

File No.: 04-1000-20-2019-769

January 24, 2020

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 December 16, 2019 for:

All invoices submitted by Elettra Communications from June 20, 2019 to December 16, 2019.

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 or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number (#04-1000-20-2019-769); 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,

Cobi Falconer, Acting Director, for



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

Barbara.vanfraassen@vancouver.ca
453 W. 12th Avenue Vancouver BC V5Y 1V4

*If you have any questions, please email us at 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.

:ma

CITY OF VANCOUVER

FOI 2019 - 769

All Invoices Submitted by Elettra Communications from June 20, 2019 to December 16, 2019

Invoice Date	Invoice number	Amount
2019/06/19	1413	13,125.00
2019/07/12	1429	2,625.00
2019/08/08	1442	2,625.00
2019/09/05	1458	2,625.00
2019/10/08	1476	2,625.00
2019/10/08	1478	2,856.00
2019/11/01	1495	2,625.00
2019/12/12	1511	2,625.00
		<hr/> 31,731.00



INVOICE

INVOICE # 1458

DATE 2019-09-05 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 during August 2019.

Fees
Media relations and communications strategy, media monitoring, social media monitoring, and copy writing (as needed). 2,500.00
\$2,500 / month

Subtotal: CAD 2,500.00

GST: CAD 125.00

TOTAL: CAD 2,625.00

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
(Signature)
NEIL MONCKTON
Chief of Staff

INVOICE

INVOICE # 1478
DATE 2019-10-08 P.O. NO.
PROJECT Communications Consulting Services
CLIENT The City of Vancouver
Neil Monckton

Hard costs associated with producing two videos for the Mayor's Office.

Hard Costs	
July 4 Childcare video shoot and editing	1,800.00
Aug 7 Housing announcement video shoot and editing	920.00



APPROVED
NEIL MONCKTON
Chief of Staff

Subtotal:	CAD 2,720.00
GST:	CAD 136.00
TOTAL:	CAD 2,856.00

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.

INVOICE

INVOICE # 1476
DATE 2019-10-08 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 during September 2019.

Fees
Media relations and communications strategy, media monitoring, social media monitoring, and copy writing (as needed). 2,500.00
\$2,500 / month


APPROVED
NEIL MONCKTON
Chief of Staff

Subtotal: CAD 2,500.00
GST: CAD 125.00
TOTAL: CAD 2,625.00

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

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520 - 510 W. HASTINGS STREET | VANCOUVER, BC | V6B 1L8 | TEL 604.738.3870

INVOICE

INVOICE # 1476
DATE 2019-10-08 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 during September 2019.

Fees
Media relations and communications strategy, media monitoring, social media monitoring, and copy writing (as needed) 2,500.00
\$2,500 / month


APPROVED
NEIL MONCKTON
Chief of Staff

Subtotal: CAD 2,500.00
GST: CAD 125.00

TOTAL: CAD 2,625.00

Please remit to:

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INVOICE

INVOICE # 1511
DATE 2019-12-12 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 during November 2019.

Fees
Media relations and communications strategy, media monitoring, social media monitoring, and copy writing (as needed). 2,500.00
\$2,500 / month

Subtotal: CAD 2,500.00
GST: CAD 125.00

TOTAL: CAD 2,625.00

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

INVOICE

INVOICE # 1429
DATE 2019-07-12 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 during June 2019.

Fees
Media relations and communications strategy, media monitoring, social media monitoring, and copy writing (as needed). 2,500.00
\$2,500 / month

APPROVED
Neil Monckton
NEIL MONCKTON
CHIEF OF STAFF

Subtotal: CAD 2,500.00
GST: CAD 125.00

TOTAL: CAD 2,625.00

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.

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

TEL 604.738.3870 |

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

INVOICE

INVOICE # 1442
DATE 2019-08-08 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 during July 2019.

Fees
Media relations and communications strategy, media monitoring, social media monitoring, and copy writing (as needed). 2,500.00
\$2,500 / month

Subtotal: CAD 2,500.00
GST: CAD 125.00

TOTAL: CAD 2,625.00

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.

INVOICE

INVOICE # 1495
DATE 2019-11-01 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 during October 2019.

Fees
Media relations and communications strategy, media monitoring, social media monitoring, and copy writing (as needed). 2,500.00
\$2,500 / month



NEIL MONCKTON
Chief of Staff

Subtotal: CAD 2,500.00
GST: CAD 125.00
TOTAL: CAD 2,625.00

Please remit to:

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604 738 3870
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GST/HST Number: 830183414 RT0001

TERMS: Net 30

1.5% Interest will be charged on all overdue accounts.

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