



Making a difference...together

Capital Regional District
625 Fisgard Street, PO Box 1000
Victoria, BC, Canada V8W 2S6

T: 250.360.3000
F: 250.360.3234
www.crd.bc.ca

July 31, 2015

FOI #: 0580.20/15-042

Jason Austin
2840 Lamont Road
Saanichton, BC V8M 1W5

Dear Mr. Austin:

**RE: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT ("Act")
REQUEST FOR ACCESS TO RECORDS**

This is further to your request to the Capital Regional District (CRD) for the following:

"At <https://www.crd.bc.ca/docs/default-source/parks-pdf/sarfactsheetivb.pdf?sfvrsn=2> the CRD identifies 9 species that it says are "confirmed resident species" in Island View Beach Regional Park. These include the Common Nighthawk, the Fleshy Jaumea, the American Glehnia, and the Sand-Verbena moth.

I would like:

- copies of the records that led to this determination for each of these 4 species
- copies of the emails, both internal and external, that discuss these
- copies of working papers and drafts that refer to these"

Section 75 of the *Act* allows public bodies to charge fees for certain services which they provide in the processing of formal Freedom of Information (FOI) requests:

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

- (a) Locating, retrieving and producing the record;
- (b) Preparing the record for disclosure;
- (c) Shipping and handling the record;
- (d) Providing a copy of the record.

(2) An applicant must not be required under subsection (1) to pay a fee for

- (a) the first 3 hours spent locating and retrieving a record or
- (b) time spent severing information from a record.

The estimated costs associated with processing your request is **\$1165.00**. The fee estimate has been determined as follows:

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT
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Searching, locating and retrieving records

First 3 hours free: 21 - 3.0 hours = 18 x \$7.50 per ¼ hour \$540.00

Producing and preparing records for disclosure

Estimated time: 7 hours @ \$7.50 per ¼ hour \$210.00

Copying records

Estimated pages: 1600 @ \$.0.25 per page \$400.00

Shipping costs: \$15.00

TOTAL: \$1165.00

All reasonable efforts have been made to generate an accurate estimate; however you will be required to pay the actual cost whether it is higher or lower than the estimate. Please note we cannot give the exact number of pages at this time but will revise the fee estimate once the search is conducted. By narrowing the scope of your request, you may reduce the fees payable. Please contact the undersigned, if you would like to discuss this further.

If you wish to proceed with the request please sign below and return a copy of this letter to this office. We will issue an invoice to you for the amount noted. We will require the payment, based on the actual cost, before releasing the records.

We will not proceed further with your request until we receive your payment. While the Act imposes an obligation for us to respond to your request within 30 business days, the period of time that is spent while we are awaiting your deposit will not be included in the calculation of our response time. As such, the deadline by which we are required to respond is stopped until this matter of the fee estimates is resolved. Further, if we do not hear from you by August 31, 2015, we will consider this matter closed.

Under section 52 of the *Act*, you may ask the Information and Privacy Commissioner to review this fee request. You have 30 days from the receipt of this notice to request a review in writing to:

Information and Privacy Commissioner,
Box 9038 Station Provincial Govt,
3rd Floor -756 Fort Street
Victoria, BC V8W 9A4
telephone: (250) 387-5629 or Fax: (250) 387-1696

Jason Austin – July 31, 2015

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT
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Please contact the undersigned at 250-360-3639 or abains@crd.bc.ca if you have any questions during the processing of your request.

Yours truly,



Angila Bains
Manager, Information Services
Legislative & Information Services

I do hereby agree to pay the fee

Signature of applicant