

File No.: 04-1000-20-2020-537

January 15, 2021

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 October 3, 2020 for:

- 1) **All contracts between the City of Vancouver and Karen Ward, Drug Policy Advisor, including: rate of pay, length of the contract, and Karen's credentials for this position.**
- 2) **Record of position being put to tender or otherwise.**

**Date range: up to October 3, 2020**

All responsive records are attached. Some information in the records has been severed, (blacked out), under s.15(1)(l), s.19, and s.22(1) of the Act. You can read or download these sections 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 (#04-1000-20-2020-537); 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,

[Signature on file]

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

[Barbara.vanfraassen@vancouver.ca](mailto:Barbara.vanfraassen@vancouver.ca)  
453 W. 12th Avenue Vancouver BC V5Y 1V4

\*If you have any questions, please email us at [foi@vancouver.ca](mailto: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.

:kt



Ward, Karen

s.15(1)(l), s.19, s.22(1)

**CITY OF VANCOUVER  
Purchase Order**

PO number/date  
4500597890 / Feb 24, 2020  
Issuing employee/Telephone  
Nina Wood / 604-326-4831  
Our fax number  
604-873-7057  
Our email address  
nina.wood@vancouver.ca  
Our reference PS20200132

Salesperson / Telephone / Fax  
/604-659-2341/

Please bill to:  
Accounts Payable  
PO Box 7757  
Vancouver, BC, V6B 0L5  
Tel/Fax : 604-673-8355, 604-673-8356  
Remit to: APInvoice@vancouver.ca  
Inquiry : APCentral@vancouver.ca

Please deliver to:  
Attention: Jamie Bal  
Social Policy  
Dianna Hurford  
#501 - 111 West Hastings  
Vancouver BC V6B 1H4

Delivery date Dec 30, 2020

Payment terms : Priority Payment Currency CAD

City contact and Invoice workflow: Dianna Hurford dianna.hurford@vancouver.ca

Item	Material # Order qty.	U/M	Description	Unit price	Delivery Date Ext. price	Tx
00010	1.000	Perf. unit	Peer-informed policy & PD 2020	25,500.00	Dec 30, 2020 25,500.00	IM

Expected value of unplanned services: 25,500.00

Total net item value excluding tax	25,500.00
HST	0.00
Parking Tax	0.00
GST	1,275.00
PST	0.00
Total Including tax	26,775.00

- Tax code legend:
- IB - GST&PST Applied
  - IG - GST Applied
  - IM - GST Applied, PST Self-Assessed
  - IN - Non-Taxable
  - SB - GST&PST Applicable Self-Assessed
  - SG - GST Applicable Self-Assessed

## Purchase Order Confirmation

**TO ALL VENDORS:** To expedite the purchase order process and to ensure prompt payment, acknowledgement of the purchase order details is **mandatory**.

Please email your confirmation within 24 hrs to: [nina.wood@vancouver.ca](mailto:nina.wood@vancouver.ca).

If confirmation is not received, no further changes to the purchase order will be accepted.

**Before confirming the order please:**

- ` Verify and check pricing is accurate
- ` Check material descriptions, part numbers and quantities for accuracy
- ` Supply pricing or estimates for any costs not included in the current purchase order

If there are any discrepancies, please contact the buyer within 24 hours to request adjustments.

**Before shipping the order please:**

- ` Ensure the purchase order number is shown on packing or shipping documents that are included with the shipment
- ` Advise the buyer if freight is not included (Non-Canadian Vendors: Please advise the buyer if freight and duty is not prepaid)
- ` For shipments from the U.S., please use our custom broker, Livingston International account #306008/020

**Delivering to and Invoicing the City:**

<http://vancouver.ca/doing-business/delivering-to-and-invoicing-the-city.aspx>

All invoices must be emailed in **PDF format only** to the remit to email address on the attached purchase order.

**NOTE:** Please submit one email per invoice.

Acknowledgement: PO: 4500597890

Name and Title:

Karen Ward, Drug Policy Advisor

Signature:



Date:

February 24, 2020



SERVICES CONTRACT

REFERENCES: PS20200132

City of Vancouver (the "City")

AND: Karen Ward (the "Contractor")

having the following address:

453 West 12th Avenue
Vancouver, British Columbia, Canada
V5Y 1V4

Tel Number: 604-673-8286
Email: dianna.hurford@vancouver.ca

having the following address:

s.15(1)(l), s.19, s.22(1)

Tel Number: 604-655-0276
Email: s.22(1)

Name of City Project Manager: Dianna Hurford

This contract for services is comprised of this cover page, the following parts A, B, C, D and E, the attached Services Contract Terms and Conditions, and any other attachments, schedules, appendices or annexes expressly referred to in the aforementioned parts A, B, C, D and E, and the signature blocks following Part F below. By signing below, the City and the Contractor hereby agree to be bound by the terms of this contract.

PART A - SERVICES:

This position will advise on areas related to corporate priorities led by Social Policy and Projects, including but not limited to the Mayor's Overdose Emergency Task Force 2020 work plan - project implementation, communications and engagement with drug users, and knowledge translation, partnership development and research, as well as Temporary Modular College (TMC), supported employment, and poverty reduction plans.

Key Deliverables will be to:

- Work to engage drug users on safe supply drug policy reform
• Advise City with on-the-ground public surveillance data to inform research and decision-making on areas of investment and policy
• Develop communication strategy for rapid dissemination of alerts for contaminated supply to drug users
• Facilitate knowledge mobilization with people who are marginalized by current systems and policies through community participatory practice, community engaged arts and social change practices, thereby creating more inclusive and effective policy making
• Advise on program development for Temporary Modular College Implementation
• Provide recommendations for Vancouver poverty reduction plans
• Weekly meetings and updates are expected.

Key milestone and delivery dates: Council Update on Task Force initiatives: Q1 2020 & Winter 2020
Council Report on Poverty Reduction Plan: 2020

End date: December 31, 2020

PART B - FEES AND EXPENSES:

Fees: \$30.00 per hour CAD

Expenses: Not to exceed \$6000.00 (Technology upgrades)

Maximum Amount of Fees and Expenses (the "Maximum Amount"): \$25,500.00 CAD

Billing Date(s): See Section 20 of the Services Contract Terms and Conditions

Definitions:

"GST" means the tax payable and imposed pursuant to Part IX of the Excise Tax Act (Canada), as amended or replaced from time to time.

"PST" means the provincial sales tax payable and imposed pursuant to the Provincial Sales Tax Act (British Columbia), as amended or replaced from time to time.

PART C: APPROVED SUBCONTRACTORS

"None"

PART D: INSURANCE has been waived by Department Risk Management Designate: MaryClare Zak. maryclare.zak@vancouver.ca

PART E: ADDITIONAL TERMS

"None"

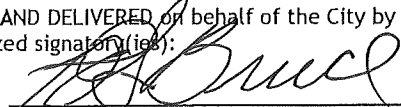
The following are integral parts of this Services Contract:

- Written proposal from Karen Ward; and
- CoV Scope of work;

The parties hereto have duly executed this Contract as of the 24th day of February, 2020.

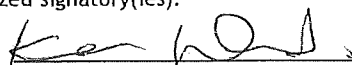
SIGNED AND DELIVERED on behalf of the City by its  
authorized signatory(ies):

Per:

  
Paul Bruce, Manager, Contracts and  
Administration

SIGNED AND DELIVERED on behalf of the Contractor by its  
authorized signatory(ies):

Per:

  
Karen Ward

SERVICES CONTRACT TERMS AND CONDITIONS

A. CONTRACTOR'S OBLIGATIONS

1. **Performance of Services.** The Contractor agrees to provide the City with the services described in PART A (and in any schedule referred to therein), including, without limitation, and to the extent not expressly described in PART A (or in any such schedule), all services necessary or incidental to the completion of the services contemplated and described therein (the "Services"), all in accordance with the Services Contract (this "Contract"). The Contractor must provide the Services commencing on the Start Date described in PART A and in accordance with the delivery schedule (if any) specified in PART A (or in any schedule referred to therein), regardless of the date of execution or delivery of this Contract. The Contractor must comply with the City's instructions in performing the Services, but unless otherwise specified herein, the Contractor shall at all times retain control over the manner in which those instructions are carried out.
2. **Provision of Service Inputs.** Unless otherwise specified herein, the Contractor must supply and pay for all labour, materials, permits and approvals (including from any relevant government authority) necessary or advisable to provide the Services.
3. **Standard of Care and Applicable Laws.** The Contractor must perform the Services to the standard of care, skill, and diligence prescribed herein, or where not prescribed herein, to the standard customarily maintained by persons providing, on a commercial basis, services similar to the Services, and in accordance with all statutes, regulations, by-laws, codes, rules, notices, orders, directives, standards and requirements of every competent federal, provincial, regional, municipal and other statutory authority applicable to the Contractor and its personnel and the Services.
4. **Warranty.** Without limitation to any additional warranties provided by the Contractor, whether indicated on the face of this contract or otherwise provided, the Contractor warrants that: (a) all goods, provided by the Contractor in connection with its performance of the Services ("Goods"), shall be of merchantable quality and free from defects in workmanship and materials; (b) all Goods shall strictly conform to applicable samples, specifications and drawings; (c) all Goods and Services shall be fit for the purpose intended by the City; (d) all Goods shall be free and clear of all liens, charges and encumbrances; (e) the Goods and Services shall comply with the standards set forth by applicable federal, provincial, municipal and industry regulatory agencies; (f) the shipping and handling of any hazardous material will be made in accordance with all applicable laws and regulations; and (g) the Goods and Services shall comply with all applicable environmental protection laws and regulations.

Unless a longer warranty period is specified on the face of this Contract or is otherwise provided, the foregoing warranty shall be valid for one year from the date of acceptance of the Goods and Services by the City. If at any time prior to the expiration of any applicable warranty period, any weakness, deficiency, failure, breakdown or deterioration in workmanship or material should appear or be discovered in the Goods and Services furnished by the Contractor, or if the Goods and Services do not conform to the terms and conditions of this Contract, the City may at its option (a) require the Contractor to promptly replace, redesign or correct the defective and non-conforming Goods and Services at no expense to the City, or (b) the City may replace or correct the defective Goods and Services and charge the Contractor with all expenses incurred by the City. The Contractor agrees to indemnify and save harmless the City, its officials, officers, employees, assigns, agents, clients and the public from any liability, loss, cost and expense arising either directly or indirectly, from breach of any warranty given by the Contractor hereunder.
5. **Contractor Personnel.** The Contractor must ensure that all persons it employs or retains to perform the Services are competent to perform them and are properly trained, instructed, and supervised, and that all such persons comply with the provisions of this Contract.
6. **Reporting.** The Contractor must, upon the City's request, fully report to the City on all work it does or has done in connection with providing the Services.
7. **Deliverables.** As a result of or as part of providing the Services, the Contractor may receive, create, produce, acquire or collect items including, without limitation, products, goods, equipment, supplies, models, prototypes and other materials; information and data; reports, drawings, plans, designs, depictions, specifications and other documentation (collectively, "Deliverables"). Deliverables do not include items that are: not required to be produced by the Contractor or supplied to the City as part of or together with the Services unless the City pays for such items; or specified in this Contract as being excluded from the Deliverables category; or items which pre-existed the effective date of this Agreement that are owned by a third party or that are used by the Contractor as part of the services provided to any of its other customers. All Deliverables will be owned solely by the City unless otherwise expressly provided herein and the City will have the complete right to use and deal with the Deliverables for its own benefit in any way it sees fit without limitation. The Contractor waives, in favour of the City, all moral rights in the Deliverables, transfers to the City, free of all liens and encumbrances, ownership of each Deliverable, and assigns all of its world-wide present and future rights, title and interest in and to each Deliverable, including copyright, effective as of the date of creation or acquisition of such Deliverable. The Contractor will permit the City to inspect and copy all Deliverables.
8. **Confidentiality.** The Contractor acknowledges that, in performing the Services required under this Contract, it may acquire information about

matters which are confidential to the City, which information is the exclusive world-wide property of the City or its suppliers or citizens, as the case may be. The Contractor undertakes to treat as confidential all Deliverables and all information received by reason of its position as Contractor and agrees not to disclose the same to any third party either during or after the performance of the Services under this Contract, without the City's express prior written consent.

9. **Insurance.** The Contractor must provide, maintain and pay for, and cause all subcontractors to provide, maintain and pay for, the insurance coverage (if any) described in PART D (including the type and form of policy, the coverage amounts, and the amount of deductible). If no insurance coverage is specified in PART D, the Contractor must provide, maintain and pay for, and cause all subcontractors to provide, maintain and pay for, such insurance as would be obtained by a prudent consultant or contractor providing services similar to the Services. The Contractor must provide written proof of such insurance coverage upon the written request of the City.
10. **WorkSafeBC.** The Contractor agrees that it will procure and carry and pay for, full WorkSafeBC coverage for itself and all workers, employees, servants and others engaged in or upon any work or service which is the subject of this Contract. The Contractor agrees that the City has the unfettered right to set off the amount of the unpaid premiums and assessments for such WorkSafeBC coverage against any monies owing by the City to the Contractor. The City will have the right to withhold payment under this Contract until the WorkSafeBC premiums, assessments or penalties in respect of work done or services performed in fulfilling this Contract have been paid in full. The Contractor will provide the City with the Contractor's and each subcontractor's WorkSafeBC registration number and clearance letters from WorkSafeBC confirming that the contractor and each subcontractor is in good standing with WorkSafeBC prior to the City having any obligation to pay monies under this Agreement.

Whenever the Contractor is required or permitted to perform any Services on any City sites, the Contractor is now appointed and now accepts appointment as the "prime contractor" in connection with such Services and will fulfil its obligations as Prime Contractor in accordance with the Workers Compensation Act (British Columbia), and the regulations thereunder, and the Contractor shall comply with all applicable health and safety laws.
11. **City Business Licence.** The Contractor will maintain a valid City of Vancouver business licence in good standing throughout the duration of this Contract.
12. **Resolution of Disputes.** This Contract will be governed by the laws of British Columbia and the parties now irrevocably attorn to the exclusive jurisdiction of, and agree to submit all disputes to, the courts of British Columbia for resolution. The Contractor shall continue performance of its obligations under this Contract notwithstanding the existence of a dispute.
13. **Independent Contractor.** This Contract is a contract for services and neither the Contractor nor the Contractor's personnel or permitted subcontractors, are, or deemed to be, partners, appointees, employees or agents of the City. The Contractor will not represent to anyone that the Contractor has any authority to bind the City or that the Contractor is an employee or agent of the City.
14. **No Assignment or Subcontracting.** The Contractor will not assign or subcontract (other than to persons listed in PART C (or a schedule referred to therein)), either directly or indirectly (including, without limitation, by way of any transfer of control of the shares or ownership interests in the Contractor), this Contract or any right or obligation of the Contractor under this Contract, without the prior written consent of the City, which consent may be arbitrarily withheld. No assignment or subcontract, whether consented to or not, relieves the Contractor from any obligations under this Contract. The Contractor must ensure that any assignee or subcontractor fully complies with this Contract in performing the Services and nothing in this Contract creates any contractual relationship between a subcontractor and the City.
15. **Conflict of Interest.** The Contractor must not provide any services to any person in circumstances which, in the City's reasonable opinion, could give rise to a conflict of interest between its duties to that person and its duties to the City under this Contract.
16. **Release and Indemnification**
  - a. **Release**

The Contractor now releases the City and the City's personnel from all losses including those caused by personal injury, death, property damage or loss, and economic loss, arising out of, suffered or experienced by the Contractor or the Contractor's personnel in connection with their performance of the Services.
  - b. **Acceptance "As Is"**

In undertaking the Services, the Contractor acknowledges that it has inspected the City's site(s), agrees to accept the site(s) "as-is" and undertakes to take all precautions necessary to ensure the safety of all the Contractor's personnel.
  - c. **Indemnity**

Despite any insurance which may be placed by the City, the Contractor now agrees to indemnify and save harmless the City and its officials, officers, employees, agents, successors, assigns and authorized representatives (in each case, an "Indemnified Party") from and against all costs, losses, claims, damages, actions and causes of action ("Claims") that an Indemnified Party may sustain, incur, suffer or be put to at any time either before or after the completion of the Services or

sooner cancellation of this Contract, that arise out of any act or failure to act of the Contractor or the Contractor's personnel, permitted assignees or subcontractors in connection with the performance of this Contract, including any Claims that arise out of or are in any way related to unpaid WorkSafeBC assessments or the failure to observe safety rules, regulations and practices of WorkSafeBC, excepting always that this indemnity does not apply to the extent, if any, to which the Claims are caused by errors, omissions or negligent acts of an Indemnified Party.

d. Separate from Other Remedies and Rights

Nothing in this Contract (including this indemnity) will affect or prejudice the City from exercising any other rights that may be available to it at law or in equity.

e. Survival of Release/Indemnity

This Section 16 will survive the expiry or sooner termination of this Contract.

**B. CHANGES TO SERVICES**

17. **Changes.** The City may, at any time and from time to time and without invalidating this Contract, require a change to the Services and/or to the schedule for the delivery of the Services. Should the Contractor consider that any such request or instruction constitutes a change warranting amendment of the Maximum Amount, another price or the schedule for the Services set forth in the Contract, the Contractor must advise the City in writing prior to acting on any such request or instruction, and in any event within five (5) City of Vancouver business days of such request or instruction. In that case, the Maximum Amount, other price and/or schedule will be adjusted, if/as agreed to by both parties in writing, and failing agreement, if/as the City may determine, acting reasonably. Failing any such adjustment, the Services provided pursuant to the request or instruction will be deemed to be included within the prices specified herein, and to be subject to the schedule prescribed herein.

18. **Changes to Key Personnel.** The City may from time to time request reasonable changes to the key personnel of the Contractor engaged in performing the Services, and the Contractor shall comply with any such request. The Contractor shall not change any of such key personnel without the prior written approval of the City, which approval will not be unreasonably withheld.

**C. PAYMENT**

19. **Payment of Fees and Expenses.** In consideration for the satisfactory performance of the Services, The City will pay to the Contractor the fees specified in PART B (as supplemented by any schedule referred to therein), subject to this Section C. In addition, if the parties have specified in PART B that the Contractor's expenses are reimbursable in accordance with this Contract, the City will reimburse the Contractor for all expenses that: (i) are approved by the City in writing (in accordance with the City's existing policies and procedures for expense reimbursement) prior to their being incurred by the Contractor; (ii) are necessary, in the opinion of the City, to perform the Services; and (iii) are supported by proper receipts or other documentation satisfactory to the City (acting reasonably), provided always that the City reserves the right to make arrangements through its service providers for any flights and/or accommodations required by the Contractor in connection with its performance of the Services. If a "Maximum Amount" is specified in Part B, then the City is not, and shall not be, obliged to pay to the Contractor more than such Maximum Amount on account of aggregate fees (and, if applicable, expenses). Payment terms are "net 30 days" from the date of receipt of a valid invoice.

20. **Invoicing.** The Contractor will, by the 25<sup>th</sup> day of each month, provide to the City's Project Manager (named on the cover page of this Contract) a draft invoice with an attached detailed account of all charges to be claimed by the Contractor for the preceding month. The City's Project Manager shall review the draft, raise any concerns with the Contractor within ten working days and, after settlement of any issues (in the Project Manager's discretion), approve the draft invoice. The Contractor, if so requested, will meet with the City's Project Manager to expedite and settle the draft invoice. The Contractor will submit its final invoice, as per the approved draft invoice, to the City of Vancouver, Attention: Accounts Payable, by email to [APInvoice@vancouver.ca](mailto:APInvoice@vancouver.ca). Each invoice must contain:

- Contractor name, address and telephone;
- City purchase order number;
- Name of the City's Project Manager;
- Invoice number and date;
- Details of any applicable taxes; and
- Tax registration number(s).

21. **Builders Lien Act.** If the Services to be performed under this Contract are subject to the holdback requirements set out in the *Builders Lien Act* (British Columbia) (the "Lien Act"), the City will withhold and discharge the required holdback amounts in accordance with the requirements set out in the Lien Act.

22. **Discharge of Liens and Withholding.** The Contractor will, if applicable, make payment and take all other steps which may be necessary so that no lien claims, including lien claims made under the Lien Act, are made in connection with the provision of the Services, and that the compensation payable to the Contractor by the City is not subject to attachment for debt, garnishing process or otherwise. In the event that any lien is filed in connection with the provision of the Services at any court or land title office, the Contractor shall immediately cause such lien to be discharged. The City may withhold from any payment due to the Contractor an amount sufficient to indemnify the City against any lien claim that could arise in

connection with the provision of the Services, until such time as the lien has been discharged or other arrangements to satisfy such lien have been made by the Contractor.

23. **Withholding for Non-Residents.** If the Contractor is a non-resident of Canada, the City may withhold from any payment due to the Contractor such amounts as may be required to be withheld pursuant to the applicable provisions of the Canada *Income Tax Act* (the "ITA"). Any amount so withheld shall be remitted to the Receiver General for Canada or otherwise dealt with by the City strictly in accordance with the provisions of the ITA.

24. **Record Keeping.** The Contractor must maintain, and shall cause any subcontractors to maintain, time records and books of account, invoices, receipts, and vouchers of all expenses incurred, in form and content satisfactory to the City. The City or any of its authorized representatives will, for the purposes of audit and examination, have access and be permitted, upon reasonable notice to the Contractor, to inspect such records for review, copy and audit at any time and from time to time while this Contract is in effect and for a period of three years after the expiry or termination of this Contract for any reason.

25. **Currency.** Unless otherwise specified in this Contract, all references to money are to Canadian dollars.

26. **Electronic Funds Transfer.** The City expects to make payments by electronic funds transfer and the Contractor must provide banking information to the City in order to permit this.

**D. GENERAL**

27. **Time for Performance.** Time is of the essence in this Contract.

28. **Amendments.** No modification of this Contract is effective unless it is in writing and signed by all the parties.

29. **Entire Agreement.** This Contract constitutes the entire agreement between the parties as to performance of the Services, and replaces and supersedes any other agreements, correspondence or other discussions between the parties, whether or not any of the foregoing have been reduced to writing.

30. **Conflict.** If there is a conflict between a provision of a schedule to this Contract and the terms and conditions of this Services Contract, the provision in the relevant schedule is inoperative to the extent of the conflict unless it states that it operates despite a conflicting provision of this Contract.

31. **Severability.** If any provision of this Contract is determined to be void or unenforceable, in whole or in part, it shall not be deemed to affect or impair the enforceability or validity of any other provision of this Contract, and any such void or unenforceable provision may be severed from this Contract without affecting the remainder of the Contract.

32. **Termination.** The City may terminate this Contract:

- a. Upon failure of the Contractor to comply with this Contract, immediately on giving written notice of termination to the Contractor, or
- b. For any other reason, on giving at least 10 days' written notice of termination to the Contractor.

If the City terminates this Contract under paragraph b. above, the City must pay the Contractor that portion of the fees and expenses described in PART B which equals the portion of the Services that was completed to the City's satisfaction before termination. That payment discharges the City from all liability to the Contractor under this Contract. If the Contractor fails to comply with this Contract, the City may terminate it and pursue other remedies as well.

33. **Binding Effect.** This Contract shall be binding on the Contractor's successors and permitted assigns and shall enure to the benefit of any successors and assigns of the City.

34. **Voluntary Agreement.** The Contractor acknowledges and declares that it has carefully considered and understood the terms of this Contract, that it has either consulted legal counsel or waived such right, and that it is executing this Contract voluntarily.

35. **Further Assurances.** The Contractor agrees that upon any reasonable request of the City, the Contractor will make, do, execute or cause to be made, done or executed all such other acts as may be required to more fully give effect to the terms and conditions hereof.

36. **Headings.** The headings used in the Parts and sections of this Contract are for convenience of reference only, and shall not operate to expand, modify or interpret the language therein.

37. **Counterparts.** This Contract may be executed in one or more counterparts, including by facsimile or other electronic transmission, and each of such counterparts shall be deemed to be taken together to constitute one and the same original document.

38. **Additional Terms:** The additional terms set out in Part E (or in any schedule referred to therein) apply to this Contract. **END OF TERMS AND CONDITIONS OF SERVICES CONTRACT**



**STATEMENT OF WORK****(PS # 20200248)****1.0 Introduction**

The City requires a drug policy advisory role to support the Mayor's Emergency Overdose Task Force and Poverty Reduction 2020 Work Plan in terms of: knowledge mobilization, community information gathering, amplifying immediate issues arising in the community on drug supply and poverty reduction policy & program development and approach. This position works 12.5 hours per week to inform staff in these key areas.

**2.0 Background**

Over 1,100 lives have been lost since 2016 due to a poisoned drug supply. Approximately 394 people died from overdose deaths in Vancouver in 2018. In 2019, an estimated 229 people died from an overdose and Vancouver Fire and Rescue Services responded to an average of 104 overdose-related emergency calls per week.

Recognizing the urgent need to address overdose and death prevention, in November 2018, Vancouver City Council passed the Mayor's motion to convene the Mayor's Overdose Emergency Task Force, which sought to identify immediate actions for preventing further deaths. A series of recommendations totalling 31 actions were brought forward to Council for approval in December 2018. A key recommendation from the Task Force was to secure funding for a safe drug supply and the City has been working in partnership with people who use drugs, the Vancouver Police Department, Vancouver Coastal Health and the Vancouver Community Action Team expand access to a safer, regulated drug supply.

Given the City's limited jurisdiction, the City has been strongly encouraging the provincial government to regulate and increase access to a safe supply of drugs in an effort to keep people alive. This is a highly specialized area of drug policy development at a local, provincial, national and international level requiring much consultation and engagement with drug user perspectives.

The City of Vancouver is also in the process of developing a poverty reduction strategy and seeking to work in partnership with the Province to take actions that will increase access to basic needs for people living in deep levels of poverty as well as those who are impacted by a poisoned drug supply. This will require coordinated interventions by the Ministry of Social Development and the Ministry of Mental Health and Addictions.

**3.0 Summary of Requirement**

This position will advise on areas related to corporate priorities led by Social Policy and Projects, including but not limited to the Mayor's Overdose Emergency Task Force 2020 work plan – project implementation, communications and engagement with drug users, and knowledge translation, partnership development and research, as well as Temporary Modular College (TMC), supported employment, and poverty reduction plans.

**4.0 Work Scope**

This work requires someone of lived experience in the drug user community with strong policy skills. Expected results include peer-informed policy and program development, more immediate knowledge mobilization in community and amongst City staff, and better informed decision-making.

## 5.0 City Provided

City will compensate for the contractor for up to \$6,000 in internet and phone costs.

## 6.0 Deliverables

Key Deliverables will be to:

- Work to engage drug users on safe supply drug policy reform
- Advise City with on-the-ground public surveillance data to inform research and decision-making on areas of investment and policy
- Develop communication strategy for rapid dissemination of alerts for contaminated supply to drug users
- Facilitate knowledge mobilization with people who are marginalized by current systems and policies through community participatory practice, community engaged arts and social change practices, thereby creating more inclusive and effective policy making
- Advise on program development for Temporary Modular College Implementation
- Provide recommendations for Vancouver poverty reduction plans

## 7.0 Acceptance Criteria

Upon the Senior Planner and Managing Director discretion. Weekly meetings and updates are expected.

## 8.0 Schedule

Key milestone and delivery dates:

- Council Update on Task Force initiatives: Q1 2020 & Winter 2020/2021
- Council Report on Poverty Reduction Plan: 2020

## 9.0 Attachments:

9.1 December 20, 2018– Special Council Meeting, Mayor’s Overdose Emergency Task Force Recommendations

Council Report:

- <https://council.vancouver.ca/20181220/documents/spec1.pdf>

Minutes/Full Recommendations:

- <https://council.vancouver.ca/20181220/documents/spec20181220min.pdf>

# Karen Ward

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## Profile

I am a social change artist/activist, policy advisor, drug policy consultant, and writer and editor specializing in participatory problem-solving for complex urban issues such as housing/homelessness, spatial and economic justice, reconciliation, health equity and human rights. For the last decade, I have lived and worked in the Downtown Eastside of Vancouver, Canada.

## Summary of Work

- Advise government and health experts with on-the-ground public surveillance data to inform research and decision-making on investment and policy
- Facilitate knowledge mobilization with people who are marginalized by current systems and policies through community participatory practice, community engaged arts and social change practices
- Activate writing, social media and the arts to challenge stigma and maintain critical discourse on poverty, substance use, homelessness and the right to the city

## Hourly Rates

\$30/hour

**NOTICE OF INTENT TO CONTRACT  
PS20200132**

Issue Date: **February 5th, 2020**  
Closing Date: **February 19th, 2020**

**Re: Drug Policy Advisor**

Notice is hereby given by the City of Vancouver (“City”) of its intent to contract with **Karen Ward**. This position will advise on areas related to corporate priorities led by Social Policy and Projects, including but not limited to the Mayor’s Overdose Emergency Task Force 2020 work plan – project implementation, communications and engagement with drug users, knowledge translation, partnership development and research, as well as Temporary Modular College (TMC), supported employment, and poverty reduction plans.

This work requires someone of lived experience in the drug user community with strong policy skills. Expected results include peer-informed policy and program development, more immediate knowledge mobilization in community and amongst City staff, and better informed decision-making.

Key Deliverables will be to:

- Work to engage drug users on safe supply drug policy reform
- Advise City with on-the-ground public surveillance data to inform research and decision-making on areas of investment and policy
- Develop communication strategy for rapid dissemination of alerts for contaminated supply to drug users
- Facilitate knowledge mobilization with people who are marginalized by current systems and policies through community participatory practice, community engaged arts and social change practices, thereby creating more inclusive and effective policy making
- Advise on program development for Temporary Modular College Implementation
- Provide recommendations for Vancouver poverty reduction plans

Term: One year.

The contract is valued at approximately **\$25,500.00**

Anyone wishing to request more information and/or has any questions with regard to this NOITC may contact **Nina Wood** at **604-326-4831** or by email to **nina.wood@vancouver.ca** prior to the closing date and time listed below.

Closing date and time: **February 19<sup>th</sup>, 2020 2:00 o’clock pm.**