



Legal Department
 1000 - 1777 Victoria Avenue
 Regina, SK S4P 4K5
 T: (306) 777-9410
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 cgreve@saskenergy.com

June 24, 2010

Via Fax: 204-982-2154 & Regular Mail

Mr. Colin Craig
 212 – 428 Portage Avenue
 Winnipeg, MB R3C 0E2

Dear Sir:

RE: Your Access to Information Request No. SEI-01-2010G

Thank you for your access to information request received in this office on June 10, 2010, requesting:

"Please provide a breakdown of expenditures on promotional items in 2008-09 and 2009-10. Include items such as t-shirts, hand bags, stress balls, key chains, mugs and other give-away items that are used for promotion (do not include brochures, flyers or printed signage). Further, please include a breakdown of costs associated with sponsorship of events (list events – golf tournaments, hockey tournaments, etc), teams or groups (i.e. sponsorship of a boat racing team, etc.)."

It was subsequently clarified that you were inquiring with respect to the fiscal years of 2008 and 2009, and that you were not seeking original records but would be satisfied with a summary of expenses. As well, it was clarified in your phone conversation with Owen Rice of our office on June 15, 2010, that you wanted both: (a) sponsorship expenditures (being those cash and/or merchandise expenses reflected in SaskEnergy's community investment activities) ("Part A Information"); and (b) promotional expenditures of various business and geographic units within SaskEnergy and TransGas where items are given away in furtherance of the customer or business relationship ("Part B Information").

The Part A Information is contained in a database that requires an electronic retrieval process in order to provide the breakdown requested. The Part B Information is not centrally tracked and in order to identify these records, each applicable department and area office will have to search for and prepare applicable records for disclosure. Therefore, in order to fully process your access request, the following fees will be necessary (please note the different allocation of hours based on Part A and Part B Information):

	Type of Fee	Calculation of Fees	Total Amount of Fees
1	Time required to search for records	Part A Information: 0 hours x \$30.00/hour (\$15.00/half hour) Part B Information 56 hours x \$30.00/hour (\$15.00/half hour)	 \$0 \$1,680
2	Time required to prepare records for disclosure	Part A Information 10 hours x \$30.00/hour (\$15.00/half hour) 14 hours x \$30.00/hour (\$15.00/half hour)	 \$300 \$420

3	Photocopies of Records	Part A Information: 40 x \$0.25 per page Part B Information: 40 x 0.25 per page	\$10 \$10
4	Electronic Data Retrieval (6(3) of <i>The Freedom of Information and Protection of Privacy Regulations</i>)	Part A Information: \$350 Part B Information: nil	\$350
5	LESS:	2 hours free x \$30.00/hour (\$15.00/half hour)	(\$60.00)
Total amount of fees required to process access request			\$2,710

The above fees have been calculated pursuant to section 6 of *The Freedom of Information and Protection of Privacy Regulations*, a copy of which has been enclosed for your information.

Also enclosed are two completed Estimate of Costs forms which summarize the above estimate of costs. If you wish to proceed with the entire original access request of Part A Information and Part B Information, our office will require a deposit of 50% of the estimated fee costs being \$1,355. Should you wish to revise or clarify your access request, please contact Owen Rice at (306) 777-9980 or orice@saskenergy.com. To proceed with the original access request, please sign one of the enclosed estimate of costs form and return the signed copy along with your deposit cheque made payable to SaskEnergy Incorporated, and forward to Mark H.J. Guillet, Chief Privacy Officer, SaskEnergy Incorporated, 1000 -1777 Victoria Avenue, Regina, SK S4P 4K5. We will continue to process your access request once this is received.

If you would like to exercise your right to request a review of this decision, you may do so by completing a "Request for Review" form and forwarding it to the Saskatchewan Information and Privacy Commissioner within one year of this notice. Your completed form can be sent to #503 – 1801 Hamilton Street, Regina, Saskatchewan, S4P 4B4. This form is available at the same location which you applied for access or by contacting the Office of the Information and Privacy Commissioner at (306) 787-8350.

If you have any other questions please contact me at (306) 777-9410.

Sincerely,

SASKENERGY INCORPORATED


Charlene M. Greve
Access Officer

OR/cb
Enclosure

cc: Mark H. J. Guillet, Vice President, Chief Privacy Officer

FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY

(d) in the case of a corporation sole prescribed as a government institution pursuant to clause 3(a), the individual that constitutes the corporation sole is prescribed as the head of that government institution.

10 Apr 92 cF-22.01 Reg 1 s4; 9 Jly 2004 SR 52/
2004 s3.

Applications

5 For the purposes of clause 6(1)(a) of the Act, Form A of Part II of the Appendix is the form prescribed for applications for access to records.

10 Apr 92 cF-22.01 Reg 1 s5.

Fees

6(1) Where access to a record or part of a record is given by providing the applicant with a copy of the record, the following fees are payable at the time when access is given:

- (a) for a photocopy, \$0.25 per page;
- (b) for a computer printout, \$0.25 per page;
- (c) for a paper print from microfilm, \$0.50 per page;
- (d) for 16 millimetre microfilm duplication, non-silver, \$32 per 30.5 metre reel;
- (e) for 35 millimetre microfilm duplication, non-silver, \$35 per 30.5 metre reel;
- (f) for microfiche duplication, non-silver, \$0.50 per fiche;
- (g) for a print of a photograph or slide:
 - (i) \$3 per 3 1/2" x 5" black and white print;
 - (i.1) \$6 per 3 1/2" x 5" colour print;
 - (i.2) \$5 per 4" x 6" black and white print;
 - (i.3) \$8 per 4" x 6" colour print;
 - (i.4) \$7 per 5" x 7" black and white print;
 - (ii) \$10 per 5" x 7" colour print;
 - (iii) \$9 per 8" x 10" black and white print;
 - (iv) \$12 per 8" x 10" colour print;
 - (v) \$18 per 11" x 14" black and white print;
 - (vi) \$21 per 11" x 14" colour print;
- (h) for a print mentioned in clause (g) for which a negative must be made:
 - (i) \$9 per 3 1/2" x 5" black and white print;
 - (i.1) \$12 per 3 1/2" x 5" colour print;
 - (i.2) \$11 per 4" x 6" black and white print;
 - (i.3) \$14 per 4" x 6" colour print;

FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY

F-22.01 REG 1

- (1.4) \$13 per 5" x 7" black and white print;
 - (ii) \$16 per 5" x 7" colour print;
 - (iii) \$15 per 8" x 10" black and white print;
 - (iv) \$18 per 8" x 10" colour print;
 - (v) \$24 per 11" x 14" black and white print;
 - (vi) \$27 per 11" x 14" colour print;
 - (i) for an audio cassette, \$15 for each hour or portion of an hour;
 - (j) for a one-half inch video cassette, \$35 for each hour or portion of an hour;
 - (k) for a floppy disk, \$10;
 - (l) for a form of record not mentioned in clauses (a) to (k), the actual cost of copying the record.
- (2) Where time in excess of two hours is spent in searching for a record requested by an applicant or in preparing it for disclosure, a fee of \$15 for each half-hour or portion of a half-hour of that excess time is payable at the time when access is given.
- (3) Where a search and retrieval of electronic data is required to give access to a record requested by an applicant, a fee equal to the actual cost of the search and retrieval, including machinery and operator costs, is payable at the time when access is given.

10 Apr 92 cF-22.01 Reg 1 s6; 23 Oct 92 SR 108/92 s3; 12 Feb 93 SR 8/93 s3.

Estimate

- 7(1) For the purposes of subsection 9(2) of the Act, \$50 is prescribed as the amount of fees beyond which an estimate must be given by the head.
- (2) Where the amount of an estimate exceeds the actual amount of fees determined pursuant to section 6, the actual amount of fees is the amount payable by the applicant.

10 Apr 92 cF-22.01 Reg 1 s7.

Fees where access refused

- 8(1) No fees are payable where access to a record is refused.
- (2) Where a deposit has been paid pursuant to subsection 9(4) of the Act and access to the record requested is refused, the deposit is to be refunded to the applicant.

10 Apr 92 cF-22.01 Reg 1 s8.



In accordance with the Regulations, under *The Freedom of Information and Protection of Privacy Act*, you are being advised by this estimate that there is a search and preparation fee for responding to your application for access to records.

Search and Preparation Fee

SEI-01-2010G

Your Application No.

It is estimated that to respond to your application for access to records received by the government on June 10, 2010 payment is required for search and preparation time in excess of 2 hours and at actual cost for use of computer-related time as prescribed in the Regulations.

The costs are as follows:

Photocopying (For rates see attached list)		\$ 20.00
Excess time at the rate of \$15.00 per half hour		
No. of hours <u>78</u>		\$ 2,340.00
Computer-related time		
For electronic processing at <u>\$100.00</u> per hour	No. of Hours <u>3.5</u>	\$ 350.00
	Total Estimated Cost	\$ 2,710.00
	Deposit Required	\$ 1,355.00

To indicate your willingness to proceed (or not) on the above basis, please sign and return the top copy with a cheque or money order for one-half of the estimated cost, to the address provided below. Payment should be made payable to

SaskEnergy Incorporated

We shall notify you when the records are ready.

Signed on behalf of SaskEnergy Incorporated

(Government Institution)

Address 1000 - 1777 Victoria Avenue Regina, SK S4P 4K5 Attention: Legal Department	Access Officer Charlene M. Greve
	Telephone 306. 777-9410
	Date June 24, 2010

I would (would not) like you to proceed with search and preparation. I have (have not) enclosed payment for \$ _____

Signature _____

Date _____



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