



June 21, 2010

Colin Craig
212-428 Portage Ave.
WINNIPEG MB R3C 0E2

Dear Mr. Craig:

RE: Your Access to Information Request Number SHC18/10-11G

Thank you for your access to information request received in this office June 10, 2010 requesting access to information regarding "...documentation 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.)".

Pursuant to section 9 of *The Freedom of Information and Protection of Privacy Act* and section 6 of *The Freedom of Information and Protection of Privacy Regulations*, an estimate of fees has been established to process your request and is outlined in the following table:

	Type of Fee	Calculation of Fees	Total Amount of Fees
1	Time required to search and prepare records for disclosure	8 hrs x \$15.00/half hour	\$240.00
2	Photocopies of Records	2 x \$0.25/page	NIL
3	LESS:	2 hrs free x \$15.00/half hour	(\$60.00)
Total amount of fees required to process access request			\$180.00

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. Should the estimate be higher than the actual costs, you will only be required to pay the actual amount.

Before we proceed with your request, we require a deposit of \$90.00 which is 50% of the estimated cost listed above. If you wish to proceed with this request, please forward **a cheque or money order** made payable to "The Minister of Finance", **along with a copy of this letter**. This can be forwarded to:

Cathy Bulych, Director of Risk Management and Business Improvement
Ministry of Social Services
11th Floor, 1920 Broad Street
Regina SK S4P 3V7

If you are in agreement with the aforementioned terms and conditions, please signify your agreement below and return this letter along with a deposit payment and we will respond accordingly.

Sincerely,


for Cathy Bulych
Privacy Officer

I agree to the above mentioned terms and conditions

Dated this _____ day of _____ 200__.

Signed_____.

Enclosures

cc: Chantelle Probe, Information Management Team Lead