

From: [Kotorynski, David](#)
To: [MTI FOI REQUESTS TRAN:EX](#)
Cc: [Kotorynski, David MTIC:EX](#)
Subject: Call for Records TRA-2016-61431 Due April 12, 2016
Date: Tuesday, March 29, 2016 9:27:39 AM
Attachments: [Call Form - TRA-2016-61431.pdf](#)
[Request - 61431.pdf](#)

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: May 6, 2016

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 April 4, 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. 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 FOI Analyst assigned with a cc to the IAO Business Team Mailbox** by April 12, 2016.
- 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,

David Kotorynski
FOI Analyst
Business / Infrastructure Team
Information Access Operations

DESCRIPTION OF RECORDS REQUESTED					
Reference:					
Preferred Method:		Email			
Request: Regarding the Evergreen Line Rapid Transit Project: monthly project status reports from SNC-Lavalin, and its subsidiaries and joint ventures showing financial status, approved amendments, dollar amounts for submitted invoices to date and payment of invoices to date, a description of contract changes, task descriptions, value and status, schedule, design, construction, production, installation, operations and maintenance, and opportunities, risks and challenges for all aspects of the project.					
Date Range - From:		11/21/2015		To:	01/12/2016
PROCESSING ORG					
Transportation and Infrastructure					
APPLICANT DETAILS					
Business/Organization:					
Title	Last Name		First Name		Middle Name
Address		City/Town	Province	Country	Postal Code
E-mail Address		Day Phone No.		Alternate Phone No.	



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	March 23, 2016	Dave Kotorynski	March 4	March 12

REQUEST DETAILS:

Regarding the Evergreen Line Rapid Transit Project: monthly project status report from SNC-Lavalin, and its subsidiaries and joint ventures showing financial status, approved amendments, dollar amounts for submitted invoices to date and payment of invoices to date, a description of contract changes, task descriptions, value and status, schedule, design, construction, production, installation, operations and maintenance, and opportunities, risks and challenges for all aspects of the project. (Date Range for Record Search: From 02/20/2016 To 03/23/2016)

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

N/A

Actual Hours

Producing records

Tasks may include:

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours

N/A

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

800

Actual Pages

Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
 - If in legal sized folders - 1,800 pages
 - If in letter sized folders - 2,200 pages

Estimated Pages

Actual Pages

Preparation

Tasks may include :

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

Estimated Hours

1.5

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:

Marion Ashton

250-952-0629

April 4, 2016

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

From: [Guenard, Gislene](#) TRAN:EX on behalf of [MTI FOI REQUESTS](#) TRAN:EX
To: [Mountstevens, Peter](#) TRAN:EX; [EvergreenLine Document Control](#) TRAN:EX
Subject: NEW FOI Request for Records TRA-2016-61431 Evergreen monthly project status report
Date: Tuesday, March 29, 2016 5:32:00 PM
Attachments: Request - 61431.pdf

Hi Peter,

Another new FOI for Evergreen from media applicant –

Regarding the Evergreen Line Rapid Transit Project: monthly project status report from SNC-Lavalin, and its subsidiaries and joint ventures showing financial status, approved amendments, dollar amounts for submitted invoices to date and payment of invoices to date, a description of contract changes, task descriptions, value and status, schedule, design, construction, production, installation, operations and maintenance, and opportunities, risks and challenges for all aspects of the project. (Date Range for Record Search: From 02/20/2016 To 03/23/2016)

1. **Will you have responsive records? Y/N** _____
2. **Enough for a fee (more than 3 hours to search)? If yes? How many hours** _____
3. **Approximate number of pages? (5, 50, 500)** _____
4. **Are you aware of any other program areas or other public bodies that should be advised of this FOI? If yes, please provide** _____

The fee is due by **April 4th**. If no fee records are due by **April 12th**.

We are no longer sending out the "Call Form". If you have any questions or concerns, please let me know if I can be of any assistance.

Thank-you,

Gislene Guenard CIAPP-P | A/Manager, Information Management & Privacy
Information Management Branch Ministry of Transportation & Infrastructure 3D 940 Blanshard Street
Victoria BC V8W 9T5 250-356-0976

From: Kotorynski, David [<mailto:david.kotorynski@gov.bc.ca>]
Sent: Tuesday, March 29, 2016 9:28 AM
To: MTI FOI REQUESTS TRAN:EX
Cc: Kotorynski, David MTIC:EX
Subject: Call for Records TRA-2016-61431 Due April 12, 2016

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Legislated Due Date: May 6, 2016

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Thank you for your assistance,

David Kotorynski
FOI Analyst
Business / Infrastructure Team
Information Access Operations

From: Ashton, Marion [TRAN:EX](#) on behalf of [MTI FOI REQUESTS TRAN:EX](#)
To: [Kotorynski, David MTIC:EX](#)
Cc: [IAO Business Team MTIC:EX](#)
Subject: Fee Estimate for Records TRA-2016-61431
Date: Monday, April 4, 2016 5:27:00 PM
Attachments: [Fee Estimate for Records for TRA-2016-61431.pdf](#)

Hi Dave,

Attached is the fee estimate for this request.

*Please note this is our best estimate for this request but it could change once the search is complete. I will update you ASAP if this estimate requires a change to the fee.

Please advise the applicant's due date for response/deposit.

Thanks,

Marion

Marion Ashton | (250) 952-0629 | Senior FOIPP Analyst | Information Management Branch |
Ministry of Transportation & Infrastructure |

From: Kotorynski, David [<mailto:david.kotorynski@gov.bc.ca>]

Sent: Tuesday, March 29, 2016 9:28 AM

To: MTI FOI REQUESTS TRAN:EX

Cc: Kotorynski, David MTIC:EX

Subject: Call for Records TRA-2016-61431 Due April 12, 2016

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Thank you for your assistance,

David Katorynski

FOI Analyst

Business / Infrastructure Team

Information Access Operations

GENERAL REQUEST ☐

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	March 23, 2016	Dave Kotorynski	March 4	March 12

REQUEST DETAILS:

Regarding the Evergreen Line Rapid Transit Project: monthly project status report from SNC-Lavalin, and its subsidiaries and joint ventures showing financial status, approved amendments, dollar amounts for submitted invoices to date and payment of invoices to date, a description of contract changes, task descriptions, value and status, schedule, design, construction, production, installation, operations and maintenance, and opportunities, risks and challenges for all aspects of the project. (Date Range for Record Search: From 02/20/2016 To 03/23/2016)

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- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

Producing records

Tasks may include:

- Identifying relevant sources of data/information
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Estimated Hours

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*Other documents

Estimated Pages Actual Pages

Estimated Pages Actual Pages

Estimated Pages Actual Pages

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Estimated Hours Actual Hours

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Could release of any/all of the responsive records potentially cause harm?

YES ☐

NO ☐

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(GENERAL REQUEST ONLY)-

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Section 4: Contact Information

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

Phone Number:

Date:

Marion Ashton

250-952-0629

April 4, 2016

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

From: EvergreenLine Document Control TRAN:EX
To: MTI FOI REQUESTS TRAN:EX
Subject: TRA-2016-61431 - Fee Estimate
Date: Wednesday, March 30, 2016 9:47:47 AM
Attachments: Fee Estimate.xlsx

Good Morning Gislene and Marion

Attached is the Fee Estimate for the latest request for the Evergreen Line Status Report. As previously stated I am unable to say whether all the parts requested at actually included. They are produced independently and are available with the contents as submitted. As such we can provide what we have. I can confirm, for the benefit of the Applicant, that detailed descriptions of individual invoices are not included.

Our fee estimate is therefore as follows;

1. Will you have responsive records? Y/N ____ Yes ____
2. Enough for a fee (more than 3 hours to search)? If yes? How many hours ____ 1 ____
3. Approximate number of pages? (5, 50, 500) ____ 800 ____
4. Are you aware of any other program areas or other public bodies that should be advised of this FOI? If yes, please provide ____ No ____

Regards,

Peter Mountstevens

From: MTI FOI REQUESTS TRAN:EX
Sent: Tuesday, March 29, 2016 5:32 PM
To: Mountstevens, Peter TRAN:EX; EvergreenLine Document Control TRAN:EX
Subject: TRIM: NEW FOI Request for Records TRA-2016-61431 Evergreen monthly project status report

Hi Peter,

Another new FOI for Evergreen from media applicant –

Regarding the Evergreen Line Rapid Transit Project: monthly project status report from SNC-Lavalin, and its subsidiaries and joint ventures showing financial status, approved amendments, dollar amounts for submitted invoices to date and payment of invoices to date, a description of contract changes, task descriptions, value and status, schedule, design, construction, production, installation, operations and maintenance, and opportunities, risks and challenges for all aspects of the project. (Date Range for Record Search: From 02/20/2016 To 03/23/2016)

1. Will you have responsive records? Y/N _____
2. Enough for a fee (more than 3 hours to search)? If yes? How many hours _____
- 3.

Approximate number of pages? (5, 50, 500) _____

4. Are you aware of any other program areas or other public bodies that should be advised of this FOI? If yes, please provide _____

The fee is due by **April 4th**. If no fee records are due by **April 12th**.

We are no longer sending out the "Call Form". If you have any questions or concerns, please let me know if I can be of any assistance.

Thank-you,

Gislene Guenard CIAPP-P | A/Manager, Information Management & Privacy
Information Management Branch Ministry of Transportation & Infrastructure 3D 940 Blanshard Street
Victoria BC V8W 9T5 250-356-0976

From: Kotorynski, David [<mailto:david.kotorynski@gov.bc.ca>]
Sent: Tuesday, March 29, 2016 9:28 AM
To: MTI FOI REQUESTS TRAN:EX
Cc: Kotorynski, David MTIC:EX
Subject: Call for Records TRA-2016-61431 Due April 12, 2016

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Legislated Due Date: May 6, 2016

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- 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,

David Katorynski
FOI Analyst
Business / Infrastructure Team
Information Access Operations

Approximate Page Totals

Document No		Monthly Status Report	Supplimental Update							Total	Time to Download
Jan-16	511325-00000-SWSL-30RM-0038_(00)	100	350	150	22	130	1	30	3	686	
		100								686	

786

From: [MTI FOI REQUESTS TRAN:EX](#)
To: [Kotorynski, David MTIC:EX](#)
Cc: [MTI FOI REQUESTS TRAN:EX](#)
Subject: RE: Fee Estimate for Records TRA-2016-61431
Date: Thursday, April 14, 2016 1:54:00 PM

Hi Dave,

I have asked the program area and this is their response:

The applicant has asked for monthly project status reports from SNC-Lavalin.

The monthly reports are submitted as standalone documents. To alter them would render them no longer monthly status reports. I do not believe I could, or should, edit EGRT's documents but even if I could it would incur additional time to author a new and specific report.

So to summarize, in this instance there are no options to eliminate the fee estimate.

Please advise the applicant, thanks.

Marion Ashton | (250) 952-0629 | Senior FOIPP Analyst | Information Management Branch |
Ministry of Transportation & Infrastructure |

From: Kotorynski, David MTIC:EX
Sent: Thursday, April 14, 2016 12:20 PM
To: MTI FOI REQUESTS TRAN:EX
Cc: Kotorynski, David MTIC:EX
Subject: RE: Fee Estimate for Records TRA-2016-61431

Hello,

Any options that you can think of to narrow this down to \$0 fee?

Applicant has advised that he will "... not pay for what must be free.."

Applicant has not suggested any narrowing, so will proceed with fee waiver unless you can think of anything we can provide for free.

Regards,
Dave

Dave Kotorynski | FOI Analyst | Information Access Operations | Ministry of Finance
Ph: 250 387-1371 | e: david.kotorynski@gov.bc.ca | m: PO Box 9569, STN PROV GOVT Victoria BC V8W 9K1

From: MTI FOI REQUESTS TRAN:EX
Sent: Monday, April 4, 2016 5:27 PM

To: Kotorynski, David MTIC:EX
Cc: IAO Business Team MTIC:EX
Subject: Fee Estimate for Records TRA-2016-61431

Hi Dave,

Attached is the fee estimate for this request.

*Please note this is our best estimate for this request but it could change once the search is complete. I will update you ASAP if this estimate requires a change to the fee.

Please advise the applicant's due date for response/deposit.

Thanks,
Marion

Marion Ashton | (250) 952-0629 | Senior FOIPP Analyst | Information Management Branch |
Ministry of Transportation & Infrastructure |

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David Kotorynski
FOI Analyst
Business / Infrastructure Team
Information Access Operations

From: Mountstevens, Peter TRAN:EX
To: MTI FOI REQUESTS TRAN:EX
Subject: RE: TRA-2016-61431 - Fee Estimate
Date: Thursday, April 14, 2016 1:25:52 PM

Hi Marion

The applicant has asked for monthly project status reports from SNC-Lavalin.

The monthly reports are submitted as standalone documents. To alter them would render them no longer monthly status reports. I do not believe I could, or should, edit EGRT's documents but even if I could it would incur additional time to author a new and specific report.

Regards,

Peter Mountstevens

From: MTI FOI REQUESTS TRAN:EX
Sent: Thursday, April 14, 2016 12:36 PM
To: EvergreenLine Document Control TRAN:EX; Mountstevens, Peter TRAN:EX
Cc: MTI FOI REQUESTS TRAN:EX
Subject: RE: TRA-2016-61431 - Fee Estimate

Hi Peter,

In an effort to eliminate the fee estimate, the applicant is requesting narrowing options... Any suggestions?

Please advise, thanks,

Marion Ashton | (250) 952-0629 | Senior FOIPP Analyst | Information Management Branch |
Ministry of Transportation & Infrastructure |

From: EvergreenLine Document Control TRAN:EX
Sent: Wednesday, March 30, 2016 9:48 AM
To: MTI FOI REQUESTS TRAN:EX
Subject: TRA-2016-61431 - Fee Estimate

Good Morning Gislene and Marion

Attached is the Fee Estimate for the latest request for the Evergreen Line Status Report. As previously stated I am unable to say whether all the parts requested at actually included. They are produced independently and are available with the contents as submitted. As such we can provide what we have. I can confirm, for the benefit of the Applicant, that detailed descriptions of individual invoices are not included.

Our fee estimate is therefore as follows;

1. **Will you have responsive records? Y/N** ____ **Yes** ____

2. Enough for a fee (more than 3 hours to search)? If yes? How many hours ____1____
3. Approximate number of pages? (5, 50, 500) ____800____
4. Are you aware of any other program areas or other public bodies that should be advised of this FOI? If yes, please provide ____No____

Regards,

Peter Mountstevens

From: MTI FOI REQUESTS TRAN:EX

Sent: Tuesday, March 29, 2016 5:32 PM

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

Subject: TRIM: NEW FOI Request for Records TRA-2016-61431 Evergreen monthly project status report

Hi Peter,

Another new FOI for Evergreen from media applicant –

Regarding the Evergreen Line Rapid Transit Project: monthly project status report from SNC-Lavalin, and its subsidiaries and joint ventures showing financial status, approved amendments, dollar amounts for submitted invoices to date and payment of invoices to date, a description of contract changes, task descriptions, value and status, schedule, design, construction, production, installation, operations and maintenance, and opportunities, risks and challenges for all aspects of the project. (Date Range for Record Search: From 02/20/2016 To 03/23/2016)

1. Will you have responsive records? Y/N _____
2. Enough for a fee (more than 3 hours to search)? If yes? How many hours _____
3. Approximate number of pages? (5, 50, 500) _____
4. Are you aware of any other program areas or other public bodies that should be advised of this FOI? If yes, please provide _____

The fee is due by **April 4th**. If no fee records are due by **April 12th**.

We are no longer sending out the "Call Form". If you have any questions or concerns, please let me know if I can be of any assistance.

Thank-you,

Gislene Guenard CIAPP-P | A/Manager, Information Management & Privacy

Information Management Branch Ministry of Transportation & Infrastructure 3D 940 Blanshard Street

From: Kotorynski, David [<mailto:david.kotorynski@gov.bc.ca>]
Sent: Tuesday, March 29, 2016 9:28 AM
To: MTI FOI REQUESTS TRAN:EX
Cc: Kotorynski, David MTIC:EX
Subject: Call for Records TRA-2016-61431 Due April 12, 2016

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: May 6, 2016

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 April 4, 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. 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 FOI Analyst assigned with a cc to the IAO Business Team Mailbox** by April 12, 2016.
- 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,

David Kotorynski

FOI Analyst

Business / Infrastructure Team

Information Access Operations