

FOI Request Submitted on Thursday, May 12, 2016 at 16:51:58

DESCRIPTION OF RECORDS REQUESTED				
Reference:				
Preferred Method:		Email		
Request: All of Kate Trotter's sent and received email, including attachments, for the period of noon Nov. 26, 2015 to noon Nov. 28, 2015. Please direct to TRA and GCPE.				
Date Range - From:		11/26/2015	To:	11/28/2015
PROCESSING ORG				
Transportation and Infrastructure				
APPLICANT DETAILS				
Business/Organization:				
Title	Last Name	First Name		Middle Name
Address		City/Town	Province	Country
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	May 13, 2016	Dave Kotorynski	May 19, 2016	May 30, 2016

REQUEST DETAILS:

All emails including attachments, sent to or from Kate Trotter for the period of noon Nov. 26, 2015 to noon Nov. 28, 2015. (Date Range for Record Search: From 11/26/2015 To 11/28/2015)

Section 1: Initial Records Assessment

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

Are you aware of other records that may be responsive to this request within your Ministry? YES ☐ NO ☒

Are you aware of other records that may be responsive to this request held by another public body? YES ☐ NO ☒

If yes, specify:

NO RECORDS RESPONSE APPROVAL:

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

Final Public Body Approval (Full name, Title)	Signature:	Date:

Section 2: Fee Estimate — General Request only (if this is a Personal Request skip to Section 3)

Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

Search

Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

Producing records

Tasks may include:

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

Estimated Hours

Actual Hours

Volume

Electronic files (in pages):

*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages Actual Pages

Email with attachments:

Estimated Pages Actual Pages

*Other documents

Estimated Pages Actual Pages

Hardcopy files (in pages):

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

Estimated Pages Actual Pages

Preparation

Tasks may include :

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

Estimated Hours Actual Hours

Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.

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

YES ☐

NO ☐

***Harm** – Disclosure of the records would significantly harm the ministry's position, or a third party's interests on a given topic. The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. (Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your ministry executive and/or Government Communications and Public Engagement office.)

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

- Please reference the applicable records and information of concern, the harms, and associated page numbers below.
- If any of these records have been prepared for, or used to inform, a decision of Cabinet or any of its committees, section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise: (1) what is the status of the issue? and (2) has the decision been made public or implemented?

(GENERAL REQUEST ONLY)-

Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government's Open Information Website. If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst.

Section 4: Contact Information

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

Phone Number:

Date:

Michelle Tang

250-387-0145

May 26, 2016

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

From: [MTI FOI REQUESTS TRAN:EX](#)
To: [Cousins, Cindy GCPE:EX](#)
Cc: [Lewthwaite, Jennifer TRAN:EX](#); [MTI FOI REQUESTS TRAN:EX](#)
Subject: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016
Date: Friday, May 13, 2016 4:29:56 PM
Attachments: [Request TRA-2016-62042.pdf](#)

Good afternoon,

We've received a new request from a *Media* applicant seeking the following records:

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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 **May 19th**. If no fee, records are due by **May 30th**.

If you have any questions or concerns, please let me know if I can be of assistance. 😊

Thanks,

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: Friday, May 13, 2016 2:21 PM
To: MTI FOI REQUESTS TRAN:EX
Cc: Kotorynski, David FIN:EX
Subject: Call for Records TRA-2016-62042 Due May 30, 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: June 27, 2016

What Do You Need to Do?

Please complete the attached Call for Records form.

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

Thank you for your assistance,

Dave Kotorynski
FOI Analyst
Business / Infrastructure Team

Information Access Operations

From: [MTI FOI REQUESTS TRAN:EX](#)
To: [HWYS INFORMATION, & RECORDS SERVICES TRAN:EX](#); [TRAN SCR FOI Requests TRAN:EX](#); [TRAN SIR FOI Requests TRAN:EX](#); [Cerina, Carla TRAN:EX](#); [Hucal, Jackie TRAN:EX](#); [Fairs-Natland, Nancy TRAN:EX](#); [Nicholls, Elizabeth TRAN:EX](#); [Fraser, Agnes TRAN:EX](#); [Sawatsky, Kim TRAN:EX](#); [Hunt, Melanie TRAN:EX](#); [Woodcock, Danielle TRAN:EX](#); [Brown, Tom G TRAN:EX](#); [Karger, Kristina TRAN:EX](#); [Lightbody, Ian TRAN:EX](#)
Cc: [MTI FOI REQUESTS TRAN:EX](#)
Subject: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016
Date: Wednesday, May 18, 2016 11:52:19 AM
Attachments: [Request TRA-2016-62042.pdf](#)

Hi there,

Apologies for the delay but I wasn't aware that all of the Ministry program areas should be canvassed for possible records.

Please see the attached and note below and advise accordingly, thanks.

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

From: MTI FOI REQUESTS TRAN:EX
Sent: Friday, May 13, 2016 4:30 PM
To: Cousins, Cindy GCPE:EX
Cc: Lewthwaite, Jennifer TRAN:EX; MTI FOI REQUESTS TRAN:EX
Subject: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016

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- any other questions or concerns relating to this request.

Thank you for your assistance,

Dave Kotorynski

FOI Analyst

Business / Infrastructure Team

Information Access Operations

From: [Hucal, Jackie TRAN:EX](#)
To: [MTI FOI REQUESTS TRAN:EX](#)
Cc: [Fairs-Natland, Nancy TRAN:EX](#)
Subject: CVSE Fee Estimate Due: TRA-2016-62042 - Kate Trotter emails including emails
Date: Friday, May 20, 2016 10:59:08 AM
Importance: High

Hello,

Steve Haywood has checked his email and he has no records within the stated time frames. Steve believes it is highly unlikely that anyone else in CVSE would have records, however without canvassing all staff it not possible to confirm. Fee estimate is 225 staff x 5 minutes of search time = 18.75 hours

Thanks
Jackie

From: MTI FOI REQUESTS TRAN:EX
Sent: Friday, May 20, 2016 9:49 AM
To: Hucal, Jackie TRAN:EX; Fairs-Natland, Nancy TRAN:EX; Fraser, Agnes TRAN:EX; Sawatsky, Kim TRAN:EX; Hunt, Melanie TRAN:EX
Cc: MTI FOI REQUESTS TRAN:EX
Subject: Fee Estimate Due: TRA-2016-62042 - Kate Trotter emails including emails
Importance: High

Good morning,

Just a reminder the fee estimate is due. Please provide a response asap.

Thanks,

Michelle Tang | Information Management & Privacy Analyst
Information Management & Privacy
Information Management Branch
Ministry of Transportation & Infrastructure
3D 940 Blanshard Street
Victoria BC V8W 9T5
250-387-0145

From: MTI FOI REQUESTS TRAN:EX
Sent: Wednesday, May 18, 2016 11:52 AM
To: HWYS INFORMATION, & RECORDS SERVICES TRAN:EX; TRAN SCR FOI Requests TRAN:EX; TRAN SIR FOI Requests TRAN:EX; Cerina, Carla TRAN:EX; Hucal, Jackie TRAN:EX; Fairs-Natland, Nancy TRAN:EX; Nicholls, Elizabeth TRAN:EX; Fraser, Agnes TRAN:EX; Sawatsky, Kim TRAN:EX; Hunt, Melanie TRAN:EX; Woodcock, Danielle TRAN:EX; Brown, Tom G TRAN:EX; Karger, Kristina TRAN:EX; Lightbody, Ian TRAN:EX
Cc: MTI FOI REQUESTS TRAN:EX
Subject: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016

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Please see the attached and note below and advise accordingly, thanks.

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Ministry of Transportation & Infrastructure |

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Sent: Friday, May 13, 2016 4:30 PM
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Cc: Lewthwaite, Jennifer TRAN:EX; MTI FOI REQUESTS TRAN:EX
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Sent: Friday, May 13, 2016 2:21 PM
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Cc: Katorynski, David FIN:EX
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fees; and/or

- any other questions or concerns relating to this request.

Thank you for your assistance,

Dave Kotorynski

FOI Analyst

Business / Infrastructure Team

Information Access Operations

From: [Writing Services, Transportation TRAN:EX](#)
To: [Fraser, Agnes TRAN:EX](#); [MTI FOI REQUESTS TRAN:EX](#)
Cc: [Lewthwaite, Jennifer TRAN:EX](#); [Cousins, Cindy GCPE:EX](#)
Subject: CWS No Records: TRA-2016-62042
Date: Thursday, May 26, 2016 8:49:18 AM

Hi.

CWS has no files for this search.

Victor Underwood, Correspondence Assistant
Corporate Writing Services - CWS
Ministry of Transportation and Infrastructure
5B - 940 Blanshard Street
Victoria BC V9P 2H3

Phone number 250 356-1825
Fax number 250 356-7706

From: Fraser, Agnes TRAN:EX
Sent: Tuesday, May 24, 2016 7:06 PM
To: Writing Services, Transportation TRAN:EX
Subject: 256630 - FW: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016

Would your office have any responsive records? Apologies for the tight turn-around – but will need to know as soon as possible.

Thank you
Agnes

From: MTI FOI REQUESTS TRAN:EX
Sent: Wednesday, May 18, 2016 11:52 AM
To: HWYS INFORMATION, & RECORDS SERVICES TRAN:EX; TRAN SCR FOI Requests TRAN:EX; TRAN SIR FOI Requests TRAN:EX; Cerina, Carla TRAN:EX; Hucal, Jackie TRAN:EX; Fairs-Natland, Nancy TRAN:EX; Nicholls, Elizabeth TRAN:EX; Fraser, Agnes TRAN:EX; Sawatsky, Kim TRAN:EX; Hunt, Melanie TRAN:EX; Woodcock, Danielle TRAN:EX; Brown, Tom G TRAN:EX; Karger, Kristina TRAN:EX; Lightbody, Ian TRAN:EX
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Sent: Friday, May 13, 2016 4:30 PM
To: Cousins, Cindy GCPE:EX
Cc: Lewthwaite, Jennifer TRAN:EX; MTI FOI REQUESTS TRAN:EX
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Ministry of Transportation & Infrastructure |

From: Kotorynski, David [<mailto:david.kotorynski@gov.bc.ca>]
Sent: Friday, May 13, 2016 2:21 PM
To: MTI FOI REQUESTS TRAN:EX
Cc: Kotorynski, David FIN:EX
Subject: Call for Records TRA-2016-62042 Due May 30, 2016

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Thank you for your assistance,

Dave Kotorynski
FOI Analyst
Business / Infrastructure Team
Information Access Operations

From: [MTI FOI REQUESTS TRAN:EX](#)
To: [MTI FOI REQUESTS TRAN:EX](#)
Subject: Did you check with other departments? NRR S/O: TRA-2016-62042 Due May 30, 2016
Date: Tuesday, May 17, 2016 8:49:03 AM

Hi Marion,

Did you check with other departments? GCPE does not only email with Executive.

Thanks,

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: MTI FOI REQUESTS TRAN:EX
Sent: Monday, May 16, 2016 11:01 AM
To: Lewthwaite, Jennifer TRAN:EX
Cc: MTI FOI REQUESTS TRAN:EX
Subject: NRR S/O: TRA-2016-62042 Due May 30, 2016

Hi Jen,

Attached is the call form for the DM to sign off on.

All the best,

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

From: Lewthwaite, Jennifer TRAN:EX
Sent: Monday, May 16, 2016 9:55 AM
To: MTI FOI REQUESTS TRAN:EX
Cc: Lewthwaite, Jennifer TRAN:EX
Subject: Exec No Recs: TRA-2016-62042 Due May 30, 2016

No records with us – please direct request to GCPE.

Jen

From: MTI FOI REQUESTS TRAN:EX
Sent: Friday, May 13, 2016 4:30 PM
To: Cousins, Cindy GCPE:EX
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Dave Kotorynski
FOI Analyst
Business / Infrastructure Team
Information Access Operations

From: [Karger, Kristina TRAN:EX](#)
To: [MTI FOI REQUESTS TRAN:EX](#)
Subject: EMCB No Recs: TRA-2016-62042
Date: Friday, May 20, 2016 11:18:28 AM

Good morning,

No records from EMBC.

Kristie Karger | A/Executive Coordinator
Office of the Assistant Deputy Minister
[Emergency Management BC](#)

From: MTI FOI REQUESTS TRAN:EX
Sent: Wednesday, May 18, 2016 11:52
To: HWYS INFORMATION, & RECORDS SERVICES TRAN:EX; TRAN SCR FOI Requests TRAN:EX; TRAN SIR FOI Requests TRAN:EX; Cerina, Carla TRAN:EX; Hucal, Jackie TRAN:EX; Fairs-Natland, Nancy TRAN:EX; Nicholls, Elizabeth TRAN:EX; Fraser, Agnes TRAN:EX; Sawatsky, Kim TRAN:EX; Hunt, Melanie TRAN:EX; Woodcock, Danielle TRAN:EX; Brown, Tom G TRAN:EX; Karger, Kristina TRAN:EX; Lightbody, Ian TRAN:EX
Cc: MTI FOI REQUESTS TRAN:EX
Subject: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016

Hi there,

Apologies for the delay but I wasn't aware that all of the Ministry program areas should be canvassed for possible records.

Please see the attached and note below and advise accordingly, thanks.

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

From: MTI FOI REQUESTS TRAN:EX
Sent: Friday, May 13, 2016 4:30 PM
To: Cousins, Cindy GCPE:EX
Cc: Lewthwaite, Jennifer TRAN:EX; MTI FOI REQUESTS TRAN:EX
Subject: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016

Good afternoon,

We've received a new request from a *Media* applicant seeking the following records:

All emails including attachments, sent to or from Kate Trotter for the period of noon Nov. 26, 2015 to noon Nov. 28, 2015. (Date Range for Record Search: From 11/26/2015 To 11/28/2015)

Note: this request was also directed to GCPE.

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 **May 19th**. If no fee, records are due by **May 30th**.

If you have any questions or concerns, please let me know if I can be of assistance. ☺

Thanks,

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: Friday, May 13, 2016 2:21 PM
To: MTI FOI REQUESTS TRAN:EX
Cc: Kotorynski, David FIN:EX
Subject: Call for Records TRA-2016-62042 Due May 30, 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: June 27, 2016

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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 May 30, 2016.

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- any other questions or concerns relating to this request.

Thank you for your assistance,

Dave Kotorynski

FOI Analyst

Business / Infrastructure Team

Information Access Operations

From: [MTI FOI REQUESTS TRAN:EX](#)
To: [Hucal, Jackie TRAN:EX](#)
Cc: [Fairs-Natland, Nancy TRAN:EX](#); [MTI FOI REQUESTS TRAN:EX](#)
Subject: Estimated Pages? CVSE Fee Estimate Due: TRA-2016-62042 - Kate Trotter emails including emails
Date: Thursday, May 26, 2016 9:24:54 AM

Hi Jackie,

Can you please provide an estimate on the amount of pages?

Thanks,

Michelle Tang | Information Management & Privacy Analyst
Information Management & Privacy
Information Management Branch
Ministry of Transportation & Infrastructure
3D 940 Blanshard Street
Victoria BC V8W 9T5
250-387-0145

From: Hucal, Jackie TRAN:EX
Sent: Friday, May 20, 2016 10:59 AM
To: MTI FOI REQUESTS TRAN:EX
Cc: Fairs-Natland, Nancy TRAN:EX
Subject: CVSE Fee Estimate Due: TRA-2016-62042 - Kate Trotter emails including emails
Importance: High

Hello,

Steve Haywood has checked his email and he has no records within the stated time frames. Steve believes it is highly unlikely that anyone else in CVSE would have records, however without canvassing all staff it not possible to confirm. Fee estimate is 225 staff x 5 minutes of search time = 18.75 hours

Thanks
Jackie

From: MTI FOI REQUESTS TRAN:EX
Sent: Friday, May 20, 2016 9:49 AM
To: Hucal, Jackie TRAN:EX; Fairs-Natland, Nancy TRAN:EX; Fraser, Agnes TRAN:EX; Sawatsky, Kim TRAN:EX; Hunt, Melanie TRAN:EX
Cc: MTI FOI REQUESTS TRAN:EX
Subject: Fee Estimate Due: TRA-2016-62042 - Kate Trotter emails including emails
Importance: High

Good morning,

Just a reminder the fee estimate is due. Please provide a response asap.

Thanks,

Michelle Tang | Information Management & Privacy Analyst
Information Management & Privacy
Information Management Branch
Ministry of Transportation & Infrastructure
3D 940 Blanshard Street
Victoria BC V8W 9T5
250-387-0145

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Sent: Wednesday, May 18, 2016 11:52 AM
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Cc: MTI FOI REQUESTS TRAN:EX
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Ministry of Transportation & Infrastructure |

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Sent: Friday, May 13, 2016 4:30 PM
To: Cousins, Cindy GCPE:EX
Cc: Lewthwaite, Jennifer TRAN:EX; MTI FOI REQUESTS TRAN:EX
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Ministry of Transportation & Infrastructure |

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Sent: Friday, May 13, 2016 2:21 PM
To: MTI FOI REQUESTS TRAN:EX
Cc: Kotorynski, David FIN:EX
Subject: Call for Records TRA-2016-62042 Due May 30, 2016

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Thank you for your assistance,

Dave Kotorynski

FOI Analyst

Business / Infrastructure Team

Information Access Operations

From: [Lewthwaite, Jennifer](#) TRAN:EX
To: [MTI FOI REQUESTS](#) TRAN:EX
Cc: [Lewthwaite, Jennifer](#) TRAN:EX
Subject: Exec No Recs: TRA-2016-62042 Due May 30, 2016
Date: Monday, May 16, 2016 9:54:32 AM

No records with us – please direct request to GCPE.

Jen

From: MTI FOI REQUESTS TRAN:EX
Sent: Friday, May 13, 2016 4:30 PM
To: Cousins, Cindy GCPE:EX
Cc: Lewthwaite, Jennifer TRAN:EX; MTI FOI REQUESTS TRAN:EX
Subject: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016

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Ministry of Transportation & Infrastructure |

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To: MTI FOI REQUESTS TRAN:EX
Cc: Kotorynski, David FIN:EX
Subject: Call for Records TRA-2016-62042 Due May 30, 2016

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Thank you for your assistance,

Dave Kotorynski

FOI Analyst

Business / Infrastructure Team

Information Access Operations

From: [MTI FOI REQUESTS TRAN:EX](#)
To: [Hucal, Jackie TRAN:EX](#); [Fairs-Natland, Nancy TRAN:EX](#); [Fraser, Agnes TRAN:EX](#); [Sawatsky, Kim TRAN:EX](#); [Hunt, Melanie TRAN:EX](#)
Cc: [MTI FOI REQUESTS TRAN:EX](#)
Subject: Fee Estimate Due: TRA-2016-62042 - Kate Trotter emails including emails
Date: Friday, May 20, 2016 9:49:14 AM
Importance: High

Good morning,

Just a reminder the fee estimate is due. Please provide a response asap.

Thanks,

Michelle Tang | Information Management & Privacy Analyst
Information Management & Privacy
Information Management Branch
Ministry of Transportation & Infrastructure
3D 940 Blanshard Street
Victoria BC V8W 9T5
250-387-0145

From: MTI FOI REQUESTS TRAN:EX
Sent: Wednesday, May 18, 2016 11:52 AM
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Sent: Friday, May 13, 2016 2:21 PM
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Cc: Kotorynski, David FIN:EX
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Thank you for your assistance,

Dave Kotorynski
FOI Analyst
Business / Infrastructure Team
Information Access Operations

From: [MTI FOI REQUESTS TRAN:EX](#)
To: [Kotorynski, David FIN:EX](#)
Cc: [MTI FOI REQUESTS TRAN:EX](#)
Subject: Fee Estimate: TRA-2016-62042 - LDD June 27
Date: Thursday, May 26, 2016 9:55:18 AM
Attachments: [Call Form - TRA-2016-62042.pdf](#)

Hi Dave,

Attached is the fee estimate for this request – 23 hours to search for approximately 20 pages and 1 hour preparation for processing.

*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.

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

Thanks,

Michelle Tang | Information Management & Privacy Analyst
Information Management & Privacy
Information Management Branch
Ministry of Transportation & Infrastructure
3D 940 Blanshard Street
Victoria BC V8W 9T5
250-387-0145

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To: MTI FOI REQUESTS TRAN:EX
Cc: Kotorynski, David FIN:EX
Subject: Call for Records TRA-2016-62042 Due May 30, 2016

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FOI Analyst
Business / Infrastructure Team
Information Access Operations

From: HWYS INFORMATION, & RECORDS SERVICES TRAN:EX
To: MTI FOI REQUESTS TRAN:EX
Cc: HWYS INFORMATION, & RECORDS SERVICES TRAN:EX
Subject: Fee HQ- HWYS / FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016
Date: Thursday, May 19, 2016 3:20:16 PM

Hi Marion,

I've done a brief canvass of HQ and there will be responsive records. (Note – 87 people x 10 minute search = 870 minutes divided by 60 minutes = 14.5 hours)

1. Will you have responsive records? Y/N ___Y_____
2. Enough for a fee (more than 3 hours to search)? If yes? How many hours ___4_____
3. Approximate number of pages? (5, 50, 500) ___5_____

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

Thanks,

Kim

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Sent: Wednesday, May 18, 2016 11:52 AM
To: HWYS INFORMATION, & RECORDS SERVICES TRAN:EX; TRAN SCR FOI Requests TRAN:EX; TRAN SIR FOI Requests TRAN:EX; Cerina, Carla TRAN:EX; Hucal, Jackie TRAN:EX; Fairs-Natland, Nancy TRAN:EX; Nicholls, Elizabeth TRAN:EX; Fraser, Agnes TRAN:EX; Sawatsky, Kim TRAN:EX; Hunt, Melanie TRAN:EX; Woodcock, Danielle TRAN:EX; Brown, Tom G TRAN:EX; Karger, Kristina TRAN:EX; Lightbody, Ian TRAN:EX
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Ministry of Transportation & Infrastructure |

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Cc: Lewthwaite, Jennifer TRAN:EX; MTI FOI REQUESTS TRAN:EX
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Sent: Friday, May 13, 2016 2:21 PM
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Cc: Kotorynski, David FIN:EX
Subject: Call for Records TRA-2016-62042 Due May 30, 2016

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FOI Analyst
Business / Infrastructure Team
Information Access Operations

From: [MTI FOI REQUESTS TRAN:EX](#)
To: [Lewthwaite, Jennifer TRAN:EX](#)
Cc: [MTI FOI REQUESTS TRAN:EX](#)
Subject: FYI - We have Recs: TRA-2016-62042 - Kate Trotter emails
Date: Thursday, May 26, 2016 9:33:39 AM

Hi Jen,

Please note we will have responsive records related to this request. I am currently preparing a fee estimate.

No further action from you is needed at this time.

Thanks,

Michelle Tang | Information Management & Privacy Analyst
Information Management & Privacy
Information Management Branch
Ministry of Transportation & Infrastructure
3D 940 Blanshard Street
Victoria BC V8W 9T5
250-387-0145

From: MTI FOI REQUESTS TRAN:EX
Sent: Monday, May 16, 2016 11:01 AM
To: Lewthwaite, Jennifer TRAN:EX
Cc: MTI FOI REQUESTS TRAN:EX
Subject: NRR S/O: TRA-2016-62042 Due May 30, 2016

Hi Jen,

Attached is the call form for the DM to sign off on.

All the best,

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

From: Lewthwaite, Jennifer TRAN:EX
Sent: Monday, May 16, 2016 9:55 AM
To: MTI FOI REQUESTS TRAN:EX
Cc: Lewthwaite, Jennifer TRAN:EX
Subject: Exec No Recs: TRA-2016-62042 Due May 30, 2016

No records with us – please direct request to GCPE.

Jen

From: MTI FOI REQUESTS TRAN:EX

Sent: Friday, May 13, 2016 4:30 PM
To: Cousins, Cindy GCPE:EX
Cc: Lewthwaite, Jennifer TRAN:EX; MTI FOI REQUESTS TRAN:EX
Subject: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016

Good afternoon,

We've received a new request from a *Media* applicant seeking the following records:

All emails including attachments, sent to or from Kate Trotter for the period of noon Nov. 26, 2015 to noon Nov. 28, 2015. (Date Range for Record Search: From 11/26/2015 To 11/28/2015)

Note: this request was also directed to GCPE.

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 **May 19th**. If no fee, records are due by **May 30th**.

If you have any questions or concerns, please let me know if I can be of assistance. ☺

Thanks,

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

From: Katorynski, David [<mailto:david.katorynski@gov.bc.ca>]
Sent: Friday, May 13, 2016 2:21 PM
To: MTI FOI REQUESTS TRAN:EX
Cc: Katorynski, David FIN:EX
Subject: Call for Records TRA-2016-62042 Due May 30, 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: June 27, 2016

What Do You Need to Do?

Please complete the attached Call for Records form.

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- 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,

Dave Katorynski

FOI Analyst

Business / Infrastructure Team

Information Access Operations

From: [Hunt, Melanie TRAN:EX](#)
To: [MTI FOI REQUESTS TRAN:EX](#)
Subject: Infra No Recs: TRA-2016-62042 - Kate Trotter emails including emails
Date: Friday, May 20, 2016 3:09:53 PM

Hello,

I can confirm that the Infrastructure and Major Project Division does not have any email records pertaining to this request.

Thank you,

Melanie Hunt
A/Executive Administrative Assistant
Assistant Deputy Minister's Office – Infrastructure & Major Projects
Ministry of Transportation & Infrastructure
Phone: (250)387-6742

From: MTI FOI REQUESTS TRAN:EX
Sent: Friday, May 20, 2016 9:49 AM
To: Hucal, Jackie TRAN:EX; Fairs-Natland, Nancy TRAN:EX; Fraser, Agnes TRAN:EX; Sawatsky, Kim TRAN:EX; Hunt, Melanie TRAN:EX
Cc: MTI FOI REQUESTS TRAN:EX
Subject: Fee Estimate Due: TRA-2016-62042 - Kate Trotter emails including emails
Importance: High

Good morning,

Just a reminder the fee estimate is due. Please provide a response asap.

Thanks,

Michelle Tang | Information Management & Privacy Analyst
Information Management & Privacy
Information Management Branch
Ministry of Transportation & Infrastructure
3D 940 Blanshard Street
Victoria BC V8W 9T5
250-387-0145

From: MTI FOI REQUESTS TRAN:EX
Sent: Wednesday, May 18, 2016 11:52 AM
To: HWYS INFORMATION, & RECORDS SERVICES TRAN:EX; TRAN SCR FOI Requests TRAN:EX; TRAN SIR FOI Requests TRAN:EX; Cerina, Carla TRAN:EX; Hucal, Jackie TRAN:EX; Fairs-Natland, Nancy TRAN:EX; Nicholls, Elizabeth TRAN:EX; Fraser, Agnes TRAN:EX; Sawatsky, Kim TRAN:EX; Hunt, Melanie TRAN:EX; Woodcock, Danielle TRAN:EX; Brown, Tom G TRAN:EX; Karger, Kristina TRAN:EX; Lightbody, Ian TRAN:EX

Cc: MTI FOI REQUESTS TRAN:EX

Subject: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016

Hi there,

Apologies for the delay but I wasn't aware that all of the Ministry program areas should be canvassed for possible records.

Please see the attached and note below and advise accordingly, thanks.

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

From: MTI FOI REQUESTS TRAN:EX

Sent: Friday, May 13, 2016 4:30 PM

To: Cousins, Cindy GCPE:EX

Cc: Lewthwaite, Jennifer TRAN:EX; MTI FOI REQUESTS TRAN:EX

Subject: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016

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If you have any questions or concerns, please let me know if I can be of assistance. ☺

Thanks,

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: Friday, May 13, 2016 2:21 PM
To: MTI FOI REQUESTS TRAN:EX
Cc: Kotorynski, David FIN:EX
Subject: Call for Records TRA-2016-62042 Due May 30, 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: June 27, 2016

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- any other questions or concerns relating to this request.

Thank you for your assistance,

Dave Kotorynski

FOI Analyst

Business / Infrastructure Team

Information Access Operations

From: [Woodcock, Danielle](#) TRAN:EX
To: [MTI FOI REQUESTS](#) TRAN:EX
Subject: NO Recs EMBC FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016
Date: Thursday, May 19, 2016 10:23:31 AM

Good Morning

I can confirm that Becky Denlinger, Tom Brown and Danielle Woodcock have no responsive records for this request.

Thank you.

Danielle Woodcock, Senior Executive Assistant

Ministry of Transportation and Infrastructure
Deputy Ministers Office – Emergency Management
Suite 4B – 940 Blanshard Street
Victoria BC V8W 3C8 Phone: 250-356-0840
Email: Danielle.Woodcock@gov.bc.ca

From: MTI FOI REQUESTS TRAN:EX
Sent: Wednesday, May 18, 2016 11:52 AM
To: HWYS INFORMATION, & RECORDS SERVICES TRAN:EX; TRAN SCR FOI Requests TRAN:EX; TRAN SIR FOI Requests TRAN:EX; Cerina, Carla TRAN:EX; Hucal, Jackie TRAN:EX; Fairs-Natland, Nancy TRAN:EX; Nicholls, Elizabeth TRAN:EX; Fraser, Agnes TRAN:EX; Sawatsky, Kim TRAN:EX; Hunt, Melanie TRAN:EX; Woodcock, Danielle TRAN:EX; Brown, Tom G TRAN:EX; Karger, Kristina TRAN:EX; Lightbody, Ian TRAN:EX
Cc: MTI FOI REQUESTS TRAN:EX
Subject: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016

Hi there,

Apologies for the delay but I wasn't aware that all of the Ministry program areas should be canvassed for possible records.

Please see the attached and note below and advise accordingly, thanks.

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

From: MTI FOI REQUESTS TRAN:EX
Sent: Friday, May 13, 2016 4:30 PM
To: Cousins, Cindy GCPE:EX
Cc: Lewthwaite, Jennifer TRAN:EX; MTI FOI REQUESTS TRAN:EX
Subject: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016

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If you have any questions or concerns, please let me know if I can be of assistance. ☺

Thanks,

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: Friday, May 13, 2016 2:21 PM
To: MTI FOI REQUESTS TRAN:EX
Cc: Kotorynski, David FIN:EX
Subject: Call for Records TRA-2016-62042 Due May 30, 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: June 27, 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,

Dave Kotorynski

FOI Analyst

Business / Infrastructure Team

Information Access Operations

From: [Cerina, Carla TRAN:EX](#)
To: [MTI FOI REQUESTS TRAN:EX](#)
Cc: [Clark, Sarah J TRAN:EX](#)
Subject: NR No Recs: TRA-2016-62042 Personal Request
Date: Tuesday, May 24, 2016 1:06:13 PM

Hi Michelle and Marion,

Nil response for Northern Region.

Cheers,
Carla

Carla Cerina
A/Financial Officer
Northern Region
Phone: 250-565-6486

From: MTI FOI REQUESTS TRAN:EX
Sent: Friday, May 20, 2016 9:44 AM
To: Cerina, Carla TRAN:EX
Cc: Clark, Sarah J TRAN:EX; MTI FOI REQUESTS TRAN:EX
Subject: Response by Tues: TRA-2016-62042

Hi Carla,

As Monday is holiday, we will wait for your response on Tuesday. Apologies for the email mix up!

Thanks,

Michelle Tang | Information Management & Privacy Analyst
Information Management & Privacy
Information Management Branch
Ministry of Transportation & Infrastructure
3D 940 Blanshard Street
Victoria BC V8W 9T5
250-387-0145

From: Cerina, Carla TRAN:EX
Sent: Friday, May 20, 2016 9:11 AM
To: MTI FOI REQUESTS TRAN:EX
Cc: Clark, Sarah J TRAN:EX
Subject: RE: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016
Importance: High

Hi Marion,

This request and TRA-2016-62039 were only forwarded to my email in NR, not to our normal distribution list (e.g. cc'd to Sarah Clark) ^{s.22} so neither was distributed as normal.

Neither of these names is familiar, so I am hoping that these individuals were in another Region. I can forward both requests, but I think the earliest response would be Monday, May 23rd, end of day.

Your thoughts?

Carla

Carla Cerina
A/Financial Officer
Northern Region
Phone: 250-565-6486

From: MTI FOI REQUESTS TRAN:EX
Sent: Wednesday, May 18, 2016 11:52 AM
To: HWYS INFORMATION, & RECORDS SERVICES TRAN:EX; TRAN SCR FOI Requests TRAN:EX; TRAN SIR FOI Requests TRAN:EX; Cerina, Carla TRAN:EX; Hucal, Jackie TRAN:EX; Fairs-Natland, Nancy TRAN:EX; Nicholls, Elizabeth TRAN:EX; Fraser, Agnes TRAN:EX; Sawatsky, Kim TRAN:EX; Hunt, Melanie TRAN:EX; Woodcock, Danielle TRAN:EX; Brown, Tom G TRAN:EX; Karger, Kristina TRAN:EX; Lightbody, Ian TRAN:EX
Cc: MTI FOI REQUESTS TRAN:EX
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Marion Ashton | (250) 952-0629 | Senior FOIPP Analyst | Information Management Branch |
Ministry of Transportation & Infrastructure |

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To: Cousins, Cindy GCPE:EX
Cc: Lewthwaite, Jennifer TRAN:EX; MTI FOI REQUESTS TRAN:EX
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Thanks,

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Ministry of Transportation & Infrastructure |

From: Kotorynski, David [<mailto:david.kotorynski@gov.bc.ca>]
Sent: Friday, May 13, 2016 2:21 PM
To: MTI FOI REQUESTS TRAN:EX
Cc: Kotorynski, David FIN:EX
Subject: Call for Records TRA-2016-62042 Due May 30, 2016

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Thank you for your assistance,

Dave Kotorynski
FOI Analyst
Business / Infrastructure Team
Information Access Operations

From: [MTI FOI REQUESTS TRAN:EX](#)
To: [Lewthwaite, Jennifer TRAN:EX](#)
Cc: [MTI FOI REQUESTS TRAN:EX](#)
Subject: NRR S/O: TRA-2016-62042 Due May 30, 2016
Date: Monday, May 16, 2016 11:00:39 AM
Attachments: [Call Form - TRA-2016-62042.pdf](#)

Hi Jen,

Attached is the call form for the DM to sign off on.

All the best,

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

From: Lewthwaite, Jennifer TRAN:EX
Sent: Monday, May 16, 2016 9:55 AM
To: MTI FOI REQUESTS TRAN:EX
Cc: Lewthwaite, Jennifer TRAN:EX
Subject: Exec No Recs: TRA-2016-62042 Due May 30, 2016

No records with us – please direct request to GCPE.

Jen

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Sent: Friday, May 13, 2016 4:30 PM
To: Cousins, Cindy GCPE:EX
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Ministry of Transportation & Infrastructure |

From: Kotorynski, David [<mailto:david.kotorynski@gov.bc.ca>]
Sent: Friday, May 13, 2016 2:21 PM
To: MTI FOI REQUESTS TRAN:EX
Cc: Kotorynski, David FIN:EX
Subject: Call for Records TRA-2016-62042 Due May 30, 2016

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FOI Analyst

Business / Infrastructure Team

Information Access Operations

From: [MTI FOI REQUESTS TRAN:EX](#)
To: [Lewthwaite, Jennifer TRAN:EX](#)
Cc: [MTI FOI REQUESTS TRAN:EX](#)
Subject: On hold: NRR S/O: TRA-2016-62042 Due May 30, 2016
Date: Wednesday, May 18, 2016 12:25:58 PM
Attachments: [Call Form - TRA-2016-62042.pdf](#)

Hi Jen – again please hold off on having Grant sign off on this one until every area has responded.
Thanks! ☺

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

From: MTI FOI REQUESTS TRAN:EX
Sent: Monday, May 16, 2016 11:01 AM
To: Lewthwaite, Jennifer TRAN:EX
Cc: MTI FOI REQUESTS TRAN:EX
Subject: NRR S/O: TRA-2016-62042 Due May 30, 2016

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To: Cousins, Cindy GCPE:EX
Cc: Lewthwaite, Jennifer TRAN:EX; MTI FOI REQUESTS TRAN:EX
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To: MTI FOI REQUESTS TRAN:EX
Cc: Kotorynski, David FIN:EX
Subject: Call for Records TRA-2016-62042 Due May 30, 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: June 27, 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 May 19, 2016. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process. 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 May 30, 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:

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- 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,

Dave Kotorynski

FOI Analyst

Business / Infrastructure Team

Information Access Operations

From: [Nicholls, Elizabeth](#) TRAN:EX
To: [MTI FOI REQUESTS](#) TRAN:EX
Subject: Part No Recs - FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016
Date: Thursday, May 19, 2016 2:45:17 PM

Nothing from Elizabeth

From: MTI FOI REQUESTS TRAN:EX
Sent: Wednesday, May 18, 2016 11:52 AM
To: HWYS INFORMATION, & RECORDS SERVICES TRAN:EX; TRAN SCR FOI Requests TRAN:EX; TRAN SIR FOI Requests TRAN:EX; Cerina, Carla TRAN:EX; Hucal, Jackie TRAN:EX; Fairs-Natland, Nancy TRAN:EX; Nicholls, Elizabeth TRAN:EX; Fraser, Agnes TRAN:EX; Sawatsky, Kim TRAN:EX; Hunt, Melanie TRAN:EX; Woodcock, Danielle TRAN:EX; Brown, Tom G TRAN:EX; Karger, Kristina TRAN:EX; Lightbody, Ian TRAN:EX
Cc: MTI FOI REQUESTS TRAN:EX
Subject: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016

Hi there,

Apologies for the delay but I wasn't aware that all of the Ministry program areas should be canvassed for possible records.

Please see the attached and note below and advise accordingly, thanks.

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

From: MTI FOI REQUESTS TRAN:EX
Sent: Friday, May 13, 2016 4:30 PM
To: Cousins, Cindy GCPE:EX
Cc: Lewthwaite, Jennifer TRAN:EX; MTI FOI REQUESTS TRAN:EX
Subject: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016

Good afternoon,

We've received a new request from a *Media* applicant seeking the following records:

All emails including attachments, sent to or from Kate Trotter for the period of noon Nov. 26, 2015 to noon Nov. 28, 2015. (Date Range for Record Search: From 11/26/2015 To 11/28/2015)

Note: this request was also directed to GCPE.

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 **May 19th**. If no fee, records are due by **May 30th**.

If you have any questions or concerns, please let me know if I can be of assistance. ☺

Thanks,

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: Friday, May 13, 2016 2:21 PM
To: MTI FOI REQUESTS TRAN:EX
Cc: Kotorynski, David FIN:EX
Subject: Call for Records TRA-2016-62042 Due May 30, 2016

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Legislated Due Date: June 27, 2016

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- any other questions or concerns relating to this request.

Thank you for your assistance,

Dave Kotorynski

FOI Analyst

Business / Infrastructure Team

Information Access Operations

From: [Guenard, Gislene](#) TRAN:EX
To: [MTI FOI REQUESTS](#) TRAN:EX; [Kotorynski, David](#) FIN:EX; [IAO Business Team](#) FIN:EX
Subject: RE: Fee Estimate: TRA-2016-62042 - LDD June 27
Date: Friday, May 27, 2016 6:27:23 PM

Hi Dave,

Please include in the fee to the applicant why the fee is as many hours as it is (ie 1400 employees) and suggestions for narrowing = topic and or program area.

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: Guenard, Gislene TRAN:EX On Behalf Of MTI FOI REQUESTS TRAN:EX
Sent: Friday, May 27, 2016 5:37 PM
To: Kotorynski, David FIN:EX; IAO Business Team MTIC:EX (IAOBusinessTeam@gov.bc.ca)
Cc: MTI FOI REQUESTS TRAN:EX
Subject: RE: Fee Estimate: TRA-2016-62042 - LDD June 27

Hi Dave,

Please note regarding this fee estimate we provided- Kate Trotter does not work for the Ministry of Transportation and Infrastructure but is a staff member with Government Communications and Engagement (GCPE).

Regarding our fee estimate, we have canvassed our ministry to try to determine who may have received emails from or sent emails to Kate Trotter but without actually searching all 1400 employees we will not know exactly who has records and how many pages we would have.

We recommend that the applicant process their request with GCPE as it would involve asking Kate Trotter to search her outlook for her sent and received (as opposed to canvassing our entire ministry to search through all of our outlook emails).

If the applicant would provide a topic of interest or specific program area we could perhaps reduce the fee.

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: MTI FOI REQUESTS TRAN:EX

Sent: Thursday, May 26, 2016 9:55 AM
To: Kotorynski, David FIN:EX
Cc: MTI FOI REQUESTS TRAN:EX
Subject: Fee Estimate: TRA-2016-62042 - LDD June 27

Hi Dave,

Attached is the fee estimate for this request – 23 hours to search for approximately 20 pages and 1 hour preparation for processing.

*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.

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

Thanks,

Michelle Tang | Information Management & Privacy Analyst
Information Management & Privacy
Information Management Branch
Ministry of Transportation & Infrastructure
3D 940 Blanshard Street
Victoria BC V8W 9T5
250-387-0145

From: Kotorynski, David [<mailto:david.kotorynski@gov.bc.ca>]
Sent: Friday, May 13, 2016 2:21 PM
To: MTI FOI REQUESTS TRAN:EX
Cc: Kotorynski, David FIN:EX
Subject: Call for Records TRA-2016-62042 Due May 30, 2016

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Legislated Due Date: June 27, 2016

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Thank you for your assistance,

Dave Kotorynski
FOI Analyst
Business / Infrastructure Team
Information Access Operations

From: [MTI FOI REQUESTS TRAN:EX](#)
To: [Fraser, Agnes TRAN:EX](#)
Cc: [MTI FOI REQUESTS TRAN:EX](#)
Subject: RE: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016
Date: Wednesday, May 25, 2016 1:09:54 PM

Yes.

I will wait for your updated fee estimate on this one. 😊

Michelle Tang | Information Management & Privacy Analyst
Information Management & Privacy
Information Management Branch
Ministry of Transportation & Infrastructure
3D 940 Blanshard Street
Victoria BC V8W 9T5
250-387-0145

From: Fraser, Agnes TRAN:EX
Sent: Wednesday, May 25, 2016 1:07 PM
To: MTI FOI REQUESTS TRAN:EX
Subject: RE: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016

Can I recall this?

Our office does have records where Kate Trotter is being CC'd in emails.

Agnes

From: Fraser, Agnes TRAN:EX
Sent: Friday, May 20, 2016 10:39 AM
To: MTI FOI REQUESTS TRAN:EX
Subject: RE: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016

Please note response below.

No responsive records for this request.

Thank you ,

Agnes Fraser
Executive Administrative Assistant
Transportation Policy & Programs Department
Ph 250.356.6225

From: MTI FOI REQUESTS TRAN:EX
Sent: Wednesday, May 18, 2016 11:52 AM
To: HWYS INFORMATION, & RECORDS SERVICES TRAN:EX; TRAN SCR FOI Requests TRAN:EX; TRAN SIR FOI Requests TRAN:EX; Cerina, Carla TRAN:EX; Hucal, Jackie TRAN:EX; Fairs-Natland, Nancy TRAN:EX; Nicholls, Elizabeth TRAN:EX; Fraser, Agnes TRAN:EX; Sawatsky, Kim TRAN:EX; Hunt, Melanie TRAN:EX; Woodcock, Danielle TRAN:EX; Brown, Tom G TRAN:EX; Karger, Kristina TRAN:EX; Lightbody, Ian TRAN:EX

Cc: MTI FOI REQUESTS TRAN:EX

Subject: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016

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

From: MTI FOI REQUESTS TRAN:EX

Sent: Friday, May 13, 2016 4:30 PM

To: Cousins, Cindy GCPE:EX

Cc: Lewthwaite, Jennifer TRAN:EX; MTI FOI REQUESTS TRAN:EX

Subject: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016

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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 **May 19th**. If no fee, records are due by **May 30th**.

If you have any questions or concerns, please let me know if I can be of assistance. ☺

Thanks,

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Ministry of Transportation & Infrastructure |

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

Sent: Friday, May 13, 2016 2:21 PM

To: MTI FOI REQUESTS TRAN:EX
Cc: Kotorynski, David FIN:EX
Subject: Call for Records TRA-2016-62042 Due May 30, 2016

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- any other questions or concerns relating to this request.

Thank you for your assistance,

Dave Kotorynski

FOI Analyst

Business / Infrastructure Team

Information Access Operations

From: TRAN SCR FOI Requests TRAN:EX
To: MTI FOI REQUESTS TRAN:EX
Cc: TRAN SCR FOI Requests TRAN:EX
Subject: RE: SCR Fee Amount: TRA-2016-62042 Kate Trotter
Date: Wednesday, May 25, 2016 4:02:27 PM

Hi Michelle,

We have approx. 5 pages and about 1 hour search time.

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

Naomi Rotgans | Regional Management Administrator

Ministry of Transportation & Infrastructure, South Coast Region
4th Floor – 1500 Woolridge Street Coquitlam, BC V3K 0B8
Phone: 604-527-2172 Cell: 778-874-6081

From: MTI FOI REQUESTS TRAN:EX
Sent: Wednesday, May 25, 2016 12:51 PM
To: TRAN SCR FOI Requests TRAN:EX
Cc: MTI FOI REQUESTS TRAN:EX
Subject: SCR Fee Amount: TRA-2016-62042 Kate Trotter
Importance: High

Hi Catherine,

We might be able to pull together enough time to put a hold on this request.

Can you please provide a guess on how many hours and pages for SCR?

Thanks,

Michelle Tang | Information Management & Privacy Analyst

Information Management & Privacy
Information Management Branch
Ministry of Transportation & Infrastructure
3D 940 Blanshard Street
Victoria BC V8W 9T5
250-387-0145

From: TRAN SCR FOI Requests TRAN:EX
Sent: Thursday, May 19, 2016 3:17 PM
To: MTI FOI REQUESTS TRAN:EX
Cc: TRAN SCR FOI Requests TRAN:EX
Subject: SCR Recs/ No Fee TRA-2016-62042 Kate Trotter
Importance: High

Good afternoon,
We will not have enough hours for a fee so are gathering the records.

Thank you,
Catherine

From: TRAN SCR FOI Requests TRAN:EX
Sent: Wednesday, May 18, 2016 1:33 PM
To: Bhatti, Ashok A TRAN:EX; Bonhomme, Korry TRAN:EX; Chang, Joyce TRAN:EX; Derkson, Debra TRAN:EX; Erwin, Janelle A TRAN:EX; Halwani, Lina TRAN:EX; Krakow, Emma TRAN:EX; Lee, Chris TRAN:EX; Ludwar, Kenedee TRAN:EX; Mintak, David TRAN:EX; Pedersen, Kirsten TRAN:EX; Rotgans, Naomi TRAN:EX; Schnablegger, John TRAN:EX; Thomas, Daveena L TRAN:EX; Bauer, Steven TRAN:EX
Cc: TRAN SCR FOI Requests TRAN:EX
Subject: NEW FOI Request: Call for Records TRA-2016-62042
Importance: High

****Fee due Friday May 19****

Hi all,
Apologies for the tight deadline as we just received this new requests and advised this needs to be sent to all program areas and staff within the Ministry. You are responsible for forwarding the request to all staff in your business and report back with a combined fee estimate for your business unit to TRAN SCR FOI by tomorrow on behalf of your entire business unit. Please note the specified date range. Thank you very much!

We've received a new request from a *Media* applicant seeking the following records:

All emails including attachments, sent to or from Kate Trotter for the period of noon Nov. 26, 2015 to noon Nov. 28, 2015. (Date Range for Record Search: From 11/26/2015 To 11/28/2015)

Note: this request was also directed to GCPE.

1. Will you have responsive records? Y/N _____
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The fee is due by **May 19th** If no fee, records are due by **May 26th**.

If you have any questions or concerns, please let me know if I can be of assistance. 😊

Naomi Rotgans | Regional Management Administrator

Ministry of Transportation & Infrastructure, South Coast Region

4th Floor – 1500 Woolridge Street Coquitlam, BC V3K 0B8

Phone: 604-527-2172 Cell: 778-874-6081

From: [TRAN SCR FOI Requests TRAN:EX](#)
To: [MTI FOI REQUESTS TRAN:EX](#)
Cc: [TRAN SCR FOI Requests TRAN:EX](#)
Subject: SCR Recs - TRA-2016-62042 Kate Trotter.pdf
Date: Friday, May 27, 2016 8:48:14 AM
Attachments: [TRA-2016-62042 Combined.pdf](#)

Good morning,

Please find attached the records for the above FOI.

Harms are personal information.

Thank you,

Catherine

From: TRAN SCR FOI Requests TRAN:EX
Sent: Thursday, May 26, 2016 2:52 PM
To: Pedersen, Kirsten TRAN:EX
Cc: TRAN SCR FOI Requests TRAN:EX
Subject: TRA-2016-62042 Combined Kate Trotter.pdf

Good afternoon Kirsten,

For your review and approval prior to sending to MTI.

Only harms are personal information.

Original FOI request is as follows:

All emails including attachments, sent to or from Kate Trotter for the period of noon Nov. 26, 2015 to noon Nov. 28, 2015. (Date Range for Record Search: From 11/26/2015 To 11/28/2015)

Records are due tomorrow at MTI.

Thank you,

Catherine

From: [TRAN SCR FOI Requests TRAN:EX](#)
To: [MTI FOI REQUESTS TRAN:EX](#)
Cc: [TRAN SCR FOI Requests TRAN:EX](#)
Subject: SCR Recs/ No Fee TRA-2016-62042 Kate Trotter
Date: Thursday, May 19, 2016 3:17:10 PM
Importance: High

Good afternoon,

We will not have enough hours for a fee so are gathering the records.

Thank you,
Catherine

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Sent: Wednesday, May 18, 2016 1:33 PM
To: Bhatti, Ashok A TRAN:EX; Bonhomme, Korry TRAN:EX; Chang, Joyce TRAN:EX; Derkson, Debra TRAN:EX; Erwin, Janelle A TRAN:EX; Halwani, Lina TRAN:EX; Krakow, Emma TRAN:EX; Lee, Chris TRAN:EX; Ludwar, Kenedee TRAN:EX; Mintak, David TRAN:EX; Pedersen, Kirsten TRAN:EX; Rotgans, Naomi TRAN:EX; Schnablegger, John TRAN:EX; Thomas, Daveena L TRAN:EX; Bauer, Steven TRAN:EX
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Ministry of Transportation & Infrastructure, South Coast Region

4th Floor – 1500 Woolridge Street Coquitlam, BC V3K 0B8

Phone: 604-527-2172 Cell: 778-874-6081

From: [TRAN SIR FOI Requests TRAN:EX](#)
To: [MTI FOI REQUESTS TRAN:EX](#)
Subject: SIR No records: TRA-2016-62042 Due May 30, 2016
Date: Wednesday, May 18, 2016 1:37:43 PM

SIR has no records for this request.

DEB KOEHL | REGIONAL MANAGEMENT ADMINISTRATOR

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE | SOUTHERN INTERIOR REGION | (250) 828-4220

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Ministry of Transportation & Infrastructure |

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Sent: Friday, May 13, 2016 4:30 PM
To: Cousins, Cindy GCPE:EX
Cc: Lewthwaite, Jennifer TRAN:EX; MTI FOI REQUESTS TRAN:EX
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Sent: Friday, May 13, 2016 2:21 PM
To: MTI FOI REQUESTS TRAN:EX
Cc: Kotorynski, David FIN:EX
Subject: Call for Records TRA-2016-62042 Due May 30, 2016

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- 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,

Dave Kotorynski

FOI Analyst

Business / Infrastructure Team

Information Access Operations

From: [Fraser, Agnes TRAN:EX](#)
To: [MTI FOI REQUESTS TRAN:EX](#)
Subject: TPP No Recs TRA-2016-62042
Date: Friday, May 20, 2016 10:39:15 AM

Please note response below.

No responsive records for this request.

Thank you ,

Agnes Fraser
Executive Administrative Assistant
Transportation Policy & Programs Department
Ph 250.356.6225

From: MTI FOI REQUESTS TRAN:EX
Sent: Wednesday, May 18, 2016 11:52 AM
To: HWYS INFORMATION, & RECORDS SERVICES TRAN:EX; TRAN SCR FOI Requests TRAN:EX; TRAN SIR FOI Requests TRAN:EX; Cerina, Carla TRAN:EX; Hucal, Jackie TRAN:EX; Fairs-Natland, Nancy TRAN:EX; Nicholls, Elizabeth TRAN:EX; Fraser, Agnes TRAN:EX; Sawatsky, Kim TRAN:EX; Hunt, Melanie TRAN:EX; Woodcock, Danielle TRAN:EX; Brown, Tom G TRAN:EX; Karger, Kristina TRAN:EX; Lightbody, Ian TRAN:EX
Cc: MTI FOI REQUESTS TRAN:EX
Subject: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016

Hi there,

Apologies for the delay but I wasn't aware that all of the Ministry program areas should be canvassed for possible records.

Please see the attached and note below and advise accordingly, thanks.

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

From: MTI FOI REQUESTS TRAN:EX
Sent: Friday, May 13, 2016 4:30 PM
To: Cousins, Cindy GCPE:EX
Cc: Lewthwaite, Jennifer TRAN:EX; MTI FOI REQUESTS TRAN:EX
Subject: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016

Good afternoon,

We've received a new request from a *Media* applicant seeking the following records:

All emails including attachments, sent to or from Kate Trotter for the period of noon Nov. 26, 2015 to noon Nov. 28, 2015. (Date Range for Record Search: From 11/26/2015 To 11/28/2015)

Note: this request was also directed to GCPE.

1. Will you have responsive records? Y/N ____ 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 **May 19th**. If no fee, records are due by **May 30th**.

If you have any questions or concerns, please let me know if I can be of assistance. ☺

Thanks,

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

From: Katorynski, David [<mailto:david.katorynski@gov.bc.ca>]
Sent: Friday, May 13, 2016 2:21 PM
To: MTI FOI REQUESTS TRAN:EX
Cc: Katorynski, David FIN:EX
Subject: Call for Records TRA-2016-62042 Due May 30, 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: June 27, 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 May 19, 2016. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed.

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Thank you for your assistance,

Dave Kotorynski

FOI Analyst

Business / Infrastructure Team

Information Access Operations

From: [Transportation, ADM Policy and Programs TRAN:EX](#)
To: [MTI FOI REQUESTS TRAN:EX](#)
Cc: [Lewthwaite, Jennifer TRAN:EX](#)
Subject: TPP No Recs: TRA-2016-62042 Due May 30, 2016
Date: Thursday, May 26, 2016 8:56:54 PM

Please note that TPP has no records. The ones that were gathered were not responsive to the request.

Thank you,

Agnes

From: MTI FOI REQUESTS TRAN:EX
Sent: Wednesday, May 25, 2016 1:10 PM
To: Fraser, Agnes TRAN:EX
Cc: MTI FOI REQUESTS TRAN:EX
Subject: RE: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016

Yes.

I will wait for your updated fee estimate on this one. 😊

Michelle Tang | Information Management & Privacy Analyst
Information Management & Privacy
Information Management Branch
Ministry of Transportation & Infrastructure
3D 940 Blanshard Street
Victoria BC V8W 9T5
250-387-0145

From: Fraser, Agnes TRAN:EX
Sent: Wednesday, May 25, 2016 1:07 PM
To: MTI FOI REQUESTS TRAN:EX
Subject: RE: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016

Can I recall this?

Our office does have records where Kate Trotter is being CC'd in emails.

Agnes

From: Fraser, Agnes TRAN:EX
Sent: Friday, May 20, 2016 10:39 AM
To: MTI FOI REQUESTS TRAN:EX
Subject: RE: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016

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Executive Administrative Assistant
Transportation Policy & Programs Department
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Ministry of Transportation & Infrastructure |

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To: Cousins, Cindy GCPE:EX
Cc: Lewthwaite, Jennifer TRAN:EX; MTI FOI REQUESTS TRAN:EX
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Ministry of Transportation & Infrastructure |

From: Kotorynski, David [<mailto:david.kotorynski@gov.bc.ca>]
Sent: Friday, May 13, 2016 2:21 PM
To: MTI FOI REQUESTS TRAN:EX
Cc: Kotorynski, David FIN:EX
Subject: Call for Records TRA-2016-62042 Due May 30, 2016

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Dave Kotorynski
FOI Analyst
Business / Infrastructure Team
Information Access Operations

Tang, Michelle TRAN:EX

From: MTI FOI REQUESTS TRAN:EX
Sent: Wednesday, May 18, 2016 11:52 AM
To: HWYS INFORMATION, & RECORDS SERVICES TRAN:EX; TRAN SCR FOI Requests TRAN:EX; TRAN SIR FOI Requests TRAN:EX; Cerina, Carla TRAN:EX; Hucal, Jackie TRAN:EX; Fairs-Natland, Nancy TRAN:EX; Nicholls, Elizabeth TRAN:EX; Fraser, Agnes TRAN:EX; Sawatsky, Kim TRAN:EX; Hunt, Melanie TRAN:EX; Woodcock, Danielle TRAN:EX; Brown, Tom G TRAN:EX; Karger, Kristina TRAN:EX; Lightbody, Ian TRAN:EX
Cc: MTI FOI REQUESTS TRAN:EX
Subject: NEW FOI Request: Call for Records TRA-2016-62042 Due May 30, 2016
Attachments: Request TRA-2016-62042.pdf

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CVSE 19 hrs ✓
HWYS 4 hrs, 5 pgs
SCR ? 1 hr 5 pgs
TRP 1 hr 19 pgs

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