

File No.: 04-1000-20-2017-067

April 25, 2017

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 February 14, 2017 for:

**An itemized breakdown (in the form of purchase order, receipt, invoice or other, and including costs of individual items) of any food and drinks paid for and provided by the city during official "re: address" week events that occurred between October 24 and 29, 2016.**

All responsive records are attached. Some information in the records has been severed, (blacked out), under s.17(1) of the Act. You can read or download this section here: [http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/96165\\_00](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00)

Under section 52 of the Act you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your request, within 30 business days from the date of this letter. You can request a review by writing to: Office of the Information & Privacy Commissioner, Email: [info@oipc.bc.ca](mailto:info@oipc.bc.ca), Tel: 250-387-5629 and providing: 1) the request number (#04-1000-20-2017-067; 2) a copy of this letter; 3) a copy of your original request; and 4) the reason you're requesting a review.

Please do not hesitate to contact the Freedom of Information Office at [foi@vancouver.ca](mailto:foi@vancouver.ca) if you have any questions.

Yours truly,



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

*Barbara.vanfraassen@vancouver.ca*  
*453 W. 12th Avenue Vancouver BC V5Y 1V4*  
*Phone: 604 .873.7999*  
*Fax: 604.873.7419*

Encl.

:cf



# Invoice

|                                     |                                |                                      |                                   |                     |
|-------------------------------------|--------------------------------|--------------------------------------|-----------------------------------|---------------------|
| Client/Organization<br>brand.LIVE   | Event Date<br>10/26/2016 (Wed) | Telephone<br>(604) 733-7171          | Fax<br>( ) -                      | Event #<br>E07467   |
| Address<br>308-611 Alexander Street |                                | Booking Contact<br>Catherine Runnals | Site Contact<br>Catherine Runnals | Guests<br>280 (PIn) |

## Railtown Catering Event Items and Totals

### set up shift - 10/25/2016 - 05:00 pm

Staffing Charge \$260.00

### event - 10/26/2016 - 06:00 pm

|     |   |  |            |
|-----|---|--|------------|
|     | PASSED WELCOME CANAPES  |  |            |
| 9   | peppered beef carpaccio, hon shimeji mushrooms, manchego, ancho chili @ \$39.00 |  | \$351.00   |
| 9   | house made smoked salmon, golden beet tartare, pumpernickel crisp @ \$42.00     |  | \$378.00   |
| 6   | golden beets with goat's cheese, hazelnut and saba (gf, v) @ \$36.00            |  | \$216.00   |
|     | GRAZING STATION   |  |            |
| 165 | ARTISAN CHEESE @ \$8.00   |  | \$1,320.00 |
| 150 | CHARCUTERIE @ \$6.00  |  | \$900.00   |
| 120 | SOCKEYE SALMON @ \$8.00   |  | \$960.00   |
| 100 | MEDITERRANEAN VEGETABLES @ \$5.00   |  | \$500.00   |
| 100 | MEDITERRANEAN DIP TRIO @ \$5.00   |  | \$500.00   |
| 100 | GELDERMAN FARMS COUNTRY PORK TERRINE @ \$8.00                                   |  | \$800.00   |
| 75  | EXOTIC FRUIT @ \$6.00   |  | \$450.00   |
|     | SLIDER STATION  |  |            |
| 150 | TEXAS STYLE BEEF BRISKET @ \$6.00   |  | \$900.00   |
| 100 | FALL TURKEY SLIDER @ \$5.00   |  | \$500.00   |
| 100 | BEER BRINED CHICKEN SALAD @ \$5.00  |  | \$500.00   |
| 50  | SMOKED TOFU, BLACK BEAN AND YUCA @ \$6.00                                       |  | \$300.00   |
|     | PASSED SWEETS   |  |            |
| 8   | 64% chocolate cheesecake, valrhona chocolate crumble @ \$36.00                  |  | \$288.00   |
| 8   | salted caramel cream puff, toffee pastry cream @ \$36.00                        |  | \$288.00   |
| 8   | lemon tart, marcona almond, vanilla meringue @ \$36.00                          |  | \$288.00   |
| 8   | hazelnut mousse, milk chocolate cookie, raspberry compote @ \$36.00             |  | \$288.00   |
|     | BEVERAGES   |  |            |
| 1   | railtown liquor license @ \$50.00   |  | \$50.00    |
| 82  | still and sparkling bottled water @ \$2.50                                      |  | \$205.00   |
| 40  | narrative sauv blanc/pinot gris @ \$6.00  |  | \$240.00   |
| 100 | narrative syrah/gamay noir @ \$6.00   |  | \$600.00   |
| 32  | parallel 49 gypsy tears 330ml @ \$5.00  |  | \$160.00   |
| 22  | red truck lager 330ml @ \$4.50  |  | \$99.00    |

## RENTAL EQUIPMENT

## KITCHEN

|    |  |          |
|----|--|----------|
| 1  | kitchen kit; chef required cooking utensils and equipment  |          |
| 2  | 6' x 30" table @ \$10.00   | \$20.00  |
| 2  | linen tablecloth; 90" x 132" floor length for 6' table @ \$16.75                                       | \$33.50  |
|    | PASSED CANAPES   |          |
| 8  | stainless steel server trays @ \$7.00  | \$56.00  |
| 6  | canape passing platters @ \$4.00   | \$24.00  |
| 3  | cocktail napkins (pack of 100) @ \$5.00  | \$15.00  |
|    | PLATTERS   |          |
| 6  | 6' x 30" table @ \$10.00   | \$60.00  |
| 6  | linen tablecloth; 90" x 132" floor length for 6' table @ \$16.75                                       | \$100.50 |
| 14 | local handmade live edge cherry wood, large rectangular board 30" x 16" @ \$24.00                      | \$336.00 |
| 12 | stoneware dinner plate, 11" coupe style @ \$0.95   | \$11.40  |
| 12 | platter service utensils; cheese knives (each) @ \$1.25  | \$15.00  |
| 12 | platter service utensils; mini tongs (each) @ \$1.25   | \$15.00  |
| 12 | platter service utensils; mini forks (each) @ \$0.50   | \$6.00   |
| 12 | platter service utensils; mini spoons (each) @ \$0.50  | \$6.00   |
| 4  | platter service utensils; dip spoons (each) @ \$0.50   | \$2.00   |
| 30 | china, 8" coupe plates (dozen) @ \$7.00  | \$210.00 |
| 25 | mirror, salad/dessert fork (dozen) @ \$5.88  | \$147.00 |
| 4  | vase, square 5" tall @ \$4.25  | \$17.00  |
| 4  | cocktail napkins (pack of 100) @ \$5.00  | \$20.00  |
|    | SLIDER STATION   |          |
| 2  | 6' x 30" table @ \$10.00   | \$20.00  |
| 2  | linen tablecloth; 90" x 132" floor length for 6' table @ \$16.75                                       | \$33.50  |
| 8  | local handmade live edge cherry wood, large rectangular board, metal handles @ \$16.00                 | \$128.00 |
| 30 | china, 8" coupe plates (dozen) @ \$7.00  | \$210.00 |
| 4  | cocktail napkins (pack of 100) @ \$5.00  | \$20.00  |
|    | BAR SERVICE  |          |
| 2  | bar kit; boston shaker, pour spouts, bar rags, muddler, strainer, shot glasses, bar mat, cutting board |          |
| 2  | 6' plexi bar, white; includes front shelf @ \$200.00   | \$400.00 |
| 4  | 6' x 30" table @ \$10.00   | \$40.00  |
| 4  | linen tablecloth; 90" x 132" floor length for 6' table @ \$16.75                                       | \$67.00  |
| 4  | ice caddy, rolling unit, 100 lbs @ \$61.00   | \$244.00 |
| 4  | ice tubs plastic (48 beer or 24 wine) @ \$8.00   | \$32.00  |
| 2  | ice bucket, matte @ \$7.75   | \$15.50  |
| 2  | Ice Scoop Small Metal @ \$2.50   | \$5.00   |
| 35 | glassware, wine glass, white premium 10 oz (dozen) @ \$6.96  | \$243.60 |
| 35 | glassware, wine glass, red premium 15 oz (dozen) @ \$7.68  | \$268.80 |
| 35 | glassware, tall highball, 15 oz (dozen) @ \$6.60   | \$231.00 |
| 4  | cocktail napkins (pack of 100) @ \$5.00  | \$20.00  |
|    | SWEET CANAPES  |          |
| 8  | canape passing platters @ \$4.00   | \$32.00  |
| 2  | cocktail napkins (pack of 100) @ \$5.00  | \$10.00  |
|    | ADDITIONAL RENTALS   |          |
| 8  | pipe and drape panel, priced per foot @ \$11.50  | \$92.00  |
| 1  | 6' x 30" table @ \$10.00   | \$10.00  |

|     |  |            |
|-----|--|------------|
| 1   | linen tablecloth; 90" x 132" floor length for 6' table @ \$16.75                 | \$16.75    |
| 300 | white resin, padding, seat folding @ \$4.50                                      | \$1,350.00 |
| 10  | 30" cocktail table, 42" height @ \$11.50   | \$115.00   |
| 10  | linen tablecloth; 120" round, floor length for 30"x 42" cocktail table @ \$19.00 | \$190.00   |
| 40  | bar stool, white bellini @ \$14.00   | \$560.00   |
| 2   | RENTAL DELIVERY @ \$68.00  | \$136.00   |
| 2   | RENTAL DELIVERY @ \$160.00   | \$320.00   |
| 1   | MERCHANT TERMINAL SALES @ (\$693.91)   | (\$693.91) |
| 1   | CASH SALES @ (\$48.70)   | (\$48.70)  |

EVENT TIMELINE  
Staffing Charge \$2,705.00

|                | Food        | Beverage | Liquor   | Equipment  | Labor      | Disposables | Delivery | Other   | Total       |
|----------------|-------------|----------|----------|------------|------------|-------------|----------|---------|-------------|
| Subtotal       | \$9,727.00  | \$205.00 | \$356.39 | \$5,363.55 | \$2,965.00 | \$85.00     | \$456.00 | \$50.00 | \$19,207.94 |
| Gratuity       | \$1,750.86  | \$36.90  | \$64.15  | \$0.00     | \$0.00     | \$0.00      | \$0.00   | \$0.00  | \$1,851.91  |
| Service Charge | \$0.00      | \$0.00   | \$0.00   | \$1,072.71 | \$0.00     | \$0.00      | \$0.00   | \$0.00  | \$1,072.71  |
| Taxes          | \$573.89    | \$12.10  | \$63.08  | \$772.35   | \$148.25   | \$10.20     | \$22.80  | \$2.50  | \$1,605.17  |
| Total          | \$12,051.75 | \$254.00 | \$483.62 | \$7,208.61 | \$3,113.25 | \$95.20     | \$478.80 | \$52.50 | \$23,737.73 |

|         |             |
|---------|-------------|
| Paid    | \$10,000.00 |
| Balance | \$13,737.73 |

|               |            |
|---------------|------------|
| Tax Breakdown |            |
| GST           | \$1,106.63 |
| PST           | \$498.54   |
| Total         | \$1,605.17 |

|                           |                    |                                  |           |
|---------------------------|--------------------|----------------------------------|-----------|
| Pay Method<br>Credit Card | Card Type<br>Visa  | Card Holder<br>Catherine Runnals | Signature |
| Card Number<br>*** 5583   | Expires<br>06-2019 |                                  |           |

Payments Made

| Payment    | Date       | Method      | Card Holder       | Card Type |
|------------|------------|-------------|-------------------|-----------|
| \$5,000.00 | 10/21/2016 | Credit Card | Catherine Runnals | Visa      |
| \$5,000.00 | 10/21/2016 | Credit Card | Catherine Runnals | Visa      |

"Railtown Catering"  
397 Railway St.  
Vancouver, BC. V6A 1A4  
GST#840784409

A 3.5% service charge on all American Express credit card payments will apply

*A 2% service charge on all credit card payments exceeding \$5,000.00 will apply*

An initial non-refundable deposit of 25% is required at the time of signing the event proposal to confirm your event. Two weeks prior to your event date, an additional 50% deposit is due. Three business days prior to the event the final balance must be paid in full. Any additional costs for labour, beverages, or rentals will be billed the next business day after the event, our payment terms are net 15. Depending on the menu and services provided, your function may be subject to any of the following: 5% GST, 7% PST, 10% PST (on alcohol) & 18% gratuity on food & beverage, 20% rental equipment insurance to cover any broken/damaged/missing items.



FINAL



Invoice

Invoice #: 257658
Event #: 202520
Invoice Date: Oct 31, 2016
Account: 00089868
GST #: 100432764

re:address Housing Summit

PO #4500567435

October 27, 2016 to October 27, 2016

Bill To:

Kirsten Baillie
The City of Vancouver, Community Services Group, Housing Policy and
WoodWards Heritage Building, 6th Floor
111 West Hastings Street
Vancouver, BC V6B 5R1

Make Cheque Payable To:

Vancouver Convention Centre
1055 Canada Place
Vancouver, B.C. Canada V6C 0C3
Telephone: (604) 689-8232
Facsimile: (604) 647-7232

Summary - Charges by Department

Table with 2 columns: Description, Amount. Rows include Space Rental Charges (\$6,245.00), Food & Beverage (\$28,307.50), Setup (\$0.00), Audio/Visual (\$14,722.10), Security (\$2,011.13), Technology Services (\$997.50), Electrical Services (\$538.00), Event Logistics (\$0.00), Subtotal Charges (\$52,821.23), F&B Service Charge (\$28,167.50), Subtotal Charges before Tax (\$57,891.38).

Summary - Taxes

Table with 3 columns: Description, Amount, and handwritten notes. Rows include Goods & Services Tax - AV (\$14,722.10), Goods & Services Tax - COD (\$0.00), Goods & Services Tax - Electrical (\$538.00), Goods & Services Tax - Food & Beverage (\$33,377.65), Goods & Services Tax - Room Rental Sales (\$6,245.00), Goods & Services Tax - Security (\$2,011.13), Goods & Services Tax - Setup (\$0.00), Goods & Services Tax - Technology Services (\$997.50), Provincial Sales Tax - 7% Exemption Adjustment (\$13,458.00), Provincial Sales Tax - AV (\$14,722.10), Provincial Sales Tax - Technology Services (\$997.50), Subtotal Taxes (\$3,052.91).

Total Charges: \$60,944.29

Summary - Deposits/Payments

Table with 4 columns: Date, Description, Amount, and Transaction Type. Rows include Deposit - MasterCard (1,560.90), Deposit - MasterCard (1,900.00), Deposit - MasterCard (1,900.00), Deposit - Cheque (27,941.03), Total Payments: \$33,301.93.



# Invoice

Invoice #: 257658  
Event #: 202520  
Invoice Date: Oct 31, 2016  
Account: 00089868  
GST #: 100432764

re:address Housing Summit

October 27, 2016 to October 27, 2016

|                        |                    |
|------------------------|--------------------|
| <b>Net Amount Due:</b> | <b>\$27,642.36</b> |
|------------------------|--------------------|





City of Vancouver, Community Services  
 Ms Kirsten Baillie  
 111 West Hastings Street  
 Vancouver, V6B 1H4

Fairmont Pacific Rim  
 1038 Canada Place  
 Vancouver BC V6C 0B9  
 Tel: 604 695 6300  
 Fax: 604-695-5466

Business Block Name: RE: Address Housing Summit - BB ID 4188726

Arrival: Sunday, 23 October 2016

Departure: Monday, 31 October 2016

Banquet Order

|   | Qty | Curr. | Unit Price | Total     |
|---|-----|-------|------------|-----------|
| Thursday, 27 October 2016   |     |       |            |           |
| <b>Reception - Event ID 11205861 - Star Sapphire Foyer</b>                          |     |       |            |           |
| Cashier   | 2   | CAD   | 160.00     | 320.00    |
| <b>Beverage Service - Event ID 11248589 - Star Sapphire Foyer</b>                   |     |       |            |           |
| Minimum Consumption of \$450.00 net revenue per bar or                              | 3   | CAD   | 160.00     | 480.00    |
| <b>Food Service - Event ID 11248591 - Star Sapphire Foyer</b>                       |     |       |            |           |
| Crostini Margherita - Natural Pastures Organic Buffalo Mozzarella, Tomato and Pest  | 29  | CAD   | 52.00      | 1,508.00  |
| Mission Fig, Spiced Neufchatel, Prosciutto Truffled Honey, Crushed, Green Pistachio | 29  | CAD   | 54.00      | 1,566.00  |
| Wild Salmon Poke with Soy-Ginger Dressing   | 29  | CAD   | 56.00      | 1,624.00  |
| Mini BLTs with Bacon, Cracked Pepper Aioli  | 29  | CAD   | 52.00      | 1,508.00  |
| Onion-Cumin Pakora, Mint Chutney(Vegetarian)  | 29  | CAD   | 52.00      | 1,508.00  |
| Dungeness Crab And Smoked Cod Croquette, Charred Scallion, Sauce Gribiche           | 29  | CAD   | 58.00      | 1,682.00  |
| Wild Mushroom-Taleggio Pizzette(Vegetarian)   | 29  | CAD   | 54.00      | 1,566.00  |
| Red Quinoa ARANCINI Porcini Mushroom, Burnt Shallot, Red Pepper Tapenade(Veg        | 29  | CAD   | 54.00      | 1,566.00  |
| Qualicum Beach Scallop with Cauliflower Puree, Preserved Lemon Relish               | 29  | CAD   | 58.00      | 1,682.00  |
| Teriyaki Chicken Satay with Hull-Hull Sauce, Hoisin and Rum Glaze                   | 29  | CAD   | 55.00      | 1,595.00  |
| Angus Reserve Brisket Slider with Little Qualicum Rathrevor Cheese                  | 29  | CAD   | 59.00      | 1,711.00  |
| Albacore Tuna Slider with Wasabi Aioli, Spinach Goma-ae                             | 29  | CAD   | 59.00      | 1,711.00  |
| <b>Summary</b>  |     |       |            |           |
| Food  |     | CAD   |            | 19,227.00 |
| Labour  |     | CAD   |            | 800.00    |
| Banquets - Administration Fee 3%  |     | CAD   |            | 576.81    |
| Banquets - GST  |     | CAD   |            | 1,222.46  |
| Banquets - Service Charge 20%   |     | CAD   |            | 3,845.40  |
| <b>Total Excluding Tax &amp; Service Charges</b>                                    |     | CAD   |            | 20,027.00 |
| <b>Total Including Tax &amp; Service Charges</b>                                    |     | CAD   |            | 25,671.67 |

Thank you for choosing Fairmont Pacific Rim.

Signature



Law Courts Inn Restaurant

500-800 Smithe Street  
 Vancouver, BC  
 V6Z 2E1

# Invoice

|            |           |
|------------|-----------|
| Date       | Invoice # |
| 10/25/2016 | 3407      |

|                         |
|-------------------------|
| Invoice To              |
| City of Vancouver Event |

|          |       |         |
|----------|-------|---------|
| P.O. No. | Terms | Project |
|          |       |         |

| Qty | Description        | Rate      | Amount    |
|-----|--------------------|-----------|-----------|
| 1   | Event Deposit      | -1,500.00 | -1,500.00 |
| 90  | Breakfast          | 23.00     | 2,070.00  |
| 100 | Lunch              | 35.00     | 3,500.00  |
|     | Room Rental        | 1,350.00  | 1,350.00  |
|     | Service Charge 18% | 1,002.60  | 1,002.60  |

**Sales Tax Summary**

|           |        |
|-----------|--------|
| GST@5.0%  | 396.13 |
| Total Tax | 396.13 |

|              |                   |
|--------------|-------------------|
| <b>Total</b> | <b>\$6,818.73</b> |
|--------------|-------------------|

### Catering Expenses

| Date         | Event                          | Location             | Time     | Catering (incl taxes, service charges, gratuity, etc.) | Source                                    |
|--------------|--------------------------------|----------------------|----------|--|---|
| 26-Oct       | Official Delegate Welcome      | MOA                  | 6-8pm    | \$23,738   | Railtown Catering #E07467                 |
| 27-Oct       | Summit                         | Convention Centre    | 7am-5pm  | \$33,378   | Vancouver Convention Centre PO 4500567435 |
| 27-Oct       | Sublime & Ridiculous           | Convention Centre    | 7pm-9pm  |  | Vancouver Convention Centre PO 4500567435 |
| 27-Oct       | Summit Close Event             | Fairmont Pacific Rim |          | \$25,672   | Fairmont Pacific Rim BB ID #4188726       |
| 28-Oct       | NP Housing Summit              | Law Courts Inn       | 9am-12pm | \$2,546  | Law Courts Inn Restaurant Invoice #3407   |
| 28-Oct       | Regional Summit: Housing Aff'y | Law Courts Inn       | 1pm-4pm  | \$4,305  | Law Courts Inn Restaurant Invoice #3407   |
| <b>TOTAL</b> |                                |                      |          | <b>\$89,639</b>  |   |

### Revenue

| Funding Source      | Value           |
|---------------------|-----------------|
| Ticket Sales        | \$43,336        |
| Ticket Sponsorships | \$20,870        |
| BCNPHA              | \$4,000         |
| UDI                 | \$1,870         |
| VanCity             | \$15,000        |
| <b>TOTAL</b>        | <b>\$64,206</b> |

### Net

|                        | Amount          |
|------------------------|-----------------|
| Catering Costs         | \$89,639        |
| Less: Revenue          | \$64,206        |
| <b>Net cost to CoV</b> | <b>\$25,433</b> |