

File No. 2026-641

July 30, 2026

By Email: [REDACTED]

Dear [REDACTED]

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 July 22, 2026 under the *Freedom of Information and Protection of Privacy Act* for:

The following records of the Vancouver Board of Parks and Recreation and the City of Vancouver:

1. The staff briefing memorandum prepared in or around March 2026 regarding options for Kitsilano Pool (including the option referred to as "Protect"), as referenced at the Park Board meeting of July 13, 2026;
2. Any briefing note, memorandum, report, or presentation created between January 1, 2021 and July 21, 2026 that states or estimates aquatic staffing levels or staffing trends (lifeguards and/or swim instructors), including:
 - a) the record or records underlying the August 2022 public statement that lifeguard staffing had declined approximately 30 percent from pre-pandemic levels, and
 - b) any briefing materials prepared for the "Urgent Report on Park Board Preparations for the 2023 Summer Season" update presented to the Board on February 27, 2023 (the published presentation describes a recruitment strategy but contains no staffing figures; the materials that informed it are requested).
3. The record or records (query output, report export, tabulation, or summary) underlying the statement in the staff report "Vancouver Aquatic Centre Renewal – Report Back – 50m Training Pool Option Analysis" (dated March 21, 2025) that there was "a current waitlist of over 8,000 requests for fall swim lessons across the system";
4. The record or records underlying the swim-lesson figures recited in the Park Board motion adopted June 1, 2026 (1,133 free swim lesson programs; 6,498 participants; associated revenue); and
5. Any briefing note or memorandum to the General Manager or to Commissioners created between January 1, 2022 and July 21, 2026

**concerning swim-lesson waitlists, swim-lesson capacity, or Leisure Access
Program uptake in Aquatics programs.
Date range: January 1, 2021 to July 21, 2026.**

The City is unable to proceed with researching records relating to your request until we receive clarification.

Pursuant to section 10(1)(a) of the Act:

10 (1) The head of a public body may extend the time for responding to a request for up to 30 days if one or more of the following apply:

(a) the applicant does not give enough detail to enable the public body to identify a requested record;

The City is requesting clarification in order to proceed with researching:

- Your request as currently written is overly broad in scope. Please specify the staff or business units from which you are requesting records from, or confirm you are requesting records provided to the Park Board General Manager and Park Board Commissioners.

The timeline for our response has been extended under s.10(1)(a) until your request is clarified.*

*Please note: If the City does not receive a response to the item(s) outlined in this letter in 5 business days (**August 7, 2026**), this request will be considered abandoned and a new request will need to be submitted.

Under Part 5 of the Act, 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 or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number (2026-641); 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,

■■■■■ FOI Case Manager, for

[Signed by ■■■■■ ■■■■■]

Siân Madsen, MA, MAS
Acting Director, Access to Information & Privacy

If you have any questions, please email us at 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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