

File No.: 04-1000-20-2022-633

January 5, 2023

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 December 8, 2022 under the ***Freedom of Information and Protection of Privacy Act (the Act)*** for:

**All records about the processing and handling of file 2022-616.**

All responsive records are attached.

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 (#04-1000-20-2022-633); 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,

*[Signed by Cobi Falconer]*

**Cobi Falconer, MAS, MLIS, CIPP/C**  
**Director, Access to Information & Privacy**  
[cobi.falconer@vancouver.ca](mailto:cobi.falconer@vancouver.ca)  
453 W. 12th Avenue Vancouver BC V5Y 1V4

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. (Response package)

:pm

**From:** ["Freedom of Information Office" <FreedomofInformation.Office@vancouver.ca>](mailto:FreedomofInformation.Office@vancouver.ca)  
**To:** ["Pavone, Connie" <connie.pavone@vancouver.ca>](mailto:connie.pavone@vancouver.ca)  
**Date:** 11/30/2022 10:23:18 AM  
**Subject:** FOI Request: Our File No. 2022-616 - Request for Records – due Dec. 8  
**Attachments:** FOI Response Checklist for Record Searches 2022.pdf

Hello,

**REQUEST FOR RECORDS**

- If the request will take less than 3 hours to produce\* records please proceed with the table below.
- If the request is multi-departmental, please consider a time estimate (see below).
- Please complete the FOI Response Checklist document and provide it to the FOI office.

**TIME ESTIMATE**

- If the request will take over 3 hours to produce\*, please **HOLD** and respond immediately to receive a Request for Time Estimate table.

\*Search, compile, copy, transfer to FOI Office

FOI OFFICE REQUEST FOR RECORDS		
<b>FOI File Number</b>	2022-616	Use this File Number for all Correspondence please.
<b>Records Requested</b>	Mayor Ken Sim sent and received correspondence (via email, text, social media direct messages and messaging apps) with anyone from FIFA, CONCACAF, Canadian Soccer Association, the Qatar 2022 organizing committee, Qatar government and Sport Hosting Vancouver. Date range: November 20, 2022 to November 28, 2022.	
<b>Date Due</b>	December 8, 2022	
<b>Checklist</b>	Filling out the attached FOI Response Checklist is mandatory. Do not hesitate to let us know if we can assist you.	

**Record  
Format**

Records must be sent electronically. Please do not send hard copy records without first consulting the FOI Office via: [foi@vancouver.ca](mailto:foi@vancouver.ca).

Please ensure that emails include all attachments.

If you have a large amount of records, please inform us if you require a Share Space set up for record transfer. The FOI Office has use of a confidential network space that can be set up on an as-needed basis.

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)

Thanks,

**Danielle Lee**

FOI/RIM Clerk

Access to Information & Privacy | City of Vancouver



FOI Records / Response Checklist - FOI File Number: 2022-

**NOTE:** All records must be sent electronically (paper will not be accepted)

#### Records Collection – Email Search

- Y  N  Outlook (including Recycle Bin if not deleted), Evault and/or .pst searches  
Y  N  Attachments are provided (including documents extracted from VanDocs (.tr5) links)

#### Records Collection – Hardcopy Search

- Y  N  Hardcopy records are scanned to pdf format and quality checked for readability  
Y  N  No missing pages; text is readable; pages are rotated; blank pages removed

#### Records Collection – VanDocs/Shared Drives/Other Databases & Systems

- Y  N  Records are provided in their original format (do not attach .tr5 links)  
Y  N  No missing pages; text is readable; pages are rotated; blank pages removed

#### Records Collection – Calendars

- Y  N  "Daily View" version; pdf'd in portrait format; not scanned  
Y  N  Calendars are complete; not cut off at the bottom or top

#### Records Collection and Transfer

- Y  N  No responsive records? Please explain why?   
Y  N  Any additional information that could be provided?   
Y  N  Records in Iron Mountain? Estimate number of boxes ONLY   
Y  N  Do you require a secured share transfer to be setup? (Contact [foi@vancouver.ca](mailto:foi@vancouver.ca))

#### Records Search Summary

Identify the business area(s)/workgroup(s) where you conducted the records search:

List your records sources (examples: Hardcopies stored at the City; Shared Drives; Outlook; VanDocs; Iron Mountain; or other databases or systems):

How many hours did the following take?

- Search records:   
 Compile records:   
 Sort and Quality check records:

Is there any other relevant information related to the records and/or records search?

#### Completed by

Name:  Dept:   
Date:

Return completed form to [foi@vancouver.ca](mailto:foi@vancouver.ca)



**From:** "Pavone, Connie" <connie.pavone@vancouver.ca>  
**To:** "Freedom of Information Office" <FreedomofInformation.Office@vancouver.ca>  
**Date:** 12/7/2022 12:02:39 PM  
**Subject:** RE: FOI Request: Our File No. 2022-616 - Request for Records – due Dec. 8  
**Attachments:** FOI Response Checklist for Record Searches 2022-616.pdf

Hello,  
 No records found

\~

**From:** Freedom of Information Office <FreedomofInformation.Office@vancouver.ca>  
**Sent:** Wednesday, November 30, 2022 10:23 AM  
**To:** Pavone, Connie <connie.pavone@vancouver.ca>  
**Subject:** FOI Request: Our File No. 2022-616 - Request for Records – due Dec. 8

\~

Hello,

\~

**REQUEST FOR RECORDS**

- If the request will take less than 3 hours to produce\* records please proceed with the table below.
- If the request is multi-departmental, please consider a time estimate (see below).
- Please complete the FOI Response Checklist document and provide it to the FOI office.

\~

**TIME ESTIMATE**

- If the request will take over 3 hours to produce\*, please **HOLD** and respond immediately to receive a Request for Time Estimate table.

\~

\*Search, compile, copy, transfer to FOI Office

\~

FOI OFFICE REQUEST FOR RECORDS		
\~ FOI File Number	2022-616	Use this File Number for all Correspondence please.
Records Requested	\~ Mayor Ken Sim sent and received correspondence (via email, text, social media direct messages and messaging apps) with anyone from FIFA, CONCACAF, Canadian Soccer Association, the Qatar 2022 organizing committee, Qatar government and Sport Hosting Vancouver. \~Date range: November 20, 2022 to November 28, 2022. \~	

<p>\\~ Date Due \\~</p>	<p>\\~ December 8, 2022</p>
<p>Checklist</p>	<p>\\~ Filling out the attached <b>FOI Response Checklist</b> is mandatory. Do not hesitate to let us know if we can assist you.</p>
<p>Record Format</p>	<p>\\~ 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>. \\~ Please ensure that emails include all attachments. \\~ If you have a large amount of records, please inform us if you require a Share Space set up for record transfer. The FOI Office has use of a confidential network space that can be set up on an as-needed basis.</p>
<p>\\~ 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></p>	

\\~  
Thanks,  
\\~  
**Danielle Lee**  
FOI/RIM Clerk  
Access to Information & Privacy | City of Vancouver  
\\~  
\\~



FOI Records / Response Checklist - FOI File Number: 2022-616

**NOTE:** All records must be sent electronically (paper will not be accepted)

#### Records Collection – Email Search

- Y  N  Outlook (including Recycle Bin if not deleted), Evault and/or .pst searches  
Y  N  Attachments are provided (including documents extracted from VanDocs (.tr5) links)

#### Records Collection – Hardcopy Search

- Y  N  Hardcopy records are scanned to pdf format and quality checked for readability  
Y  N  No missing pages; text is readable; pages are rotated; blank pages removed

#### Records Collection – VanDocs/Shared Drives/Other Databases & Systems

- Y  N  Records are provided in their original format (do not attach .tr5 links)  
Y  N  No missing pages; text is readable; pages are rotated; blank pages removed

#### Records Collection – Calendars

- Y  N  "Daily View" version; pdf'd in portrait format; not scanned  
Y  N  Calendars are complete; not cut off at the bottom or top

#### Records Collection and Transfer

- Y  N  No responsive records? Please explain why? none found  
Y  N  Any additional information that could be provided?  
Y  N  Records in Iron Mountain? Estimate number of boxes ONLY  
Y  N  Do you require a secured share transfer to be setup? (Contact [foi@vancouver.ca](mailto:foi@vancouver.ca))

#### Records Search Summary

Identify the business area(s)/workgroup(s) where you conducted the records search:

Mayor's Office

List your records sources (examples: Hardcopies stored at the City; Shared Drives; Outlook; VanDocs; Iron Mountain; or other databases or systems):

How many hours did the following take?

- Search records:  
 Compile records:  
 Sort and Quality check records:

Is there any other relevant information related to the records and/or records search?

no

#### Completed by

Name: Connie Pavone Dept: Mayor's Office  
Date: December 7, 2022

Return completed form to [foi@vancouver.ca](mailto:foi@vancouver.ca)