# File: 292-30/[REQUESTNUMBER]

Your File: [REFCUSTOMFIELD60]

# [TODAYDATE]

# Sent via email: [RQREMAIL]

[RFNAME] [RLNAME]

[COMPANY]

[STREET1]

[STREET2]

[CITY] [STATE/PROVINCESHORT] [ZIP/POSTALCODE]

Dear [RFNAME] [RLNAME]:

# Re: Request for Access to Records – Fee Waiver Decision

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

This is further to your request for a fee waiver. Your request is for:

*[REQUESTDESCRIPTION]*

The Ministry has granted a full fee waiver. We will make every effort to respond to you by your new due date of [DUEDATE].

Optional if extension is taken at this time:

Under section 10 of FOIPPA, we have extended the time limit for responding an additional 30 days. Your request requires consultation with a third party or other public body. This time extension will allow us to provide you with a complete response to your request. We will respond to you by [EXTENDED\_DUE\_DATE], or sooner if possible. A complete copy of FOIPPA is available online at:

<http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00>

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. Please provide the FOI request number, found at the top right of the first page of this letter, in any communications.

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

# 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.

**Extending the time limit for responding**

**10**  (1) The head of a public body may extend the time for responding to a request for up to 30 days if one or more of the following apply:

1. the applicant does not give enough detail to enable the public body to identify a requested record;
2. a large number of records are requested or must be searched and meeting the time limit would unreasonably interfere with the operations of the public body;
3. more time is needed to consult with a third party or other public body before the head can decide whether or not to give the applicant access to a requested record.

(2) In addition to the authority under subsection (1), with the permission of the commissioner, the head of a public body may extend the time for responding to a request as follows:

1. if one or more of the circumstances described in subsection (1) (a) to (c) apply, for a period of longer than the 30 days permitted under that subsection;
2. if the commissioner otherwise considers that it is fair and reasonable to do so, as the commissioner considers appropriate.

(3) If the time for responding to a request is extended under this section, the head of the public body must tell the applicant

1. the reason for the extension,
2. when a response can be expected, and
3. (c) in the case of an extension under subsection (1), that the applicant may complain about the extension under section 42 (2) (b) or 60 (1) (a).