

From: "Johnston, Sadhu" <Sadhu.Johnston@vancouver.ca>

To: "Direct to Mayor and Council - DL"

CC: "City Manager's Correspondence Group - DL"
"Van Fraassen, Barbara" <Barbara.VanFraassen@vancouver.ca>

Date: 10/30/2019 2:27:49 PM

Subject: Memo - Implementation of monthly Proactive Release of Councillor Calendars

Attachments: Memo to Mayor and Council Oct 30 2019 Proactive Release of Councillor Ca....pdf

Dear Mayor and Council,

Please see the attached memo from Barbara Van Fraassen, Director of Access to Information and Privacy, regarding the Proactive Release of Councillor Calendars.

- On November 1, 2019, the Access to Information and Privacy Division,(ATIP), of the City Clerk's Office will add monthly release of the Councillor Calendars to their Proactive Release Program as per Council Motion UB-1 of March 13, 2019.
- Staff believe the addition of this record set to the program supports the City's commitment to open and transparent government, expanding on the information already publicly provided for the Mayor and Council.
- For example, the annual office budgets and expenses for the Mayor's Office and Councillors are proactively posted on a quarterly basis on the City's Open Data site.

Should you have any questions, please contact Barbara Van Fraassen at 604.873.7999 / Barbara.VanFraassen@vancouver.ca.

Best,
Sadhu

Sadhu Aufochs Johnston | City Manager
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Pronouns: he, him, his



The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the Musqueam, Squamish, and Tsleil-Waututh peoples.

MEMORANDUM

October 30, 2019

TO: Mayor and Council

CC: Sadhu Johnston, City Manager
Paul Mochrie, Deputy City Manager
Lynda Graves, Administration Services Manager, City Manager's Office
Katrina Leckovic, City Clerk
Neil Monckton, Chief of Staff, Mayor's Office
Alvin Singh, Communications Director, Mayor's Office
Anita Zaenker, Chief of Staff, Mayor's Office
Rena Kendall-Craden, Communications Director
Patrice Impey, General Manager, Finance, Risk and Supply Chain

FROM: Barbara Van Fraassen
Director, Access to Information & Privacy (ATIP)

SUBJECT: Councillor Calendars – Proactive Release

On March 13, 2019, Council approved Motion UB-1 Proactive Disclosure and Release of Councillor Calendars: https://council.vancouver.ca/20190313/documents/cfsc_ub1.pdf. The release schedule was to be consistent with the release of the Mayor's calendar which is currently on a monthly basis. The purpose of this memo is to provide Council with an update regarding the addition of this record set to the proactive release program.

The addition of this record set will further support the City of Vancouver's commitment to open and transparent government. Monthly proactive review and release of Councillor calendars will begin the 4th quarter of 2019.

An overview of the process is provided below. A detailed process document was sent to the Council Support Group and each Councillor on October 21, 2019.

Process Overview:

- Councillors will receive a *request for calendar* email for the prior month's calendar the first week of each month from ATIP. The first request for calendars will be sent November 1, 2019.
- Councillor Calendars will be published on the corresponding Councillor's web page, similar to the Mayor's calendar, on the first week of each month. The first set of calendars will be published December 2, 2019.

If you have any question regarding this matter, please do not hesitate to contact me.



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City Clerk's Office
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: bvf