

DOC/2017/01147-02

MAR 10 2017

Andrew Savory  
andrewjsavory@gmail.com

Dear Mr. Savory:

**Re: Your request for access to information under Part II of the *Access to Information and Protection of Privacy Act, 2015* [Our File #: MA/27/2017]**

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On March 10, 2017, the Department of Municipal Affairs received your request for access to the following records/information:

*"I am requesting access to all records relating to vacancy rates for office space in St. John's, including but not limited to briefing notes between the dates of Sept. 1, 2016 and Feb. 1, 2016. Please exclude material considered to be a matter of confidence."*

Please be advised, however, that the above noted records are in the custody and/or under the control of the City of St. John's. Your request, therefore, was transferred to the City on March 10, 2017 under authority of section 14 of the *Access to Information and Protection of Privacy Act, 2015* (the *Act*).

This public body is required to respond to your request without delay and in any event not more than 20 business days after receiving your request, unless:

- the time for responding is extended with approval from the Office of the Information and Privacy Commissioner under section 23 of the *Act*; or
- the time for responding is suspended for 20 business days under subsection 26 of the *Act*, pending your response to a cost estimate provided by the City.

If you have any further questions, please feel free to contact me by telephone at 729-6528 or by e-mail at [scottwinters@gov.nl.ca](mailto:scottwinters@gov.nl.ca).

Sincerely,



Scott Winters  
Manager of Accountability / ATIPP Coordinator

Cc. Ms. Elaine Henley, City Clerk, City of St. John's