



October 8, 2013

Colin Craig
1881 Portage Prairie Avenue
Winnipeg, MB R3J 3X7

Dear Mr. Craig:

RE: Access to Information Request Number MSS 45/13-14G

Thank you for your access to information request received in this office on June 6, 2013, requesting access to "*documentation on the incomes of Saskatchewan Housing Corporations tenants during the years 2011 and 2012 (calendar years) or 2010-11 and 2011-12 fiscal years; whichever the department has data for.*" You indicate that an excel spreadsheet would suffice sent to the email address provided.

As discussed with you on the telephone July 9, 2013, the records you are requesting access to do not exist in a central location. Further to an additional conversation on July 18, you modified your request to the Regina Housing Authority and Saskatoon Housing Authority. On September 27 during a discussion with Linda Korney, you were advised that new information had been provided by Housing that would result in a more accurate estimate. The current estimate is based on data provided by them.

Discussions with Housing staff have determined that the information requested is not readily available in electronic databases within the two Housing Authorities. In order to access the information, both housing authorities will need to ~~review~~ review each paper file to obtain the income information. Based on this, as explained to you on the phone, an estimate of fees must be provided to you for your consideration.

In order to process your access request, the following fees will be necessary:

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	Type of Fee	Calculation of Fees	Total Amount of Fees
1	Time required to search for records	675 hours x \$15.00/half hour	\$20,250.00
2	Time required to prepare records for disclosure	0x \$15.00/half hour	\$0.00
3	Photocopies of Records	112 pages x \$0.25/page	\$28.00
4	LESS:	2 hours free x \$15.00/half hour	(\$60.00)
Total amount of fees required to process access request			\$20,218.00

The fees listed 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. In order to calculate the number of hours the number of units in the Regina and Saskatoon Housing Authorities were taken into consideration. They have approximately 5,400 units in total.

We realize that this estimate may be cost prohibitive. As such, my staff would be happy to assist you in narrowing the scope of your request. This could include the removal of portions of your request, adding a time frame, or other options that you may discuss with my staff, if you wish.

If you wish to proceed with your access request, our office will require a deposit of **\$10,109.00**. If you wish to proceed, please forward a cheque or money order, made payable to the "Minister of Finance" and forward to:

Lorne Brown, Privacy Officer
Enterprise Projects & Risk Management
Ministry of Social Services
1920 Broad Street
Regina, SK S4P 3V7

Please be advised that access will be granted in accordance with *The Freedom of Information and Protection of Privacy Act*. This act includes mandatory and discretionary exemptions to information provided under the act, and severing may be required. Should you wish to proceed with your original request, **please be advised that payment of the fees will not guarantee full access to the information.**

If you would like to exercise your right to request a review of this notice under the provisions of clause 49(1)(a) of *The Freedom of Information and Protection of Privacy*

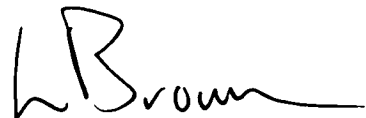
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Act, you may do so by completing a request for review form and forwarding it to the Saskatchewan Information and Privacy Commissioner within one year of this notice.

Please accept the Ministry's sincere apology for the delay in the estimate being calculated and sent to you. The Ministry of Social Services extends its regret for any personal distress that you may have experienced as a result.

If you have any questions please feel free to contact Janna Taylor, Information Management Consultant, at 787-7359.

Yours truly,

A handwritten signature in black ink that reads "L. Brown". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Lorne Brown
Privacy Officer

Enclosure