Office of the City Clerk
Office of the City Manager

City of Edmonton
16th Floor, Century Place
9803 - 102A Avenue
Edmonton, AB T5J 3A3

Tel.: 780-496-5222
accessandprivacy@edmonton.ca

edmonton.ca

Reference: 2026-G-0598
Your Reference: 672919391-001

September 22, 2026

[redacted]

Sent by email only: [redacted]

Dear [redacted]

Re: Access to Information Act (ATIA)
Fee Estimate

---

This letter is further to our correspondence dated September 14, 2026, regarding your City of Edmonton request under ATIA for the following:

> *The City has characterized snowfall in the winter of 2025-26 as a "once-in-30-year snowfall event" . Mayor Knack additionally described precipitation conditions as "unprecedented".*
> *Please provide copies of any technical work (e.g., spreadsheets), memoranda, or other documents detailing the meteorological characterization of snowfall conditions in December 2025/January 2026.*
> *Please also provide copies of any communications discussing this characterization, including reviews or discussions of the technical work noted above, discussions or directives of how to present the characterization to the public, and any briefing notes provided within the Administration (City Operations) and to Mayor and Council.*
>
> *Timeframe: Dec 15, 2025 to Jan 31, 2026*

Section 96 of ATIA states that fees may be charged for providing you with the information requested. Fees over and above the initial $25.00 fee paid at the time you made the request are assessed based on the large volume of requested records and the search time involved. For this reason, a fee estimate is being provided.

The fee for providing the records you have requested is estimated to be $4086.00. We have calculated this amount as follows:

| | Estimated Pages/Hours | Rate | Cost |
|---|---|---|---|
| Cost of searching for the record | 72 hours | $27.00/hr | $1944.00 |

| | | | |
|---|---|---|---|
| Cost of preparing the records | [4200/60] = 70 hours<br><br>70 hours | $27.00/hr | $1890.00 |
| Cost of producing a copy of the record | 4200 pages | $0.06/page | $252.00 |
| **Total** | | | $4086.00 |

Your request is on hold. Please reply to us in writing within 30 business days from the date of this letter indicating that you accept this revised estimate and provide a 50% deposit of $2043.00 made payable to the City of Edmonton. A response is due by **November 4, 2026**. If we do not hear from you within 30 business days, the request will be closed as abandoned in accordance with section 10(1)(b) of ATIA.

Payment can be made by credit card by calling Corporate Access and Privacy, at 780-496-5222, Monday to Friday from 8:00 - 4:30 or by cheque addressed to the City of Edmonton and mailed to the Corporate Access and Privacy, 16th Floor Century Place, 9803 102A Avenue, Edmonton, Alberta, T5J 3A3.

When we have received your response and the 50% deposit, the processing of your request will recommence.

Section 96(5) provides some limited situations where fees can be reduced, or waived entirely, 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. If you believe that one of these circumstances applies to this situation, please notify me as soon as possible.

In addition, it is possible to reduce these fees or waive them entirely by refining the scope of your request. Please advise whether you would like to refine the scope of your request, or if you would like to amend your request in some other way.

Under section 58(1) of ATIA, you may ask the Information and Privacy Commissioner to review this decision. To request a review, you must complete and deliver a Request for Review form within 60 business days from the date of this notice to the Office of the Information and Privacy Commissioner (OIPC) at #410, 9925 – 109 Street, Edmonton, Alberta, T5K 2J8. The form is available under ‘Forms’ on the OIPC's website www.oipc.ab.ca or you can call 1-888-878-4044 to request a copy of the form.

Under section 59(1) you must also notify the City of Edmonton if you wish to request a review. Please send a written notification to accessandprivacy@edmonton.ca.

Cited sections of ATIA can be found online at:
https://kings-printer.alberta.ca/documents/Acts/a01p4.pdf

If you have any questions or concerns, please contact me at megan.gerstmar@edmonton.ca.

Sincerely,

Megan Gerstmar

Megan Gerstmar
Senior Corporate Access and Privacy Analyst
Corporate Access and Privacy