

File No.: 04-1000-20-2025-270

August 15, 2025

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 5, 2025 under the ***Freedom of Information and Protection of Privacy Act*** for:

**Records about the processing and handling of FOI File 2025-186.**

All responsive records are attached. Some information in the records has been severed (blacked out) under s.13(1), s.14, s.15(1)(l), s.19(1)(a), 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 Part 5 of the Act, 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](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 (2025-270); 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,

*[Signed by Cobi Falconer]*

**Cobi Falconer, MAS, MLIS, CIPP/C**  
**Director, Access to Information & Privacy**

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. You may also contact 3-1-1 (604-873-7000) if you require accommodation or do not have access to email.

Encl. (Response Package)

:lg

**From:** "Falconer, Cobi" <Cobi.Falconer@vancouver.ca>  
**To:** "Tuerlings, Kevin" <Kevin.Tuerlings@vancouver.ca>  
**CC:** "Freedom of Information Office" <FreedomofInformation.Office@vancouver.ca>  
**Date:** 3/27/2025 4:38:54 PM  
**Subject:** 2025-186 - follow up with Jeff Jackson  
**Attachments:** ATT00005.png  
ATT00006.png  
ATT00007.png  
ATT00008.png  
ATT00009.png

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Kevin, thanks for chatting on the phone – I told Jeff to hold at the moment. I understand you will connect with them.

**Notes:**

- City Managers Office will be the list from Quickfind, as will be the other business units identified
- Ask Jeff for the records and if the records will take less than 3 hours to produce (I understand that contractors are not captured)
- s.14 [REDACTED]
- [REDACTED]

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**From:** Jackson, Jeff in Teams  
**Sent:** Wednesday, March 26, 2025 6:14 PM  
**To:** Falconer, Cobi  
**Subject:** Jeff sent a message

**City of Vancouver Warning - This message is from an external sender**

Do not click on links or open attachments unless you were expecting the email and know the content is safe.

[Report Suspicious](#)

Hi,



Jeff sent a message in chat [[urlshortener.teams.clo](https://urlshortener.teams.microsoft.com/2025-186)]

Office of the City Manager includes pretty much all of the City, excluding Library, VPD and Parks, so I'm wondering...

ener.teams.cloud.micros  
in Teams

Install Microsoft Teams now

furlshortene

furlshortene

This email was sent from an unmonitored mailbox. Update your email preferences in Te  
Notifications.

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Read our [privacy policy](#) [go.microsoft.com]



eyJhbGciOiJSUzI1NiIsInR5cCI6IkpXVCIsIng1YyI6Ij1JSUh2ekNDQnFIZ0F3SUJB  
Z0lUT2dUdUR4emY3dGdOWVRNOctRQUVCTzRQSERBTkNa3Foa2lHOXcwQk  
FRc0ZBREJFTVJNd0VRWUtDWkltVpQeUxHUUJHUIIEUjBKTU1STXdFUVILQ1p  
JbWlaUHIMR1FCR1JZRFFVMUZNUmd3RmdZRFZRUURFdZlCVFVWZ1NVNUdV  
a0VnUTBFZ01ERXdlaGNOTWpVd01qRXINVV4T0RFMIldoY05NaV3T0RFeE1U  
VXhPREUyV2pBc01Tb3dLQVIEVIFRREV5RmhZM1JwYjI1aFlteGxMbKJ5YjJRdVp  
XMWWhhV3d1WVhwamJHbGxibF1YlHNd2dnRWINQTBHQ1NxR1NJYjNEUUVVC  
QVFVQUE0SUJEd0F3Z2dFS0FvSUJBUNZQIV4RVVncmxXZUdFZ1huVW52N2t  
0WkMycko5bkisyakhtM1FocWZRSzJ6ZHRBRWZxY0pKMUJwdlBSQmlqd0JuYk  
dXWDkzZ0ZLbkN3VU5FVVRIOTZobVBBdHdoUkZyMUMzM3ExMllibzJyVm11  
NENvWVNqSG11MmkwSm1FUzJqZDNvK1RaUkRuSGUvd1VjdlNld3RrMThWY  
3lBZ3ZJRDAzWmdSMEVFfSkY2aFhLYWkvbGtyRmU5ZnpiYWY0N29LSGVrdmt6  
bXhlK2lXd0tvZGZKNzUzNmtRNXNEM2FFMnNjeFN6cnBVZmZrY3UzMHV0d  
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cDMYMGh2NVEyN1crQVJ2UkpNWWppaytlbmZXdXg0SjJqWkhUdWNzQm04  
ZWNJMGp4bDR1ME1xdjcxTkFnTUJBQUdqZ2dUQU1JSUV2REFuQmdrckJnRU  
VBWUkzRlFvRUdqQVINQW9HQ0NzR0FRVUZCd01CTUFvR0NDc0dBVVVGQn  
dNQ01EMEdDU3NHQVFRQmdqY1ZCd1F3TUM0R0ppc0dBUFFCZ2pjVkJNJV  
E0dzJFMWJSNGhQR0xQb1diM1JiT25SS0JZSVg1aV1RnJKazBBZ0ZrQWdFSE1  
JSUIyZ1JIS3dZQkJRVUUhBUUVFZ2dITU1JSUJ5REJtQmdnckJnRUZCUWN3QW9

s.14





**From:** "Azcoitia, Juan" <Juan.Azcoitia@vancouver.ca>  
**To:** "Freedom of Information Office" <FreedomofInformation.Office@vancouver.ca>  
**CC:** "Jackson, Jeff" <jeff.jackson@vancouver.ca>  
**Date:** 4/8/2025 1:25:33 PM  
**Subject:** RE: FOI Request: Our File No. 2025-186 - Request for Records – due April 10  
**Attachments:** FOI 2025-816 Employee list.xlsx  
administrative-template-foi-response-checklist-for-record-searches FOI 2025-186.PDF

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Hi Kevin,

Please find attached the list of employees and the FOI Response Checklist document. Not all organizational units in SAP correspond exactly to the ones requested in the document so I have included subunits in column B that belong to a unit in column A.

Juan Carlos

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**From:** Freedom of Information Office  
**Sent:** Monday, April 7, 2025 4:16 PM  
**To:** Azcoitia, Juan  
**Cc:** Jackson, Jeff  
**Subject:** FOI Request: Our File No. 2025-186 - Request for Records – due April 10

Hello Juan,

Please see the below request for records, as well as the attached reference document for an exact list of individuals to be included in the responsive records. I have discussed this request with Jeff, so feel free to touch base with Jeff for additional information, or contact me if you need any clarification.

**Please note:** Despite what the request has specified, the staff names are to be presented in the following format: Last Name, First Initial. (for example: Tuerlings, K).

- Kevin

#### REQUEST FOR RECORDS

- If the request will take less than 3 hours to produce (search, compile, copy, transfer to FOI Office) records, please proceed with the table below.
- If the request is multi-departmental, please consider a time estimate (see below).
- Please complete the [FOI Response Checklist document](#) and provide it to the FOI office.

#### TIME ESTIMATE

- If the request will take over 3 hours to produce, please **HOLD** and respond immediately to receive a Request for Time Estimate table.

For further instructions, please refer to the following FOI Information Sheet: [LINK](#)

FOI OFFICE REQUEST FOR RECORDS		
FOI File Number	2025-186	Use this File Number for all Correspondence please.
Records Requested	List of all personnel by first name, last name and job title (e.g. John Doe) employed or contracted, as of March 14, 2025, in the Offices of Mayor and Council, City Clerk's Office, Office of the City Manager, Equity Office and Civic Engagement and Communications.	
Date Due	April 10, 2025	
Checklist	Filling out the FOI Response Checklist at the above link is mandatory. Do not hesitate to let us know if we can assist you.	
Record Format	<p>Records must be sent electronically. Please do not send hard copy records without first consulting the FOI Office via: <a href="mailto:foi@vancouver.ca">foi@vancouver.ca</a>.</p> <p>Please ensure that emails include all attachments.</p> <p>If you have a large amount of records, please inform us if you require a Share Space record transfer. The FOI Office has use of a confidential network space that can be used on an as-needed basis.</p>	
<p>For further information regarding this request please put the FOI File Number in the subject line and email <a href="mailto:foi@vancouver.ca">foi@vancouver.ca</a></p>		

^Document Checklist (direct link for reference):  [administrative-template-foi-response-checklist-for-record-searches.PDF](#)

**Kevin Tuerlings**  
 FOI Case Manager  
 Access to Information & Privacy | City of Vancouver  
[kevin.tuerlings@vancouver.ca](mailto:kevin.tuerlings@vancouver.ca)  
 604-871-6584



FOI Records / Response Checklist - FOI File Number: 2025-186

**NOTE:** All records must be sent electronically (paper will not be accepted)**Records Collection – Email Search**

- Y ☐ N ☒ Outlook (including Recycle Bin if not deleted), Evault and/or .pst searches
- Y ☐ N ☒ Attachments are provided (including documents extracted from VanDocs (.tr5) links)

**Records Collection – Hardcopy Search**

- Y ☐ N ☒ Hardcopy records are scanned to pdf format and quality checked for readability
- Y ☐ N ☒ No missing pages; text is readable; pages are rotated; blank pages removed

**Records Collection – VanDocs/Shared Drives/Other Databases & Systems (POSSE, Prism, etc.)**

- Y ☐ N ☒ Records are provided in their original format (do not attach .tr5 links)
- Y ☐ N ☒ No missing pages; text is readable; pages are rotated; blank pages removed

**Records Collection – Calendars**

- Y ☐ N ☒ "Daily View" version; pdf'd in portrait format; not scanned
- Y ☐ N ☒ Calendars are complete; not cut off at the bottom or top

**Records Collection and Transfer**

- Y ☐ N ☒ Confirmed there are no responsive records? Please explain why?
- Y ☐ N ☒ Any additional information that could be provided?
- Y ☐ N ☒ Records in Iron Mountain? Estimate number of boxes ONLY
- Y ☐ N ☒ Do you require a secured shared folder to be setup? (Contact [foi@vancouver.ca](mailto:foi@vancouver.ca))

**Records Search Summary****Identify the business area(s)/workgroup(s) where you conducted the records search:****List your records sources (examples: Hardcopies stored at the City; Shared Drives; Outlook; VanDocs; Iron Mountain; or other databases or systems):****How many hours did the following take?**

- ☒ Search records:
- ☒ Compile records:
- ☒ Sort and Quality check records:

**Is there any other relevant information related to the records and/or records search?****Completed by**

Name:   
Date:

Dept:

**Return completed form to [foi@vancouver.ca](mailto:foi@vancouver.ca)**

Updated January 6, 2025  
[foi@vancouver.ca](mailto:foi@vancouver.ca)



s.13(1)





s.13(1)





**From:** "Freedom of Information Office" <FreedomofInformation.Office@vancouver.ca>  
**To:** "Jackson, Jeff" <jeff.jackson@vancouver.ca>  
**Date:** 3/26/2025 2:33:00 PM  
**Subject:** FOI Request: Our File No. 2025-186 - Request for Records – due April 3

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Hello Jeff,

Please note: appropriate GMs have been Bcc'd as an FYI only.

#### REQUEST FOR RECORDS

- If the request will take less than 3 hours to produce (search, compile, copy, transfer to FOI Office) records, please proceed with the table below.
- If the request is multi-departmental, please consider a time estimate (see below).
- Please complete the [FOI Response Checklist document](#) and provide it to the FOI office.

#### TIME ESTIMATE

- If the request will take over 3 hours to produce, please **HOLD** and respond immediately to receive a Request for Time Estimate table.

For further instructions, please refer to the following FOI Information Sheet: [LINK](#)

FOI OFFICE REQUEST FOR RECORDS		
FOI File Number	2025-186	Use this File Number for all Correspondence please.
Records Requested	List of all personnel by first name, last name and job title (e.g. John Doe) employed or contracted, as of March 14, 2025, in the Offices of Mayor and Council, City Clerk's Office, Office of the City Manager, Equity Office and Civic Engagement and Communications.	
Date Due	April 3, 2025	
Checklist	Filling out the FOI Response Checklist at the above link is mandatory. Do not hesitate to let us know if we can assist you.	
Record Format	Records must be sent electronically. Please do not send hard copy records without first consulting the FOI Office via: <a href="mailto:foi@vancouver.ca">foi@vancouver.ca</a> .  Please ensure that emails include all attachments.  If you have a large amount of records, please inform us if you require a Share Space record transfer. The FOI Office has use of a confidential network space that can be used for large file transfers.	

an as-needed basis.

For further information regarding this request please put the FOI File Number in the subject line and email [foi@vancouver.ca](mailto:foi@vancouver.ca)

^Document Checklist (direct link for reference):  [administrative-template-foi-response-checklist-for-record-searches.PDF](#)

Thank you,

**Lori Gunson**  
FOI/RIM Clerk  
Access to Information and Privacy | City of Vancouver

**From:** "Tuerlings, Kevin" <Kevin.Tuerlings@vancouver.ca>  
**To:** "Arthur, Michelle" <michelle.arthur@vancouver.ca>  
**Date:** 4/10/2025 3:28:39 PM  
**Subject:** RE: 2025-186 - Working Copy, 2nd Review - To be released once reviews are complete

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Hi Michelle,

Can you please do a SME review to Comms, specific to pages 4 and 5? I want to know if they have any concerns with how the information is presented in that the subgroups within the department are indicated (e.g. Corporate Support, Internal Comms, Public Engagement, etc.).

Thanks!

- Kevin

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**From:** Arthur, Michelle <michelle.arthur@vancouver.ca>  
**Sent:** Wednesday, April 9, 2025 4:23 PM  
**To:** Tuerlings, Kevin <Kevin.Tuerlings@vancouver.ca>  
**Subject:** 2025-186 - Working Copy, 2nd Review - To be released once reviews are complete

Hi Kevin, forwarding for 2<sup>nd</sup> review. Please let me know if you'd like me to make any changes and please see **Questions/Notes** below.

**Applicant:** s.22(1) Media

**Request:** List of all personnel by first name, last name and job title (e.g. John Doe) employed or contracted, as of March 14, 2025, in the Offices of Mayor and Council, City Clerk's Office, Office of the City Manager, Equity Office and Civic Engagement and Communications.

**Records:**

- 6 page Working Copy, with no severing applied by the City; and
- Records received from Jeff Jackson and Tadhg Heally of I.T.

**Review Details:**

- Please confirm no SME was required; and
- s.14 [REDACTED]

**Questions/ Notes:**

- Please confirm you are OK with releasing the records in full;
- Please confirm no Contractors were included in the records and confirm if any wording should be added to the res letter noting that;
- s.14 [REDACTED]
- Please confirm if a Head Review would be appropriate and let me know if you feel an FYI



- Comms would be appropriate and I can send on the day of release.

**Release date:** Once review are complete

Please let me know if you have any questions or concerns.

Regards,

**Michelle Arthur**

**From:** "Arthur, Michelle" <michelle.arthur@vancouver.ca>  
**To:** "Tuerlings, Kevin" <Kevin.Tuerlings@vancouver.ca>  
**Date:** 4/9/2025 4:23:00 PM  
**Subject:** 2025-186 - Working Copy, 2nd Review - To be released once reviews are complete  
**Attachments:** 2025-186 - Working Copy.tr5  
2025-186 - res.tr5  
s.14

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Hi Kevin, forwarding for 2<sup>nd</sup> review. Please let me know if you'd like me to make any changes and please see **Questions/Notes** below.

**Applicant:** s.22(1) Media

**Request:** List of all personnel by first name, last name and job title (e.g. John Doe) employed or contracted, as of March 14, 2025, in the Offices of Mayor and Council, City Clerk's Office, Office of the City Manager, Equity Office and Civic Engagement and Communications.

**Records:**

- 6 page Working Copy, with no severing applied by the City; and
- Records received from Jeff Jackson and Tadhg Heally of I.T.

**Review Details:**

- Please confirm no SME was required; and
- s.14

**Questions/ Notes:**

- Please confirm you are OK with releasing the records in full;
- Please confirm no Contractors were included in the records and confirm if any wording should be added to the res letter noting that;
- s.14
- Please confirm if a Head Review would be appropriate and let me know if you feel an FYI Comms would be appropriate and I can send on the day of release.

**Release date:** Once review are complete

Please let me know if you have any questions or concerns.

Regards,

**Michelle Arthur**

S.14





**From:** "Freedom of Information Office" <FreedomofInformation.Office@vancouver.ca>  
**To:** "Azcoitia, Juan"  
**CC:** "Jackson, Jeff" <jeff.jackson@vancouver.ca>  
**Date:** 4/7/2025 4:16:00 PM  
**Subject:** FOI Request: Our File No. 2025-186 - Request for Records – due April 10  
**Attachments:** 2025-186 - Reference Document.docx

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Hello Juan,

Please see the below request for records, as well as the attached reference document for an exact list of individuals to be included in the responsive records. I have discussed this request with Jeff, so feel free to touch base with Jeff for additional information, or contact me if you need any clarification.

**Please note:** Despite what the request has specified, the staff names are to be presented in the following format: Last Name, First Initial. (for example: Tuerlings, K).

- Kevin

#### REQUEST FOR RECORDS

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For further instructions, please refer to the following FOI Information Sheet: [LINK](#)

FOI OFFICE REQUEST FOR RECORDS		
FOI File Number	2025-186	Use this File Number for all Correspondence please.
Records Requested	List of all personnel by first name, last name and job title (e.g. John Doe) employee contracted, as of March 14, 2025, in the Offices of Mayor and Council, City Clerk's Office of the City Manager, Equity Office and Civic Engagement and Communication	
Date Due	April 10, 2025	

<b>Checklist</b>	Filling out the <b>FOI Response Checklist</b> at the above link is mandatory. Do not hesitate to let us know if we can assist you.
<b>Record Format</b>	<p>Records must be sent electronically. Please do not send hard copy records without first consulting the FOI Office via: <a href="mailto:foi@vancouver.ca">foi@vancouver.ca</a>.</p> <p>Please ensure that emails include all attachments.</p> <p>If you have a large amount of records, please inform us if you require a Share Space record transfer. The FOI Office has use of a confidential network space that can be used on an as-needed basis.</p>
For further information regarding this request please put the FOI File Number in the subject line and email <a href="mailto:foi@vancouver.ca">foi@vancouver.ca</a>	

^Document Checklist (direct link for reference):  [administrative-template-foi-response-checklist-for-record-searches.PDF](#)

**Kevin Tuerlings**  
FOI Case Manager  
Access to Information & Privacy | City of Vancouver  
[kevin.tuerlings@vancouver.ca](mailto:kevin.tuerlings@vancouver.ca)  
604-871-6584

List of all personnel by first name, last name and job title (e.g. John Doe) employed or contracted, as of March 14, 2025, in the Offices of Mayor and Council, City Clerk's Office, Office of the City Manager, Equity Office and Civic Engagement and Communications.

## Councillors' Office

Number of record(s) found: 10

Name	Title
<u>Bligh, Rebecca</u>	Councillor
<u>Carr, Adriane</u>	Councillor
<u>Dominato, Lisa</u>	Councillor
<u>Fry, Pete</u>	Councillor
<u>Kirby-Yung, Sarah</u>	Councillor
<u>Basi, Sarah</u>	Assistant to Councillors
<u>Klassen, Mike</u>	Councillor
<u>meiszner, peter</u>	Councillor
<u>montague, brian</u>	Councillor
<u>Zhou, Lenny</u>	Councillor

## Mayor & Council Support

Number of record(s) found: 5

Name	Title
<u>Pavone,</u> s.15(1)(l), s.19(1)(a)	Executive Assistant, Mayor and Mayor's Office
<u>Bradbury,</u> s.15(1)(l), s.19(1)(a)	Assistant to Councillors
<u>Chingcuangco,</u> s.15(1)(l), s.19(1)(a)	Administrative Assistant
<u>Del Rosario,</u> s.15(1)(l), s.19(1)(a)	Assistant to Councillors
<u>Rojas,</u> s.15(1)(l), s.19(1)(a)	Assistant to Councillors



## Mayor's Office (604-873-7171)

Number of record(s) found: 8

Name	Title
<u>Mayor's Office, Reception</u>	Mayor's Office Reception
<u>Sim, Ken</u>	Mayor
<u>Doherty,</u> s.15(1)(l), s.19(1)(a)	Operations Manager
<u>Ford, Trevor</u>	Mayor's Chief of Staff
<u>Frankcom,</u> s.15(1)(l), s.19(1)(a)	Director of Communications
<u>Grewal,</u> s.15(1)(l), s.19(1)(a)	Senior Advisor
<u>Morphy,</u> s.15(1)(l), s.19(1)(a)	Director of Policy and Deputy Chief of Staff
<u>O'Connor,</u> s.15(1)(l), s.19(1)(a)	Director of Legislative Affairs

## City Clerk's Department (604-873-7000)

Number of record(s) found: 4

Name	Title
<u>Public Hearings, General Line</u>	
<u>Reception, City Clerk's Office</u>	
<u>Leckovic, Katrina</u>	City Clerk and Chief Election Officer
<u>Hagiwara,</u> s.15(1)(l), s.19(1)(a)	Director of Coordination and Alignment

## Access to Information

Number of record(s) found: 11

Name	Title
<u>Arnold</u> , s.15(1)(l), s.19(1)(a)	VanDocs Application Administrator
<u>Arthur</u> , s.15(1)(l), s.19(1)(a)	Senior Information Analyst
<u>Falconer</u> , s.15(1)(l), s.19(1)(a)	Director, Access to Information & Privacy
<u>Fleck</u> , s.15(1)(l), s.19(1)(a)	Privacy Analyst
<u>Goodwyne</u> , s.15(1)(l), s.19(1)(a)	FOI Clerk & Research Assistant
<u>Gunson</u> , s.15(1)(l), s.19(1)(a)	FOI/RIM Clerk
<u>Madsen</u> , s.15(1)(l), s.19(1)(a)	Corporate Records Governance Manager
<u>Magdato</u> , s.15(1)(l), s.19(1)(a)	Records & Information Analyst
<u>Sage</u> , s.15(1)(l), s.19(1)(a)	FOI/RIM Support Clerk
<u>Tuerlings</u> , s.15(1)(l), s.19(1)(a)	FOI Case Manager
<u>Unruh</u> , s.15(1)(l), s.19(1)(a)	Corporate Records Coordinator



## Archives (604-736-8561)

Number of record(s) found: 13

Name	Title
<u>Archives, Reception</u>	
<u>Gordon,</u> s.15(1)(l), s.19(1)(a)	City Archivist
<u>Baker,</u> s.15(1)(l), s.19(1)(a)	Archivist
<u>Dingwall,</u> s.15(1)(l), s.19(1)(a)	Digital Archivist
<u>Grazley,</u> s.15(1)(l), s.19(1)(a)	Digital Archivist
<u>Merkins,</u> s.15(1)(l), s.19(1)(a)	Conservator
<u>Roddick,</u> s.15(1)(l), s.19(1)(a)	Scanning Technician
<u>Smyth,</u> s.15(1)(l), s.19(1)(a)	Archival Assistant
<u>Tong,</u> s.15(1)(l), s.19(1)(a)	Digital Conservator
<u>Tutt,</u> s.15(1)(l), s.19(1)(a)	Archival Assistant
<u>Van Herk,</u> s.15(1)(l), s.19(1)(a)	Archivist
<u>Walz,</u> s.15(1)(l), s.19(1)(a)	Digital Archivist
<u>Yung,</u> s.15(1)(l), s.19(1)(a)	Archivist

## Board of Variance (604-873-7723)

Number of record(s) found: 3

Name	Title
<u>Secretary, Board of Variance</u>	Secretary to Board of Variance
<u>Ng,</u> s.15(1)(l), s.19(1)(a)	Freedom of Information Officer & Secretary to BOV
<u>Lau,</u> s.15(1)(l), s.19(1)(a)	Plan Checking Technician II

## Business & Election Services

Number of record(s) found: 19

Name	Title
<u>General Line, Election Office</u>	
<u>Matthews,</u> s.15(1)(l), s.19(1)(a)	Director, Business and Election Services / Acting Deputy City Clerk
<u>Morales,</u> s.15(1)(l), s.19(1)(a)	Office Supervisor
<u>Yee,</u> s.15(1)(l), s.19(1)(a)	Deputy Chief Election Officer
<u>Baniya,</u> s.15(1)(l), s.19(1)(a)	Business Analyst
<u>Bengston,</u> s.15(1)(l), s.19(1)(a)	Office Support Clerk III
<u>Billard,</u> s.15(1)(l), s.19(1)(a)	IT Lead
<u>Colquhoun,</u> s.15(1)(l), s.19(1)(a)	Office Support Clerk
<u>Emmerson,</u> s.15(1)(l), s.19(1)(a)	Vote by Mail Coordinator
<u>Grandish,</u> s.15(1)(l), s.19(1)(a)	Election Trainer
<u>Ho,</u> s.15(1)(l), s.19(1)(a)	Election Trainer
<u>Lee,</u> s.15(1)(l), s.19(1)(a)	Office Support Clerk III
<u>Lotay,</u> s.15(1)(l), s.19(1)(a)	Acting Correspondence Coordinator
<u>Okano,</u> s.15(1)(l), s.19(1)(a)	Office Coordinator
<u>Schmid,</u> s.15(1)(l), s.19(1)(a)	Manager, Communications - Election Communications and Outreach Manager
<u>Swanston,</u> s.15(1)(l), s.19(1)(a)	Assistant Manager
<u>Tran,</u> s.15(1)(l), s.19(1)(a)	Lead Trainer
<u>Wong,</u> s.15(1)(l), s.19(1)(a)	Deputy Chief Election Manager/Manager Business and Election Services
<u>Yan,</u> s.15(1)(l), s.19(1)(a)	Staffing Recruiter

## Council Operations

Number of record(s) found: 14

Name	Title
<u>General Line, Standing Committee</u>	
<u>Burke,</u> s.15(1)(l), s.19(1)(a)	Meeting Coordinator
<u>Kennett,</u> s.15(1)(l), s.19(1)(a)	Meeting Coordinator
<u>Burris,</u> s.15(1)(l), s.19(1)(a)	Manager, Civic Agencies
<u>Choi,</u> s.15(1)(l), s.19(1)(a)	Meeting Coordinator
<u>Dragnea,</u> s.15(1)(l), s.19(1)(a)	Meeting Coordinator
<u>Guenther,</u> s.15(1)(l), s.19(1)(a)	Public Policy Coordinator
<u>Kam,</u> s.15(1)(l), s.19(1)(a)	Meeting Coordinator
<u>Khalid,</u> s.15(1)(l), s.19(1)(a)	Coordinator, Planning Committee
<u>Law,</u> s.15(1)(l), s.19(1)(a)	Meeting Coordinator
<u>Nasralla,</u> s.15(1)(l), s.19(1)(a)	Meeting Coordinator
<u>Penney,</u> s.15(1)(l), s.19(1)(a)	Director, Legislative Operations/Deputy City Clerk
<u>STEWART,</u> s.15(1)(l), s.19(1)(a)	Meeting Coordinator
<u>Yim,</u> s.15(1)(l), s.19(1)(a)	Meeting Coordinator

## External Relations and Protocol

Number of record(s) found: 5

Name	Title
<u>Chen,</u> s.15(1)(l), s.19(1)(a)	Protocol Officer
<u>Jones,</u> s.15(1)(l), s.19(1)(a)	Acting Chief, External Relations and Protocol
<u>Marshall,</u> s.15(1)(l), s.19(1)(a)	Protocol Officer
<u>Soumpassis,</u> s.15(1)(l), s.19(1)(a)	Protocol Officer
<u>Vaillancourt,</u> s.15(1)(l), s.19(1)(a)	Protocol Officer

## City Manager's Office (604-873-7625)

Number of record(s) found: 12

Name	Title
<u>Mochrie, Paul</u>	City Manager
<u>Amrolia, Armin</u>	Deputy City Manager
<u>Chang,</u> s.15(1)(l), s.19(1)(a)	Administrative Assistant
<u>Crawford,</u> s.15(1)(l), s.19(1)(a)	Executive Assistant
<u>Holvor,</u> s.15(1)(l), s.19(1)(a)	Executive Assistant
<u>Jong,</u> s.15(1)(l), s.19(1)(a)	Manager, Administrative Services
<u>Larson,</u> s.15(1)(l), s.19(1)(a)	Administrative Assistant
<u>Levitt, Karen</u>	Deputy City Manager
<u>Rowley,</u> s.15(1)(l), s.19(1)(a)	Executive Assistant
<u>Singh, Sandra</u>	Deputy City Manager
<u>Staschuk,</u> s.15(1)(l), s.19(1)(a)	Administrative Assistant
<u>Swain,</u> s.15(1)(l), s.19(1)(a)	Executive Assistant



Name	Title
<u>MacKenzie</u> , s.15(1)(l), s.19(1)(a)	Associate Director
<u>Fitzgerald</u> , s.15(1)(l), s.19(1)(a)	Manager, Engagement Civic Engagement & Communications
<u>Fitzwalter</u> , s.15(1)(l), s.19(1)(a)	Team Lead - Graphic Design
<u>Hutchinson</u> , s.15(1)(l), s.19(1)(a)	Communications Manager, Internal Communications
<u>Lam</u> , s.15(1)(l), s.19(1)(a)	Communications Manager, Arts, Culture, and Community Services
<u>Pontikis, Maria</u>	Chief Communications Officer
<u>Semenya</u> , s.15(1)(l), s.19(1)(a)	Public Engagement Planner
<u>Ayres</u> , s.15(1)(l), s.19(1)(a)	Graphic Designer
<u>Banfield</u> , s.15(1)(l), s.19(1)(a)	Senior Communications Specialist
<u>Bennett</u> , s.15(1)(l), s.19(1)(a)	Communication Manager - Arts, Culture and Community Services
<u>Chang</u> , s.15(1)(l), s.19(1)(a)	Communications Coordinator II - Media Relations
<u>Cheng</u> , s.15(1)(l), s.19(1)(a)	Communications Coordinator II
<u>Cook</u> , s.15(1)(l), s.19(1)(a)	Communication Manager - Media/Issues
<u>Delf</u> , s.15(1)(l), s.19(1)(a)	Web Designer
<u>Dickau</u> , s.15(1)(l), s.19(1)(a)	Senior Communications Specialist
<u>Domes</u> , s.15(1)(l), s.19(1)(a)	Communications Manager - Engineering
<u>Ho</u> , s.15(1)(l), s.19(1)(a)	Communications Manager - Planning & Development Communications
<u>Hughes</u> , s.15(1)(l), s.19(1)(a)	Communications Coordinator II
<u>Hussain</u> , s.15(1)(l), s.19(1)(a)	Web Designer
<u>Jensen</u> , s.15(1)(l), s.19(1)(a)	Senior Communications Specialist
<u>Johal</u> , s.15(1)(l), s.19(1)(a)	Administrative Assistant IV
<u>Kreft</u> , s.15(1)(l), s.19(1)(a)	Senior Communications Specialist
<u>Langan</u> , s.15(1)(l), s.19(1)(a)	Communications Coordinator II
<u>Lone</u> , s.15(1)(l), s.19(1)(a)	Public Engagement Planner
<u>Ma</u> , s.15(1)(l), s.19(1)(a)	Graphic Designer
<u>McMahon</u> , s.15(1)(l), s.19(1)(a)	Social Media Strategist
<u>Missick</u> , s.15(1)(l), s.19(1)(a)	Communications Coordinator I - Media Monitoring
<u>O'Neill</u> , s.15(1)(l), s.19(1)(a)	Web Designer
<u>Potter</u> , s.15(1)(l), s.19(1)(a)	Senior Communications Specialist
<u>Qureshniku</u> , s.15(1)(l), s.19(1)(a)	Associate Director - Media& Issues & Lead, TIFA Comms
<u>Rasley</u> , s.15(1)(l), s.19(1)(a)	Communications Coordinator, Internal Communications
<u>Rehel</u> , s.15(1)(l), s.19(1)(a)	
<u>Rohaly</u> , s.15(1)(l), s.19(1)(a)	Senior Communications Specialist
<u>Ruiz</u> , s.15(1)(l), s.19(1)(a)	Communications Coordinator II - Marketing & Digital
<u>Sessions</u> , s.15(1)(l), s.19(1)(a)	Senior Communications Specialist
<u>Singleton</u> , s.15(1)(l), s.19(1)(a)	Senior Communications Specialist
<u>Smith</u> , s.15(1)(l), s.19(1)(a)	Communications Coordinator II
<u>Suurkask</u> , s.15(1)(l), s.19(1)(a)	Communications Coordinator, O&L
<u>Thomas</u> , s.15(1)(l), s.19(1)(a)	Communications Coordinator I
<u>Walker</u> , s.15(1)(l), s.19(1)(a)	Public Engagement Planner



## Equity Office (604-871-7786)

Number of record(s) found: 7

Name	Title
<u>Disclosure Line, Equity Office</u>	
<u>Bong,</u> s.15(1)(l), s.19(1)(a)	EDI Consultant
<u>Bulbulia,</u> s.15(1)(l), s.19(1)(a)	Workplace Restoration Consultant
<u>Helwah,</u> s.15(1)(l), s.19(1)(a)	Office Administrator
<u>Lao,</u> s.15(1)(l), s.19(1)(a)	EDI Consultant
<u>Tam,</u> s.15(1)(l), s.19(1)(a)	Chief Equity Officer
<u>Tracy,</u> s.15(1)(l), s.19(1)(a)	Workplace Restoration Consultant

**From:** "Tuerlings, Kevin" <Kevin.Tuerlings@vancouver.ca>  
**To:** "Tuerlings, Kevin" <Kevin.Tuerlings@vancouver.ca>  
**Date:** 4/1/2025 10:03:00 AM  
**Subject:** RE: 2025-186 - follow up with Jeff Jackson (Note to file re: phone call)

---

s.13(1)



- Kevin

---

**From:** Falconer, Cobi <Cobi.Falconer@vancouver.ca>  
**Sent:** Thursday, March 27, 2025 9:14 AM  
**To:** Tuerlings, Kevin <Kevin.Tuerlings@vancouver.ca>  
**Cc:** Freedom of Information Office <FreedomofInformation.Office@vancouver.ca>  
**Subject:** 2025-186 - follow up with Jeff Jackson

Kevin, thanks for chatting on the phone – I told Jeff to hold at the moment. I understand you will connect with them.

**Notes:**

- City Managers Office will be the list from Quickfind, as will be the other business units identified
- Ask Jeff for the records and if the records will take less than 3 hours to produce (I understand that contractors are not captured)

- s.14



---

**From:** Jackson, Jeff in Teams  
**Sent:** Wednesday, March 26, 2025 6:14 PM  
**To:** Falconer, Cobi  
**Subject:** Jeff sent a message

**City of Vancouver Warning - This message is from an external sender**

Do not click on links or open attachments unless you were expecting the email and know the content is safe.

Report Suspicious

Hi,



Jeff sent a message in chat [[urlshortener.teams.cloud](#)]

Office of the City Manager includes pretty much all of the City, excluding Library, VPD and Parks, so I'm wondering...

[ener.teams.cloud.microsoft](#)  
in Teams

Install Microsoft Teams now

[urlshortener](#)

[urlshortener](#)

This email was sent from an unmonitored mailbox. Update your email preferences in Teams > Notifications.

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Read our [privacy policy](#) [[go.microsoft.com](#)]



I  
eyJhbGciOiJSUzI1NiIsInR5cCI6IkpXVCIsIng1YyI6Ij1JSUh2ekNDQnFIZ0F3SUJB  
Z0lUT2dUdUR4emY3dGdOWVRNOctRQUVCTzRQSERBTkNa3Foa2lHOXcwQk  
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3IBZ3ZJRDAzWmdSMEVFSkY2aFhLYWkvbGtyRmU5ZnpiYWY0N29LSGVrdmt6

**From:** ["Freedom of Information Office" <FreedomofInformation.Office@vancouver.ca>](mailto:FreedomofInformation.Office@vancouver.ca)  
**To:** ["Pontikis, Maria" <Maria.Pontikis@vancouver.ca>](mailto:Maria.Pontikis@vancouver.ca)  
**CC:** ["Cook, Eva" <Eva.Cook@vancouver.ca>](mailto:Eva.Cook@vancouver.ca)  
["MacKenzie, Angela" <Angela.MacKenzie@vancouver.ca>](mailto:Angela.MacKenzie@vancouver.ca)  
["Freedom of Information Office" <FreedomofInformation.Office@vancouver.ca>](mailto:FreedomofInformation.Office@vancouver.ca)  
**Date:** 4/25/2025 9:46:00 AM  
**Subject:** RE: Subject Matter Expert FYI - FOI File No. 2025-186 - Communications - Intended disclosure 4:00pm  
**Attachments:** 2025-186 - Records.pdf

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Hi Maria,

Thank you for your review and feedback. The records were produced through an SAP report, so I assume the two staff noted below were included below because of their home positions and temporary assignment to the FWC26 group.

Because the FOI request specified particular groups within the City, and based on your below notes, it is appropriate for us to remove the two staff from the list. The attached record reflects this update, and will be the version to be disclosed to the applicant this afternoon.

If you have any further concerns with release, please let us know prior to 4:00pm. Thank you once again.

- Kevin

---

**From:** Pontikis, Maria  
**Sent:** Friday, April 25, 2025 9:15 AM  
**To:** Freedom of Information Office  
**Cc:** Cook, Eva ; MacKenzie, Angela  
**Subject:** RE: Subject Matter Expert FYI - FOI File No. 2025-186 - Communications - Intended disclosure tomorrow (April 25)  
**Sensitivity:** Confidential

Hi Kevin,

Thanks for this. Adding Angela for her eyes as well, s.22(1)

One question: why are just FIFA communications positions included? They fall under the FIFA secretariat and should be included with that staff list. If FIFA Host Committee as a whole is not being included in this request as part of the CMO, those staff (Natasha, Arthur) should be removed.

Maria

---

**From:** Freedom of Information Office <[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)>  
**Sent:** Thursday, April 24, 2025 4:51 PM  
**To:** Pontikis, Maria <[Maria.Pontikis@vancouver.ca](mailto:Maria.Pontikis@vancouver.ca)>  
**Cc:** Cook, Eva <[Eva.Cook@vancouver.ca](mailto:Eva.Cook@vancouver.ca)>  
**Subject:** Subject Matter Expert FYI - FOI File No. 2025-186 - Communications - Intended disclosure tomorrow (April 25)  
**Sensitivity:** Confidential

Hello Maria,

Thank you for your assistance with this file so far. This e-mail is to advise you that we have made minor changes to the records in order to better reflect the organization of staff, as well as protect as much personal information as possible.

Attached is an updated version of the records, in which Natasha and Arthur have been moved up the list to further distinguish them from the CEC groupings, and in which **s.22(1)**

Please advise if you are okay with the records to be released in their current form.

Regards,

**Kevin Tuerlings**  
FOI Case Manager  
Access to Information & Privacy | City of Vancouver  
[kevin.tuerlings@vancouver.ca](mailto:kevin.tuerlings@vancouver.ca)  
604-871-6584

---

**From:** Pontikis, Maria <[Maria.Pontikis@vancouver.ca](mailto:Maria.Pontikis@vancouver.ca)>  
**Sent:** Friday, April 11, 2025 3:56 PM  
**To:** Freedom of Information Office <[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)>  
**Cc:** Cook, Eva <[Eva.Cook@vancouver.ca](mailto:Eva.Cook@vancouver.ca)>  
**Subject:** RE: Subject Matter Expert Review Requested - FOI File No. 2025-186 - Communications - Maria Pontikis - Review Due April 15, 2025 - Follow up  
**Sensitivity:** Confidential

Thanks, Michelle, and please see attached. Let us know if you have any questions or suggested changes.

That's correct—Natasha and Arthur should be under FIFA, not CEC.

We'd appreciate seeing the final file before it goes out.

Maria



---

**From:** Freedom of Information Office <[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)>  
**Sent:** Friday, April 11, 2025 1:26 PM  
**To:** Pontikis, Maria <[Maria.Pontikis@vancouver.ca](mailto:Maria.Pontikis@vancouver.ca)>  
**Cc:** Cook, Eva <[Eva.Cook@vancouver.ca](mailto:Eva.Cook@vancouver.ca)>  
**Subject:** Subject Matter Expert Review Requested - FOI File No. 2025-186 - Communications - Maria Pontikis - Review Due April 15, 2025 - Follow up  
**Sensitivity:** Confidential

Hi Maria,

Thank you for your response. Please find an Excel version of the records for you to edit as required (please make edits in a different colour). Please note that the information was collected and presented by SAP staff, so all information included is how it appears in SAP.

**Please confirm** if it is just the two staff listed under FIFA & Media Issues that you are referring to who are within Jessie's group. Their current placement is consistent with the format of them appearing as a subgroup to the City Manager's Office; however, I can understand how it could lead to confusion with being placed directly below CEC, so we will move their placement within the list.

Please let us know if you have any further questions or concerns. Thanks!

Thank you,

**Michelle Arthur**, Senior Information Analyst (FOI)  
Access to Information & Privacy (ATIP), City Clerks Dept, City of Vancouver  
3<sup>rd</sup> Fl, 456 W 12<sup>th</sup> Av, Vancouver, BC V5Y 1V4  
[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)

---

**From:** Pontikis, Maria <[Maria.Pontikis@vancouver.ca](mailto:Maria.Pontikis@vancouver.ca)>  
**Sent:** Thursday, April 10, 2025 4:26 PM  
**To:** Freedom of Information Office <[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)>  
**Cc:** Cook, Eva <[Eva.Cook@vancouver.ca](mailto:Eva.Cook@vancouver.ca)>  
**Subject:** RE: Subject Matter Expert Review Requested - FOI File No. 2025-186 - Communications - Maria Pontikis - Review Due April 15, 2025  
**Sensitivity:** Confidential

Hi,

Can you provide an editable file? Some of these are incorrect and I'd like to propose changes to the titling for consistency.

Also, how do we signify s.22(1)? We have several people on leave, which is making this look like a larger staff complement than we have.

Lastly, can you clarify why FIFA Host City staff are included within this chart? They are 100% within Jessie's group.

With thanks,  
Maria

---

**From:** Freedom of Information Office  
**Sent:** Thursday, April 10, 2025 3:48 PM  
**To:** Pontikis, Maria  
**Cc:** Cook, Eva  
**Subject:** Subject Matter Expert Review Requested - FOI File No. 2025-186 - Communications - Maria Pontikis - Review Due April 15, 2025  
**Sensitivity:** Confidential

**Please note:** FOI files are considered confidential. Sharing any information regarding an FOI file is on a need to know basis only. Ensure any records attached to the FOI review are not copied or retained after the review is complete. For further instructions, please refer to the following FOI Information Sheet: [LINK](#).

Hi Maria and Eva,

We are requesting a Subject Matter Expert Review for the attached records for FOI2025-186. Please review the records and let us know if you have any concerns with their release in full and see **Questions/Notes** below.

**Request:** List of all personnel by first name, last name and job title (e.g. John Doe) employed or contracted, as of March 14, 2025, in the Offices of Mayor and Council, City Clerk's Office, Office of the City Manager, Equity Office and Civic Engagement and Communications.

**Records:**

- Review package is 2 pages with no severing added by the City of Vancouver; and
- Records received from Jeff Jackson and Tadhg Healy of I.T.

**Questions/Notes:**

- Please review the records and confirm you are OK with releasing in full; and
- Please review the record and let us know if you have any concerns with how the information is presented in that the subgroups within the department are indicated (e.g. Corporate Support, Internal Comms, Public Engagement, etc.).

**Review deadline:** April 15, 2025

Please let me know if you have any questions and I can call your office.  
Thanks,  
Michelle









**From:** "Cook, Eva" <[Eva.Cook@vancouver.ca](mailto:Eva.Cook@vancouver.ca)>  
**To:** "Pontikis, Maria" <[Maria.Pontikis@vancouver.ca](mailto:Maria.Pontikis@vancouver.ca)>  
"Freedom of Information Office" <[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)>  
**CC:** "MacKenzie, Angela" <[Angela.MacKenzie@vancouver.ca](mailto:Angela.MacKenzie@vancouver.ca)>  
**Date:** 4/25/2025 11:11:45 AM  
**Subject:** RE: Subject Matter Expert FYI - FOI File No. 2025-186 - Communications - Intended disclosure 4:00pm

---

Hi all,

Thanks for sharing the updated. Aligned with Maria.

Thanks,

Eva

---

**From:** Pontikis, Maria  
**Sent:** Friday, April 25, 2025 9:51 AM  
**To:** Freedom of Information Office  
**Cc:** Cook, Eva ; MacKenzie, Angela  
**Subject:** RE: Subject Matter Expert FYI - FOI File No. 2025-186 - Communications - Intended disclosure 4:00pm  
**Sensitivity:** Confidential

Subject to further input from Eva or Angela, I am fine with the release as it is presented and your below assessment.

With thanks,  
Maria

---

**From:** Freedom of Information Office <[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)>  
**Sent:** Friday, April 25, 2025 9:45 AM  
**To:** Pontikis, Maria <[Maria.Pontikis@vancouver.ca](mailto:Maria.Pontikis@vancouver.ca)>  
**Cc:** Cook, Eva <[Eva.Cook@vancouver.ca](mailto:Eva.Cook@vancouver.ca)>; MacKenzie, Angela <[Angela.MacKenzie@vancouver.ca](mailto:Angela.MacKenzie@vancouver.ca)>; Freedom of Information Office <[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)>  
**Subject:** RE: Subject Matter Expert FYI - FOI File No. 2025-186 - Communications - Intended disclosure 4:00pm  
**Sensitivity:** Confidential

Hi Maria,

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Because the FOI request specified particular groups within the City, and based on your below notes, it is appropriate for us to remove the two staff from the list. The attached record reflects this update, and will be the version to be disclosed to the applicant this afternoon.

If you have any further concerns with release, please let us know prior to 4:00pm. Thank you once again.

- Kevin

---

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**Sent:** Friday, April 25, 2025 9:15 AM  
**To:** Freedom of Information Office <[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)>  
**Cc:** Cook, Eva <[Eva.Cook@vancouver.ca](mailto:Eva.Cook@vancouver.ca)>; MacKenzie, Angela <[Angela.MacKenzie@vancouver.ca](mailto:Angela.MacKenzie@vancouver.ca)>  
**Subject:** RE: Subject Matter Expert FYI - FOI File No. 2025-186 - Communications - Intended disclosure tomorrow (April 25)  
**Sensitivity:** Confidential

Hi Kevin,

Thanks for this. Adding Angela for her eyes as well, s.22(1)

One question: why are just FIFA communications positions included? They fall under the FIFA secretariat and should be included with that staff list. If FIFA Host Committee as a whole is not being included in this request as part of the CMO, those staff (Natasha, Arthur) should be removed.

Maria

---

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**Sent:** Thursday, April 24, 2025 4:51 PM  
**To:** Pontikis, Maria <[Maria.Pontikis@vancouver.ca](mailto:Maria.Pontikis@vancouver.ca)>  
**Cc:** Cook, Eva <[Eva.Cook@vancouver.ca](mailto:Eva.Cook@vancouver.ca)>  
**Subject:** Subject Matter Expert FYI - FOI File No. 2025-186 - Communications - Intended disclosure tomorrow (April 25)  
**Sensitivity:** Confidential

Hello Maria,

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Attached is an updated version of the records, in which Natasha and Arthur have been moved up the list to further distinguish them from the CEC groupings, and in which s.22(1)

Please advise if you are okay with the records to be released in their current form.

Regards,

**Kevin Tuerlings**

FOI Case Manager

Access to Information & Privacy | City of Vancouver

[kevin.tuerlings@vancouver.ca](mailto:kevin.tuerlings@vancouver.ca)

604-871-6584

---

**From:** Pontikis, Maria <[Maria.Pontikis@vancouver.ca](mailto:Maria.Pontikis@vancouver.ca)>

**Sent:** Friday, April 11, 2025 3:56 PM

**To:** Freedom of Information Office <[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)>

**Cc:** Cook, Eva <[Eva.Cook@vancouver.ca](mailto:Eva.Cook@vancouver.ca)>

**Subject:** RE: Subject Matter Expert Review Requested - FOI File No. 2025-186 - Communications - Maria Pontikis - Review Due April 15, 2025 - Follow up

**Sensitivity:** Confidential

Thanks, Michelle, and please see attached. Let us know if you have any questions or suggested changes.

That's correct—Natasha and Arthur should be under FIFA, not CEC.

We'd appreciate seeing the final file before it goes out.

Maria

---

**From:** Freedom of Information Office <[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)>

**Sent:** Friday, April 11, 2025 1:26 PM

**To:** Pontikis, Maria <[Maria.Pontikis@vancouver.ca](mailto:Maria.Pontikis@vancouver.ca)>

**Cc:** Cook, Eva <[Eva.Cook@vancouver.ca](mailto:Eva.Cook@vancouver.ca)>

**Subject:** Subject Matter Expert Review Requested - FOI File No. 2025-186 - Communications - Maria Pontikis - Review Due April 15, 2025 - Follow up

**Sensitivity:** Confidential

Hi Maria,

Thank you for your response. Please find an Excel version of the records for you to edit as required (please make edits in a different colour). Please note that the information was collected and presented by SAP staff, so all information included is how it appears in SAP.

**Please confirm** if it is just the two staff listed under FIFA & Media Issues that you are referring to who are within Jessie's group. Their current placement is consistent with the format of them appearing as a

subgroup to the City Manager's Office; however, I can understand how it could lead to confusion with being placed directly below CEC, so we will move their placement within the list.

Please let us know if you have any further questions or concerns. Thanks!

Thank you,

**Michelle Arthur**, Senior Information Analyst (FOI)  
Access to Information & Privacy (ATIP), City Clerks Dept, City of Vancouver  
3<sup>rd</sup> Fl, 456 W 12<sup>th</sup> Av, Vancouver, BC V5Y 1V4  
[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)

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**From:** Pontikis, Maria <[Maria.Pontikis@vancouver.ca](mailto:Maria.Pontikis@vancouver.ca)>  
**Sent:** Thursday, April 10, 2025 4:26 PM  
**To:** Freedom of Information Office <[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)>  
**Cc:** Cook, Eva <[Eva.Cook@vancouver.ca](mailto:Eva.Cook@vancouver.ca)>  
**Subject:** RE: Subject Matter Expert Review Requested - FOI File No. 2025-186 - Communications - Maria Pontikis - Review Due April 15, 2025  
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With thanks,  
Maria

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**From:** Freedom of Information Office  
**Sent:** Thursday, April 10, 2025 3:48 PM  
**To:** Pontikis, Maria  
**Cc:** Cook, Eva  
**Subject:** Subject Matter Expert Review Requested - FOI File No. 2025-186 - Communications - Maria Pontikis - Review Due April 15, 2025  
**Sensitivity:** Confidential

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Sheet: [LINK](#).

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**Request:** List of all personnel by first name, last name and job title (e.g. John Doe) employed or contracted, as of March 14, 2025, in the Offices of Mayor and Council, City Clerk's Office, Office of the City Manager, Equity Office and Civic Engagement and Communications.

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**Questions/Notes:**

- Please review the records and confirm you are OK with releasing in full; and
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**Review deadline:** April 15, 2025

Please let me know if you have any questions and I can call your office.

Thanks,  
Michelle



**From:** "MacKenzie, Angela" <Angela.MacKenzie@vancouver.ca>  
**To:** "Cook, Eva" <Eva.Cook@vancouver.ca>  
"Pontikis, Maria" <Maria.Pontikis@vancouver.ca>  
"Freedom of Information Office" <FreedomofInformation.Office@vancouver.ca>  
**Date:** 4/25/2025 11:11:46 AM  
**Subject:** RE: Subject Matter Expert FYI - FOI File No. 2025-186 - Communications - Intended disclosure 4:00pm

---

Thank you for including me in the review. I have no additional input.

Angela MacKenzie (she/her) | Associate Director  
Civic Engagement and Communications | City of Vancouver

---

**From:** Cook, Eva  
**Sent:** Friday, April 25, 2025 11:08 AM  
**To:** Pontikis, Maria ; Freedom of Information Office  
**Cc:** MacKenzie, Angela  
**Subject:** RE: Subject Matter Expert FYI - FOI File No. 2025-186 - Communications - Intended disclosure 4:00pm  
**Sensitivity:** Confidential

Hi all,

Thanks for sharing the updated. Aligned with Maria.

Thanks,

Eva

---

**From:** Pontikis, Maria <Maria.Pontikis@vancouver.ca>  
**Sent:** Friday, April 25, 2025 9:51 AM  
**To:** Freedom of Information Office <FreedomofInformation.Office@vancouver.ca>  
**Cc:** Cook, Eva <Eva.Cook@vancouver.ca>; MacKenzie, Angela <Angela.MacKenzie@vancouver.ca>  
**Subject:** RE: Subject Matter Expert FYI - FOI File No. 2025-186 - Communications - Intended disclosure 4:00pm  
**Sensitivity:** Confidential

Subject to further input from Eva or Angela, I am fine with the release as it is presented and your below assessment.

With thanks,  
Maria

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**From:** Freedom of Information Office <FreedomofInformation.Office@vancouver.ca>

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**Sent:** Friday, April 25, 2025 9:45 AM

**To:** Pontikis, Maria <[Maria.Pontikis@vancouver.ca](mailto:Maria.Pontikis@vancouver.ca)>

**Cc:** Cook, Eva <[Eva.Cook@vancouver.ca](mailto:Eva.Cook@vancouver.ca)>; MacKenzie, Angela <[Angela.MacKenzie@vancouver.ca](mailto:Angela.MacKenzie@vancouver.ca)>;

Freedom of Information Office <[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)>

**Subject:** RE: Subject Matter Expert FYI - FOI File No. 2025-186 - Communications - Intended disclosure 4:00pm

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Hi Maria,

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If you have any further concerns with release, please let us know prior to 4:00pm. Thank you once again.

- Kevin

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**From:** Pontikis, Maria <[Maria.Pontikis@vancouver.ca](mailto:Maria.Pontikis@vancouver.ca)>

**Sent:** Friday, April 25, 2025 9:15 AM

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**Cc:** Cook, Eva <[Eva.Cook@vancouver.ca](mailto:Eva.Cook@vancouver.ca)>; MacKenzie, Angela <[Angela.MacKenzie@vancouver.ca](mailto:Angela.MacKenzie@vancouver.ca)>

**Subject:** RE: Subject Matter Expert FYI - FOI File No. 2025-186 - Communications - Intended disclosure tomorrow (April 25)

**Sensitivity:** Confidential

Hi Kevin,

Thanks for this. Adding Angela for her eyes as well, s.22(1)

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Please advise if you are okay with the records to be released in their current form.

Regards,

**Kevin Tuerlings**

FOI Case Manager

Access to Information & Privacy | City of Vancouver

[kevin.tuerlings@vancouver.ca](mailto:kevin.tuerlings@vancouver.ca)

604-871-6584

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**From:** Pontikis, Maria <[Maria.Pontikis@vancouver.ca](mailto:Maria.Pontikis@vancouver.ca)>

**Sent:** Friday, April 11, 2025 3:56 PM

**To:** Freedom of Information Office <[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)>

**Cc:** Cook, Eva <[Eva.Cook@vancouver.ca](mailto:Eva.Cook@vancouver.ca)>

**Subject:** RE: Subject Matter Expert Review Requested - FOI File No. 2025-186 - Communications - Maria Pontikis - Review Due April 15, 2025 - Follow up

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Thanks, Michelle, and please see attached. Let us know if you have any questions or suggested changes.

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Thank you,

**Michelle Arthur**, Senior Information Analyst (FOI)  
Access to Information & Privacy (ATIP), City Clerks Dept, City of Vancouver  
3<sup>rd</sup> Fl, 456 W 12<sup>th</sup> Av, Vancouver, BC V5Y 1V4  
[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)

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**Review deadline:** April 15, 2025

Please let me know if you have any questions and I can call your office.  
Thanks,  
Michelle



**From:** "Pontikis, Maria" <Maria.Pontikis@vancouver.ca>  
**To:** "Freedom of Information Office" <FreedomofInformation.Office@vancouver.ca>  
**CC:** "Cook, Eva" <Eva.Cook@vancouver.ca>  
"MacKenzie, Angela" <Angela.MacKenzie@vancouver.ca>  
**Date:** 4/25/2025 9:58:16 AM  
**Subject:** RE: Subject Matter Expert FYI - FOI File No. 2025-186 - Communications - Intended disclosure 4:00pm

---

Subject to further input from Eva or Angela, I am fine with the release as it is presented and your below assessment.

With thanks,  
Maria

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**Sent:** Friday, April 25, 2025 9:45 AM  
**To:** Pontikis, Maria  
**Cc:** Cook, Eva ; MacKenzie, Angela ; Freedom of Information Office  
**Subject:** RE: Subject Matter Expert FYI - FOI File No. 2025-186 - Communications - Intended disclosure 4:00pm  
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**Subject:** RE: Subject Matter Expert FYI - FOI File No. 2025-186 - Communications - Intended disclosure tomorrow (April 25)  
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One question: why are just FIFA communications positions included? They fall under the FIFA secretariat and should be included with that staff list. If FIFA Host Committee as a whole is not being included in this request as part of the CMO, those staff (Natasha, Arthur) should be removed.

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**Cc:** Cook, Eva <[Eva.Cook@vancouver.ca](mailto:Eva.Cook@vancouver.ca)>  
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Maria Pontikis - Review Due April 15, 2025 - Follow up

**Sensitivity:** Confidential

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Access to Information & Privacy (ATIP), City Clerks Dept, City of Vancouver

3<sup>rd</sup> Fl, 456 W 12<sup>th</sup> Av, Vancouver, BC V5Y 1V4

[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)

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**To:** Freedom of Information Office <[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)>

**Cc:** Cook, Eva <[Eva.Cook@vancouver.ca](mailto:Eva.Cook@vancouver.ca)>

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**Subject:** RE: Subject Matter Expert Review Requested - FOI File No. 2025-186 - Communications - Maria Pontikis - Review Due April 15, 2025

**Sensitivity:** Confidential

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**Sent:** Thursday, April 10, 2025 3:48 PM

**To:** Pontikis, Maria

**Cc:** Cook, Eva

**Subject:** Subject Matter Expert Review Requested - FOI File No. 2025-186 - Communications - Maria Pontikis - Review Due April 15, 2025

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**To:** "Freedom of Information Office" <FreedomofInformation.Office@vancouver.ca>  
**CC:** "Cook, Eva" <Eva.Cook@vancouver.ca>  
"MacKenzie, Angela" <Angela.MacKenzie@vancouver.ca>  
**Date:** 4/25/2025 9:45:25 AM  
**Subject:** RE: Subject Matter Expert FYI - FOI File No. 2025-186 - Communications - Intended disclosure tomorrow (April 25)  
**Attachments:** 2025-186 - Working Copy.PDF

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**From:** Freedom of Information Office  
**Sent:** Thursday, April 10, 2025 3:48 PM  
**To:** Pontikis, Maria  
**Cc:** Cook, Eva  
**Subject:** Subject Matter Expert Review Requested - FOI File No. 2025-186 - Communications - Maria Pontikis - Review Due April 15, 2025  
**Sensitivity:** Confidential

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**Review deadline:** April 15, 2025

Please let me know if you have any questions and I can call your office.

Thanks,

Michelle









**From:** "Freedom of Information Office" <FreedomofInformation.Office@vancouver.ca>  
**To:** "Pontikis, Maria"  
**CC:** "Cook, Eva" <Eva.Cook@vancouver.ca>  
**Date:** 4/24/2025 4:50:00 PM  
**Subject:** Subject Matter Expert FYI - FOI File No. 2025-186 - Communications - Intended disclosure tomorrow (April 25)  
**Attachments:** 2025-186 - Working Copy.PDF

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Hello Maria,

Thank you for your assistance with this file so far. This e-mail is to advise you that we have made minor changes to the records in order to better reflect the organization of staff, as well as protect as much personal information as possible.

Attached is an updated version of the records, in which Natasha and Arthur have been moved up the list to further distinguish them from the CEC groupings, and in which s.22(1) s.22(1)

Please advise if you are okay with the records to be released in their current form.

Regards,

**Kevin Tuerlings**  
FOI Case Manager  
Access to Information & Privacy | City of Vancouver  
[kevin.tuerlings@vancouver.ca](mailto:kevin.tuerlings@vancouver.ca)  
604-871-6584

---

**From:** Pontikis, Maria <Maria.Pontikis@vancouver.ca>  
**Sent:** Friday, April 11, 2025 3:56 PM  
**To:** Freedom of Information Office <FreedomofInformation.Office@vancouver.ca>  
**Cc:** Cook, Eva <Eva.Cook@vancouver.ca>  
**Subject:** RE: Subject Matter Expert Review Requested - FOI File No. 2025-186 - Communications - Maria Pontikis - Review Due April 15, 2025 - Follow up  
**Sensitivity:** Confidential

Thanks, Michelle, and please see attached. Let us know if you have any questions or suggested changes.

That's correct—Natasha and Arthur should be under FIFA, not CEC.

We'd appreciate seeing the final file before it goes out.

Maria

---

**From:** Freedom of Information Office <[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)>  
**Sent:** Friday, April 11, 2025 1:26 PM  
**To:** Pontikis, Maria <[Maria.Pontikis@vancouver.ca](mailto:Maria.Pontikis@vancouver.ca)>  
**Cc:** Cook, Eva <[Eva.Cook@vancouver.ca](mailto:Eva.Cook@vancouver.ca)>  
**Subject:** Subject Matter Expert Review Requested - FOI File No. 2025-186 - Communications - Maria Pontikis - Review Due April 15, 2025 - Follow up  
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Hi Maria,

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**Please confirm** if it is just the two staff listed under FIFA & Media Issues that you are referring to who are within Jessie's group. Their current placement is consistent with the format of them appearing as a subgroup to the City Manager's Office; however, I can understand how it could lead to confusion with being placed directly below CEC, so we will move their placement within the list.

Please let us know if you have any further questions or concerns. Thanks!

Thank you,

**Michelle Arthur**, Senior Information Analyst (FOI)  
Access to Information & Privacy (ATIP), City Clerks Dept, City of Vancouver  
3<sup>rd</sup> Fl, 456 W 12<sup>th</sup> Av, Vancouver, BC V5Y 1V4  
[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)

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**Sent:** Thursday, April 10, 2025 4:26 PM  
**To:** Freedom of Information Office <[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)>  
**Cc:** Cook, Eva <[Eva.Cook@vancouver.ca](mailto:Eva.Cook@vancouver.ca)>  
**Subject:** RE: Subject Matter Expert Review Requested - FOI File No. 2025-186 - Communications - Maria Pontikis - Review Due April 15, 2025  
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**Questions/Notes:**

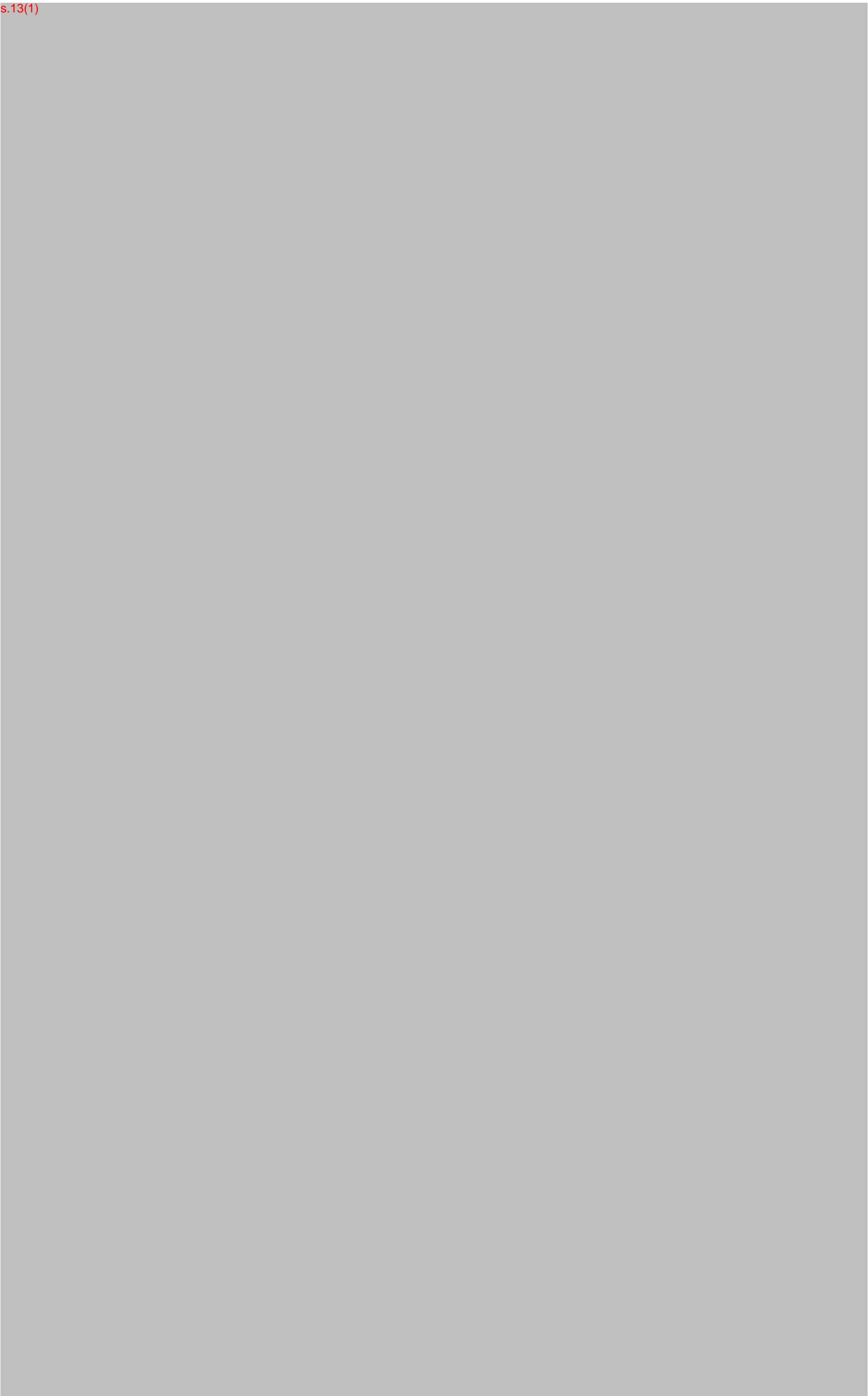
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**Review deadline:** April 15, 2025

Please let me know if you have any questions and I can call your office.

Thanks,  
Michelle









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**To:** "Freedom of Information Office" <[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)>  
**CC:** "Cook, Eva" <[Eva.Cook@vancouver.ca](mailto:Eva.Cook@vancouver.ca)>  
**Date:** 4/11/2025 3:56:18 PM  
**Subject:** RE: Subject Matter Expert Review Requested - FOI File No. 2025-186 - Communications - Maria Pontikis - Review Due April 15, 2025 - Follow up  
**Attachments:** FOI 2025-186 Employee list.xlsx

---

Thanks, Michelle, and please see attached. Let us know if you have any questions or suggested changes.

That's correct—Natasha and Arthur should be under FIFA, not CEC.

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Maria

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Thank you,

**Michelle Arthur**, Senior Information Analyst (FOI)  
Access to Information & Privacy (ATIP), City Clerks Dept, City of Vancouver  
3<sup>rd</sup> Fl, 456 W 12<sup>th</sup> Av, Vancouver, BC V5Y 1V4  
[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)

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**Sent:** Thursday, April 10, 2025 4:26 PM  
**To:** Freedom of Information Office <[FreedomofInformation.Office@vancouver.ca](mailto:FreedomofInformation.Office@vancouver.ca)>  
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Lastly, can you clarify why FIFA Host City staff are included within this chart? They are 100% within Jessie's group.

With thanks,  
Maria

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**Review deadline:** April 15, 2025

Please let me know if you have any questions and I can call your office.

Thanks,

Michelle



s.13(1)





s.13(1)



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**To:** "Pontikis, Maria" <Maria.Pontikis@vancouver.ca>  
**CC:** "Cook, Eva" <Eva.Cook@vancouver.ca>  
**Date:** 4/11/2025 1:25:00 PM  
**Subject:** Subject Matter Expert Review Requested - FOI File No. 2025-186 - Communications - Maria Pontikis - Review Due April 15, 2025 - Follow up  
**Attachments:** FOI 2025-186 Employee list.xlsx

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Michelle

s.13(1)





s.13(1)



s.13(1)



**From:** "Arthur, Michelle" <michelle.arthur@vancouver.ca>  
**To:** "Tuerlings, Kevin" <Kevin.Tuerlings@vancouver.ca>  
**Date:** 4/10/2025 4:28:00 PM  
**Subject:** Subject Matter Expert Review Requested - FOI File No. 2025-186 - Communications - Maria Pontikis - Review Due April 15, 2025

---

Hi Kevin,  
Please review Maria's response to the SME for 2025185 and let me know Next Steps.  
Thanks,  
Michelle

---

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**Sent:** Thursday, April 10, 2025 4:26 PM  
**To:** Freedom of Information Office <FreedomofInformation.Office@vancouver.ca>  
**Cc:** Cook, Eva <Eva.Cook@vancouver.ca>  
**Subject:** RE: Subject Matter Expert Review Requested - FOI File No. 2025-186 - Communications - Maria Pontikis - Review Due April 15, 2025  
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**From:** "Tuerlings, Kevin" <[Kevin.Tuerlings@vancouver.ca](mailto:Kevin.Tuerlings@vancouver.ca)>  
**To:** "Arthur, Michelle" <[michelle.arthur@vancouver.ca](mailto:michelle.arthur@vancouver.ca)>  
**Date:** 4/11/2025 1:21:14 PM  
**Subject:** RE: Subject Matter Expert Review Requested - FOI File No. 2025-186 - Communications - Maria Pontikis - Review Due April 15, 2025  
**Attachments:** FOI 2025-816 Employee list.xlsx

---

Thanks, Michelle. Response below for you to send off. - Kevin

s.13(1)



---

**From:** Pontikis, Maria <[Maria.Pontikis@vancouver.ca](mailto:Maria.Pontikis@vancouver.ca)>  
**Sent:** Thursday, April 10, 2025 4:26 PM  
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s.13(1)



s.13(1)



s.13(1)



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**To:** "Pontikis, Maria" <Maria.Pontikis@vancouver.ca>  
**CC:** "Cook, Eva" <Eva.Cook@vancouver.ca>  
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**Subject:** Subject Matter Expert Review Requested - FOI File No. 2025-186 - Communications - Maria Pontikis - Review Due April 15, 2025  
**Attachments:** 2025-186 - SME records - Communications.pdf

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