



File: 292-30/CSC-2016-61376  
HTH-2016-61377

March 22, 2016

Sent via email: [curtispanke@email.carleton.ca](mailto:curtispanke@email.carleton.ca)

Curtis Panke  
3372 Trelawny Circle  
Mississauga ON L5N 6N6

Dear Curtis Panke:

**Re: Request for Access to Records**  
*Freedom of Information and Protection of Privacy Act (FOIPPA)*

The **Ministry of Community, Sport and Cultural Development** and the **Ministry of Health** received your request for access to information under FOIPPA on March 22, 2016. We understand your request to be for:

**Reports, briefing notes regarding concussions in sport. (Date Range for Record Search: From 01/01/2014 To 03/18/2016)**

FOIPPA allows 30 business days for public bodies to respond unless the nature of the request requires an extension per section 10 of FOIPPA. We will make every effort to respond to your request by **May 5, 2016**. We will notify you as soon as possible if there is a need to extend the time limit for responding to your request.

You have submitted your request to multiple public bodies and will receive responses under each of the file references noted. Please be aware that records may not exist within each of the bodies you have selected. We ask that you await responses from each public body before considering your request complete.

FOIPPA also allows that we may charge a fee for certain limited costs of providing you with the requested information, such as locating, retrieving and copying a large volume of records. Should this be the case, we will contact you at a later date with a fee estimate.

Please also be advised that the response to your request (subject to limited exemptions) will be published on the BC Government's Open Information website after its release to you. Your identity will be protected in the response. To find out more about Open Information please access the Open Information website at: <http://www.openinfo.gov.bc.ca/>.

Should you have any questions now or during the processing of your request please contact our office at 250 387-1321 and ask to speak with the analyst assigned to your request. Please quote the file number(s) identified at the top of this letter.

If calling from Vancouver dial 604 660-2421, or elsewhere in BC dial 1 800 663-7867, and ask to be transferred to 250 387-1321.

Regards,

Brenda Margetish  
Consolidated Intake  
Information Access Operations