

From: [Kotorynski, David](#)  
To: [MTI FOI REQUESTS TRAN:EX](#)  
Cc: [Kotorynski, David MTIC:EX](#)  
Subject: Call for Records TRA-2016-60853 Due March 4, 2016  
Date: Friday, February 19, 2016 12:27:22 PM  
Attachments: [CFR TRA-2016-60853.pdf](#)  
[Request.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: April 5, 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 Feb 25th, 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 March 4, 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

## FOI Request Submitted on Friday, February 19, 2016 at 11:24:56

DESCRIPTION OF RECORDS REQUESTED					
Reference:					
Preferred Method:		Email			
<b>Request:</b> 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:		01/13/2016		To:	02/19/2016
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	Feb 19th, 2016	Dave Kotorynski	Feb 25th	March 4th

**REQUEST DETAILS:**

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 for Record Search: From 01/13/2016 To

**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:

Gislene Guenard

250-356-0976

February 19, 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-2016-60853 Evergreen  
Date: Friday, February 19, 2016 1:50:00 PM  
Attachments: Request.pdf

---

Hi Peter,

A new FOI request from **media** asking for RECORDS:

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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 **February 25<sup>th</sup>**. If no fee records are due by **March 4<sup>th</sup>**.

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: Friday, February 19, 2016 12:27 PM  
To: MTI FOI REQUESTS TRAN:EX  
Cc: Kotorynski, David MTIC:EX  
Subject: Call for Records TRA-2016-60853 Due March 4, 2016

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**Legislated Due Date: April 5, 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

From: [EvergreenLine Document Control TRAN:EX](#)  
To: [MTI FOI REQUESTS TRAN:EX](#)  
Subject: TRA-2016-60853 - Fee Estimate  
Date: Friday, February 19, 2016 3:52:09 PM

---

Good afternoon Gislene and Marion

I am not able to say whether the report contains all the elements listed in the request or not. The report is available in the format, and with the contents, it was produced with. As such we can only provide the Monthly Status Report as is.

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**

Regards,

**Peter Mountstevens**

---

From: MTI FOI REQUESTS TRAN:EX  
Sent: Friday, February 19, 2016 1:51 PM  
To: Mountstevens, Peter TRAN:EX; EvergreenLine Document Control TRAN:EX  
Subject: TRIM: NEW FOI Request for Records TRA-2016-60853 Evergreen

Hi Peter,

A new FOI request from **media** asking for RECORDS:

***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 for Record Search: From 01/13/2016 To 02/19/2016)***

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 \_\_\_\_\_

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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:** Katorynski, David [<mailto:david.katorynski@gov.bc.ca>]  
**Sent:** Friday, February 19, 2016 12:27 PM  
**To:** MTI FOI REQUESTS TRAN:EX  
**Cc:** Katorynski, David MTIC:EX  
**Subject:** Call for Records TRA-2016-60853 Due March 4, 2016

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Thank you for your assistance,

David Katorynski  
FOI Analyst  
Business / Infrastructure Team  
Information Access Operations

**From:** [Guenard, Gislene](#) [TRAN:EX](#) on behalf of [MTI FOI REQUESTS](#) [TRAN:EX](#)  
**To:** [Kotorynski, David](#) [MTIC:EX](#)  
**Subject:** Fee Estimate TRA-2016-60853  
**Date:** Friday, February 19, 2016 6:30:00 PM  
**Attachments:** [Fee estimate TRA-2016-60853.pdf](#)

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Hi Dave,

The fee estimate for this file would not involve any search time but it would be preparation time for approximately 800 pages, estimated at 1.5 hours.

**\*\*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 changes to a no records or requires a change to the fee.**

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

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:** Friday, February 19, 2016 12:27 PM

**To:** MTI FOI REQUESTS [TRAN:EX](#)

**Cc:** Kotorynski, David [MTIC:EX](#)

**Subject:** Call for Records TRA-2016-60853 Due March 4, 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:** [Mountstevens, Peter](#) [TRAN:EX](#)  
**Subject:** RE: TRA-2016-60853 - Fee Estimate  
**Date:** Monday, March 14, 2016 1:19:00 PM

---

Thank you Peter. I will have IAO advise the applicant that the fee estimate is based on the reports as standalone documents.

Hope your day is going well. ☺

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

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**From:** Mountstevens, Peter [TRAN:EX](#)  
**Sent:** Monday, March 14, 2016 9:20 AM  
**To:** MTI FOI REQUESTS [TRAN:EX](#)  
**Subject:** RE: TRA-2016-60853 - Fee Estimate

Hi Marion

In response to the matter below;

The applicant has asked for monthly project status reports from SNC-Lavalin, and its subsidiaries, for a date range of Jan 13, 2016 to Feb 19, 2016.

As previously noted, the monthly reports are submitted as standalone documents. They are records in their own right and I am able to accurately estimate the size of the request. To alter them would render them no longer EGRT's reports and to do so would incur additional time to author a new report anyway. However, I am able to clarify that details of individual invoices are not included in their reports and although I do not believe I could, or should, edit EGRT's documents, there is nothing to remove that would reduce the estimate based on the question below.

Regards,

**Peter Mountstevens**

---

**From:** MTI FOI REQUESTS [TRAN:EX](#)  
**Sent:** Thursday, March 10, 2016 5:10 PM  
**To:** EvergreenLine Document Control [TRAN:EX](#); Mountstevens, Peter [TRAN:EX](#)  
**Subject:** RE: TRA-2016-60853 - Fee Estimate

Hi Peter,

Further to submitting the fee estimate for this request, we received this note from IAO today:

*I have spoken by telephone to applicant and they have concerns that we are including individual invoices as part of the response records. The applicant has advised that they are looking for monthly summary reports, rather than the detail of individual invoices. Would this have a influence on fee estimate?*

As noted in the fee estimate below, you advise that the fee is based on the providing only the monthly status report. Please advise/confirm that the fee estimate is based only on the monthly status report and if the removal of individual invoices will reduce the fee estimate.

Thanks. ☺

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

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**From:** EvergreenLine Document Control [TRAN:EX](#)  
**Sent:** Friday, February 19, 2016 3:52 PM  
**To:** MTI FOI REQUESTS [TRAN:EX](#)  
**Subject:** TRA-2016-60853 - Fee Estimate

Good afternoon Gislene and Marion

I am not able to say whether the report contains all the elements listed in the request or not.

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Our fee estimate is therefore as follows;

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

Regards,

**Peter Mountstevens**

---

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**Sent:** Friday, February 19, 2016 1:51 PM

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

**Subject:** TRIM: NEW FOI Request for Records TRA-2016-60853 Evergreen

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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:** Friday, February 19, 2016 12:27 PM

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

**Cc:** Kotorynski, David MTIC:EX

**Subject:** Call for Records TRA-2016-60853 Due March 4, 2016

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David Katorynski  
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](#)  
**Subject:** RE: Question - RE: Fee Estimate TRA-2016-60853  
**Date:** Monday, March 14, 2016 1:17:00 PM

---

Hi Dave,

We've gone back to the program area and they have advised that there is nothing to remove that would reduce the estimate based on the question below. The monthly reports are submitted as standalone records.

All the best,

Marion

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

---

**From:** Kotorynski, David MTIC:EX  
**Sent:** Thursday, March 10, 2016 2:10 PM  
**To:** MTI FOI REQUESTS TRAN:EX  
**Cc:** Kotorynski, David MTIC:EX  
**Subject:** Question - RE: Fee Estimate TRA-2016-60853

Hello,

I have spoken by telephone to applicant and he has concerns that we are including individual invoices as part of the response records. He has advised that he is looking for monthly summary reports, rather than the detail of individual invoices.

Would this have a influence on fee estimate?

Regards,

Dave

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

---

**From:** MTI FOI REQUESTS TRAN:EX  
**Sent:** Friday, February 19, 2016 6:31 PM  
**To:** Kotorynski, David MTIC:EX  
**Subject:** Fee Estimate TRA-2016-60853

Hi Dave,

The fee estimate for this file would not involve any search time but it would be preparation time for approximately 800 pages, estimated at 1.5 hours.

**\*\*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 changes to a no records or requires a change to the fee.**

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

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:** Friday, February 19, 2016 12:27 PM  
**To:** MTI FOI REQUESTS TRAN:EX  
**Cc:** Kotorynski, David MTIC:EX  
**Subject:** Call for Records TRA-2016-60853 Due March 4, 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: April 5, 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 Feb 25th, 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 March 4, 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