# File: 292-30\REQUESTNUMBER]

Your File: [CUSTOMFIELD60]

# [TODAYDATE]

# Sent via email: [RQREMAIL]

[ADDRESS]

Dear [RFNAME] [RLNAME]:

# Re: Request for Access to Records – Final Payment Due

# *Freedom of Information and Protection of Privacy Act* (FOIPPA)

I am writing further to your request received by the Ministry of Agriculture and Food. We have completed processing your request.

The balance owing for providing these records has been determined to be [BALANCEAMOUNT].

Please send a cheque or money order payable to the Minister of Finance to the following address:

Attn: [PRIMARYUSERNAME]

Information Access Operations

Ministry of Citizens’ Services

PO Box 9569 Stn Prov Govt

Victoria BC V8W 9K1

To pay by credit card, please call 250 387-1321 or toll free 1 833 283-8200. VISA, Master Card and Amex are accepted. You will need to have your request number and payment amount ready. Credit card payments will appear on your statement as “BC Gov - FOI”. If a refund is required, details will be provided at that time.

Upon receipt of your final payment, we will forward the records to you. If you do not respond to this letter within 20 business days, by Response Date, we will consider your request abandoned and your file will be closed.

1. If you have any questions regarding your request, please contact [PRIMARYUSERNAME], the analyst assigned to your request, at [PRIMARYUSERPHONE]. This number can also be reached toll-free at 1 833 283-8200.
2. You have the right to ask the Information and Privacy Commissioner to review this decision. I have enclosed information on the review and complaint process.

Sincerely,

[PRIMARYUSERNAME], [PRIMARYUSERTITLE]

Information Access Operations

Enclosures

**75 Fees**

(1) The head of a public body may require an applicant who makes a request under section 5 to pay to the public body the following:

(a) a prescribed application fee;

(b) prescribed fees for the following services:

(i) locating and retrieving the record;

(ii) producing the record;

(iii) preparing the record for disclosure, except for time spent severing information from the record;

(iv) shipping and handling the record;

(v) providing a copy of the record.

(2) Subsection (1) (b) (i) does not apply to the first 3 hours spent on a request.

(3) Subsection (1) does not apply to a request for the applicant's own personal information.

(4) If an applicant is required to pay fees for services under subsection (1) (b), the head of the public body

(a) must give the applicant a written estimate of the total fees before providing the services, and

(b) may require the applicant to pay a deposit in an amount set by the head of the public body.

(5) If the head of a public body receives an applicant's written request to excuse payment of all or part of the fees required under subsection (1) (b), the head of the public body may excuse payment, if, in the head of the public body's opinion,

(a) the applicant cannot afford the payment or for any other reason it is fair to excuse payment, or

(b) the record relates to a matter of public interest, including the environment or public health or safety.

(6) The head of a public body must respond to a request under subsection (5) in writing and within 20 days after receiving the request.

(7) The fees that prescribed categories of applicants are required to pay for services under subsection (1) (b) may differ from the fees other applicants are required to pay for the services but may not be greater than the actual costs of the services.

# How to Request a Review with the

# Office of the Information and Privacy Commissioner

If you have any questions regarding your request please contact the analyst assigned to your file. The analyst’s name and telephone number are listed in the attached letter.

Pursuant to section 52 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), you may ask the Office of the Information and Privacy Commissioner to review any decision, act, or failure to act with regard to your request under FOIPPA.

**Please note that you have 30 business days to file your review with the Office of the Information and Privacy Commissioner. In order to request a review please write to:**

Information and Privacy Commissioner

PO Box 9038 Stn Prov Govt

4th Floor, 947 Fort Street

Victoria BC V8W 9A4

Telephone 250 387-5629 Fax 250 387-1696

If you request a review, please provide the Commissioner's Office with:

1. A copy of your original request;
2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.