

THE UNIVERSITY OF BRITISH COLUMBIA



June 6, 2011

Office of the University Counsel
6328 Memorial Road
Vancouver, BC Canada V6T 1Z2
Tel: 604-822-1897
Fax: 604-822-8731

BY EMAIL

Helen Ward, President
Kids First Parent Association of Canada
info@kidsfirstcanada.org

UBC file: 11-088

Dear Ms. Ward:

**RE: Freedom of Information and Protection of Privacy Act (the "Act")
Request for Records – Fee Estimate**

I am writing about your request dated April 5, 2011, which I have summarized as follows:

1 – Ethics certificates for the Human Early Learning Partnership's (HELP's) Early Development Instrument (EDI) work (called the "Early Child Development Program of Research" in the 2011 BREB Certificate of Approval) from 1999-2010: I am enclosing copies of the certificates of approval that are available for this particular study (RISE number H07-00257), dated back to 2005/2006. Retrieving these records has taken approximately two hours of work. It is not possible to obtain the certificates of approval for prior years, as these have been moved to a long-term records storage facility and the records cannot be searched by these criteria.

2 – Ethics certificates approving data linkage in relation to HELP's on-going data-linkage project: The HELP document to which you referred relates to the researcher's complete program of research and not to one particular study. The researcher has submitted applications for approval for 35 studies related to this program of research since 2005 (there is no feasible way to locate older applications as these records have been moved to long-term storage). For us to determine if any of those 35 applications contained a reference to/request for approval for data linkage, we would have to retrieve the actual study files and review them for a reference to data linkage and relevance to the HELP program and the EDI. This would take approximately eight hours of work.

Section 75(1) of the Act provides that we may charge a fee for certain costs of providing access to the requested records if it will take more than three hours. Fees are charged at the rate of \$30.00 per hour. If you want us to process the remainder of your request, it will take approximately 10 hours to do a search, locate and copy any relevant records. Thus, we have calculated the fee estimate for your request as follows:

10 – 3 hrs = 7 hrs x \$30/hr = \$210.00

Please note that the actual cost of fulfilling your request may be greater or less than the estimate. If the cost is less than the fee estimate, you will be reimbursed the difference. If the cost is greater than the fee estimate, we will require payment of the difference before the records will be released. Further, you will only be provided with access to those records to which you are entitled under the Act. For example, most research information falls outside of the scope of the Act.

The Act provides we may excuse you from paying all or part of the fee if you cannot afford to pay or there are other reasons that justify excusing the fee, or if the record relates to a matter of public interest. The onus for justifying such a waiver rests with you as the applicant. If you believe that we should excuse the fees in your case, please write to us with your reasons at the address on the letterhead above.

Under section 52 of the Act, you have the right to request the Office of the Information and Privacy Commissioner to conduct a review of UBC's decision. You must submit your request in writing within **30** days upon receipt of this letter to:

Office of the Information and Privacy Commissioner

PO Box 9038, Stn. Prov. Govt.
Victoria, BC V8W 9A4

Tel: 250-387-5629
Fax: 250-387-1696

If you wish to request a review, please provide the Commissioner's Office with the following information:

1. Your name, address and telephone number;
2. The file number assigned to your request, **11-088**;
3. A copy of your original request for information delivered to UBC;
4. A copy of this letter; and
5. The reasons or grounds upon which you are requesting the review.

This file will be held active for 40 business days. If you wish to proceed with this request, we require your acceptance of the fee estimate in writing and payment of **\$210.00**. Please sign and return the enclosed *Fee Estimate Response* form by **August 6**, along with payment, to confirm your acceptance of the fee estimate. Please make your cheque or money order payable to **The University of British Columbia**.

If you have any questions after reviewing this letter, please contact me directly by e-mail at paul.hancock@ubc.ca or by telephone at **604-822-2451**.

Yours sincerely,



Paul Hancock
Access & Privacy Manager

Enclosure: Fee Estimate Response form

THE UNIVERSITY OF BRITISH COLUMBIA



Office of the University Counsel
6328 Memorial Road
Vancouver, BC Canada V6T 1Z2
Tel: 604-822-1897
Fax: 604-822-8731

FEE ESTIMATE RESPONSE FORM
UBC file: 11-088

Locating, retrieving and producing the records for disclosure:

10 – 3 hrs = 7 hrs x \$30/hr = \$210.00

I, _____ accept the fee estimate of **\$210.00**
Print name

Please sign below:

Name

Date

Phone No.: _____

Please return completed form, along with payment, by **August 6, 2011** to:

OFFICE OF THE UNIVERSITY COUNSEL
The University of British Columbia
6328 Memorial Road
Vancouver, BC V6T 1Z2

Attn: Access & Privacy Manager

Please make your cheque or money order payable to **The University of British Columbia.**