

File No.: 04-1000-20-2019-691

January 29, 2020

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 November 6, 2019 for:

Regarding the total \$11,062.50 billed by Alex Chan, through invoices 2-6, from January 2019 to June 2019 (January 31, March 1, April 1, May 1 and June 2), request is for a copy of the invoices, contract and deliverables.

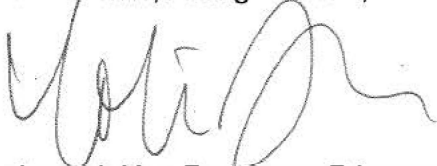
All responsive records are attached.

Under section 52 of the Act, and within 30 business days of receipt of this letter, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request 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 (#04-1000-20-2019-691); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,

Cobi Falconer, Acting Director, ATIP, for



Barbara J. Van Fraassen, BA
Director, Access to Information & Privacy

Barbara.vanfraassen@vancouver.ca
453 W. 12th Avenue Vancouver BC V5Y 1V4

*If you have any questions, please email us at foi@vancouver.ca and we will respond to you as soon as possible. Or you can call the FOI Case Manager at 604.871.6584.

Encl.

:ag

INVOICE

Alex Chan

s.22(1)

Invoice No : 2

Date : 2019-01-31

Mayor's Office
City of Vancouver
Floor 3, 453 W 12 Ave
Vancouver, BC, V5Y 1V4

Quantity	Description	Unit Price	Line Total
68	Hours of Work	\$25.00	\$ 1,700.00
	11-Jan 9:00-5:00		8
	14-Jan 9:00-5:00		8
	16-Jan 9:00-5:00		8
	18-Jan 9:00-2:30		5.5
	21-Jan 9:00-5:00		8
	23-Jan 8:30-4:30		8
	25-Jan 12:30-8:30		8
	28-Jan 9:30-5:30		8
	30-Jan 9:30-4:00		6.5

Subtotal

\$ 1,700.00

TOTAL

Make all checks payable to Alex Chan.

APPROVED

From: [Sebastian, Lorraine](#)
To: [AP Central](#)
Subject: Invoice form Alex Chan
Date: Tuesday, February 05, 2019 2:45:31 PM
Attachments: [20190205144339628.pdf](#)

Hello,

Could you please workflow this Invoice to me for payment.

Thank you
Lorraine

Lorraine Sebastian
Office Manager
Office of the Mayor | City of Vancouver
453 West 12th Avenue (3rd Floor)
Vancouver, BC V5Y 1V4
604.873.7622 | mayorofvancouver.ca

INVOICE

Alex Chan

s.22(1)

Invoice No : 3

Date : 3/1/2019

Mayor's Office
City of Vancouver
Floor 3, 453 W 12 Ave
Vancouver, BC, V5Y 1V4

Services for Feb 2019

Quantity	Description	Unit Price	Line Total
91	Hours of Work	\$25.00	\$ 2,275.00
1-Feb.	9:30-5:30	8	
4-Feb.	9:30-5:30	8	
6-Feb.	9:30-5:30	8	
7-Feb.	8:30-2:00	5.5	
10-Feb.	9:30-9:30	12	
13-Feb.	8:30-5:30	9	
15-Feb.	9:00-5:30	8.5	
20-Feb.	9:30-5:30	8	
21-Feb.	9:30-5:30	8	
22-Feb.	9:30-5:30	8	
27-Feb.	9:30-5:30	8	
Subtotal			\$ 2,275.00
TOTAL			\$ 2,275.00

Make all checks payable to Alex Chan.

APPROVED

*Neil Monckton
March 05, 2019*

From: [Sebastian, Lorraine](#)
To: [AP Central](#)
Subject: Alex Chan invoice for Feb 2019
Date: Tuesday, March 05, 2019 2:32:36 PM
Attachments: [20190305143002891.pdf](#)

Hello,

Could you please workflow this Invoice to me for payment.

Thank you
Lorraine

Lorraine Sebastian
Office Manager
Office of the Mayor | City of Vancouver
453 West 12th Avenue (3rd Floor)
Vancouver, BC V5Y 1V4
604.873.7622 | mayorofvancouver.ca

INVOICE

Alex Chan

s.22(1)

Invoice No : 4

Date : 2019-04-01

Mayor's Office
City of Vancouver
Floor 3, 453 W 12 Ave
Vancouver, BC, V5Y 1V4

Quantity	Description	Unit Price	Line Total
95.5	Hours of Work	\$25.00	\$ 2,387.50
	01-Mar 9:30-4:30		7
	04-Mar 10:30-5:30		7
	06-Mar 9:30-5:30		8
	08-Mar 9:30-5:30		8
	11-Mar 11:00-8:00		9
	13-Mar 10:30-5:30		7
	15-Mar 9:30-5:30		8
	18-Mar 9:30-5:30		8
	20-Mar 9:30-5:30		8
	22-Mar 9:30-5:30		8
	25-Mar 9:30-2:30		5
	27-Mar 9:30-2:30		5
	29-Mar 9:30-5:00		7.5
Subtotal			\$ 2,387.50
TOTAL			

Make all checks payable to Alex Chan.

From: Sebastian, Lorraine
To: AP Central
Subject: FW: March Invoice
Date: Tuesday, April 02, 2019 3:04:15 PM
Attachments: Service invoice Mar.2019.pdf

Hello,

Could you please workflow this invoice to me for payment.

Thank you
Lorraine

Lorraine Sebastian
Office Manager
Office of the Mayor | City of Vancouver
453 West 12th Avenue (3rd Floor)
Vancouver, BC V5Y 1V4
604.873.7622 | mayorofvancouver.ca

From: Chan, Alex
Sent: Monday, April 01, 2019 1:39 PM
To: Monckton, Neil; Sebastian, Lorraine
Subject: March Invoice

Neil, Lorraine
Attached is the invoice for March

Thanks,
Alex

INVOICE

Alex Chan

s.22(1)



Invoice No : 5

Date : 2019-05-01

Mayor's Office
City of Vancouver
Floor 3, 453 W 12 Ave
Vancouver, BC, V5Y 1V4

Quantity	Description	Unit Price	Line Total
84	Hours of Work	\$25.00	\$ 2,100.00
	01-Apr 9:30-5:30		8
	03-Apr 9:30-5:30		8
	05-Apr 10:30-7:30		9
	08-Apr 9:30-5:30		8
	10-Apr 7:30-5:30		10
	12-Apr 9:30-5:30		8
	15-Apr 9:30-5:30		8
	25-Apr 9:30-5:30		8
	26-Apr 9:30-5:30		8
	30-Apr 10:00-7:00		9

Subtotal

\$ 2,100.00

TOTAL

Make all checks payable to Alex Chan.

From: Sebastian, Lorraine
To: AP Central
Subject: FW: April Invoice
Date: Wednesday, May 01, 2019 10:23:16 AM
Attachments: Service Invoice Apr.2019.pdf

Hello,

Could you please workflow this Invoice to me for payment.

Thank you
Lorraine

Lorraine Sebastian
Office Manager
Office of the Mayor | City of Vancouver
453 West 12th Avenue (3rd Floor)
Vancouver, BC V5Y 1V4
604.873.7622 | mayorofvancouver.ca

From: Chan, Alex
Sent: Wednesday, May 01, 2019 10:18 AM
To: Sebastian, Lorraine; Monckton, Neil
Subject: April Invoice

Attached for Apr invoice.

Thanks,
Alex

INVOICE

Alex Chan

s.22(1)

Invoice No : 6

Date : 6/2/2019

Mayor's Office
City of Vancouver
Floor 3, 453 W 12 Ave
Vancouver, BC, V5Y 1V4

Quantity	Description	Unit Price	Line Total
104	Hours of Work	\$25.00	\$ 2,600.00
	1-May 9:30-5:30		8
	3-May 9:30-5:30		8
	6-May 9:30-5:30		8
	8-May 9:30-5:30		8
	9-May 9:30-5:30		8
	13-May 9:30-5:30		8
	15-May 9:30-5:30		8
	16-May 9:30-5:30		8
	22-May 9:30-5:30		8
	23-May 9:30-5:30		8
	24-May 9:30-5:30		8
	29-May 9:30-5:30		8
	31-May 9:30-5:30		8
Subtotal			\$ 2,600.00
TOTAL			

Make all checks payable to Alex Chan.

APPROVED


531070/40038655

From: [Sebastian, Lorraine](#)
To: [AP Central](#)
Subject: Alex Chan Invoice for May 2019
Date: Monday, June 03, 2019 4:19:01 PM
Attachments: [20190603160106363.pdf](#)

Hello,

Could you please workflow this invoice to me for payment.

Thank you
Lorraine

Lorraine Sebastian
Office Manager
Office of the Mayor | City of Vancouver
453 West 12th Avenue (3rd Floor)
Vancouver, BC V5Y 1V4
604.873.7622 | mayorofvancouver.ca

-----Original Message-----

From: No-Reply@vancouver.ca
Sent: Monday, June 03, 2019 4:01 PM
To: Sebastian, Lorraine
Subject: Message from "HN034"

This E-mail was sent from "HN034" (MP C4503).

Scan Date: 06.03.2019 16:01:06 (-0700)
Queries to: no-reply@vancouver.ca

Date: January 07, 2019

PRIVATE AND CONFIDENTIAL

Alex Chan

s.22(1)



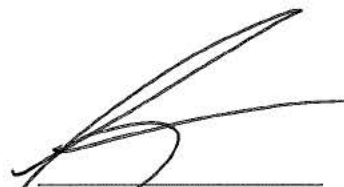
Dear Alex:

Re: Consulting Agreement with Office of the Mayor, City of Vancouver - Amendment 1

- Your consulting agreement with the City has been extended from January 07, 2019 to April 30, 2019
- All other terms and conditions as per the original contract dated November 30, 2018 will remain unchanged.

Please acknowledge by signing this Amendment.



Alex Chan

Neil Monckton

Date: November 30, 2018

PRIVATE AND CONFIDENTIAL

Mr. Alex Chan

s.22(1)

Dear:

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 **November 30, 2018 to December 09, 2018** (the "Term") on the following terms and conditions:

- The City will pay to you the amount of \$ 1,000.00 (One thousand Dollars only) 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 invoices monthly for Services completed. 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.


(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,



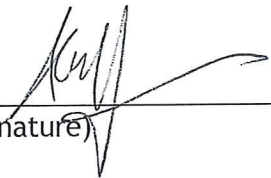
Neil Monckton
Chief of Staff

AC
(Initial Page)

SERVICES REQUIRED:

- Writing, Research
- Community Outreach
- Event coordination
- Media analysis and translation
- Other duties as assigned

TERMS ACKNOWLEDGED AND AGREED TO THIS DAY OF November 30, 2018.


(Signature)

Date: May 01, 2019

PRIVATE AND CONFIDENTIAL

Alex Chan

s.22(1)



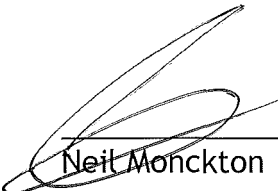
Dear Alex:

**Re: Consulting Agreement with Office of the Mayor, City of Vancouver - Amendment
2**

- Your consulting agreement with the City has been extended from May 01, 2019 to December 31, 2019.
- All other terms and conditions as per the original contract dated November 30, 2018 will remain unchanged.

Please acknowledge by signing this Amendment.



Alex Chan

Neil Monckton