

File No.: 04-1000-20-2020-294

January 6, 2021

s.22(1)

Dear s.22(1)

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

I am responding to your request of May 28, 2020 for:

**All invoices and contracts approved by Neil Monckton between November 1, 2018 and May 15, 2020.**

All responsive records are attached. Some information in the records has been severed, (blacked out), under s.14, s.21(1), and s.22(1) of the Act. You can read or download these sections here: [http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/96165\\_00](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00).

Under 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](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 assigned to your request (#04-1000-20-2020-294); 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](mailto:foi@vancouver.ca) if you have any questions.

Yours truly,

[Signature on file]

**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.

:kt

Date: Nov/5/2018

**PRIVATE AND CONFIDENTIAL**

Elettra Communications Ltd.  
520-510 West Hastings Street  
Vancouver, BC V6B 1L8

Dear Gwen Hardy,

**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 November 5, 2018 to December 24, 2018 (the "Term") on the following terms and conditions:

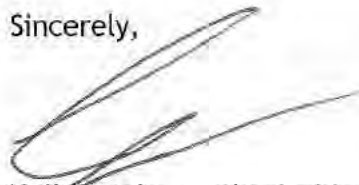
- The City will pay to you the amount of \$10,000 (Ten thousands dollars) exclusive of taxes. This is the maximum amount that the City is obliged to pay in respect of performance of the Services unless this letter agreement is amended in writing and signed by both you and the undersigned.
- You will 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,



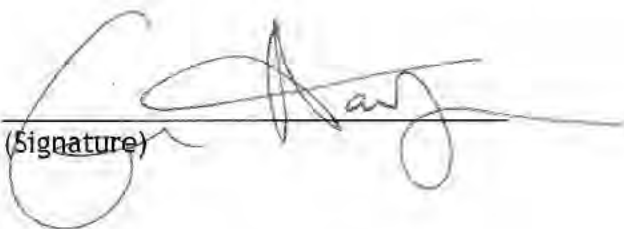
Neil Monckton, Chief of Staff  
Mayor's Office, City of Vancouver

  
(Initial Page)

**SERVICES REQUIRED:**

1. Transition media relations services
  - a. Triaging media requests to the new Mayor's Office
  - b. Managing media relations inquiries and providing proactive information to media members
  - c. Developing strategies and messaging for the Mayor and Mayor's Office
2. Media relations and communications strategy
  - a. Developing an interim media relations and communications strategy for the Mayor and Mayor's Office
3. Media monitoring
  - a. Monitor media involving Mayor and Mayor's Office for feedback
  - b. Identification of media or communications opportunities
  - c. Identification of public relations events and opportunities
4. Social media monitoring
  - a. Monitor social media involving Mayor and Mayor's Office for feedback
  - b. Identification of social media or communications opportunities
5. Copy writing
  - a. Provide copy-editing services on an as-needed basis

TERMS ACKNOWLEDGED AND AGREED TO THIS 5<sup>th</sup> DAY OF November, 2018.

(Signature) 



# INVOICE



INVOICE # 1327  
DATE December 18, 2018  
PROJECT Communications Consulting Services  
CLIENT The City of Vancouver  
ATTN Neil Monckton  
PO

DESCRIPTION	Communications consulting services provided to the Office of the Mayor for November and December 2018.	
FEES		TOTAL
Transition media relations services, media relations and communications strategy, media monitoring, social media monitoring, and copy writing (as needed).		\$10,000.00

	SUBTOTAL	\$10,000.00
	GST:	\$500.00
	TOTAL DUE:	\$10,500.00

**Please remit to:**

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

GST Number: 83018 3414 RT 0001  
Terms: Net 30 days. 1.5% interest will be charged on all overdue accounts.

Vendor # 1324983

Approved Neil Monckton  
Signature: [Signature]

Doc # 670123

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)

# 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*  
*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

*531070/40038655*

GST/HST Number: 830183414 RT0001

TERMS: Net 30

1.5% Interest will be charged on all overdue accounts.

*DOC # 126109 posted*  
*July 29, 2019*

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.

531070 / 40038655  
Doc # 719473

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 2020-294 - Page 9 of 113



# 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.

*Doc # 135472.  
GLAIC 531070  
Order 40038655*

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



## 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

531070/40038655-  
DOC# 743478

Subtotal: CAD 2,500.00  
GST: CAD 125.00  

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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

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

## INVOICE

INVOICE # 1475  
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

1.5% Interest will be charged on all overdue accounts.

*Doc # 752243  
331070/4003865*

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

## 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

*Doc # 758325*

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 # 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

**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

1.5% Interest will be charged on all overdue accounts.

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

*paid on Nov 08/2019  
Doc # 76028*



# 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

531070/40088655-  
DOC # 772654

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 # 1517  
DATE 2019-12-18 P.O. NO.  
PROJECT Communications Consulting Services  
CLIENT The City of Vancouver  
Neil Monckton

Hard costs associated with shooting photography for the Mayor's Office.

October - Photo services - 7 hours 1,450.00

531070/40038655-  
Doc # 773306

Subtotal: CAD 1,450.00

GST: CAD 72.50

**TOTAL:** CAD 1,522.50

**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 # 1524  
DATE 2020-01-07 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 December 2019.

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

531070/40028655-  
DOC # T78391.

Subtotal: CAD 2,500.00  
GST: CAD 125.00  

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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

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



Date: January 07, 2020

**PRIVATE AND CONFIDENTIAL**

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

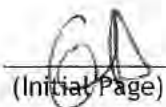
Gwen@elettra.ca

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, 2020** to **December 31, 2020** (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.
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- 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.
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(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

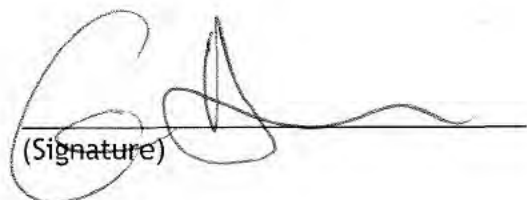


(Initial Page)

**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, 2020

  
(Signature)

## INVOICE

INVOICE # 1534  
DATE 2020-02-06 P.O. NO. 124983  
PROJECT Communications Consulting Services  
CLIENT The City of Vancouver  
Neil Monckton

**APPROVED**  
*NEIL MONCKTON*  
Chief of Staff

Communications consulting services provided to the Office of the Mayor during January 2020.

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

*531070/40038655*  
*Doc 789874*

**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

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INVOICE # 1556

DATE 2020-03-10 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 February 2020.

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

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**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

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INVOICE # 1582

DATE 2020-04-06 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 March 2020.

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

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**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

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INVOICE # 1595

DATE 2020-05-08 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 April 2020.

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

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**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

Date: November 30, 2018

**PRIVATE AND CONFIDENTIAL**

Mr. Alex Chan  
1520 Purcell Drive  
Coquitlam, BC  
V3E 3B6

Dear:

**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 **November 30, 2018 to December 09, 2018** (the "Term") on the following terms and conditions:

- The City will pay to you the amount of \$ 1,000.00 (One thousand 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.
- 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

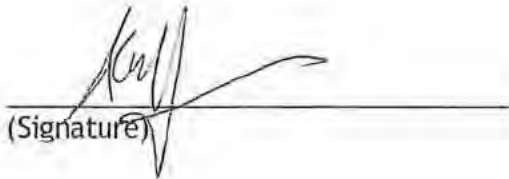
AC  
(Initial Page)



**SERVICES REQUIRED:**

- Writing, Research
- Community Outreach
- Event coordination
- Media analysis and translation
- Other duties as assigned

TERMS ACKNOWLEDGED AND AGREED TO THIS DAY OF November 30, 2018.

  
(Signature)

VENDOR # 701743  
(701743)

# INVOICE

Alex Chan  
1520 Purcell Dr  
Coquitlam, BC, V3E 3B6  
(604) 704-5633  
star823211@gmail.com

Invoice No : 1  
Date : 2018-12-07

Mayor's Office  
City of Vancouver  
Floor 3, 453 W 12 Ave  
Vancouver, BC, V5Y 1V4

Quantity	Description	Unit Price	Line Total
40	Hours of Work	\$25.00	\$ 1,000.00
	30-Nov 9:30-5:00		7.5
	03-Dec 9:30-5:00		7.5
	04-Dec 9:30-5:00		7.5
	05-Dec 9:30-5:00		7.5
	06-Dec 9:00-4:00		7
	09-Dec Event		3
Subtotal			\$ 1,000.00
TOTAL			

Make all checks payable to Alex Chan.

Doc # 065999/Dec 10, 2018

Date: January 07, 2019

**PRIVATE AND CONFIDENTIAL**


Alex Chan  
1520 Purcell Drive  
Coquitlam, BC  
V3E 3B6

Dear Alex:

**Re: Consulting Agreement with Office of the Mayor, City of Vancouver - Amendment 1**

- Your consulting agreement with the City has been extended from January 07, 2019 to April 30, 2019
- All other terms and conditions as per the original contract dated November 30, 2018 will remain unchanged.

Please acknowledge by signing this Amendment.

  
\_\_\_\_\_  
Alex Chan  
\_\_\_\_\_  
Neil Monckton

Date: May 01, 2019

**PRIVATE AND CONFIDENTIAL**


Alex Chan  
1520 Purcell Drive  
Coquitlam, BC  
V3E 3B6

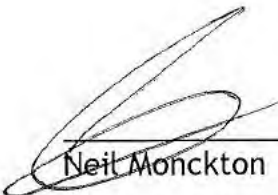
Dear Alex:

**Re: Consulting Agreement with Office of the Mayor, City of Vancouver - Amendment  
2**

- Your consulting agreement with the City has been extended from May 01, 2019 to December 31, 2019.
- All other terms and conditions as per the original contract dated November 30, 2018 will remain unchanged.

Please acknowledge by signing this Amendment.

  
\_\_\_\_\_  
Alex Chan

  
\_\_\_\_\_  
Neil Monckton



# INVOICE

**Alex Chan**

1520 Purcell Dr  
Coquitlam, BC, V3E 3B6  
(604) 704-5633  
star823211@gmail.com

Invoice No : 7

Date : 7/1/2019

Mayor's Office  
City of Vancouver  
Floor 3, 453 W 12 Ave  
Vancouver, BC, V5Y 1V4

Quantity	Description	Unit Price	Line Total
96	Hours of Work	\$25.00	\$ 2,400.00
	5-Jun 9:30-5:30		8
	6-Jun 9:30-5:31		8
	7-Jun 9:30-5:32		8
	12-Jun 9:30-5:33		8
	13-Jun 9:30-5:34		8
	14-Jun 9:30-5:35		8
	19-Jun 9:30-5:36		8
	20-Jun 9:30-5:37		8
	21-Jun 9:30-5:38		8
	26-Jun 9:30-5:39		8
	27-Jun 9:30-5:40		8
	28-Jun 9:30-5:41		8

Subtotal

\$ 2,400.00

**TOTAL**

Make all checks payable to Alex Chan.

# INVOICE

Alex Chan  
1520 Purcell Dr  
Coquitlam, BC, V3E 3B6  
(604) 704-5633  
star823211@gmail.com

Invoice No : 8  
Date : 2019-08-01

Mayor's Office  
City of Vancouver  
Floor 3, 453 W 12 Ave  
Vancouver, BC, V5Y 1V4

Quantity	Description	Unit Price	Line Total
100	Hours of Work	\$25.00	\$ 2,500.00
	03-Jul 9:30-5:30		8
	04-Jul 9:30-5:30		8
	05-Jul 9:30-5:30		8
	10-Jul 9:30-5:30		8
	11-Jul 9:30-5:30		8
	12-Jul 9:30-5:30		8
	17-Jul 9:30-5:30		8
	18-Jul 9:30-5:30		8
	19-Jul 9:30-5:30		8
	24-Jul 9:30-5:00		7
	25-Jul 9:30-5:00		7
	26-Jul 9:30-5:00		7
	31-Jul 9:30-5:00		7
Subtotal			\$ 2,500.00
TOTAL			

Make all checks payable to Alex Chan.

**APPROVED**  
  
**NEIL MONCKTON**  
Chief of Staff

531070/40038635  
Doc # 732647.

# INVOICE

Alex Chan  
1520 Purcell Dr  
Coquitlam, BC, V3E 3B6  
(604) 704-5633  
star823211@gmail.com

Invoice No : 9  
Date : 2019-09-03

Mayor's Office  
City of Vancouver  
Floor 3, 453 W 12 Ave  
Vancouver, BC, V5Y 1V4

Quantity	Description	Unit Price	Line Total
40	Hours of Work	\$25.00	\$ 1,000.00

01-Aug 9:30-5:30 8

02-Aug 9:30-5:30 8

06-Aug 9:30-5:30 8

07-Aug 9:30-5:30 8

08-Aug 9:30-5:30 8

531070/40038655  
Doc # 743210

**APPROVED**

NEIL MONCKTON  
Chief of Staff

Subtotal

\$ 1,000.00

**TOTAL**


Make all checks payable to Alex Chan.

# INVOICE

Alex Chan  
1520 Purcell Dr  
Coquitlam, BC, V3E 3B6  
(604) 704-5633  
star823211@gmail.com

Invoice No : 10  
Date : 10/1/2019

Mayor's Office  
City of Vancouver  
Floor 3, 453 W 12 Ave  
Vancouver, BC, V5Y 1V4

Quantity	Description	Unit Price	Line Total
56	Hours of Work	\$25.00	\$ 1,400.00
	3-Sep 9:30-5:30		8
	4-Sep 9:30-5:30		8
	5-Sep 9:30-5:30		8
	6-Sep 9:30-5:30		8
	11-Sep 9:30-5:30		8
	12-Sep 9:30-5:30		8
	13-Sep 9:30-5:30		8
<b>APPROVED</b>  <b>NEIL MONCKTON</b> Chief of Staff			
Subtotal			\$ 1,400.00
<b>TOTAL</b>			

531070/40088655  
Doc # 752244

Make all checks payable to Alex Chan.



# INVOICE

Alex Chan  
1520 Purcell Dr  
Coquitlam, BC, V3E 3B6  
(604) 704-5633  
star823211@gmail.com

Invoice No : 11  
Date : 11/3/2019

Mayor's Office  
City of Vancouver  
Floor 3, 453 W 12 Ave  
Vancouver, BC, V5Y 1V4

Quantity	Description	Unit Price	Line Total
21	Hours of Work	\$25.00	\$ 525.00
	26-Oct 11:00-4:00		5
	30-Oct 9:30-5:30		8
	31-Oct 9:30-5:30		8

APPROVED  


*Paid on Nov 8/2019*  
*Doc # 760090*

Subtotal

\$ 525.00

**TOTAL**

Make all checks payable to Alex Chan.

# INVOICE

Alex Chan  
1520 Purcell Dr  
Coquitlam, BC, V3E 3B6  
(604) 704-5633  
star823211@gmail.com

Invoice No : 12  
Date : 12/3/2019

Mayor's Office  
City of Vancouver  
Floor 3, 453 W 12 Ave  
Vancouver, BC, V5Y 1V4

**APPROVED**

**NEIL MONCKTON**  
Chief of Staff

Quantity	Description	Unit Price	Line Total
104	Hours of Work	\$25.00	\$ 2,600.00
	1-Nov 9:30-5:30		8
	6-Nov 9:30-5:30		8
	7-Nov 9:30-5:30		8
	8-Nov 9:30-5:30		8
	13-Nov 9:30-5:30		8
	14-Nov 9:30-5:30		8
	15-Nov 9:30-5:30		8
	20-Nov 9:30-5:30		8
	21-Nov 9:30-5:30		8
	22-Nov 9:30-5:30		8
	27-Nov 9:30-5:30		8
	28-Nov 9:30-5:30		8
	29-Nov 9:30-5:30		8
Subtotal			\$ 2,600.00
<b>TOTAL</b>			

531070/40038655  
Doc # 770158

Make all checks payable to Alex Chan.

# INVOICE

Alex Chan  
1520 Purcell Dr  
Coquitlam, BC, V3E 3B6  
(604) 704-5633  
star823211@gmail.com

Invoice No : 13  
Date : 1/3/2020

Mayor's Office  
City of Vancouver  
Floor 3, 453 W 12 Ave  
Vancouver, BC, V5Y 1V4

**APPROVED**  
  
**NEIL MONCKTON**  
Chief of Staff

Quantity	Description	Unit Price	Line Total
72	Hours of Work	\$25.00	\$ 1,800.00
	4-Dec 9:30-5:30		8
	5-Dec 9:30-5:30		8
	6-Dec 9:30-5:30		8
	11-Dec 9:30-5:30		8
	12-Dec 9:30-5:30		8
	13-Dec 9:30-5:30		8
	16-Dec 9:30-5:30		8
	17-Dec 9:30-5:30		8
	18-Dec 9:30-5:30		8
Subtotal			\$ 1,800.00
<b>TOTAL</b>			

Make all checks payable to Alex Chan.

Doc # 777692  
531070/40088655



Date: December 12, 2019

**PRIVATE AND CONFIDENTIAL**


Mr. Alex Chan  
1520 Purcell Drive  
Coquitlam, BC  
V3E 3B6

Dear:

**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, 2020** to **December 31, 2020** (the "Term") on the following terms and conditions:

- The City will pay to you the amount of **\$ 26.00 per hour for the number of hours worked during a month (Twenty six dollar only per hour)** exclusive of taxes. This is the maximum amount per hour 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.
- 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,

A handwritten signature in black ink, appearing to read 'Neil Monckton', written over the printed name.

Neil Monckton  
Chief of Staff

AC  
(Initial Page)

SERVICES REQUIRED:

- Writing, Research
- Community Outreach
- Event coordination
- Media analysis and translation
- Other duties as assigned

TERMS ACKNOWLEDGED AND AGREED TO THIS DAY OF December 12, 2019.

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

# INVOICE

Alex Chan  
1520 Purcell Dr  
Coquitlam BC V3E 3B6  
604 704-5633  
star823211@gmail.com

Invoice No 17  
Date 5/1/2020

Mayor's Office  
City of Vancouver  
Floor 3 453 W 12 Ave  
Vancouver BC V5Y 1V4

Quantity	Description	Unit Price	Line Total
100	Hours of Work	\$26.00	\$ 2,600.00
	1-Apr 9:00-2:00		\$
	2-Apr 9:00-2:00		\$
	3-Apr 9:00-2:00		\$
	6-Apr 9:00-2:00		\$
	7-Apr 9:00-2:00		\$
	8-Apr 9:00-2:00		\$
	9-Apr 9:00-2:00		\$
	14-Apr 9:00-2:00		\$
	15-Apr 9:00-2:00		\$
	16-Apr 9:00-2:00		\$
	17-Apr 9:00-2:00		\$
	20-Apr 9:00-2:00		\$
	21-Apr 9:00-2:00		\$
	22-Apr 9:00-2:00		\$
	23-Apr 9:00-2:00		\$
	24-Apr 9:00-2:00		\$
	27-Apr 9:00-2:00		\$
	28-Apr 9:00-2:00		\$
	29-Apr 9:00-2:00		\$
	30-Apr 9:00-2:00		\$
Subtotal			\$ 2,600.00
TOTAL			

Make all checks payable to Alex Chan.

# INVOICE

**Alex Chan**

1520 Purcell Dr  
Coquitlam, BC, V3E 3B6  
(604) 704-5633  
star823211@gmail.com

Invoice No : 15

Date : 3/2/2020

Mayor's Office  
City of Vancouver  
Floor 3, 453 W 12 Ave  
Vancouver, BC, V5Y 1V4

Quantity	Description	Unit Price	Line Total
96	Hours of Work	\$26.00	\$ 2,496.00
	5-Feb 9:30-5:30		8
	6-Feb 9:30-5:30		8
	7-Feb 9:30-5:30		8
	12-Feb 9:30-5:30		8
	13-Feb 9:30-5:30		8
	14-Feb 9:30-5:30		8
	19-Feb 9:30-5:30		8
	20-Feb 9:30-5:30		8
	21-Feb 9:30-5:30		8
	26-Feb 9:30-5:30		8
	27-Feb 9:30-5:30		8
	28-Feb 9:30-5:30		8

Subtotal		\$ 2,496.00
<b>TOTAL</b>		

Make all checks payable to Alex Chan.

# INVOICE

**Alex Chan**

1520 Purcell Dr  
Coquitlam, BC, V3E 3B6  
(604) 704-5633  
star823211@gmail.com

Invoice No : 14

Date : 2/3/2020

Mayor's Office  
City of Vancouver  
Floor 3, 453 W 12 Ave  
Vancouver, BC, V5Y 1V4

Quantity	Description	Unit Price	Line Total
87	Hours of Work	\$26.00	\$ 2,262.00
	8-Jan 9:30-5:30		8
	15-Jan 9:30-5:30		8
	16-Jan 9:30-5:30		8
	17-Jan 9:30-5:30		8
	18-Jan 3:00-6:00		3
	22-Jan 9:30-5:30		8
	23-Jan 9:30-5:30		8
	24-Jan 9:30-5:30		8
	26-Jan 5:30-9:30		4
	29-Jan 5:30-9:30		8
	30-Jan 5:30-9:30		8
	31-Jan 5:30-9:30		8
Subtotal			\$ 2,262.00
<b>TOTAL</b>			

Make all checks payable to Alex Chan.



# INVOICE

Alex Chan  
1520 Purcell Dr  
Coquitlam BC V3E 3B6  
604 704-5633  
star823211@gmail.com

Invoice No 16  
Date 4/1/2020

Mayor's Office  
City of Vancouver  
Floor 3 453 W 12 Ave  
Vancouver BC V5Y 1V4

Quantity	Description	Unit Price	Line Total
118	Hours of Work	\$26.00	\$ 3,068.00
	4-Mar 9:30-5:30		8
	5-Mar 9:30-5:30		8
	6-Mar 9:30-5:30		8
	11-Mar 9:30-5:30		8
	12-Mar 9:30-5:30		8
	13-Mar 9:30-5:30		8
	17-Mar 9:00-2:00		5
	18-Mar 9:00-2:00		5
	19-Mar 9:00-2:00		5
	20-Mar 9:00-2:00		5
	21-Mar 9:00-2:00		5
	22-Mar 9:00-2:00		5
	23-Mar 9:00-2:00		5
	24-Mar 9:00-2:00		5
	26-Mar 9:00-2:00		5
	27-Mar 9:00-2:00		5
	28-Mar 9:00-2:00		5
	29-Mar 9:00-2:00		5
	30-Mar 9:00-2:00		5
	31-Mar 9:00-2:00		5
Subtotal			\$ 3,068.00
TOTAL			

Make all checks payable to Alex Chan.

Evan Crowe  
831 Lakewood Drive  
Vancouver, B.C.  
V5L 4M1  
evancrowe@gmail.com  
Cell (604) 779-5900

## INVOICE

Date: September 3, 2019  
Invoice No.: 193

To:  
Mayors Office  
City of Vancouver  
453 W 12th Ave  
V5Y 1V4

Description	Amount
August 30th Shoot - Mayor & Prime Minister meet: Equipment rental Photography with Photo editing and selects Audio recording 4K Video B-roll with stabilization	\$1000
GST Account # 805893161RT0001	5% GST \$50
	<b>Total Due \$1050</b>

**APPROVED**

  
**NEIL MONCKTON**  
Chief of Staff

*Doc # 753751.*

*531220/40038655*

*Verba # 702075*

*paid on Oct 18, 2019*

Evan Crowe  
831 Lakewood Drive  
Vancouver, B.C.  
V5L 4M1  
evancrowe@gmail.com  
Cell (604) 779-5900

## INVOICE

Date: Oct 23, 2019  
Invoice No.: 197

To:  
Mayors Office  
City of Vancouver  
453 W 12th Ave  
V5Y 1V4

Description	Amount
Oct 22 Video Shoot - Mayor commuting to work, Canucks proclamation, Council meet Equipment rental Audio recording 4K Video B-roll with stabilization	\$1000
GST Account # 805893161RT0001	5% GST \$50
<b>Total Due</b>	<b>\$1050</b>

Note: in Pay to the order of line please put payee as "Evan Crowe"

531220/40038655-  
DOL # 757777.

**APPROVED**

  
**NEIL MONCKTON**  
Chief of Staff

Evan Crowe  
831 Lakewood Drive  
Vancouver, B.C.  
V5L 4M1  
evancrowe@gmail.com  
Cell (604) 779-5900

INVOICE

Date: November 12, 2019  
Invoice No.: 200

To:  
Mayors Office  
City of Vancouver  
453 W 12th Ave  
V5Y 1V4

Description	Amount
November 8th Video Shoot - Greater Vancouver Board of Trade State of the City	\$1500
Equipment rental Photography with Photo editing and selects Audio recording 4K Video B-roll with stabilization	
GST Account # 805893161RT0001	5% GST \$75
	<b>Total Due \$1575</b>

APPROVED

NEIL MONCKTON  
Chief of Staff

531070/40038655

Joc # ~~702075~~

772272

Evan Crowe  
831 Lakewood Drive  
Vancouver, B.C.  
V5L 4M1  
evancrowe@gmail.com  
Cell (604) 779-5900

## INVOICE

Date: November 12, 2019  
Invoice No.: 201

To:  
Mayors Office  
City of Vancouver  
453 W 12th Ave  
V5Y 1V4

Description	Amount
November 9th - Chinese Canadian Museum Opening	\$1500
Equipment rental Photography with Photo editing and selects Audio recording 4K Video B-roll with stabilization	
GST Account # 805893161RT0001	5% GST \$75
	<b>Total Due \$1575</b>

**APPROVED**  
  
NEIL MONCKTON  
Chief of Staff

531070 / 40038655  
DOC # ~~772~~ 772659



Evan Crowe  
evankcrowe@gmail.com  
Cell (604) 779-5900

*December 23, 2019* INVOICE

Date: ~~Jan 6, 2019~~

Invoice No.: 202

To:

Mayors Office  
City of Vancouver  
453 W 12th Ave  
V5Y 1V4

Description	Amount
Planning/Production/Post-Production of Mayor's Christmas address video + additional b-roll.	\$2,500
GST Account # 805893161RT0001	5% GST \$125
	<b>Total Due \$2625</b>

*531070/40038655*  
*Doc # 702075*

**APPROVED**  
  
**NEIL MONCKTON**  
Chief of Staff

Evan Crowe  
evankcrowe@gmail.com  
Cell (604) 779-5900

Date: ~~January 6, 2019~~ *December 23, 2019* INVOICE  
Invoice No.: 203

To:  
Mayors Office  
City of Vancouver  
453 W 12th Ave  
V5Y 1V4

Description	Amount
Dec 16 - Mayor & Deputy Prime Minister of Canada Equipment rental Photography with Photo editing and selects Audio recording 4K Video B-roll with stabilization	\$2000
GST Account # 805893161RT0001	5% GST \$100
<b>Total Due</b>	<b>\$2100</b>

*531070/40038655*

*Doc # 702075*

**APPROVED**

  
**NEIL MONCKTON**  
Chief of Staff

Date: January 06, 2020

**PRIVATE AND CONFIDENTIAL**

Ian McLeod


Email: [imcleod@mainstreetcommunications.ca](mailto:imcleod@mainstreetcommunications.ca)

Dear Mr. McLeod,

**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 02, 2020** to **February 28, 2020** (the "Term") on the following terms and conditions:

- The City will pay to you the amount of \$ 8,050.00 (**Eight thousand fifty 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.
- 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)

Page 2 of 3

- 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

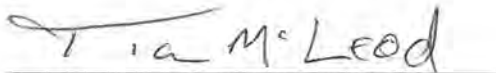


(Initial Page)

SERVICES REQUIRED:

- Identify parties interested in accelerating the construction of purpose-built rental housing.
- Develop a plain-language summary of successes, opportunities and obstacles.
- Develop a stakeholder engagement forum or process, including scope, terms of reference and recommended communications related to the proposed forum or process.

TERMS ACKNOWLEDGED AND AGREED TO THIS DAY OF January 06, 2020

  
(Signature)



Date: November 25, 2019

PRIVATE AND CONFIDENTIAL

Ian McLeod

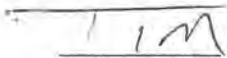
Email: [imcleod@mainstreetcommunications.ca](mailto:imcleod@mainstreetcommunications.ca)

Dear Mr. McLeod,

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 **November 25, 2019 to December 31, 2019** (the "Term") on the following terms and conditions:

- The City will pay to you the amount of \$ 7,500.00 (Seven 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.
- 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,

A handwritten signature in black ink, appearing to read 'Neil Monckton', written over the word 'Sincerely,'.

Neil Monckton  
Chief of Staff

Handwritten initials 'YIM' in black ink.

(Initial Page)

SERVICES REQUIRED:

- Identify parties interested in accelerating the construction of purpose-built rental housing.
- Develop a plain-language summary of successes, opportunities and obstacles.
- Develop a stakeholder engagement forum or process, including scope, terms of reference and recommended communications related to the proposed forum or process.

TERMS ACKNOWLEDGED AND AGREED TO THIS DAY OF November 25, 2019

A handwritten signature in black ink, appearing to read "Ian McLeod", written over a horizontal line.

(Signature)

**Main Street Communications Ltd.**

#704-540 Stewart Ave

Nanaimo B.C. V9S 5T5

250-591-9308

BN # 888051166

[imcleod@mainstreetcommunications.ca](mailto:imcleod@mainstreetcommunications.ca)

# Invoice

**To:** Office of the Mayor, City of Vancouver  
Attention: Lorraine Sebastian  
453 West 12<sup>th</sup> Avenue, 3<sup>rd</sup> Floor  
Vancouver BC V5Y 1V4

**March 09, 2020**

Invoice # 03005-2020

**Re: Consulting Agreement of January 6, Neil Monckton**

	Hours	Fee
Calls and meetings with Neil Monckton and team	5	\$875.00
Interviews and strategic discussion with experts	14	\$2450.00
Research	4	\$700.00
Reports and presentations	10	\$1750.00
Total before GST	33	\$5,775.00
GST (5%)		\$288.75
<b>Total</b>		<b>\$6,063.75</b>

All services under this agreement were provided by Ian McLeod, Principal. Contract rate is \$175.00 per hour.

**Main Street Communications Ltd.**

#704-540 Stewart Ave

Nanaimo B.C. V9S 5T5

250-591-9308

BN # 888051166

[imcleod@mainstreetcommunications.ca](mailto:imcleod@mainstreetcommunications.ca)



## Invoice

**To:** Office of the Mayor, City of Vancouver  
Attention: Lorraine Sebastian  
453 West 12<sup>th</sup> Avenue, 3<sup>rd</sup> Floor  
Vancouver BC V5Y 1V4

**December 30, 2019**

Invoice # 12007-2019

**Re: Consulting Agreement of November 25, 2019 – Workforce Housing**

	Hours	Fee
Calls and meetings with Neil Monckton and team	4	\$700.00
Research: City of Vancouver rental housing programs, Council deliberations, online comment, federal and provincial programs, international models	16	\$2800.00
Strategic options paper, version 1	14	\$2450.00
Interview scheduling, background for interviewees, initial interviews	5	\$875.00
Total before GST	39	\$6,825.00
GST (5%)		\$341.25
<b>Total</b>		<b>\$7166.25</b>

All services under this agreement were provided by Ian McLeod, Principal. Contract rate is \$175.00 per hour.

531070/40038655  
Doc # 777039

**APPROVED**  
  
**NEIL MONCKTON**  
Chief of Staff



**Pallet Coffee Roasters Inc.**

323 Semlin Drive  
Vancouver BC V5L4H9  
604-255-2017  
info@PalletCoffeeRoasters.com  
www.PalletCoffeeRoasters.com  
GST/HST Registration No.: 831769179  
QST Registration No.: 0001

# INVOICE

**INVOICE TO**

City of Vancouver,  
Office of the Mayor  
453 W 12th Ave  
Vancouver, BC V5Y 1V4  
Attn. Alvin Singh,  
Director of Communications

**INVOICE #** 68543

**DATE** 01-09-2019

**DUE DATE** 11-09-2019

**TERMS** Net 10

DESCRIPTION	QTY	RATE	TAX	AMOUNT
<b>Benchmark 5Lbs</b> Ground for BUNN drip	2	60.00	Exempt	120.00
<b>Shipping</b>	1	10.00	Exempt	10.00
TOTAL				130.00
BALANCE DUE				<b>\$130.00</b>

532030/40038655  
Doc # 743207

**APPROVED**

**NEIL MONCKTON**  
Chief of Staff

**Pallet Coffee Roasters Inc.**

323 Semlin Drive

Vancouver BC V5L4H9

604-255-2017

info@PalletCoffeeRoasters.com

www.PalletCoffeeRoasters.com

GST/HST Registration No.: 831769179

QST Registration No.: 0001

# INVOICE

**INVOICE TO**

City of Vancouver,

Office of the Mayor

453 W 12th Ave

Vancouver, BC V5Y 1V4

Attn. Alvin Singh,

Director of Communications

**INVOICE # 68849**

**DATE 01-11-2019**

**DUE DATE 11-11-2019**

**TERMS Net 10**

DESCRIPTION	QTY	RATE	TAX	AMOUNT
<b>enchmark 5Lbs</b> Ground for BUNN drip	2	60.00	Exempt	120.00
<b>Shipping</b>	1	10.00	Exempt	10.00

TOTAL 130.00

BALANCE DUE **\$130.00**

532030/40038655  
DOC # 777042

**APPROVED**  
  
**NEIL MONCKTON**  
Chief of Staff

**Pallet Coffee Roasters Inc.**

323 Semlin Drive

Vancouver BC V5L4H9

604-255-2017

info@PalletCoffeeRoasters.com

www.PalletCoffeeRoasters.com

GST/HST Registration No.: 831769179

QST Registration No.: 0001

# INVOICE

**INVOICE TO**

City of Vancouver,

Office of the Mayor

453 W 12th Ave

Vancouver, BC V5Y 1V4

Attn. Alvin Singh,

Director of Communications

**INVOICE #** 69013

**DATE** 01-12-2019

**DUE DATE** 11-12-2019

**TERMS** Net 10

DESCRIPTION	QTY	RATE	TAX	AMOUNT
enchmark 5Lbs Ground for BUNN drip	2	60.00	Exempt	120.00
Shipping	1	10.00	Exempt	10.00

TOTAL 130.00  
BALANCE DUE **\$130.00**

532030/40088655 -  
DOC # 777064

**APPROVED**

NEIL MONCKTON  
Chief of Staff

**Pallet Coffee Roasters Inc.**

323 Semlin Drive  
Vancouver BC V5L4H9  
604-255-2017  
info@PalletCoffeeRoasters.com  
www.PalletCoffeeRoasters.com  
GST/HST Registration No.: 831769179  
QST Registration No.: 0001

# INVOICE

**INVOICE TO**

City of Vancouver,  
Office of the Mayor  
453 W 12th Ave  
Vancouver, BC V5Y 1V4  
Attn. Alvin Singh,  
Director of Communications

**INVOICE #** 68693

**DATE** 01-10-2019

**DUE DATE** 11-10-2019

**TERMS** Net 10

DESCRIPTION	QTY	RATE	TAX	AMOUNT
<b>Benchmark 5Lbs</b> Ground for BUNN drip	2	60.00	Exempt	120.00
<b>Shipping</b>	1	10.00	Exempt	10.00

TOTAL 130.00  
BALANCE DUE **\$130.00**

**APPROVED**

**NEIL MONCKTON**  
Chief of Staff

**Pallet Coffee Roasters Inc.**

323 Semlin Drive

Vancouver BC V5L4H9

604-255-2017

info@PalletCoffeeRoasters.com

www.PalletCoffeeRoasters.com

GST/HST Registration No.: 831769179

QST Registration No.: 0001

# INVOICE

**INVOICE TO**

City of Vancouver,

Office of the Mayor

453 W 12th Ave

Vancouver, BC V5Y 1V4

Attn. Alvin Singh,

Director of Communications

**INVOICE #** 69165

**DATE** 02-01-2020

**DUE DATE** 12-01-2020

**TERMS** Net 10

DESCRIPTION	QTY	RATE	TAX	AMOUNT
<b>Benchmark 5Lbs</b> Ground for BUNN drip	2	60.00	Exempt	120.00
<b>Shipping</b>	1	10.00	Exempt	10.00

TOTAL 130.00  
BALANCE DUE **\$130.00**

**APPROVED**  
  
**NEIL MONCKTON**  
Chief of Staff



**Pallet Coffee Roasters Inc.**

323 Semlin Drive  
Vancouver BC V5L4H9  
604-255-2017  
info@PalletCoffeeRoasters.com  
www.PalletCoffeeRoasters.com  
GST/HST Registration No.: 831769179  
QST Registration No.: 0001

# INVOICE

**INVOICE TO**

City of Vancouver,  
Office of the Mayor  
453 W 12th Ave  
Vancouver, BC V5Y 1V4  
Attn. Alvin Singh,  
Director of Communications

**INVOICE #** 69355

**DATE** 03-02-2020

**DUE DATE** 13-02-2020

**TERMS** Net 10

DESCRIPTION	QTY	RATE	TAX	AMOUNT
<b>Benchmark 5Lbs</b> Ground for BUNN drip	2	60.00	Exempt	120.00
<b>Shipping</b>	1	10.00	Exempt	10.00

TOTAL 130.00

BALANCE DUE **\$130.00**

*D6C # 787657*  
*532030/40038655*

**APPROVED**

NEIL MONCKTON  
Chief of Staff

**Pallet Coffee Roasters Inc.**

323 Semlin Drive

Vancouver BC V5L4H9

604-255-2017

info@PalletCoffeeRoasters.com

www.PalletCoffeeRoasters.com

GST/HST Registration No.: 831769179

QST Registration No.: 0001

# INVOICE

**INVOICE TO**

City of Vancouver,

Office of the Mayor

453 W 12th Ave

Vancouver, BC V5Y 1V4

Attn. Alvin Singh,

Director of Communications

**INVOICE #** 69516

**DATE** 02-03-2020

**DUE DATE** 12-03-2020

**TERMS** Net 10

---

DESCRIPTION	QTY	RATE	TAX	AMOUNT
<b>Benchmark 5Lbs</b> Ground for BUNN drip	2	60.00	Exempt	120.00
<b>Shipping</b>	1	10.00	Exempt	10.00
TOTAL				130.00
BALANCE DUE				<b>\$130.00</b>



S.14



s.14





s.14



Date: November 06, 2019

**PRIVATE AND CONFIDENTIAL**

Ms. Elaine Littmann  
12 - 1110 Odium Drive  
Vancouver, BC  
V5L 3L7

Dear Ms. Littmann:

**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 **November 06, 2019 to December 31, 2019** (the "Term") on the following terms and conditions:

- The City will pay to you the amount of \$ 2,000.00 (Two thousand 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.
- 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)

Page 3 of 3

SERVICES REQUIRED:

- Graphic design work

TERMS ACKNOWLEDGED AND AGREED TO THIS DAY OF November 06, 2019

A handwritten signature in black ink, appearing to read "S. Altman", written over a horizontal line.

(Signature)

# INVOICE

Elaine Littmann  
12 - 1110 Odium Drive  
Vancouver, BC V5L 3L7  
elainelittmann@gmail.com

DATE : November 25, 2019

TO: Mayor's Office  
City of Vancouver, 3rd Floor  
453 W 12th Avenue,  
Vancouver BC V5Y 1V4

SERVICES RENDERED : Graphic design for Transit Planning map by Federal Riding, Metro Vancouver

DESCRIPTION	TIME	COST
Research	.75 hours	56.25
Design & graphic production	9.25 hours	693.75
Project Management	1.0 hours	75.00
<b>TOTAL</b>		<b>825.00</b>

Thank you!

**APPROVED**  
  
**NEIL MONCKTON**  
Chief of Staff

531070/40038655



# gordon murray

Please make cheques payable to: gordon murray  
phone: (604) 877-1403 • email: gordon@chaosconsulting.net  
2237 East Pender Street • Vancouver, BC V5L 1X5

Invoice #: MV9101  
Date: Dec 18, 2019

To: Mayor's Office  
City of Vancouver  
453 W 12th Ave  
Vancouver, BC V5Y 1V4

Attention: Neil Monckton

Item	Charge
Needs analysis and configuration of FileMaker Pro networked CRM/Contact Management System for 11 users	\$4,950.00
33 hours @ \$150/hour	

Notes: Any additional services charged at \$150/hour

532010/4003865  
Doc # 773305

APPROVED

NEIL MONCKTON  
Chief of Staff

Total Due: \$4,950.00  
Terms: Net 10 days

## INVOICE

NO GST Registration. Please make cheques payable to: gordon murray

Date: December 03, 2019

PRIVATE AND CONFIDENTIAL

Gordon Murray

Email: [gordon@chaosconsulting.net](mailto:gordon@chaosconsulting.net)

Dear Mr. Murray

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 of December 2019 (the "Term") on the following terms and conditions:

- The City will pay to you the amount of \$ 5,000.00 (Five thousand 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.
- 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.
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(Initial Page)

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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

*GCM*

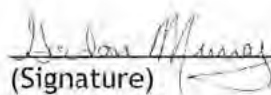
(Initial Page)

Page 3 of 3

**SERVICES REQUIRED:**

- Setting up of Filemaker Pro database for the Mayor's Office

TERMS ACKNOWLEDGED AND AGREED TO THIS DAY OF December 03, 2019

  
(Signature)

**Printcraft Solutions Ltd.**

5283 Imperial Street  
Burnaby, British Columbia V5J 1E5  
604-433-0585 www.printcraft-solutions.com

**INVOICE**

Invoice No.: 23207  
Date: 02/26/20  
Ship Date: 02/26/20  
Page: 1  
Re: Order No. 23359

Sold to:

**City of Vancouver - Mayor's Office**

3rd Floor  
453 West 12th Avenue  
Vancouver, BC V5Y 1V4


*Attn: Lorraine*

Ship to:

**City of Vancouver - Mayor's Office**

3rd Floor  
453 West 12th Avenue  
Vancouver, BC V5Y 1V4

Business No.: 85952 3573 RT0001

Quantity	Description	Tax	Amount
500	Proclamation Certificates	GP	1,470.00
	Freight	G	20.00
	G - GST 5%		
	GP - GST 5%, PST 7%		
	GST		74.50
	PST		102.90
<i>DEC # 795759.</i> <i>531360 / 50024200</i>			
<b>APPROVED</b>  <b>NEIL MONCKTON</b> Chief of Staff			

Shipped By:

Tracking Number:

Comment:

2% per month charged on Overdue accounts - Net 30

Total Amount

1,667.40

Sold By:

Gilchrist, Mark W.





195 Summerlea Road  
Brampton, Ontario L6T 4P6

Direct Questions To: Customer Care - 1-800-327-8345 or  
askcustomerservice@ironmountain.com

E0033 10138 05574750441 S2 P6950471 0003:0004

CITY OF VANCOUVER  
KING WAN  
555 8TH AVE W  
VANCOUVER, BC V5Z 1C6  
CANADA

# Invoice

Page 1 of 2

## Account Overview

Invoice Number: CDJB926  
Invoice Date: 11/30/2019  
Storage Period:  
Service Period: 10/30/2019 - 11/25/2019  
Customer ID: 32671

Department ID/Name: MAYORS OFF/MAYORS OFFICE

Due By: 12/30/2019

## New Charges

Storage	0.00
Service	39.30
Supplies	0.00
Other Charges	2.87
Tax	2.10

## INVOICE AMOUNT DUE

\$44.27

*What if you could access  
everything you need, now?*

Invoice Gateway allows you to:

- Access and print invoices & invoice reports
- Manage user access to Invoice Gateway for your organization's resources
- View invoice balances and more...

### SIGN UP TODAY

at <http://ca.invoices.ironmountain.com>

*If you'd like registration assistance, please contact  
Customer Care at 1.800.934.3453*

### Canadian Tax ID Numbers for Reference Only

GST/HST/TPS	885517334 RT0001
BRITISH COLUMBIA	PST# 1014-7765
MANITOBA	PST# 885517334MT0001
QUEBEC	TVQ# 1019185164
SASKATCHEWAN	PST# 5600135

### LEGEND:

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- If applicable, Balance Activity does not reflect any payment received that has not or could not be applied to open invoices.
- Storage is billed in advance and may include prorated storage charges for the current period\*
- Services are billed in arrears\*
- If applicable, adjustment amount includes credits, debits and other adjustments made by the specified date.
- Payment is due per contract Net terms from the invoice date

\*Unless otherwise expressly agreed upon in writing

OCTOBER SHRED INVOICES INCLUDED  
AN ERROR WHERE WE APPLIED THE  
INCORRECT RATE TO THE CHARGES FOR  
SHRED MINIMUMS. TO CORRECT ANY  
ERRONEOUS CHARGES, WE'VE INCLUDED  
AN ADJUSTMENT ON YOUR NOVEMBER  
INVOICE. WE APOLOGIZE FOR THIS  
MISTAKE AND THANK YOU FOR YOUR  
BUSINESS.

**APPROVED**

NEIL MONCKTON  
Chief of Staff

SUBMIT  
PAYMENTS TO:

Iron Mountain Canada Operations ULC  
d/b/a Iron Mountain Canada  
P.O. BOX 3527 STATION A  
TORONTO, ON M5W 3G4

### TO VIEW ONLINE GO TO:

<http://ca.invoices.ironmountain.com>

USE THIS ENROLLMENT CODE TO CREATE YOUR ORGANIZATION'S  
ADMINISTRATION ACCOUNT:

FKB WRX GPG



# Maxim's Bakery Ltd.

257 Keefer St., Vancouver BC V6A 1X6

Tel: 604-688-6281 FAX: 604-688-2253

Email : keefermaxims@gmail.com



**Invoice No**  
**MB 465164**

**Date**

Wednesday, January 23, 2019

**SOLD TO :**

**City of Vancouver (c/o 昭倫公所)**

Add : Chau Luen Society - 325 Keefer St.

Tel : 604-704-5633 Alex

Email : alex.chan@vancouver.ca



*Vendor # 107972*

Qty	Description	* Unit Price	Amount
60	蒸菜肉包 Steam Pork Bun	1.45	\$87.00
55	蒸冬菇雞包 Steam Chicken & Mushroom	1.45	\$79.75
55	蒸叉燒包 Steam BBQ Pork Bun	1.45	\$79.75
30	蒸黑芝麻容包 Steam Black Sesame Pas	1.45	\$43.50
	Total 200 Steam Buns		
1	折扣 -10% Discount	(29.00)	(29.00)
	Hot buns 要蒸熱		
	裝盒, 盒面註明品種		
	Delivery on Jan 23, Wed, 8:30 am		
	1 月 23 (星期三) 8:30 am 送貨		
	簽收 On A/C _____		
	<i>532030/4003865</i>		
	<i>Doc # 681791</i>		
	<b>TOTAL:</b>		<b>\$261.00</b>



**APPROVED**

Spark Strategies  
 2148 Elon St  
 BC V5L 1C7  
 (604) 704-5554  
 michael@sparkstrategies.ca  
 www.sparkstrategies.ca  
 GST/HST Registration No.: 74472 0913  
 RT0001

## INVOICE

INVOICE TO  
 City of Vancouver

INVOICE # 1039  
 DATE 20/12/2018  
 DUE DATE 19/01/2019  
 TERMS Net 30

SERVICE	DESCRIPTION	QTY	RATE	TAX	AMOUNT
Sales	Consulting fee - Livestreaming	s.21(1)			

SUBTOTAL	1,500.00
GST @ 5%	75.00
TOTAL	1,575.00
BALANCE DUE	<b>\$1,575.00</b>

### TAX SUMMARY

RATE	TAX	NET
GST @ 5%	75.00	1,500.00

CL A/C 531070  
 Order # 40088655  
 Doc # 670517

**Buzz Connected Media Inc**

dba Daily Hive  
400 - 1008 Homer Street  
Vancouver, British Columbia V6B 2X1  
Canada

**INVOICE**

Invoice No.: 5887  
Date: 31/03/2020  
Ship Date:  
Page: 1  
Re: Order No.

Sold to:  
City of Vancouver

Ship to:  
City of Vancouver

Business No.: 802700518

Quantity	Description	Tax	Unit Price	Amount
	City of Vancouver: March 26 Press Conference Video Production + Social Media Cuts	G		5,000.00
	Subtotal:			5,000.00
	G - GST 5%			
	GST			250.00
<i>531220/400 28655 - Doc # 812340 Pd:</i>				
Buzz Connected Media Inc GST: #80270 0518 RT0001				
Shipped By: Tracking Number:			Total Amount	5,250.00
Terms: Net 30. Due 30/04/2020.			Amount Paid	0.00
Comment:			Amount Owning	5,250.00
Sold By:				





#112, 5910 NO. 6 ROAD,  
RICHMOND, B. C.  
CANADA V6V 1Z1  
OFFICE, (604) 244 7555  
CELL (604) 341 7666  
GST #13859037

## Invoice #010819.

Aug. 1<sup>st</sup>, 2019.

Mayors Office  
City of Vancouver  
453 West 12<sup>th</sup> Ave.,  
Vancouver, B. C. V5Y 1V4

**Attention:** Connie Pavone,

**Re:** The Mayor's office clock service.

Item	Description	Price
<b>To travel from our shop in Richmond &amp; return, to attend on site at City Hall, July 30<sup>th</sup>, 2019 to perform the following work, including:</b>		
1.	To re-install the Mayor's grandfather clock pendulum, and to lubricate the clock works movement, as requested, cost,	\$285.00
2.	5% GST on item 1,	\$14.25
3.	<b>Total of this invoice #010819,</b>	<b><u>\$299.25</u></b>

"With thanks",

**Landmark Clocks International**

Raymond L. Saunders,  
President

**NEIL MONCKTON**  
Chief of Staff

lcidocs/City Hall Mayor's GF clock service Inv. #010819.

532080/40038655  
DOC # 731330



## Darius Pruss

1602C Victoria Drive  
Vancouver, BC V5L 4H3  
P: 778-230-4945  
E: darius.pruss@gmail.com

## Invoice

### Invoice Number

181201

### Bill to

CITY OF VANCOUVER  
Mayor's Office  
453 W 12th Avenue  
Vancouver, BC

### Date

2018-12-07

Description	Hours	Amount
Arranging meeting logistics	2.0	\$ 160.00
Assembling meeting package and materials	2.0	\$ 160.00
Overseeing day-of event and note-taking	3.0	\$ 240.00
Collating and editing meeting notes	3.0	\$ 240.00

### Comments

Re: meeting which took place on November 29, 2018.

### Total

\$ 800.00

APPROVED

531070/4003865

JGC # 670117

## Darius Pruss

1602C Victoria Drive  
Vancouver, BC V5L 4H3  
P: 778-230-4945  
E: darius.pruss@gmail.com

## Invoice

Invoice Number

181202

Bill to

CITY OF VANCOUVER  
Mayor's Office  
453 W 12th Avenue  
Vancouver, BC

Date

2018-12-18

Description	Hours	Amount
Carrying out background research on existing policies	7.0	\$ 560.00
Performing background interviews with local experts	3.0	\$ 240.00
Conducting policy scan of other jurisdictions	6.0	\$ 480.00
Producing analysis of policy alternatives	6.0	\$ 480.00
Compiling findings into briefing notes	5.0	\$ 400.00
Providing in-person briefings	3.0	\$ 240.00

Comments

Policy research and development on Vancouver  
affordable housing file

Total

\$ 2400.00

APPROVED  


631070/40038655-  
DOC#-670121

# RSVP Wedding Invitations & Printing

# INVOICE

Showroom #116 - 180 Keefer Street, Vancouver, BC V6A 4E9  
Warehouse #108 - 950 Powell Street, Vancouver, BC V6A 1H9

PSI No. 1000-9132 GSI No. 85973 1366 RT  
778-322-6666 / 778-322-201  
email: rsvpweddinginvitation@hotmail.c  
www.rsvp-wedding-invitations.c

**BILL TO:**  
Office of the Mayor  
City of Vancouver

INVOICE NUMBER 333765  
INVOICE DATE January 18, 2019

**ATTN:**  
Alex Chan

**REP:**  
Derek

Sales Tax Rate: 12.00%

*Vendor # 120989*

QUANTITY	DESCRIPTION	AMOUNT
2,000	2019 CNY Red Envelopes Size: 7.9 cm x 11.9 cm Imprint Front: Gold Hot Stamping  <i>for Lunan New Year Parade on Feb 10, 2019.</i>  <i>532050/40038655</i> <i>Doc # 678563 (678563)</i>  	\$680.00
GST 5%, PST 7%		SUBTOTAL 680.00 GST + PST (12%) 81.60 TOTAL 761.60

**DIRECT ALL INQUIRIES TO:**  
Derek Chan  
(778) 322-6666  
email: rsvpweddinginvitation@hotmail.com

**MAKE ALL CHECKS PAYABLE TO:**  
RSVP Wedding Invitations & Printing  
6500 Mang Road  
Richmond, BC V7C 2Y2

AMOUNT

**THANK YOU FOR YOUR BUSINESS!**



# INVOICE

**From:**

Anthony Cotter  
405-1910 Ferndale St  
Vancouver, BC  
V5L 1X8

**To:** *CITY OF VANCOUVER*

Vancouver Mayor's Office  
453 W 12th Ave  
Vancouver, BC  
V5Y 1V4

**Date issued:**

December 18, 2018

DESCRIPTION		RATE	QUANTITY	SUBTOTAL
1	Policy research and analysis—document preparation for Nov 29 meeting of Housing Reference Group	\$80/hour	5 hours	\$400.00
TOTAL PAYMENT REQUESTED				\$400.00

*Thank you for your business!*

*Approved NEIL MONCKTON*  
*Signature* 

*DOC # 669458.*

Date: November 06, 2019

PRIVATE AND CONFIDENTIAL

Ms. Louise Onarheim s.22(1)

Dear Ms. Onarheim:

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 November 06, 2019 to December 31, 2019 (the "Term") on the following terms and conditions:

The City will pay to you the amount of \$ 2,000.00 (Two thousand 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.

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)

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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

A handwritten signature in dark ink, appearing to read 'Neil Monckton', is written over a faint, circular official stamp.

Page 3 of 3

SERVICES  
REQUIRED

Outreach Consulting

TERMS ACKNOWLEDGED AND AGREED TO THIS DAY OF  
November 06 2019

A handwritten signature in blue ink, appearing to read "J. J. O'Neil", is written over a faint, circular official stamp.

(Signature)

PAYMENT INVOICE

**Louise Onarheim**

Address: s.22(1)

Tel: s.22(1)

Inv #: 2019\_002\_COV

Covering: Nov / Dec 2019

Date: Dec 31, 2019

Bill to:

City of Vancouver

453 W 12th Ave

Vancouver BC V5Y 1C4

APPROVED

NEIL MONCKTON  
Chief of Staff

Attn: Lorraine Sebastian

Date	Description	Hrs	Rate	\$
Nov 2019	Stakeholder outreach	13.75	\$40.00	\$ 550.00
Dec 2019	Stakeholder outreach	11.00	\$40.00	\$ 440.00
	<b>Totals</b>	24.75		\$ 990.00
		<b>Total Invoice</b>		\$ 990.00

Thank You

Invoice due upon receipt  
Payable to Louise Onarheim

531070/4003865  
Doc # 777479

Date: Dec/14/2018

**PRIVATE AND CONFIDENTIAL**

Ryan Sudds  
108-1131 Barclay Street  
Vancouver, BC V6E 1G8

Dear Ryan Sudds,

**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 December 14, 2018 to December 21, 2018 (the "Term") on the following terms and conditions:

- The City will pay to you the amount of \$1,300 (One thousand three hundred dollars) 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.
- 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.



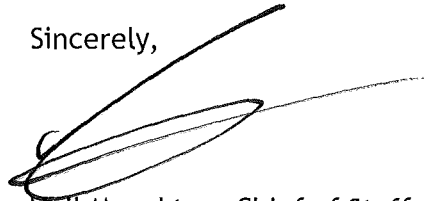
(Initial Page)



- 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,

A handwritten signature in black ink, consisting of a large, stylized 'N' followed by a horizontal stroke.

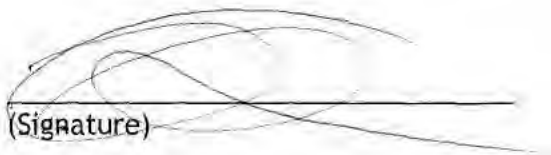
Neil Monckton, Chief of Staff  
Mayor's Office, City of Vancouver

A handwritten signature in black ink, consisting of a large, stylized 'N' followed by a horizontal stroke.  
(Initial Page)

**SERVICES REQUIRED:**

1. Filming and editing end of year video
  - a. Developing and executing a shoot day with the Mayor
  - b. Shooting relevant b-roll for the video
  - c. Editing video
  - d. Delivering video in a social media ready format

TERMS ACKNOWLEDGED AND AGREED TO THIS 14<sup>th</sup> DAY OF December, 2018.

  
(Signature)

## RYAN SUDDS- FILMMAKER

### INVOICE

City of Vancouver

Date: 2018-12-19

778 668 1645

[ryan\\_sudds@hotmail.com](mailto:ryan_sudds@hotmail.com)

Project Title: Year End Video- Kennedy Stewart

108-1131 Barclay St.  
Vancouver, BC  
V6E 1G8

Description	Quantity	Unit Price	Cost
Year End Video- Kennedy Stewart			\$ 1,300
		Subtotal	\$ 1,300
	Tax		\$ 0
		<b>Total</b>	<b>\$ 1,300</b>

Sincerely yours,

Ryan Sudds

Please remit payment by cheque or e-transfer to [ryan\\_sudds@hotmail.com](mailto:ryan_sudds@hotmail.com) within 14 days of receiving this invoice.

APPROVED

531070/40038655  
Doc # 670118

Date: November 14, 2019

PRIVATE AND CONFIDENTIAL

Terra Housing Consultants Ltd.  
1848 Commercial Drive  
Vancouver, BC  
V5N 4A5  
Canada  
Telephone: 604-736-8416  
Fax: 604-736-5800  
Email: [stuart@terrahousing.ca](mailto:stuart@terrahousing.ca)

Dear Terra Housing:

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 November 01, 2019 to December 31, 2019 (the "Term") on the following terms and conditions:


- The City will pay to you the amount of \$4,000.00 (Four thousand dollars) 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.
- 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)

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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  
Mayor's Office, City of Vancouver



(Initial Page)



Page 3 of 3

SERVICES REQUIRED: (To be provided in detail)

Consult on measures to improve and expedite senior level government investment in purpose-built rental, cooperative, shelter and social housing in the City of Vancouver.

TERMS ACKNOWLEDGED AND AGREED TO THIS 14<sup>th</sup> DAY OF November, 2019.

  
(Signature) SMART THOMAS

(Initial Page)

Date: December 10, 2018

PRIVATE AND CONFIDENTIAL

Simka Marshall

22(1)

Dear:

**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 December 10, 2018 to December 21, 2018(the "Term") on the following terms and conditions:

- The City will pay to you the amount of \$ 1,925.00 (One thousand nine hundred and twentyfive 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.
- 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.
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(Initial Page)

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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:**

- Writing, Research
- Community Outreach
- Event coordination
- Other duties as assigned

TERMS ACKNOWLEDGED AND AGREED TO THIS 10<sup>th</sup> DAY OF DECEMBER 2018.

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

(Simka) Megan Marshall

s.22(1)

# INVOICE

INVOICE #1

DATE: DECEMBER 21, 2018

TO:

Mayor's Office  
City of Vancouver  
453 West 12<sup>th</sup>, Avenue  
Vancouver, BC , V5Y 1V4

FOR:

Contract work

DESCRIPTION	HOURS		AMOUNT
Research, writing, outreach, coordinating.	55 hours		\$1925.00
<p>GL 531070/40038655 Vendor # 127925 Doc # 674352.</p>			
TOTAL			\$1925.00



From **Van City Studios**  
18 Captain Kidds Terrace  
Nanaimo, BC V9R 6R1  
Canada

Invoice ID **806**  
Issue Date **05/21/2019**  
Due Date **05/31/2019**

Invoice For **City of Vancouver**  
453 West 12th Ave  
Vancouver, BC  
V5Y 1V4

Item Type	Description	Quantity	Unit Price	Amount
Service	Web design & web development services	1.00	\$4,316.76	\$4,316.76

Subtotal **\$4,316.76**

Tax (5%) **\$215.84**

**Amount Due \$4,532.60**

**Notes**

GST #: 84741 7847 RT0001

We accept payments online with Visa, MasterCard or American Express. We also accept payments via cash, cheque, bank draft, or wire transfer. Payments made via wire transfer are subject to an additional fee.

531070 / 40088655-

Doc # 710 980.

APPROVED  


Date: Nov/5/2018

**PRIVATE AND CONFIDENTIAL**

Van City Studios  
18 Captain Kidds Terrace  
Nanaimo, BC V9R 6R1

Dear James Firth,

**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 November 5, 2018 to December 24, 2018 (the "Term") on the following terms and conditions:

- The City will pay to you the amount of \$10,000 (Ten thousands dollars) 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.
- 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)

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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,

A handwritten signature in dark ink, appearing to be 'Neil Monckton', written over a horizontal line.

Neil Monckton, Chief of Staff  
Mayor's Office, City of Vancouver

Handwritten initials 'CF' in dark ink.

(Initial Page)

**SERVICES REQUIRED:**

1. Transition media relations services
  - a. Triaging media requests to the new Mayor's Office
  - b. Managing media relations inquiries and providing proactive information to media members
  - c. Developing strategies and messaging for the Mayor and Mayor's Office
2. Media relations and communications strategy
  - a. Developing an interim media relations and communications strategy for the Mayor and Mayor's Office
3. Media monitoring
  - a. Monitor media involving Mayor and Mayor's Office for feedback
  - b. Identification of media or communications opportunities
  - c. Identification of public relations events and opportunities
4. Social media monitoring
  - a. Monitor social media involving Mayor and Mayor's Office for feedback
  - b. Identification of social media or communications opportunities
5. Copy writing
  - a. Provide copy-editing services on an as-needed basis

TERMS ACKNOWLEDGED AND AGREED TO THIS 5<sup>th</sup> DAY OF November, 2018.

  
(Signature)





Invoice No. 141  
Invoice Date: 12.18.2018

**Please remit payment to:**

Research Co.  
2248 W. 15<sup>th</sup> Ave.  
Vancouver, BC V6K 2Y7

**Term:** Net 30

Business Licence #18-545982  
GST #761055086

**Invoice to:**

City of Vancouver  
c/o Neil Monckton  
Chief of Staff, Mayor's Office  
453 W. 12th Ave.  
Vancouver, B.C. V7Y 1V4

QTY	Project Description	Gross Amount	Net Amount
1	Survey of Vancouver residents, conducted from December 13 to December 16, 2018.	\$8,550.00	\$8,550.00
		Subtotal	\$8,550.00
		GST @5%	\$427.50
		<b>Total</b>	<b>\$8,977.50</b> CAD

Approved - NEIL MONCKTON  
Signature - [Signature]



VENDOR # 127925  
POC # 670119  
531070 / 40038655-

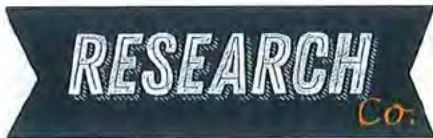


Mario.Canseco@researchco.ca



778.929.0490





Invoice No. 156  
Invoice Date: 05.07.2019

**Please remit payment to:**

Research Co.  
2248 W. 15<sup>th</sup> Ave.  
Vancouver, BC V6K 2Y7

**Term:** Net 30

**Invoice to:**

City of Vancouver  
c/o Neil Monckton  
Chief of Staff, Mayor's Office  
453 W. 12th Ave.  
Vancouver, B.C. V7Y 1V4

Business Licence #18-545982  
GST #761055086

QTY	Project Description	Gross Amount	Net Amount
1	Survey of Vancouver residents, conducted from April 8 to April 20, 2019.	\$8,550.00	\$8,550.00
		Subtotal	\$8,550.00
		GST @5%	\$427.50
		<b>Total</b>	<b>\$8,977.50</b> <b>CAD</b>

APPROVED  
*Neil Monckton*

*Chief of Staff*

**THANK YOU**  
*for your business!*

*Doc # 722599*  
*531070/40038655*

*(1900987223)*



Mario.Canseco@researchco.ca



778.929.0490



Invoice No. 170  
Invoice Date: 07.18.2019

Please remit payment to:  
Research Co.  
2248 W. 15<sup>th</sup> Ave.  
Vancouver, BC V6K 2Y7

Term: Net 30

Invoice to:  
City of Vancouver  
c/o Neil Monckton  
Chief of Staff, Mayor's Office  
453 W. 12th Ave.  
Vancouver, B.C. V7Y 1V4

Business Licence #18-545982  
GST #761055086

QTY	Project Description	Gross Amount	Net Amount
2	Omnibus questions, conducted from July 9 to July 11, 2019.	\$1,600.00	\$1,600.00
		Subtotal	\$1,600.00
		GST @5%	\$80.00
		Total	\$1,680.00 CAD

**THANK YOU**  
for your business!

APPROVED

NEIL MONCKTON  
CHIEF OF STAFF



Mario.Canseco@researchco.ca



778.929.0490

DOC # 732589 - (1900989630)5  
531070/40038655



Invoice No. 181  
Invoice Date: 10.14.2019

Please remit payment to:  
Research Co.  
2248 W. 15<sup>th</sup> Ave.  
Vancouver, BC V6K 2Y7

Term: Net 30

Invoice to:  
City of Vancouver  
c/o Neil Monckton  
Chief of Staff, Mayor's Office  
453 W. 12th Ave.  
Vancouver, B.C. V7Y 1V4

Business Licence #18-545982  
GST #761055086

QTY	Project Description	Gross Amount	Net Amount
1	Survey of Vancouver residents, conducted from September 26 to October 2, 2019.	\$8,550.00	\$8,550.00
		Subtotal	\$8,550.00
		GST @5%	\$427.50
		<b>Total</b>	<b>\$8,977.50</b> CAD

Doc # 790919.  
5381070.  
400 38655.  
Paid on Feb 19/2020.

**THANK YOU**  
for your business!

**APPROVED**  
  
**NEIL MONCKTON**  
Chief of Staff



Mario.Canseco@researchco.ca



778.929.0490





Invoice No. 188  
Invoice Date: 01.14.2020

Please remit payment to:  
Research Co.  
2248 W. 15<sup>th</sup> Ave.  
Vancouver, BC V6K 2Y7

Term: Net 30

Invoice to:  
City of Vancouver  
c/o Neil Monckton  
Chief of Staff, Mayor's Office  
453 W. 12th Ave.  
Vancouver, B.C. V7Y 1V4

Business Licence #18-545982  
GST #761055086

QTY	Project Description	Gross Amount	Net Amount
1	Survey of Vancouver residents, conducted from December 6 to December 13, 2019.	\$8,550.00	\$8,550.00

Subtotal \$8,550.00  
GST @5% \$427.50

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**Total \$8,977.50**  
**CAD**

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*Doc # 790918*  
*531070/40038655*  
*paid on Feb 19/2020*

**THANK YOU**  
*for your business!*

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**NEIL MONCKTON**  
Chief of Staff



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778.929.0490



Invoice No. 215  
Invoice Date: 05.19.2020

Please remit payment to:  
Research Co.  
2248 W. 15<sup>th</sup> Ave.  
Vancouver, BC V6K 2Y7

Term: Net 30

Invoice to:  
City of Vancouver  
c/o Neil Monckton  
Chief of Staff, Mayor's Office  
453 W. 12th Ave.  
Vancouver, B.C. V7Y 1V4

Business Licence #18-545982  
GST #761055086

QTY	Project Description	Gross Amount	Net Amount
1	Omnibus questions to Vancouver residents, conducted on May 8 to May 11, 2020.	\$5,000	\$5,000
		Subtotal	\$5,000
		GST @5%	\$250
		<b>Total</b>	<b>\$5,250 CAD</b>

531070/4003865  
Doc # 818253  
paid on May 26/20

**THANK YOU**  
for your business!



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