



Access to Information Policy

Date Approved: June 14, 2018
Resolution # 2018-0237

It should be noted that this policy in no way replaces or supersedes the Local Authority Freedom of Information & Protection of Privacy Act. Staff should always consult the legislation, regulations and the Privacy Commissioner's Office when in doubt.

The Town of Fort Qu'Appelle recognizes the right of access by the public to information in records under the control of the Town as an essential element of our system of democracy. The Town of Fort Qu'Appelle further recognizes the responsibility to protect the privacy of individuals by controlling the manner in which the Town collects, makes use of, and discloses personal information. The Town is committed to openness and transparency by respecting both the spirit and requirements under the Local Authority Freedom of Information and Protection of Privacy Act.

The following policy is intended to provide staff with relevant information to assist with responding to information requests in a timely, prudent manner. The Town of Fort Qu'Appelle acknowledges the importance of facilitating access to records by making every reasonable effort to assist applicants. The Town must also ensure a high standard of care for records under its control. Sound information management plays a key role in facilitating the ability to exercise the right of access under the Act.

The Town will ensure that every reasonable effort is made to help applicants receive complete, accurate and timely responses in the format requested, in accordance with the Act.

Definitions

"applicant": Means a person who makes an application for access to information pursuant to section 6 of LA FOIP or request for correction pursuant to subsection 31(1) LA FOIP.

"head": The individual accountable by law for making the final decision on access requests, but may delegate these powers to someone else in the organization. For purposes of LA FOIP, includes the mayor, reeve or chairman of the local advisory committee or the chairperson of the governing body or the individual designated as the head by the governing body of the local authority. See subsection 2(e) of LA FOIP.

"Public Body": Are organizations in the public sector including government institutions and local authorities.

"Substantial Financial Hardship": Is where any money spent outside of life sustaining requirements (food, water, clothing and shelter) is cause for financial difficulties (ON IPC Order PO-2464). Applicant's expenses exceed their income. See sections 9(1), 9(2) of FOIP Regulations or sections 8(1), 8(2) of LA FOIP Regulations.

1. What is a Record?

Staff may not be certain what a record is in terms of an access to information request. For the purposes of LA FOIP, a record is the package of documents that would be responsive to the applicant's access request that are in the public body's possession or control. Records can be in any form or format. Records could be documents, letters, database spread sheets, e-mails, photos, drawings, voice-mail, videos, text messages etc. A summary, condensation, or secondary document, should not be substituted for source documents. In other words, an Applicant is entitled to original records, unless exemptions apply.

2. Responding to a Request for Information:

Staff should refer to Schedules "A & B" to determine whether a formal LAFOIP application will be required (Schedule "C"). Once an application has been received, staff need to respond as defined within the act:

- A. If the requested information is on the List of Routinely Available Documents listed in Schedule "B" (attached), the following applies:
- a. If the applicant wants to view the record, there is no charge. Records must be viewed within the Town office and cannot be removed from the premises.
 - b. If the applicant wants a copy of the record, a charge may be assessed in accordance with the LAFOIP Regulations, which indicate:
Where access to a record or part of a record is given by providing the applicant with a copy of the record, the following fees are payable at the time when access is given:
 - (a) for a photocopy, \$0.25 per page;
 - (b) for a computer printout, \$0.25 per page;
 - (b.1) for electronic copies, the actual cost of the portable storage device provided to the applicant;
- B. If the Information is not on the List of Routinely Available Documents, the applicant must submit their request for the record in writing by filling out the Request for Access to Information Form, Schedule "C" (attached) and pay a \$20 application fee.
Upon receipt of the Access to Information form, must immediately "date stamp" the form and present the form to the CAO.
- C. Should the Head require clarification about the specifics of the request, the Head shall send form "Clarification Required to Identify Records Being Requested," found in schedule "D."
- D. The Head, upon receipt of an application, shall provide a response in writing within 30 days as defined in Section 7 of Local Authority Freedom of Information and Protection of Privacy Act.
- E. Any request for access to information that is refused must be responded to with a written notice of refusal. A notice shall be given stating that the applicant may request a review by the commissioner within one year after the notice is given. The head shall use schedule "J", "Records Fully Denied."
- F. Notice to third party
Where a head intends to give access to a record that the head has reason to believe may contain:

- (a) information described in subsection 18(1) that affects the interest of a third party; or
- (b) personal information that may be disclosed pursuant to clause 28(2)(n) and that relates to a third party; and, in the opinion of the head, the third party can reasonably be located, the head shall give written notice to the third party in accordance with subsection 33(2). Use the “**Notification under Section 33 to Third Party Regarding Disclosure of Personal Information**” form found in schedule “E” to notify the 3rd party. Use form, “**Extension of Response Time**” found in **schedule “F”** to notify the applicant.

G. Preparing the Response to Applicant

When the Access to Information Request search has been compiled:

- * fill out the “**Records Fully Disclosed**” form found in **schedule “H”** and attach this form to the records.
- * Should a record be partially denied, please fill out and include the “**Records Partially Denied**” form found in **schedule “I”**.
- * Should a record be completely denied, please fill out the “**Records Completely Denied**” form found in **schedule “J”**.

Please ensure a complete copy of the file has been printed and placed in the LAFOIP Office file.

3. Protection of Privacy: Section 23.1 of LAFOIP stipulates that the Town has a duty to protect personal information. A breach of privacy is often thought of as inappropriate sharing of personal information. Breaches of privacy can occur in a number of ways:

Collection: The Town should only collect enough information for the purpose for which it is being collected. Please review sections 24 & 25 of LAFOIP for further clarification.

Use: The Town may only use personal information in our possession for the purpose it was collected. Please review section 27 of LAFOIP for clarification.

Disclosure: A privacy breach could occur when an unauthorized disclosure of personal information goes missing, when an employee accesses personal information without a need-to-know, or when a public body shares personal information with another organization.

Identity of the Applicant:

Some public bodies have asked whether there are any rules around the identity of someone who has made an access request. It is the view of the Privacy Commissioner’s office that **a public body should not disclose the identity of the applicant to anyone who does not have a legitimate ‘need to know’**. A legitimate need to know relates to the specific knowledge an individual requires in order to process the access request. Staff who are not directly involved in the request, should not be made aware of the name of the individual or the nature of the request.

Should a breach occur: The Town shall make every effort to mitigate breaches of privacy, however should a breach occur, the following steps will be taken immediately:

- * **Contain the breach**

Soon after a public body learns of a privacy breach, it should contain and recover any personal information that is involved. This will require determining how broad the privacy breach is and what type of records are

involved. If paper records are involved, then efforts should be made to physically recover the paper records. If electronic records are involved, then efforts should be made:

- to physically recover any devices that contain information, such as a USB key, CDs, and DVDs;
- to recall emails and/or requesting recipients to destroy the email containing personal information;
- to immediately take down personal information if it was posted online.

*** Notify affected individuals**

Section 28.1 of LA FOIP requires that local authorities take all reasonable steps to notify an individual of an unauthorized use or disclosure of that individual's personal information by the local authority if it is reasonable in the circumstances to believe that the incident creates a real risk of significant harm to the individual. For more information on what "real risk of significant harm" means, please refer to OIPC blog entry entitled "Real Risk of Significant Harm": <https://oipc.sk.ca/real-risk-of-significant-harm/> For more information about how to notify affected individuals, please refer to pages 5 and 6 of Privacy Guidelines for Local Authorities.

*** Identify**

1. Who are the affected individuals?
2. How many individuals are affected?
3. Has the public body identified the risks that the affected individuals will be exposed to because of the privacy breach?
4. Make a voluntary disclosure to the Privacy Commissioner's Office.

*** Investigating the Privacy Breach**

Investigating the privacy breach to identify the root cause is key to understanding what happened. Identifying the root cause will help prevent similar breaches in the future.

1. What happened?
2. When did the privacy breach occur?
3. When and how did the public body learn of the breach (if different from above)?
4. What efforts have the public body made to contain the privacy breach?
5. Has the privacy breach been contained completely? Why or why not?
6. What personal information was involved in the privacy breach?
7. Where did the privacy breach occur?
8. Who was involved? Guide to Creating an Internal Privacy Breach Investigation Report 3
9. Which employee(s) (if any) are involved or witnessed the privacy breach?
10. What type of personal information/personal health information is involved?
11. Who has been affected by this privacy breach?

*** Prevent Similar Privacy Breaches**

Public bodies should be safeguarding personal information. Administrative, physical, and technical safeguards should be reviewed regularly to determine their adequacy in protecting information. They should also be reviewed after the discovery of a privacy breach has occurred.

For further information go to Privacy Breach Guidelines:

[http://www.skcp.ca/AGM%202009%20Gary%20Dickson%20Q.C.%20Presentation,%20Strategies%20for%20Compliance%20with%20the%20Health%20Information%20Protection%20Act%20\(HIPA\)/Privacy%20Breach%20Guidelines.pdf](http://www.skcp.ca/AGM%202009%20Gary%20Dickson%20Q.C.%20Presentation,%20Strategies%20for%20Compliance%20with%20the%20Health%20Information%20Protection%20Act%20(HIPA)/Privacy%20Breach%20Guidelines.pdf)

4. Disclosure of Personal Information related to Petitions

Petitions presented to the Town shall be publicly available. Particularly when subsection 134(1) of The Municipalities Act states the “administrator is responsible for determining if a petition for a referendum is sufficient.” Transparency in such a process is important. Section 28 outlines the exceptions where the Town may disclose personal information.

- The head shall give consideration to section 23(1) to determine whether information collected within a petition qualifies as “personal information.”
- Once personal information is established, the next step is to consider which of three primary privacy activities is engaged, i.e. collection, use and/or disclosure (release to a third party – not within the organization.)
- Does the Town have authority to collect, use and/or disclose this information? If not, a privacy breach has occurred.

Section 28(2) states, “*Subject to any other Act or regulation, personal information in the possession or under the control of a local authority may be disclosed:*

a) “*for the purpose for which the information was obtained or compiled by the local authority or for a use that is consistent with that purpose*”;

In reference to the British Columbia FOIPPA Policy and Procedures Manual which states, “The names of individuals signing a petition are not normally supplied in confidence. Petitions are generally considered to be public information; individuals signing a petition are publicly lending their support to a position and expect that their names may be disclosed. **There may be some cases, in which the circumstances surrounding the collection of the signatures on a petition indicate that the individuals have signed with the understanding that their names will not be disclosed.**” Disclosure of personal information related to Petitions is further supported by the Saskatchewan Review Report 156-2015, and the most recent Investigation Report #059-2018 involving the Town of Fort Qu’Appelle. Decisions regarding the release of petition documents should be carefully considered using the LaFOIP act, the Guide to Exemptions found at <https://oipc.sk.ca/assets/ipc-guide-to-exemptions.pdf> to determine what information may, if any, be released. **Prior to any release of documents, have the applicant fill out the “Access to Information Request” form and pay the required fee. The Head must be able to support his/her decision to release, sever, or redact a document by deciding which exemption(s) qualify and completing the testing procedure for that exemption. If the testing procedure does not substantiate your decision, you must seek clarification and guidance.**

5. **FEES**

LA FOIP provides for reasonable cost recovery associated with providing individuals access to records. Fees encourage responsible use of the right of access by applicants. However, fees should not present an unreasonable barrier to access. Therefore, fees should be reasonable, fair and at a level that does not discourage any resident from exercising their access rights. **When it is determined that a fee shall be charged to search records, please fill out the "Estimate of Costs" form found in schedule "G."**

The Town will endeavor to:

1. Treats all applicants the same (fairness); and
2. Calculates its fees the same (consistency).

Application Fee:

Subsection 5(1) of the LA FOIP Regulations provides local authorities with an opportunity to charge a \$20 application fee which is payable upon receipt of the access request.

Search Fee:

Pursuant to subsection 5(3) of the LA FOIP Regulations, a local authority may charge \$15 per half hour of search time if in excess of one hours. Search time consists of every half hour of manual search time required to locate and identify responsive records.

For example:

- a. staff time involved with searching for records;
- b. examining file indices, file plans or listings of records either on paper or electronic;
- c. pulling paper files/specific paper records out of files; and
- d. reading through files to determine whether records are responsive.

Search time does not include:

- a. time spent to copy the records;
- b. time spent going from office to office or off-site storage to look for records; or
- c. having someone review the results of the search.

Reproduction Fees:

Public bodies can also charge fees for reproducing records. Subsection 5(2) of the LA FOIP Regulations outline these fees in detail. Photocopying fees shall be governed by the LAFOIP regulations:

- (a) for a photocopy, \$0.25 per page;
- (b) for a computer printout, \$0.25 per page;
- (b.1) for electronic copies, the actual cost of the portable storage device provided to the applicant;

The IPC also encourages public bodies to grant access to records electronically if it is the applicant's wish.

Fee Estimates

Subsection 9(2) LA FOIP require that a public body provide a fee estimate to the Applicant. LA FOIP Regulations indicate that a fee estimate should be provided if the fee will be greater than \$100.

An appropriate written fee estimate notice to an applicant should include the following information:

- a. Time required to search electronic and paper records;
- b. Time to prepare records for disclosure;
- c. Estimated reproduction costs; and

Applicants are not required to pay any fees beyond what was originally estimated by the public body. If the actual fee ends up being less, the public body should refund the applicant accordingly.


Fee Waiver

The head may waive payment of all or any part of the fees under these circumstances:

- a. If the record involves the applicant's personal information (application fee only);
- b. If the fee would cause "substantial financial hardship" to the applicant and if disclosure of the record is in the public interest (search, preparation and reproduction fees only); or
- c. If the fee is less than \$100 (search, preparation and reproduction fees only).



Mayor

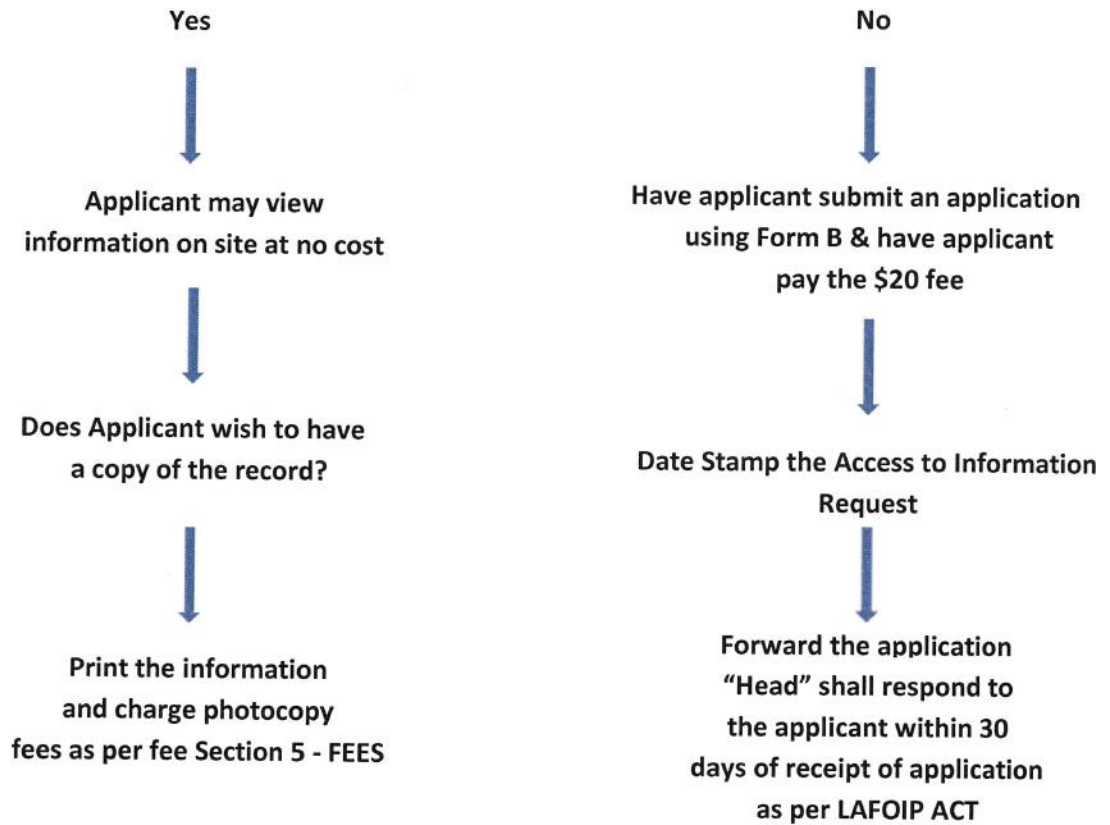


Chief Administrative Officer

Schedule 'A'

Steps to Receive and Respond to a Local Authority Freedom of Information & Protection of Privacy Request.

1. Determine whether the information falls within the list of records defined in Schedule "B."



Schedule "B"

List of Routinely Available Records

- Agendas of Council and Committee meetings
- Annual reports
- Assessment roll – When it is open for inspection [Municipal Act 213](#)
- Board minutes
- Budgets
- Building permit statistics
- Bylaws
- Cemetery Records
- Committee membership lists
- Copies of non-confidential items received at Council meetings and public hearings
- Development permits
- Election results
- Fee schedule
- Financial statements
- Garbage pickup schedule and routes
- Information bulletins
- Job postings
- Minutes of Council and Committee Meetings (other than minutes awaiting approval)
- Municipal Subdivision & Development Authority minutes
- Minutes of public hearings and public meetings
- Policy manual
- Subdivision proposed or approved plans



Schedule "C"

Access To Information Request Form

LOCAL AUTHORITY FREEDOM OF
INFORMATION AND PROTECTION OF PRIVACY

(Please Print)

Applicant Information

Last Name		First Name	
Address		City or Town	Province
Postal Code	Telephone (Residence)	Telephone (Work)	Facsimile

Details of Requested Information

General Information Request <input type="checkbox"/>	Personal Information Request <input type="checkbox"/>
Name of Local Authority	
Name of Record (if known)	
Detailed Description of Record:	

I understand that an application fee of \$20 is to be submitted with this request unless, with respect to a request for personal information, the fee is waived under the terms of the Act.

I also understand that there may be a processing fee to process this request and that, prior to receiving access to the records that I have requested, I am required to pay that fee unless it is waived.

Check if requesting waiver of processing fee:

I request that payment of the processing fee related to this request be waived because payment will cause me substantial financial hardship. Details are as follows: (Use reverse of form if additional space is required.)

Signature of Applicant

For Office Use Only	
Date Received _____	Application No. _____
Application Fee Received	Yes <input type="checkbox"/> No <input type="checkbox"/>

Schedule "D"

Clarification Required to Identify Records Being Requested

NOTE TO DRAFTER: *The purpose of this letter is to seek additional details from the applicant to identify the records being requested. When clarification is required in order to process an access request, be sure to reference the clarified details when responding to the applicant in future correspondence (for example, an estimate of costs or application outcome letter).*

THIS TEXT BOX SHOULD BE REMOVED PRIOR TO SENDING THE LETTER.

RED SQUARE BRACKETED TEXT ARE INSTRUCTIONS TO THE DRAFTER AND SHOULD BE REPLACED OR REMOVED PRIOR TO SENDING THE LETTER.

[Date]

[Applicant's Name and Address]

Dear [Applicant's Name]:

RE: Your Access to Information Request Number [Application Number]

Thank you for your access to information request received in this office on [date], requesting access to [quote information being requested by applicant].

Your access request has not provided enough details for us to identify the records you wish to access. In order for your request to be processed, my office requires additional details to identify the records you are requesting. Therefore, please provide my office with [a list of information required to help identify the records].

Once you provide our office with the details enabling us to clarify the request, we will proceed with processing your access request. This notification has been provided pursuant to subsection 6(3) of *The Local Authority Freedom of Information and Protection of Privacy Act*, which I have enclosed a copy of for your reference. *[NOTE: Enclose a copy of subsection 6(3) of LAFOIP.]*

If you have any questions, please contact [name of the Access Co-coordinator] at [phone number].

Yours truly,

[Name of the Access Officer]

Access Officer *[NOTE: or other appropriate title]*

Enclosure

cc: [Name of the Access Co-coordinator]

Schedule "E"

**Notification under Section 33 to Third Party Regarding Disclosure of Personal Information
under clause 28(2)(n)**

***NOTE TO DRAFTER:** The purpose of this letter is to notify an individual that an access to information request has been made for records that contain his/her personal information and which you intend to give access to pursuant to clause 28(2)(n) . This letter also provides an opportunity for the individual to make representations as to whether access to the records should be denied.*

For greater certainty in calculating the length of time a third party has to respond, consider sending the notice to the third part by registered mail or other method (such as hand delivery) where receipt may be predictable and/or documented.

THIS TEXT BOX SHOULD BE REMOVED PRIOR TO SENDING THE LETTER.

RED SQUARE BRACKETED TEXT ARE INSTRUCTIONS TO THE DRAFTER AND SHOULD BE REPLACED OR REMOVED PRIOR TO SENDING THE LETTER.

[Date]

[Individual's Name and Address]

Dear [Individual's Name]:

RE: Third Party Notification - Access to Information Request [Application Number]

Our office has received an access to information request under *The Local Authority Freedom of Information and Protection of Privacy Act*. We have identified the attached records as being responsive to that request *[NOTE: Attach a copy of the record(s) or other clear identification of it and, if it is just part of the record, make a note of the portion of the record in question]* and there is information in these records that contain your personal information.

We intend to give access to these records *[or the part of the record(s) noted]* to the applicant pursuant to clause 28(2)(n) of the Act, however, section 33 of the Act requires that you are first given notice and an opportunity to make representations as to why access should be denied. The basis on which we intend to give access to these records pursuant to clause 28(2)(n) is *[set out basis as described in clause 28(2)(n) and also fully set out the reasons why that applies]*.

If you object to the release of this information, you must provide to me in writing within 20 days of this notice your representations as to why access should not be given on the basis set out above. Allowing time for delivery of this notice, the 20 days will expire on approximately *[approximate expiry date for representations – 20 days from date the third party would be expected to receive the letter]*. You will be notified when a decision has been made.

For your information, I have enclosed copies of sections 28(2)(n) and 33 to 36 of the Act which relate to this process. *[NOTE: Enclose copies of sections 28(2)(n) and 33 to 36 of LAFOIP.]* If we do not

receive your objection and representations by [expiry date], we will proceed with releasing the records to the applicant.

If you have any questions, please contact [name of the Access Co-coordinator] at [phone number].

Yours truly,

[Name of the Access Officer]

Access Officer *[NOTE: or other appropriate title]*

Enclosures

cc: [Name of the Access Co-coordinator]

Schedule “F”

Extension of Response Time

NOTE TO DRAFTER: *The purpose of this letter is to advise the applicant of a time extension taken to process a request.*

THIS TEXT BOX SHOULD BE REMOVED PRIOR TO SENDING THE LETTER.

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[Date]

[Applicant’s Name and Address]

Dear [Applicant’s Name]:

RE: Your Access to Information Request Number [Application Number]

Thank you for your access to information request received in this office on [date], requesting access to [quote information being requested by applicant].

This is to inform you that the 30-day response period has been extended an additional [number of days you are extending response time up to a maximum of 30 days], pursuant to [choose appropriate option below]:

- **Option A** - subclause 12(1)(a)(i) of *The Local Authority Freedom of Information and Protection of Privacy Act* as your “...application is for access to a large number of records or necessitates a search through a large number of records and completing the work within the original period would unreasonably interfere with the operations of the local authority.”
- **Option B** - subclause 12(1)(a)(ii) of *The Local Authority Freedom of Information and Protection of Privacy Act* as “...there is a large number of requests and completing the work within the original period would unreasonably interfere with the operations of the local authority.”
- **Option C** - clause 12(1)(b) of *The Local Authority Freedom of Information and Protection of Privacy Act* as “...consultations that are necessary to comply with the application cannot reasonably be completed within the original period.”
- **Option D** - clause 12(1)(c) of *The Local Authority Freedom of Information and Protection of Privacy Act* as “...third party notice is required to be given pursuant to subsection 33(1).”

Extension of Response Time...Continued

If you would like to exercise your right to request a review of this decision, you may do so by completing a “Request for Review” form and forwarding it to the Saskatchewan Information and Privacy Commissioner within one year of this notice. Your completed form can be sent to #503 – 1801 Hamilton Street, Regina, Saskatchewan, S4P 4B4. This form is available at the same location which you applied for access or by contacting the Office of the Information and Privacy Commissioner at (306) 787-8350.

In addition, if you do not receive a response to your application by the end of the new extension deadline, you may file a request for review with the Office of the Information and Privacy Commissioner using the same procedure outlined above.

If you have any questions, please contact [name of the Access Co-coordinator] at [phone number].

Yours truly,

[Name of Access Officer]

Access Officer *[NOTE: or other appropriate title]*

cc: [name of Access Co-coordinator]

Schedule "G"

Estimate of Costs

NOTE TO DRAFTER: The purpose of this letter is to provide the applicant with an estimate of costs necessary to process his/her access request. This (or a similar notice) must be provided to the applicant if the total cost exceeds \$50. Although not a requirement in the Act, it can also be provided when costs are less than \$50.

THIS TEXT BOX SHOULD BE REMOVED PRIOR TO SENDING THE LETTER.

RED SQUARE BRACKETED TEXT ARE INSTRUCTIONS TO THE DRAFTER AND SHOULD BE REPLACED OR REMOVED PRIOR TO SENDING THE LETTER.

[Date]

[Applicant's Name and Address]

Dear [Applicant's Name]:

RE: Your Access to Information Request Number [Application Number]

Thank you for your access to information request received in this office on [date], requesting access to [quote information being requested by applicant].

You have requested access to records that [explanation of why fees will be necessary to process the request]. Therefore, in order to process your access request, the following fees will be necessary:

	Type of Fee	Calculation of Fees	Total Amount of Fees
1	Time required to search for records	[# of hours] x \$15.00/half hour	[\$total amount in dollars]
2	Time required to prepare records for disclosure	[# of hours] x \$15.00/half hour	[\$total amount in dollars]
3	Photocopies of Records	[# of pages] x \$0.25/page	[\$total amount in dollars]
4	[Other fees required per section 5 of the Regulations]	[copies] x [amount of fees per unit]	[\$total amount in dollars]
5	LESS:	1 hour free x \$15.00/half hour	(\$30.00)
Total amount of fees required to process access request			[\$total of above rows in dollars] [NOTE: Subtract \$30.00 if total of rows 1 and 2 exceeds \$30.00.]

[NOTE: The above table can be used for cost estimates when the calculations are not complex. For more complex calculations, consider using the attached table.]

The above fees have been calculated pursuant to section 5 of *The Local Authority Freedom of Information and Protection of Privacy Regulations*, a copy of which has been enclosed for your information. *[NOTE: Enclose a copy of section 5 of the Regulations.]*

Also enclosed is a completed Estimate of Costs form, which summarizes the above estimate of costs. *[NOTE: Enclose completed Estimate of Costs Form.]* If you wish to proceed with your access request, our office will require a deposit of \$[amount of deposit up to 50% of the total estimate of costs]. To proceed, please sign the attached estimate of costs form and return the pink copy of this form along with your deposit cheque, made payable to [whatever is appropriate for your institution], and forward to [address where the deposit cheque and form should be sent]. We will continue to process your access request once this is received.

As an alternative, we would be happy to work with you to modify the request if that would help reduce or eliminate the fees.

[NOTE: If you know access to the records will not be fully granted, please provide the applicant with as much information in this paragraph as you can about the exemptions that may be applied. The intent of this paragraph will be to ensure the applicant is advised that paying the fees will not necessarily result in the applicant receiving all the records requested. When doing so, make the applicant aware that this is an interim notice of the exemptions. The actual exemptions (if any) to be applied in a final notification letter may be different based on a review of the actual records.]

[NOTE: If the applicant has requested a fee waiver and you have not addressed it in previous correspondence, you should do so with this cost estimate. If you are prepared to consider the waiver request, you should use this letter to request any additional information necessary to allow the head to make a decision. You should also offer to work with the applicant to reduce the cost estimate (if the applicant is willing to change the request) if that is possible.]

If you would like to exercise your right to request a review of this decision, you may do so by completing a “Request for Review” form and forwarding it to the Saskatchewan Information and Privacy Commissioner within one year of this notice. Your completed form can be sent to #503 – 1801 Hamilton Street, Regina, Saskatchewan, S4P 4B4. This form is available at the same location which you applied for access or by contacting the Office of the Information and Privacy Commissioner at (306) 787-8350.

If you have any questions, please contact [name of the Access Co-coordinator] at [phone number].

Yours truly,

[Name of the Access Officer]
Access Officer *[NOTE: or other appropriate title]*

Enclosures

cc: [Name of the Access Co-coordinator]

Schedule "H"

Records Fully Disclosed

NOTE TO DRAFTER: *The purpose of this letter is to advise the applicant that their access request has been fully granted.*

THIS TEXT BOX SHOULD BE REMOVED PRIOR TO SENDING THE LETTER.

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[Date]

[Applicant's Name and Address]

Dear [Applicant's Name]:

RE: Your Access to Information Request Number [Application Number]

Thank you for your access to information request received in this office on [date], requesting access to [quote information being requested by applicant].

This is to inform you that your access request has been fully granted. [Enclosed is a copy [are copies] of the record[s] you requested. **OR** Enclosed is a list of responsive records being disclosed. Please contact [Name of FOIP Co-coordinator] at [phone number] to arrange a time and place to review the records].

If you would like to exercise your right to request a review of this decision, you may do so by completing a "Request for Review" form and forwarding it to the Saskatchewan Information and Privacy Commissioner within one year of this notice. Your completed form can be sent to #503 – 1801 Hamilton Street, Regina, Saskatchewan, S4P 4B4. This form is available at the same location which you applied for access or by contacting the Office of the Information and Privacy Commissioner at (306) 787-8350.

If you have any questions, please contact [name of the Access Co-coordinator] at [phone number].

Yours truly,

[Name of the Access Officer]

Access Officer [NOTE: or other appropriate title]

Enclosure

cc: [Name of Access Co-coordinator]

Schedule "I" Records Partially Denied

NOTE TO DRAFTER: *The purpose of this letter is to advise the applicant that his/her access request has been partially denied.*

THIS TEXT BOX SHOULD BE REMOVED PRIOR TO SENDING THE LETTER.

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[Date]

[Applicant's Name and Address]

Dear [Applicant's Name]:

RE: Your Access to Information Request Number [Application Number]

Thank you for your access to information request received in this office on [date], requesting access to [quote information being requested by applicant].

[NOTE: One or both of the following two paragraphs will need to be used depending upon the circumstances surrounding the records being released. The Severing Paragraph will be used if some of the information is exempt from disclosure and was removed prior to the records being released. The Withholding Records Paragraph will be used if certain documents requested by the applicant are being withheld in full, while other documents are being released.]

Severing Paragraph: Please find attached records responsive to your request. *[NOTE: Attach copies of the responsive records.]* Please note that, pursuant to section 8 of *The Local Authority Freedom of Information and Protection of Privacy Act* (the Act), some of the information contained in the attached records has been deleted because [list reason(s) for refusal – e.g. if released would disclose information about an identifiable individual]. Access to this information is denied pursuant to section [or sections – cite all relevant exemptions upon which you have based your decision not to disclose, including section, subsection, clause, subclause, etc.] of the Act.

Withholding Records Paragraph: Some of the records have been withheld from release in full because [list reason(s) for refusal – e.g. if released would disclose information about an identifiable individual]. Access to this information is denied pursuant to section [or sections – cite all relevant exemptions upon which you have based your decision not

Records Partially Denied...Continued

to disclose, including section, subsection, clause, subclause, etc.] of the Act. For your information, I have included a copy of all above-noted sections of the Act. [NOTE: Enclose a copy of all relevant sections of LAFOIP.]

If you would like to exercise your right to request a review of this decision, you may do so by completing a “Request for Review” form and forwarding it to the Saskatchewan Information and Privacy Commissioner within one year of this notice. Your completed form can be sent to #503 – 1801 Hamilton Street, Regina, Saskatchewan, S4P 4B4. This form is available at the same location which you applied for access or by contacting the Office of the Information and Privacy Commissioner at (306) 787-8350.

If you have any questions, please contact [name of the Access Co-coordinator] at [phone number].

Yours truly,

[Name of the Access Officer]

Access Officer [NOTE: or other appropriate title]

Enclosures

cc: [Name of the Access Co-coordinator]

Schedule "J" Records Fully Denied

NOTE TO DRAFTER: *The purpose of this letter is to advise the applicant that his/her access request has been fully denied.*

THIS TEXT BOX SHOULD BE REMOVED PRIOR TO SENDING THE LETTER.

RED SQUARE BRACKETED TEXT ARE INSTRUCTIONS TO THE DRAFTER AND SHOULD BE REPLACED OR REMOVED PRIOR TO SENDING THE LETTER.

[Date]

[Applicant's Name and Address]

Dear [Applicant's Name]:

RE: Your Access to Information Request Number [Application Number]

Thank you for your access to information request received in this office on [date], requesting access to [quote information being requested by applicant].

Access to the records you have requested is denied pursuant to section [or sections – cite all relevant exemptions upon which you have based your decision not to disclose, including section, subsection, clause, subclause, etc.] of *The Local Authority Freedom of Information and Protection of Privacy Act* (the Act). The reason [or reasons] for refusal of these records is [provide applicant with reasons for refusal]. For your information, I have included a copy of all above-noted sections of the Act. *[NOTE: Enclose a copy of the relevant sections of LAFOIP.]*

If you would like to exercise your right to request a review of this decision, you may do so by completing a "Request for Review" form and forwarding it to the Saskatchewan Information and Privacy Commissioner within one year of this notice. Your completed form can be sent to #503 – 1801 Hamilton Street, Regina, Saskatchewan, S4P 4B4. This form is available at the same location which you applied for access or by contacting the Office of the Information and Privacy Commissioner at (306) 787-8350.

If you have any questions, please contact [name of the Access Co-coordinator] at [phone number].

Yours truly,

[Name of the Access Officer]

Access Officer *[NOTE: or other appropriate title]*

Enclosures

cc: [Name of the Access Co-coordinator]