

File No.: 04-1000-20-2017-498

December 12, 2017

s.22(1)

Dear s.22(1)

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

I am responding to your request of November 30, 2017 for:

In the City's official response to FOI File No. 2017-484, the City of Vancouver estimated it would take 23.5 hours for "locating, retrieving and producing records, and preparing them for disclosure."

Request is for all records related to the 23.5 hour estimate, including the name and technical qualifications of whomever made the estimate.

All responsive records are attached.

Please note, the additional one hour in the fee estimate is for the FOI Office to process the document(s) upon receipt from the department. There is no email record of that additional hour because it was communicated verbally from the FOI Case Manager to the FOI Clerk.

Under section 52 of the Act you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your request. The Act allows you 30 business days from the date you receive this notice to request a review by writing to: Office of the Information & Privacy Commissioner, [info@oipc.bc.ca](mailto:info@oipc.bc.ca) or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number assigned to your request (#04-1000-20-2017-498); 2) a copy of this letter; 3) a copy of your original request for information sent to the City of Vancouver; and 4) detailed reasons or grounds on which you are seeking the review.

Please do not hesitate to contact the Freedom of Information Office at [foi@vancouver.ca](mailto:foi@vancouver.ca) if you have any questions.

Yours truly,



**Barbara J. Van Fraassen, BA**  
**Director, Access to Information & Privacy**

*Barbara.vanfraassen@vancouver.ca*  
*453 W. 12th Avenue Vancouver BC V5Y 1V4*  
*Phone: 604.873.7999*  
*Fax: 604.873.7419*

Encl.

:cf

From: "[Merryman, Drew](mailto:Drew.Merryman@vancouver.ca)" <[Drew.Merryman@vancouver.ca](mailto:Drew.Merryman@vancouver.ca)>

To: "[Freedom of Information Office :](mailto:FreedomofInformation.Office@vancouver.ca)" <[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)>  
[Avalos, Lia](mailto:Lia.Avalos@vancouver.ca) <[Lia.Avalos@vancouver.ca](mailto:Lia.Avalos@vancouver.ca)>

Date: 11/29/2017 3:40:15 PM

Subject: RE: FOI Request: Our File No. 2017-484 - Question about timeestimate

22.5 hours

---

**From:** Freedom of Information Office  
**Sent:** Wednesday, November 29, 2017 3:39 PM  
**To:** Avalos, Lia; Merryman, Drew  
**Subject:** RE: FOI Request: Our File No. 2017-484 - Question about time estimate

Hi Lia and Drew,

Can you give us a time estimate in number of hours – i.e. is 3 days 21 or 24 hours, etc. We just have to be careful with our fee estimate.

Thanks!

**Annie Goodwyne**  
*FOI Clerk/Research Assistant*  
*City of Vancouver*

---

**From:** Avalos, Lia  
**Sent:** Wednesday, November 29, 2017 2:17 PM  
**To:** Freedom of Information Office  
**Subject:** RE: FOI Request: Our File No. 2017-484 - HOLD

Will do.

**Lia Avalos** | Manager of Operational Administration | Sewer Operations | City of Vancouver  
Administration Building - Manitoba Yard | t: 604.326.4693 | c: 604.653.6472 | f: 604.326.4704

The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from any computer.

**P** Please consider the environment before printing this email

---

**From:** Freedom of Information Office  
**Sent:** Wednesday, November 29, 2017 2:14 PM  
**To:** Merryman, Drew; Freedom of Information Office  
**Cc:** Matharu, Upkar; Brouillet, Nathalie; Grant, Lisa (ENG); Avalos, Lia  
**Subject:** RE: FOI Request: Our File No. 2017-484 - HOLD

Thanks for that information, please put the request on hold for the time being.

**Annie Goodwyne**  
*FOI Clerk/Research Assistant*  
*City of Vancouver*

---

**From:** Merryman, Drew  
**Sent:** Wednesday, November 29, 2017 2:06 PM  
**To:** Freedom of Information Office  
**Cc:** Matharu, Upkar; Brouillet, Nathalie; Grant, Lisa (ENG); Avalos, Lia  
**Subject:** RE: FOI Request: Our File No. 2017-484 - Request for Records (due Dec. 8)

On behalf of Upkar, please note the time estimate for preparing the XLS file of catchbasins, ID numbers and coordinates would take approximately 3 days.

Drew

---

**From:** Grant, Lisa (ENG)  
**Sent:** Wednesday, November 29, 2017 1:21 PM  
**To:** Merryman, Drew  
**Subject:** FW: FOI Request: Our File No. 2017-484 - Request for Records (due Dec. 8)

Hi Drew,

FOI has requested this information, would you have this information at hand?

Thanks  
Lisa

---

**From:** Freedom of Information Office  
**Sent:** Tuesday, November 28, 2017 4:18 PM  
**To:** Avalos, Lia  
**Subject:** FOI Request: Our File No. 2017-484 - Request for Records (due Dec. 8)

Hi Lia,

We were wondering if the requested information is available either in VanMaps or the "Adopt a Catch Basin" site (<https://adoptacatchbasin.ca/>). If you're not the correct person to send this to, let me know.

**Please note:** In addition to the requested records below, please find attached the **FOI Response Checklist**. Filling out this form is mandatory – however, please do not hesitate to let us know if we can assist you in filling it out.

Thanks, Annie

| FOI OFFICE REQUEST FOR RECORDS |   |   |
|--------------------------------|---|---|
| <b>FOI File Number</b>         | 2017-484  | Use this File Number for all Correspondence please.   |
| <b>Records Requested</b>       | <b>An inventory listing of all catch basins in the City of Vancouver including their ID number and recorded GIS coordinates in xls format.</b>  |   |
| <b>Date Due</b>                | December 8, 2017  |   |
| <b>Record Format</b>           | Records must be sent electronically; Please do not send hard copy records without first consulting the FOI Office via: <a href="mailto:foi@vancouver.ca">foi@vancouver.ca</a> .<br><br>Please ensure that emails include all attachments. |   |
| <b>Time Estimate</b>           |   | <b>Please provide ONLY if the time required to search for and compile the records is more than 3 hours.</b> |

For further information regarding this request please put the FOI File Number in the subject line and email:  
[foi@vancouver.ca](mailto:foi@vancouver.ca)

**Annie Goodwyne**  
*FOI Clerk/Research Assistant*  
*City of Vancouver*

From: "[Merryman, Drew](mailto:Drew.Merryman@vancouver.ca)" <[Drew.Merryman@vancouver.ca](mailto:Drew.Merryman@vancouver.ca)>

To: "[Freedom of Information Office](mailto:FreedomofInformation.Office@vancouver.ca) ." <[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)>

Date: 12/1/2017 10:39:35 AM

Subject: RE: FOI Request: Our File No. 2017-484 - HOLD

Hi Annie,

Sorry I missed your call, but I received your voice message regarding the client's request for a breakdown of the approximate 3 days' worth of work.

It may be worth communicating to the requestor that this sewer catch basin GIS information that they're requesting is publicly available in our Open Data Catalogue on our website (<http://data.vancouver.ca/datacatalogue/index.htm>), just not in the specific format they are asking for. Everything they require is available in the .shp file. But it is because they are specifically asking for an .xls file format that we would have to spend the time to convert the data and of course check the conversion for accuracy and completeness before releasing the information.

I don't specifically have the tool to complete this, so the request would require a level of coordination with either our IT department's GIS group or someone else in our department who may have the capability.

Hope this helps, let me know if there's anything else I can provide.

Drew

---

**From:** Freedom of Information Office  
**Sent:** Wednesday, November 29, 2017 2:14 PM  
**To:** Merryman, Drew; Freedom of Information Office  
**Cc:** Matharu, Upkar; Brouillet, Nathalie; Grant, Lisa (ENG); Avalos, Lia  
**Subject:** RE: FOI Request: Our File No. 2017-484 - HOLD

Thanks for that information, please put the request on hold for the time being.

**Annie Goodwyne**  
*FOI Clerk/Research Assistant*  
*City of Vancouver*

---

**From:** Merryman, Drew  
**Sent:** Wednesday, November 29, 2017 2:06 PM  
**To:** Freedom of Information Office  
**Cc:** Matharu, Upkar; Brouillet, Nathalie; Grant, Lisa (ENG); Avalos, Lia  
**Subject:** RE: FOI Request: Our File No. 2017-484 - Request for Records (due Dec. 8)

On behalf of Upkar, please note the time estimate for preparing the XLS file of catchbasins, ID numbers and coordinates would take approximately 3 days.

Drew

---

**From:** Grant, Lisa (ENG)  
**Sent:** Wednesday, November 29, 2017 1:21 PM  
**To:** Merryman, Drew  
**Subject:** FW: FOI Request: Our File No. 2017-484 - Request for Records (due Dec. 8)

Hi Drew,

FOI has requested this information, would you have this information at hand?

Thanks

Lisa

---

**From:** Freedom of Information Office  
**Sent:** Tuesday, November 28, 2017 4:18 PM  
**To:** Avalos, Lia  
**Subject:** FOI Request: Our File No. 2017-484 - Request for Records (due Dec. 8)

Hi Lia,

We were wondering if the requested information is available either in VanMaps or the "Adopt a Catch Basin" site (<https://adoptacatchbasin.ca/>). If you're not the correct person to send this to, let me know.

**Please note:** In addition to the requested records below, please find attached the **FOI Response Checklist**. Filling out this form is mandatory – however, please do not hesitate to let us know if we can assist you in filling it out.

Thanks, Annie

| FOI OFFICE REQUEST FOR RECORDS   |   |   |
|--|---|---|
| <b>FOI File Number</b>   | 2017-484  | Use this File Number for all Correspondence please.   |
| <b>Records Requested</b>   | <b>An inventory listing of all catch basins in the City of Vancouver including their ID number and recorded GIS coordinates in xls format.</b>  |   |
| <b>Date Due</b>  | December 8, 2017  |   |
| <b>Record Format</b>   | Records must be sent electronically; Please do not send hard copy records without first consulting the FOI Office via: <a href="mailto:foi@vancouver.ca">foi@vancouver.ca</a> .<br><br>Please ensure that emails include all attachments. |   |
| <b>Time Estimate</b>   |   | <b>Please provide ONLY if the time required to search for and compile the records is more than 3 hours.</b> |
| <b>For further information regarding this request please put the FOI File Number in the subject line and email: <a href="mailto:foi@vancouver.ca">foi@vancouver.ca</a></b> |   |   |

**Annie Goodwyne**  
*FOI Clerk/Research Assistant*  
*City of Vancouver*