

File No.: 04-1000-20-2019-693

December 13, 2019

s.22(1)

Dear s.22(1)

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

I am responding to your request of November 6, 2019 for:

**Regarding the \$12,500 billed by Elettra for communication services, June 19, 2019, request is for a copy of the invoice(s), contract and a description of the deliverables.**

All responsive records are attached.

Under section 52 of the Act, and within 30 business days of receipt of this letter, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request by writing to: Office of the Information & Privacy Commissioner, [info@oipc.bc.ca](mailto:info@oipc.bc.ca) or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number (#04-1000-20-2019-693); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,



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

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

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

Encl.

:ag

**From:** Sebastian, Lorraine  
**To:** AP Central  
**Subject:** Elettra Invoice Number 1413 for \$ 13125.00  
**Date:** Thursday, June 20, 2019 12:39:23 PM  
**Attachments:** Elettra Invoice 1413 - June 19 \$ 13,125.00.pdf

---

Hello,

Could you please workflow this Invoice to me for payment.

Thank you  
Lorraine

Lorraine Sebastian  
Office Manager  
Office of the Mayor | City of Vancouver  
453 West 12<sup>th</sup> Avenue (3<sup>rd</sup> Floor)  
Vancouver, BC V5Y 1V4  
604.873.7622 | [mayorofvancouver.ca](http://mayorofvancouver.ca)



# INVOICE

INVOICE # 1413  
DATE 2019-06-19 P.O. NO. 124983  
PROJECT Communications Consulting Services  
CLIENT The City of Vancouver  
Neil Monckton

Communications consulting services provided to the Office of the Mayor from January to May 2019.

Fees  
Media relations and communications strategy, media monitoring, social media monitoring, and copy writing 12,500.00  
(as needed).  
\$2,500 / month for January, February, March, April, and May.

Subtotal: CAD 12,500.00  
GST: CAD 625.00  
TOTAL: CAD 13,125.00

Please remit to:

Elettra Communications Ltd.  
#520 - 510 West Hastings Street  
Vancouver, BC V6B 1L8  
604 738 3870  
Info@elettra.ca

GST/HST Number: 830183414 RT0001

TERMS: Net 30

1.5% Interest will be charged on all overdue accounts.

APPROVED  
NEIL MONCKTON  
CHIEF OF STAFF

520 - 510 W. HASTINGS STREET | VANCOUVER, BC | V6B 1L8

TEL 604.738.3870 |  
City of Vancouver - FOI 2019-693 - Page 2 of 7



# ESTIMATE

---

TO Alvin Singh  
CLIENT Mayor's Office, City of Vancouver  
FROM Gwen Hardy | [gwen@eletttra.ca](mailto:gwen@eletttra.ca) | 604 738 3870  
DATE January 1, 2019  
RE Communications Support

## SCOPE OF WORK

### 1) *Media relations and communications strategy*

- Support the development of media relations and communications strategies for the Mayor and Mayor's Office.

### 2) *Media monitoring*

- Monitor media involving the Mayor and Mayor's office in order to provide feedback.
- Identify media or communications opportunities.
- Identify public relations events and opportunities.

### 3) *Social media*

- Monitor social media involving Mayor and Mayor's Office for feedback.
- Identify social media or communications opportunities and develop the associated content.

### 4) *Copywriting*

- Provide copywriting or editing services on as as-needed basis.

## TERM

The work would commence on January 1, 2019 and continue on a month-to-month basis as determined by the Mayor's Office.



## ESTIMATE

### Monthly Communications Retainer

\$2,500/month

Media relations and communications strategy

Media monitoring

Social media

Copywriting

### Authorization – Communications Support for the Mayor's Office

Your signature authorizes Elettra Communications to proceed with work described above at the estimated price of \$2,500/month.

A handwritten signature in blue ink, appearing to be "Gwen", written over a horizontal line.

Signature

A handwritten date in blue ink, "Jan 27 2019", written over a horizontal line.

Date

**\*\* Please sign, scan and email to [gwen@elettra.ca](mailto:gwen@elettra.ca)**

Date: January 07, 2019

**PRIVATE AND CONFIDENTIAL**

Elettra Communications  
520 - 510 W. Hastings Street  
Vancouver BC  
V6B 1L8

[Gwen@elettra.ca](mailto:Gwen@elettra.ca)

Dear Gwen:

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

This will confirm our agreement that you will provide the services described in the schedule to this letter (the "Services") to the City of Vancouver for the period from **January 01, 2019** to **December 31, 2019** (the "Term") on the following terms and conditions:

- The City will pay to you the amount of \$ **2,500.00 (Two thousand five hundred dollars only)** exclusive of taxes. This is the maximum amount that the City is obliged to pay in respect of performance of the Services unless this letter agreement is amended in writing and signed by both you and the undersigned.
- This Term may be terminated at any time, by the City giving you 15 days' notice. The City will pay to you the amount of services rendered up to that date.
- You will provide the Services as an independent contractor and not as an employee of the City. You will not be entitled to any employment benefits of any kind, and you will be solely responsible for remittance of Canada Pension premiums, Employment Insurance premiums, income tax and any other taxes, based on the total remuneration payable to you under this letter agreement.
- You will submit your invoices monthly for Services completed. You will obtain the pre-approval of the undersigned for any disbursements to be reimbursed to you and you will provide original invoices for all disbursements claimed.
- You acknowledge by signing this letter that, in performing the Services, you may acquire information about certain matters which are confidential and that such information is the exclusive property of the City and you agree not to disclose same to any third party either during or after the Term.


  
(Initial Page)



- All drawings, audio-visual materials, information, plans, models, designs, specifications, reports and other documents or products produced, received or acquired by you as a result of the provision of the Services (the "Material") will be the sole property of the City and the City will have the right to use all of the Material for its benefit in any way it sees fit, subject to third party owned copyright. You will deliver the Material to the City forthwith following the expiry of the Term. Title to Material created by you is to be considered to have been transferred, and any copyright in same is to be considered to have been assigned by you to the City, on creation of such Material. You irrevocably waive, in favour of the City, your moral rights in respect of Material created by you.

To confirm your agreement to the above terms and conditions, kindly sign the duplicate copy of this letter where indicated and return same to the Mayor's Office as soon as possible.

Sincerely,



Neil Monckton  
Chief of Staff



(Initial Page)



**SERVICES REQUIRED:**

1. **Media relations and communication strategy:**
  - Support the development of media relations and communications strategies for the Mayor and Mayor's Office.
2. **Media monitoring:**
  - Monitor media involving the Mayor and Mayor's office in order to provide feedback.
  - Identify media or communications opportunities.
  - Identify public relations events and opportunities.
3. **Social media**
  - Monitor social media involving the Mayor and Mayor's office for feedback.
  - Identify social media or communications opportunities and develop the associated content.
4. **Copywriting**
  - Provide copywriting or editing services on as as-needed basis.

TERMS ACKNOWLEDGED AND AGREED TO THIS DAY OF January 07, 2019

\_\_\_\_\_  
(Signature)