

File No. 04-1000-20-2016-180

June 20, 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 May 19, 2016 for:

The following records regarding the Election Task Force, from January 1 to May 25, 2016:

- All meeting agendas and minutes;
- The upcoming meeting schedule;
- A copy of the Terms of Reference.

All responsive records are attached. Please note that as of May 19, 2016, there had not been a meeting held and the only record at that time was a draft agenda. The Election Task Force had their first meeting on June 2, 2016. All of the information you have requested is available on the website at: <http://vancouver.ca/news-calendar/work-of-independent-election-task-force-under-way.aspx>

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 (#04-1000-20-2016-180); 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
Telephone: 604.873.7999

Encl.

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City of Vancouver Election Task Force
 Meeting Agenda - **INTERNAL**
 June 2, 2016
 5:30 – 8:30 pm
 City Hall - 2nd Floor Business Centre Meeting Room

Time	Activity	Lead
5:30	Networking and refreshments	All
6:00	Welcome and Introductions <ul style="list-style-type: none"> - Welcome to the Task Force - Introduce Facilitator and City staff - Round of introductions <ul style="list-style-type: none"> o Tell us your name and what prompted/motivated you to apply o What do you hope to get out of this process (track on flipchart so we can keep and refer back to it later) 	Diana Bulley
6:15	Task Force Terms of Reference <ul style="list-style-type: none"> - Goal: increase public trust, confidence and participation in municipal elections - Key Strategic Areas: <ol style="list-style-type: none"> 1. Reform campaign financing 2. Adopt proportional voting system 3. Conduct an online voting pilot 4. Increase voter turnout by <ul style="list-style-type: none"> ▪ Increasing positive cues ▪ Targeting voter registration ▪ Extending voting rights to permanent residents ▪ employing best practices from other jurisdictions - For each area, need to determine: <ol style="list-style-type: none"> 1. Has it increased public confidence and/or turnout elsewhere? By how much? How measured? 2. What are the steps to implement in Vancouver? 3. What is the timing of those steps? 4. What would it cost to develop and implement? <ul style="list-style-type: none"> o What is the best way to address an area of focus that hasn't proved successful in other jurisdictions? Recommend Vancouver does 	Diana Jessica

	<p>not pursue and explain why? Or prioritize last on the list and explain why?</p> <ul style="list-style-type: none"> - Outcomes and deliverables: <ul style="list-style-type: none"> o List of recommended area of focus in order of priority o Plan for how to implement each recommended area of focus o Estimated cost for each o Other considerations - Tools and Resources available to support the TF: <ul style="list-style-type: none"> o Survey of past candidates o Special guest presenters o White papers 	
7:00	<p>Task Force Approach, Scope of Work and Schedule</p> <ul style="list-style-type: none"> - Divide Task Force into sub-committees – one for each <p>Note: Suggest for each area of focus we create a one-page profile describing:</p> <ul style="list-style-type: none"> o The current problem the Key Strategic Area is intended to address o Any expected, specific research actions related to the item as identified by Council (e.g. literature review) o Related resources and supports available o Questions to guide activities and provide structure for reporting back <ul style="list-style-type: none"> - Review one-pagers and group discussion - Present proposed schedule of meetings and deliverable dates and discuss - Members select their KSA 	Diana Jessica
8:00	<p>Information Sharing and Communications</p> <ul style="list-style-type: none"> - Timing of agendas, notes - Sharepoint site 	Jessica
8:15	<p>Electing a Task Force Chair (at next meeting)</p> <ul style="list-style-type: none"> - Role of the Chair - Secret ballot 	Diana
8:25	<p>Review action items and topics for next agenda</p>	Diana
8:30	<p>Meeting adjourns</p>	

Draft – for internal discussion
May 20, 2016