

File No.: 04-1000-20-2025-189

April 4, 2025

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 20, 2025 under the *Freedom of Information and Protection of Privacy Act* for:

**Record of any templates provided to senior staff regarding the structure of policy memos submitted to the City Manager's Office for decision. These documents will contain no topic-specific information but will instead provide instructions on the required components of such memos. Date range: January 1, 2020 to March 19, 2025.**

Your request for blank templates does not appear to be for records under FIPPA (the Act).

Please note, the City Manager's Office and Public Policy Coordinator have confirmed there is no template for policy memos; however, the Public Policy Coordinator has noted that a Corporate Policy Template with instructions is provided for staff working on policies, and the following policy is relied upon for Corporate Administrative Policies approved by the City Manager:  
<https://policy.vancouver.ca/ADMIN100.pdf>.

Please contact the Public Policy Coordinator via 3-1-1 (604-873-7000) for inquiries regarding obtaining the Corporate Policy Template.

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 (2025-189); 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**

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. You may also contact 3-1-1 (604-873-7000) if you require accommodation or do not have access to email.

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