

File No. 04-1000-20-2016-423

December 16, 2016

s.22(1)

Dear s.22(1)

Re: **Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")**

I am responding to your request of November 11, 2016 for:

All records available related to the planning, implementation, and cost of the Royal Tour to Vancouver, from February 1, 2016 to October 31, 2016, including the costs of:

- 1. Transportation (of the Duke and Duchess to and from Vancouver, and within the city);**
- 2. Accommodation (of Duke and Duchess and staff);**
- 3. Municipal staffing costs;**
- 4. Security contractor costs;**
- 5. Equipment costs (fencing etc.);**
- 6. Entertainment and food costs**

All responsive records are attached. Some information in the records has been severed, (blacked out) under s.16(1)(b) 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

Please note that the Chief of External Relations and Protocol informed us that the City only had an official role planning and implementing the events at the Harbour Air Terminal and the Coast Guard Station. Of the records requested the City only incurred costs related to municipal staffing, security and equipment. Some emails mention costs related to Bard on the Beach having to delay taking down their site and requests to the City to cover part of the related costs. The City did not pay for any costs related to Bard on the Beach, as Heritage Canada was responsible for the selection of the event site.

Under section 52 of the Act you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your request. The Act allows you 30 business days from the date you receive this notice to request a review by writing to: Office of the

Information & Privacy Commissioner, info@oipc.bc.ca or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number assigned to your request (#04-1000-20-2016-423); 2) a copy of this letter; 3) a copy of your original request for information sent to the City of Vancouver; and 4) detailed reasons or grounds on which you are seeking the review.

Please do not hesitate to contact the Freedom of Information Office at foi@vancouver.ca if you have any questions.

Yours truly,



Barbara J. Van Fraassen, BA
Director, Access to Information
City Clerk's Department, City of Vancouver
Email: Barbara.vanfraassen@vancouver.ca
Telephone: 604.873.7999

Encl.
:jb

From: "Matthews, Lesley" <lesley.matthews@vancouver.ca>

To: joel.girouard@pch.gc.ca
diane.lafrance@canada.ca

Date: 8/26/2016 3:50:53 PM

Subject: City of Vancouver Services for Royal Visit - September 25th

Dear Joel and Diane,

We're all looking forward to the Royal visit in Vancouver this September 25th. It will certainly be a day that our City officials and residents will never forget. Staff are working diligently to determine the scope and costs of City services for the Harbour Air & Coast Guard events. Once calculated, staff will put together a briefing package for the City Manager to present to Council for their consideration. The briefing package will outline the services and financial commitment Canadian Heritage is seeking from the City, and the City's role in the events on September 25th.

Currently, we understand that Canadian Heritage is requesting the City to provide the following services at the Coast Guard event and fund all its related costs:

- Barricades for road and cycling path closures
- Clearing of parking lots
- Clearing of all Bard on the Beach Shakespeare Festival equipment and supplies from the roundabout and parking lot area south of the Coast Guard station (Please note that Bard on the Beach will invoice for any out of pocket expenses for changes its required to make to its strike schedule)
- Waste receptacles and toilets for the public
- Sanitation services for post event clean up
- Coordination of communication to general public about the event, parking, road closure etc., through media: radio, newspaper and TV as well as social media and City of Vancouver website (with the assistance of PCH)
- Coordination of accreditation for City staff and suppliers
- Traffic Management, crowd control and security at the Coast Guard Station and at the Harbour Air terminal

We understand that only Mayor Robertson will receive an invitation to be part of the official greeting party at the Harbour Air terminal on the morning of September 25th. Based on preliminary information received, this will be a brief greeting. We also understand that Mayor Robertson, Council and Park Board will not receive an invitation to the Coast Guard event in the afternoon. Please confirm that this information is correct, and please confirm that it would be accurate to include in the Council briefing that there will be no opportunity for Councillors or Park Board Commissioners to meet the couple in an official capacity.

Would it be possible to receive an e-mail reply from your office confirming that the above describes the level of support the City is being asked to provide, and the level of official involvement our representatives will have at the Harbour Air Terminal and the Coast Guard Station? Once the briefing package is presented, Council will make the final decision on what level of funding support the City can reasonably provide.

We look forward to your response, and in the meantime we will continue to gather estimates as quickly as possible.

Sincerely,

Lesley

Lesley Matthews
Chief, External Relations and Protocol
City of Vancouver
453 West 12th Avenue
Vancouver, British Columbia
Canada V5Y 1V4
604.829.2039
604.362.3419

From: ["David Sterner" <dsterner@supersave.ca>](mailto:dsterner@supersave.ca)

To: ["Hendren, Paul" <Paul.Hendren@vancouver.ca>](mailto:Paul.Hendren@vancouver.ca)

Date: 9/22/2016 3:33:43 PM

Subject: RE: URGENT: FW: Coast Guard Event - Royal Visit

Attachments: CITY OF VANCOUVER - ENGINEERING SERVICES - TOILET MANUAL
INVOICE;- ACCOU....pdf
CREDIT CARD AUTHORIZATION FORM - ACCOUNT # 387509 - LOCATION
#;1.pdf
CITY OF VANCOUVER - ENGINEERING SERVICES - TOILET
RENTAL;AGREEMENT - ACC....pdf

Hi Paul,

Thank you for getting the fence rental agreement back to me. I am not sure if Sandi forwarded the toilet rental agreement to you? I have attached the toilet paperwork to this email, if you can fill it out / sign and return it that would be great.

I am just waiting on your replay regarding payment for the fence.

Respectfully,

David Sterner

Special Projects Coordinator

Super Save Group of Companies

Cell : (604) 773-5029

Office: 1-(604) 533-4423

Fax: 1-(604) 534-5867

dsterner@supersave.ca



Super Save Group

19395 Langley By-Pass

Surrey, BC, Canada

V3S 6K1

The Blue Guys™

www.supersave.ca

"The only place where success comes before work is in the dictionary"



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From: Hendren, Paul [mailto:Paul.Hendren@vancouver.ca]

Sent: September 22, 2016 4:14 PM

To: dsterner@supersave.ca

Subject: RE: URGENT: FW: Coast Guard Event - Royal Visit

Hi Dave,

Signed forms attached.

Thanks

Paul Hendren
City of Vancouver

External Relations and Protocol Officer
Office of the City Manager, 6th Floor
453 West 12 Ave
Vancouver, BC V5Y 1V4

t: 604.873.7648
c: 604.362.1690
e: paul.hendren@vancouver.ca

From: Swanigan, Sandi
Sent: Thursday, September 22, 2016 2:33 PM
To: Hendren, Paul
Cc: dsterner@supersave.ca
Subject: URGENT: FW: Coast Guard Event - Royal Visit

Dear Paul,

These have been reviewed. Please note the original quote did not include the privacy screening; this has been amended.

Can you please fill out the attached ASAP except for the credit card numbers. Please scan and return to Dave Sterner at the email above. Then call Dave on his cell so he can acquire the CC numbers verbally.

If there are any questions, please do not hesitate to ask.

Thank you again, Dave, for your help.

Cheers,

Sandi Swanigan | Senior Manager, Film and Special Events
Engineering Services | City of Vancouver
t. 604.257.8841 | c. 604 562 9644 | f. 604 257 8859
sandi.swanigan@vancouver.ca

From: David Sterner [<mailto:dsterner@supersave.ca>]
Sent: Thursday, September 22, 2016 2:28 PM
To: Swanigan, Sandi
Subject: RE: Coast Guard Event - Royal Visit

Hi Sandi,

As per your phone call a few minutes ago, please find revised fence paperwork including the added on privacy mesh. See ahead the following:

- 1) Fence Rental Agreement - ***needs to be signed & returned***
- 2) Fence Manual Invoice
- 3) Credit Card Authorization Form - ***needs to be filled out, signed & returned***

If you require anything further let me know.

Regards,

David Sterner
Special Events Coordinator
Super Save Group of Companies
Cell : 1-(778) 773-5029
Office: 1-(604) 533-4423

Fax: 1-(604) 534-5867

dstern@supersave.ca



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From: Swanigan, Sandi [<mailto:Sandi.Swanigan@vancouver.ca>]

Sent: September 22, 2016 12:30 PM

To: dsterner@supersave.ca

Subject: RE: Coast Guard Event - Royal Visit

Dear Dave,

Nicely done!

Have a production meeting right now, but will be finished in an hour and will get this back to you.

Cheers,

Sandi Swanigan | Senior Manager, Film and Special Events

Engineering Services | City of Vancouver

t. 604.257.8841 | c. 604 562 9644 | f. 604 257 8859

sandi.swanigan@vancouver.ca

From: David Sterner [<mailto:dsterner@supersave.ca>]

Sent: Thursday, September 22, 2016 12:27 PM

To: Swanigan, Sandi

Subject: Coast Guard Event - Royal Visit

Hello Sandi,

Please find attached the following:

Temporary Fence Rental

- 1) Fence Rental Agreement - ***needs to be signed & returned***
- 2) Fence Manual Invoice
- 3) Credit Card Authorization Form - ***needs to be filled out, signed & returned***

Portable Toilet Rental

- 1) Toilet Rental Agreement - ***needs to be signed & returned***
- 2) Toilet Manual Invoice
- 3) Credit Card Authorization Form - ***needs to be filled out, signed & returned***

Once I have the above forms filled out, signed & returned I will process the order and send confirmation receipt.

Respectfully,

David Sterner

Special Events Coordinator

Super Save Group of Companies

Cell : 1-(778) 773-5029

Office: 1-(604) 533-4423

Fax:  534-5867

dsterr@persave.ca



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Super Save Group

MANUAL INVOICE WILL BE REPLACED WITH SYSTEM GENERATED ONE AFTER EVENT COMPLETE

NAME SANDI SWANIGAN
CUSTOMER CITY OF VANCOUVER - ENGINEERING SERVICES
ADDRESS 453 WEST 12TH AVENUE **DATE** SEPTEMBER 22, 2016
CITY VANCOUVER **PROVINCE** BC **POSTAL** V5Y 1V4 **SALES REP** DAVID STERNER
PHONE 604.257.8841 **FAX / EMAIL** sandi.swanigan@vancouver.ca **ACCOUNT #** 387509
EVENT ROYAL VISIT 2016 **LOCATION** 1
PST # **PO #**

QTY	DESCRIPTION	UNIT PRICE	TOTAL
1	TOILET DELIVERY (SATURDAY)	\$375.00	\$375.00
9	BASIC EVENT UNIT(S) W/ HAND SANITIZER	\$95.00	\$855.00
1	HANDICAP EVENT UNIT W/ HAND SANITIZER	\$125.00	\$125.00
1	TOILET REMOVAL (SUNDAY)	\$450.00	\$450.00
ADMINISTRATION FEE			\$6.85
SUB TOTAL			\$1,811.85
GST			\$90.59
TOTAL AMOUNT DUE			\$1,902.44

GST REGISTRATION # 806334140RT0001
SUPER SAVE TOILET RENTALS INC.
"THE BLUE GUYS"

IMPORTANT:

PAYMENT IS DUE UPON RECEIPT. PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO REQUIRED DELIVERY DATE
 PLEASE MAKE BANK NOTE PAYABLE TO **SUPER SAVE GROUP** RETURN THIS STUB WITH YOUR PAYMENT.
 IF PAYING BY VISA OR MASTERCARD PLEASE SEND BACK ATTACHED CREDIT CARD AUTHORIZATION FORM.
 PLEASE MAKE ATTENTION TO DAVID STERNER @ 604.534.5867 | PAYMENT OF THE REFERENCED AMOUNT(S)
 SIGNIFIES CUSTOMER'S ACCEPTANCE OF THE RENTAL TERMS AND CONDITIONS ACCOMPANYING THIS INVOICE.



CITY OF VANCOUVER - ENGINEERING SERVICES
 SANDI SWANIGAN
 453 WEST 12TH AVENUE
 VANCOUVER BC V5Y 1V4

REQUIRED PAYMENT DATE 2016-09-22
TOTAL AMOUNT DUE \$1,902.44

ACCOUNT	387509
LOCATION	1
AR OFFICE USE	\$1,902.44

AMOUNT OF YOUR PAYMENT \$



PLEASE UPDATE INFORMATION IN THE SYSTEM

SUPER SAVE TOILET RENTALS INC.

VISA / MASTERCARD SERVICE ENROLLMENT AUTHORIZATION

I/WE Name(s) CITY OF VANCOUVER - ENGINEERING SERVICES
 Address 453 WEST 12TH AVENUE
 City VANCOUVER Province BC Postal Code V5Y 1V4

AUTHORIZE SUPER SAVE TOILET RENTALS INC.

Super Save Account Number 387509 Location # 1

TO DEBIT VISA MASTERCARD

CREDIT CARD
 CARD NUMBER _____ EXP. DATE _____
 NAME AS IT APPEARS ON CARD _____ CVS _____

PURPOSE SPECIAL EVENT PAYMENT PREPARED BY DAVID STERNER
 AMOUNT \$1,902.44

Please return via Toll Free Fax 1-844-241-4827
Electronic copies will not be accepted



I/We have read and understood the terms of this authorization

Signature **Date**

Signature **Date**

TERMS AND CONDITIONS

I/We will notify the Company in writing of any change in the account information or termination of this authorization at least thirty (30) days prior to the next payment date.

I/We understand the termination of this authorization does not affect my/our obligation to pay for goods or services contracted for/with the company.

My/Our financial institution will treat each debit as if I/We had issued a written document authorizing the Company to debit the amount (s) specified to my/our account and need not verify that payments are drawn in accordance to this authorization.

I/We acknowledge that delivery of this authorization to the Company constitutes delivery to my financial institution. I/We warrant that all persons whose signature are required to sign upon this account have signed this authorization.

Super Save Group

ATMs Gas Disposal Fence Rentals Propane Recycling Shredding Toilet Rentals

Attention: SANDI SWANIGAN Return signed to: DAVID STERNER Fax/Email dsterner@supersave.ca

SUPER SAVE TOILET RENTALS INC. AGREEMENT (the "Agreement")

Permanent Special Event Short Term/Seasonal Construction Nursery/Berry Farms

SET-UP DATE: SEPT 24. 2016 Time: 5AM-7AM REMOVAL DATE: SEPTEMBER 25. 2016 Time: 5:30 PM

Date: SEPTEMBER 22. 2016 Account #: 387509 LOC # 1 PO#: _____

BILLING INFORMATION:

Customer Name: (the "Customer") CITY OF VANCOUVER - ENGINEERING SERVICES
 Address: 453 WEST 12TH AVENUE City _____ Postal Code: _____
 Phone: 604.257.8841 Fax: 604.257.8859 Email: sandi.swanigan@vancouver.ca
 Contact: SANDI SWANIGAN Position: SENIOR MANAGER - FILM & SPECIAL EVENTS

LOCATION INFORMATION:

Site Address: (the "Site") 1695 WHYTE AVENUE
 City VANCOUVER Postal Code: V6J 5C3
 Phone: 604.562.9644 Fax: 604.257.8859 Email: sandi.swanigan@vancouver.ca
 Site Contact: SANDI SWANIGAN Position: SENIOR MANAGER - FILM & SPECIAL EVENTS

SERVICE REQUIREMENTS: ALL MARKETS

QTY	Type of Unit	Sani Yes/No	Flushing Yes/No (Ontario Only)	Service Frequency	Monthly Service Rate Per Unit	Monthly Rental Rate Per Unit	Special Event Flat Rate	Extra / Per Service Charge Per Unit
9	Basic	YES	N/A	ON REMOVAL			\$ 855.00	\$ 35.00
	Deluxe							
	Skylift							
	Elevator							
1	Handicap						\$ 125.00	\$ 35.00
	Grey Water Tanks	<input type="checkbox"/> 200 G	<input type="checkbox"/> 500 G					
	Sink							
	Other							

Delivery and Removal Charges for Units noted above: Delivery Charge Per Unit: \$25.00 / Removal Charge Per Unit: \$25.00

SERVICE REQUIREMENTS: Alberta and Ontario Only

QTY	Type of Unit	Sanitizer Yes/No	Flushing Yes/No (Ontario Only)	Service Frequency	Monthly Service Rate Per Unit	Monthly Rental Rate Per Unit	Special Event Flat Rate	Extra / Per Service Charge Per Unit	Delivery Per Unit	Removal Per Unit
	Comfort Station									
	One Man Comfort Station									
	Heated									

SPECIAL INSTRUCTIONS: *****EVENT QUALITY*****

DELIVERY TIME IMPORTANT AS TOILETS NEED TO BE IN PLACE AND SETUP BY 9AM

REMOVAL TIME FRAME IMPORTANT AS WELL, AS THE TOILETS NEED TO BE FULLY REMOVED FROM SITE BY 7:30 PM ON SUNDAY.

SEE MANUAL INVOICE FOR EXACT PRICING

ALSO DELIVERING FENCE TO SITE

The Customer acknowledges that the person signing this Agreement has express authority to do so on his/her/its behalf and further has read, understood and agreed to the term and conditions on the following page as well which are acknowledged to form part of the Agreement. Please also initial at the bottom of Page 2.

Super Save Toilet Rentals Inc.:

Per: _____
 Authorized signatory

Prepared by: DAVID STERNER

Sales Rep: DAVID STERNER

Customer:

Per: _____
 Authorized signatory

Print Name: _____

Title: _____



TERMS AND CONDITIONS

Super Save agrees that any Toilet(s), when delivered and installed, shall be in good condition.

It is the responsibility of the Customer to ensure that each Toilet is set upon a level surface and in a secure location. Super Save is not liable for any loss incurred by reason of late delivery of the Toilet(s) or for failure to correct deficiencies with respect to the Toilet(s) delivered unless Super Save fails to act reasonably promptly upon receiving notice of deficiency from the Customer. Customer shall use the Toilet(s) at their sole risk and the Customer is solely responsible for ensuring that the Toilet(s) meets its requirements. Customer will return the Toilet(s) in the same condition as when they were delivered by Super Save, subject only to reasonable wear and tear from permitted use. Customer shall be liable to reimburse Super Save for any loss or damage which occurs to the Toilet(s) before they are returned to Super Save, including, without limitation, any abuse, graffiti, theft or damage caused by the Customer or any other third parties. Super Save shall remove and repair damaged Toilet(s) at the Customer's expense and if the Toilet(s) are damaged beyond repair (in the sole opinion of Super Save acting reasonably), or if the Toilet(s) are lost or stolen while in the possession of the Customer, Super Save shall replace such Toilet(s) at Customer's sole expense including the full cost of replacing the Toilet(s) with a new product. The Customer acknowledges that the Toilet(s) or replacements or substitutes therefore shall at all times remain the exclusive property of Super Save.

Service charges include the service of the Toilet(s) at the Site by Super Save personnel in accordance with Super Save's ordinary standards or any special instructions set out in the Set Up Instruction. Delivery and pickup charges and winterization fees and environmental fees are in addition to the monthly rental charges for the Toilet(s). The monthly rental charges do not include the cost of repair, replacement or cleaning of unreasonably dirty or vandalized Toilet(s) or removal, cartage or reinstallation of repaired or replacement Toilet(s), such costs being for the sole account of the Customer.

Super Save reserves the right to display its signage on the Toilet(s) while in the possession of the Customer. The Customer covenants and agrees that at no time shall the Customer or anyone acting under its direction remove, deface or cover up any of the Super Save signage attached to any of the Toilet(s) delivered to the Customer's Site.

The Customer covenants and agrees that at such time as the Customer requires Super Save to pick up any Toilet(s) at the Site, it shall ensure that any Toilet(s) are readily and easily accessible to be picked up by Super Save. If the Customer fails to comply with this obligation hereunder, Super Save, acting reasonably, shall be entitled to impose a further charge of \$95.00 per hour for the pick up of any Toilet(s) not readily and easily accessible for pick up. The pricing for delivery and removal in the Agreement is for one delivery and one removal of the Toilet(s).

The Customer agrees to indemnify and hold harmless Super Save and its officers, directors, employees and contractors from any loss or claim arising in respect of the Toilet(s), their installation or use, including all losses incurred or claims made by any person for injury, loss of life or loss or damage to property, including reasonable legal costs of Super Save, on a solicitor and his own client basis. Customer shall be responsible for ensuring reasonable work place safety at the site location and that the Toilet(s) are used for their intended purposes only and are not abused or vandalized.

The charge for service of the Toilet(s) accrues in arrears on a daily basis from the date the Toilet(s) are delivered to the Site location, provided that after the first day of each month, the full monthly service rate will be charged notwithstanding the removal of any Toilet(s) prior to the end of that month. Service and any other costs payable by the Customer hereunder shall be invoiced to the Customer and are payable in full without set off. The Customer shall pay all charges on a monthly basis and in any event within 30 days from date of invoice. Any service or other amounts not paid by Customer when due shall bear interest at the rate of 24% per annum after the due date. All Super Save costs of enforcing the terms of this agreement shall be for the account of the Customer, including Super Save's reasonable legal costs on solicitor and his own client basis. Any legal proceedings with respect to this agreement or the Toilet(s) shall be conducted in the jurisdiction where the Toilet(s) are located.

Super Save reserves the right to adjust the monthly rates hereunder based on increases in transportation costs, including, without limitation fuel costs (including the provincial carbon tax), bridge and road tolls, environmental fees, driver wages costs and vehicle maintenance costs. A Fuel Surcharge and an Environmental fee will be imposed from the date the Toilet(s) are delivered. A winterization fee shall be imposed from November 1st to March 31st of each winter season. Super Save further reserves the right to adjust the monthly rates hereunder based on increases in environmental fees, fuel surcharges and winterization costs.

Super Save shall not be responsible for any damage howsoever caused to the surface or sub-surface of the Site or surrounding areas by its vehicles driving on the Site or surrounding areas to deliver or remove the toilets to and from the Site, the Customer acknowledging that it is solely responsible to instruct Super Save's employees delivering or removing the Toilet(s) as to where Super Save's vehicles may drive on the Site or surrounding areas while delivering or removing the Toilet(s).

The Customer warrants and agrees that any employee or representative of the Customer who contacts Super Save to request a partial or full removal of Toilet(s) from the Site is authorized to do so and Super Save shall not be required to independently verify their authorization to make such a request of Super Save.

MUST INITIAL BELOW

Customer's Initial: _____

From: "Swanigan, Sandi" <Sandi.Swanigan@vancouver.ca>

To: "Hendren, Paul" <Paul.Hendren@vancouver.ca>

Date: 9/22/2016 1:33:14 PM

Subject: URGENT: FW: Coast Guard Event - Royal Visit

Attachments: CITY OF VANCOUVER - ENGINEERING SERVICES - FENCE MANUAL
INVOICE;- ACCOUN....pdf
CREDIT CARD AUTHORIZATION FORM - ACCOUNT # 914672 - LOCATION
#;1.pdf
CITY OF VANCOUVER - ENGINEERING SERVICES - FENCE
RENTAL;AGREEMENT - ACCO....pdf

Dear Paul,

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Sandi Swanigan | Senior Manager, Film and Special Events

Engineering Services | City of Vancouver

t. 604.257.8841 | c. 604 562 9644 | f. 604 257 8859

sandi.swanigan@vancouver.ca

From: David Sterner [mailto:dsterner@supersave.ca]

Sent: Thursday, September 22, 2016 2:28 PM

To: Swanigan, Sandi

Subject: RE: Coast Guard Event - Royal Visit

Hi Sandi,

As per your phone call a few minutes ago, please find revised fence paperwork including the added on privacy mesh. See ahead the following:

- 1) Fence Rental Agreement - ***needs to be signed & returned***
- 2) Fence Manual Invoice
- 3) Credit Card Authorization Form - ***needs to be filled out, signed & returned***

If you require anything further let me know.

Regards,

David Sterner

Special Events Coordinator

Super Save Group of Companies

Cell : 1-(778) 773-5029

Office: 1-(604) 533-4423

Fax: 1-(604) 534-5867

dsterner@supersave.ca



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From: Swanigan, Sandi [<mailto:Sandi.Swanigan@vancouver.ca>]
Sent: September 22, 2016 12:30 PM
To: dsterner@supersave.ca
Subject: RE: Coast Guard Event - Royal Visit

Dear Dave,
Nicely done!
Have a production meeting right now, but will be finished in an hour and will get this back to you.
Cheers,

Sandi Swanigan | Senior Manager, Film and Special Events
Engineering Services | City of Vancouver
t. 604.257.8841 | c. 604 562 9644 | f. 604 257 8859
sandi.swanigan@vancouver.ca

From: David Sterner [<mailto:dsterner@supersave.ca>]
Sent: Thursday, September 22, 2016 12:27 PM
To: Swanigan, Sandi
Subject: Coast Guard Event - Royal Visit

Hello Sandi,

Please find attached the following:

Temporary Fence Rental

- 1) Fence Rental Agreement - ***needs to be signed & returned***
- 2) Fence Manual Invoice
- 3) Credit Card Authorization Form - ***needs to be filled out, signed & returned***

Portable Toilet Rental

- 1) Toilet Rental Agreement - ***needs to be signed & returned***
- 2) Toilet Manual Invoice
- 3) Credit Card Authorization Form - ***needs to be filled out, signed & returned***

Once I have the above forms filled out, signed & returned I will process the order and send confirmation receipt.

Respectfully,

David Sterner

Special Events Coordinator

Super Save Group of Companies

Cell : 1-(778) 773-5029

Office: 1-(604) 533-4423

Fax: (604) 534-5867

dstern@persave.ca



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Super Save Group

MANUAL INVOICE WILL BE REPLACED WITH SYSTEM GENERATED ONE AFTER EVENT COMPLETE

NAME SANDI SWANIGAN
CUSTOMER CITY OF VANCOUVER - ENGINEERING SERVICES
ADDRESS 453 WEST 12TH AVENUE **DATE** SEPTEMBER 22, 2016
CITY VANCOUVER **PROVINCE** BC **POSTAL** V5Y 1V4 **SALES REP** DAVID STERNER
PHONE 604.257.8841 **FAX / EMAIL** sandi.swanigan@vancouver.ca **ACCOUNT #** 914672
EVENT ROYAL VISIT 2016 **LOCATION #** 1
PST # **PO #**

QTY	DESCRIPTION	UNIT PRICE	TOTAL
1	FENCE DELIVERY (SATURDAY)	\$375.00	\$375.00
995	4 FOOT BLACK VIP FENCE	\$2.85	\$2,835.75
220	6 FOOT EVENT FENCE	\$1.75	\$385.00
220	6 FOOT BLACK PRIVACY MESH W/ METAL GROMMETS	\$1.50	\$330.00
1	FENCE REMOVAL (SUNDAY)	\$450.00	\$450.00
ADMINISTRATION FEE			\$6.85
GST REGISTRATION # R890901150			
SUPER SAVE FENCE RENTALS INC.			SUB TOTAL \$4,382.60
<i>"THE BLUE GUYS"</i>			PST \$306.30
			GST \$219.13
TOTAL AMOUNT DUE			\$4,908.03

IMPORTANT:

PAYMENT IS DUE UPON RECEIPT. PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO REQUIRED DELIVERY DATE

PLEASE MAKE BANK NOTE PAYABLE TO **SUPER SAVE GROUP**. RETURN THIS STUB WITH YOUR PAYMENT.

IF PAYING BY VISA OR MASTERCARD PLEASE SEND BACK ATTACHED CREDIT CARD AUTHORIZATION FORM.

PLEASE MAKE ATTENTION TO DAVID STERNER @ 604.534.5867 | PAYMENT OF THE REFERENCED AMOUNT(S)

SIGNIFIES CUSTOMER'S ACCEPTANCE OF THE RENTAL TERMS AND CONDITIONS ACCOMPANYING THIS INVOICE.



CITY OF VANCOUVER - ENGINEERING SERVICES

SANDI SWANIGAN

453 WEST 12TH AVENUE

VANCOUVER

BC

V5Y 1V4

REQUIRED PAYMENT DATE

2016-09-22

TOTAL AMOUNT DUE

\$4,908.03

ACCOUNT	914672
LOCATION	1
AR OFFICE USE	\$4,908.03

AMOUNT OF YOUR PAYMENT

\$



PLEASE UPDATE THIS INFORMATION IN THE SYSTEM

SUPER SAVE FENCE RENTALS INC.

VISA / MASTERCARD SERVICE ENROLLMENT AUTHORIZATION

I/WE Name(s) CITY OF VANCOUVER - ENGINEERING SERVICES
 Address 453 WEST 12TH AVENUE
 City VANCOUVER Province BC Postal Code V5Y 1V4

AUTHORIZE SUPER SAVE FENCE RENTALS INC.

Super Save Account Number 914672 Location # 1

TO DEBIT VISA MASTERCARD

CREDIT CARD
 CARD NUMBER _____ EXP. DATE _____
 NAME AS IT APPEARS ON CARD _____ CVS _____



PURPOSE SPECIAL EVENT PAYMENT PREPARED BY DAVID STERNER
 AMOUNT \$4,908.03



Please return via Toll Free Fax 1-844-241-4827
Electronic copies will not be accepted

I/We have read and understood the terms of this authorization



Signature _____ Date _____
 Signature _____ Date _____

TERMS AND CONDITIONS

I/We will notify the Company in writing of any change in the account information or termination of this authorization at least thirty (30) days prior to the next payment date.

I/We understand the termination of this authorization does not affect my/our obligation to pay for goods or services contracted for/with the company.

My/Our financial institution will treat each debit as if I/We had issued a written document authorizing the Company to debit the amount (s) specified to my/our account and need not verify that payments are drawn in accordance to this authorization.

I/We acknowledge that delivery of this authorization to the Company constitutes delivery to my financial institution. I/We warrant that all persons whose signature was required to sign upon this account have signed this authorization.

Super Save Group

ATMs Gas Disposal Fence Rentals Propane Recycling Shredding Toilet Rentals

LOC

1

Attention: SANDI SWANIGAN Return signed to: DAVID STERNER Fax/Email: dsterner@supersave.ca

SUPER SAVE FENCE RENTALS INC. AGREEMENT (the "Agreement")

Storage/Security Special Event Commercial Construction Account Transfer From: _____

SET-UP DATE: SEPT 24. 2016 Time: 5AM-6AM REMOVAL DATE: SEPTEMBER 25. 2016 Time: 5:30 PM

Request Date: SEPTEMBER 22. 2016 Account #: 914672 PO# _____

BILLING INFORMATION:

Customer Name: (the "Customer") CITY OF VANCOUVER - ENGINEERING SERVICES
 Address: 453 WEST 12TH AVENUE City: VANCOUVER Province: BC Postal Code: V5Y 1V4
 Phone: 604.257.8841 Fax: 604.257.8859 Email: sandi.swanigan@vancouver.ca
 Contact: SANDI SWANIGAN Position: SENIOR MANAGER - FILM & SPECIAL EVENTS

LOCATION INFORMATION:

Site Address: (the "Site") 1695 WHYTE AVENUE City: VANCOUVER Province: BC Postal Code: V6J 5C3
 Phone: 604.562.9644 Fax: 604.257.8859 Email: sandi.swanigan@vancouver.ca
 Site Contact: SANDI SWANIGAN Phone: 604.562.9644 Email: sandi.swanigan@vancouver.ca
 Site Contact: JENNY JUNG Phone: 604.418.2487 Email: jenny.jung@vancouver.ca
 Condition of Site: (new construction, renovations, open field) VANIER PARK - COAST GUARD PARKING LOT / STATION

CUSTOMER REQUIREMENTS: Installed by: Super Save Customer Yard Pick up Subsequent Inventory Already Onsite

Approx Linear Feet/ QTY	Type	Delivery ¹	Removal ¹	Setup ² PF or FR*	Tear Down ² PF or FR*	Monthly Rental Rate
995	4 Foot					
220	6 Foot					
	8 Foot					
120	Bases					
120	Tops					
	Base Shields					
220	Mesh					
6	Wheels					

Special Instructions: *****EVENT QUALITY*****
 ALL 4 FOOT FENCE IS BLACK VIP FENCE
 MAKE SURE TO BRING BLACK BASES & TOPS
 DELIVERY TIME IMPORTANT AS FENCE NEEDS TO BE IN PLACE AND SETUP BY 9AM
 REMOVAL TIME FRAME IMPORTANT AS WELL, AS THE FENCE NEEDS TO BE FULLY REMOVED FROM SITE BY 7:30 PM ON SUNDAY.
 SEE MANUAL INVOICE FOR EXACT PRICING
 ALSO DELIVERING TOILETS TO SITE
 220 FEET BLACK PRIVACY MESH W/ GROMMETS

Fuel Surcharge: \$18.75/any one round trip
 Administration Fee: \$6.85/invoice

The Customer acknowledges that the person signing this Agreement has express authority to do so on his/her/its behalf and further has read, understood and agreed to the terms and conditions on the following page which are acknowledged to form part of the Agreement.

¹Per each occurrence delivery or removal, excluding additional travel time, fuel surcharge or pay-per-service fees
²Per each occurrence setup or tear down, excluding additional pay-per-service fees
 PF- Per Foot *FR- Flat Rate* Please indicate one next to amount

Super Save Fence Rentals Inc.:

Per: _____
 Authorized signatory
 Prepared by: DAVID STERNER
 Sales Rep: DAVID STERNER

Customer:

Per: _____
 Authorized signatory
 Print Name: _____
 Title: _____



RENTAL TERMS AND CONDITIONS

Super Save and the Customer agree that any Fencing, when delivered and installed, shall be in good condition and suitable for the purpose of delineating the perimeter of the Site or that portion thereof as designated by the Customer to Super Save upon installation (the "Permitted Use"), subject only to any deficiencies noted in writing by the Customer and delivered to Super Save within 2 business days after installation of the Fencing. If properly notified, Super Save will correct any such deficiencies within a reasonable period of time. Super Save shall at no time be responsible for any loss incurred by reason of late delivery of the Fencing or for failure of the Customer to give notice to Super Save to correct deficiencies in the Fencing. The Customer shall use the Fencing provided for the Permitted Use only and at its own risk and the Customer shall be solely responsible for confirming that the Fencing provided meets the Customer's requirements.

The Customer agrees to return the Fencing in the same condition as it was when delivered by Super Save, subject to reasonable wear and tear occasioned by Permitted Use. The Customer agrees to reimburse Super Save for any loss or damage to the Fencing which occurs between the date of installation of same and the date same is returned to Super Save (the "Customer's Possession Period"), whether caused by the Customer or any third parties. During the Customer's Possession Period, if Super Save is required to remove and repair damaged Fencing it shall be at the Customer's expense and if the Fencing is damaged beyond repair (in the opinion of Super Save exercised reasonably) or is lost or stolen Super Save will replace such fencing at the Customer's sole expense. The Customer acknowledges and agrees that the Fencing or replacements or substitutes therefore shall at all times remain the exclusive property of Super Save.

In addition to those amounts shown on page 1, Super Save reserves the right to charge the Customer additional pay-per-service charges and fees including, without limitation: Fence Relocation, Travel, Labour, Customer Requested Callouts, Yard Pick-Up and Drop Off, Carbon Tax Recovery, Signage Removal, Fence Recovery and such other charges and fees as may be applicable to the particular request of the Customer from time to time (the "Additional Fees"). Super Save will invoice the Customer for such Additional Fees from time to time and the Customer's acceptance of such Additional Fees shall be evidenced verbally, in writing or by the actions and practices of the parties. These Additional Fees do not include any cost of repair, replacement, cleaning or painting of unreasonably dirty or vandalized Fencing or the removal, cartage and reinstallation of repaired or replacement Fencing, all such costs being solely the responsibility of the Customer.

The Customer shall inspect the installation of the Fencing by Super Save after it is completed to ensure that it is located where the Customer required it to be located and in a manner that poses no reasonable danger to the Customer, or any third parties, for personal injury or damage to property. Unless the Customer advises Super Save in writing within 2 business days of the completion of the installation of the Fencing, the Fencing shall be deemed to have been installed in a satisfactory manner and in accordance with the Customer's directions. Thereafter it shall be the Customer's sole responsibility to maintain a hazard free fence line at all times. The Customer agrees to indemnify and hold harmless Super Save and its officers, directors, employees and contractors from any loss or claim arising in respect of the Fencing, its installation and use, including all losses or claims made by any person for injury, loss of life or damage to property, including reasonable legal costs of Super Save on a full indemnity basis. Without limiting the foregoing, the Customer shall be solely responsible for any loss or claim arising out of any person tripping over the bases and or base shields provided by Super Save as part of the installation of the Fencing and shall be solely responsible for any loss or claim arising out of any person being struck by any Fencing, it having either becoming loose or having fallen due to wind gusts, vandalism, the failure of the Customer to maintain the structural integrity of the Fencing or any other cause whatsoever. In addition, the Customer shall ensure reasonable work place safety related to the Fencing at the site and shall be responsible at all times after the delivery of the Fencing to maintain the structural integrity of the erected Fencing.

Super Save has the right to display its signage on installed Fencing. The Customer agrees that at no time shall the Customer or anyone acting under its direction remove, deface or cover up any of the Super Save signage attached to any of the Fencing delivered to the Customer's Site. The Customer further agrees that upon its request for removal of the Fencing by Super Save, the Customer shall remove all signage, banners and permits, other than Super Save signage, from the fencing. If Super Save is required to remove such material from the Fencing at the time of removal, the Customer agrees to pay a reasonable fee to Super Save for that service.

The Customer agrees that when Super Save picks up any Fencing at the Customer's location it shall ensure that the Fencing is readily and easily accessible to be picked up by Super Save. If the Customer fails to comply with this requirement, Super Save, acting reasonably, shall be entitled to impose a further hourly charge of not less than \$95.00 per hour, (plus disbursements and any amounts paid to third parties by Super Save to assist Super Save in picking up their fence in situations where Super Save's employees are unable to simply load the fence on a truck and drive away from the Site), for the pick up of Fencing that was not readily and easily accessible.

The charges for rental of the Fencing accrue in arrears on a daily basis from the date the Fencing is delivered to the Site provided that after the first day of each month, the full monthly rental will be charged notwithstanding the removal of any Fencing prior to the end of that month. Rental and any other costs payable by the Customer under this agreement shall be invoiced to the Customer and are payable in full without set off. The Customer shall pay all charges on a monthly basis and, in any event, not later than 30 days from the date of the invoice. Customer agrees to pay interest on overdue accounts at the rate of 24% per annum. All costs of enforcing the terms of this agreement by Super Save shall be recoverable from the Customer, including Super Save's reasonable legal costs on a full indemnity basis. Any legal proceedings with respect to this agreement shall be conducted in the jurisdiction in which the Fencing is located.

The Customer agrees to pay the following amounts for any Fencing panels, bases, tops or base shields that are unrepairable or lost on a per unit basis:

Panels	\$250.00	Tops	\$15.00
Bases	\$45.00	Base Shields	\$40.00

Super Save shall not be responsible for any damage howsoever caused to the surface or sub-surface of the Site or surrounding areas by its trucks driving on the Site or surrounding areas in furtherance of the delivery and installation of the Fencing at the Site, the Customer acknowledging that it is solely responsible to instruct Super Save's employees delivering, installing, repositioning or removing the Fencing as to where Super Save's delivery trucks may drive on the Site or surrounding areas while in the process of delivering, installing, repositioning or removing the Fencing.

The Customer warrants and agrees that any employee or representative of the Customer who contacts Super Save to request delivery, installation, repositioning, partial or full removal of Fencing from the Site is authorized to do so and Super Save shall not be required to independently verify their authorization to make such a request of Super Save.

From: "Swanigan, Sandi" <Sandi.Swanigan@vancouver.ca>

To: "Hendren, Paul" <Paul.Hendren@vancouver.ca>

[Jung, Jenny <jenny.jung@vancouver.ca>](mailto:jenny.jung@vancouver.ca)

["Brown, Ken" <ken.brown@vancouver.ca>](mailto:ken.brown@vancouver.ca)

["Elford, Dan" <dan.elford@vancouver.ca>](mailto:dan.elford@vancouver.ca)

[ATHANS, Ken <ken.athans@vpd.ca>](mailto:ken.athans@vpd.ca)

douglas.nelson@rcmp-grc.gc.ca

[Cheema, Hardip <Hardip.Cheema@vancouver.ca>](mailto:Hardip.Cheema@vancouver.ca)

Date: 9/23/2016 5:43:58 PM

Subject: FINAL - PLEASE REVIEW: TRC Visit - Production Schedule, Map, TMPs

Attachments: TRC Visit - Production Schedule.xlsx

TRC Visit - TMP - VanierParkClosures-2016-9-22;revision(11x17).pdf

TRC Visit - TMP 2016-9-22 revision 1 (11x17).pdf

TRC Visit - Vanier Park Production Map.pdf

Hello All,

Okay, here is the FINAL package (I know there will be changes, but they will be manually added from this point on)

CHANGE NOTES:

Ken Brown will oversee install of crowd fencing 7:00AM at Jack Poole. Contact number: 604-871-6770

Barricade drop at ISS will now be at 6:30 AM. VPD/RCMP to erect is unchanged.

New crowd control fencing at Richards and Georgia on Sunday. VPD on site to control crowds. Street Ops to set up fence at 10:00

Museum parking lot entry off Chestnut to have Jersey barrier removed. Traffic barricade to hold until time for two way traffic. Then remove. Tasks assigned.

Attached please find all documents. Only production schedule has been changed since the last sending. Also please note new docs:

Crowd Barrier at Jack Poole

Crowd Barrier at Richards and Georgia

Contact List

Thank so much everyone for their work on this. I will update you on how Saturday install goes.

Cheers,

Sandi Swanigan | Senior Manager, Film and Special Events

Engineering Services | City of Vancouver

t. 604.257.8841 | c. 604 562 9644 | f. 604 257 8859

sandi.swanigan@vancouver.ca

From: Swanigan, Sandi

Sent: Friday, September 23, 2016 1:39 PM

To: Hendren, Paul; Jung, Jenny; Brown, Ken; Elford, Dan; ATHANS, Ken; 'douglas.nelson@rcmp-grc.gc.ca'; Cheema, Hardip

Cc: Silva, Octavio; Matthews, Lesley; Au, Wendy; Clark, Rick; Heeps, Jim; Chi, Peter

Subject: RE: URGENT - PLEASE REVIEW: TRC Visit - Production Schedule, Map, TMPs

Dear All,

Attached please see latest update. Thanks to all for filling in some of those blanks!

A late-breaking wiggle in this all: RCMP have informed us of a new public interface with the Royals at the Telus Building.

Heritage Canada released it to the public as a viewing opportunity. The building is at the corner of Georgia and Richards so the potential for crowd in street, traffic impacts and pedestrian accessibility is very high. We are trying to work it out. RCMP needs the sidewalk closed. I have added to the production schedule, but more details to come.

Cheers,

Sandi Swanigan | Senior Manager, Film and Special Events

Engineering Services | City of Vancouver

t. 604.257.8841 | c. 604 562 9644 | f. 604 257 8859

From: Swanigan, Sandi
Sent: Friday, September 23, 2016 9:07 AM
To: Hendren, Paul; Jung, Jenny; Brown, Ken; Elford, Dan; ATHANS, Ken; douglas.nelson@rcmp-grc.gc.ca; Cheema, Hardip
Cc: Silva, Octavio; Matthews, Lesley; Au, Wendy; Clark, Rick; Heeps, Jim; Chi, Peter
Subject: URGENT - PLEASE REVIEW: TRC Visit - Production Schedule, Map, TMPs

Dear All,

First – apologies for lateness of this. Changes to schedule plus considerable technical difficulties with map. Had to resort to using PAINT this morning. Thank you Rick for making it legible!

Attached please find a spread sheet showing the production schedule* and corresponding production map. Also included are the TMPs.

Please review carefully. Please send any missing information to me via email with the information noted in the headers: loc/item/time/ supplier/notes. Please do not alter the spreadsheet.

Ken B and Dan – the tab named “**Integrated**” will be best for your purposes. I am still a bit confused as to what team is doing what, so please ensure I have this right! Call me if I am wrong. I did cut and paste from Rick’s email to you yesterday.

Doug and Ken A – please review for timing accuracy for sites being visit ready.

Questions remain in the yellow highlighted areas. Please forward that information to me no later than 1:00 today. Adjustment can also be made on Saturday for Sunday’s programming.

NOTE to All , especially Ken and Dan – we have a pending request regarding barricades as there has been a route adjustment, per RCMP. Rick will be managing/communicating.

Paul – we need to start collecting/finalizing “day-of” contacts and roles. I want to confirm that the contact list is being populated by you?

**Production schedules do not include programming, dignitary arrivals, etc. Nor does the map necessarily include all programming elements, e.g., tents, parking, etc.*

Cheers,

Sandi Swanigan | Senior Manager, Film and Special Events

Engineering Services | City of Vancouver

t. 604.257.8841 | c. 604 562 9644 | f. 604 257 8859

sandi.swanigan@vancouver.ca



Crowd Barrier Fence

SUNDAY PRODUCTION SCHEDULE

Integrated Schedule - All Locations (LOC)

Site Ops Mgr - Sandi Swanigan (604-562-9644)

On-site @ VP 7:00 AM (Avail by phone 5:00 AM)

VP = Vanier Park
JP = Jack Poole Area
ISS = Immigrant Services Society
TB = Telus Building

Sunday, September 25, 2016

LOC	ITEM	TIME	SUPPLIER	NOTES	✓
VP	Drop Recycle Stations at Positions R-80 thru R-81	5:00 AM	COV - Sanitation	NOTE: No staff on site. Map provided.	
ISS	Drop 20 barricades	6:30 AM	COV - Traffic Ops	West side of Victoria Drive between E.10th and E11th - VPD to set up	
JP	Set up Crowd Barrier	7:00 AM	COV - Street Ops	Per TMP - North Side 1000 Canda Pl. from multiway to W. Cordova	
JP	Set up Crowd Barrier	7:00 AM	COV - Street Ops	Per TMP - South Side 1000 Canda Pl. Hotel Driveway to W. Cordova	
VP	Ticket and Courtesy Tow	7:00 AM	VPB Rangers	Buster's Towing on site at 7:00 AM	
VP	Removal of Jersey Barrier - Museum Parking Lot	7:00 AM	COV - Street Ops	Place traffic barricade where Jersey was	
JP	Drop TMP Equipemnt	8:00 AM	COV - Traffic Ops	VPD to set up at closure time per TMP	
VP	Street sweep Whyte Avenue and Parking Lot	8:00 AM	COV - Sanitation	Touch	
VP	Install "No Public Access" Signs as directed	8:00 AM Start	VPB Rangers	Signs at Coast Guard/Sandi to inform position	
VP	Install "Viewing Area" Signs as directed	8:00 AM Start	VPB Rangers	Signs at Coast Guard/Sandi to inform position	
VP	Install "Washroom" Signs as directed	8:00 AM Start	VPB Rangers	Signs at Coast Guard/Sandi to inform position	
VP	Install Crowd Barrier on Line M	8:30 AM	COV - Street Ops		
VP	Erect Barricades at Positions B-23*	8:30 AM	COV - Street Ops	If not already up	
VP	Erect Barricades at Positions B-22*	8:30 AM	COV - Street Ops	If not already up	
VP	Erect Barriacades at Position B-21*	8:30 AM	COV - Street Ops	If not already up	
VP	Drop 2 Barricades at Position B-26	8:30 AM	COV - Street Ops	Per TMP / For Seawall Closure	
VP	Drop 7 Barricades at Position B-25	8:30 AM	COV - Street Ops	Per TMP / For Seawall Closure	
TB	Install Crowd Barrier	12:00 PM		700 Richards - West side (See map - LATE REQUEST!!)	
VP	Install/Drop TMP for Chestnut Street/Whyte	11:00 AM Finish	COV - Traffic Ops	See attached map	
VP	Unlock Toilets	11:00 AM	Security	Hand locks to Sandi / Unlock earlier if needed.	
VP	Security Guard Released	12:00 PM	COV - FASE	Sec phone # 604-685-0011	
VP	Remove barricade Museum Parking lot/hood sign	12:00 PM	COV -FASE	Need hood for "no entry sign"	
JP	Pick up Crowd Barrier	12:00 PM		Barring Delays. Contact Sandi 604-562-9644 for update	
VP	First Responders Set Up	1:30 PM	Various	Is there a main contact for this group?	
JP	Pick Up TMP Equipment	1:00 PM Finish	COV - Traffic Ops	Barring Delays. Contact Sandi 604-562-9644 for update	
ISS	Pick Up Barricades	1:30 Finish	COV - Traffic Ops	Barring Delays. Contact Sandi 604-562-9644 for update	
VP	Stanchions for Media	1:30 PM	HC	To contact Sandi on site	
VP	Security Sweep	2:00PM?	RCMP	Is site Accreditation Only after this point?	
VP	Replace traff. barricade Museum Lot /unhood sign	4:30 PM	COV - FASE	Unhood no entry sign. JERSEY REPLACED ON MON.	
VP	STRIKE / REMOVAL	5:00 PM	All SUPPLIERS	Fence removal coordination: Sandi Swanigan 604-562-9644	

Production Schedule - TRC Visit

VANIER PARK

ITEM

Friday, September 23, 2016	TIME	SUPPLIER	NOTES
Signs dropped at Coast Guard	TBA	COV - Sign Shop	Buzz for entry. Explain for event. RICK - inform TYLER (CG)

Production Schedule - TRC Visit

VANIER PARK

Site Ops Manager - Sandi Swanigan (604-562-9644) On-site 5:30 AM

Saturday, September 24, 2016

ITEM	TIME	SUPPLIER	NOTES	✓
Install 6' Fence on Lines A thru C	9:00 AM Finish	Super Save	Install begin as early as 5:00 AM	
Install VIP Security Fence on Lines D thru I	9:00 AM Finish	Super Save	Install begin as early as 5:00 AM	
Install Toilets at Positions # T-60 to T-69	9:00 AM Finish	Super Save	Install begin as early as 5:00 AM	
Install "Viewing Area - Arrow" Signs	9:00 AM Start	COV - Street Ops	Sandi to show where	
Install Crowd Barrier on Lines J thru K	9:00 AM Start	COV - Street Ops		
Install Barricades on Line L	9:00 AM Start	COV - Street Ops	Approximately 260 ft.	
Drop 4 Barricades at Positions B-20	9:00 AM Start	COV - Street Ops		
Drop 2 Barricades at Positions B-21	9:00 AM Start	COV - Street Ops		
Drop 4 Barricades at Positions B-22	9:00 AM Start	COV - Street Ops		
Drop 3 Barricades at Position B-23	9:00 AM Start	COV - Street Ops		
Drop 7 Barricades at Position B-24	9:00 AM Start	COV - Street Ops		
Security Guard on Site	10:00 AM	COV - Security	Sandi to orient. Sec ph # 604-685-0011	
Lock Toilets	12:00 PM	COV - FASE	Toilet keys to Security Guard	
Hand off "Viewing Area" Signs to Security	12:00 PM	COV- FASE	Staked signs	
Parking Lots Closed	At Discretion	Security	When public has left	
Erect Barricades at Positions B-20	At Discretion	Security		
Erect Barricades at Positions B-21	At Discretion	Security		
Erect Barricades at Position B-24	At Discretion	Security	If crowd gathers. Leave Seawall open	

Production Schedule - TRC Visit

VANIER PARK

Site Ops Manager - Sandi Swanigan (604-562-9644)

On-site VP 7:00 AM (Avail by phone 5:00 AM)

Sunday, September 25, 2016

ITEM	TIME	SUPPLIER	NOTES	✓
Drop Recycle Stations at Positions R-80 thru R-81	5:00 AM	COV - Sanitation	NOTE: No staff on site. Map provided.	
Ticket and Courtesy Tow	7:00 AM	VPB Rangers	Who is coordinating Busters	
Removal of Jersey Barrier - Museum Parking Lot	7:00 AM	COV - Street Ops	Place traffic barricade where Jersey was	
Street sweep Whyte Avenue and Parking Lot	8:00 AM	COV - Sanitation		
Install "No Public Access" Signs as directed	8:00 AM Start	VPB Rangers	Signs at Coast Guard/Sandi to inform position	
Install "Viewing Area" Signs as directed	8:00 AM Start	VPB Rangers	Signs at Coast Guard/Sandi to inform position	
Install "Washroom" Signs as directed	8:00 AM Start	VPB Rangers	Signs at Coast Guard/Sandi to inform position	
Install Crowd Barrier on Line M	8:30 AM	COV - Street Ops		
Erect Barricades at Positions B-23*	8:30 AM	COV - Street Ops	If not already up	
Erect Barricades at Positions B-22*	8:30 AM	COV - Street Ops	If not already up	
Erect Barricades at Position B-21*	8:30 AM	COV - Street Ops	If not already up	
Drop 2 Barricades at Position B-26	8:30 AM	COV - Street Ops	Per TMP / For Seawall Closure	
Drop 7 Barricades at Position B-25	8:30 AM	COV - Street Ops	Per TMP / For Seawall Closure	
Install/Drop TMP for Chestnut Street/Whyte	11:00 AM Finish	COV - Traffic Ops	See attached map	
Unlock Toilets	11:00 AM	Security	Hand locks to Sandi / Unlock earlier if needed.	
Security Guard Released	12:00 PM	COV - FASE	Sec phone # 604-685-0011	
Remove barricade Museum Parking lot/hood sign	12:00 PM	COV - FASE	Need hood for "no entry sign"	
First Responders Set Up	1:30 PM	Various	Is there a main contact for this group? Coast Guard?	
Stanchions for Media	1:30 PM	HC	To contact Sandi on site	
Security Sweep	2:00PM?	RCMP	Is site "Accreditation Only" after this point?	
Replace traff. barricade Museum Lot /unhood sign	4:30 PM	COV - FASE	Unhood no entry sign. JERSEY REPLACED ON MON.	
STRIKE / REMOVAL	5:00 PM	All SUPPLIERS	Fence removal coordination: Sandi Swanigan 604-562-9644	

Production Schedule - TRC Visit

VANIER PARK

Number Assignments

Barricade Drops/Erect	B-20 to B-39	B
Bike Rack Drops	BR-40 to S-59	BR
Toilet Drops	T-60 to T-79	T
Recycle Positions	R-80 to R-99	R

Alpha Assignments

Fence Lines	A-Z
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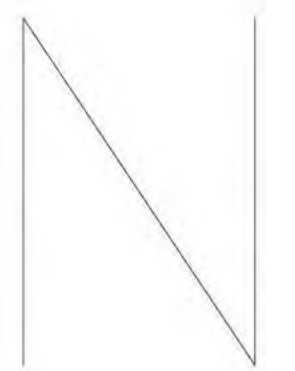
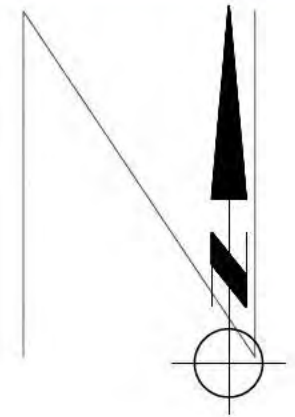
Equipment List

FASE Cell Phone (Back-Up)
Zap Strapper - multi size straps - sign hanging, fence ganging
Duct Tape
Sign Attachment Material (Wire?)
Knife
Scissors
Locks and keys for toilets
Sharpie
Clipboards

Strike Notes:

Replace barricade and sign at Museum

Locks back to stores?



LEGEND



PARK RANGER



VPD CS

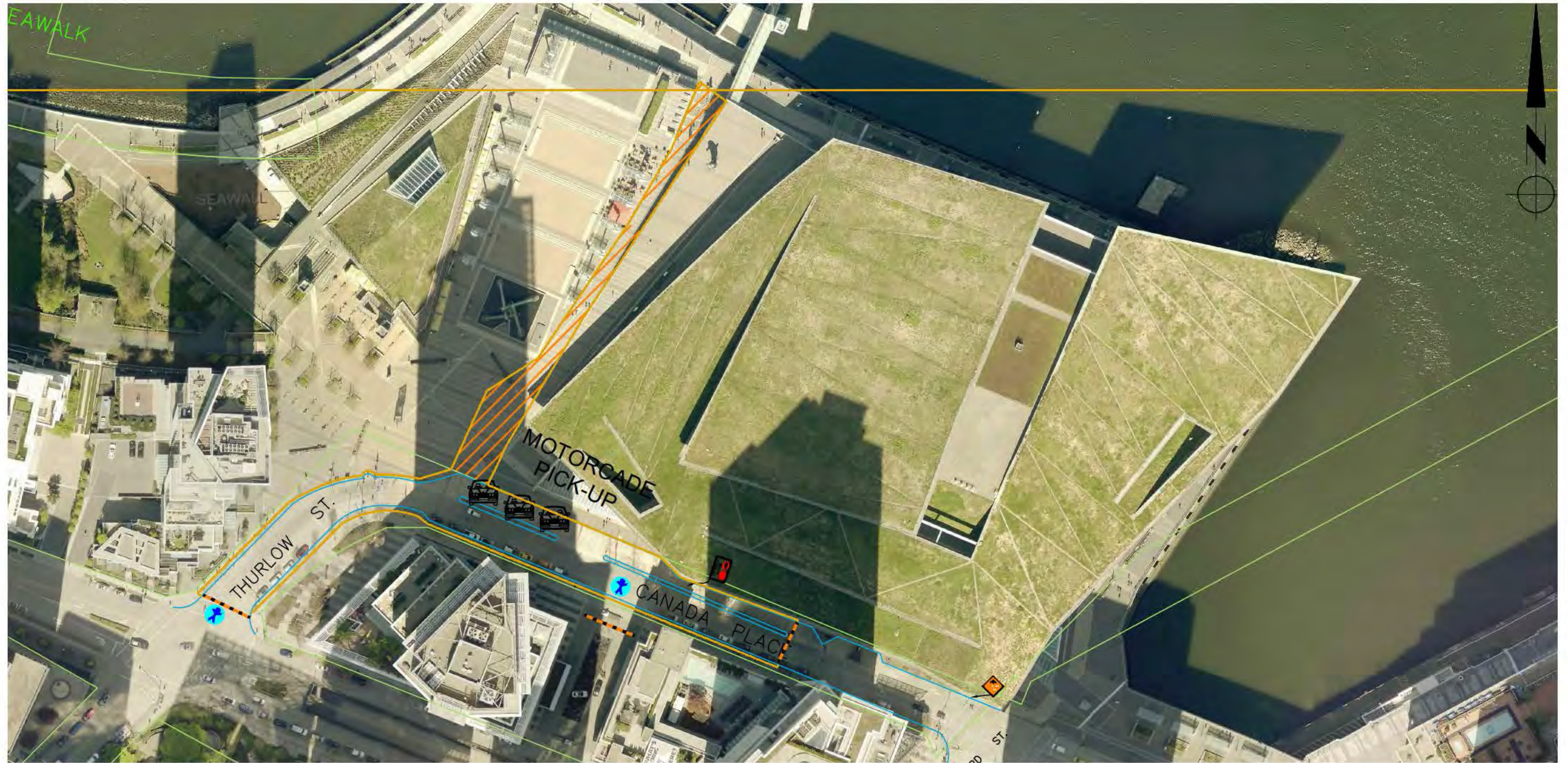


VPD TA










BARRICADE

DATE 2016/09/15		ENGINEERING SERVICES TRANSPORTATION DIVISION			VANDOCs NUMBER
ENGINEER OF RECORD					PROJECT NUMBER
DESIGNER	<h1 style="text-align: center;">VANIER PARK CLOSURES</h1>			FILE PATH	
DRAFTER JAY PRIEUR				REFERENCE(S)	
CHECKER	BIKE FACILITIES	BUS ROUTE	TRUCK ROUTE	RAILWAY CROSSING	SCALE
					SHEET-SET 26 of 57



Legend

	Vancouver Police Department - Traffic Authority		x 2		Fenced Area		Park Ranger
	Barcade		Vehicle		x 2		

DATE
2016-09-08

ENGINEER OF RECORD

DESIGNER

DRAFTER
Jay Prieur

CHECKER

 ENGINEERING SERVICES
TRANSPORTATION DIVISION

ROYAL VISIT PLAN

BIKE FACILITIES YES NO

BUS ROUTE YES NO

TRUCK ROUTE YES NO

RA LWAY CROSS NG YES NO

VANDOCs NUMBER

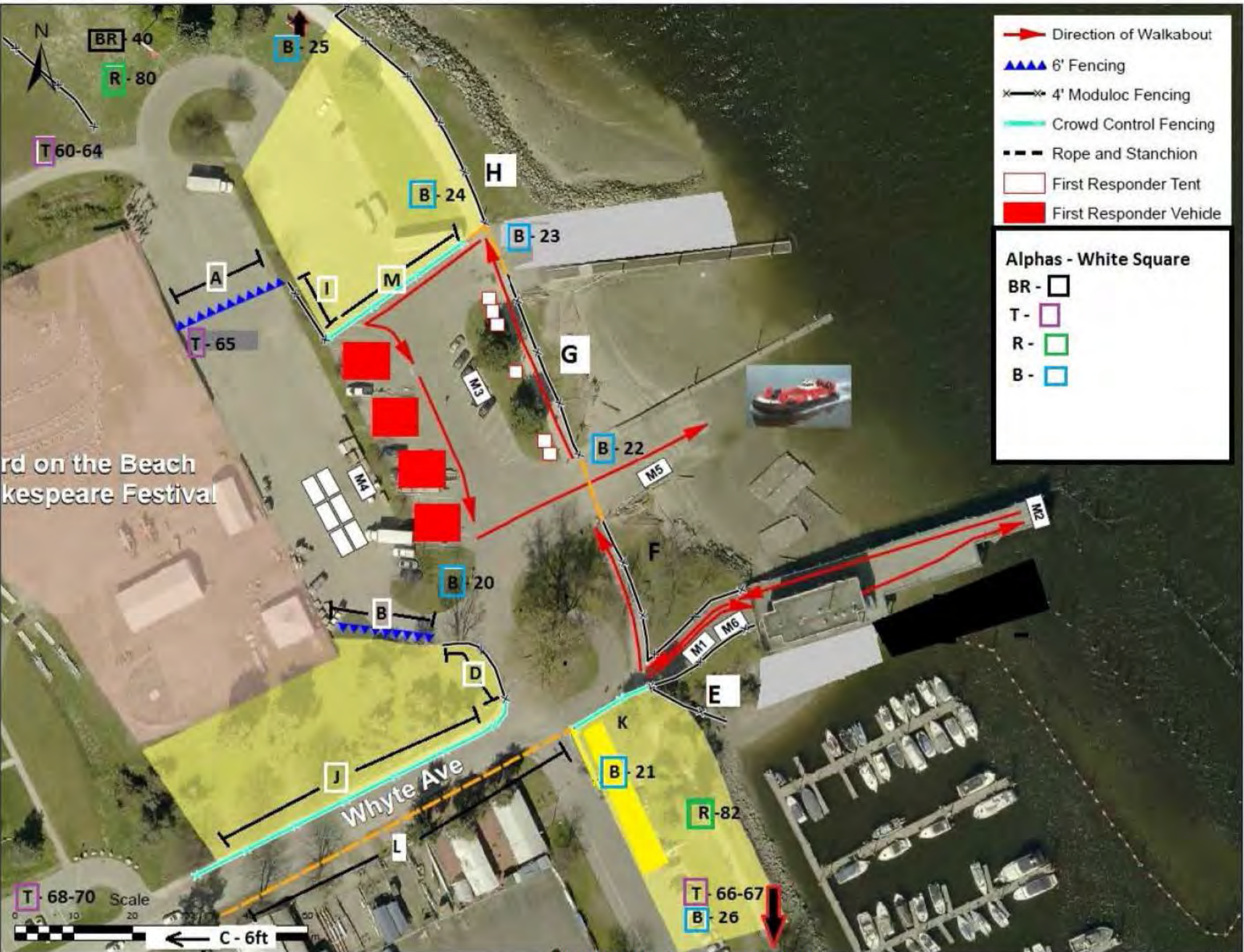
PROJECT NUMBER

FILE PATH

REFERENCE(S)

SCALE 1:750

SHEET-SET 27 of 57



- Direction of Walkabout
- 6' Fencing
- 4' Moduloc Fencing
- Crowd Control Fencing
- Rope and Stanchion
- First Responder Tent
- First Responder Vehicle

- Alphas - White Square**
- BR -
 - T -
 - R -
 - B -

Gard on the Beach Shakespeare Festival

Whyte Ave

T-68-70 Scale

 ← C-6ft

From: "Jung, Jenny" <jenny.jung@vancouver.ca>

To: "Hendren, Paul" <Paul.Hendren@vancouver.ca>
"Silva, Octavio" <Octavio.Silva@vancouver.ca>

Date: 9/8/2016 8:02:06 AM

Subject: FW: Bard - Royal Visit

Attachments: Demo delay for Royal Visit Revised.pdf

FYI

From: Claire Sakaki [mailto:csakaki@bardonthebeach.org]

Sent: Wednesday, September 07, 2016 6:18 PM

To: Jung, Jenny

Subject: Bard - Royal Visit

Hi Jenny,

Regarding your question about doing the entire strike from the gravel lot, this will be very problematic. The space and proximity to the site that the gravel lot affords us can be made sufficient in the short term and for additional costs (as attached) – but it would be highly inefficient, more costly and unsafe for us to do the entire strike from this lot alone.

- 1) We will eventually need more storage/parking space than the gravel lot can afford
- 2) The gravel lot is uneven so we can't stack boxes safely
- 3) Safety and efficiency will be a problem as we would have to drive every box with a rough terrain forklift over a speed hump, down the road/bike path and potentially blocking the coast guard station and the Marina.
- 4) Approximately 40% more overall labour as we will have to hand carry the entire seating array structure 100 extra yards to where the Sea Cans are parked to load (overlapping safety concern). We would also need to add thousands of dollars in extra fees for different equipment (for the different terrain) and extra fuel.
- 5) To remove the large tent skins, we require the boat launch parking lot for its proximity to the tent structure as well as the amount of space required.

Production Schedule:

Between now and Sept 20 – work will be done in the warehouse to make sure the revised loads are ready for delivery

Sept 21 – 8am - crews will start to move equipment and materials to the boat launch and gravel lots (this will continue until Saturday Sept 24 – and everything will be removed from the boat launch lot for the 25th).

Sept 21 – 8am – security in place for upcoming 7 days

Sept 21 – closing of Campbell Theatre

Sept 22 – Reduced demolition work will commence inside the Campbell Theatre

Sept 24 – closing of BMO Theatre

Sept 25 – Reduced FOH staff will start to tear down boutique, concessions and offices (all work to be done inside Village) – site access will be needed for FOH and production staff and volunteers

Sept 26

- Full demolition starts
- Crews will start to move equipment and material from gravel lot to boat launch lot
- Tear down of Studio and BMO tents will commence

No later than Sept 27 - gravel lot vacated

No later than Oct 31 – Bard will be off the site and parking lot

The one additional question you had was to do with the equipment that is already there. We have contacted Western One about it, as we believe they have just dropped off some of our equipment early. We will be able to move the equipment for the 25th.

And finally, my apologies but I underestimated the security costs for the time we will be on the gravel lot. It is \$900 more than I had previously indicated, and a revised budget is attached.

Please let me know if you have any questions.

Best,
Claire

Claire Sakaki

Executive Director

Bard on the Beach Shakespeare Festival

We've moved! Please note our new address:

BMO Theatre Centre

201 – 162 West 1st Avenue

Vancouver, BC V5Y 0H6

604 737-0625 X 230

bardonthebeach.org

2016 Season:

The Merry Wives of Windsor, Romeo and Juliet, Othello and Pericles

Bard on the Beach - Cost Estimates for Delay in Site Demolition

Revised Sept 7, 2016

Front of House Staff	\$	1,920
Front of House Management	\$	800
Production/Site Management	\$	1,120
Crew Delay	\$	2,560
Extra Equipment Rental	\$	2,250
Extra Diesel to move locations	\$	100
Extra Crew to move locations	\$	1,024
Extra Security	\$	3,000
Crew for Warehouse Prep	\$	1,536
Contingency 10%	\$	1,341
TOTAL	\$	15,651

From: ["Swanigan, Sandi" <Sandi.Swanigan@vancouver.ca>](mailto:Sandi.Swanigan@vancouver.ca)

To: dsterner@supersave.ca

Date: 9/23/2016 8:40:22 AM

Subject: Install Map

Attachments: TRC Visit - Production Schedule - Super Save.pdf
TRC Visit - Vanier Park Production Map.pdf

Dear Dave,

Attached please find an install map for toilets and fence.

As well see the production schedule with Super Save noted and actions per day.

Note on Toilets: The count is slightly wrong. The last position should read only T-68-69. That brings the count to 10. Also the Accessible Toilet will be in the T-60 group.

It is quite dark at 5:00 AM, do you think we will start at daybreak? I need about 45 minutes to get to site, but maybe I should just bring a book and be there for 5:30 AM on Saturday?

I do not anticipate any more changes.

I do need a "day-of" contact. Can that be provided some time today? I am available on cell; have various meetings but will call you back when I can.

Cheers,

Sandi Swanigan | Senior Manager, Film and Special Events

Engineering Services | City of Vancouver

t. 604.257.8841 | c. 604 562 9644 | f. 604 257 8859

sandi.swanigan@vancouver.ca

Production Schedule - TRC Visit

VANIER PARK

Site Ops Manager - Sandi Swanigan (604-562-9644) On-site 5:30 AM

Saturday, September 24, 2016

ITEM	TIME	SUPPLIER	NOTES	✓
Install 6' Fence on Lines A thru C	9:00 AM Finish	Super Save	Install begin as early as 5:00 AM	
Install VIP Security Fence on Lines D thru I	9:00 AM Finish	Super Save	Install begin as early as 5:00 AM	
Install Toliets at Positions # T-60 to T-69	9:00 AM Finish	Super Save	Install begin as early as 5:00 AM	

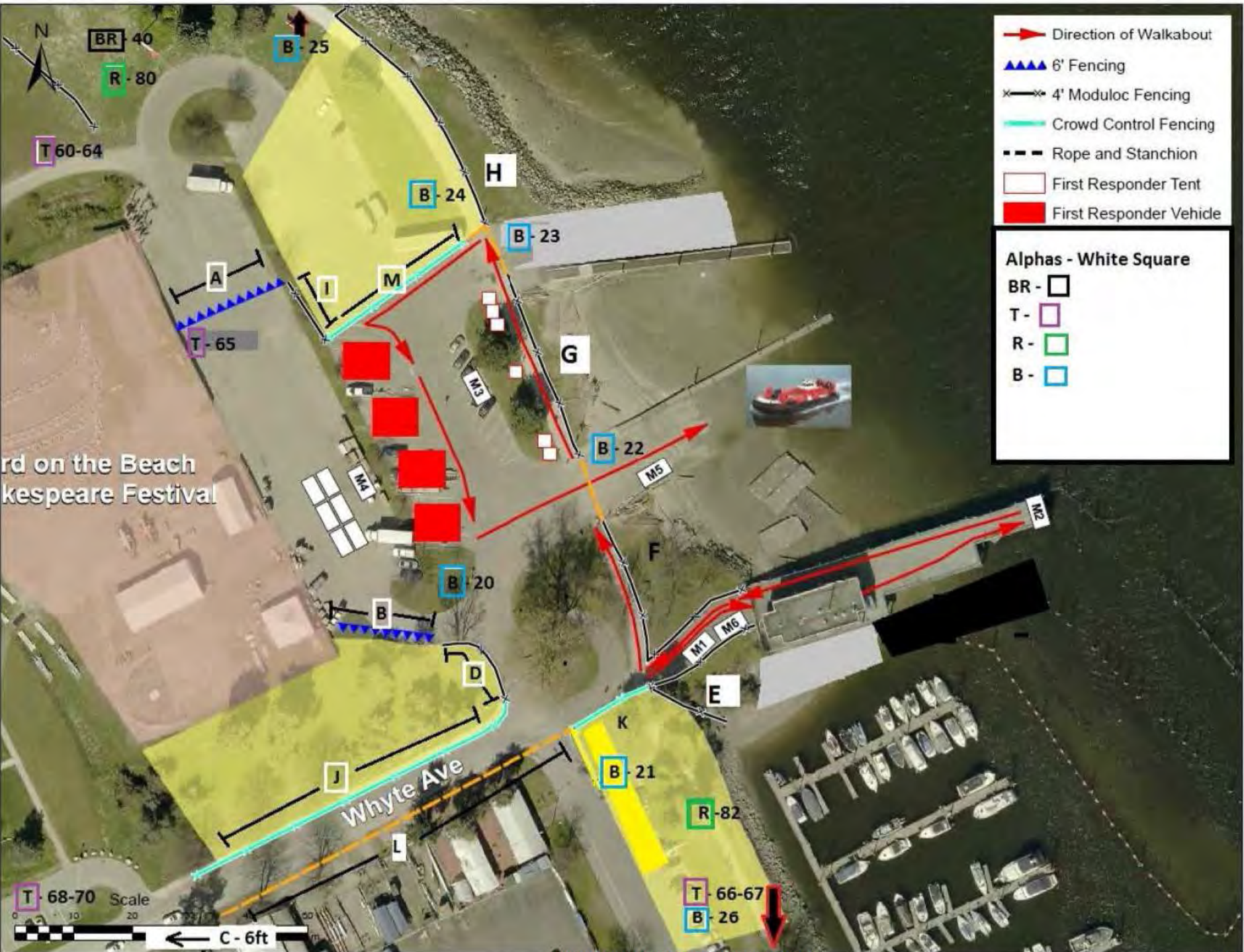
Production Schedule - TRC Visit

VANIER PARK

Site Ops Manager - Sandi Swanigan (604-562-9644)
On-site VP 7:00 AM (Avail by phone 5:00 AM)

Sunday, September 25, 2016

ITEM	TIME	SUPPLIER	NOTES	✓
STRIKE / REMOVAL	5:00 PM	All SUPPLIERS	Fence removal coordination: Sandi Swanigan 604-562-9644	



From: "[Jung, Jenny](mailto:jenny.jung@vancouver.ca)" <jenny.jung@vancouver.ca>

To: "[Hendren, Paul](mailto:Paul.Hendren@vancouver.ca)" <Paul.Hendren@vancouver.ca>

Date: 9/9/2016 12:59:33 PM

Subject: Park Board Costs

Hi Paul,

Here are the costs for Park Board so far. I still need to get a quote on the signage.

Costs:

Replacement of Flag if necessary - \$900

Vanier Parking lot charge for one day - \$1170

Bard of the Beach - \$10,000 to \$15,000

Whyte Ave Gravel Parking Lot – 45 stalls x 7 days x \$13 per stall - \$3780

Park Ranger costs:

Sept 25

Managing towing of vehicles at 7am

2 Rangers at \$45/hr

Managing Re-route of seawall –

4 Rangers at \$45/hr (10am – 5pm)

Buster's Towing Charge

\$70 per vehicle

Jenny Jung

Supervisor, Special Events and Filming

Vancouver Board of Parks and Recreation

604-257-8415

From: ["Swanigan, Sandi" <Sandi.Swanigan@vancouver.ca>](mailto:Sandi.Swanigan@vancouver.ca)

To: dsterner@supersave.ca

Date: 9/22/2016 9:52:02 AM

Subject: RE: Install and Removal Times

In addendum: It should be noted and confirmed that Super Save had always indicated a change from a same day in/out to a 2 day in/out would affect the costs. That is per the information I gave yesterday at the meeting regarding cost increases for suppliers and City ops teams.

Cheers,

Sandi Swanigan | Senior Manager, Film and Special Events

Engineering Services | City of Vancouver

t. 604.257.8841 | c. 604 562 9644 | f. 604 257 8859

sandi.swanigan@vancouver.ca

From: Swanigan, Sandi

Sent: Thursday, September 22, 2016 10:29 AM

To: 'dsterner@supersave.ca'

Cc: Hendren, Paul; Clark, Rick

Subject: Install and Removal Times

Dear David,

Thank you for the clarifying phone call. And I apologize that I was not clear that we were finalizing not the order, but the Saturday vs. Sunday load-in date. The decision to install on Saturday was not made until yesterday and the actual install time not until 8:47 this morning; not understanding the confirmation needed, I did not understand the urgency. I am happy for you to forward this with apologies to your operations team.

We will need all Vanier fence and toilets on the main quote installed by 9:00 am on Saturday, September 24. I will be there to oversee/direct the placement as it is a tricky site but the site map attached is the most up to date. Please note it does not include a small 20ft section that is slightly off the map. Also note that the area on the east side of Whyte is incorrectly marked as modulock – it will be traffic barrier instead due to RCMP concerns regarding the road width.

Removal of the fence and toilets should commence no earlier than 5:30 pm and finish no later than 7:30 pm on Sunday, September 25, 2016.

The fencing from the secondary quote is not needed.

The primary cell is Sandi Swanigan – 604-562-9644. The secondary may change by end of day but is Jenny Jung - 604-418-2487

Please do not hesitate to call with any questions you might have.

Regards,

Sandi Swanigan | Senior Manager, Film and Special Events

Engineering Services | City of Vancouver

t. 604.257.8841 | c. 604 562 9644 | f. 604 257 8859

sandi.swanigan@vancouver.ca

From: "[Swanigan, Sandi](mailto:Sandi.Swanigan@vancouver.ca)" <Sandi.Swanigan@vancouver.ca>
To: "[Hendren, Paul](mailto:Paul.Hendren@vancouver.ca)" <Paul.Hendren@vancouver.ca>
Date: 8/29/2016 3:56:09 PM
Subject: RE: Site Plan Review for Royal Visit Follow Up

Hello Paul,
I have sent Olga the fencing lines and types...just FYI.
Cheers,

Sandi Swanigan | Senior Manager, Film and Special Events
Engineering Services | City of Vancouver
t. 604.257.8841 | c. 604 562 9644 | f. 604 257 8859
sandi.swanigan@vancouver.ca

From: Hendren, Paul
Sent: Monday, August 29, 2016 3:40 PM
To: Au, Wendy; Matthews, Lesley; Jung, Jenny; Swanigan, Sandi; Silva, Octavio; McCormick, Joanne; Thieves, Cassio; cassiothieves@gmail.com; ATHANS, Ken; douglas.nelson@rcmp-grc.gc.ca; Phillips, Matthew; Martychina, Olga
Subject: Site Plan Review for Royal Visit Follow Up

Thank you for attending the site visit today to discuss planning and operations for the royal visit. Based on our discussion, I've listed the groups responsible for various tasks related to the event. Let me know if I've missed or misunderstood anything.

- Fencing for crowd control – Film and Special Events
- Traffic plan and management of road and cycling path closures – Film and Special Events
- Clearing of parking lots – Park Board
- Invoice from Bard on the Beach for delaying tear down – Park Board
- Waste receptacles and toilets for the public - Film and Special Events
- Sanitation services for post event clean up - Film and Special Events
- Crowd control – Coast Guard staff
- Security at the Coast Guard event site - RCMP

For next steps, we'll work on a revised version of the site plan to share with Heritage Canada.

Thanks,

Paul Hendren
City of Vancouver

External Relations and Protocol Officer
Office of the City Manager, 6th Floor
453 West 12 Ave
Vancouver, BC V5Y 1V4

t: 604.873.7648
c: 604.362.1690
e: paul.hendren@vancouver.ca

From: "Swanigan, Sandi" <Sandi.Swanigan@vancouver.ca>

To: "ATHANS, Ken" <ken.athans@vpd.ca>
"Douglas NELSON" <douglas.nelson@rcmp-grc.gc.ca>
"Greg KOSTASH" <greg.kostash@rcmp-grc.gc.ca>

Date: 9/19/2016 2:12:28 PM

Subject: RE: TIME SENSITIVE: Crowd Control Chestnut and Whyte Ave - South

Great! That is easy!
Thanks for the feedback!
Cheers,

Sandi Swanigan | Senior Manager, Film and Special Events
Engineering Services | City of Vancouver
t. 604.257.8841 | c. 604 562 9644 | f. 604 257 8859
sandi.swanigan@vancouver.ca

From: ATHANS, Ken
Sent: Monday, September 19, 2016 2:59 PM
To: 'Douglas NELSON'; Greg KOSTASH; Swanigan, Sandi
Cc: Jung, Jenny; Hendren, Paul; Clark, Rick
Subject: RE: TIME SENSITIVE: Crowd Control Chestnut and Whyte Ave - South

This sounds good to me Doug. Being that this is the last sight, I will have 16 uniforms from the QRT to spread along either roadway as required.

K

From: Douglas NELSON [<mailto:douglas.nelson@rcmp-grc.gc.ca>]
Sent: Monday, September 19, 2016 2:55 PM
To: Greg KOSTASH; Sandi Swanigan; ATHANS, Ken
Cc: Jenny Jung; Paul Hendren; Rick Clark
Subject: Re: TIME SENSITIVE: Crowd Control Chestnut and Whyte Ave - South

Hello Sandi,

No we do not need all that barricade. None on Chestnut St. at all. On Whyte Ave. we only need both sides from the Coast Guard base (planned site begins) to the gravel parking lot (located at your 81m mark). Somewhere in that area we will have the 6ft fences to block the street after the IPPs arrival. Also further along Whyte to Chestnut we need the barricades to only block any driveway/parking entrances/exits onto Whyte, not the entire length of the roadway.
The motorcade is escorted, so that should help clear any pedestrians also.

Ken, if you have something to add or your thoughts, let me know.

Thanks
Douglas

>>> "Swanigan, Sandi" <Sandi.Swanigan@vancouver.ca> 2016/09/19 1:16 PM >>>
Dear Ken, Greg and Doug,

I just did a site inspection to ascertain crowd control options on the above.

It will take 608 meters/1995 feet of barricades to secure this route. (See attached) That is in addition to the 700 feet already ordered.

I know that there was concern about aesthetics. This would be a lot of orange and white along the majority of the route. And we would need to outsource and rent, as the City does not have that much supply available.

Will the motorcade be travelling at decent speed down Chestnut until it corners at Whyte? At the corner it would slow; is that a concern where you would want some barricades and then leave it a bit open going down until the planned site map kicks in? Or are there other areas, i.e., perhaps closer to the end of route that concerns you.

I thank you in advance for your reply no later than 5:00 pm tomorrow, September 20, 2016. If you want to send back the map with it marked where you would like traffic barricades, that would be helpful.

Cheers,

Sandi Swanigan | Senior Manager, Film and Special Events
Engineering Services | City of Vancouver
t. 604.257.8841 | c. 604 562 9644 | f. 604 257 8859
sandi.swanigan@vancouver.ca

From: "Swanigan, Sandi" <Sandi.Swanigan@vancouver.ca>
To: "Brown, Ken" <ken.brown@vancouver.ca>
Date: 9/19/2016 6:37:05 AM
Subject: RE: TRH Visit - Dave Woods/Scheduling

Hi Ken,
Thanks for clarifying.
Is there anyone I can speak to re; the crew/work for the weekend?
We need to create a contact list and to start discussions re: scheduling logistics.

Cheers,
Sandi Swanigan | Senior Manager, Film and Special Events
Engineering Services | City of Vancouver
t. 604.257.8841 | c. 604 562 9644 | f. 604 257 8859
sandi.swanigan@vancouver.ca

From: Brown, Ken
Sent: Monday, September 19, 2016 7:25 AM
To: Swanigan, Sandi
Cc: Clark, Rick; Hendren, Paul
Subject: RE: TRH Visit - Dave Woods/Scheduling

Hi Sandi,

Dave is just coordinating the availability and pick-up of the steel barricade fencing from the PNE. He will have an update today regarding the quantity of fencing we have requested.

Take care

[Ken Brown](#)
(office) 604.871.6770

From: Swanigan, Sandi
Sent: Thursday, September 15, 2016 6:57 PM
To: Brown, Ken
Cc: Clark, Rick; Hendren, Paul
Subject: TRH Visit - Dave Woods/Scheduling

Hi Ken,

Quick question - is Dave only designated to arrange the fence pick-up at the PNE (God bless you, Ken, for arranging that! One thing off this very ever-growing plate!) Or is he the contact for scheduling, etc.?

I ask because Parks is now requesting that the fence install at Vanier take place on September 24 (SATURDAY), time TBD, instead of the event day Sunday. I have highlighted areas of importance to you and your team.

If you want me to connect/share with Dave or someone else, then let me know.

Vanier Park			
Thursday, September 22	17:00	Fence install orientation	Sandi, Jenny, Parks Staff
Tuesday, September 20	07:00	Install signs in Vanier Park parking lot, kiosk and docks	COV Traffic Ops
Saturday, September 24	TBD	Super Save to install fencing and toilets	Supplier: Super Save
Saturday, September 24	TBD	COV to install crowd fencing	COV Traffic Ops
Sunday, September 25	TBD	Ticket and Tow Check	Park Rangers
Sunday, September 25	TBD	Sweeper Truck clean lot	COV Sanitation
Sunday, September 25	TBD	Directional "Viewing Area" signs installed	Park Rangers
Sunday, September 25	TBD	"No Public Access Signs" mounted on fence	Park Rangers
Sunday, September 25	TBD	Install Barricades/Drop Extras	COV Traffic Ops

Jack Poole			
Sunday, September 25	TBD	Install Crowd Fencing	COV Traffic Ops

ISS			
Sunday, September 25	TBD	Deliver or Install Traffic Barricades	COV Traffic Ops

Cheers,
Sandi Swanigan | Senior Manager, Film and Special Events
Engineering Services | City of Vancouver
t. 604.257.8841 | c. 604 562 9644 | f. 604 257 8859
sandi.swanigan@vancouver.ca

From: "[Swanigan, Sandi](mailto:Sandi.Swanigan@vancouver.ca)" <Sandi.Swanigan@vancouver.ca>
To: "[Hendren, Paul](mailto:Paul.Hendren@vancouver.ca)" <Paul.Hendren@vancouver.ca>
Date: 9/16/2016 12:51:28 PM
Subject: RE: USE THIS: Show Flow Details - TRC visit

Signage – \$4,000

Still do not have a quote from Street and Traffic Ops re: labour for installing COV fencing and barricades, but based on past events I think
1,400 – for install (Sunday call out)
1,200 for 2-person crew standby.

Whew!

From: Hendren, Paul
Sent: Friday, September 16, 2016 8:46 AM
To: Swanigan, Sandi
Cc: Clark, Rick
Subject: RE: USE THIS: Show Flow Details - TRC visit

Hi Sandi and Rick,

Thanks for the info below! I will create a show flow document.

Wendy and I are meeting with Sadhu at 2 pm this afternoon to brief him on the events and project costs. Below are the costs we currently have in the budget.

I think traffic control staff and signage are the two outstanding costs we need to add. Can you send me estimates by noon today?

Item	Cost
Policing*	\$14,164.64
Traffic Control	
Fencing/Sanitation	\$5,742.24
Clearing/securing parking lots in Vanier Park	\$5,300
Park Rangers	\$1,440
Signage	
Contingency of 20%	
Total	

Thanks

From: Swanigan, Sandi
Sent: Thursday, September 15, 2016 6:55 PM
To: Hendren, Paul
Cc: Clark, Rick; Jung, Jenny
Subject: RE: USE THIS: Show Flow Details - TRC visit

Note highlighted correction

From: Swanigan, Sandi
Sent: Thursday, September 15, 2016 6:49 PM
To: Hendren, Paul

Cc: Clark, Rick; Jung, Jenny

Subject: Show Flow Details - TRC visit

Hello Paul,

As discussed here is some scheduling, per discussions with Jenny and Rick this morning; these can be added into other items we have identified.

Key things to note:

Parks has requested that the fence install be done on Saturday. We will do orientation for Park staff on Thursday prior. We will do this after the on-site meeting.

RCMP has new ask for barricades at ISS. More detail to come.

Vanier Park

Thursday, September 22	17:00	Fence install orientation	Sandi, Jenny, Parks Staff
Tuesday, September 20	07:00	Install signs in Vanier Park parking lot, kiosk and docks	COV Traffic Ops
Saturday, September 24	TBD	Super Save to install fencing and toilets	Supplier: Super Save
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Sunday, September 25	TBD	"No Public Access Signs" mounted on fence	Park Rangers
Sunday, September 25	TBD	Install Barricades/Drop Extras	COV Traffic Ops

Jack Poole

Sunday, September 25	TBD	Install Crowd Fencing	COV Traffic Ops
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ISS

Sunday, September 25	TBD	Deliver or Install Traffic Barricades	COV Traffic Ops
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Cheers,

Sandi Swanigan | Senior Manager, Film and Special Events

Engineering Services | City of Vancouver

t. 604.257.8841 | c. 604 562 9644 | f. 604 257 8859

sandi.swanigan@vancouver.ca

From: ["Swanigan, Sandi" <Sandi.Swanigan@vancouver.ca>](mailto:Sandi.Swanigan@vancouver.ca)
To: ["Au, Wendy" <wendy.au@vancouver.ca>](mailto:wendy.au@vancouver.ca)
Date: 8/18/2016 10:44:10 AM
Subject: Re: workplan and proposed site plan - Coast Guard and First Responder event - Sept. 25

Hello Wendy

I agree and Joanne McCormick from VPD is similarly concerned about costs and lack of clarity. She and I spoke and I was going to loop Jenny on and send our estimates to you' How psychic I am!

Cheers,

Sandi Swanigan | Senior Manager, Film and Special Events

Engineering Services | City of Vancouver

t. [604.257.8841](tel:604.257.8841) | c. [604.562.9644](tel:604.562.9644) | f. [604.257.8859](tel:604.257.8859)

sandi.swanigan@vancouver.ca

Sent from my iPhone

On Aug 18, 2016, at 11:14 AM, Au, Wendy <wendy.au@vancouver.ca> wrote:

Thanks for getting onto these tasks, we should estimates all costs incurred especially the policing crowd control costs. We will have to negotiate with Diane that If the City is not involved in the event at all we can't ask council to cover these expenses, they are real out of pocket expenses!

How can we have the Mayor be at Harbour Air to greet and not be invited to the event??

I think we need to be firm with Diane, if they don't want the City to be involved than we will treat them like any other group and have them pay for expenses incurred.

Marnie, what do you think??

Wendy

Sent from my iPad

On Aug 18, 2016, at 11:38 AM, Hendren, Paul <Paul.Hendren@vancouver.ca> wrote:

Hi Wendy,

Sandi, Jenny Jung, and I, had a good conference call with Diane at Heritage Canada this morning. Between the three of us we can cover all of the tasks below that Heritage Canada is asking the City to take care of.

I asked Diane about invoicing for our services and she said they are hoping the City will absorb all of the costs for the services that we're providing. We'll have to discuss this further with her, and I think it will help if we have a cost estimate to share.

Mayor and Council will not receive an invitation to attend the event at the Coast Guard station. The opportunity for the Mayor is to be part of the greeting party when the couple arrive in Vancouver at Harbour Air.

Services

To provide barricades for road closure (for the motorcade) and crowd control including the walkabout – **Sandi**

To have part of the cycling path closed from barricades, tents and media risers set-up time - **Jenny**

To secure the parking lots for free - **Jenny**

To check with Bard on the beach Shakespeare festival if they will be tearing down on Sept.25 and if they need the parking lots - **Jenny**

To check with Bard Festival if we can borrow ropes and stanchions for the media pens - **Jenny**

To ensure there are sufficient garbage bins and toilets in the public area - **Jenny**

To provide cleaning services in the public area - **Jenny**

To provide details to the general public about the event, parking, road closure etc., through media: radio, newspaper and TV as well as social media and City of Vancouver website (with the assistance of PCH) – **Paul + Comms**

To coordinate accreditation to City staff and suppliers (only those who will need to be on site the day of the event) and provide each of them with the accreditation registration details and link to website – **Sandi + Jenny + Paul**

Crowd control and security - **VPD**

Thanks

From: Au, Wendy

Sent: Wednesday, August 17, 2016 12:39 PM

To: Hendren, Paul

Cc: Matthews, Lesley; McGregor, Marnie; Zhang, Pearl; Specht, Margeret; Nikolic, Sandra; Swanigan, Sandi

Subject: Re: workplan and proposed site plan - Coast Guard and First Responder event - Sept. 25

Hi Paul, yes the event needs to be taken to Film and Special Event to take it thru for necessary service provision and risk management. Sandi will be able to assist and advise. Marg can assist by liaising with Bard on the Beach. The last conversation we had with Provincial Protocol they did say that there is no particular role for Mayor and Council and only the Mayor will be invited to the event.. They have also said there is no expectation for the City to pay for related services. I assume either the Province or Feds will pay for any related costs. Please ensure these two points are being clarified.

Thanks

Wendy

Sent from my iPad

On Aug 17, 2016, at 12:21 PM, Hendren, Paul <Paul.Hendren@vancouver.ca> wrote:

Hi Wendy,

Given the nature of the support Heritage Canada is requesting from us (road closures, crowd control, sanitation and cleaning services), I'm arranging a phone conference with Sandi Swanigan and Octavio Silva to speak with the event organizers. I will also be on the call.

During the last call on Monday, I asked if there would be a role at the event for Mayor and Council. The answer from Diane is that Mayor and Council will not have a role at the event.

Thanks,

Paul

From: Au, Wendy

Sent: Wednesday, August 17, 2016 11:13 AM

To: Matthews, Lesley; McGregor, Marnie; Zhang, Pearl; Specht, Margeret; Nikolic, Sandra

Cc: Hendren, Paul

Subject: Fwd: workplan and proposed site plan - Coast Guard and First Responder event - Sept. 25

Sent from my iPad

Begin forwarded message:

From: "Lafrance, Diane (PCH)" <diane.lafrance@canada.ca>

To: "Roger.Girouard@dfo-mpo.gc.ca" <Roger.Girouard@dfo-mpo.gc.ca>, "Au, Wendy" <wendy.au@vancouver.ca>, "Hendren, Paul" <Paul.Hendren@vancouver.ca>, "Amyot, Éric (PCH)" <eric.amyot@canada.ca>, "Collin, Dominique (PCH)" <dominique.collin@canada.ca>, "carmen barcena Ext-PCH" <carmen.barcena@tpsgc-pwgsc.gc.ca>, "Heather.Harding@rcmp-grc.gc.ca" <Heather.Harding@rcmp-grc.gc.ca>, "Graham, Diana (PCH)" <diana.graham@canada.ca>, "Joanne.McNish@dfo-mpo.gc.ca" <Joanne.McNish@dfo-mpo.gc.ca>, "Peter.Collins@dfo-mpo.gc.ca" <Peter.Collins@dfo-mpo.gc.ca>, "Bruce.briggs@dfo-mpo.gc.ca" <Bruce.briggs@dfo-mpo.gc.ca>, "Janelle SHOIHET" <janelle.shoihet@rcmp-grc.gc.ca>, "greg.kostash@rcmp-grc.gc.ca" <greg.kostash@rcmp-grc.gc.ca>

Cc: "Scott, Jill (PCH)" <jill.scott@canada.ca>, "Cutler, Lori (PCH)" <lori.cutler@canada.ca>, "Tartarian, Jeanine (PCH)" <jeanine.tartarian@canada.ca>

Subject: workplan and proposed site plan - Coast Guard and First Responder event - Sept. 25

Hi everyone,

Again thanks for attending the conference call and agreeing to partner with Canadian Heritage to ensure the success of this event. You will find enclosed list of responsibilities as outlined on Monday. As time is of the essence, I am asking if I can count on each of you to reply to all within the next week and write beside each of the task the information needed and/or confirm that you will indeed be responsible for the task.

At the beginning of next week, I will send you the details on accreditation as well as the link. You will need to make sure that anyone working the event is registered before Sept. 9. For now, all I can tell you is that there will be three categories: Supplier, Staff, Participant

I have also attached a draft site plan with TRH movements and set-up. Please note that in the legend, instead of Emergency Vehicles it should read First Responder Vehicles. Also the staging of the motorcade might change, we are waiting to hear back from RCMP who are doing a site visit today.

Thanks to all of you! Have a nice day!

Diane Lafrance

Coordonnatrice principale de logistique / Senior Logistics Coordinator
Direction du Cérémonial d'État et du protocole / State Ceremonial and Protocol Directorate
Ministère du Patrimoine canadien / Department of Canadian Heritage
25, rue Eddy, 11^e étage, pièce 33 / 25 Eddy Street, 11th floor, room 33 (25-11-A)
Gatineau (Québec) K1A 0M5
Téléphone/Tel. 819-994-4300
Télécopieur/Fax. 819-997-8550

From: "Lafrance, Diane \ (PCH)" <diane.lafrance@canada.ca>
 To: "Hendren, Paul" <Paul.Hendren@vancouver.ca>
 "Jung, Jenny" <jenny.jung@vancouver.ca>
 "Sandy Sulikowski" <ssulikow@hotmail.com>
 "McNish, Joanne" <Joanne.McNish@dfo-mpo.gc.ca>
 "Greg KOSTASH" <greg.kostash@rcmp-grc.gc.ca>
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 "Kempton, Laurie-Anne" <Laurie-Anne.Kempton@dfo-mpo.gc.ca>
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 "carmen barcena Ext-PCH" <carmen.barcena@tpsgc-pwgsc.gc.ca>
 "Collin, Dominique \ (PCH)" <dominique.collin@canada.ca>
 "Amyot, Éric \ (PCH)" <eric.amyot@canada.ca>
 Date: 8/25/2016 3:24:46 PM
 Subject: Revised site plan and sequence of events
 Attachments: draft Sequence of Events Coast Guard Aug.25.docx

I lot of changes have been made to the site plan since we spoke because the tents did not fit where we had put them in the initial site plans :0) Please use this new version for the site visit on Monday. Hopefully, no changes will be made from that meeting... if so please inform me and Martin ASAP. Thanks!

Also the timing of the event has changed, it starts 45 minutes earlier (see sequence of events).

For your information, the media position M4 and M5 are missing from the plan as they are being reviewed by Dominique, she will identify the new positions shortly.

The requirements for the 5 media positions are the responsibility of Public Works (Carmen Barcena) so you do not have to worry about them. They are as follows:

M1 -Arrival street level: 24' stanchion	M2 - End of the pier: 24' stanchion	M3 - For meeting with responders : 60' stanchion behind tents of first responders	M4-Walkabout: 1 media riser 2' high, 24' wide, 4' deep and 40' stanchion	M5 -Hovercraft departure: 24' stanchion on the beach, between the pier and the hovercraft dock
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Diane Lafrance

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 Téléphone/Tel. 819-994-4300
 Télécopieur/Fax. 819-997-8550

DRAFT SEQUENCE OF EVENTS

First Responder Showcase

Kitsilano Coast Guard Station

September 25, Vancouver

14:15 GREETINGS - Their Royal Highnesses, Prime Minister and Mrs. Grégoire Trudeau (TBC) arrive at the Kitsilano Coast Guard Station.

The Prime Minister presents:

- the Minister of Fisheries, Oceans and Coast Guard, the Honourable Dominic Leblanc and his wife (TBC)
- the Commissioner of the Canadian Coast Guard, Ms. Jody Thomas
- the Chief of XXX First Nation (NAME TBC)
- the Chief of XXX First Nation (NAME TBC)
- the Chief of XXX First Nation (NAME TBC)

14:17 PROCESSION - Their Royal Highnesses, accompanied by Minister Leblanc and wife (TBC), the Prime Minister and Mrs. Grégoire Trudeau, accompanied by Commissioner Thomas, proceed through the gate and inside the Coast Guard building.

DISCUSSION - Their Royal Highnesses, the Prime Minister and Mrs. Grégoire Trudeau participate in a round-table discussion on rescues and mental health.

Roundtable participants (TBC):

- Royal Canadian Marine Search and Rescue
- North Shore Rescue
- Vancouver Police Department
- Vancouver Fire Department
- BC Ambulance Services
- Coast Guard first responders
- Do it for Daron representative (youth mental health)

Note: the Commissioner will act as the moderator

14:32 PROCESSION - Their Royal Highnesses, accompanied by Minister Leblanc and wife (TBC), the Prime Minister and Mrs. Grégoire Trudeau, accompanied by Commissioner Thomas exit the building and proceed to tour the Coast Guard dock and see from afar their vessels.

14:34 PROCESSION - Their Royal Highnesses, accompanied by Minister Leblanc and wife (TBC), the Prime Minister and Mrs. Grégoire Trudeau, accompanied by Commissioner Thomas proceed down the dock to the cycling path where they meet with first responder organizations and look at some of the equipment used for rescues.

First responder stations are (TBC):

- Royal Canadian Marine Search and Rescue
- North Shore Rescue
- Vancouver Police Department
- Vancouver Fire Department
- BC Ambulance Services
- Coast Guard first responders

14:49 PROCESSION AND WALKABOUT - Their Royal Highnesses accompanied by Prime Minister and Mrs. Grégoire Trudeau proceed on a walkabout on their way to the boat ramp. They will be passing by first responder's vehicles (TBC). The official party follows.

14:58 FAREWELL - The Official party and the three Chiefs bid farewell to TRH at the boat ramp

Their Royal Highnesses, the Prime Minister and Mrs. Grégoire Trudeau board the hovercraft (need names of Captain and Crew members)

Note: the members from the public will get to meet with First Responders after TRH departure

From: ["Lafrance, Diane \ \(PCH\)" <diane.lafrance@canada.ca>](mailto:diane.lafrance@canada.ca)

To: Roger.Girouard@dfo-mpo.gc.ca
["Au, Wendy" <wendy.au@vancouver.ca>](mailto:wendy.au@vancouver.ca)
["Hendren, Paul" <Paul.Hendren@vancouver.ca>](mailto:Paul.Hendren@vancouver.ca)
["Amyot, Éric \ \(PCH\)" <eric.amyot@canada.ca>](mailto:eric.amyot@canada.ca)
["Collin, Dominique \ \(PCH\)" <dominique.collin@canada.ca>](mailto:dominique.collin@canada.ca)
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greg.kostash@rcmp-grc.gc.ca

Date: 8/17/2016 6:25:49 AM

Subject: workplan and proposed site plan - Coast Guard and First Responder event - Sept. 25

Attachments: Workplan Coast Guard and First Responders. docx.docx

Hi everyone,

Again thanks for attending the conference call and agreeing to partner with Canadian Heritage to ensure the success of this event. You will find enclosed list of responsibilities as outlined on Monday. As time is of the essence, I am asking if I can count on each of you to reply to all within the next week and write beside each of the task the information needed and/or confirm that you will indeed be responsible for the task.

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Thanks to all of you! Have a nice day!

Diane Lafrance

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WORKPLAN - COAST GUARD AND FIRST RESPONDER EVENT

(Vancouver, Coast guard Base, Sept. 25, 2016)

Summary from the conference call on August 15, 2016

Coast Guard:

- To provide meeting room (in the Training Room) with U-Shape table for 15 persons
- To propose list of participants for the discussion on rescues and mental health
- To provide moderator for the discussion
- To send PCH a picture of the U-shape table and chairs
- To provide measurements of the training room
- To organize, coordinate and provide list of first responders organizations and participants for the tents (max. 3-4 per responder) and get them to bring equipment, trucks, cars on site for the public
- To organize and pay for hospitality (English Breakfast tea, bottles of water, coffee, biscuits) in the meeting room
- To organize and pay for pop-up tents and tables (6'') for each responder to show their equipment (they should also bring organization signage)
- To provide hovercraft
- To provide helicopter in case of evacuation (TBC) and helicopter at Sea Island
- To draw map to include where the tents will be, responders' truck/car (TBC), the crowd will stand and where the motorcade will stage (with the help of PCH and RCMP/VANCOUVER POLICE)
- To provide all Coast Guard's participants including staff and suppliers who will be on-site the day of the event (except for Official Party) with the accreditation registration details and link to website.
- To provide PCH with list of participants per category (Staff, Supplier, Participant) who will need to be accredited

City of Vancouver:

- To provide barricades for road closure (for the motorcade) and crowd control including the walkabout (number of barricades to be determined on site)
- To have part of the cycling path closed from barricades, tents and media risers set-up time (TBD around 9:00 or 10:00?)
- To secure the parking lots for free :0)
- To check with Bard on the beach Shakespeare festival if they will be tearing down on Sept.25 and if they need the parking lots
- To check with Bard Festival if we can borrow ropes and stanchions for the media pens
- To ensure there are sufficient garbage bins and toilets in the public area
- To provide cleaning services in the public area

- To provide details to the general public about the event, parking, road closure etc., through media: radio, newspaper and TV as well as social media and City of Vancouver website (with the assistance of PCH)
- To coordinate accreditation to City staff and suppliers (only those who will need to be on site the day of the event) and provide each of them with the accreditation registration details and link to website.
- To provide PCH with list of names of people per category (Staff, Supplier,) who will need to be accredited

RCMP and Vancouver Police Department:

- To determine motorcade movements for arrival and departure as well as for the staging during the event with site plans
- Determine and show road closures on map
- Ensure road and crowd control security on site the day of














Public Works Government Services Canada (PWGSC):

- To install media riser and provide rope and stanchions (If we can not get them from the Bard Festival) for media pens
- To coordinate accreditation to suppliers and staff (if needed) and provide each of them with the accreditation registration details and link to website.
- To provide PCH with list of names of persons per category who will need to be accredited (if applicable)

Canadian Heritage (PCH):

- To coordinate event with all partners
- To write sequence of events
- To help City of Vancouver/RCMP with public announcement of event through media
- PCH COMS to provide media riser measurements to PWGSC and number of rope and stanchions needed for media pens



-  Direction of Walkabout
-  6' Fencing
-  4' Moduloc Fencing
-  Crowd Control Fencing
-  Rope and Stanchion
-  First Responder Tent
-  First Responder Vehicle
-  M1 Media
-  Motorcade
-  Public
-  1 Greetings
-  2 Chiefs, MPs, & Federal Ministers
-  Coast Guard Personnel as requested by RCMP



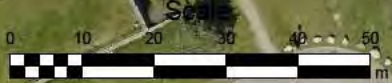
Bard on the Beach
Shakespeare Festival

Councillors and
Commissioners

Canadian Coast Guard

Whyte Ave

Media Parking



MEMORANDUM

September 16, 2016

TO: Mayor and Council
City Manager

FROM: External Relations and Protocol

SUBJECT: Visit of the Duke and Duchess of Cambridge to Vancouver

The Duke and Dutchess of Cambridge are coming to Vancouver on Sunday, September 25. City staff are working with Heritage Canada and the Province of BC to help support their events at the Vancouver Convention Centre and the Coast Guard Station. Both Heritage Canada and the Province have asked that the City absorb staff and equipment costs related to traffic management, crowd control, and securing both event sites.

Support for both events is being provided by staff from Protocol, Film and Special Events, Park Board and the Vancouver Police Department.

The total estimated cost to the City for these services is \$39,576.88

Official Welcome as the Duke and Duchess Arrive in Vancouver

Time: 10:45 AM

Location: Vancouver Convention Centre / Jack Poole Plaza

*Mayor to arrive at 10:15 am. Lesley Matthews will be onsite to provide direction - 604-362-3419.

The official welcome to Vancouver is being organized by the Province of B.C.

Their Royal Highnesses will arrive by seaplane at the Vancouver Convention Centre Harbour Air Terminal, where they will be greeted by:

- Prime Minster Justin Trudeau
- Premier Christy Clark
- the Member of Parliament for Vancouver Centre, The Honourable Dr. Hedy Fry
- the Member of the Legislative Assembly for Vancouver-Mount Pleasant, Melanie Mark
- Mayor Gregor Robertson
- Chief of the Musqueam First Nation, Wayne Sparrow

Memo - Visit of the Duke and Duchess of Cambridge to Vancouver.docx

- Chief of the Squamish First Nation, Ian Campbell
- Chief of the Tsleil-Waututh First Nation, Maureen Thomas

After the official welcome at the Harbour Air terminal, the Prime Minister and Premier will flank Their Royal Highnesses, as they walk across Jack Poole Plaza to their motorcade. The Mayor and Dr. Hedy Fry will walk across the plaza behind Their Royal Highnesses.

Members of the public are invited to this event to watch Their Royal Highnesses arrive and cross the plaza.

To support this event, the Province has asked the City to manage road closures and crowd control on the streets around Jack Poole Plaza. RCMP and Vancouver Convention Centre staff are managing activities on the plaza.

Kitsilano Coast Guard Station - First Responder Showcase

Time 3:15 - 4:00 PM

Location: Coast Guard Station in Vanier Park

*Mayor to arrive by 2:30 pm. Check in with Coast Guard Staff at the barricade at the end of Whyte Avenue.

This event is organized by Heritage Canada.

Their Royal Highnesses and the Prime Minister will arrive at the Coast Guard Station by motorcade. Upon arrival they will be greeted by the Minister of Fisheries, Oceans and Coast Guard, the Honourable Dominic LeBlanc and Mayor Robertson before being shown into the station. Once in the station Their Royal Highnesses and the Prime Minister will participate in a forum on the mental health of first responders, while the Mayor and Chiefs Sparrow, Thomas, and Campbell will meet with Assistant Coast Guard Commissioner, Roger Girouard for an informal discussion on Coast Guard activities.

Mayor Robertson and the Chiefs will join Their Royal Highnesses and the Prime Minister as they come out of the Coast Guard Station to tour the first responder displays. The official farewell will take place after the tour, on the boat ramp as Their Royal Highnesses depart by hovercraft.

Members of the public are invited to this event to watch Their Royal Highnesses tour the first responder vehicles. City Councillors and Park Board Commissioners have been invited to watch from an area inside the crowd fencing.

To support this event, Heritage Canada has asked the City to manage crowd and traffic control, as well as securing the event site including parking areas.

Vancouver Police Department Support

VPD are working with RCMP to provide security for Their Royal Highnesses at both of the events listed above, and as their motorcade travels through Vancouver.

Budget

Item	Cost
Policing*	s.16(1)(b)
Traffic Management Staff	\$1,200
Fencing/Sanitation	\$5,742.24
Clearing/securing parking lots in Vanier Park	\$5,300
Park Rangers	\$1,440
Signage	\$5,400
Contingency of 20%	\$6,330
Total	\$39,576.88

s.16(1)(b)

Wendy Au
Assistant City Manager
City of Vancouver
453 West 12th Ave.
Vancouver, BC V5Y 1V4
Phone: 604-871-6639 Cell : 604-351-5843
Email: wendy.au@vancouver.ca

City of Vancouver Costs Related to Royal Tour Stop In Vancouver - Sept 25, 2016

Arrival at Jack Poole Plaza and First Responders Event at Coast Guard Station

Municipal staffing costs

Protocol staff overtime	567.06
Traffic management staff (ENG)	1,200.00
Streets Crews (ENG)	9,700.00
Park rangers	1,440.00
Park board staff overtime	920.00
Site Management (ENG)	1,040.00
Sanitation (ENG)	2,165.00

Security contractor cost

Securiguard	479.12
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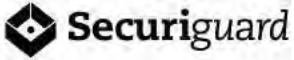
Equipment costs

Toilets	1,902.44
Fencing	4,908.03
Signage	5,400.00

Other

Towing costs to clear parking lots in Vanier Park	70.00
Estimated loss of revenue from closure of parking lots	5,230.00

Total	<u><u>35,021.65</u></u>
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Securiguard Services Limited
 4th Floor, 1445 West Georgia Street
 Vancouver, BC V6G 2T3
 Tel: 1-888-801-0222
 GST: 88596 2431 RT0001

INVOICE NO.	232944
DATE	09/30/16

CUSTOMER

Accounts Payable
 THE CITY OF VANCOUVER
 P O Box 7757
 349 West Georgia Street
 Vancouver, BC V6B 0L5

SERVICE LOCATION

City Of Vancouver - Vanier Park - Steve Scot
 1000 Chestnut St
 Vancouver, BC V6G 1Z4

Please remit payment to: Securiguard Services Limited 4th Floor, 1445 West Georgia Street Vancouver, BC V6G 2T3

TERMS: Net 30	CUSTOMER NO. 1COV	JOB NO. 1COV4614	P.O. NO. 761013582
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Description	Quantity	Unit of Measure	Price	Amount
Uniformed Security 09/01/2016-09/30/2016 Security Officer	26.00	Hours	17.55	456.30

Please remit payment to: Securiguard Services Limited 4th Floor, 1445 West Georgia Street Vancouver, BC V6G 2T3

Overdue accounts are subject to an interest of 2% per month (24% annually) compounded.	Sub-Total	\$456.30
	GST/HST Tax	\$22.82
	PST Tax	\$0.00
	TOTAL	\$479.12

Description		Employee Name	In Time	Out Time	Lunch	Hours	Quantity	Bill Rate	Extension
Work Date	Post Description						Hours	Hours Type	
Security Officer		s.22(1)					26.00	\$17.55	\$456.30
09/24/16	Regular		10:00	14:00		4.00		Regular Officer/Regular	
09/24/16	Regular		14:00	22:00		8.00		Regular Officer/Regular	
09/24/16	Regular		22:00	6:00		8.00		Regular Officer/Regular	
09/25/16	Regular		6:00	12:00		6.00		Regular Officer/Regular	
							Revenue Total		\$456.30
							Tax Total		\$22.82
							Grand Total		\$479.12