Office of the City Clerk
Office of the City Manager

City of Edmonton
16th Floor, Century Place
9803 - 102A Avenue
Edmonton, AB T5J 3A3

Tel.: 780-496-5222
accessandprivacy@edmonton.ca

edmonton.ca

Reference: 2026-G-0694
Your Reference: 684794078-001

October 14, 2026

[redacted]
Sent by email only: [redacted]

Dear [redacted]

Re: *Access to Information Act* (ATIA)
Acknowledgement Letter

On October 13, 2026, the City of Edmonton received your access to information request and $25 initial fee under ATIA for the following:

> *- Travel itinerary for Mayor Andrew Knack's trip to Harbin, China from Edmonton, Alberta, including flight details (departure and arrival times at each departure / arrival) as travelled.*
>
> *- Expense reports for trip to China covering any expenses reimbursed to the Mayor and any expenses paid directly by the City of Edmonton.*
>
> *- Records of any communications between the Mayor and Administration (including the City Manager) related to Snow and Ice Control activities, including but not limited to emails, texts, faxes, telephone calls, voicemail records, and online meetings (e.g., Teams, Zoom, Facetime, etc.), and including logs detailing timing and duration of calls.*
>
> *I would be happy for this request to be limited to the following departments: the Mayor himself, Office of the Mayor, Office of the City Manager, City Operations, and any other department that is involved with expense payments and reimbursements, as noted in the request. However, the form limits me to identifying one department, or all of them.*
>
> *Time frame: December 15, 2025 to January 31, 2026*

Your request has been summarized as follows:

> *- Travel itinerary for Mayor Andrew Knack's trip to Harbin, China from Edmonton, Alberta, including flight details (departure and arrival times at each departure / arrival) as travelled.*
>
> *- Expense reports for trip to China covering any expenses reimbursed to the Mayor and any expenses paid directly by the City of Edmonton.*

- Records of any communications between the Mayor and Administration (including the City Manager) related to Snow and Ice Control activities, including but not limited to emails, texts, faxes, telephone calls, voicemail records, and online meetings (e.g., Teams, Zoom, Facetime, etc.), and including logs detailing timing and duration of calls.

Time frame: December 15, 2025 to January 31, 2026

If the above is not correct, please contact me immediately as we continue processing this request.

The due date for your request is **November 25, 2026**. We will respond to your request under ATIA as quickly as possible. You will be advised in writing should an extension be required under section 16 of ATIA.

Section 96 of ATIA provides that fees may be charged for records you requested. If the fees incurred exceeds $150 you will be issued an estimate of the total costs before we continue processing your request.

Cited sections of ATIA can be found at:
https://kings-printer.alberta.ca/documents/Acts/a01p4.pdf

If you have any questions or concerns, please contact me at richelle.brazil@edmonton.ca.

Sincerely,

RBrazil

Richelle Brazil
Senior Corporate Access and Privacy Analyst
Corporate Access and Privacy