

File No. 04-1000-20-2016-113

May 5, 2016

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 April 4, 2016 for:

The contract, project plans, schedules, budgets, performance measures, terms of reference and/or mandate and key deliverables (such as reports, reviews or other feedback) related to the payments totalling \$30,000 to Rita Ko for consulting services listed in the Mayor's Discretionary Fund for 2015.

All responsive records are attached. Some information in the records has been severed, (blacked out), under s.22(1) of the Act. You can read or download this section here: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00

Under section 52 of the Act you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your request. 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 & 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 assigned to your request (#04-1000-20-2016-113); 2) a copy of this letter; 3) a copy of your original request for information sent to the City of Vancouver; and 4) detailed reasons or grounds on which you are seeking the review.

Please do not hesitate to contact the Freedom of Information Office at foi@vancouver.ca if you have any questions.

Yours truly,

A handwritten signature in black ink, appearing to be 'B. Van Fraassen', written in a cursive style.

Barbara J. Van Fraassen, BA
Director, Access to Information
City Clerk's Department, City of Vancouver
Email: Barbara.vanfraassen@vancouver.ca

Encl.
:jb

April 27, 2015

PRIVATE AND CONFIDENTIAL

Ms. Rita Ko
s.22(1)

Dear Rita:

Re: Consulting Agreement with Office of the Mayor, City of Vancouver

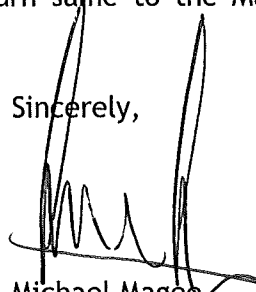
This will confirm our agreement that you will provide the services described in Schedule "A" to this letter (the "Services") to the City of Vancouver between May 9th to July 3rd, 2015 (the "Term") on the following terms and conditions:

- The City will pay to you the amount of \$18,000.00 (Eighteen thousand dollars). This is the maximum amount that the City is obliged to pay in respect of performance of the Services unless this letter agreement is amended in writing and signed by both you and the undersigned.
- You will provide the Services as an independent contractor and not as an employee of the City. You will not be entitled to any employment benefits of any kind, and you will be solely responsible for remittance of Canada Pension premiums, Employment Insurance premiums, income tax and any other taxes, based on the total remuneration payable to you under this letter agreement.
- You will obtain the pre-approval of the undersigned for any disbursements to be reimbursed to you and you will provide original invoices for all disbursements claimed.
- You acknowledge by signing this letter that, in performing the Services, you may acquire information about certain matters which are confidential and that such information is the exclusive property of the City and you agree not to disclose same to any third party either during or after the Term.

- All drawings, audio-visual materials, information, plans, models, designs, specifications, reports and other documents or products produced, received or acquired by you as a result of the provision of the Services (the “Material”) will be the sole property of the City and the City will have the right to use all of the Material for its benefit in any way it sees fit, subject to third party owned copyright. You will deliver the Material to the City forthwith following the expiry of the Term. Title to Material created by you is to be considered to have been transferred, and any copyright in same is to be considered to have been assigned by you to the City, on creation of such Material. You irrevocably waive, in favour of the City, your moral rights in respect of Material created by you.

To confirm your agreement to the above terms and conditions, kindly sign the duplicate copy of this letter where indicated and return same to the Mayor’s Office as soon as possible.

Sincerely,



Michael Magee
Chief of Staff

TERMS ACKNOWLEDGED AND AGREED TO THIS ON THIS DATE OF April 27, 2015.



RITA KO

SCHEDULE "A"

Provide transitional support for the Executive Assistant to the Mayor position as follow:

- Provide correspondence support: review written correspondence to external stakeholders, senior city leadership, and partners upon request.
- Strategic support in decision making related to Mayor Robertson's meeting requests and calendar management.
- Transfer of institutional knowledge: email introductions to external stakeholders and partners when necessary, along with sharing of any knowledge and experience.

ni? ct xaʔəmətəl, tə ʔnimət, tə təməxʷ ʔi? tə kʷaʔkʷə 1 *

We watch over the land and sea and in turn they watch over us.

July 2, 2015

PRIVATE AND CONFIDENTIAL

Ms. Rita Ko

s.22(1)

Dear Rita:

Re: Consulting Agreement with Office of the Mayor, City of Vancouver

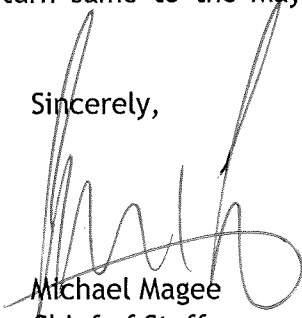
This will confirm our agreement that you will provide the services described in Schedule "A" to this letter (the "Services") to the City of Vancouver between July 4 to September 30, 2015 (the "Term") on the following terms and conditions:

- The City will pay to you the amount of \$18,000.00 (Eighteen thousand dollars). This is the maximum amount that the City is obliged to pay in respect of performance of the Services unless this letter agreement is amended in writing and signed by both you and the undersigned.
- You will provide the Services as an independent contractor and not as an employee of the City. You will not be entitled to any employment benefits of any kind, and you will be solely responsible for remittance of Canada Pension premiums, Employment Insurance premiums, income tax and any other taxes, based on the total remuneration payable to you under this letter agreement.
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To confirm your agreement to the above terms and conditions, kindly sign the duplicate copy of this letter where indicated and return same to the Mayor’s Office as soon as possible.

Sincerely,



Michael Magee
Chief of Staff

TERMS ACKNOWLEDGED AND AGREED TO THIS 2ND DAY OF JULY, 2015.

RITA KO



SCHEDULE "A"

Provide transitional support for the Executive Assistant to the Mayor position as follow:

- Provide correspondence support: review written correspondence to external stakeholders, senior city leadership, and partners upon request.
- Strategic support in decision making related to Mayor Robertson's meeting requests and calendar management.
- Transfer of institutional knowledge: email introductions to external stakeholders and partners when necessary, along with sharing of any knowledge and experience.