February 18, 2016

Dear [Redacted]

Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act (Act) [Our file #ENV/005/2016]

On February 4, 2016 the Department of Environment and Conservation received your request for access to the following records/information:

"Any and all expense claims and subsequent correspondence (travels, agendas, meals, itinerary, etc) incurred by the Minister's office (and staff) for the month of January 2016."

Please be advised that the Deputy Minister of the Department of Environment and Conservation has reviewed this request and the Department has no responsive records. Please note that there may be expenses for the month of January that have not yet been processed.

Section 15 of the Act requires us to provide an advisory response within 10 days of receiving a request. As this request has been completed by day 10, this letter also serves as our advisory response.

Section 42 of the Act provides that you may ask the Information and Privacy Commissioner to review the processing of your access request or you may appeal to the Supreme Court Trial Division. A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner.

The address and contact information of the Information and Privacy Commissioner is as follows:

Office of the Information and Privacy Commissioner
2 Canada Drive
P. O. Box 13004, Stn. A
St. John’s, NL
A1B 3V8
Telephone: (709) 729-6309
Toll-Free: 1-877-729-6309
Facsimile: (709) 729-6500
In the event that you choose to appeal to the Trial Division, you must do so within 15 business days after you receive the decision of the public body, pursuant to section 52 of the Act.

Please be advised that this response will be published following a 72 hour period after it is sent electronically to you or five business days in the case where records are mailed to you. It is the goal to have the response posted to the Office of Public Engagement's website within one business day following the applicable period of time. Please note that requests for personal information will not be posted online.

If you have any further questions, I can be reached by telephone at (709) 729-7183 or by e-mail at courtneyblurdon@gov.nl.ca

Sincerely,

[Signature]

COURTNEY BLUNDON
Departmental ATIPP Coordinator