# File: 292-30/[REQUESTNUMBER]

Your File: [REFCUSTOMFIELD60]

# [TODAYDATE]

# Sent via email: [RQREMAIL]

[ADDRESS]

Dear [RFNAME] [RLNAME]:

# Re: Request for Access to Records

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

I am writing further to your request received by the Ministry of Agriculture and Food. You narrowed your request on Date through conversation and/or email with ANALYST. Your request is for:

*[REQUESTDESCRIPTION]*

Please be advised the records you requested are withheld in their entirety pursuant to section 20 (Information that will be published or released within 60 days) of FOIPPA. A complete copy of FOIPPA is available online at:

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

**Option 1:** If details of release are known, provide URL **or** name of PB contact that will release to them: The requested records will be posted at the following URL: [URL] on DATE **or** The requested records will be available from [NAME OF PB CONTACT] on DATE.

**Option 2:** If details of release are not yet known, consider supplying PB contact information or analyst follow up with PB to confirm release and then notify the applicant: Once the requested information is released, you will be notified and provided with instructions on how it can be accessed by [PB CONTACT or ANALYST CONTACT and CONTACT INFO].

Analyst must set a BF for day 61 after closing the file, follow up with the PB that the records are now available, and courtesy call/email the applicant to advise. If the records are not available or released to the applicant, the analyst must forward the original request to Intake and a new file is opened. The PB cannot deny access under S20 of FOIPPA a second time, although other sections of FOIPPA may apply.

**Option 3:** If the information requested will be published per any of the proactive disclosure directives: Section 20(1)(c) of FOIPPA states the public body may refuse to disclose information that must be published or released to the public under an enactment. The information you have requested will be published under a Ministerial Directive for proactive disclosure. The records will be posted on the Open Information website: <https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government/open-information>.

A complete copy of all Ministerial Directives can be found online: <https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government/open-information/freedom-of-information/ministerial-directives-proactive-releases>

For responses under Option 3 there is no need to follow up as the 60 day timeline does not apply under s.20(1)(c).

Your file is now closed.

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, [REQUESTNUMBER], 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.