

File No. 04-1000-20-2016-114

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 \$31,000 to Georgetown Consulting for 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](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](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 assigned to your request (#04-1000-20-2016-114); 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](mailto:foi@vancouver.ca) if you have any questions.

Yours truly,

A handwritten signature in black ink, appearing to be 'B. Van Fraassen', with a stylized, flowing script.

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

Encl.  
:jb

ni? ct xafəmətəl, tə ʔnimət, tə təməxʷ ʔi? tə kʷaʔkʷə 1 \*

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

September 10, 2015

**PRIVATE AND CONFIDENTIAL**

Ms. Lara Honrado  
Georgetown Consulting

s.22(1)

Dear Lara:

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

This will confirm our agreement that you will provide the services described in the schedule to this letter (the "Services") to the City of Vancouver for the month of September 2015 (the "Term") on the following terms and conditions:

- The City will pay to you the amount of \$3,000 (three thousand dollars) exclusive of taxes. 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 submit your detailed invoice with your daily rate for Services completed by the end of the 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.

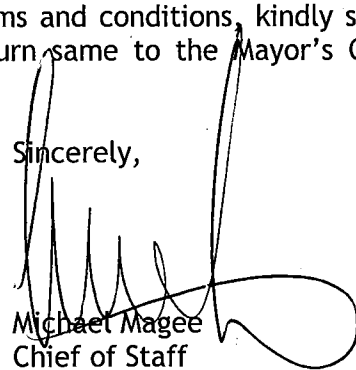


Lara Honrado  
(Initial Page)

- 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

LH

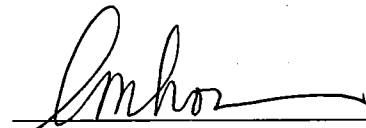
Lara Honrado  
(Initial Page)

**SERVICES REQUIRED:**

Strategic Planning services, including:

- Community relations support with respect to Sister Cities initiatives.
- Filipino-Canadian outreach.
- Attending meetings with key stakeholders on behalf of the Mayor, as necessary.
- Event coordination.
- Assistance to Chief of Staff for overall Strategic Objectives of the Mayor's Office.
- Other activities as required.

TERMS ACKNOWLEDGED AND AGREED TO THIS 10<sup>th</sup> DAY OF SEPTEMBER 2015.



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LARA HONRADO (Signature)

ni? ct xatəmətəf, tə tɪmət, tə təmɛx\* ʔi? tə kʷaʔkʷə l \*  
We watch over the land and sea and in turn they watch over us.

June 25, 2015

**PRIVATE AND CONFIDENTIAL**

Ms. Lara Honrado  
Georgetown Consulting

s.22(1)

Dear Lara:

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

This will confirm our agreement that you will provide the services described in the schedule to this letter (the "Services") to the City of Vancouver for the period from July 1, 2015 to August 31, 2015 (the "Term") on the following terms and conditions:

- The City will pay to you the amount of \$16,000 (Sixteen thousand dollars) exclusive of taxes. 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 submit your invoice for Services completed by the end of the 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.

LH.

Lara Honrado  
(Initial Page)

604.873.7621 604.873.7685 gregor.robertson@vancouver.ca vancouver.ca

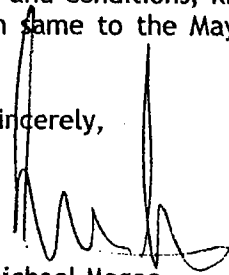
Office of the Mayor, City of Vancouver, 453 West 12th Avenue, Vancouver, British Columbia, Canada V5Y 1V4

\* © 2012, Musqueam Indian Band. All rights reserved. Used by permission only.

- 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

LA.

Lara Honrado  
(Initial Page)

**SERVICES REQUIRED:**

Strategic Planning services, including:

- Community relations support with respect to Sister Cities initiatives.
- Filipino-Canadian outreach.
- Attending meetings with key stakeholders on behalf of the Mayor, as necessary.
- Event coordination.
- Assistance to Chief of Staff for overall Strategic Objectives of the Mayor's Office.
- Other activities as required.

TERMS ACKNOWLEDGED AND AGREED TO THIS 25<sup>th</sup> DAY OF JUNE 2015.



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LARA HONRADO (Signature)



April 7, 2015

**PRIVATE AND CONFIDENTIAL**

Ms. Lara Honrado  
Georgetown Consulting

s.22(1)

Dear Lara:

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

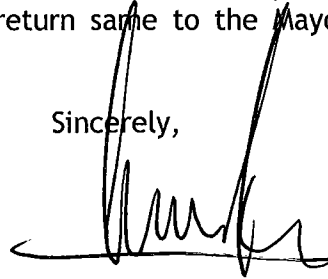
This will confirm our agreement that you will provide the services described in the schedule to this letter (the "Services") to the City of Vancouver for the period from April 13, 2015 to June 30, 2015 (the "Term") on the following terms and conditions:

- The City will pay to you the amount of \$20,000 (Twenty thousand dollars) exclusive of taxes. 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 submit your invoice in advance for the services.
- 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,

A handwritten signature in black ink, appearing to read 'Michael Magee', written over a horizontal line.

Michael Magee  
Chief of Staff

TERMS ACKNOWLEDGED AND AGREED TO THIS 7<sup>th</sup> DAY OF APRIL 2015.

A handwritten signature in black ink, appearing to read 'Lara Honrado', written over a horizontal line.  
LARA HONRADO

**SERVICES REQUIRED:**

Strategic Planning services, including:

- Community relations support with respect to Sister Cities initiatives.
- Filipino-Canadian outreach.
- Attending meetings with key stakeholders on behalf of the Mayor, as necessary.
- Event coordination.
- Assistance to Chief of Staff for overall Strategic Objectives of the Mayor's Office.
- Other activities as required.