

From: Darlene Loucks
To: Denise Donahue; Frances Volsky; Georgina Olsen; Kelly Wyatt
CC: Diana Hawryluk
Date: 08/Feb/2012 8:19 am
Subject: Fwd: Another FOI Advisory - Access to Information Request #2012G-06 Agendas & Minutes re City Square Plaza

Hi Everyone,

Please let me know if you have any records responding to this request as indicated below. I've received clarification from the applicant that they are looking for all agendas and minutes but want to know how much it would cost, so I'll have to do a fee estimate. Please let me know asap:

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Thanks for your assistance.

Darlene

>>> Darlene Loucks 07/Feb/2012 12:51 pm >>>
Hi Diana,

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"Planning and Development Division meeting minutes and agendas which concern the City Square Plaza from May 1 to Dec 31, 2011."

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If you have any questions or require additional information, please don't hesitate to contact me. Thanks for your assistance.

Darlene

From: Kelly Wyatt
To: Loucks, Darlene
Date: 10/Feb/2012 8:25 am
Subject: Re: Fwd: Another FOI Advisory - Access to Information Request #2012G-06 Agendas & Minutes re City Square Plaza
Attachments: 2011-07-06 Meeting 18 Minutes.pdf; 2011-05-04 Meeting 12 Agenda.pdf; 2011-05-04 Meeting 12 Minutes.pdf; 2011-05-11 Meeting 13 Minutes.pdf; 2011-05-18 Meeting 14 Minutes.pdf; 2011-05-25 Meeting 15 Minutes.pdf; 2011-06-08 Meeting 16 Minutes.pdf; 2011-06-22 Meeting 17 Minutes.pdf

Hi Darlene,

Our minutes are attached. As Max noted, we have other information from our design and construction meetings that pertains to the project, but are not specifically agendas and minutes as requested.

Cheers!

K

Kelly Wyatt, P.Eng. PTOE, MBA, FEC

Director, Development Engineering

28(1) Personal

[Regina.ca](http://www.regina.ca/) (<http://www.regina.ca/>)

>>> Max Zasada 09/Feb/2012 4:25 pm >>>
Hi Kelly,

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As part of the meeting minutes, we referred to the Master Task List which was updated accordingly. Those can be found in the same directory (I would make sure that they're converted to pdf format first if they haven't been already). To limit the size of this email I have not added them here.

I also have Weekly Status Updates which include the reports I gave to you at our project managers meetings, the agendas for the weekly update meeting with the steering committee, and internal memos to Jason on Project update. They can be found in 17(1)(b)

I have sent this email to you only so that you may decide how to best proceed.

-Max

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Max has all our minutes related to City Square and can provide them.

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Cc: Alyssa Daku 28(1) Personal
Cc: Christine Clifford <
Cc: Cheryl Willoughby
Cc: Denise Donahue <

Cc: Diana Hawryluk 28(1) Personal
Cc: Frances Volsky
Cc: Georgina Olsen
To: Kelly Wyatt 28(1) Personal

Sent: 2/9/2012 1:11:11 PM
Subject: Re: Fwd: Another FOI Advisory - Access to Information Request #2012G-06 Agendas & Minutes re City Square Plaza

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All information responsive to this request needs to be provided to me. I'll review the information and work with the Legal department to ensure everything can be released.

I hope this alleviates some of your concern. If you have any questions, please don't hesitate to contact me.

Darlene (7070)

>>> Kelly Wyatt 08/Feb/2012 11:58 am >>>
Given that we have been contacted by 14(1)(d), 16(1)(b), 16(1)(c)
suggest we should not be providing any information related to City Square.

I would

Cheryl, your thoughts?

K

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From: Darlene Loucks
To: Denise Donahue 28(1) Personal
Cc: Diana Hawryluk
To: Frances Volsky
To: Georgina Olsen
To: Kelly Wyatt

Sent: 2/8/2012 8:19:30 AM
Subject: Fwd: Another FOI Advisory - Access to Information Request #2012G-06 Agendas & Minutes re City Square Plaza

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>>> Darlene Loucks 07/Feb/2012 12:51 pm >>>
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If you have any questions or require additional information, please don't hesitate to contact me. Thanks for your assistance.

Darlene

From: Diana Hawryluk
To: Darlene Loucks; Kelly Wyatt
CC: Denise Donahue; Frances Volsky; Georgina Olsen; Max Zasada
Date: 13/Feb/2012 12:28 pm
Subject: Re: Access to Information Request #2012G-06

Frances
Please coordinate our minutes for Darlene.

Thanks

Diana

Diana L. Hawryluk, PPS MCIP
Director, Planning & Sustainability
Community, Planning and Development
P:28(1) Personal
F:
C:
E:
[Regina.ca \(http://www.regina.ca/ \)](http://www.regina.ca/)

>>> Darlene Loucks 13/Feb/2012 10:26 am >>>
Hi Everyone,

This request has been clarified as:

"Community Planning & Development Division meeting minutes and agendas which concern City Square Plaza from May 1 to Dec 31, 2011"

I sent a fee estimate to the applicant and have been advised that they wish to proceed with this request. If you haven't already done so, please forward me information responding to this request.

If you have any questions, please don't hesitate to contact me.

Thanks for your assistance.
Darlene

From: Kelly Wyatt
To: Hawryluk, Diana; Loucks, Darlene
CC: Donahue, Denise; Olsen, Georgina; Volsky, Frances; Zasada, Max
Date: 13/Feb/2012 10:27 am
Subject: Re: Access to Information Request #2012G-06

Max,

Please provide copies of our agendas, minutes, and weekly meeting summaries to Darlene. Thanks!

K

>>> Darlene Loucks 13/Feb/2012 10:26 am >>>
Hi Everyone,

This request has been clarified as:

"Community Planning & Development Division meeting minutes and agendas which concern City Square Plaza from May 1 to Dec 31, 2011"

I sent a fee estimate to the applicant and have been advised that they wish to proceed with this request. If you haven't already done so, please forward me information responding to this request.

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Thanks for your assistance.
Darlene

From: Darlene Loucks
To: Max Zasada
CC: Kelly Wyatt
Date: 15/Feb/2012 2:53 pm
Subject: Re: Fwd: Another FOI Advisory - Access to Information Request #2012G-06 Agendas & Minutes re City Square Plaza

Hi Max,

Please forward me the documentation and I'll take yours and Kelly's comments into consideration when reviewing the documentation for release. As mentioned before, I'll be going through the information with the Legal department prior to anything being sent to the applicant.

Thanks for your assistance.

Darlene

>>> Kelly Wyatt 15/Feb/2012 2:15 pm >>>

It's my understanding we don't release things that refer to future budget decisions. The 16(1)(e) was deferred from the 2012 budget process and I suspect will be reconsidered for 2013 so those minutes should be withheld.

14(1)(d), 16(1)(c), 16(1)(b)

K

Message sent from Blackberry handheld

-----Original Message-----

From: Darlene Loucks
Cc: Kelly Wyatt <28(1) Personal
To: Max Zasada

Sent: 2/15/2012 2:11:31 PM

Subject: Re: Fwd: Another FOI Advisory - Access to Information Request #2012G-06 Agendas & Minutes re City Square Plaza

Hi Max,

Thanks for the information. I'll wait to hear from Kelly on your comments.

Darlene

>>> Max Zasada 15/Feb/2012 11:41 am >>>

Hi Kelly and Darlene,

I've reviewed the documents as described below and just have a few comments:

1) A few Meeting Minutes (which I had sent you) and Weekly Status Updates (haven't sent you yet) refer to our decision to delay the 16(1)(e) portion of the project. I do not know if the 16(1)(e) was included in this year's budget or not.

2) A few Weekly Status Updates refer to an assumption that I made regarding the budget that 14(1)(d), 16(1)(c), 16(1)(b)

Other than that, everything else seems to be good to go.

-Max

>>> Kelly Wyatt 13/Feb/2012 8:22 am >>>

Please review as Darlene has indicated. Thanks!

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>>> Darlene Loucks 13/Feb/2012 8:17 am >>>
Hi Kelly,

Would you have someone look through the agendas and minutes and weekly status updates to ensure everything has been completed and there are no pending policy or budgetary items? Those types of things cannot be released.

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Thanks,
Darlene

>>> Kelly Wyatt 10/Feb/2012 8:25 am >>>
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Cheers!

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As part of the meeting minutes, we referred to the Master Task List which was updated accordingly. Those can be found in the same directory (I would make sure that they're converted to pdf format first if they haven't been already). To limit the size of this email I have not added them here.

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To: Frances Volsky <28(1)>
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Darlene

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Darlene

From: Darlene Loucks
To: Max Zasada
Date: 24/Feb/2012 1:46 pm
Subject: Re: Fwd: Another FOI Advisory - Access to Information Request #2012G-06 Agendas & Minutes re City Square Plaza

Thanks, then there is nothing more to be done. I'm just waiting for the fee and then will provide the information.

Darlene

>>> Max Zasada 24/Feb/2012 1:41 pm >>>
Hi Darlene,

Yes, the two links that I provided you contain all of the information.

-Max

>>> Darlene Loucks 24/Feb/2012 1:39 pm >>>
Nothing, as long as the two links to the 17(1)(b) you provided have all the information. Please let me know.

Darlene

>>> Max Zasada 24/Feb/2012 1:37 pm >>>
Hi Darlene,

I understand that you went through this information with Denise Donahue. Is there anything else that is required from me?

Please advise.

Thanks,
Max

>>> Darlene Loucks 15/Feb/2012 2:53 pm >>>
Hi Max,

Please forward me the documentation and I'll take yours and Kelly's comments into consideration when reviewing the documentation for release. As mentioned before, I'll be going through the information with the Legal department prior to anything being sent to the applicant.

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Cc: Kelly Wyatt 28(1) Personal
To: Max Zasada

Sent: 2/15/2012 2:11:31 PM
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Darlene

From: Darlene Loucks
To: Jeff Bohach
CC: Alyssa Daku; Diana Hawryluk; Jason Carlston; Jim Nicol; Joni Swidnic...
Date: 08/Mar/2012 10:04 am
Subject: access to Information Request #2012G-06 Minutes and Agendas - City Square
Attachments: Redacted Minutes & Agendas.pdf

This is to advise that the above access request has been processed and will be sent to the applicant tomorrow.

In keeping with our Access to Information process, I am forwarding you a copy of the information being sent as the request came from a media representative from Prairie Dog Magazine. This information is being provided to you for the sole purpose of preparing to respond to any potential questions or concerns that arise from public release of the information.

If you have any questions, please do not hesitate to contact me.

Darlene Loucks
Access to Information and Privacy Coordinator
Office of the City Clerk

P: 306.777.7070
F: 306.777.6809
E: dloucks@regina.ca
[Regina.ca](http://www.regina.ca/) (<http://www.regina.ca/>)

From: Max Zasada
To: Darlene Loucks
CC: Denise Donahue; Diana Hawryluk; Kelly Wyatt
Date: 13/Mar/2012 1:42 pm
Subject: Re: Access to Information Request #2012G-06 Minutes and Agendas - City Square

Hi Darlene,

For clarification purposes, I should note that the Minutes that we have been supplying the applicant were for the Project Team for construction purposes only (i.e. site meetings). The purpose was only to deal with construction issues. In July, we had completed approx. 90% of construction issues, which is why the site meetings wrapped up at that time. On July 28, 2011, we did a construction warranty walkthrough on the west side of the site (the east side wasn't yet complete as PCL still had to finish the twinkle light plaza area) with the contractor. On September 30, 2011, we did a full site walkthrough, once the twinkle light plaza area was complete. From these two walkthroughs we developed a deficiency list. The deficiency list contains all of the work required before the Contractor receives full payment. There are still some issues to be resolved; they will be done so in the spring.

Because the site was about 90% complete in July, it was not feasible to have the entire project team meet from there on in on a regular basis, so the project team meetings stopped. The project managers and the contractor met a few times after that to discuss individual issues as they arose and to do the walkthroughs and update the deficiency list.

For internal purposes (i.e. reporting our progress to our steering committee members), the Weekly Status Update documents serve the purposes of the minutes of those meetings and address what was discussed.

As Kelly mentioned, the decision to close the space to vehicular traffic did not come from the Project Team, but rather from ELT. I am not aware of any formal minutes regarding how this decision was made.

-Max

Max Zasada, P.Eng.
Project Engineer
Planning and Development Division
Infrastructure Development Dept.

P.²⁸⁽¹⁾ Personal
F:
E:
Regina.ca

>>> Darlene Loucks 13/Mar/2012 12:52 pm >>>
Hi Max,

As previously discussed, I had provided the minutes and agendas from May to July as provided. The applicant requested information about why there were no minutes from August to December. Following our telephone conversation, I advised the applicant about the meetings after July as we had discussed:

"I just wanted to provide you an update on what I've found out so far. I'm still waiting for a response regarding the July 20th meeting as the individual I had spoken with was away at that time so doesn't know what happened.

In August they did not have a big team meeting. They met with a few individuals on-site re stage set up but there were no formal meeting minutes documented.

Administratively, they determined they only had a few minor things to complete so had no more project team meetings. These things were addressed through telephone conversations."

They came back with this:

"Also, just so I know what's going on... They did not have any formal meetings from August through to December 31? This was the time period when the plaza was completed and the decision to change course and keep it closed to traffic was taken. I'm surprised they did all that over the phone."

Who made the decision to change course to keep the plaza closed to traffic and how was it made? Were there any formal minutes taken?

Thanks for your assistance.

Darlene

From: Kelly Wyatt
To: Darlene Loucks, Max Zasada
CC: Denise Donahue, Diana Hawryluk
Date: 13/Mar/2012 1:10 pm
Subject: Re: Access to Information Request #2012G-06 Minutes and Agendas - City Square

Hi Darlene,

The decision to reconsider opening the plaza to traffic didn't come from the construction project team or either department, but from ELT.

In October, Jason Carlston asked me to prepare a report and presentation to Council outlining pros and cons of opening or not opening the plaza to traffic as well as a recommended course of action for Council's consideration. It was a work assignment from my immediate supervisor so I don't have any minutes regarding that discussion.

If there are any records of meetings or discussions that ELT might have held related to the desire to reconsider traffic access to the plaza, I'm not aware of them.

Jason? Anything to add? I suspect there aren't any agendas or minutes to provide to the applicant, but I'm not sure.

Cheers!

K

Message sent from Blackberry handheld

-----Original Message-----

From: Darlene Loucks
Cc: Denise Donahue 28(1)
Cc: Diana Hawryluk
Cc: Kelly Wyatt 28(1)
To: Max Zasada

Sent: 3/13/2012 12:52:03 PM

Subject: Access to Information Request #2012G-06 Minutes and Agendas - City Square

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"I just wanted to provide you an update on what I've found out so far. I'm still waiting for a response regarding the July 20th meeting as the individual I had spoken with was away at that time so doesn't know what happened.

In August they did not have a big team meeting. They met with a few individuals on-site re stage set up but there were no formal meeting minutes documented.

Administratively, they determined they only had a few minor things to complete so had no more project team meetings. These things were addressed through telephone conversations."

They came back with this:

"Also, just so I know what's going on... They did not have any formal meetings from August through to December 31? This was the time period when the plaza was completed and the decision to change course and keep it closed to traffic was taken. I'm surprised they did all that over the phone."

Who made the decision to change course to keep the plaza closed to traffic and how was it made? Were there any formal minutes taken?

Thanks for your assistance.

Darlene

From: Max Zasada
To: Darlene Loucks
CC: Denise Donahue; Kelly Wyatt
Date: 13/Mar/2012 2:09 pm
Subject: Re: Access to Information Request #2012G-06 Minutes and Agendas - City Square

The meeting minutes in those folders are the only official meeting minutes that I have on City Square.

I also have my project book notes, but those are meant for my use only and were never approved to be official minutes.

As an aside, I should note that during August and September, I worked on a vehicular traffic plan for the City Square space because we were anticipating at that time that the plaza space was going to open up to vehicular traffic. This is why we put up signs, reflective markers and planters on the plaza space. The decision by ELT did not come until sometime in early October.

-Max

>>> Darlene Loucks 13/Mar/2012 1:56 pm >>>

Do you have any other meeting minutes re the City Square or are these all you created while working on it?

Darlene

>>> Max Zasada 13/Mar/2012 1:42 pm >>>

Hi Darlene,

For clarification purposes, I should note that the Minutes that we have been supplying the applicant were for the Project Team for construction purposes only (i.e. site meetings). The purpose was only to deal with construction issues. In July, we had completed approx. 90% of construction issues, which is why the site meetings wrapped up at that time. On July 28, 2011, we did a construction warranty walkthrough on the west side of the site (the east side wasn't yet complete as PCL still had to finish the twinkle light plaza area) with the contractor. On September 30, 2011, we did a full site walkthrough, once the twinkle light plaza area was complete. From these two walkthroughs we developed a deficiency list. The deficiency list contains all of the work required before the Contractor receives full payment. There are still some issues to be resolved; they will be done so in the spring.

Because the site was about 90% complete in July, it was not feasible to have the entire project team meet from there on in on a regular basis, so the project team meetings stopped. The project managers and the contractor met a few times after that to discuss individual issues as they arose and to do the walkthroughs and update the deficiency list.

For internal purposes (i.e. reporting our progress to our steering committee members), the Weekly Status Update documents serve the purposes of the minutes of those meetings and address what was discussed.

As Kelly mentioned, the decision to close the space to vehicular traffic did not come from the Project Team, but rather from ELT. I am not aware of any formal minutes regarding how this decision was made.

-Max

Max Zasada, P.Eng.
Project Engineer
Planning and Development Division
Infrastructure Development Dept.

P: 28(1)

F:

E:

Regina.ca

>>> Darlene Loucks 13/Mar/2012 12:52 pm >>>
Hi Max,

As previously discussed, I had provided the minutes and agendas from May to July as provided. The applicant requested information about why there were no minutes from August to December. Following our telephone conversation, I advised the applicant about the meetings after July as we had discussed:

"I just wanted to provide you an update on what I've found out so far. I'm still waiting for a response regarding the July 20th meeting as the individual I had spoken with was away at that time so doesn't know what happened.

In August they did not have a big team meeting. They met with a few individuals on-site re stage set up but there were no formal meeting minutes documented.

Administratively, they determined they only had a few minor things to complete so had no more project team meetings. These things were addressed through telephone conversations."

They came back with this:

"Also, just so I know what's going on... They did not have any formal meetings from August through to December 31? This was the time period when the plaza was completed and the decision to change course and keep it closed to traffic was taken. I'm surprised they did all that over the phone."

Who made the decision to change course to keep the plaza closed to traffic and how was it made? Were there any formal minutes taken?

Thanks for your assistance.

Darlene

From: Barb Bahan
To: Loucks, Darlene
CC: Wyatt, Kelly
Date: 14/Mar/2012 4:10 pm
Subject: Fwd: Memo re: City Square
Attachments: City Square update to Council Oct.2011.doc

Darlene,

Attached is a memo Glen sent to Council regarding traffic for City Square. I am not sure if this can be released in the Prairie Dog's FOI but I leave that for you to decide.

Thx

Barb Bahan

Administrative Assistant to the City Manager
City Managers Office

P28(1)

F:

E:28(1)

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>>> Kelly Wyatt 14/Mar/2012 3:52 pm >>>

Thanks! I suggest we should send it to Darlene. She knows better than anyone what can or cannot be retained based on LAFOIP. I think it might be good to release. . . .16(1)(b)

K

>>> Barb Bahan 14/Mar/2012 3:48 pm >>>

Kel - I found this memo from Glen to Council. Not sure if we can consider this available to Freedom of Info but thought maybe it'd help.

Barb Bahan

Administrative Assistant to the City Manager
City Managers Office

P: 28(1)

F:

E: 28(1)

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From: Denise Donahue
To: Loucks, Darlene
Date: 19/Mar/2012 10:06 am
Subject: Re: Access to Information Request #2012G-06 City Square

Sorry, I forgot to answer the rest of your question. I think it was cancelled via telephone...I do not have any record of emails. We were talking on the phone on a daily basis at that point in the project.

Denise

>>> Darlene Loucks 13/Mar/2012 1:26 pm >>>
Hi Denise,

The July 6, 2011 agenda for the PCL Site Office indicated that there was a tentative meeting schedule for July 20th. Max said he was away. I just need confirmation on whether that meeting took place and how it would have been cancelled, via e-mail, telephone?? Would we have cancelled or would PCL?

Thanks,
Darlene

From: Denise Donahue
To: Loucks, Darlene
Date: 19/Mar/2012 10:04 am
Subject: Re: Access to Information Request #2012G-06 City Square

Hi Darlene,

Sorry, I was away last week. I believe we cancelled that meeting, since a few other key people were going to be on vacation during that time. We would have only have had informal site visits instead, no official meetings.

Denise

>>> Darlene Loucks 13/Mar/2012 1:26 pm >>>
Hi Denise,

The July 6, 2011 agenda for the PCL Site Office indicated that there was a tentative meeting schedule for July 20th. Max said he was away. I just need confirmation on whether that meeting took place and how it would have been cancelled, via e-mail, telephone?? Would we have cancelled or would PCL?

Thanks,
Darlene

From: Barb Bahan
To: Darlene Loucks
Date: 19/Mar/2012 2:11 pm
Subject: Re: Fw: Access to Information Request #2012G-06 Minutes and Agendas - City Square

I did. I did a search on all ELT minutes for 2011. There would have been some informal discussion on the traffic study but no formal report came to ELT.

Barb Bahan

Administrative Assistant to the City Manager
City Managers Office

P:28(1)

F: Personal

E:28(1)

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>>> Darlene Loucks 19/Mar/2012 2:06 pm >>>
Hi Barb,

Would you have searched ELT minutes related to the Downtown Transportation Study that may have discussed traffic access for City Square?

Thanks,
Darlene

>>> Barb Bahan 14/Mar/2012 11:10 am >>>
Hi,

I've done a search on all ELT minutes for 2011 and couldn't find anything. Do I remember ELT talking about reconsidering traffic access for City Square, yes, but I remember it as informal discussion and not brought forward to ELT in a formal report. Jason, you agree?

Barb Bahan

Administrative Assistant to the City Manager
City Managers Office

P: 28(1) Personal

F: :

E: :

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>>> Jason Carlston 14/Mar/2012 10:13 am >>>

Please check with Barb Bahan regarding ELT reports and then the report to Council.

Thanks,
Jason

Jason Carlston
Deputy City Manager
Community Planning & Development
City of Regina
Tel: 28(1)
Fax:
E-mail: 28(1) Personal

>>> Kelly Wyatt 13/Mar/2012 1:12 pm >>>

Oops. Forgot to cc you. Prairie Dog is FOI-ing to discover where the idea to reconsider traffic access came from and how it evolved. I doubt we have much to share, unless ELT has something.

K

Message sent from Blackberry handheld