

[Date]

[Applicant's name]

[Applicant's mailing address]

Email: [Email Address if applicable]

Dear [Applicant's name]

Access to Information Request #: [Request number]

On [date], [Public Body] received your request under the *Access to Information Act* (the Act) for the following:

[Request Wording]

Timeframe: [Time Period]

In accordance with the Act and Regulations, fees for your request are being assessed as fees for services exceed **\$10.00 / \$150.00**. The total fee estimate for your request is [Total] and is calculated as follows:

[Provide calculation for how fees were calculated]

OPTION 1: Fees over \$10 for Personal Request

Processing of your request is now on hold but will recommence immediately when we receive your agreement in writing to pay the fee estimate. As this is only an estimate, please do not send any money at this time. Once processing is complete, we will provide you with the exact fees and request full payment prior to releasing the records to you.

OPTION 2: Fees over \$150 for Generals Request

Processing of your request is now on hold but will recommence immediately when we receive your agreement to pay and payment of a 50% deposit of the fee estimate. The deposit required is [fee deposit amount]. Please forward payment to [contact information].

OPTION 3: Continuing Request

This is the **first or second** installment of your continuing request, in accordance with the established schedule as follows:

Installment Number	Date Range of Records	Start Date of Installment
<Schedule filled by user>		

Processing of your request is now on hold but will recommence immediately when we receive your agreement to pay and payment of a 50% deposit of the fee estimate. The deposit required is [Half Fee Deposit Amount]. Please forward payment to [contact information].

ALL OPTIONS

You have up to 30 business days, until [30 business days from Today] to accept the fee estimate or modify the request to change the amount of fees assessed.

Please send your response directly to [contact information] and quote the request number provided at the top of this letter.

Section 96 of the Act describes the specific circumstances when a fee may be fully or partially excused:

- if you cannot afford to pay or for any other reasons of fairness; or
- the record relates to a matter of public interest (see Fee Waiver Explanatory Note attached).

If you believe that one of these circumstances applies, please contact me to discuss.

If you fail to respond to this notice within 30 business days your access request will be declared abandoned.

You may ask for a review under Part 3 of the Act by the Office of the Information and Privacy Commissioner (OIPC). To request a review, you must submit a completed Request for Review form within 60 business days from the date of this letter to the OIPC at Suite 410, 9925 – 109 Street, Edmonton, Alberta, T5K 2J8. The form is available under 'Resources' on the OIPC's website, www.oipc.ab.ca, or you can call 1-888-878-4044 to request a copy.

Under section 59(1) you must also notify [head of the public body or delegated individual who can receive a request for review with the public body and contact information] if you wish to request a review.

If you have any questions, please contact [name/title, phone number, email address].

Sincerely,

[Name and Title]

Explanatory Note

Fee Waiver Application

Section 96(4) of the *Access to Information Act* (the Act) says “the head of a public body may excuse the applicant from paying all or part of a fee if, in the opinion of the head,

- a) the applicant cannot afford the payment or for any other reason it is fair to excuse payment, or
- b) the record relates to a matter of public interest, including the environment or public health or safety.”

You must make a request for a fee waiver in writing. If you request to be excused from paying all or part of the fees, you are also required to provide our office with the necessary documentation to support your request.

If you feel that you cannot afford payment of the fee as per section 96(4)(a), we will require **detailed financial information that accurately demonstrates your household income and expenses**. When preparing this document, you must include the income and expenses of all individuals (names and relationships of these individuals are not required) who contribute financially to your household.

If you feel that the record(s) relates to a matter of public interest as per section 96(4)(b), we will require a **detailed explanation and justification of your rationale** as to why the record(s) at issue relate to a matter of public interest.

The decision to waive fees is based on the information you provide. If you do not provide sufficient evidence to support your request, the fee waiver may be denied.

If you request a fee waiver, the personal information you provide will only be used by the ATI Office to determine your eligibility for a fee waiver. The information will be retained on this office's administrative file created for this access to information request, for the time period set out in our records retention schedule. As this is your personal information, we will only disclose this information to you or your designated representative.