

**Response to Applicant – No Records Responsive
Form 4D**

February 17, 2023



Dear [REDACTED]:

Re: Your request for access to information under Part II of the **Access to Information and Protection of Privacy Act, 2015** [Our File #:23-07]

On February 6, 2023, the Town of Conception Bay South received your request for access to the following records:

Permit application for [REDACTED] Barnacle Road to dig a drain across the property in 2014.

Please be advised that the CAO for town has reviewed this request and the Town has no records responsive to your request.

The Access to Information and Protection of Privacy Act, 2015 (the "Act") requires us to provide an advisory response within 10 days of receiving the request. As this request has been completed prior to day 10, this letter also serves as our Advisory Response.

Please be advised that you may ask the Information and Privacy Commissioner to review the processing of your access request, as set out in section 42 of **the Access to Information and Protection of Privacy Act, 2015** (the Act). 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
Email: commissioner@oipc.nl.ca

You may also appeal directly to the Supreme Court within 15 business days after you receive the decision of the public body, pursuant to section 52 of the Act

If you have any further questions, please contact me by telephone at 834-6500 ext 101 or by email at atipp@conceptionbaysouth.ca.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jody', with a stylized flourish at the end.

Jody Fifield
ATIPP Coordinator