

File No.: 04-1000-20-2019-174

April 15, 2019

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 March 12, 2019 for:

**All correspondence, memorandums, or notes by council officials (including the former mayor) and by City staff (including but not exclusive to council assistants) held by the City of Vancouver regarding the off-boarding process specified in the City Corporate Policy Procedure titled ADMIN-009P - Elected Officials: Off-boarding Procedures for Managing City Records.**


**Date Range: August 1, 2018 to December 31, 2018.**

We have completed the search for responsive records for this request and no responsive records have been located that are unique from records already publicly posted, <https://vancouver.ca/files/cov/2018-497-release.pdf>.

Under section 52 of the Act, and within 30 business days of receipt of this letter, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request 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 (#04-1000-20-2019-174); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,



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

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\*If you have any questions, please email us at [foi@vancouver.ca](mailto:foi@vancouver.ca) and we will respond to you as soon as possible. Or you can call the FOI Case Manager at 604.871.6584.

Encl.

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