



File: 292-30/TRA-2023-31674

June 29, 2023

Sent via email: chrisale@gmail.com

Christopher Alemany
3854 6th Ave
Port Alberni, BC V9Y 4M2

Dear Christopher Alemany:

Re: Request for Access to Records
Freedom of Information and Protection of Privacy Act (FOIPPA)

The **Ministry of Transportation and Infrastructure** received your request for access to information under FOIPPA on June 28, 2023. We understand your request to be for:

A copy of any email, text, or written correspondence sent to or from the Minister and their staff including any cabinet briefing notes created that mention the E&N railway or the Island Corridor Foundation - ICF within the periods of, November 1, 2021, to January 31, 2022, and May 15, 2023 to June 30, 2023 (Date Range for Record Search: From 11/1/2021 To 1/31/2022)

FOIPPA allows 30 business days for public bodies to respond unless the nature of the request requires an extension per section 10 of FOIPPA. We will make every effort to respond to your request by **August 11, 2023**. We will notify you as soon as possible if there is a need to extend the time limit for responding to your request.

Please note that this is an acknowledgement of your request and that an assessment of potential fees specific to your request has not been made at this time. FOIPPA allows that we may charge a fee for certain limited costs of providing you with the requested information, such as locating, retrieving and copying a large volume of records. In the event that there is a fee associated with your request, you will be contacted at a later date with a fee estimate.

Please also be advised that the response to your request (subject to limited exemptions) will be published on the BC Government's Open Information website after its release to you. Your identity will be protected in the response. To find out more about Open Information please access the Open Information website at: <http://www.openinfo.gov.bc.ca/>.

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Records located in response to your request(s) will be delivered through the BC Secure File Transfer Service (SFTS) (subject to limited exemptions). This service provides a quick, easy and secure way of delivering and accessing records. A guide for using the SFTS is enclosed for your convenience.

Should you have any questions now or during the processing of your request, please contact our office at 250 387-1321 and ask to speak with the analyst assigned to your request. This number can also be reached toll-free at 1 833 283-8200. Please quote the file number(s) identified at the top of this letter.

Regards,

Tanya James
Consolidated Intake
Information Access Operations

Enclosure

BC Government Secure File Transfer Service

Information Access Operations Ad-Hoc User Guide

Returning Users

If you are a returning user, please use your existing username and password. Passwords expire after 90 days. You can update your password at anytime.

New Users

Your records are provided to you via the Secure File Transfer Service (SFTS). You will need to setup a User Account to access to the STFS site.

You must log in to your temporary SFTS account within 7 days. After 7 days, your temporary SFTS account will expire and will no longer be accessible. If you are no longer able to access your account or records, please contact the FOI Analyst identified in your Response Letter for assistance.

Email Communication

1. The first email has your Response Letter attached.
 - This email is from the FOI Analyst at Information Access Operations who processed your file.
 - If your records are password protected, the response letter will contain your **password to open your records**.
2. The second email is the *New Package is Waiting* notification email.
 - This email will be received at the same time as the third email.
 - A hyperlink to the SFTS is contained in this email.
3. The third email is the *New User Account for the BC Secure File Transfer Service*
 - This email is sent only to users who are required to setup a STFS User Account.
 - If you are an existing user and your account is still active, you will not receive this email.
 - This email contains the following:
 - a **Hyperlink** to the SFTS site
 - a **Username** to access the SFTS site
 - a **temporary Password** to access the SFTS site
 - If you are unable to locate this email, please check your junk/spam folder. It is from BC Secure File Transfer Notification Service <DONOTREPLY>@gov.bc.ca.

Accessing Your Records

1. Setup your SFTS account.
 - Click on the URL hyperlink provided in your third email.
 - You will be redirected to the SFTS site.
 - If you are not redirected to SFTS site, it is accessible at: filetransfer.gov.bc.ca.
2. Enter your *Username* and *Password*.

- These are provided in your third email.
- 3. Change your SFTS account password.
 - You will be required to do this as soon as you login.
 - Follow the instructions provided to you after you login to SFTS for the first time.
 - After you change your password, select "Finish." This will redirect you to your STFS Inbox.
- 4. Your records are now accessible.
 - Records will be available in SFTS for 35 days.
 - You can download your records up to 5 times.
 - To download your records:
 - Click on the records package
 - Click on the *Download* button beside the file(s)
 - If your records are password protected, you will require a password to open the pdf document.
 - *The password to open the pdf is located in your first email's Response Letter.*
 - It is recommended that you download and save your records so you do not have to return to the SFTS each time to view.
- 5. If your records are password protected, please consult your .pdf software's user manual on how to remove the password/encryption.

Troubleshooting

- If the hyperlink to the SFTS site does not open, try to access the site on a different web browser such as Chrome, or Firefox or Safari.
- Your temporary SFTS account expires after 7 days unless the account is logged into again or receives a new package. Your account will be deleted 7 days after it has been marked as expired. Once it is deleted, you will need to have a new ad-hoc account created - contact the FOI Analyst identified in the response letter.
- If you have forgotten your password but your account is still active:
 - You can use the "Request a password change" link on the Login page.
 - An email will be sent to you providing you the URL to confirm the password change.
 - Passwords expire after 90 days.
- If you encounter technical issues, please call the technical support line at 250-387-7000 and select option 3. You will need to advise the representative that you are requesting assistance as an ad-hoc user of the BC Secure File Transfer Service.