

October 26, 2015

Mr. Brandon Rose
NSGEU
255 John Savage Avenue
Dartmouth, NS B3B 0J3

RECEIVED
9th Oct
OCT 28 2015

NSGEU

Dear Mr. Rose:

Re: Processing Fee Estimate – [FIN-15-35]

This letter is a follow-up to your application received on September 29, 2015. You requested:

"Please provide us with the following in respect of each date between and including October 22, 2013 and September 22, 2015:

- (i) all issue notes, briefing notes, data, statistics, analysis and other related materials produced for or resulting from work related to the government's Program Review Committee;*
- (ii) a list of all Cabinet Ministers, staff and any external consultants involved with the review (including roles and responsibilities); and*
- (iii) a breakdown of cost savings, increases, etc. identified through the review process and any analysis related to those costs."*

Subsection 11(2) of *Freedom of Information and Protection of Privacy Act* allows us to charge fees for the cost of the services provided under the *Act*. We may charge fees for locating, retrieving, producing, preparing and providing a copy of the record. We may also charge for shipping and handling fees. We can now provide you with a fee estimate for processing the request.

Retrieving, reviewing and processing the record [4000 pg]	\$ 6,060
Photocopying [2500pg] at \$.20/pg:	\$ 500
Mailing:	\$16.15
Total Estimate:	\$ 6,576

We note that in your original application you requested a fee waiver in the public interest.

Where an applicant is required to pay fees for services, subsection 11(5) of the *FOI/POP Act* requires that a public body provide the applicant with an estimate of the total fee before providing the services, which we are doing through this letter.

If you still wish us to proceed with the processing of your application, please do one of the following:

- (a) Please forward a cheque payable to the Minister of Finance, in the amount of \$3,288.00 – 50 % of the fee estimate – to my attention at the following address: IAP Services, Department of Internal Services, PO Box 72, Halifax Central, B3J 2L4. The remainder of the payment \$3,288.00 would then be due when our response is completed.

OR

- (b) Please confirm in writing that you agree to pay for the processing services once notified that the work has been completed.

OR

- (c) Please confirm that you do not accept the fee estimate and that you continue to ask us to waive the fee in the public interest, at which time we would consider your request.

If the amount of work is less or more than estimated, the total fee will be revised accordingly, and we will advise you.

If you choose (c), above, kindly explain how the records you are seeking relate to a matter of public interest. In arriving at fee-waiver decisions, public bodies are asked to consider the nature of the requested records, the types of benefit that reasonably can be expected from disclosure, and the significance of the benefit that may result from disclosure. For example, would dissemination of the information in the records reasonably be expected to yield a public benefit by:

- (a) disclosing an environmental concern or a public health or safety concern; or
- (b) contributing meaningfully to the development of a public understanding of, or debate on, an important issue, policy, law, or service?

These considerations are the first of a two-part test that helps public bodies decide waiver requests when the public interest is claimed. If, after considering the arguments for a fee waiver, a public body determines that the records requested do indeed relate to a matter of public interest, the second decision is whether an applicant should be excused from paying all or part of the estimated fee.

[for further information, please see:

<http://www.canlii.ca/en/ns/nsfoipop/doc/1997/1997canlii2206/1997canlii2206.html>]

With the provision of this fee estimate, your application has been placed on hold effective today, October 26, and will be reactivated when you respond as requested in either (a), (b), or (c) above.

Please note that the Department of Finance and Treasury Board may need to extend the 30-day decision-response time on your application for an additional 30 days. The decision to take an extension and the new date will be decided once you have responded regarding fees.

You may request a review of our decision to charge fees. To do so, please complete the enclosed Form 7 and forward it to Review Officer, P.O. Box 181, Halifax, NS B3J 2M4.

If we do not hear from you within 60 days of the date of this letter, we will consider your application to be abandoned and close the file.

If you have any questions, please contact me at rhia.perkins@novascotia.ca or 902-424-3773.

Yours truly,



Rhia Perkins
IAP Administrator

Attach.

Fee Calculation Form – Application # FIN-15-35

Locating, retrieving, producing and preparing the record for disclosure, Considerations as per FOIPOP Regulations	Estimated time in hours	Actual time in hours
Searching appropriate file indexes & other sources to locate record;		
Contacting persons who either have record or know where record is located;	0	
Generating a list of files to be searched.	0	
Retrieving files that may contain the record	0	
Searching through retrieved files to locate the record.	2	
Removing the record from a file and reinserting the record back into the file once a copy has been made of the record;	0	
Creating a record for an applicant	1	
querying an electronic database to create a record that includes the requested fields of information;	0	
Computer programming and computer usage to develop the software so the information can be extracted and recorded;	0	
Organizing responsive records in a coherent order;	1	
Consulting with another public body about disclosure of the record.	included in review	
Reviewing record to identify information exempted from disclosure/severing exempted information (2-3 minutes/page) 4000 pages @ 3 Minutes Per Page	200	
Total time less 2 free hours	202	
Total fee = # of hours @ \$30/hour	\$6,060	

Mailing the record	Estimated time	Actual time
Packaging a record so it can be sent to the applicant	0	
Shipping the record to the applicant	16.15	
Total Fee (actual cost)	16.15	

Providing a copy of the record.	Estimated fee	Actual fee
# of pages at \$0.20 per page	2500	\$500
Duplicating the record, for example, videotape, audio recording, photographs (actual cost)	0	
Transferring information from one record form to another record form (actual cost)	0	
Total fee (actual cost)	\$500	

Final Calculation	Estimated fee	Actual fee
Processing the request	\$6,060	
Mailing the record	\$16.15	
Providing a Copy of the Record	\$500	
Total fee	\$6,576	

% of Fees Charged Up Front	50%
Total Up Front Charges	\$3,288
Rationale	This request has resulted in a large volume of complex information that will require a high degree of consultation with other public bodies.
Prepared by: Rhia Perkins	
Date: 23/10/2015	

Fees do not apply to requests for access to personal information
 Fees can be waived if certain circumstances apply (i.e. public interest)
 Fees must be paid when access to a record is given or refused.

For complete reference about Fees please consult the FOIPOP Regulations at <http://www.novascotia.ca/just/regulations/regs/foiregs.htm>

