



May 29, 2013

Dear Mr. Pryznyk:

**Access to Information and Protection of  
Privacy Act – Request for Information**

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On April 30, 2013, the Department of Public Works and Services received your request, for access to information for:

- 1) A complete copy of the final signed Construction contract awarded to build the YK Downtown facility in Yellowknife, NT.
- 2) Copies of all addendums to the original signed contract noted in (1) above

Section 50(2) of the Act allows fees to be charged for providing you with the information requested. The fee for providing the records you have requested is ESTIMATED to be \$1477.75. We have calculated this amount as follows:

Summary of documents:

- Main Contract: CC101049; **1025 pages**
- Issued For Construction Documents ( which form part of the contract)
- Specifications; **657 pages**
- Drawings; **155 pages**
- Contract changes order 1 to 13 ; **127 pages**
- Site instructions 1 to 14 ; **28 pages**
- **TOTAL 1992 pages**

The fees assessed in relation to this request are estimated as follows:

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**1. Locating and retrieving records in relation to this request:**

- a. Areas Searched - Identify all locations searched
- b. Number of Individuals identified to search
- c. **0.5 of hours x \$27.00 = \$13.50**

**2. Preparation of records:**

Preparation of records to sever or redact involves either physically deleting text considered to qualify for an exception with tape or a marker or using redaction software for redaction of scanned copies. Fees may not be charged for time spent in reviewing records, however fees may be charged for the following;

- a) Preparation of records to sever or redact for disclosure,
- b) Preparation of records for copying and release, or
- c) The preparation of records where the originals will be viewed
- d) **18.75 of hours x \$27.00 = \$506.25**

**3. Copying**

The *Access to Information and Protection of Privacy Regulation* establishes set costs for copying records in various forms and formats. Most common is paper photocopying charged at 25 cents a page, **inclusive** of staff time and other overhead charges.

- **Copy the record: 1832 of pages x .25 = \$ 458.00**
- **Copy the drawings:  
155, approximately 100 sq. m at \$5:00 per sq. m \$ 500.00**

**TOTAL FEES ASSESSED = \$1477.75**

**50% TOTAL DUE WITHIN 20 DAYS \$ 738.87**

Please reply to us in writing within 20 days after receipt of this notice indicating that you accept this estimate and will forward a cheque to cover the fee. If we do not receive your response and a cheque of \$738.87 for half the fee costs by **June 18, 2013**, 20 days from today we will consider this request closed.

As well, the *Access to Information and Protection of Privacy Regulation* provides limited situations where fees can be reduced or waived entirely if the applicant cannot afford to pay or there are other reasons that justify excusing the fee. If you believe that one of these circumstances applies, let me know. You may also narrow your request for records in order to bring the fee costs lower. Contact me if you wish to narrow your request.

Upon receipt of the initial fee payment, the Department of Public Works will begin processing this request. Normally, the Department of Public Works and Services responds to a request for information within 30 days of receipt; however, in limited circumstances the *Access to Information and Protection of Privacy Act* [the Act] provides that a public body may extend this time limit. Section 11 of the Act states:

- (1) The head of a public body may extend the time for responding to a request for a reasonable period where
  - (b) a large number of records is requested or must be searched to identify the requested record and meeting the time limit would unreasonably interfere with the operations of the public body;

Upon receipt of your fee payment, we will begin processing your request however we will require a 60 day extension from the date of receipt of your payment, to process this request.

Additionally as the information requested involves third parties, we will be required to undertake a third party consultation on this matter as the information requested involves third parties. Under Section 26 1(b) of the Act we are required to contact third parties to afford them an opportunity to support disclosure or to make representations explaining why disclosure would affect the business interests of third parties. The consultation is necessary for us to deal completely with the records which are the subject of your request.

We will notify you of the deadlines associated with the consultation process following receipt of the fee payment. Once the consultation and processing of this request has been completed, we will contact you with the finalized costs associated with the processing of this request.

If you feel either the fee estimate or the time extension is unjustified, you may ask the Information and Privacy Commissioner to review these matters. When requesting a review, please provide the Office of the Commissioner with the following information:

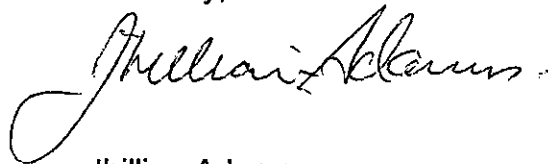
1. A copy of this letter.
2. A copy of your original request for information that you sent to the Department of Public Works and Services.
3. The reason why you are requesting the review.

You have 30 days from receipt of this notice to request a review by writing to the Commissioner at:

Ms. Elaine Keenan-Bengts  
5018-47<sup>th</sup> Street  
PO Box 262  
YELLOWKNIFE NT XIA 2N2.

If you have any questions regarding this time extension, the third party consultation process, or wish to narrow the scope of your request, please write or call me at 867-873-7445.

Sincerely,

A handwritten signature in cursive script that reads "Jhillian Adams". The signature is written in black ink and is positioned above the printed name and title.

Jhillian Adams  
Access and Privacy Coordinator