

File No.: 04-1000-20-2021

April 28, 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 February 10, 2021 for:

All invoices submitted by Elettra Communications from December 17, 2019 to December 31, 2020.

All responsive records are attached.

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

If you request a review, please provide the Commissioner's office with: 1) the request number (#04-1000-20-2021-092); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,

[Signature on file]

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

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

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

Encl.

:ma



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

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.

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

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

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 # 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

Subtotal: CAD 2,500.00

GST: CAD 125.00

TOTAL: CAD 2,625.00

Please remit to:

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

GST/HST Number: 830183414 RT0001

TERMS: Net 30

1.5% Interest will be charged on all overdue accounts.

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

INVOICE

INVOICE # 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

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 # 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

TOTAL: CAD 2,625.00

Please remit to:

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

GST/HST Number: 830183414 RT0001

TERMS: Net 30

1.5% Interest will be charged on all overdue accounts.

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

INVOICE

INVOICE # 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

TOTAL: CAD 2,625.00

Please remit to:

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

GST/HST Number: 830183414 RT0001

TERMS: Net 30

1.5% Interest will be charged on all overdue accounts.

INVOICE

INVOICE # 1612

DATE 2020-05-31 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 May 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

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 60

1.5% Interest will be charged on all overdue accounts.

INVOICE

INVOICE # 1618

DATE 2020-06-30 P.O. NO.

PROJECT Communications Consulting Services

CLIENT The City of Vancouver
Alvin Singh

April - External hard costs associated with communications support (billed net).

Hard costs:

Media conference call costs (April pressers)	1,351.74
Media AV feed, lighting and technician	1,991.25
Media planning consulting service	200.00
	3,542.99

Subtotal: CAD 3,542.99

GST: CAD 177.15

TOTAL: CAD 3,720.14

Please remit to:

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

GST/HST Number: 830183414 RT0001

TERMS: Net 30

1.5% Interest will be charged on all overdue accounts.

INVOICE

INVOICE # 1619

DATE 2020-06-30 P.O. NO.

PROJECT Communications Consulting Services

CLIENT The City of Vancouver
Alvin Singh

May - External hard costs associated with communications support (billed net).

Hard costs:

Media conference call costs (May pressers)	690.96
Social media link database	36.61
	727.57

Subtotal: CAD 727.57

GST: CAD 36.38

TOTAL: CAD 763.95

Please remit to:

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

GST/HST Number: 830183414 RT0001

TERMS: Net 30

1.5% Interest will be charged on all overdue accounts.

INVOICE

INVOICE # 1620

DATE 2020-06-30 P.O. NO.

PROJECT Communications Consulting Services

CLIENT The City of Vancouver
Alvin Singh

June - External hard costs associated with communications support (billed net).

Hard costs:

Media conference call costs (June presser) 274.44

Subtotal: CAD 274.44

GST: CAD 13.72

TOTAL: CAD 288.16

Please remit to:

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

GST/HST Number: 830183414 RT0001

TERMS: Net 30

1.5% Interest will be charged on all overdue accounts.

INVOICE

INVOICE # 1630

DATE 2020-06-30 P.O. NO. 124983

PROJECT Communications Consulting Services

CLIENT The City of Vancouver
Alvin Singh

Communications consulting services provided to the Office of the Mayor during June 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

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 60

1.5% Interest will be charged on all overdue accounts.



INVOICE

INVOICE # 1645

DATE 2020-08-10 P.O. NO. 124983

PROJECT Communications Consulting Services

CLIENT The City of Vancouver
Alvin Singh

Incremental communications support provided during the month of May. 7,323.00

Subtotal: CAD 7,323.00

GST: CAD 366.15

TOTAL: CAD 7,689.15

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 60

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 # 1649

DATE 2020-08-26 P.O. NO. 124983

PROJECT Communications Consulting Services

CLIENT The City of Vancouver
Alvin Singh

Communications consulting services provided to the Office of the Mayor during July 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

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 60

1.5% Interest will be charged on all overdue accounts.



INVOICE

INVOICE # 1650

DATE 2020-08-26 P.O. NO. 124983

PROJECT Communications Consulting Services

CLIENT The City of Vancouver
Alvin Singh

Communications consulting services provided to the Office of the Mayor during August 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

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 60

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 # 1673

DATE 2020-09-30 P.O. NO. 124983

PROJECT Communications Consulting Services

CLIENT The City of Vancouver
Alvin Singh

Communications consulting services provided to the Office of the Mayor during September 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

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 60

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 # 1690

DATE 2020-10-31 P.O. NO. 124983

PROJECT Communications Consulting Services

CLIENT The City of Vancouver
Alvin Singh

Communications consulting services provided to the Office of the Mayor during October 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

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 60

1.5% Interest will be charged on all overdue accounts.

INVOICE

INVOICE # 1691

DATE 2020-10-31 P.O. NO.

PROJECT Communications Consulting Services

CLIENT The City of Vancouver
Neil Monckton

Communications consulting services provided to the Mayor's Office for the BC Urban Mayors' Caucus project.
September and October 2020.

Fees
Drafting media advisory, media release, and event script; conducting media relations and pitching/organizing interviews; setting up and facilitating press conference; compiling media coverage; and distributing two subsequent media releases. 7,000.00

Subtotal: CAD 7,000.00

GST: CAD 350.00

TOTAL: CAD 7,350.00

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 60

1.5% Interest will be charged on all overdue accounts.



INVOICE

INVOICE # 1692

DATE 2020-10-31 P.O. NO.

PROJECT Communications Consulting Services

CLIENT The City of Vancouver
Neil Monckton

Hard costs associated with communications services provided to the Mayor's Office during the months of September and October 2020.

Hard Costs	
Chorus call press conference services	60.00

Subtotal:	CAD 60.00
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GST:	CAD 3.00
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TOTAL:	CAD 63.00
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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 60

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 # 1706

DATE 2020-11-30 P.O. NO.

PROJECT Communications Consulting Services

CLIENT The City of Vancouver
Neil Monckton

Communications consulting services provided to the Office of the Mayor during November 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

TOTAL: CAD 2,625.00

Please remit to:

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

GST/HST Number: 830183414 RT0001

TERMS: Net 30

1.5% Interest will be charged on all overdue accounts.

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



INVOICE

INVOICE # 1717

DATE 2020-12-31 P.O. NO.

PROJECT Communications Consulting Services

CLIENT The City of Vancouver
Neil Monckton

Communications consulting services provided to the Office of the Mayor during December 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

TOTAL: CAD 2,625.00

Please remit to:

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

GST/HST Number: 830183414 RT0001

TERMS: Net 30

1.5% Interest will be charged on all overdue accounts.

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



INVOICE

INVOICE # 1718

DATE 2020-12-31 P.O. NO.

PROJECT Communications Consulting Services

CLIENT The City of Vancouver
Neil Monckton

End of year retainer reconciliation for communications consulting services provided to the Office of the Mayor during 2020.

Fees
Media relations and communications strategy, media monitoring, social media monitoring, and copy writing. 15,000.00

Subtotal: CAD 15,000.00

GST: CAD 750.00

TOTAL: CAD 15,750.00

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

CITY OF VANCOUVER**FOI 2021-092****ALL INVOICES SUBMITTED BY ELETTRA COMMUNICATIONS FROM DECEMBER 17, 2019 TO DECEMBER 31, 2020**

Invoice Date	Invoice Number	Amount
2019/12/18	1517	1,522.50
2020/01/07	1524	2,625.00
2020/02/06	1534	2,625.00
2020/03/10	1556	2,625.00
2020/04/06	1582	2,625.00
2020/05/08	1595	2,625.00
2020/05/31	1612	2,625.00
2020/06/30	1618	3,720.14
2020/06/30	1619	763.95
2020/06/30	1620	288.16
2020/06/30	1630	2,625.00
2020/08/10	1645	7,689.15
2020/08/26	1649	2,625.00
2020/08/26	1650	2,625.00
2020/09/30	1673	2,625.00
2020/10/31	1690	2,625.00
2020/10/31	1691	7,350.00
2020/10/31	1692	63.00
2020/11/30	1706	2,625.00
2020/12/31	1717	2,625.00
2020/12/31	1718	15,750.00
		71,271.90