Kewley, Mark MTIC:EX](#)  
**Cc:** [IAO Business Team MTIC:EX](#)  
**Subject:** Attached Sign-off / TRA-2014-00082 / LDD April 29 / Full Disclosure  
**Date:** Tuesday, April 22, 2014 9:51:00 AM  
**Attachments:** [TRA-2014-00082\\_Evergreen Line Rapid Transit Org Chart SIGNED.pdf](#)

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Good Morning Mark,

Please find attached the signed approval for TRA-2014-082.

Thank-you,

**Gislene Guenard** | Senior Information Project Analyst | Information Management Branch  
Ministry of Transportation & Infrastructure 3D 940 Blanshard Street Victoria BC V8W 9T5  
250-356-0976

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**From:** Kewley, Mark MTIC:EX  
**Sent:** April-09-14 7:58 AM  
**To:** MTI FOI REQUESTS TRAN:EX  
**Subject:** Reply: Replace record please - Sign-off / TRA-2014-00082 / LDD April 29 / Full Disclosure

Hi Gislene,

No problem, please find attached the replacement.

Thank you

Mark Kewley | Information & Privacy Analyst | Information Access Operations | Shared Services BC  
Ph: 250 356 7966 | e: [mark.kewley@gov.bc.ca](mailto:mark.kewley@gov.bc.ca) | m: PO Box 9569, STN PROV GOVT Victoria BC  
V8W 9K1

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**From:** MTI FOI REQUESTS TRAN:EX  
**Sent:** Tuesday, April 8, 2014 9:31 AM  
**To:** Kewley, Mark MTIC:EX  
**Subject:** Replace record please - Sign-off / TRA-2014-00082 / LDD April 29 / Full Disclosure

Hi Mark,

Apologies for the change but the final sign off is reviewing the organization chart and would like to change the document to reflect correctly (a bit more information has been added for clarification). Can we please have the 1 page replaced with the attached?

Thank-you,

**Gislene Guenard** | Senior Information Project Analyst | Information Management Branch  
Ministry of Transportation & Infrastructure 3D 940 Blanshard Street Victoria BC V8W 9T5

250-356-0976

**From:** Kewley, Mark MTIC:EX  
**Sent:** March-28-14 8:33 AM  
**To:** MTI FOI REQUESTS TRAN:EX  
**Subject:** Sign-off / TRA-2014-00082 / LDD April 29 / Full Disclosure

Hi Gislene,

Please find attached for review and approval.

Thank you

Mark Kewley | Information & Privacy Analyst | Information Access Operations | Shared Services BC  
Ph: 250 356 7966 | e: [mark.kewley@gov.bc.ca](mailto:mark.kewley@gov.bc.ca) | m: PO Box 9569, STN PROV GOVT Victoria BC  
V8W 9K1

**From:** MTI FOI REQUESTS TRAN:EX  
**To:** Scriver, Stacy TRAN:EX; Ginger, Vanessa R TRAN:EX  
**Cc:** Cowden, Sharon A TRAN:EX  
**Subject:** Attached updated redline with amended record attached Request Review and Final Approval - TRA-2014-00082 - Evergreen Line Org. Chart  
**Date:** Wednesday, April 9, 2014 8:55:00 AM  
**Attachments:** Redline.pdf

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Good Morning Vanessa, Stacy and Sharon,

As requested, please find attached the updated redline.

There are no changes required to the previous sign form as the record remains full release.

Thank-you,

**Gislene Guenard** | Senior Information Project Analyst | Information Management Branch  
Ministry of Transportation & Infrastructure 3D 940 Blanshard Street Victoria BC V8W 9T5  
250-356-0976

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**From:** Scriver, Stacy TRAN:EX  
**Sent:** April-04-14 11:37 AM  
**To:** Ginger, Vanessa R TRAN:EX  
**Cc:** Cowden, Sharon A TRAN:EX; Guenard, Gislene TRAN:EX  
**Subject:** amended record attached Request Review and Final Approval - TRA-2014-00082 - Evergreen Line Org. Chart

Hello,

Kevin would like to change the document, to reflect correctly. Please see attached.

Thanks  
Stacy

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**From:** Ginger, Vanessa R TRAN:EX  
**Sent:** April-01-14 12:37 PM  
**To:** Scriver, Stacy TRAN:EX  
**Cc:** Cowden, Sharon A TRAN:EX  
**Subject:** FW: Request Review and Final Approval - TRA-2014-00082 - Evergreen Line Org. Chart

For Kevin's approval please.

**VANESSA R. GINGER**  
Director, Executive Operations  
Deputy Minister's Office  
Ministry of Transportation and Infrastructure  
250.387.3077

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**From:** MTI FOI REQUESTS TRAN:EX  
**Sent:** April-01-14 12:30 PM  
**To:** Ginger, Vanessa R TRAN:EX; Cowden, Sharon A TRAN:EX

**Subject:** FW: Request Review and Final Approval - TRA-2014-00082 - Evergreen Line Org. Chart

Good Afternoon Vanessa and Sharon,

The redline for this FOI is attached for review and final approval by the Deputy Minister.

Copies of organization charts for the Evergreen Line Rapid Transit Project showing names and titles and also vacant positions for personnel from the Ministry of Transportation and Infrastructure, SNC-Lavalin, Graham Building Service, EGRT Construction and any other contracted parties. Date Range - From: **2014-01-01** To: **2014-03-14**

This media request was received on March 17<sup>th</sup> and the 1 page organizational chart for Evergreen Project Office was provided by SHR with the additional note added as per Evergreen Project Office. The record was sent to the IAO on March 25<sup>th</sup> and the analyst was advised that the ministry had no FOIPPA concerns with the release.

Please review the attached document named "**redline**" and if you are in agreement with the full release, please have the attached "**sign form**" signed and returned to me.

\*note the PA Director, David Chang reviewed the record and approves of the full release. He has signed on the attached under "Ministry Representative/Director".

In order to ensure we meet our legislated due date the signed form is **due no later than noon on April 29, 2014.**

Please note this request will be posted on Open Information.

If you have any questions or concerns, please contact me.

Thank-you,

**Gislene Guenard** | Senior Information Project Analyst | Information Management Branch  
Ministry of Transportation & Infrastructure 3D 940 Blanshard Street Victoria BC V8W 9T5  
250-356-0976

**From:** MTI FOI REQUESTS TRAN:EX  
**Sent:** March-31-14 11:35 AM  
**To:** Martin, Julie E TRAN:EX; Newton, Kimberly TRAN:EX; Mountstevens, Peter TRAN:EX  
**Subject:** Request Review and Approval - TRA-2014-00082 - Evergreen Line Org. Chart

Good Morning Julie, Kimberly and Peter,

The record for this FOI has been reviewed and prepared for disclosure to the applicant.

Copies of organization charts for the Evergreen Line Rapid Transit Project showing names and titles and also vacant positions for personnel from the Ministry of Transportation and Infrastructure, SNC-Lavalin, Graham Building Service, EGRT Construction and any other contracted parties. Date Range - From: **2014-01-01** To: **2014-03-14**

This media request was received on March 17<sup>th</sup> and the 1 page organizational chart for Evergreen Project Office was provided by SHR with the additional note added as per Evergreen Project Office. The record was sent to the IAO on March 25<sup>th</sup> and the analyst was advised that the ministry had no FOIPPA concerns with the release.

Please review the attached document named "**redline**" and if you are in agreement with the full release, please have the attached "**sign form**" signed and returned to me.

\*note the PA Director signature goes on line named "Ministry Representative/Director". After I receive the signed approval from you I will send to Vanessa Ginger for the DM's approval and final signature under Approval Authority/Delegated Head.

The signed form is **due by April 8, 2014.**

Please note this request will be posted on Open Information.

If you have any questions or concerns, please contact me.

Thank-you,

**Gislene Guenard** | Senior Information Project Analyst | Information Management Branch  
Ministry of Transportation & Infrastructure 3D 940 Blanshard Street Victoria BC V8W 9T5  
250-356-0976

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**From:** Martin, Julie E TRAN:EX  
**Sent:** March-20-14 11:15 AM  
**To:** MTI FOI REQUESTS TRAN:EX  
**Cc:** Mountstevens, Peter TRAN:EX  
**Subject:** Comment added Responsive Record - TRA-2014-00082 - Responsive Record and HARMS Assessment

Can we add a comment to the org chart submitted by HR? If so, please add ' Project Director position currently occupied by Amanda Farrell'

Thank you

Julie Martin  
Manager, Corporate Services  
Evergreen Line Rapid Transit Project  
604 664-7380

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**From:** MTI FOI REQUESTS TRAN:EX  
**Sent:** March-20-14 10:37 AM

**To:** EvergreenLine Document Control TRAN:EX  
**Cc:** Martin, Julie E TRAN:EX  
**Subject:** FYI Responsive Record - TRA-2014-00082 - Responsive Record and HARMS Assessment

Hi Peter,

FYI I also sent this FOI request to Strategic Human Resources and the decision was made to provide their org chart for this request – attached.

Please contact me if you have any questions.

Thank-you,

**Gislene Guenard** | Senior Information Project Analyst | Information Management Branch  
Ministry of Transportation & Infrastructure 3D 940 Blanshard Street Victoria BC V8W 9T5  
250-356-0976

**From:** EvergreenLine Document Control TRAN:EX  
**Sent:** March-17-14 1:56 PM  
**To:** MTI FOI REQUESTS TRAN:EX  
**Cc:** Martin, Julie E TRAN:EX  
**Subject:** Responsive Record - TRA-2014-00082 - Responsive Record and HARMS Assessment

Hello Gislene

As discussed, please see attached the Evergreen Line Org Chart. There is no HARMS assessment for this application.

Regards,

**Peter Mountstevens**

Page 23

Withheld pursuant to/removed as

s.3

**From:** [MTI FOI REQUESTS TRAN:EX](#)  
**To:** [Newton, Kimberly TRAN:EX](#)  
**Subject:** FW: to SHR New FOI request - TRA-2014-00082 Evergreen Line Org. Chart  
**Date:** Monday, March 17, 2014 11:52:00 AM  
**Attachments:** [Integrated Call for Records Form 2014 s.pdf](#)  
[Request.pdf](#)

---

Good Morning Kimberly,

We just received a new FOI request regarding Evergreen Line Rapid Transit Project Office Organizational Chart – attached and pasted below -

Copies of organization charts for the Evergreen Line Rapid Transit Project showing names and titles and also vacant positions for personnel from the Ministry of Transportation and Infrastructure, SNC-Lavalin, Graham Building Service, EGRT Construction and any other contracted parties.  
Date Range - From: **2014-01-01** To: **2014-03-14**

Are you able to provide the org chart for ELRT? Or should I go to Evergreen Office directly for this? And I am not sure if/why we would have anything re the vacant positions from any of the contractors?

Your advice is appreciated ASAP. Please call if you have any questions or require any clarification.

Thank-you,

**Gislene Guenard** | Senior Information Project Analyst | Information Management Branch  
Ministry of Transportation & Infrastructure 3D 940 Blanshard Street Victoria BC V8W 9T5  
250-356-0976

---

**From:** IAO Business Team MTIC:EX  
**Sent:** March-17-14 11:30 AM  
**To:** MTI FOI REQUESTS TRAN:EX  
**Subject:** New FOI request - TRA-2014-00082 Evergreen Line Org. Chart

Hello,

## New FOI Request Received

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). You'll note that the attached request has been redacted to remove information that would identify the applicant.

**Legislated Due Date: 29-APR-2014**

What Do You Need to Do?

Please complete the attached Call for Records form.



- ❖ If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete **only** Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the **IAO Business Team Mailbox** by March 21, 2014. 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.
- ❖ If no fees apply then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records Form and return it to the **IAO Business Team Mailbox** by April 2, 2014.
- ❖ Send records via email in PDF format. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

## Reminder

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

## Questions and Concerns

Please do not hesitate to contact 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.

**From:** Newton, Kimberly TRAN:EX  
**To:** MTI FOI REQUESTS TRAN:EX  
**Subject:** RE: SHR approved : Request Review and Approval - TRA-2014-00082 - Evergreen Lne Org. Chart  
**Date:** Monday, March 31, 2014 2:05:00 PM

---

Thanks. :o)

**From:** MTI FOI REQUESTS TRAN:EX  
**Sent:** March-31-14 2:03 PM  
**To:** Newton, Kimberly TRAN:EX  
**Subject:** SHR approved : Request Review and Approval - TRA-2014-00082 - Evergreen Lne Org. Chart

Yes, thanks Kimberly.

I just wanted to make sure you saw and approved the release of the final document.

It will need to be signed off by Amanda Farrell for Evergreen and then go to Executive for Grant's final approval.

Thank-you,

**Gislene Guenard** | Senior Information Project Analyst | Information Management Branch  
Ministry of Transportation & Infrastructure 3D 940 Blanshard Street Victoria BC V8W 9T5  
250-356-0976

**From:** Newton, Kimberly TRAN:EX  
**Sent:** March-31-14 1:52 PM  
**To:** MTI FOI REQUESTS TRAN:EX  
**Subject:** RE: Request Review and Approval - TRA-2014-00082 - Evergreen Lne Org. Chart

Hi Gislene!

I just want to make sure I'm reading correctly that no further action is needed on our part? It looks good to me.

K

**From:** MTI FOI REQUESTS TRAN:EX  
**Sent:** March-31-14 11:35 AM  
**To:** Martin, Julie E TRAN:EX; Newton, Kimberly TRAN:EX; Mountstevens, Peter TRAN:EX  
**Subject:** Request Review and Approval - TRA-2014-00082 - Evergreen Lne Org. Chart

Good Morning Julie, Kimberly and Peter,

The record for this FOI has been reviewed and prepared for disclosure to the applicant.

Copies of organization charts for the Evergreen Line Rapid Transit Project showing names and titles and also vacant positions for personnel from the Ministry of Transportation and Infrastructure, SNC-Lavalin, Graham

Building Service, EGRT

Construction and any other contracted parties. Date Range - From: **2014-01-01** To: **2014-03-14**

This media request was received on March 17<sup>th</sup> and the 1 page organizational chart for Evergreen Project Office was provided by SHR with the additional note added as per Evergreen Project Office. The record was sent to the IAO on March 25<sup>th</sup> and the analyst was advised that the ministry had no FOIPPA concerns with the release.

Please review the attached document named "**redline**" and if you are in agreement with the full release, please have the attached "**sign form**" signed and returned to me.

\*note the PA Director signature goes on line named "Ministry Representative/Director". After I receive the signed approval from you I will send to Vanessa Ginger for the DM's approval and final signature under Approval Authority/Delegated Head.

The signed form is due by April 8, 2014.

Please note this request will be posted on Open Information.

If you have any questions or concerns, please contact me.

Thank-you,

**Gislene Guenard** | Senior Information Project Analyst | Information Management Branch  
Ministry of Transportation & Infrastructure 3D 940 Blanshard Street Victoria BC V8W 9T5  
250-356-0976

**From:** Martin, Julie E TRAN:EX  
**Sent:** March-20-14 11:15 AM  
**To:** MTI FOI REQUESTS TRAN:EX  
**Cc:** Mountstevens, Peter TRAN:EX  
**Subject:** Comment added Responsive Record - TRA-2014-00082 - Responsive Record and HARMS Assessment

Can we add a comment to the org chart submitted by HR? If so, please add ' Project Director position currently occupied by Amanda Farrell'

Thank you

Julie Martin  
Manager, Corporate Services  
Evergreen Line Rapid Transit Project  
604 664-7380

**From:** MTI FOI REQUESTS TRAN:EX  
**Sent:** March-20-14 10:37 AM  
**To:** EvergreenLine Document Control TRAN:EX  
**Cc:** Martin, Julie E TRAN:EX  
**Subject:** FYI Responsive Record - TRA-2014-00082 - Responsive Record and HARMS Assessment

Hi Peter,

FYI I also sent this FOI request to Strategic Human Resources and the decision was made to provide their org chart for this request – attached.

Please contact me if you have any questions.

Thank-you,

**Gislene Guenard** | Senior Information Project Analyst | Information Management Branch  
Ministry of Transportation & Infrastructure 3D 940 Blanshard Street Victoria BC V8W 9T5  
250-356-0976

**From:** EvergreenLine Document Control TRAN:EX  
**Sent:** March-17-14 1:56 PM  
**To:** MTI FOI REQUESTS TRAN:EX  
**Cc:** Martin, Julie E TRAN:EX  
**Subject:** Responsive Record - TRA-2014-00082 - Responsive Record and HARMS Assessment

Hello Gislene

As discussed, please see attached the Evergreen Line Org Chart. There is no HARMS assessment for this application.

Regards,

**Peter Mountstevens**

**From:** MTI FOI REQUESTS TRAN:EX  
**To:** MTI FOI REQUESTS TRAN:EX  
**Subject:** RE: to SHR New FOI request - TRA-2014-00082 Evergreen Line Org. Chart  
**Date:** Monday, March 17, 2014 1:14:57 PM

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Telephone call Kimberly - No records - best to go to PA as they maintain - but check with Kimberly before sending (she will provide a harms review).

**Gislene Guenard** | Senior Information Project Analyst | Information Management Branch  
Ministry of Transportation & Infrastructure 3D 940 Blanshard Street Victoria BC V8W 9T5  
250-356-0976

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**From:** MTI FOI REQUESTS TRAN:EX  
**Sent:** March-17-14 11:52 AM  
**To:** Newton, Kimberly TRAN:EX  
**Subject:** FW: to SHR New FOI request - TRA-2014-00082 Evergreen Line Org. Chart

Good Morning Kimberly,

We just received a new FOI request regarding Evergreen Line Rapid Transit Project Office Organizational Chart - attached and pasted below -

Copies of organization charts for the Evergreen Line Rapid Transit Project showing names and titles and also vacant positions for personnel from the Ministry of Transportation and Infrastructure, SNC-Lavalin, Graham Building Service, EGRT Construction and any other contracted parties.  
Date Range - From: **2014-01-01** To: **2014-03-14**

Are you able to provide the org chart for ELRT? Or should I go to Evergreen Office directly for this? And I am not sure if/why we would have anything re the vacant positions from any of the contractors?

Your advice is appreciated ASAP. Please call if you have any questions or require any clarification.

Thank-you,

**Gislene Guenard** | Senior Information Project Analyst | Information Management Branch  
Ministry of Transportation & Infrastructure 3D 940 Blanshard Street Victoria BC V8W 9T5  
250-356-0976

---

**From:** IAO Business Team MTIC:EX  
**Sent:** March-17-14 11:30 AM  
**To:** MTI FOI REQUESTS TRAN:EX  
**Subject:** New FOI request - TRA-2014-00082 Evergreen Line Org. Chart

Hello,

## New FOI Request Received

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). You'll note that the attached request has been redacted to remove information that would identify the applicant.

**Legislated Due Date: 29-APR-2014**

What Do You Need to Do?

Please complete the attached Call for Records form.

- ❖ If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete **only** Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the **IAO Business Team Mailbox** by March 21, 2014. 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.
- ❖ If no fees apply then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records Form and return it to **the IAO Business Team Mailbox** by April 2, 2014.
- ❖ Send records via email in PDF format. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

## Reminder

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

## Questions and Concerns

Please do not hesitate to contact 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.

**From:** MTI FOI REQUESTS TRAN:EX  
**To:** Kewley, Mark MTIC:EX  
**Subject:** Reply / quick question - FOI request - TRA-2014-00082 Evergreen Line Org. Chart  
**Date:** Thursday, March 27, 2014 3:27:00 PM

---

Hi Mark,

Correct, the ministry does not have any organizational charts for those companies.

Thanks,

**Gislene Guenard** | Senior Information Project Analyst | Information Management Branch  
Ministry of Transportation & Infrastructure 3D 940 Blanshard Street Victoria BC V8W 9T5  
250-356-0976

---

**From:** Kewley, Mark MTIC:EX  
**Sent:** March-27-14 3:24 PM  
**To:** MTI FOI REQUESTS TRAN:EX  
**Subject:** quick question - FOI request - TRA-2014-00082 Evergreen Line Org. Chart

Hi Gislene,

Just confirming my understanding before putting this through for sign-off. There are no organization charts for the Evergreen Line Rapid Transit Project for SNC-Lavalin, Graham Building Service, EGRT in the custody of MTI. i.e. this is the only org chart.

Thank you

Mark Kewley | Information & Privacy Analyst | Information Access Operations | Shared Services BC  
Ph: 250 356 7966 | e: [mark.kewley@gov.bc.ca](mailto:mark.kewley@gov.bc.ca) | m: PO Box 9569, STN PROV GOVT Victoria BC  
V8W 9K1

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**From:** IAO Business Team MTIC:EX  
**Sent:** Tuesday, March 25, 2014 8:55 AM  
**To:** Kewley, Mark MTIC:EX  
**Subject:** FW: Attached Responsive Record - FOI request - TRA-2014-00082 Evergreen Line Org. Chart

---

**From:** MTI FOI REQUESTS TRAN:EX  
**Sent:** March-25-14 8:54 AM  
**To:** IAO Business Team MTIC:EX  
**Subject:** Attached Responsive Record - FOI request - TRA-2014-00082 Evergreen Line Org. Chart

Good Morning,

Please find attached the responsive record for TRA-2014-082.



Also attached is the completed ICR listing no ministry harms concerns.

Thank-you,

**Gislene Guenard** | Senior Information Project Analyst | Information Management Branch  
Ministry of Transportation & Infrastructure 3D 940 Blanshard Street Victoria BC V8W 9T5  
250-356-0976

**From:** IAO Business Team MTIC:EX  
**Sent:** March-17-14 11:30 AM  
**To:** MTI FOI REQUESTS TRAN:EX  
**Subject:** New FOI request - TRA-2014-00082 Evergreen Line Org. Chart

Helio,

## New FOI Request Received

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). You'll note that the attached request has been redacted to remove information that would identify the applicant.

**Legislated Due Date: 29-APR-2014**

What Do You Need to Do?

Please complete the attached Call for Records form.

- ❖ If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete **only** Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the **IAO Business Team Mailbox** by March 21, 2014. 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.
- ❖ If no fees apply then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records Form and return it to the **IAO Business Team Mailbox** by April 2, 2014.
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## Reminder

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## **Questions and Concerns**

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.

Page 35 to/à Page 36

Withheld pursuant to/removed as

s.3

**From:** Newton, Kimberly TRAN:EX  
**To:** MTI FOI REQUESTS TRAN:EX  
**Subject:** SHR and Evergreen Discussed /Responsive Record - TRA-2014-00082 - Responsive Record and HARMS Assessment  
**Date:** Friday, March 21, 2014 8:31:38 AM

---

Hi Gislene!

Just so you know, I connected with Julie Martin at evergreen to explain our rationale for making the changes we did to the chart.

Kimberly

---

**From:** MTI FOI REQUESTS TRAN:EX  
**Sent:** March-20-14 10:05 AM  
**To:** Newton, Kimberly TRAN:EX  
**Subject:** RE: Responsive Record - TRA-2014-00082 - Responsive Record and HARMS Assessment

Thank-you Kimberly!

**Gislene Guenard** | Senior Information Project Analyst | Information Management Branch  
Ministry of Transportation & Infrastructure 3D 940 Blanshard Street Victoria BC V8W 9T5  
250-356-0976

---

**From:** Newton, Kimberly TRAN:EX  
**Sent:** March-20-14 10:02 AM  
**To:** MTI FOI REQUESTS TRAN:EX  
**Subject:** RE: Responsive Record - TRA-2014-00082 - Responsive Record and HARMS Assessment

Hi Gislene

Attached please find the org chart for the evergreen line.

Please let me know if you have any questions!

Kimberly Newton  
A/Manager, Strategic Human Resources  
250.812.4596

---

**From:** MTI FOI REQUESTS TRAN:EX  
**Sent:** March-17-14 2:11 PM

**To:** Newton, Kimberly TRAN:EX

**Subject:** FW: Responsive Record - TRA-2014-00082 - Responsive Record and HARMS Assessment

Hi Kimberly,

As discussed, please find attached a copy of the organizational chart for Evergreen Office.

If you have any comments or concerns, please let me know and I will include with our harms review.

FYI - At this point it is looking like full release.

Thank-you,

**Gislene Guenard** | Senior Information Project Analyst | Information Management Branch  
Ministry of Transportation & Infrastructure 3D 940 Blanshard Street Victoria BC V8W 9T5  
250-356-0976

**From:** EvergreenLine Document Control TRAN:EX

**Sent:** March-17-14 1:56 PM

**To:** MTI FOI REQUESTS TRAN:EX

**Cc:** Martin, Julie E TRAN:EX

**Subject:** Responsive Record - TRA-2014-00082 - Responsive Record and HARMS Assessment

Hello Gislene

As discussed, please see attached the Evergreen Line Org Chart. There is no HARMS assessment for this application.

Regards,

**Peter Mountstevens**

**From:** Ginger, Vanessa R. TRAN:EX  
**To:** MTI FOI REQUESTS TRAN:EX  
**Cc:** Cowden, Sharon A. TRAN:EX  
**Subject:** signed approval attached Request Review and Final Approval - TRA-2014-00082 - Evergreen Line Org. Chart  
**Date:** Tuesday, April 22, 2014 9:49:14 AM  
**Attachments:** TRA-2014-00082 Evergreen Line Rapid Transit Org Chart SIGNED.pdf

---

Good morning Gislene, please find attached, the signed approval slip for TRA-2014-00082 (Nancy Bain, ADM/EFO, signed on behalf of Grant Main, Deputy Minister):

Thank you,

**VANESSA R. GINGER**

Director, Executive Operations

Deputy Minister's Office

Ministry of Transportation and Infrastructure

250.557.4172

**From:** MTI FOI REQUESTS TRAN:EX  
**Sent:** April-09-14 8:55 AM  
**To:** Sriver, Stacy TRAN:EX; Ginger, Vanessa R. TRAN:EX  
**Cc:** Cowden, Sharon A. TRAN:EX  
**Subject:** Attached updated redline with amended record attached Request Review and Final Approval - TRA-2014-00082 - Evergreen Line Org. Chart

Good Morning Vanessa, Stacy and Sharon,

As requested, please find attached the updated redline.

There are no changes required to the previous sign form as the record remains full release.

Thank-you,

**Gislene Guenard** | Senior Information Project Analyst | Information Management Branch  
Ministry of Transportation & Infrastructure 3D 940 Blanshard Street Victoria BC V8W 9T5

250-356-0976

**From:** Sriver, Stacy TRAN:EX  
**Sent:** April-04-14 11:37 AM  
**To:** Ginger, Vanessa R. TRAN:EX  
**Cc:** Cowden, Sharon A. TRAN:EX; Guenard, Gislene TRAN:EX  
**Subject:** amended record attached Request Review and Final Approval - TRA-2014-00082 - Evergreen Line Org. Chart

Hello,

In order to ensure we meet our legislated due date the signed form is due no later than noon on April 29, 2014.

Please note this request will be posted on Open Information.

If you have any questions or concerns, please contact me.

Thank-you,

**Gislene Guenard** | Senior Information Project Analyst | Information Management Branch  
Ministry of Transportation & Infrastructure 3D 940 Blanshard Street Victoria BC V8W 9T5

250-356-0976

**From:** MTI FOI REQUESTS TRAN:EX

**Sent:** March-31-14 11:35 AM

**To:** Martin, Julie E TRAN:EX; Newton, Kimberly TRAN:EX; Mountstevens, Peter TRAN:EX

**Subject:** Request Review and Approval - TRA-2014-00082 - Evergreen Line Org. Chart

Good Morning Julie, Kimberly and Peter,

The record for this FOI has been reviewed and prepared for disclosure to the applicant.

Copies of organization charts for the Evergreen Line Rapid Transit Project showing names and titles and also vacant

positions for personnel from the Ministry of Transportation and Infrastructure, SNC-Lavalin, Graham Building Service, EGRT

Construction and any other contracted parties. Date Range - From: **2014-01-01** To: **2014-03-14**

This media request was received on March 17<sup>th</sup> and the 1 page organizational chart for Evergreen Project Office was provided by SHR with the additional note added as per Evergreen Project Office. The record was sent to the IAO on March 25<sup>th</sup> and the analyst was advised that the ministry had no FOIPPA concerns with the release.

Please review the attached document named "**redline**" and if you are in agreement with the full release, please have the attached "**sign form**" signed and returned to me.

\*note the PA Director signature goes on line named "Ministry Representative/Director". After I receive the signed approval from you I will send to Vanessa Ginger for the DM's approval and final signature under Approval Authority/Delegated Head.

The signed form is due by April 8, 2014.

Please note this request will be posted on Open Information.

If you have any questions or concerns, please contact me.

Thank-you,

**Gislene Guenard** | Senior Information Project Analyst | Information Management Branch  
Ministry of Transportation & Infrastructure 3D 940 Blanshard Street Victoria BC V8W 9T5

250-356-0976

**From:** Martin, Julie E TRAN:EX  
**Sent:** March-20-14 11:15 AM  
**To:** MTI FOI REQUESTS TRAN:EX  
**Cc:** Mountstevens, Peter TRAN:EX  
**Subject:** Comment added Responsive Record - TRA-2014-00082 - Responsive Record and HARMS Assessment

Can we add a comment to the org chart submitted by HR? If so, please add ' Project Director position currently occupied by Amanda Farrell'

Thank you

Julie Martin

Manager, Corporate Services

Evergreen Line Rapid Transit Project

604 664-7380

**From:** MTI FOI REQUESTS TRAN:EX  
**Sent:** March-20-14 10:37 AM  
**To:** EvergreenLine Document Control TRAN:EX  
**Cc:** Martin, Julie E TRAN:EX  
**Subject:** FYI Responsive Record - TRA-2014-00082 - Responsive Record and HARMS Assessment

Hi Peter,

FYI I also sent this FOI request to Strategic Human Resources and the decision was made to provide their org chart for this request – attached.

Please contact me if you have any questions.

Thank-you,

**Gislene Guenard** | Senior Information Project Analyst | Information Management Branch  
Ministry of Transportation & Infrastructure 3D 940 Blanshard Street Victoria BC V8W 9T5



250-356-0976

**From:** EvergreenLine Document Control TRAN:EX

**Sent:** March-17-14 1:56 PM

**To:** MTI FOI REQUESTS TRAN:EX

**Cc:** Martin, Julie E TRAN:EX

**Subject:** Responsive Record - TRA-2014-00082 - Responsive Record and HARMS Assessment

Hello Gislene

As discussed, please see attached the Evergreen Line Org Chart. There is no HARMS assessment for this application.

Regards,

**Peter Mountstevens**

**From:** Kewley, Mark MITC:EX  
**To:** MTI FOI REQUESTS TRAN:EX  
**Subject:** Sign-off / TRA-2014-00082 / LDD April 29 / Full Disclosure  
**Date:** Friday, March 28, 2014 8:33:05 AM  
**Attachments:** [Sign - form.docx](#)  
[Redline.pdf](#)

---

Hi Gislene,

Please find attached for review and approval.

Thank you

Mark Kewley | Information & Privacy Analyst | Information Access Operations | Shared Services BC  
Ph: 250 356 7966 | e: [mark.kewley@gov.bc.ca](mailto:mark.kewley@gov.bc.ca) | m: PO Box 9569, STN PROV GOVT Victoria BC  
V8W 9K1

Page 44 to/à Page 55

Withheld pursuant to/removed as

s.3