

From: "Mochrie, Paul" <Paul.Mochrie@vancouver.ca>
To: "Direct to Mayor and Council - DL"
Date: 5/9/2023 9:09:16 AM
Subject: Fulfilling FOI Requests

Dear Mayor and Council,

I am sending a brief reminder that Access to Information and Privacy (ATIP) requires that all elected officials be in compliance with [FIPPA](#); the [Corporate Records and Information Policy](#) - ADMIN-009; and the [Privacy Policy](#) - ADMIN-029.

FOI Requests

Support staff are available to assist with fulfilling FOI requests to ensure the City meets its legislative requirements under FIPPA. When an FOI request is received, you and your Councillor Assistant will receive an e-mail from ATIP outlining the nature of the request and the deadline. The process is as follows:

- FOI requests for records must be responded to in **6 business days** (unless a different deadline has been discussed in advance).
- Your Councillor Assistant will search your e-mail inbox for any records that match the FOI request. Any records found will be sent to you via email.
- You are required to respond to your assistant with **1)** an email response that you have no records, **or 2)** an email with any additional records you have located on your City issued computer and/or device and/or hardcopy (scanned).
- Your Assistant will send all responsive records located to ATIP by the deadline.

It is imperative that Councillors reply to their Councillor Assistants in a timely manner to ensure compliance with FIPPA.

Questions can be directed to Cobi Falconer, ATIP Director at cobi.falconer@vancouver.ca.

Best,
Paul

Paul Mochrie (he/him)
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The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliwətał (Tsleil-Waututh) Nations.