

March 6, 2017



s.40(1)

Dear : s.40(1)

**Re: Your request for access to information under Part II of the *Access to Information and Protection of Privacy Act* [Our file #ENV/014/2017]**

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On February 6, 2017 the Department of Municipal Affairs and Environment (previously Environment and Climate Change) received your request for access to the following records/information:

*“Any and all records from the office of William Parrott that pertain to an August 3rd, 2010 meeting held at the ENVC Minister's Boardroom on the 4th Floor West Block, with regards to George River Caribou. Information to include, but shall not be limited to, notes, messages and materials of any nature, in any medium or format.”*

Please be advised that the Deputy Minister for the Department of Municipal Affairs and Environment has reviewed this request and has no records responsive to your request. In an email to you on February 24, 2017 I noted that this request is similar to your previous request of #ENV/046/2015, which was:

*“The Department is to provide any and all information and/or correspondences of any nature, including Blackberry, in connection with an August 03, 2010 meeting regarding the George River Caribou Herd and/or the GRCH census. Information to include, but shall not be limited to any briefing records/discussion papers and/or reports/decision and/or information/background notes (draft and final)/directives and/or action plans that were created in connection with the above noted meeting.”*

At that time the Deputy Minister's records (Mr. William Parrot and the DM's office) were searched. The search related to your current, narrowed, request (ENV/014/2017) has not produced any records. This search for records has included the department's electronic records management system, the Deputy Minister's office, Mr. William Parrot's email account as well as Mr. William Parrot's personal files. I would like to add that government information management practices are such that meeting requests, copies of meeting minutes, agendas and appointment calendars are considered transitory records and can be deleted without a records disposal and retention schedule.

Section 42 of the Act provides that you may ask the Information and Privacy Commissioner to review the processing of your access request or you may appeal to the Supreme Court Trial Division. A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner.

The address and contact information of the Information and Privacy Commissioner is as follows:

Office of the Information and Privacy Commissioner  
2 Canada Drive  
P. O. Box 13004, Stn. A  
St. John's, NL  
A1B 3V8  
Telephone: (709) 729-6309  
Toll-Free: 1-877-729-6309  
Facsimile: (709) 729-6500

In the event that you choose to appeal to the Trial Division, you must do so within 15 business days after you receive the decision of the public body, pursuant to section 52 of the *Act*.

Please be advised that this response will be published following a 72 hour period after it is sent electronically to you or five business days in the case where records are mailed to you. It is the goal to have the response posted to the Office of Public Engagement's website within one business day following the applicable period of time. Please note that requests for personal information will not be posted online.

If you have any further questions, I can be reached by telephone at (709) 729-1589 or by e-mail at [nicolerowsell@gov.nl.ca](mailto:nicolerowsell@gov.nl.ca).

Sincerely,



**NICOLE ROWSELL**  
Departmental ATIPP Coordinator