

File No. 04-1000-20-2009-311

October 23, 2009

Daniel Fontaine

**BY EMAIL**

Dear Mr. Fontaine:

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

I am writing regarding your request of October 22, 2009 for records relating to the Mayor's Office budget for the period January 1 to October 15, 2009.

We requested the following records from the Mayor's Office:

- **Mayor's Office budget expenditure report;**
- **Names of external consultants employed by the Mayor's Office during this period;**
- **Invoices for expenses paid through the Mayor's discretionary fund.**

The Mayor's Office has informed us that retrieving these records would take seven (7) hours. I am enclosing an estimate which you will need to approve and send us a deposit before we process your request.

**Authority to Charge Fees:** Processing fees are authorized under section 75 of the Act and Schedule A of the *Freedom of Information and Protection of Privacy By-law*. As indicated in the enclosed fee estimate, we require you to send us a deposit. Although the Act imposes time limits on our response to your request, the time that elapses while we wait for the deposit will not be used to calculate our response time.

**Right to Request Fee Waiver:** The Act provides that we may excuse you from paying all or part of the fee if you cannot afford to pay or there are other reasons that justify excusing the fee, or if the record relates to a matter of public interest. If you believe that we should excuse the fee in your case, you must provide us, in writing, with the reasons or grounds on which you believe that the fee should be excused.

**Right to Request Review of Time Extension or Fee** - The Act also provides that you may ask the Information and Privacy Commissioner to review this fee estimate, or any other aspect of our response. The Act allows you 30 business days from the date you receive this notice to request a review by writing to:

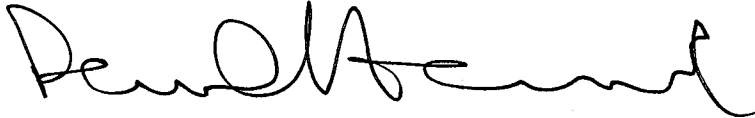
Office of the Information and Privacy Commissioner  
P.O. Box 9038, Stn. Prov. Govt.  
Victoria, B.C. V8W 9A4  
Tel. (250) 387-5629; Fax (250) 387-1696

If you request a review, please provide the Commissioner's office with:

- 1) a copy of your original request for information that you sent to us;
- 2) the file numbers assigned to your request (04-1000-20-2009-311);
- 3) a copy of this letter; and
- 4) detailed reasons or grounds upon which you are seeking a review.

I would be glad to discuss ways to narrow the scope of the request.

Yours truly,



Paul Hancock  
Manager, Corporate Information and Privacy  
*paul.hancock@vancouver.ca*  
453 W. 12th Avenue Vancouver BC V5Y 1V4  
Phone: 604.873.7999  
Fax: 604.873.7419

Encl.

:sr

**MEMORANDUM**

Date: October 23, 2009  
File No.: 04-1000-20-2009-311  
To: Daniel Fontaine  
Re: Freedom of Information Request - Processing Fees

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**FEE ESTIMATE**

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<i>DETAILS</i>	<i>AMOUNT</i>
Locating, retrieving and producing records, and preparing them for disclosure:	
Time required: Approx. 7 hours @\$7.50 per ¼ hour	\$210.00
First 3 hours free @7.50 per ¼ hour	(90.00)
Copying records:	
Approx. 250 pages @ .25c per page	62.50
<b>TOTAL AMOUNT PAYABLE</b>	<b>\$182.50</b>

This is a fee estimate. The actual cost of providing the records may be higher or lower. If you wish to accept this estimate, please send us a deposit of 50% (\$91.25)

Include this fee estimate with your payment.

Make cheque payable to City of Vancouver.

Mail to the following address:

City Clerk's Department  
3<sup>rd</sup> Floor, Vancouver City Hall  
453 West 12<sup>th</sup> Avenue  
Vancouver, B.C. V5Y 1V4