

**Ministry of Finance****Date: 13 February 2015**

The following has been prepared in response to FOI request **FIN 2014-00269**. This is also intended to address any and all remaining obligations, if any, in relation to **FIN 2014-00193** and **JAG 2014-01501**.

**REQUEST: FIN 2014-00269**

"Pursuant to *the Freedom of Information and Privacy Act*, I request a copy of any contracts and/or modification agreements between Lee Doney and/or his company RLD Strategies and the Ministry between April 1, 2013 and August 1, 2014 as well as any and all invoices and records of payment related to any such contracts with either Lee Doney and/or his company, and a statement of work for the services received. For reference please see FOI FIN-2014-00193. If these records are held or partially held in a different public body, please notify me and transfer my request right away. If this request has already been made by another person, please include me in the initial release of this information. Please release any documents in the order in which they become available. I am also available to view records in order to narrow the request or eliminate categories of records if that facilitates and speeds up the process. Please provide the records to me in an electronic format."

**April 1, 2013 to March 31, 2014****CONSULTING SERVICES TO THE PUBLIC SECTOR EMPLOYERS' COUNCIL  
SECRETARIAT, MINISTRY OF FINANCE**

- For the period April 1, 2013 – March 31, 2014, the Public Sector Employers' Council Secretariat (PSEC) of the Ministry of Finance contracted with RLD Strategies with a statement of work value (fees and expenses) total of \$344,881.05 related to that period.

**Public Body Follow-up Response:**

- 1) Executed copy of competitively procured General Services Agreement #CF13CFFS27660, between RLD Strategies Ltd and the Province.
- 2) Executed copy of Statement of Work #2012 - 1 (PSEC), between RLD Strategies Ltd and PSEC, further to the General Services Agreement.



RLD Strategies  
contract.pdf

- 3) Executed copy of Statement of Work #2012 - 1 (PSEC) – Amendment #1, between RLD Strategies Ltd and PSEC, further to the General Services Agreement.



- 4) Executed copy of General Services Agreement #CF13CFFS27660 (renumbered CF13CFFS28107) – Amendment/Modification #1, between RLD Strategies Ltd and the Province.
- 5) Executed copy of Statement of Work #2012 – 1 (PSEC) – Amendment #2, between RLD Strategies Ltd and PSEC, further to the General Services Agreement.



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- 6) Executed copy of General Services Agreement #CF13CFFS27660 (renumbered CF13CFFS28107) – Amendment/Modification #2, between RLD Strategies Ltd and the Province.



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- 7) Executed copy of Statement of Work #2012 – 1 (PSEC) – Amendment #3, between RLD Strategies Ltd and PSEC, further to the General Services Agreement.



RLD Strategies -  
Statement of work - 2

- 8) Executed copy of Statement of Work #2012 - 1 (PSEC) – Amendment #4, between RLD Strategies Ltd and PSEC, further to the General Services Agreement.



Adobe Acrobat  
Document

- 9) Copies of invoices in relation to Statement of Work #2012 – 1 (PSEC) and Amendments #1 – #4, between RLD Strategies Ltd and PSEC, further to the General Services Agreement.



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## CONSULTING SERVICES TO THE MINISTRY OF JUSTICE

- For the period April 1, 2013 – March 31, 2014, the Policing and Security Branch, Police Services Division, Ministry of Justice contracted with RLD Strategies with a statement of work value total (fees and expenses) of \$72,849 related to that period.

### Public Body Follow-up Response:

- 10) Executed copy of competitively procured General Services Agreement #CF13CFFS27660 (renumbered CF13CFFS28107), between RLD Strategies Ltd and the Province.

See Response items #1 – #2.

- 11) Executed copy of Statement of Work #2012 - 15668 (JAG), between RLD Strategies Ltd and Police Services of Ministry of Justice, further to the General Services Agreement.



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- 12) Executed copy of Statement of Work #2012 - 15668 (JAG) – Amendment #1, between RLD Strategies Ltd and Police Services of Ministry of Justice, further to the General Services Agreement.



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- 13) Executed copy of Statement of Work #2012 - 15668 (JAG) – Amendment #2, between RLD Strategies Ltd and Police Services of Ministry of Justice, further to the General Services Agreement.



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- 14) Copies of invoices in relation to Statement of Work #2012 - 15668 (JAG) and Amendments #1 – #2, between RLD Strategies Ltd and Police Services of Ministry of Justice, further to the General Services Agreement.



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In aggregate, the two engagements totaled \$417,730.05, as reported in the provincial government's audited 2013/14 *Public Accounts* as follows:

**PROVINCE OF BRITISH COLUMBIA PUBLIC ACCOUNTS 2013/14**  
**Consolidated Revenue Fund**

**Detailed Schedules of Payments**                      **Page 329**

Other Suppliers – Continued

**RLD STRATEGIES LTD.**                                      **\$417,730**

**April 1, 2014 to August 1, 2014**

**CONSULTING SERVICES TO THE PUBLIC SECTOR EMPLOYERS' COUNCIL  
SECRETARIAT, MINISTRY OF FINANCE**

- For the period April 1, 2014 – August 1, 2014, the Public Sector Employers' Council Secretariat (PSEC) of the Ministry of Finance contracted with RLD Strategies, with a statement of work value total of \$89,038.77 related to that period.

**Public Body Follow-up Response:**

15) See Response items #1 – #9.

**CONSULTING SERVICES TO THE MINISTRY OF JUSTICE**

- The Policing and Security Branch, Police Services Division, Ministry of Justice did not have any contract work for RLD Strategies Ltd for the April 1, 2014 – August 1, 2014 period.

**Public Body Follow-up Response:**

16) N/A

**CONSULTING SERVICES TO THE OTHER MINISTRIES OF GOVERNMENT**

- The Ministry of Finance has canvassed other ministries within government in relation to other contracts or statements of work awarded to RLD Strategies Ltd. during the April 1, 2013 – August 1, 2014 fiscal year periods.
- Results of that survey indicate that there are no other contracts or statements of work related to RLD Strategies Ltd. for this reporting period.

# GENERAL SERVICE AGREEMENT



## For Administrative Purposes Only

Ministry Contract No.: C13CFPS27660\_\_\_\_\_  
Requisition No.: 27660\_\_\_\_\_  
Solicitation No.(if applicable): RFP#SA-MF2\_\_\_\_\_  
Commodity Code: AB.AB02\_\_\_\_\_

### Contractor Information

Supplier Name: RLD Strategies Ltd\_\_\_\_\_  
Supplier No.: 2035727 - 002\_\_\_\_\_  
Telephone No.: s22\_\_\_\_\_  
E-mail Address: s22\_\_\_\_\_  
Website: \_\_\_\_\_

### Financial Information

Client: 022\_\_\_\_\_  
Responsibility Centre: 32056\_\_\_\_\_  
Service Line: 34083\_\_\_\_\_  
STOB: 6101\_\_\_\_\_  
Project: 3200000\_\_\_\_\_

Template version: February 8, 2012

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**SCHEDULE A – SERVICES**

- Part 1 - Term
- Part 2 - Services
- Part 3 - Related Documentation
- Part 4 - Key Personnel

**SCHEDULE B – FEES AND EXPENSES**

- Part 1 - Maximum Amount Payable
- Part 2 - Fees
- Part 3 - Expenses
- Part 4 - Statements of Account
- Part 5 - Payments Due

**SCHEDULE C – APPROVED SUBCONTRACTOR(S)**

**SCHEDULE D – INSURANCE**

**SCHEDULE E – PRIVACY PROTECTION SCHEDULE**

**SCHEDULE F – ADDITIONAL TERMS**

**SCHEDULE G – SECURITY SCHEDULE**



THIS AGREEMENT is dated for reference the 17<sup>th</sup> day of September, 2012.

BETWEEN:

RLD STRATEGIES LTD. (the "Contractor") with the following specified address and fax number:  
4457 Narvaez Crescent  
Victoria, BC V8N 2S7  
Telephone s22

AND:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as represented by the Minister of Finance, Deputy Minister's Office (the "Province") with the following specified address and fax number:  
1<sup>st</sup> floor - 617 Government Street  
Victoria, British Columbia  
V8W 9V1  
250-387-9093

The Province wishes to retain the Contractor to provide the services specified in Schedule A and, in consideration for the remuneration set out in Schedule B, the Contractor has agreed to provide those services, on the terms and conditions set out in this Agreement.

As a result, the Province and the Contractor agree as follows:

## I DEFINITIONS

### General

1.1 In this Agreement, unless the context otherwise requires:

- (a) "Business Day" means a day, other than a Saturday or Sunday, on which Provincial government offices are open for normal business in British Columbia;
- (b) "Incorporated Material" means any material in existence prior to the start of the Term or developed independently of this Agreement, and that is incorporated or embedded in the Produced Material by the Contractor or a Subcontractor;
- (c) "Material" means the Produced Material and the Received Material;
- (d) "Produced Material" means records, software and other material, whether complete or not, that, as a result of this Agreement, are produced by the Contractor or a Subcontractor and includes the Incorporated Material;
- (e) "Received Material" means records, software and other material, whether complete or not, that, as a result of this Agreement, are received by the Contractor or a Subcontractor from the Province or any other person;
- (f) "Services" means the services described in Part 2 of Schedule A;
- (g) "Subcontractor" means a person described in paragraph (a) or (b) of section 13.4; and
- (h) "Term" means the term of the Agreement described in Part 1 of Schedule A subject to that term ending earlier in accordance with this Agreement.

### Meaning of "record"

1.2 The definition of "record" in the *Interpretation Act* is incorporated into this Agreement and "records" will bear a corresponding meaning.

## 2 SERVICES

### Provision of services

2.1 The Contractor must provide the Services in accordance with this Agreement.

#### Term

2.2 Regardless of the date of execution or delivery of this Agreement, the Contractor must provide the Services during the Term.

#### Supply of various items

2.3 Unless the parties otherwise agree in writing, the Contractor must supply and pay for all labour, materials, equipment, tools, facilities, approvals and licenses necessary or advisable to perform the Contractor's obligations under this Agreement, including the license under section 6.4.

#### Standard of care

2.4 Unless otherwise specified in this Agreement, the Contractor must perform the Services to a standard of care, skill and diligence maintained by persons providing, on a commercial basis, services similar to the Services.

#### Standards in relation to persons performing Services

2.5 The Contractor must ensure that all persons employed or retained to perform the Services are qualified and competent to perform them and are properly trained, instructed and supervised.

#### Instructions by Province

2.6 The Province may from time to time give the Contractor reasonable instructions (in writing or otherwise) as to the performance of the Services. The Contractor must comply with those instructions but, unless otherwise specified in this Agreement, the Contractor may determine the manner in which the instructions are carried out.

#### Confirmation of non-written instructions

2.7 If the Province provides an instruction under section 2.6 other than in writing, the Contractor may request that the instruction be confirmed by the Province in writing, which request the Province must comply with as soon as it is reasonably practicable to do so.

#### Effectiveness of non-written instructions

2.8 Requesting written confirmation of an instruction under section 2.7 does not relieve the Contractor from complying with the instruction at the time the instruction was given.

#### Applicable laws

2.9 In the performance of the Contractor's obligations under this Agreement, the Contractor must comply with all applicable laws.

### 3 PAYMENT

#### Fees and expenses

3.1 If the Contractor complies with this Agreement, then the Province must pay to the Contractor at the times and on the conditions set out in Schedule B:

- (a) the fees described in that Schedule;

- (b) the expenses, if any, described in that Schedule if they are supported, where applicable, by proper receipts and, in the Province's opinion, are necessarily incurred by the Contractor in providing the Services; and
- (c) any applicable taxes payable by the Province under law or agreement with the relevant taxation authorities on the fees and expenses described in paragraphs (a) and (b).

The Province is not obliged to pay to the Contractor more than the "Maximum Amount" specified in Schedule B on account of fees and expenses.

#### Statements of accounts

- 3.2 In order to obtain payment of any fees and expenses under this Agreement, the Contractor must submit to the Province a written statement of account in a form satisfactory to the Province upon completion of the Services or at other times described in Schedule B.

#### Withholding of amounts

- 3.3 Without limiting section 9.1, the Province may withhold from any payment due to the Contractor an amount sufficient to indemnify, in whole or in part, the Province and its employees and agents against any liens or other third-party claims that have arisen or could arise in connection with the provision of the Services. An amount withheld under this section must be promptly paid by the Province to the Contractor upon the basis for withholding the amount having been fully resolved to the satisfaction of the Province.

#### Appropriation

- 3.4 The Province's obligation to pay money to the Contractor is subject to the *Financial Administration Act*, which makes that obligation subject to an appropriation being available in the fiscal year of the Province during which payment becomes due.

#### Currency

- 3.5 Unless otherwise specified in this Agreement, all references to money are to Canadian dollars.

#### Non-resident income tax

- 3.6 If the Contractor is not a resident in Canada, the Contractor acknowledges that the Province may be required by law to withhold income tax from the fees described in Schedule B and then to remit that tax to the Receiver General of Canada on the Contractor's behalf.

#### Prohibition against committing money

- 3.7 Without limiting section 13.10(a), the Contractor must not in relation to performing the Contractor's obligations under this Agreement commit or purport to commit the Province to pay any money except as may be expressly provided for in this Agreement.

#### Refunds of taxes

- 3.8 The Contractor must:
  - (a) apply for, and use reasonable efforts to obtain, any available refund, credit, rebate or remission of federal, provincial or other tax or duty imposed on the Contractor as a result of this Agreement that the Province has paid or reimbursed to the Contractor or agreed to pay or reimburse to the Contractor under this Agreement; and

- (b) immediately on receiving, or being credited with, any amount applied for under paragraph (a), remit that amount to the Province.

#### 4 REPRESENTATIONS AND WARRANTIES

4.1 As at the date this Agreement is executed and delivered by, or on behalf of, the parties, the Contractor represents and warrants to the Province as follows:

- (a) except to the extent the Contractor has previously disclosed otherwise in writing to the Province,
  - (i) all information, statements, documents and reports furnished or submitted by the Contractor to the Province in connection with this Agreement (including as part of any competitive process resulting in this Agreement being entered into) are in all material respects true and correct,
  - (ii) the Contractor has sufficient trained staff, facilities, materials, appropriate equipment and approved subcontractual agreements in place and available to enable the Contractor to fully perform the Services, and
  - (iii) the Contractor holds all permits, licenses, approvals and statutory authorities issued by any government or government agency that are necessary for the performance of the Contractor's obligations under this Agreement; and
- (b) if the Contractor is not an individual,
  - (i) the Contractor has the power and capacity to enter into this Agreement and to observe, perform and comply with the terms of this Agreement and all necessary corporate or other proceedings have been taken and done to authorize the execution and delivery of this Agreement by, or on behalf of, the Contractor, and
  - (ii) this Agreement has been legally and properly executed by, or on behalf of, the Contractor and is legally binding upon and enforceable against the Contractor in accordance with its terms except as enforcement may be limited by bankruptcy, insolvency or other laws affecting the rights of creditors generally and except that equitable remedies may be granted only in the discretion of a court of competent jurisdiction.

#### 5 PRIVACY, SECURITY AND CONFIDENTIALITY

##### Privacy

5.1 The Contractor must comply with the Privacy Protection Schedule attached as Schedule E.

##### Security

5.2 The Contractor must:

- (a) make reasonable security arrangements to protect the Material from unauthorized access, collection, use, disclosure, alteration or disposal; and
- (b) comply with the Security Schedule attached as Schedule G.

##### Confidentiality

5.3 The Contractor must treat as confidential all information in the Material and all other information accessed or obtained by the Contractor or a Subcontractor (whether verbally, electronically or otherwise) as a result of this Agreement, and not permit its disclosure or use without the Province's prior written consent except:

- (a) as required to perform the Contractor's obligations under this Agreement or to comply with applicable laws;
- (b) if it is information that is generally known to the public other than as result of a breach of this Agreement; or

- (c) if it is information in any Incorporated Material.

#### Public announcements

- 5.4 Any public announcement relating to this Agreement will be arranged by the Province and, if such consultation is reasonably practicable, after consultation with the Contractor.

#### Restrictions on promotion

- 5.5 The Contractor must not, without the prior written approval of the Province, refer for promotional purposes to the Province being a customer of the Contractor or the Province having entered into this Agreement.

### 6 MATERIAL AND INTELLECTUAL PROPERTY

#### Access to Material

- 6.1 If the Contractor receives a request for access to any of the Material from a person other than the Province, and this Agreement does not require or authorize the Contractor to provide that access, the Contractor must promptly advise the person to make the request to the Province.

#### Ownership and delivery of Material

- 6.2 The Province exclusively owns all property rights in the Material which are not intellectual property rights. The Contractor must deliver any Material to the Province immediately upon the Province's request.

#### Matters respecting intellectual property

- 6.3 The Province exclusively owns all intellectual property rights, including copyright, in:

- (a) Received Material that the Contractor receives from the Province; and
- (b) Produced Material, other than any Incorporated Material.

Upon the Province's request, the Contractor must deliver to the Province documents satisfactory to the Province that irrevocably waive in the Province's favour any moral rights which the Contractor (or employees of the Contractor) or a Subcontractor (or employees of a Subcontractor) may have in the Produced Material and that confirm the vesting in the Province of the copyright in the Produced Material, other than any Incorporated Material.

#### Rights in relation to Incorporated Material

- 6.4 Upon any Incorporated Material being embedded or incorporated in the Produced Material and to the extent that it remains so embedded or incorporated, the Contractor grants to the Province:
- (a) a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to use, reproduce, modify and distribute that Incorporated Material; and
  - (b) the right to sublicense to third-parties the right to use, reproduce, modify and distribute that Incorporated Material.

### 7 RECORDS AND REPORTS

#### Work reporting

- 7.1 Upon the Province's request, the Contractor must fully inform the Province of all work done by the Contractor or a Subcontractor in connection with providing the Services.

#### Time and expense records

- 7.2 If Schedule B provides for the Contractor to be paid fees at a daily or hourly rate or for the Contractor to be paid or reimbursed for expenses, the Contractor must maintain time records and books of account, invoices, receipts and vouchers of expenses in support of those payments, in form and content satisfactory to the Province. Unless otherwise specified in this Agreement, the Contractor must retain such documents for a period of not less than seven years after this Agreement ends.

#### 8 AUDIT

- 8.1 In addition to any other rights of inspection the Province may have under statute or otherwise, the Province may at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect and, at the Province's discretion, copy any of the Material and the Contractor must permit, and provide reasonable assistance to, the exercise by the Province of the Province's rights under this section.

#### 9 INDEMNITY AND INSURANCE

##### Indemnity

- 9.1 The Contractor must indemnify and save harmless the Province and the Province's employees and agents from any losses, claims, damages, actions, causes of action, costs and expenses that the Province or any of the Province's employees or agents may sustain, incur, suffer or be put to at any time, either before or after this Agreement ends, including any claim of infringement of third-party intellectual property rights, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission by the Contractor or by any of the Contractor's agents, employees, officers, directors or Subcontractors in connection with this Agreement, excepting always liability arising out of the independent acts or omissions of the Province and the Province's employees and agents.

##### Insurance

- 9.2 The Contractor must comply with the Insurance Schedule attached as Schedule D.

##### Workers compensation

- 9.3 Without limiting the generality of section 2.9, the Contractor must comply with, and must ensure that any Subcontractors comply with, all applicable occupational health and safety laws in relation to the performance of the Contractor's obligations under this Agreement, including the *Workers Compensation Act* in British Columbia or similar laws in other jurisdictions.

##### Personal optional protection

- 9.4 The Contractor must apply for and maintain personal optional protection insurance (consisting of income replacement and medical care coverage) during the Term at the Contractor's expense if:
- (a) the Contractor is an individual or a partnership of individuals and does not have the benefit of mandatory workers compensation coverage under the *Workers Compensation Act* or similar laws in other jurisdictions; and
  - (b) such personal optional protection insurance is available for the Contractor from WorkSafeBC or other sources.

##### Evidence of coverage

- 9.5 Within 10 Business Days of being requested to do so by the Province, the Contractor must provide the Province with evidence of the Contractor's compliance with sections 9.3 and 9.4.

## 10 FORCE MAJEURE

### Definitions relating to force majeure

10.1 In this section and sections 10.2 and 10.3:

- (a) "Event of Force Majeure" means one of the following events:
  - (i) a natural disaster, fire, flood, storm, epidemic or power failure,
  - (ii) a war (declared and undeclared), insurrection or act of terrorism or piracy,
  - (iii) a strike (including illegal work stoppage or slowdown) or lockout, or
  - (iv) a freight embargoif the event prevents a party from performing the party's obligations in accordance with this Agreement and is beyond the reasonable control of that party; and
- (b) "Affected Party" means a party prevented from performing the party's obligations in accordance with this Agreement by an Event of Force Majeure.

### Consequence of Event of Force Majeure

10.2 An Affected Party is not liable to the other party for any failure or delay in the performance of the Affected Party's obligations under this Agreement resulting from an Event of Force Majeure and any time periods for the performance of such obligations are automatically extended for the duration of the Event of Force Majeure provided that the Affected Party complies with the requirements of section 10.3.

### Duties of Affected Party

10.3 An Affected Party must promptly notify the other party in writing upon the occurrence of the Event of Force Majeure and make all reasonable efforts to prevent, control or limit the effect of the Event of Force Majeure so as to resume compliance with the Affected Party's obligations under this Agreement as soon as possible.

## 11 DEFAULT AND TERMINATION

### Definitions relating to default and termination

11.1 In this section and sections 11.2 to 11.4:

- (a) "Event of Default" means any of the following:
  - (i) an Insolvency Event,
  - (ii) the Contractor fails to perform any of the Contractor's obligations under this Agreement, or
  - (iii) any representation or warranty made by the Contractor in this Agreement is untrue or incorrect; and
- (b) "Insolvency Event" means any of the following:
  - (i) an order is made, a resolution is passed or a petition is filed, for the Contractor's liquidation or winding up,
  - (ii) the Contractor commits an act of bankruptcy, makes an assignment for the benefit of the Contractor's creditors or otherwise acknowledges the Contractor's insolvency,
  - (iii) a bankruptcy petition is filed or presented against the Contractor or a proposal under the *Bankruptcy and Insolvency Act* (Canada) is made by the Contractor,
  - (iv) a compromise or arrangement is proposed in respect of the Contractor under the *Companies' Creditors Arrangement Act* (Canada),
  - (v) a receiver or receiver-manager is appointed for any of the Contractor's property, or

- (vi) the Contractor ceases, in the Province's reasonable opinion, to carry on business as a going concern.

#### Province's options on default

- 11.2 On the happening of an Event of Default, or at any time thereafter, the Province may, at its option, elect to do any one or more of the following:
- (a) by written notice to the Contractor, require that the Event of Default be remedied within a time period specified in the notice;
  - (b) pursue any remedy or take any other action available to it at law or in equity; or
  - (c) by written notice to the Contractor, terminate this Agreement with immediate effect or on a future date specified in the notice, subject to the expiration of any time period specified under section 11.2(a).

#### Delay not a waiver

- 11.3 No failure or delay on the part of the Province to exercise its rights in relation to an Event of Default will constitute a waiver by the Province of such rights.

#### Province's right to terminate other than for default

- 11.4 In addition to the Province's right to terminate this Agreement under section 11.2(c) on the happening of an Event of Default, the Province may terminate this Agreement for any reason by giving at least 10 days' written notice of termination to the Contractor.

#### Payment consequences of termination

- 11.5 Unless Schedule B otherwise provides, if the Province terminates this Agreement under section 11.4:
- (a) the Province must, within 30 days of such termination, pay to the Contractor any unpaid portion of the fees and expenses described in Schedule B which corresponds with the portion of the Services that was completed to the Province's satisfaction before termination of this Agreement; and
  - (b) the Contractor must, within 30 days of such termination, repay to the Province any paid portion of the fees and expenses described in Schedule B which corresponds with the portion of the Services that the Province has notified the Contractor in writing was not completed to the Province's satisfaction before termination of this Agreement.

#### Discharge of liability

- 11.6 The payment by the Province of the amount described in section 11.5(a) discharges the Province from all liability to make payments to the Contractor under this Agreement.

#### Notice in relation to Events of Default

- 11.7 If the Contractor becomes aware that an Event of Default has occurred or anticipates that an Event of Default is likely to occur, the Contractor must promptly notify the Province of the particulars of the Event of Default or anticipated Event of Default. A notice under this section as to the occurrence of an Event of Default must also specify the steps the Contractor proposes to take to address, or prevent recurrence of, the Event of Default. A notice under this section as to an anticipated Event of Default must specify the steps the Contractor proposes to take to prevent the occurrence of the anticipated Event of Default.



## 12 DISPUTE RESOLUTION

### Dispute resolution process

- 12.1 In the event of any dispute between the parties arising out of or in connection with this Agreement, the following dispute resolution process will apply unless the parties otherwise agree in writing:
- (a) the parties must initially attempt to resolve the dispute through collaborative negotiation;
  - (b) if the dispute is not resolved through collaborative negotiation within 15 Business Days of the dispute arising, the parties must then attempt to resolve the dispute through mediation under the rules of the British Columbia Mediator Roster Society; and
  - (c) if the dispute is not resolved through mediation within 30 Business Days of the commencement of mediation, the dispute must be referred to and finally resolved by arbitration under the *Commercial Arbitration Act*.

### Location of arbitration or mediation

- 12.2 Unless the parties otherwise agree in writing, an arbitration or mediation under section 12.1 will be held in Victoria, British Columbia.

### Costs of mediation or arbitration

- 12.3 Unless the parties otherwise agree in writing or, in the case of an arbitration, the arbitrator otherwise orders, the parties must share equally the costs of a mediation or arbitration under section 12.1 other than those costs relating to the production of expert evidence or representation by counsel.

## 13 MISCELLANEOUS

### Delivery of notices

- 13.1 Any notice contemplated by this Agreement, to be effective, must be in writing and delivered as follows:
- (a) by fax to the addressee's fax number specified on the first page of this Agreement, in which case it will be deemed to be received on the day of transmittal unless transmitted after the normal business hours of the addressee or on a day that is not a Business Day, in which cases it will be deemed to be received on the next following Business Day;
  - (b) by hand to the addressee's address specified on the first page of this Agreement, in which case it will be deemed to be received on the day of its delivery; or
  - (c) by prepaid post to the addressee's address specified on the first page of this Agreement, in which case if mailed during any period when normal postal services prevail, it will be deemed to be received on the fifth Business Day after its mailing.

### Change of address or fax number

- 13.2 Either party may from time to time give notice to the other party of a substitute address or fax number, which from the date such notice is given will supersede for purposes of section 13.1 any previous address or fax number specified for the party giving the notice.

### Assignment

- 13.3 The Contractor must not assign any of the Contractor's rights under this Agreement without the Province's prior written consent.

#### Subcontracting

- 13.4 The Contractor must not subcontract any of the Contractor's obligations under this Agreement to any person without the Province's prior written consent, excepting persons listed in the attached Schedule C. No subcontract, whether consented to or not, relieves the Contractor from any obligations under this Agreement. The Contractor must ensure that:
- (a) any person retained by the Contractor to perform obligations under this Agreement; and
  - (b) any person retained by a person described in paragraph (a) to perform those obligations
- fully complies with this Agreement in performing the subcontracted obligations.

#### Waiver

- 13.5 A waiver of any term or breach of this Agreement is effective only if it is in writing and signed by, or on behalf of, the waiving party and is not a waiver of any other term or breach.

#### Modifications

- 13.6 No modification of this Agreement is effective unless it is in writing and signed by, or on behalf of, the parties.

#### Entire agreement

- 13.7 This Agreement (including any modification of it) constitutes the entire agreement between the parties as to performance of the Services.

#### Survival of certain provisions

- 13.8 Sections 2.9, 3.1 to 3.4, 3.7, 3.8, 5.1 to 5.5, 6.1 to 6.4, 7.1, 7.2, 8.1, 9.1, 9.2, 9.5, 10.1 to 10.3, 11.2, 11.3, 11.5, 11.6, 12.1 to 12.3, 13.1, 13.2, 13.8, and 13.10, any accrued but unpaid payment obligations, and any other sections of this Agreement (including schedules) which, by their terms or nature, are intended to survive the completion of the Services or termination of this Agreement, will continue in force indefinitely, even after this Agreement ends.

#### Schedules

- 13.9 The schedules to this Agreement (including any appendices or other documents attached to, or incorporated by reference into, those schedules) are part of this Agreement.

#### Independent contractor

- 13.10 In relation to the performance of the Contractor's obligations under this Agreement, the Contractor is an independent contractor and not:
- (a) an employee or partner of the Province; or
  - (b) an agent of the Province except as may be expressly provided for in this Agreement.

The Contractor must not act or purport to act contrary to this section.

#### Personnel not to be employees of Province

- 13.11 The Contractor must not do anything that would result in personnel hired or used by the Contractor or a Subcontractor in relation to providing the Services being considered employees of the Province.

#### Key Personnel

- 13.12 If one or more individuals are specified as "Key Personnel" of the Contractor in Part 4 of Schedule A, the Contractor must cause those individuals to perform the Services on the Contractor's behalf, unless the Province otherwise approves in writing, which approval must not be unreasonably withheld.

#### Pertinent information

- 13.13 The Province must make available to the Contractor all information in the Province's possession which the Province considers pertinent to the performance of the Services.

#### Conflict of interest

- 13.14 The Contractor must not provide any services to any person in circumstances which, in the Province's reasonable opinion, could give rise to a conflict of interest between the Contractor's duties to that person and the Contractor's duties to the Province under this Agreement.

#### Time

- 13.15 Time is of the essence in this Agreement and, without limitation, will remain of the essence after any modification or extension of this Agreement, whether or not expressly restated in the document effecting the modification or extension.

#### Conflicts among provisions

- 13.16 Conflicts among provisions of this Agreement will be resolved as follows:
- (a) a provision in the body of this Agreement will prevail over any conflicting provision in, attached to or incorporated by reference into a schedule, unless that conflicting provision expressly states otherwise; and
  - (b) a provision in a schedule will prevail over any conflicting provision in a document attached to or incorporated by reference into a schedule, unless the schedule expressly states otherwise.

#### Agreement not permit nor fetter

- 13.17 This Agreement does not operate as a permit, license, approval or other statutory authority which the Contractor may be required to obtain from the Province or any of its agencies in order to provide the Services. Nothing in this Agreement is to be construed as interfering with, or fettering in any manner, the exercise by the Province or its agencies of any statutory, prerogative, executive or legislative power or duty.

#### Remainder not affected by invalidity

- 13.18 If any provision of this Agreement or the application of it to any person or circumstance is invalid or unenforceable to any extent, the remainder of this Agreement and the application of such provision to any other person or circumstance will not be affected or impaired and will be valid and enforceable to the extent permitted by law.

#### Further assurances

- 13.19 Each party must perform the acts, execute and deliver the writings, and give the assurances as may be reasonably necessary to give full effect to this Agreement.

#### Additional terms

13.20 Any additional terms set out in the attached Schedule F apply to this Agreement.

#### Governing law

13.21 This Agreement is governed by, and is to be interpreted and construed in accordance with, the laws applicable in British Columbia.

#### 14 INTERPRETATION

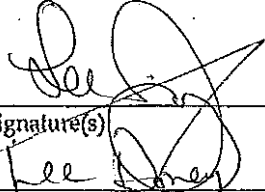
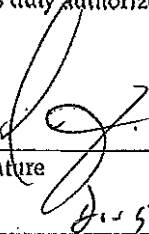
14.1 In this Agreement:

- (a) "includes" and "including" are not intended to be limiting;
- (b) unless the context otherwise requires, references to sections by number are to sections of this Agreement;
- (c) the Contractor and the Province are referred to as "the parties" and each of them as a "party";
- (d) "attached" means attached to this Agreement when used in relation to a schedule;
- (e) unless otherwise specified, a reference to a statute by name means the statute of British Columbia by that name, as amended or replaced from time to time;
- (f) the headings have been inserted for convenience of reference only and are not intended to describe, enlarge or restrict the scope or meaning of this Agreement or any provision of it;
- (g) "person" includes an individual, partnership, corporation or legal entity of any nature; and
- (h) unless the context otherwise requires, words expressed in the singular include the plural and *vice versa*.

#### 15 EXECUTION AND DELIVERY OF AGREEMENT

15.1 This Agreement may be entered into by a separate copy of this Agreement being executed by, or on behalf of, each party and that executed copy being delivered to the other party by a method provided for in section 13.1 or any other method agreed to by the parties.

The parties have executed this Agreement as follows:

<p>SIGNED on the <u>24</u> day of <u>September</u>, 20<u>12</u> by the Contractor (or, if not an individual, on its behalf by its authorized signatory or signatories):</p> <p></p> <p>Signature(s)</p> <p><u>Lee Diney</u></p> <p>Print Name(s)</p> <p><u>President &amp; Owner</u></p> <p>Print Title(s)</p>	<p>SIGNED on the <u>27</u> day of <u>September</u>, 20<u>12</u> on behalf of the Province by its duly authorized representative:</p> <p></p> <p>Signature</p> <p><u>Jim F. Foster</u></p> <p>Print Name</p> <p><u>Jim F. Foster J m.</u></p> <p>Print Title</p>
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## Schedule A – Services

### PART 1. TERM:

1. Subject to section 2 of this Part 1, the term of this Agreement commences on September 23<sup>23</sup> 2012 and ends on September 17, 2014.
2. At the sole discretion of the Province, the initial term in section 1 of this Part 1 may be extended for an additional two-year period ending September 17, 2016.

### PART 2. SERVICES:

1. There are no Services described in this Schedule A. Pursuant to RFP#SA-MF2 (2012) ("RFP"), the Ministry of Finance described a process by which the Contractor is selected to be available to provide Services on an "if, as and when requested" basis, specifically to a wide range of ministries and organizations within the provincial public sector. Such Services may include a wide-range of ministerial and Cabinet/Treasury Board level strategic and expert advice, analysis and assistance as necessary to plan and manage/lead initiatives. The Services may include those areas described in section A2 of the RFP.
2. If, as and when requested by the Province, the Province will provide a draft Statement of Work to the Contractor for consideration. Upon execution of a Statement of Work, the Contractor agrees to provide the Services described in the applicable Statement of Work.
3. The Contractor will meet any timelines, provide deliverables and comply with reporting requirements, as described in each Statement of Work.

### PART 3. KEY PERSONNEL:

1. The Key Personnel of the Contractor are as follows:
  - (a) Lee Doney.
2. The Contractor may request changes to the Key Personnel and, if agreeable to the Province, the parties will execute an amendment detailing such changes.

**STATEMENT OF WORK**  
**BUSINESS ADVISOR – STRATEGIC INITIATIVES**


<b>Contractor</b>	<b>RLD Strategies Ltd.</b>
<b>Supplier#</b>	<b>2035727</b>
<b>Contract ID#</b>	
<b>Statement of Work Ref#</b>	<b>2012 - #1 (PSEC)</b>

**Services:**

1. The Contractor will cause Lee Doney to provide the Services described in this Statement of Work:
  - a. Provide public sector labour relations advice to government;
  - b. Provide advisory, consulting and specialized labour relations services to PSEC and PSEC Secretariat;
  - c. Provide advice to employer associations and/or employers and the Public Sector Employers' Council Secretariat on implementation of the 2010 and 2012 public sector labour relations mandates;
  - d. Convey information and analysis to and from PSEC Secretariat and the rest of government and other elements of the public sector; and
  - e. Attend specific meetings of Deputy Ministers' Council, as requested.
2. In the event that the Contractor wishes for a person other than Lee Doney to provide the Services, the Contractor will seek the prior written approval of Doug Foster, of the Ministry of Finance, or such other person as the Minister (described below) may designate.
3. Prior to commencing any Services, the Contractor must deliver to Doug Foster, of the Ministry of Finance, or such other person as the Minister may designate, a fully completed and signed copy of the "Conflict of Interest Disclosure", attached as Appendix 1 to this Statement of Work.

**Timelines:**

Start date: September 23, 2012



**Reporting to:**

- the Minister responsible for the *Public Sector Employers Act* and the *Public Sector Pension Plans Act* ("Minister").

**Hourly/Daily Rates:**

The Contractor will be reimbursed at the rate of s21 up to a maximum of \$32,000 in a single calendar month.

Total value of Services under this Statement of Work must not exceed \$180,000 without prior written approval from Doug Foster, of the Ministry of Finance, or such other person as the Minister may designate.

**Travel/Other Expenses/ Insurance Requirements of Waiving of and Reason For: Expenses:**

1. travel, accommodation and meal expenses for travel outside of Victoria on the same basis as the Province pays its Group II employees when they are on travel status (see attached Appendix 1 – Group II Rates Expenses for Contractors); and
2. the Contractor's actual long distance telephone, fax, postage and other identifiable communication expenses; and

excluding Harmonized sales tax ("HST") or other applicable tax paid or payable by the Contractor on expenses described in (1) to (2) above to the extent that the Contractor is entitled to claim credits (including HST input tax credits), rebates, refunds or remissions of the tax from the relevant taxation authorities.

Please include the following coding in your invoice(s) for this Work Assignment:

Client: 068 RC:32801 SL:34605 STOB:6001(fees) Project:3200000  
Client: 068 RC:32801 SL:34605 STOB:6002(expenses) Project:3200000



## APPENDIX 1 – GROUP II RATES EXPENSES FOR CONTRACTORS

### APPENDIX 1 - Group 2 Rates EXPENSES FOR CONTRACTORS

The following are allowable expenses for contractors. All expenses must be paid by the contractor. Expenses cannot be direct billed to the ministry except in unusual circumstances (in these cases a special clause must be included in the contract). Original receipts must be submitted with the expense claim (when receipts are required) but photocopies of receipts will be accepted if the contractor requires the original for another purpose (e.g., to claim for HST credits).

#### Travel Expenses

The contractor must be outside their headquarters area (32 kilometres from where they ordinarily perform their duties) to be eligible to claim travel, meal and accommodation expenses.

##### 1. Meal Allowances:

Effective March 29, 2009, the following meal allowances can be claimed which must not exceed \$49.00 per day (receipts are not required):

Breakfast only	\$22.00	claim if travel starts before 7:00 a.m. or ends after 7:00 a.m.
Lunch only	\$22.00	claim if travel starts before 12:00 noon or ends after 12:00 noon.
Dinner only	\$28.50	claim if travel starts before 6:00 p.m. or ends after 6:00 p.m.
Breakfast and lunch only	\$30.00	see above
Breakfast and dinner only	\$36.50	see above
Lunch and dinner only	\$36.50	see above
Full day	\$49.00	

##### 2. Mileage Rates When Using Private Vehicle:

Effective March 29, 2009, the private mileage allowance is \$.50 per kilometre (receipts are not required). This rate can be claimed when using a private vehicle for travel. It is intended to cover costs of gas and maintenance.

##### 3. Taxi and Parking:

Taxi and parking charges will be reimbursed if receipts/copies of receipts are provided. Tips identified separately on taxi receipts cannot be claimed.

##### 4. Car Rentals:

Approved car rental agencies and the maximum rates for each community are listed at [www.pss.gov.bc.ca/csa/categories/vehicle\\_rentals/vehicle\\_rentals\\_daily/vehicle\\_rentals\\_daily.html#suppliers](http://www.pss.gov.bc.ca/csa/categories/vehicle_rentals/vehicle_rentals_daily/vehicle_rentals_daily.html#suppliers). Other agencies are to be used only when these agencies cannot supply vehicles or when renting a vehicle outside BC. Contractors should ask for the government rate. Receipts/copies of receipts are required.

PAI (personal accident insurance) will not be reimbursed. CDW/LDW (collision/loss damage waiver) will be reimbursed only when renting from a company not on the approved list for the specific community or when renting outside BC.

##### 5. Accommodation:

a) **Hotel/motel** (Receipt/copy of receipt and proof of payment required).

Approved hotels and the maximum rates that may be claimed for rooms and supplementary items (e.g., parking) are listed in the Accommodation Guide at [www.pss.gov.bc.ca/csa/categories/accommodation/list-of-properties.html](http://www.pss.gov.bc.ca/csa/categories/accommodation/list-of-properties.html). Rates may vary between summer, winter and shoulder seasons. Only the single government rate will be reimbursed. The "number in party" identified on the receipt must show only one person.

#### Process for Selecting Accommodation:

- Select the most cost-effective hotel from the accommodation guide that meets your business requirements.
- Ensure the expectations of the ministry expense authority are clarified (through the contract manager) regarding the price of accommodation before travel takes place.
- Ensure the rates charged by the hotel for the room and supplementary charges are at or below the rates quoted in the accommodation guide.

If the contractor cannot stay at any of the hotels listed in the guide due to an exceptional or emergency situation, pre-approval must be obtained from the ministry expense authority and attached to the expense claim. This approval should be obtained through the contract manager.

##### b) **Private Lodging** (receipts are not required):

\$30 per night may be claimed when private lodging is arranged (e.g., staying with friends).

##### 6. Airfare:

Economy airfare only will be reimbursed. Receipts/copies of receipts and proof of payment are required.

##### 7. Miscellaneous Travel Expenses:

Laundry, gratuities, portage and personal phone calls cannot be claimed. Ferry charges and highway tolls can be claimed if supported by an original receipt. Other miscellaneous expenses incurred when travelling (e.g., courier and photocopying charges) can also be claimed if supported by a receipt/copy of receipt.

##### 8. Out-of-Province Travel:

When B.C. contractors are required to travel out-of-province, a Travel Authorization form approved by the ministry director must accompany the expense claim.

#### Other Expenses

**1. Business Expenses** (e.g., all costs associated with meetings, including business and guest meals): Claims for business expenses must be accompanied by an approved Business Expense Approval form (which should be completed by the ministry, not the contractor).

##### 2. HST:

When receipts are submitted for reimbursement, they should be adjusted to deduct the embedded HST. A contractor with an HST registration number can claim input tax credits from Canada Revenue Agency.

##### 3. Miscellaneous Expenses

(e.g. business telephone/fax calls, newspapers, etc.): Miscellaneous expenses will be paid if supported by original receipts and in our opinion are necessarily incurred by you in providing the service. Contact the contract manager before incurring any miscellaneous expenses.

## APPENDIX 2 – CONFLICT OF INTEREST DISCLOSURE

A conflict of interest arises where you have an interest which conflicts (or might conflict, or might be perceived to conflict) with the interests of the Organization<sup>1</sup>.

A conflict of interest may take a number of forms. It may be financial or non-financial. It may be direct or indirect. It may be professional or family related.

A conflict of interest may arise from directorships or other employment; interests in business enterprises or professional practices; share ownership; beneficial interests in trusts; existing professional or personal associations with the Organization; professional associations or relationships with other organizations; personal associations with other groups or organizations; or family relationships.

Special advisors to the Province must disclose any duty or interest that might conflict with his or her duty or interest to the Organization. This disclosure covers each and both of Lee Doney and RLD Strategies Ltd.

1. A direct or indirect conflict with my/our duties as Special Advisor(s) to the Province may arise because (please indicate if non-applicable):
  - a) I/We, or my/our associates<sup>2</sup>, hold the following offices (appointed or elected):

s22
  - b) I/We, my/our associates, or any trustee or any nominee on my/our behalf, own or possess, directly or indirectly, the following interests (i.e., shares, businesses, or properties):

s22
  - c) I/We, or my/our associates, have the following interests in existing or proposed transactions with the Organization.

s22

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<sup>1</sup> "Organization" means the Province and its Crown corporations and agencies.

<sup>2</sup> "Associate" of a person means any person closely connected by blood or otherwise including, but not limited to, a spouse (including common-law spouse), parent, grandparent, brother, sister, child or grandchild.

2. The nature and extent of the conflicting office duty or interest referred to in subparagraphs 1(a) or 1(b) is (please indicate if non-applicable):

s22

3. A real or perceived conflict of interest with my/our duties as Special Advisor(s) to the Province may arise because I/We receive financial remuneration (either for services performed by me/us, as an owner or part owner, trustee, or employee or otherwise) from the following sources (please indicate if non-applicable):

s22

s22

The following is a list of each subsidiary<sup>3</sup> or affiliate<sup>4</sup> of a company listed in section 1 of this declaration.

<b>Company Listed in Paragraph 1(b)</b>	<b>Name of Subsidiary or Affiliate</b>	<b>Type of Business Ordinarily Carried on by Subsidiary or Affiliate</b>
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s22

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<sup>3</sup> For the purposes of this declaration, a corporation is a subsidiary of another corporation where:

- (a) it is controlled by:
  - (i) that other corporation;
  - (ii) that other corporation and one or more other corporations, each of which is controlled by that other corporation; or
  - (iii) two or more other corporations, each of which is controlled by that other corporation; or
- (b) it is a subsidiary or a subsidiary of that other corporation.

<sup>4</sup> For the purposes of this declaration, one corporation is affiliated with another corporation where one of them is the subsidiary of the other, or both are subsidiaries of the same corporation, or each of them is controlled by the same person.

**PSEC Lead Approval:**

<b>Name:</b>	Tom Vincent	<b>Title:</b>	Vice-President, Public Sector Employers' Council
<b>E-mail:</b>	<u>Tom.Vincent@gov.bc.ca</u>	<b>Tel:</b>	(250) 387-0846

**Finance DMO Approval:**

<b>Name:</b>	Doug Foster	<b>Title:</b>	ADM, Ministry of Finance
<b>E-mail:</b>	<u>Doug.Foster@gov.bc.ca</u>	<b>Tel:</b>	(250) 387-9022

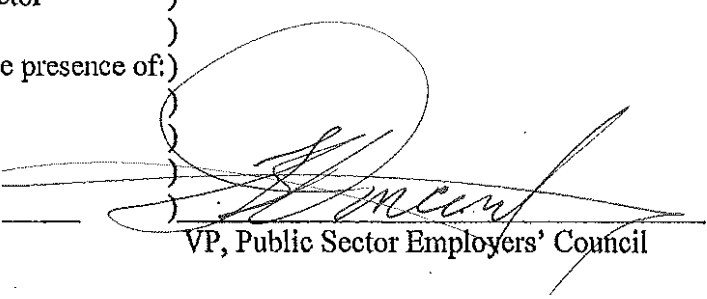
**Execution:**

This Statement of Work may be entered into by each party signing a separate copy (including a photocopy or facsimile copy) and delivering it to the other party by facsimile transmission or by email with a scanned copy in PDF format.

SIGNED on behalf of Her Majesty the  
Queen in Right of the Province of  
British Columbia by a duly authorized  
representative of the Public Sector  
Employers' Council this 23  
day of Sept., 2012 in the presence of: )

s22

(Witness) /

  
VP, Public Sector Employers' Council

RLD Strategies Ltd.

Per: Lee Doney Date: September 23/12  
(Name)

Title: President & Owner  
(Title)

To: Lee Doney  
RLD Strategies Ltd.

Date: September 23, 2012

Re: Ministry of Finance Contract #C13CFFS27660

The following is an addendum to the first Statement of Work for Ministry of Finance Contract #C13CFFS27660 (Statement of Work # 2012 - #1 (PSEC)).

Sections 4 and 5 of Schedule F – Additional Terms to the contract state:

***Schedule F – Additional Terms***

4. *Despite section 9.2 of this Agreement, the parties agree that the following applies*

*Unless otherwise specified in a Statement of Work, the Contractor must comply with the Insurance Schedule attached as Schedule D.*

5. *Despite section 9.4 of this Agreement, the parties agree that the following applies.*

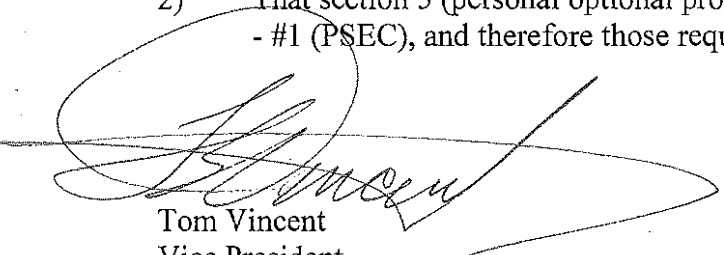
*Personal optional protection*

*If specified in a Statement of Work, the Contractor must apply for and maintain personal optional protection insurance (consisting of income replacement and medical care coverage) during the Term at the Contractor's expense if:*

- (a) the Contractor is an individual or a partnership of individuals and does not have the benefit of mandatory workers compensation coverage under the Workers Compensation Act or similar laws in other jurisdictions; and*
- (b) such personal optional protection insurance is available for the Contractor from WorkSafeBC or other sources.*

This memorandum confirms:

- 1) That section 4 of Schedule F does not apply to Statement of Work # 2012 - #1 (PSEC); and
- 2) That section 5 (personal optional protection) is not specified in Statement of Work # 2012 - #1 (PSEC), and therefore those requirements do not apply to this Statement of Work.



Tom Vincent  
Vice President  
Public Sector Employers' Council Secretariat

## Schedule B – Fees and Expenses

### 1. MAXIMUM AMOUNT PAYABLE:

**Maximum Amount:** \$300,000 is the maximum amount which the Province is obliged to pay to the Contractor for fees and expenses under this Agreement, cumulative for all Statements of Work (exclusive of any applicable taxes described in section 3.1(c) of this Agreement). Each Statement of Work will specify the maximum amount payable pursuant to that Statement of Work.

### 2. FEES:

Each Statement of Work will detail the applicable fees. However, under no circumstances will any fees under a Statement of Work be permitted to exceed s21 up to a maximum of \$32,000 in a single calendar month.

### 3. EXPENSES:

Each Statement of Work will detail the applicable expenses.

### 4. STATEMENTS OF ACCOUNT:

Each Statement of Work will detail the applicable process for obtaining payment of any fees and expenses. In the event that a Statement of Work does not specify a process, the following will apply.

**Statements of Account:** In order to obtain payment of any fees and expenses under a Statement of Work (each a "Billing Period"), the Contractor must deliver to the Ministry or Organizational Lead specified in the Statement of Work on a date after the Billing Period (each a "Billing Date"), a written statement of account in a form satisfactory to the Ministry or Organizational Lead containing:

- (a) the Contractor's legal name and address;
- (b) the date of the statement, and the Billing Period to which the statement pertains;
- (c) the Contractor's calculation of all fees claimed for that Billing Period, including a declaration by the Contractor of all hours worked on during the Billing Period, or all (units/deliverables) provided during the Billing Period, as applicable, for which the Contractor claims fees and a description of the applicable fee rates;
- (d) a chronological listing, in reasonable detail, of any expenses claimed by the Contractor for the Billing Period with receipts attached, if applicable, and, if the Contractor is claiming reimbursement of any HST or other applicable taxes paid or payable by the Contractor in relation to those expenses, a description of any credits, rebates, refunds or remissions the Contractor is entitled to from the relevant taxation authorities in relation to those taxes;
- (e) the Contractor's calculation of any applicable taxes payable in relation to the Services for the Billing Period;
- (f) a description of this Agreement and the applicable Statement of Work;
- (g) a statement number for identification; and
- (h) any other billing information reasonably requested by the Ministry or Organizational Lead.

## **INVOICE PAYMENT POLICY FOR SERVICE CONTRACT INVOICES**

The Ministry of Finance pays service contract invoices as follows:

- These time frames apply to **correctly submitted** invoices only. Refer to "Invoice Instructions for Contractors" for a listing of invoice requirements.
- It is our expectation that your monthly invoice will be **processed by the program area in 5 working days**. It will then be forwarded to the central Accounts Office for payment processing. Contractors should expect to receive a cheque in the mail approximately 30 days from the date the invoice is received in the Accounts Office.
- Payments are processed by the central Accounts Office on a "first in, first out" basis. Requests for special treatment cannot be accommodated.
- Cheques will be mailed directly to the contractor at the address shown on the invoice. Note that this address must match the address on the contract.

### **Billing Frequency**

Contractors must submit invoices no more than once a month.

### **Interest**

Interest is automatically paid effective 61 days after the date the invoice or services are received (whichever is later) at the government mailing address shown on the contract. Interest under \$5.00 will not be paid. Interest is paid at provincial government rates.

### **Direct Deposit of Cheques**

Service contractors may complete an application form for "EFT" (Electronic Funds Transfer) so that cheques are automatically deposited to their bank account. However, the EFT process may add up to 3 working days to the time frames shown above. This extra time is required by financial institutions to ensure EFT payments are processed.

Prepared by Financial Services and Administration,  
Ministry of Finance  
November 6, 2003



## TRAVEL EXPENSE CLAIM FOR SERVICE CONTRACTORS

### FORM USAGE

This form is for use by service contractors to claim travel expenses. The original claim form and applicable receipts must be attached as back up to the service contract invoice. Refer to the service contract *Appendix 1* for guidelines, allowable rates and receipt requirements.

DATE OF TRAVEL		PLACES TRAVELLED	PERSONAL VEHICLE USE		BUS/TAXI/AIR/FERRY COSTS	MEALS:			ACCOMMODATION COSTS	MISCELLANEOUS (CAR RENTAL, BUSINESS PHONE, ETC.)		TOTAL DAILY COSTS
20			DISTANCE x KM	RATE		B	L	D		COST	DESCRIPTION	
M	D	FROM/TO (ENTER CITY NAMES)	KM	\$	\$				\$	\$	\$	\$
<b>Example</b>												
04	06	Victoria Vancouver	100	50 00	71 00	✓	✓	✓	35 50			156 50
											<b>CLAIM TOTAL</b>	

Embedded HST should not be claimed by service contractors. Please ensure HST is deducted from travel receipts.

Service Contractor's Signature

## APPENDIX 1 - Group 2 Rates EXPENSES FOR CONTRACTORS

The following are allowable expenses for contractors. All expenses must be paid by the contractor. Expenses cannot be direct billed to the ministry except in unusual circumstances (in these cases a special clause must be included in the contract). Original receipts must be submitted with the expense claim (when receipts are required) but photocopies of receipts will be accepted if the contractor requires the original for another purpose (e.g., to claim for HST credits).

### Travel Expenses

The contractor must be outside their headquarters area (32 kilometres from where they ordinarily perform their duties) to be eligible to claim travel, meal and accommodation expenses.

#### 1. Meal Allowances:

Effective March 29, 2009, the following meal allowances can be claimed which must not exceed \$49.00 per day (receipts are not required):

Breakfast only	\$22.00	claim if travel starts before 7:00 a.m. or ends after 7:00 a.m.
Lunch only	\$22.00	claim if travel starts before 12:00 noon or ends after 12:00 noon.
Dinner only	\$28.50	claim if travel starts before 6:00 p.m. or ends after 6:00 p.m.
Breakfast and lunch only	\$30.00	see above
Breakfast and dinner only	\$36.50	see above
Lunch and dinner only	\$36.50	see above
Full day	\$49.00	

#### 2. Mileage Rates When Using Private Vehicle:

Effective March 29, 2009, the private mileage allowance is \$.50 per kilometre (receipts are not required). This rate can be claimed when using a private vehicle for travel. It is intended to cover costs of gas and maintenance.

#### 3. Taxi and Parking:

Taxi and parking charges will be reimbursed if receipts/copies of receipts are provided. Tips identified separately on taxi receipts cannot be claimed.

#### 4. Car Rentals:

Approved car rental agencies and the maximum rates for each community are listed at [www.pss.gov.bc.ca/csa/categories/vehicle\\_rentals/vehicle\\_rentals\\_daily/vehicle\\_rentals\\_daily.html#suppliers](http://www.pss.gov.bc.ca/csa/categories/vehicle_rentals/vehicle_rentals_daily/vehicle_rentals_daily.html#suppliers). Other agencies are to be used only when these agencies cannot supply vehicles or when renting a vehicle outside BC. Contractors should ask for the government rate. Receipts/copies of receipts are required.

PAI (personal accident insurance) will not be reimbursed.

CDW/LDW (collision/loss damage waiver) will be reimbursed only when renting from a company not on the approved list for the specific community or when renting outside BC.

#### 5. Accommodation:

a) **Hotel/motel** (Receipt/copy of receipt and proof of payment required).

Approved hotels and the maximum rates that may be claimed for rooms and supplementary items (e.g., parking) are listed in the Accommodation Guide at [www.pss.gov.bc.ca/csa/categories/accommodation/list-of-properties.html](http://www.pss.gov.bc.ca/csa/categories/accommodation/list-of-properties.html)

Rates may vary between summer, winter and shoulder seasons. Only the single government rate will be reimbursed.

The "number in party" identified on the receipt must show only one person.

#### Process for Selecting Accommodation:

- Select the most cost-effective hotel from the accommodation guide that meets your business requirements.
- Ensure the expectations of the ministry expense authority are clarified (through the contract manager) regarding the price of accommodation before travel takes place.
- Ensure the rates charged by the hotel for the room and supplementary charges are at or below the rates quoted in the accommodation guide.

If the contractor cannot stay at any of the hotels listed in the guide due to an exceptional or emergency situation, pre-approval must be obtained from the ministry expense authority and attached to the expense claim. This approval should be obtained through the contract manager.

#### b) **Private lodging** (receipts are not required):

\$30 per night may be claimed when private lodging is arranged (e.g., staying with friends).

#### 6. Airfare:

Economy airfare only will be reimbursed. Receipts/copies of receipts and proof of payment are required.

#### 7. Miscellaneous Travel Expenses:

Laundry, gratuities, portage and personal phone calls cannot be claimed. Ferry charges and highway tolls can be claimed if supported by an original receipt. Other miscellaneous expenses incurred when travelling (e.g., courier and photocopying charges) can also be claimed if supported by a receipt/copy of receipt.

#### 8. Out-of-Province Travel:

When B.C. contractors are required to travel out-of-province, a Travel Authorization form approved by the ministry director must accompany the expense claim.

### Other Expenses

#### 1. Business Expenses (e.g., all costs associated with meetings, including business and guest meals):

Claims for business expenses must be accompanied by an approved Business Expense Approval form (which should be completed by the ministry, not the contractor).

#### 2. HST:

When receipts are submitted for reimbursement, they should be adjusted to deduct the embedded HST. A contractor with an HST registration number can claim input tax credits from Canada Revenue Agency.

#### 3. Miscellaneous Expenses (e.g. business telephone/fax calls, newspapers, etc.):

Miscellaneous expenses will be paid if supported by original receipts and in our opinion are necessarily incurred by you in providing the service. Contact the contract manager before incurring any miscellaneous expenses.



### NOTICE TO CONTRACTORS

As a contractor with the Province, it is your responsibility to abide by all applicable laws. This is to bring to your attention that if you are conducting services for the province, and you also fall within the parameters of the Lobbyists Registration Act, then it is your responsibility to make this determination and register if necessary.

If company letterhead is NOT used, the invoice must be signed by the contractor.

Payee Name and Mailing Address: The name and the address of the contractor must match the full legal name and address shown on the contract. There is a legal requirement to make cheques payable to the name shown on the contract.

## ABC Consulting Ltd

## INVOICE

123 Anywhere St  
Anytown, BC V6H 3H1

Billing Address: This is usually the government mailing address on the contract. Make sure the billing address includes the branch name, the Ministry name and the correct mailing address. Mark the invoice to the attention of the Ministry contact.

To: Ministry of Finance and Corporate Relations  
Financial Services Branch  
PO Box 9418 STN PROV GOVT  
Victoria, BC V8V 1X4  
Attn: John Smith

Invoice Date: April 16, 1999  
Invoice #: 9912345  
Contract #: C00REF01234  
Vendor Number: 987654

Must be included on ALL invoices.

Description of the services provided.

Period the invoice covers.

Includes vendor number if known.

Services performed from April 1, 1999 to April 15, 1999:

- Preparation of a draft "Policy and Procedures" document pursuant to the above noted contract.

The date(s) service was performed.

Jane Smith: April 1, 6, 7, 8, 9, 12, 13, 14, 15

9 days @ \$550.00

\$3,850.00

Mary Jones: April 1, 6, 7, 8, 9, 14, 15

7 days @ \$600.00

\$4,200.00

If work is performed by more than one individual, the invoice must identify the name of the person working the hours.

Breakdown of fees being charged.

Total fees to be paid.

Total Fees \$8,050.00

Travel expenses from April 6 to 7 for Jane Smith as per attached claim form

\$140.00

Total Expenses \$140.00

The total amount to be paid on invoice.

Contractors are encouraged to use the "Travel Expense Claim For Service Contractors" form and use it as backup to their invoice. If this form is not used, similar information is required.

GRAND TOTAL \$8,190.00

Please note that GST is included on expense claim because ABC Consulting Ltd is not eligible to claim GST reimbursement from Revenue Canada.

Please remit payment to the address above.

HST  
GST: If the invoice includes GST (i.e. GST is included on receipts for expenses of the invoice must have this statement.

**Schedule C – Approved Subcontractor(s)**

None.

#### Schedule D – Insurance

1. The Contractor must, without limiting the Contractor's obligations or liabilities and at the Contractor's own expense, purchase and maintain throughout the Term the following insurances with insurers licensed in Canada in forms and amounts acceptable to the Province:
  - (a) Commercial General Liability in an amount not less than \$2,000,000.00 inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under this Agreement and this insurance must
    - (i) include the Province as an additional insured,
    - (ii) be endorsed to provide the Province with 30 days advance written notice of cancellation or material change, and
    - (iii) include a cross liability clause.
2. All insurance described in section 1 of this Schedule must:
  - (a) be primary; and
  - (b) not require the sharing of any loss by any insurer of the Province.
3. The Contractor must provide the Province with evidence of all required insurance as follows:
  - (a) within 10 Business Days of commencement of the Services, the Contractor must provide to the Province evidence of all required insurance in the form of a completed Province of British Columbia Certificate of Insurance;
  - (b) if any required insurance policy expires before the end of the Term, the Contractor must provide to the Province within 10 Business Days of the policy's expiration, evidence of a new or renewal policy meeting the requirements of the expired insurance in the form of a completed Province of British Columbia Certificate of Insurance; and
  - (c) despite paragraph (a) or (b) above, if requested by the Province at any time, the Contractor must provide to the Province certified copies of the required insurance policies.
4. The Contractor must obtain, maintain and pay for any additional insurance which the Contractor is required by law to carry, or which the Contractor considers necessary to cover risks not otherwise covered by insurance specified in this Schedule in the Contractor's sole discretion.

## Schedule E – Privacy Protection Schedule

### Definitions

1. In this Schedule,

- (a) "access" means disclosure by the provision of access;
- (b) "Act" means the *Freedom of Information and Protection of Privacy Act* (British Columbia);
- (c) "contact information" means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;
- (d) "personal information" means recorded information about an identifiable individual, other than contact information, collected or created by the Contractor as a result of the Agreement or any previous agreement between the Province and the Contractor dealing with the same subject matter as the Agreement but excluding any such information that, if this Schedule did not apply to it, would not be under the "control of a public body" within the meaning of the Act.

### Purpose

2. The purpose of this Schedule is to:

- (a) enable the Province to comply with the Province's statutory obligations under the Act with respect to personal information; and
- (b) ensure that, as a service provider, the Contractor is aware of and complies with the Contractor's statutory obligations under the Act with respect to personal information.

### Collection of personal information

- 3. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor may only collect or create personal information that is necessary for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.
- 4. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must collect personal information directly from the individual the information is about.
- 5. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must tell an individual from whom the Contractor collects personal information:
  - (a) the purpose for collecting it;
  - (b) the legal authority for collecting it; and
  - (c) the title, business address and business telephone number of the person designated by the Province to answer questions about the Contractor's collection of personal information.

### Accuracy of personal information

- 6. The Contractor must make every reasonable effort to ensure the accuracy and completeness of any personal information to be used by the Contractor or the Province to make a decision that directly affects the individual the information is about.

### Requests for access to personal information

7. If the Contractor receives a request for access to personal information from a person other than the Province, the Contractor must promptly advise the person to make the request to the Province unless the Agreement expressly requires the Contractor to provide such access and, if the Province has advised the Contractor of the name or title and contact information of an official of the Province to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

#### Correction of personal information

8. Within 5 Business Days of receiving a written direction from the Province to correct or annotate any personal information, the Contractor must correct or annotate the information in accordance with the direction.
9. When issuing a written direction under section 8, the Province must advise the Contractor of the date the correction request to which the direction relates was received by the Province in order that the Contractor may comply with section 10.
10. Within 5 Business Days of correcting or annotating any personal information under section 8, the Contractor must provide the corrected or annotated information to any party to whom, within one year prior to the date the correction request was made to the Province, the Contractor disclosed the information being corrected or annotated.
11. If the Contractor receives a request for correction of personal information from a person other than the Province, the Contractor must promptly advise the person to make the request to the Province and, if the Province has advised the Contractor of the name or title and contact information of an official of the Province to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

#### Protection of personal information

12. The Contractor must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, including any expressly set out in the Agreement.

#### Storage and access to personal information

13. Unless the Province otherwise directs in writing, the Contractor must not store personal information outside Canada or permit access to personal information from outside Canada.

#### Retention of personal information

14. Unless the Agreement otherwise specifies, the Contractor must retain personal information until directed by the Province in writing to dispose of it or deliver it as specified in the direction.

#### Use of personal information

15. Unless the Province otherwise directs in writing, the Contractor may only use personal information if that use is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.

#### Disclosure of personal information

16. Unless the Province otherwise directs in writing, the Contractor may only disclose personal information inside Canada to any person other than the Province if the disclosure is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.
17. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must not disclose personal information outside Canada.



#### Notice of foreign demands for disclosure

18. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.2 of the Act, if in relation to personal information in the custody or under the control of the Contractor, the Contractor:

- (a) receives a foreign demand for disclosure;
- (b) receives a request to disclose, produce or provide access that the Contractor knows or has reason to suspect is for the purpose of responding to a foreign demand for disclosure; or
- (c) has reason to suspect that an unauthorized disclosure of personal information has occurred in response to a foreign demand for disclosure

the Contractor must immediately notify the Province and, in so doing, provide the information described in section 30.2(3) of the Act. In this section, the phrases "foreign demand for disclosure" and "unauthorized disclosure of personal information" will bear the same meanings as in section 30.2 of the Act.

#### Notice of unauthorized disclosure

19. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.5 of the Act, if the Contractor knows that there has been an unauthorized disclosure of personal information in the custody or under the control of the Contractor, the Contractor must immediately notify the Province. In this section, the phrase "unauthorized disclosure of personal information" will bear the same meaning as in section 30.5 of the Act.

#### Inspection of personal information

20. In addition to any other rights of inspection the Province may have under the Agreement or under statute, the Province may, at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect any personal information in the possession of the Contractor or any of the Contractor's information management policies or practices relevant to the Contractor's management of personal information or the Contractor's compliance with this Schedule, and the Contractor must permit and provide reasonable assistance to any such inspection.

#### Compliance with the Act and directions

21. The Contractor must in relation to personal information comply with:
- (a) the requirements of the Act applicable to the Contractor as a service provider, including any applicable order of the commissioner under the Act; and
  - (b) any direction given by the Province under this Schedule.
22. The Contractor acknowledges that it is familiar with the requirements of the Act governing personal information that are applicable to it as a service provider.

#### Notice of non-compliance

23. If for any reason the Contractor does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, the Contractor must promptly notify the Province of the particulars of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

#### Termination of Agreement

24. In addition to any other rights of termination which the Province may have under the Agreement or otherwise at law, the Province may, subject to any provisions in the Agreement establishing mandatory cure

periods for defaults by the Contractor, terminate the Agreement by giving written notice of such termination to the Contractor, upon any failure of the Contractor to comply with this Schedule in a material respect.

#### Interpretation

25. In this Schedule, references to sections by number are to sections of this Schedule unless otherwise specified in this Schedule.
26. Any reference to the "Contractor" in this Schedule includes any subcontractor or agent retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such subcontractors and agents comply with this Schedule.
27. The obligations of the Contractor in this Schedule will survive the termination of the Agreement.
28. If a provision of the Agreement (including any direction given by the Province under this Schedule) conflicts with a requirement of the Act or an applicable order of the commissioner under the Act, the conflicting provision of the Agreement (or direction) will be inoperative to the extent of the conflict.
29. The Contractor must comply with the provisions of this Schedule despite any conflicting provision of this Agreement or, subject to section 30, the law of any jurisdiction outside Canada.
30. Nothing in this Schedule requires the Contractor to contravene the law of any jurisdiction outside Canada unless such contravention is required to comply with the Act.

### Schedule F – Additional Terms

1. In addition to section 5.3 of this Agreement, the Contractor agrees to execute the Undertaking of Confidentiality attached as Appendix 1 to this Schedule F. The Contractor acknowledges and agrees that the Undertaking of Confidentiality will apply to each Statement of Work.
2. In the event that Key Personnel are added to this Agreement pursuant to Part 3 of Schedule A, the Contractor will cause each additional Key Personnel to execute the Undertaking of Confidentiality attached as Appendix 1 to this Schedule F before commencing Services under any Schedule of Work.
3. The Contractor acknowledges and agrees that each Statement of Work will require full completion of a Conflict of Interest Disclosure, to the satisfaction of the Province, prior to the commencement of Services under any Schedule of Work. The Conflict of Interest Disclosure to be completed is attached as Appendix 2 to this Schedule F.
4. Despite section 9.2 of this Agreement, the parties agree that the following applies  
  
Unless otherwise specified in a Statement of Work, the Contractor must comply with the Insurance Schedule attached as Schedule D.
5. Despite section 9.4 of this Agreement, the parties agree that the following applies.  
  
Personal optional protection  
  
If specified in a Statement of Work, the Contractor must apply for and maintain personal optional protection insurance (consisting of income replacement and medical care coverage) during the Term at the Contractor's expense if:
  - (a) the Contractor is an individual or a partnership of individuals and does not have the benefit of mandatory workers compensation coverage under the *Workers Compensation Act* or similar laws in other jurisdictions; and
  - (b) such personal optional protection insurance is available for the Contractor from WorkSafeBC or other sources.
6. Sections 4 and 5 of this Schedule F are intended to survive the completion of the Services or termination of this Agreement, will continue in force indefinitely, even after this Agreement ends.

## Appendix 1 to Schedule F – Undertaking of Confidentiality

1. In consideration of the roles of RDL Strategies Ltd and Lee Doney pursuant to this Agreement and each Statement of Work, each of RDL Strategies Ltd and Lee Doney undertake to treat as confidential and not disclose or permit to be disclosed, at any time, information they provide to, or obtain from, the Province or its Crown corporations and agencies (verbally, electronically or in writing) in relation to or resulting from their roles under this Agreement or any Statement of Work, including but not limited to the following:
  - (a) the contents of materials, including and presentations brought to meetings or circulated within the BC public sector;
  - (b) the conversations and discussions held within the BC public sector;
  - (c) any part of the agendas of the meetings of established or ad hoc committees of government or public sector bodies and agencies;
  - (d) the fact that they have attended or been scheduled to attend meetings of established or ad hoc committees of government or public sector bodies and agencies;
  - (e) the outcomes or decisions of government, employer associations, employers, pension plan boards of trustees, or pension plan partners that they may become aware of by virtue of this contract;
  - (f) any reports, recommendations or analysis prepared for or in connection with that they may become aware of by virtue of this Agreement or any Statement of Work; and
  - (g) the terms of this Undertaking.
2. Section 1 of this Undertaking does not apply insofar as:
  - (a) the disclosure is expressly permitted in writing by the Province or its Crown corporations and agencies;
  - (b) the information to be disclosed is general public knowledge;
  - (c) the disclosure is to staff of the Government of British Columbia; or
  - (d) the information is as described in section 12(2)(a) to (c) of the *Freedom of Information and Protection of Privacy Act*, which can be accessed at <http://www.oipc.bc.ca/>
3. RLD Strategies Ltd. and Lee Doney undertake that on request of the Province or its Crown corporations and agencies, they will return to the appropriate party all information received from such party or parties, including all copies, derivatives, reports and analysis containing such information.
4. RLD Strategies Ltd and Lee Doney undertake not to use any of the information referenced in Section 1 above for any other purpose other than those of related to each Statement of Work.
5. RLD Strategies Ltd. and Lee Doney also undertake that they will immediately notify Doug Foster, ADM, Ministry of Finance, if RLD Strategies Ltd. or Lee Doney receive a summons, subpoena, order or similar instrument or otherwise become subject to a legal obligation requiring disclosure of any information required to be kept confidential under this Undertaking.
6. Despite the execution date of this Undertaking, it is deemed effective as of <sup>23</sup>17 September, 2012.

RLD Strategies Ltd.

Per: Lee Doney

(Name)

Date: Sept 25/12

## Appendix 2 to Schedule F – Conflict of Interest Disclosure

A conflict of interest arises where you have an interest which conflicts (or might conflict, or might be perceived to conflict) with the interests of the Organization<sup>1</sup>.

A conflict of interest may take a number of forms. It may be financial or non-financial. It may be direct or indirect. It may be professional or family related.

A conflict of interest may arise from directorships or other employment; interests in business enterprises or professional practices; share ownership; beneficial interests in trusts; existing professional or personal associations with the Organization; professional associations or relationships with other organizations; personal associations with other groups or organizations; or family relationships.

Special advisors to the Province must disclose any duty or interest that might conflict with his or her duty or interest to the Organization. This disclosure covers each and both of Lée Doney and RLD Strategies Ltd..

1. A direct or indirect conflict with my/our duties as Special Advisor(s) to the Province may arise because (please indicate if non-applicable):
  - a) I/We, or my/our associates<sup>2</sup>, hold the following offices (appointed or elected):  
[CONTRACTOR TO COMPLETE]
  - b) I/WE, my/our associates, or any trustee or any nominee on my/our behalf, own or possess, directly or indirectly, the following interests (i.e., shares, businesses, or properties):  
[CONTRACTOR TO COMPLETE]
  - c) I/We, or my/our associates, have the following interests in existing or proposed transactions with the Organization.  
[CONTRACTOR TO COMPLETE]
2. The nature and extent of the conflicting office duty or interest referred to in sub-paragraphs 1(a) or 1(b) is (please indicate if non-applicable):  
[CONTRACTOR TO COMPLETE]
3. A real or perceived conflict of interest with my/our duties as Special Advisor(s) to the Province may arise because I/We receive financial remuneration (either for services performed by me/us, as an owner or part owner, trustee, or employee or otherwise) from the following sources (please indicate if non-applicable):

---

<sup>1</sup> "Organization" means the Province and its Crown corporations and agencies.

<sup>2</sup> "Associate" of a person means any person closely connected by blood or otherwise including, but not limited to, a spouse (including common-law spouse), parent, grandparent, brother, sister, child or grandchild.

[CONTRACTOR TO COMPLETE]

4. The following is a list of each subsidiary<sup>3</sup> or affiliate<sup>4</sup> of a company listed in section 1 of this declaration.

Company Listed in Paragraph 1(b)	Name of Subsidiary or Affiliate	Type of Business Ordinarily Carried on by Subsidiary or Affiliate
CONTRACTOR TO COMPLETE IF RELEVANT		

5. If, at any time following the signing of this Conflict of Interest declaration, there are changes to the information given herein regarding conflict of interest, either by way or addition or deletion, I shall forthwith file with the Ministry of Finance a supplementary disclosure statement describing such change.

Yes: No:

6. Other than disclosed above, do you have any relationships or interests that could compromise, or be perceived to compromise, your ability to exercise judgment with a view to the best interests of the Province, as Special Advisor(s)? If so, please specify.

Yes: No:

If yes, specify below. [CONTRACTOR TO COMPLETE]

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
RDL Strategies Ltd.  
(authorized signatory)

<sup>3</sup> For the purposes of this declaration, a corporation is a subsidiary of another corporation where:

- (a) it is controlled by:
  - (i) that other corporation;
  - (ii) that other corporation and one or more other corporations, each of which is controlled by that other corporation; or
  - (iii) two or more other corporations, each of which is controlled by that other corporation; or
- (b) it is a subsidiary or a subsidiary of that other corporation.

<sup>4</sup> For the purposes of this declaration, one corporation is affiliated with another corporation where one of them is the subsidiary of the other, or both are subsidiaries of the same corporation, or each of them is controlled by the same person.

<b>Contractor</b>	<b>RLD Strategies Ltd.</b>
<b>Supplier #</b>	<b>2035727</b>
<b>Contract ID#</b>	<b>C13CFFS27660</b>
<b>Statement of Work Ref#</b>	<b>2012 - #1 (PSEC)</b>

3. the Province will provide the Contractor with prepaid tickets purchased by the Province for travel between Victoria and Vancouver.

SIGNED on behalf of Her Majesty the )  
Queen in Right of the Province of )  
British Columbia by a duly authorized )  
Representative of the Public Sector )  
Employers' Council Secretariat this 26 )  
day of November 2012 in the presence of: )

(Witness)

VP, Public Sector Employers' Council Secretariat

Per:

~~(Name)~~

Title:

(Title)

Date:

# GENERAL SERVICE AGREEMENT

## Amendment #1



### *For Administrative Purposes Only*

Ministry Contract No.: C13CFFS28107\_\_\_\_\_  
Requisition No.: \_\_\_\_\_  
Solicitation No.(if applicable): RFP #SA-MF2\_\_\_\_\_  
Commodity Code: AB AB02\_\_\_\_\_

#### **Contractor Information**

Supplier Name: RLD STRATEGIES LTD.\_\_\_\_\_  
Supplier No.: 2035727\_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Website: \_\_\_\_\_

#### **Financial Information**

Client: \_\_\_\_\_  
Responsibility Centre: \_\_\_\_\_  
Service Line: \_\_\_\_\_  
STOB: \_\_\_\_\_  
Project: \_\_\_\_\_

Template version: December 2012



THIS GENERAL SERVICES AGREEMENT AMENDMENT #1 is dated for reference the 1st day of April 2013.

BETWEEN:

RLD STRATEGIES LTD. (the "Contractor") with the following specified address and fax number:  
4457 Narvaez Crescent  
Victoria, BC V8N 2S7

AND:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as represented by the Minister of Finance, Deputy Minister's Office (the "Province") with the following specified address and fax number:  
1<sup>st</sup> Floor – 617 Government Street  
Victoria, British Columbia  
V8W 9V1  
250-387-9093

The Province wishes to amend Contract #C13CFFS28107 on the terms and conditions set out in this Agreement Amendment #1.

The Province and the Contractor agree as follows:

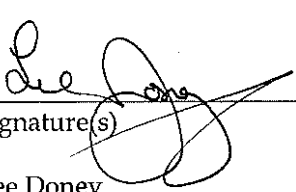
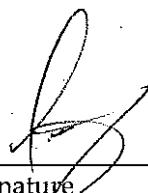
Section 1 of Schedule B is deleted and replaced with:

#### Schedule B – Fees and Expenses

##### 1. MAXIMUM AMOUNT PAYABLE:

**Maximum Amount:** \$600,000 is the maximum amount which the Province is obliged to pay to the Contractor for fees and expenses under this Agreement, cumulative for all Statements of Work (exclusive of any applicable taxes described in section 3.1(c) of this Agreement). Each Statement of Work will specify the maximum amount payable pursuant to that Statement of Work.

All other provisions of Contract #C13CFFS28107 remain in effect unless otherwise amended by separate agreement or modified, as permitted under the Contract, through individual Statements of Work under this Contract.

<p>SIGNED on the 1st day of April 2013 by the Contractor (or, if not an individual, on its behalf by its authorized signatory or signatories):</p> <p> _____ Signature(s)</p> <p><u>Lee Doney</u> _____ Print Name(s)</p> <p><u>Per RLD Strategies Ltd.</u> _____ Print Title(s)</p> <p><u>President</u></p>	<p>SIGNED on the 1<sup>st</sup> day of April, 2013, on behalf of the Province by its duly authorized representative:</p> <p> _____ Signature</p> <p><u>Doug Foster</u> _____ Print Name</p> <p><u>ADM Finance DMO</u> _____ Print Title</p>
---	---

**STATEMENT OF WORK – AMENDMENT #2**  
**BUSINESS ADVISOR – STRATEGIC INITIATIVES**

<b>Contractor</b>	RLD Strategies Ltd.
<b>Supplier#</b>	2035727
<b>Contract ID#</b>	C13CFFS28107
<b>Statement of Work Ref#</b>	2012 - #1 (PSEC) – Amendment #2

Statement of Work #2012 – 1 (PSEC) is amended by this Amendment #2 as follows:

**Timelines:**

**Start date:** September 23, 2012    **End date:** September 30, 2013

**Hourly/Daily Rates:**

The expenditure limit of Statement of Work #2012 – 1 (PSEC) will be increased by \$300,000. In total Statement of Work #2012 – 1 (PSEC) and this Amendment #2 must not exceed \$480,000, without prior written approval from Doug Foster, of the Ministry of Finance, or such other person as he may designate.

**APPENDIX 1 – GROUP II RATES EXPENSES FOR CONTRACTORS**

This Appendix is replaced with a revised schedule of group rates expenses as set out in Appendix 1 to this Amendment #2.

All other provisions of Statement of Work #2012 – 1 (PSEC), or any other amendments made prior to this date shall remain in effect.

**PSEC Approval:**

<b>Name:</b>	Tom Vincent	<b>Title:</b>	Vice-President, Public Sector Employers' Council
<b>E-mail:</b>	<a href="mailto:Tom.Vincent@gov.bc.ca">Tom.Vincent@gov.bc.ca</a>	<b>Tel:</b>	(250) 387-0846

**Finance Approval:**

<b>Name:</b>	Doug Foster	<b>Title:</b>	ADM, Ministry of Finance
<b>E-mail:</b>	<a href="mailto:Doug.Foster@gov.bc.ca">Doug.Foster@gov.bc.ca</a>	<b>Tel:</b>	(250) 387-9022

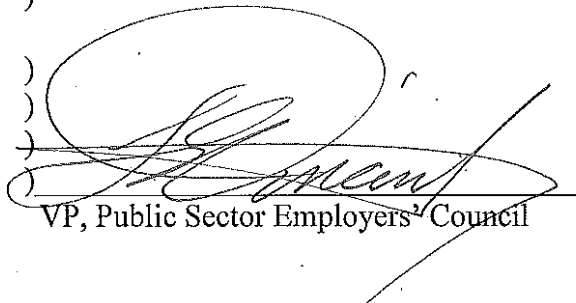
**Execution:**

This **Statement of Work Amendment #2** may be entered into by each party signing a separate copy (including a photocopy or facsimile copy) and delivering it to the other party by facsimile transmission or by email with a scanned copy in PDF format.

SIGNED on behalf of Her Majesty the )  
Queen in Right of the Province of )  
British Columbia by a duly authorized )  
representative of the Public Sector )  
Employers' Council this 1<sup>st</sup> day of )  
April 2013 in the presence of: )

s22

(Witness) /

  
VP, Public Sector Employers' Council

RLD Strategies Ltd.

Per: 

Date: 29 Apr 13

Title: President

(Title)

## APPENDIX 1 – GROUP II RATES EXPENSES FOR CONTRACTORS

### APPENDIX 1 - Group 2 Rates EXPENSES FOR CONTRACTORS

The following are allowable expenses for contractors. All expenses must be paid by the contractor. Expenses cannot be direct billed to the ministry except in unusual circumstances (in these cases a special clause must be included in the contract). Original receipts must be submitted with the expense claim (when receipts are required) but photocopies of receipts will be accepted if the contractor requires the original for another purpose (e.g., to claim for GST/HST credits).

#### Travel Expenses

The contractor must be outside their headquarters area (32 kilometres from where they ordinarily perform their duties) to be eligible to claim travel, meal and accommodation expenses.

##### 1. Meal Allowances:

Effective March 29, 2009, the following meal allowances can be claimed which must not exceed \$49.00 per day (receipts are not required):

Breakfast only	\$22.00	claim if travel starts before 7:00 a.m. or ends after 7:00 a.m.
Lunch only	\$22.00	claim if travel starts before 12:00 noon or ends after 12:00 noon.
Dinner only	\$28.50	claim if travel starts before 6:00 p.m. or ends after 6:00 p.m.
Breakfast and lunch only	\$30.00	see above
Breakfast and dinner only	\$36.50	see above
Lunch and dinner only	\$36.50	see above
Full day	\$49.00	

##### 2. Mileage Rates When Using Private Vehicle:

Effective November 7, 2012, the private mileage allowance is \$.51 per kilometre and effective April 1, 2013 the allowance increases to \$.52 per kilometre (receipts are not required). This rate can be claimed when using a private vehicle for travel. It is intended to cover costs of gas and maintenance.

##### 3. Taxi and Parking:

Taxi and parking charges will be reimbursed if receipts/copies of receipts are provided. Tips identified separately on taxi receipts cannot be claimed.

##### 4. Car Rentals:

Approved car rental agencies and the maximum rates for each community are listed at [www.pss.gov.bc.ca/csa/categories/vehicle\\_rentals/vehicle\\_rentals\\_daily/vehicle\\_rentals\\_daily.html](http://www.pss.gov.bc.ca/csa/categories/vehicle_rentals/vehicle_rentals_daily/vehicle_rentals_daily.html) suppliers. Other agencies are to be used only when these agencies cannot supply vehicles or when renting a vehicle outside BC. Contractors should ask for the government rate. Receipts/copies of receipts are required.

PAI (personal accident insurance) will not be reimbursed. CDW/LDW (collision/loss damage waiver) will be reimbursed only when renting from a company not on the approved list for the specific community or when renting outside BC.

##### 5. Accommodation:

a) **Hotel/motel** (Receipt/copy of receipt and proof of payment required). Approved hotels and the maximum rates that may be claimed for rooms and supplementary items (e.g., parking) are listed in the Accommodation Guide at [www.pss.gov.bc.ca/csa/categories/accommodation/list-of-properties.html](http://www.pss.gov.bc.ca/csa/categories/accommodation/list-of-properties.html). Rates may vary between summer, winter and shoulder seasons. Only the single government rate will be reimbursed. The "number in party" identified on the receipt must show only one person.

#### Process for Selecting Accommodation:

- Select the most cost-effective hotel from the accommodation guide that meets your business requirements.
- Ensure the expectations of the ministry expense authority are clarified (through the contract manager) regarding the price of accommodation before travel takes place.
- Ensure the rates charged by the hotel for the room and supplementary charges are at or below the rates quoted in the accommodation guide.

If the contractor cannot stay at any of the hotels listed in the guide due to an exceptional or emergency situation, pre-approval must be obtained from the ministry expense authority and attached to the expense claim. This approval should be obtained through the contract manager.

##### b) Private lodging (receipts are not required):

\$30 per night may be claimed when private lodging is arranged (e.g., staying with friends).

##### 6. Airfare:

Economy airfare only will be reimbursed. Receipts/copies of receipts and proof of payment are required.

##### 7. Miscellaneous Travel Expenses:

Laundry, gratuities, portage and personal phone calls cannot be claimed. Ferry charges and highway tolls can be claimed if supported by an original receipt. Other miscellaneous expenses incurred when travelling (e.g., courier and photocopying charges) can also be claimed if supported by a receipt/copy of receipt.

##### 8. Out-of-Province Travel:

When B.C. contractors are required to travel out-of-province, a Travel Authorization form approved by the ministry director must accompany the expense claim.

#### Other Expenses

##### 1. Business Expenses (e.g., all costs associated with meetings, including business and guest meals):

Claims for business expenses must be accompanied by an approved Business Expense Approval form (which should be completed by the ministry, not the contractor).

##### 2. GST/HST:

When receipts are submitted for reimbursement, they should be adjusted to deduct the embedded GST/HST. A contractor with an GST/HST registration number can claim input tax credits from Canada Revenue Agency.

##### 3. Miscellaneous Expenses (e.g. business telephone/fax calls, newspapers, etc.):

Miscellaneous expenses will be paid if supported by original receipts and in our opinion are necessarily incurred by you in providing the service. Contact the contract manager before incurring any miscellaneous expenses.

# GENERAL SERVICE AGREEMENT

## Amendment #2



### *For Administrative Purposes Only*

Ministry Contract No.: C13CFFS28107 \_\_\_\_\_

Requisition No.: \_\_\_\_\_

Solicitation No.(if applicable): RFP #SA-MF2 \_\_\_\_\_

Commodity Code: AB AB02 \_\_\_\_\_

#### **Contractor Information**

Supplier Name: RLD STRATEGIES LTD. \_\_\_\_\_

Supplier No.: 2035727 \_\_\_\_\_

Telephone No.: \_\_\_\_\_

E-mail Address: s22 \_\_\_\_\_

Website: \_\_\_\_\_

#### **Financial Information**

Client: 022 \_\_\_\_\_

Responsibility Centre: 33250 \_\_\_\_\_

Service Line: 34083 \_\_\_\_\_

STOB: 6102 \_\_\_\_\_

Project: 3200000 \_\_\_\_\_

Template version: December 2012

THIS GENERAL SERVICES AGREEMENT AMENDMENT #2 is dated for reference the 13th day of June 2013.

BETWEEN:

RLD STRATEGIES LTD. (the "Contractor") with the following specified address and fax number:  
4457 Narvaez Crescent  
Victoria, BC V8N 2S7

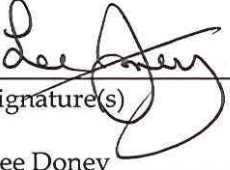
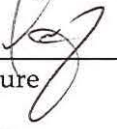
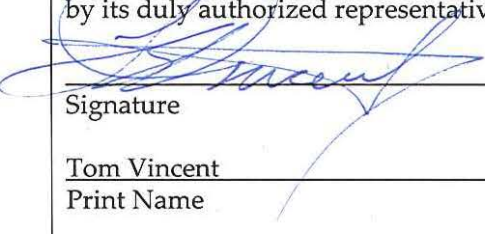
AND:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as represented by the Minister of Finance, Deputy Minister's Office (the "Province") with the following specified address and fax number:  
1<sup>st</sup> Floor – 617 Government Street  
Victoria, British Columbia  
V8W 9V1  
250-387-9093

The Province wishes to amend **Contract #C13CFFS28107** on the terms and conditions set out in this Agreement Amendment #2.

The Province and the Contractor agree as follows:

Both parties agree that in order for the Contractor to perform the Services, it may be necessary from time to time, for the Contractor to receive legal advice given to the Province. The Contractor will maintain the confidentiality of any legal advice received from the Province. The provision of legal advice to the Contractor by the Province does not constitute a waiver of any privilege attached to that legal advice."

<p>SIGNED on the 13<sup>th</sup> day of June 2013 by the Contractor (or, if not an individual, on its behalf by its authorized signatory or signatories):</p> <p> _____ Signature(s)</p> <p><u>Lee Doney</u> _____ Print Name(s)</p> <p><u>Per RLD Strategies Ltd.</u> _____ Print Title(s)</p>	<p>SIGNED on the <u>19</u> day of June 2013, on behalf of the Province by its duly authorized representative:</p> <p> _____ Signature</p> <p><u>Doug Foster</u> _____ Print Name</p> <p><u>ADM Finance DMO</u> _____ Print Title</p> <p>SIGNED on the 13<sup>th</sup> day of June 2013, on behalf of the Province by its duly authorized representative:</p> <p> _____ Signature</p> <p><u>Tom Vincent</u> _____ Print Name</p> <p><u>Vice President PSEC</u> _____ Print Title</p>
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**STATEMENT OF WORK – AMENDMENT #2  
BUSINESS ADVISOR – STRATEGIC INITIATIVES**

<b>Contractor</b>	<b>RLD Strategies Ltd.</b>
<b>Supplier#</b>	<b>2035727</b>
<b>Contract ID#</b>	<b>C13CFFS28107</b>
<b>Statement of Work Ref#</b>	<b>2012 - #1 (PSEC) – Amendment #3</b>

Statement of Work #2012 – 1 (PSEC) is amended by this **Amendment #3** as follows:

**Timelines:**

**Start date: September 23, 2012      End date: March 31, 2014**

**Hourly/Daily Rates:**


The expenditure limit of Statement of Work #2012 – 1 (PSEC) will remain the same. **In total Statement of Work #2012 – 1 (PSEC) and this Amendment #3 must not exceed \$480,000**, without prior written approval from Doug Foster, of the Ministry of Finance, or such other person as he may designate.

All other provisions of Statement of Work #2012 – 1 (PSEC), or any other amendments made prior to this date shall remain in effect.

**PSEC Approval:**

<b>Name:</b>	Tom Vincent	<b>Title:</b>	Vice-President, Public Sector Employers' Council
<b>E-mail:</b>	<a href="mailto:Tom.Vincent@gov.bc.ca">Tom.Vincent@gov.bc.ca</a>	<b>Tel:</b>	(250) 387-0846

**Finance Approval:**

<b>Name:</b>	Doug Foster	<b>Title:</b>	ADM, Ministry of Finance
<b>E-mail:</b>	<a href="mailto:Doug.Foster@gov.bc.ca">Doug.Foster@gov.bc.ca</a>	<b>Tel:</b>	(250) 387-9022 

This **Statement of Work Amendment #3** may be entered into by each party signing a separate copy (including a photocopy or facsimile copy) and delivering it to the other party by facsimile transmission or by email with a scanned copy in PDF format.

s22

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)  
)  
)  
)  
VP, Public Sector Employers' Council

Per: [Signature]  
(Name)  
Title: President  
(Title)

Date: Sept 16/13



**STATEMENT OF WORK – AMENDMENT #4  
BUSINESS ADVISOR – STRATEGIC INITIATIVES**

<b>Contractor</b>	<b>RLD Strategies Ltd.</b>
<b>Supplier#</b>	<b>2035727</b>
<b>Contract ID#</b>	<b>C13CFTS28107</b>
<b>Statement of Work Ref#</b>	<b>2012 - #1 (PSEC) – Amendment #4</b>

Statement of Work #2012 – 1 (PSEC) is amended by this Amendment #4 as follows:

**Timelines:**

**Start date:** September 23, 2012    **End date:** September 30, 2014

**Hourly/Daily Rates:**

The expenditure limit of Statement of Work #2012 – 1 (PSEC) will be increased by \$240, 000 effective February 11, 2014. In total Statement of Work #2012 – 1 (PSEC) and this Amendment #4 must not exceed \$768,000, without prior written approval from Doug Foster, of the Ministry of Finance, or such other person as he may designate.

All other provisions of Statement of Work #2012 – 1 (PSEC), or any other amendments made prior to this date shall remain in effect.

**PSEC Approval:**

<b>Name:</b>	Tom Vincent	<b>Title:</b>	Vice-President, Public Sector Employers' Council
<b>E-mail:</b>	<u>Tom.Vincent@gov.bc.ca</u>	<b>Tel:</b>	(250) 387-0846

**Finance Approval:**

<b>Name:</b>	Doug Foster	<b>Title:</b>	ADM, Ministry of Finance
<b>E-mail:</b>	<u>Doug.Foster@gov.bc.ca</u>	<b>Tel:</b>	(250) 387-9022

This Statement of Work Amendment #4 may be entered into by each party signing a separate copy (including a photocopy or facsimile copy) and delivering it to the other party by facsimile transmission or by email with a scanned copy in PDF format.

VP, Public Sector Employers' Council

(Witness)

Per: [Signature]  
(Name)  
Title: Resident  
(Title)

Date: April 25/14

# INVOICE

May 6, 2013

RLD Strategies Ltd.

Public Sector Employers Council of BC  
808 Douglas Street  
Victoria BC

28107

Re: Ministry Contract No. C13CFFS27660

Period:-March 31- May 6 2013

## Services:

As Interim CEO of PSEC, the contractor will offer advice and consulting services with respect to the 2012 Negotiating Mandate and communication issues.

Rate: s21

Total Hours: 79.8 hours s21  
79.75

\$ 15,900.00<sup>50</sup> 15,930.00

HST

HST @ 12% GST @ 5%

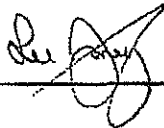
Expenses

On separate invoice

\$ 1,908.00 797.50

TOTAL PAYABLE

\$ 17,808.00 \$ 16,747.50



Lee Doney

# Invoice

**RLD Strategies**

4457 Narvaez Crescent  
Victoria BC V8N 2S7

Phone s22

Period: March 26, 2013 - May 6, 2013

DATE:

22-May-13

INVOICE #

RLD22MAY2013

**Bill To:**

Public Sector Employers' Council Secretariat  
Suite 210, 880 Douglas  
Victoria BC V8W 2B7

Phone 250-387-0842

DATE	TYPE	JUSTIFICATION	AMOUNT
26-Mar-13	Harbour Air	VHFC Terminal Fee Vic to Van	9.50
26-Mar-13	Taxi - Vancouver	HA terminal to meeting	9.50
26-Mar-13	Taxi - Vancouver	Meeting to hotel	9.50
27-Mar-13	Meal/Per Diem	Breakfast	21.61
27-Mar-13	Harbour Air	VHFC Terminal Fee - Van to Vic	9.50
27-Mar-13	taxi - Victoria	HA terminal to home	28.50
12-Apr-13	Taxi	home to HA terminal	28.50
12-Apr-13	Harbour Air	VHFC Terminal Fee Vic to Van	9.50
12-Apr-13	Incidentals	Lunch provided	11.64
12-Apr-13	Harbour Air	ticket purchase	179.99
12-Apr-13	taxi - Victoria	HA terminal to home	42.75
6-May-13	Harbour Air	ticket purchase	147.00
6-May-13	Meal/Per Diem	lunch only	21.61
TOTAL			\$ 529.10

Make all checks payable to RLD Strategies

# INVOICE

July 2, 2013

RLD Strategies Ltd.

Public Sector Employers Council of BC  
808 Douglas Street  
Victoria BC

Re: Ministry Contract No. C13CFFS<sup>28107</sup>~~27600~~  
Period: May 6- July 1 2013

## Services:

As Interim CEO of PSEC, the contractor will offer advice and consulting services with respect to the 2012 Negotiating Mandate and communication issues.

Rate: s21  
Total Hours: <sup>205.5</sup> hours s21  
~~207.5~~

\$ 41,100.00  
~~41,900.00~~

GST @ 5%  
Expenses  
On separate invoice

2,055.00  
~~2,195.00~~

TOTAL PAYABLE

\$ 43,155.00  
~~43,995.00~~

  
\_\_\_\_\_  
Lee Doney

# INVOICE

August 6, 2013

RLD Strategies Ltd.

Public Sector Employers Council of BC  
808 Douglas Street  
Victoria BC

Re: Ministry Contract No. C13CFFS<sup>28/07</sup>~~27660~~  
Period: July 1-August 6 2013

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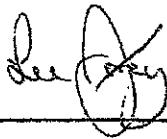
**Services:**

As Interim CEO of PSEC, the contractor will offer advice and consulting services with respect to the 2012 Negotiating Mandate and communication issues.

Rate:	s21	
Total Hours:	117.5 hours x	s21
		\$ 23,500.00 ✓
GST @ 5%		1,175.00 ✓
Expenses		
On separate invoice		

**TOTAL PAYABLE**

**\$ 24,675.00 ✓**



Lee Doney



# INVOICE

September 9, 2013

RLD Strategies Ltd.

Public Sector Employers Council of BC  
808 Douglas Street  
Victoria BC

28107

Re: Ministry Contract No. C13CFFS27660

Period: August 6-september 9 2013

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**Services:**

As Interim CEO of PSEC, the contractor will offer advice and consulting services with respect to the 2012 Negotiating Mandate and communication issues.

Rate: s21

Total Hours: 214.5 hours s21

\$ 42,900.00 ✓

GST @ 5%

2,145.00 ✓

Expenses

On separate invoice

**TOTAL PAYABLE**

**\$ 45,045.00** ✓

  
\_\_\_\_\_  
**Lee Doney**



November 5, 2013

Public Sector Employers Council of BC  
808 Douglas Street  
Victoria BC

RLD Strategies Ltd.

4457 Narvaez Cr.  
Victoria BC V8N 2S7

28107  
Re: Ministry Contract No. C13CFFS25660

Period: September 9 - November 4 2013

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**Services:**

As Interim CEO of PSEC, the contractor will offer advice and consulting services with respect to the 2012 Negotiating Mandate and communication issues.

Rate: s21  
Total Hours: 249.5 hours s21

253.50

(see attached tapes)

\$ 49,900.00

50,700.00

SJB

2,495.00

2535.00

SJB

GST @ 5%

Expenses

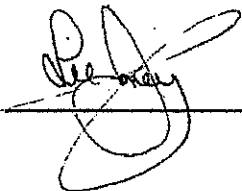
On separate invoice

**TOTAL PAYABLE**

\$ 52,395.00

\$ 53,235.00

SJB



Lee Doney



# Invoice

**RLD Strategies**  
4457 Narvaez Crescent  
Victoria BC V8N 2S7

DATE:  
2013-11-13

Phone s22

INVOICE #  
RLD13NOV2013

**Period:** May 06, 2013 - Nov 08, 2013

**Bill To:**  
Public Sector Employers' Council Secretariat  
Suite 210, 880 Douglas  
Victoria BC V8W 2B7

Contract #  
C13CFFS28107

Phone 250-387-0842

DATE	TYPE	JUSTIFICATION	AMOUNT	TOTAL
2013-05-06 to 2013-11-08	As attached	As attached		2,461.84
			Subtotal	\$ 2,461.84
			GST	
			Total	\$ 2,461.84

**Make all checks payable to RLD Strategies**

Contract with PSEC Secretariat RLD STRATEGIES LTD  
Parking and Taxi Receipts

Date	Expense Type	Justification	Amount	GST	Total
6-May-13	Harbour Air	HA flight Victoria - Vancouver	\$ 189.00	\$ 9.01	\$ 179.99
18-Jun-13	Vancouver Taxi	HA to & from meetings	\$ 45.50	\$ 2.28	\$ 43.23
18-Jun-13	Per diem	Lunch	\$ 22.00	\$ 1.10	\$ 20.90
24-Jun-13	Yellow/Bluebird	Taxi to from home to HA	\$ 62.00	\$ 3.10	\$ 58.90
10-Jul-13	Vancouver Taxi	Taxi to meeting from HA	\$ 25.50	\$ 1.28	\$ 24.23
10-Jul-13	Per diem	Dinner	\$ 28.50	\$ 1.43	\$ 27.08
11-Jul-13	Per diem	Breakfast & Lunch	\$ 30.00	\$ 1.50	\$ 28.50
11-Jul-13	Accommodation	s15 one night	\$ 166.75	\$ 7.25	\$ 159.50
25-Jul-13	Per diem	Lunch & dinner	\$ 36.50	\$ 1.83	\$ 34.68
26-Jul-13	Per diem	Breakfast & Lunch	\$ 30.00	\$ 1.50	\$ 28.50
26-Jul-13	Vancouver Taxi	Taxi to HA	\$ 20.00	\$ 1.00	\$ 19.00
25-Jul-13	Accommodation	s15 1 night	\$ 203.03	\$ 8.90	\$ 194.13
29-Jul-13	Blue Bird Taxi	Taxi from home to HA	\$ 32.00	\$ 1.60	\$ 30.40
29-Jul-13	Per diem	Lunch & dinner	\$ 36.50	\$ 1.83	\$ 34.68
31-Jul-13	Taxis	To from meetings	\$ 55.00	\$ 2.75	\$ 52.25
1-Aug-13	Accommodation	s15 1 night	\$ 205.85	\$ 10.29	\$ 195.56
2-Aug-13	Per diem	Breakfast only	\$ 22.00	\$ 1.10	\$ 20.90
8-Aug-13	Per diem	Dinner only	\$ 28.50	\$ 1.43	\$ 27.08
9-Aug-13	Per diem	Lunch & dinner	\$ 36.50	\$ 1.83	\$ 34.68
20-Aug-13	Per diem	Lunch & dinner	\$ 36.50	\$ 1.83	\$ 34.68
21-Aug-13	Per diem	Breakfast & Lunch	\$ 30.00	\$ 1.50	\$ 28.50
21-Aug-13	Taxis	Meeting to South terminal	\$ 43.00	\$ 2.15	\$ 40.85
20-Aug-13	Accommodation	s15	\$ 278.44	\$ 13.92	\$ 264.52
30-Aug-13	Yellow Cab	Taxi from meeting to home	\$ 30.00	\$ 1.50	\$ 28.50
4-Sep-13	Vancouver Taxi	Helijet to s15	\$ 15.00	\$ 0.75	\$ 14.25
4-Sep-13	Per diem	Lunch & dinner	\$ 36.50	\$ 1.83	\$ 34.68
5-Sep-13	Per diem	Full day	\$ 49.00	\$ 2.45	\$ 46.55
9-Sep-13	Per diem	Dinner only	\$ 28.50	\$ 1.43	\$ 27.08
17-Sep-13	Parking	At Nanaimo Airport	\$ 5.50	\$ 0.28	\$ 5.23
19-Sep-13	Per diem	Breakfast & Lunch	\$ 30.00	\$ 1.50	\$ 28.50
19-Sep-13	Vancouver Taxi	Meeting to HA	\$ 10.00	\$ 0.50	\$ 9.50
23-Sep-13	Vancouver Taxi	Meeting to Helijet	\$ 15.00	\$ 0.75	\$ 14.25
23-Sep-13	Per diem	Lunch & dinner	\$ 36.50	\$ 1.83	\$ 34.68
25-Sep-13	Per diem	Dinner	\$ 28.50	\$ 1.43	\$ 27.08
26-Sep-13	Per diem	Breakfast & Lunch	\$ 30.00	\$ 1.50	\$ 28.50
24-Sep-13	Accommodation	s15 1 night	\$ 205.85	\$ 10.29	\$ 195.56
1-Nov-13	Parking	Downtown Victoria	\$ 3.75	\$ 0.19	\$ 3.56
4-Nov-13	Parking	Helijet Victoria	\$ 8.00	\$ 0.40	\$ 7.60
4-Nov-13	Taxi	DT Vancouver to meeting	\$ 20.00	\$ 1.00	\$ 19.00
5-Nov-13	Parking	Downtown Victoria	\$ 6.75	\$ 0.34	\$ 6.41
6-Nov-13	Taxi	Helijet to meeting	\$ 25.00	\$ 1.25	\$ 23.75
6-Nov-13	Per diem	Lunch & dinner	\$ 36.50	\$ 1.83	\$ 34.68

7-Nov-13 Accomodation	s15	\$ 221.75	\$ 10.08	\$ 211.67
7-Nov-13 Taxis	To from meetings	\$ 30.00	\$ 1.50	\$ 28.50
7-Nov-13 Per diem	Full day	\$ 49.00	\$ 2.45	\$ 46.55
8-Nov-13 Parking	Downtown Victoria	\$ 3.25	\$ 0.16	\$ 3.09
		<b>\$ 2,587.42</b>	<b>\$ 125.58</b>	<b>\$ 2,461.84</b>

---

December 9, 2013

RLD Strategies Ltd.

4457 Narvaaz Crescent  
Victoria BC V8N 2S7

Public Sector Employers Council of BC  
808 Douglas Street  
Victoria BC

Re: Ministry Contract No. C13CFFS2<sup>8107</sup>~~7660~~

Period: November 4 – December 8 2013

---

Services:

As Interim CEO of PSEC, the contractor will offer advice and consulting services with respect to the 2012 Negotiating Mandate and communication issues.

Rate:

s21

Total Hours: 250 hours

s21

\$ 50,000.00  
200

251 (see attached tapes)  
SPB

GST @ 5%

\$ 2,500.00  
10

Expenses

On separate invoice

TOTAL PAYABLE

\$ 52,500.00

52,710.00 SPB.

  
\_\_\_\_\_  
Lee Doney

# Invoice

RLD Strategies  
4457 Narvaaz Crescent  
Victoria BC V8N 2S7

DATE: 2013-12-17

Phone s22

INVOICE #  
RLD12DEC2013

Period: Nov 06, 2013 - Dec 16, 2013

**Bill To:**

Contract #C13CFPS28107

Public Sector Employers' Council Secretariat  
Suite 210, 880 Douglas  
Victoria BC V8W 2B7

Phone 250-387-0842

DATE	TYPE	JUSTIFICATION	AMOUNT
2013-11-06 to 2013-12-16	As attached	As attached	1,417.29
TOTAL			\$ 1,417.29

Make all checks payable to RLD Strategies

## RLD STRATEGIES LTD

## Parking, Taxis, Per Diems, Accommodation Receipts

Date	Expense Type	Justification	Total	GST	Amount
6-Nov-13	Accommodation	s15	\$ 150.27	\$ 6.53	\$ 143.74
8-Nov-13	Parking	Helijet Terminal	\$ 15.00	\$ 0.71	\$ 14.29
8-Nov-13	Per Diem	Breakfast, Lunch	\$ 30.00	\$ 1.50	\$ 28.50
12-Nov-13	Vancouver Taxi	Meeting to Helijet	\$ 10.00	\$ 0.48	\$ 9.52
12-Nov-13	Per Diem	Lunch Only	\$ 22.00	\$ 1.10	\$ 20.90
13-Nov-13	Parking	Downtown Victoria	\$ 3.75	\$ 0.18	\$ 3.57
13-Nov-13	Parking	Downtown Victoria	\$ 3.75	\$ 0.18	\$ 3.57
14-Nov-13	Parking	Downtown Victoria	\$ 3.75	\$ 0.18	\$ 3.57
15-Nov-13	Parking	Downtown Victoria	\$ 0.75	\$ 0.04	\$ 0.71
15-Nov-13	Parking	Downtown Victoria	\$ 0.75	\$ 0.04	\$ 0.71
15-Nov-13	Parking	Downtown Victoria	\$ 3.00	\$ 0.14	\$ 2.86
18-Nov-13	Victoria taxi	home to Harbour Air Terminal	\$ 35.00	\$ 1.67	\$ 33.33
18-Nov-13	Vancouver Taxi	HA terminal to s15	\$ 15.00	\$ 0.71	\$ 14.29
18-Nov-13	Vancouver Taxi	s15 to s15	\$ 20.00	\$ 0.95	\$ 19.05
20-Nov-13	Victoria taxi	Helijet terminal to home	\$ 38.00	\$ 1.81	\$ 36.19
26-Nov-13	Parking	Downtown Victoria	\$ 3.75	\$ 0.18	\$ 3.57
26-Nov-13	Parking	Downtown Victoria	\$ 3.00	\$ 0.14	\$ 2.86
27-Nov-13	Parking	Downtown Victoria	\$ 3.75	\$ 0.18	\$ 3.57
28-Nov-13	Accommodation		\$ 150.28	\$ 6.53	\$ 143.75
29-Nov-13	Black Top & Checker Cabs	s15 to s15	\$ 20.00	\$ 0.95	\$ 19.05
29-Nov-13	Accommodation		\$ 278.44	\$ 12.11	\$ 266.33
29-Nov-13	Per Diem	Breakfast, Lunch Provided, Dinner	\$ 36.50	\$ 1.74	\$ 34.76
30-Nov-13	BEA	Breakfast Meeting - HEABC negotiations	\$ 128.73	\$ 5.18	\$ 123.55
30-Nov-13	Yellow Cab	Helijet Terminal to Home	\$ 15.00	\$ 0.71	\$ 14.29
3-Dec-13	Bluebird Cabs Ltd.	Home to Harbour Air terminal	\$ 30.00	\$ 1.43	\$ 28.57
3-Dec-13	Per Diem	Lunch Only	\$ 22.00	\$ 1.10	\$ 20.90
3-Dec-13	Bluebird Cabs Ltd.	Helijet to Home	\$ 35.00	\$ 1.67	\$ 33.33
4-Dec-13	Parking	Lunch meeting downtown	\$ 3.75	\$ 0.18	\$ 3.57
5-Dec-13	Vancouver Taxi	to Helijet terminal	\$ 15.00	\$ 0.71	\$ 14.29
5-Dec-13	Per Diem	Lunch Only	\$ 22.00	\$ 1.10	\$ 20.90
11-Dec-13	Per Diem	Lunch and Dinner only	\$ 36.50	\$ 1.74	\$ 34.76
11-Dec-13	Accommodation	s15	\$ 243.49	\$ 11.60	\$ 231.89
12-Dec-13	Per Diem	full day	\$ 49.00	\$ 2.33	\$ 46.67
13-Dec-13	Per Diem	Breakfast and Lunch	\$ 30.00	\$ 1.50	\$ 28.50
16-Dec-13	Parking	PSEC meetings	\$ 7.75	\$ 0.37	\$ 7.38
			\$ 1,484.96	\$ 67.67	\$ 1,417.29

# Invoice

**RLD Strategies**  
4457 Narvaez Crescent  
Victoria BC V8N 2S7

DATE: 2013-12-17

Phone s22

INVOICE #  
RLD12DEC2013

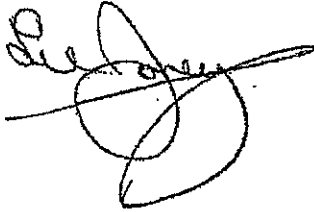
Period: Nov 06, 2013 - Dec 16, 2013

**Bill To:**

Contract #C13OFFS28107

Public Sector Employers' Council Secretariat  
Suite 210, 880 Douglas  
Victoria BC V8W 2B7

Phone 250-387-0842

DATE	TYPE	JUSTIFICATION	AMOUNT
2013/12/23 to 2014/02/07	As attached	As attached	858.83
			
TOTAL			\$ 858.83

Make all checks payable to RLD Strategies

Contract with PSEC Secretariat

December 17, 2013 to Feb 11, 2014

RLD STRATEGIES LTD

Parking, Taxis, Per Diems, Accommodation Receipts

Date	Expense Type	Justification	Total	GST	Amount
23/Dec/13	parking	Bargaining Meeting	\$ 18.00	\$ 0.86	\$ 17.14
30/Dec/13	taxi	hotel to Helijet terminal	\$ 20.00	\$ 0.96	\$ 19.04
2/Jan/14	parking	meeting at s15	\$ 3.75	\$ 0.18	\$ 3.57
3/Jan/14	business expense approval	business lunch	\$ 113.00	\$ 5.39	\$ 107.61
6/Jan/14	parking	meetings at s15	\$ 3.75	\$ 0.18	\$ 3.57
8/Jan/14	taxi	home to Helijet terminal	\$ 38.00	\$ 1.81	\$ 36.19
8/Jan/14	meals/per diem	lunch and dinner	\$ 36.50	\$ 1.74	\$ 34.76
8/Jan/14	taxi	Helijet terminal to s15	\$ 17.00	\$ 0.81	\$ 16.19
8/Jan/14	taxi	s15 to Helijet	\$ 20.00	\$ 0.96	\$ 19.04
8/Jan/14	accommodation	s15	\$ 220.18	\$ 10.49	\$ 209.69
9/Jan/14	taxi	hotel to s15	\$ 20.00	\$ 0.96	\$ 19.04
9/Jan/14	meals/per diem	breakfast and lunch	\$ 30.00	\$ 1.43	\$ 28.57
9/Jan/14	taxi	s15 to hotel	\$ 20.00	\$ 0.96	\$ 19.04
9/Jan/14	accommodation	s15	\$ 220.18	\$ 10.49	\$ 209.69
10/Jan/14	meals/per diem	breakfast and lunch	\$ 30.00	\$ 1.43	\$ 28.57
10/Jan/14	taxi	Helijet terminal to home	\$ 40.00	\$ 1.91	\$ 38.09
13/Jan/14	parking	meetings at	\$ 3.75	\$ 0.18	\$ 3.57
13/Jan/14	parking	meetings at	\$ 3.75	\$ 0.18	\$ 3.57
27/Jan/14	parking	meetings at s15	\$ 3.75	\$ 0.18	\$ 3.57
27/Jan/14	parking	meetings at	\$ 3.75	\$ 0.18	\$ 3.57
4/Feb/14	parking	meetings at	\$ 11.50	\$ 0.55	\$ 10.95
6/Feb/14	taxi	Helijet terminal to	\$ 15.00	\$ 0.72	\$ 14.28
7/Feb/14	taxi	Helijet terminal to s15	\$ 10.00	\$ 0.48	\$ 9.52
				\$ 43.03	\$ 858.83



January 7, 2014

RLD Strategies Ltd.

Public Sector Employers Council of BC  
808 Douglas Street  
Victoria BC

28107  
Re: Ministry Contract No. C13CFFS29600

Period: December 8 2013-January 7 2014

---

**Services:**

As Interim CEO of PSEC, the contractor will offer advice and consulting services with respect to the 2012 Negotiating Mandate and communication issues.

**Rate:**

s21

**Total Hours:** 145.5 hours

s21

\$ 29,100.00 ✓

**GST @ 5%**

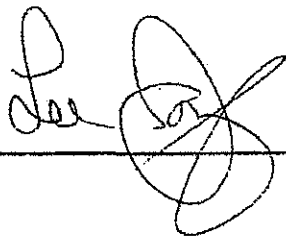
\$ 1,455.00 ✓

Expenses

On separate invoice

**TOTAL PAYABLE**

\$ 30,555.00 ✓



---

Lee Doney

February 12, 2014

RLD Strategies Ltd.

Public Sector Employers Council of BC  
808 Douglas Street  
Victoria BC

Re: Ministry Contract No. C13CFFS27660  
Period: January 7-February 11 2014

---

**Services:**

As Interim CEO of PSEC, the contractor will offer advice and consulting services with respect to the 2012 Negotiating Mandate and communication issues.

Rate:

s21

Total Hours: 155.5 hours s21

154.5 (on attached topics) s21

\$ 31,100.00

30,916.00 *SJB*

GST @ 5%

\$ 1,555.00

Expenses

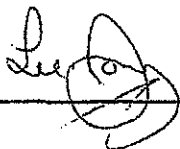
1545.80 *SJB*

On separate invoice

**TOTAL PAYABLE**

**\$ 32,655.00**

32,461.80 *SJB*



Lee Doney

# Invoice

**RLD Strategies**

4457 Narvaez Crescent  
Victoria BC V8N 2S7

DATE: 2014-03-03

Phone s22

INVOICE #  
RLD03MAR2014

Period: Feb 11 to Feb 28, 2014

**Bill To:**

Contract #C13CFFS28107

Public Sector Employers' Council Secretariat  
Suite 210, 880 Douglas  
Victoria BC V8W 2B7

Phone 250-387-0842

DATE	TYPE	JUSTIFICATION	AMOUNT
2014/02/11 to 2014/02/28	As attached	As attached	296.65
TOTAL			\$ 296.65

Make all checks payable to RLD Strategies

Contract with PSEC Secretariat

RLD STRATEGIES LTD  
Parking, Taxis, Per Diems, Accommodation Receipts

December 17, 2013 to Feb 11, 2014

Date	Expense Type	Justification	Total	GST	Amount
11/Feb/14	parking	meetings at s15	\$ 12.50	\$ 0.60	\$ 11.90
13/Feb/14	parking	meetings at s15	\$ 1.00	\$ 0.05	\$ 0.95
13/Feb/14	parking	meeting at s15	\$ 2.40	\$ 0.12	\$ 2.28
14/Feb/14	travel - meal/per diem	lunch only	\$ 22.00	\$ 1.05	\$ 20.95
17/Feb/14	parking	meetings at s15	\$ 5.50	\$ 0.26	\$ 5.24
18/Feb/14	parking	meetings at s15	\$ 5.50	\$ 0.26	\$ 5.24
24/Feb/14	parking	meetings at s15	\$ 13.50	\$ 0.64	\$ 12.86
25/Feb/14	parking	meetings at s15	\$ 12.50	\$ 0.60	\$ 11.90
26/Feb/14	parking	meetings at s15	\$ 2.50	\$ 0.12	\$ 2.38
27/Feb/14	travel - meal/per diem	lunch and dinner	\$ 36.50	\$ 1.74	\$ 34.76
27/Feb/14	accommodation	s15	\$ 145.62	\$ 6.94	\$ 138.68
27/Feb/14	taxi	Vancouver	\$ 10.00	\$ 0.48	\$ 9.52
27/Feb/14	taxi	Vancouver	\$ 10.00	\$ 0.48	\$ 9.52
27/Feb/14	taxi	Vancouver	\$ 10.00	\$ 0.48	\$ 9.52
28/Feb/14	travel - meal/per diem	HEABC Board meeting - breakfast	\$ 22.00	\$ 1.05	\$ 20.95
				\$ 14.87	\$ 296.65

March 10, 2014

RLD Strategies Ltd.

Public Sector Employers Council of BC  
808 Douglas Street  
Victoria BC

Re: Ministry Contract No. C13CFFS<sup>28107</sup>~~27660~~

Period February 11- March 10 2014

---

Services:

As Interim CEO of PSEC, the contractor will offer advice and consulting services with respect to the 2012 Negotiating Mandate and communication issues.

Rate:

s21

Total Hours: 134.25 hours

\$ 26,850.00 <sup>SB</sup> 28,900.00

GST @ 5%

\$ 1,342.50 1,445.00

Expenses

On separate invoice

TOTAL PAYABLE

\$ 28,192.50 <sup>SB</sup> 30,345.00

  
\_\_\_\_\_  
Lee Doney

# Invoice

**RLD Strategies**  
4457 Narvaez Crescent  
Victoria BC V8N 2S7

DATE: 2014-19-03

Phone s22

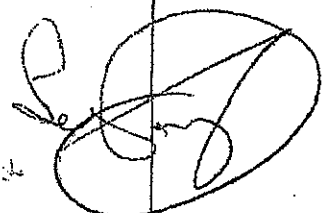
INVOICE #

Period: Feb 28 to Mar 14, 2014

**Bill To:**  
Public Sector Employers' Council Secretariat  
Suite 210, 880 Douglas  
Victoria BC V8W 2B7

Contract #C13CFFS28107

Phone 250-387-0842

DATE	TYPE	JUSTIFICATION	AMOUNT
2014/03/28 to 2014/03/14	As attached	As attached	761.95
			
TOTAL			\$ 761.95

Make all checks payable to RLD Strategies

Feb 28 to Mar 14, 2014

Date	Expense Type	Justification	Total	GST	Amount
3/Feb/14	parking-add to Dec 17-Feb 11 Invoice	meetings at s15	\$ 12.50	\$ 0.60	\$ 11.90
28/Feb/14	taxi - Vancouver	to and from downtown meetings	\$ 15.00	\$ 0.72	\$ 14.28
28/Feb/14	taxi - Vancouver	to and from downtown meetings	\$ 20.00	\$ 0.95	\$ 19.05
28/Feb/14	taxi - Vancouver	s15 to Helljet terminal	\$ 15.00	\$ 0.72	\$ 14.28
3/Mar/14	parking	meetings at s15	\$ 13.50	\$ 0.64	\$ 12.86
4/Mar/14	parking	meeting at s15	\$ 2.50	\$ 0.12	\$ 2.38
5/Mar/14	parking	meetings at s15	\$ 13.50	\$ 0.64	\$ 12.86
6/Mar/14	parking	meetings at s15	\$ 5.50	\$ 0.26	\$ 5.24
7/Mar/14	parking	meetings at s15	\$ 12.50	\$ 0.60	\$ 11.90
10/Mar/14	parking	meetings at s15	\$ 13.50	\$ 0.64	\$ 12.86
10/Mar/14	business lunch	Victoria - BEA attached	\$ 65.50	\$ 3.12	\$ 62.38
11/Mar/14	parking	Telepresence location - Victoria	\$ 2.50	\$ 0.12	\$ 2.38
12/Mar/14	parking	meeting at s15	\$ 3.00	\$ 0.14	\$ 2.86
12/Mar/14	taxi - Victoria	home to Helljet terminal	\$ 38.00	\$ 1.81	\$ 36.19
12/Mar/14	accommodation	room + taxes - s15	\$ 185.23	\$ 8.05	\$ 177.18
12/Mar/14	meals/per diem	lunch & dinner	\$ 36.50	\$ 1.74	\$ 34.76
12/Mar/14	taxi - Vancouver	meetings in Vancouver	\$ 15.00	\$ 0.72	\$ 14.28
13/Mar/14	taxi - Vancouver	hotel to s15	\$ 10.00	\$ 0.48	\$ 9.52
13/Mar/14	accommodation	room + taxes - s15	\$ 185.23	\$ 8.05	\$ 177.18
13/Mar/14	meals/per diem	full day	\$ 49.00	\$ 2.33	\$ 46.67
14/Mar/14	meals/per diem	breakfast and lunch	\$ 30.00	\$ 1.43	\$ 28.57
14/Mar/14	taxi - Vancouver	hotel to Helljet terminal	\$ 15.00	\$ 0.72	\$ 14.28
14/Mar/14	taxi - Victoria	Helljet terminal to home	\$ 40.00	\$ 1.91	\$ 38.09
				\$ 36.51	\$ 761.95

March 31, 2014

RLD Strategies Ltd.

Public Sector Employers Council of BC  
808 Douglas Street  
Victoria BC

Re: Ministry Contract No. C13CFFS27660 28/07

Period March 10-March 31 2014

---

**Services:**

As Interim CEO of PSEC, the contractor will offer advice and consulting services with respect to the 2012 Negotiating Mandate and communication issues.

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Rate: s21

Total Hours: 117.00 hours s21

113.5 (see attached tapes)

GST @ 5%

Expenses

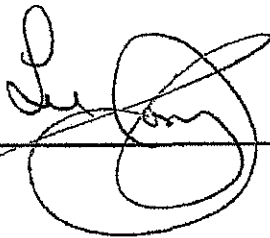
On separate invoice

\$ 23,400.00 22,700.00

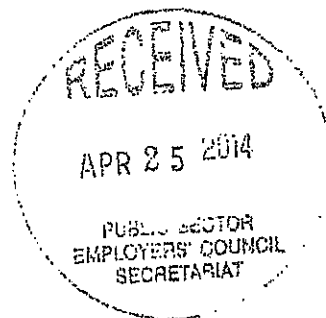
\$ 1,170.00 1,135.00

**TOTAL PAYABLE**

\$ 24,570.00 23,835.00



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Lee Doney





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Subject	Location	Start	End	Categories	Durat...
call Michael Marchbank		Tue 25/03/2014 1:00 ...	Tue 25/03/2014 2:00 ...	PMO 2011	1 hour
Office		Mon 24/03/2014 1:00 ...	Mon 24/03/2014 3:00 ...	PMO 2011	2 hours
FBA update		Fri 14/03/2014 5:00 PM	Fri 14/03/2014 6:00 PM	PMO 2011	1 hour

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38.25 +

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# Invoice

**RLD Strategies**  
4457 Narvaez Crescent  
Victoria BC V8N 2S7

DATE: 2014-15-05

Phone s22

INVOICE #

Period: March 20 to May 13, 2014

**Bill To:**

Contract #C13CFFS28107

Public Sector Employers' Council Secretariat  
Suite 210, 880 Douglas  
Victoria BC V8W 2B7

Phone 250-387-0842

DATE	TYPE	JUSTIFICATION	AMOUNT
2014/03/20 to 2014/05/13	As attached	As attached	388.27
TOTAL			\$ 388.27

Make all checks payable to RLD Strategies

Contract with PSEC Secretariat

March 20 to May 13, 2014

RLD STRATEGIES LTD

Parking, Taxis, Per Diems, Accommodation Receipts

Date	Expense Type	Justification	Total	GST	Amount
20/Mar/14	meals/per diem	dinner only -lunch provided	\$ 28.50	\$ 1.36	\$ 27.14
20/Mar/14	taxi - Vancouver	to and from downtown meetings	\$ 15.00	\$ 0.72	\$ 14.28
20/Mar/14	taxi - Vancouver	to and from downtown meetings	\$ 20.00	\$ 0.95	\$ 19.05
20/Mar/14	taxi - Vancouver	s15 to Helijet terminal	\$ 15.00	\$ 0.72	\$ 14.28
21/Mar/14	parking	meetings at s15	\$ 11.25	\$ 0.54	\$ 10.71
24/Mar/14	parking	meetings at s15	\$ 4.50	\$ 0.22	\$ 4.28
24/Mar/14	parking	meeting at s15	\$ 2.50	\$ 0.12	\$ 2.38
12/May/14	parking	Harbour Air terminal - Victoria	\$ 29.25	\$ 1.39	\$ 27.86
12/May/14	taxi - Vancouver	s15 to s15	\$ 40.00	\$ 1.91	\$ 38.09
12/May/14	meal/per diem	dinner	\$ 28.50	\$ 1.36	\$ 27.14
12/May/14	accommodation	s15	\$ 186.40	\$ 8.10	\$ 178.30
13/May/14	meals/per diem	Breakfast only	\$ 22.00	\$ 1.05	\$ 20.95
13/May/14	parking	meeting at s15	\$ 4.00	\$ 0.19	\$ 3.81
				\$ 18.63	\$ 388.27

May 20, 2014

RLD Strategies Ltd.

Public Sector Employers Council of BC  
808 Douglas Street  
Victoria BC



Re: Ministry Contract No. C13CFFS2460-18107  
Period March 31- May 16 2014

**Services:**

As Interim CEO of PSEC, the contractor will offer advice and consulting services with respect to the 2012 Negotiating Mandate and communication issues.

Rate:

s21

Total Hours: 152.00 hours

s21

=  
169.5 (see attached tabs) JB

~~\$30,400.00~~  
33,900.00

GST @ 5%

Expenses

On separate invoice

\$ 1,520.00  
1,695.00

**TOTAL PAYABLE**

~~\$ 31,920.00~~  
\$ 33,595.00 JB

  
\_\_\_\_\_  
Lee Doney

# Invoice

**RLD Strategies**

4457 Narvaez Crescent  
Victoria BC V8N 2S7

DATE: 2014-10-06

Phone s22

INVOICE #

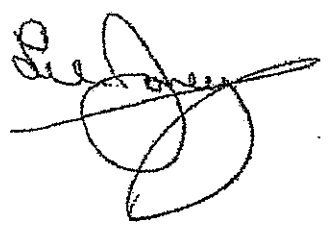
Period: May 14 to June 10, 2014

**Bill To:**

Public Sector Employers' Council Secretariat  
Suite 210, 880 Douglas  
Victoria BC V8W 2B7

Contract #C13CFFS28107

Phone 250-387-0842

DATE	TYPE	JUSTIFICATION	AMOUNT
2014-05-14 to 2014-06-10	As attached	As attached	210.64
			
TOTAL			\$ 210.64

Make all checks payable to RLD Strategies

Contract with PSEC Secretariat

RLD STRATEGIES LTD  
Parking, Taxis, Per Diems, Accommodation Receipts

May 14, 2014 to June 10, 2014

Date	Expense Type	Justification	Total	GST	Amount
9-May-14	Supplementary Claim	taxi s15 to Helijet	\$ 15.00	\$ 0.72	\$ 14.28
12-May-14	Supplementary Claim	parking - s15 meeting	\$ 3.25	\$ 0.15	\$ 3.10
12-May-14	Supplementary Claim	taxi-HA South to s15	\$ 15.00	\$ 0.72	\$ 14.28
13-May-14	Supplementary Claim	taxi s15 to HA harbour	\$ 40.00	\$ 1.91	\$ 38.09
22-May-14	meal/per diem	lunch and dinner	\$ 36.50	\$ 1.74	\$ 34.76
23-May-14	taxi - Vancouver	downtown area to Harbour Air	\$ 15.00	\$ 0.72	\$ 14.28
28-May-14	taxi - Victoria	s15 to home	\$ 29.95	\$ 1.43	\$ 28.52
3-Jun-14	meal / per diem	lunch and dinner	\$ 36.50	\$ 1.74	\$ 34.76
4-Jun-14	meal / per diem	breakfast and lunch	\$ 30.00	\$ 1.43	\$ 28.57
				\$ 10.56	\$ 210.64



June 25, 2014

RLD Strategies Ltd.

Public Sector Employers Council of BC  
808 Douglas Street  
Victoria BC

Re: Ministry Contract No. C13CFFS27660

Period: May 16-June 23 2014

---

**Services:**

As Interim CEO of PSEC, the contractor will offer advice and consulting services with respect to the 2012 Negotiating Mandate and communication issues. This period has significantly higher hours do to the number of weekends spent with Teachers Bargaining and time spent in Vancouver bargaining.

Rate: s21

Total Hours: 263.25 hours

s21

245.25 (see attached tapes)

s21

\$ 52,650.00

= 49,050.00 *SP*

\$ 2,632.50

2452.50 *SP*

GST @ 5%

Expenses

On separate invoice

**TOTAL PAYABLE**

\$ 55,282.50

\$ 51,602.00 *SP*

  
\_\_\_\_\_  
**Lee Doney**

# Invoice

**RLD Strategies**  
4457 Narvaez Crescent  
Victoria BC V8N 2S7

DATE: July 15 2014

Phone s22

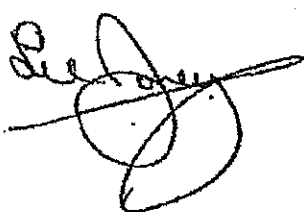
INVOICE #

Period: June 11 to July 9, 2014

**Bill To:**  
Public Sector Employers' Council Secretariat  
Suite 210, 880 Douglas  
Victoria BC V8W 2B7

Contract #C13CFFS28107

Phone 250-387-0842

DATE	TYPE	JUSTIFICATION	AMOUNT
2014-06-11 to 2014-07-09	As attached	As attached	1,342.36
			
TOTAL			\$ 1,342.36

Make all checks payable to RLD Strategies

June 11, 2014 to July 9 2014

Contract with PSEC Secretariat

RLD STRATEGIES LTD

Parking, Taxis, Per Diems, Accommodation Receipts

Date	Expense Type	Justification	Total	GST	Amount
26-May-14	Supplementary Claim	parking - s15 meeting	\$ 6.75	\$ 0.32	\$ 6.43
28-May-14	Supplementary Claim	taxi - home to s15	\$ 35.00	\$ 1.67	\$ 33.33
2-Jun-14	Supplementary Claim	parking - s15 meeting	\$ 10.00	\$ 0.48	\$ 9.52
9-Jun-14	Supplementary Claim	parking - s15	\$ 3.00	\$ 0.14	\$ 2.86
10-Jun-14	Supplementary Claim	parking - s15	\$ 1.00	\$ 0.05	\$ 0.95
14-Jun-14	taxi - Victoria	home to Harbour Air terminal	\$ 30.00	\$ 1.43	\$ 28.57
14-Jun-14	taxi - Vancouver	Harbour Air to bargaining location	\$ 35.00	\$ 1.67	\$ 33.33
14-Jun-14	meal / per diem	lunch and dinner	\$ 36.50	\$ 1.74	\$ 34.76
14-Jun-14	accommodation - Vancouver	s15 - one night	\$ 290.84	\$ 13.22	\$ 277.62
15-Jun-14	meal / per diem	full day	\$ 49.00	\$ 2.33	\$ 46.67
15-Jun-14	accommodation - Vancouver	s15 - one night	\$ 290.84	\$ 13.22	\$ 277.62
16-Jun-14	meal / per diem	breakfast lunch	\$ 30.00	\$ 1.43	\$ 28.57
16-Jun-14	taxi - Vancouver	s15 to Harbour Air terminal	\$ 15.00	\$ 0.72	\$ 14.28
17-Jun-14	parking - Victoria	Harbour Air terminal - 2 days	\$ 27.00	\$ 1.29	\$ 25.71
17-Jun-14	meal / per diem	dinner	\$ 28.50	\$ 1.36	\$ 27.14
17-Jun-14	accommodation - Vancouver	s15 - one night	\$ 180.63	\$ 8.10	\$ 172.53
18-Jun-14	accommodation - Vancouver	s15 - one night	\$ 180.63	\$ 8.10	\$ 172.53
18-Jun-14	meal / per diem	breakfast lunch dinner	\$ 49.00	\$ 2.33	\$ 46.67
19-Jun-14	meal / per diem	breakfast lunch	\$ 30.00	\$ 1.43	\$ 28.57
1-Jul-14	parking - Victoria	Harbour Air terminal - 6 hours	\$ 15.00	\$ 1.72	\$ 13.28
1-Jul-14	meal / per diem	lunch	\$ 22.00	\$ 1.05	\$ 20.95
1-Jul-14	taxi - Victoria	HA terminal to home	\$ 30.00	\$ 1.43	\$ 28.57
3-Jul-14	parking - Victoria	meeting at	\$ 10.50	\$ 0.50	\$ 10.00
9-Jul-14	parking - Victoria	meeting at s15	\$ 2.00	\$ 0.10	\$ 1.90
			\$ 65.83	\$ 1,342.36	

August 6, 2014

RLD Strategies Ltd.

Public Sector Employers Council of BC  
808 Douglas Street  
Victoria BC

Re: Ministry Contract No. C13CFFS27660 28107 *JP*  
Period June 23-August 5 2014

---

**Services:**

As Interim CEO of PSEC, the contractor will offer advice and consulting services with respect to the 2012 Negotiating Mandate and communication issues. This period has significantly higher hours due to the number of weekends spent with Teachers Bargaining and time spent in Vancouver bargaining.

**Rate:**

s21

**Total Hours:** 239.5 hours

s21

*281.5 - see attached topics JP*

~~\$ 47,900.00~~

*47,700.00 JP*

**GST @ 5%**

~~\$ 2,395.00~~

Expenses

*2,385.00 JP*

On separate invoice

**TOTAL PAYABLE**

~~\$ 50,295.00~~

*50,085.00 JP*

*Lee Doney*

---

**Lee Doney**

# Invoice

**RLD Strategies**

4457 Narvaez Crescent  
Victoria BC V8N 2S7

DATE: August 8, 20

Phone s22

INVOICE # RLD 08 AUG 2014-EXP

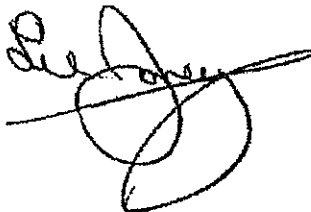
Period: July 10 to August 6, 2014

**Bill To:**

Public Sector Employers' Council Secretariat  
Suite 210, 880 Douglas  
Victoria BC V8W 2B7

Contract #C13CFFS28107

Phone 250-387-0842

DATE	TYPE	JUSTIFICATION	AMOUNT
2014-07-10 to 2014-08-06	As attached	As attached	430.53
			
TOTAL			\$ 430.53

Make all checks payable to RLD Strategies

Contract with PSEC Secretariat

July 10, 2014 to August 6, 2014

RLD STRATEGIES LTD

Parking, Taxes, Per Diems, Accommodation Receipts

Date	Expense Type	Justification	Total	GST	Amount
9-Jul-14	Supplementary Claim	parking - meeting at s15	\$ 4.50	\$ 0.22	\$ 4.28
17-Jul-14	Meal/per diem	Lunch only	\$ 22.00	\$ 1.05	\$ 20.95
22-Jul-14	parking - Victoria	parking - s15 meetings	\$ 3.25	\$ 0.16	\$ 3.09
24-Jul-14	Meal/per diem	lunch and dinner	\$ 36.50	\$ 1.74	\$ 34.76
24-Jul-14	parking - Victoria	day park-while traveling to Vancouver	\$ 11.50	\$ 0.55	\$ 10.95
28-Jul-14	Vehicle mileage	home to Victoria airport - 30 kms	\$ 15.60	\$ 0.74	\$ 14.86
28-Jul-14	Vehicle mileage	Vic airport to home (for driver) 30kms	\$ 15.60	\$ 0.74	\$ 14.86
28-Jul-14	meal / per diem	lunch and dinner	\$ 36.50	\$ 1.74	\$ 34.76
28-Jul-14	accommodation - Penticton	attend Cabinet retreat	\$ 201.25	\$ 8.75	\$ 192.50
29-Jul-14	meal / per diem	breakfast and lunch	\$ 30.00	\$ 1.43	\$ 28.57
29-Jul-14	taxi - Penticton	hotel to airport	\$ 30.00	\$ 1.43	\$ 28.57
5-Aug-14	parking - Victoria	PSEC meetings	\$ 4.50	\$ 0.22	\$ 4.28
6-Aug-14	taxi - Vancouver	HA terminal to s15	\$ 20.00	\$ 0.95	\$ 19.05
6-Aug-14	taxi - Vancouver	s15 to HA terminal	\$ 20.00	\$ 0.95	\$ 19.05
				\$ 20.67	\$ 430.53

**STATEMENT OF WORK  
BUSINESS ADVISOR – STRATEGIC INITIATIVES**

<b>Contractor</b>	<b>RLD Strategies Inc.</b>
<b>Supplier#</b>	<b>2035727</b>
<b>Contract ID#</b>	<b>C13CFFS27660</b>
<b>Statement of Work Ref#</b>	<b>2012 - #15668 (JAG )</b>

**Services:**

1. The Contractor will cause Lee Doney to provide the Services described in this Statement of Work:

**Services:**

RLD Strategies Inc. is appointed as Lead Facilitator to assist the City of Victoria and the Township of Esquimalt in developing their new amalgamated policing framework as per Jean Greatbatch's report titled "A Framework for Effectiveness". RLD Strategies will conduct consultations with municipal governments, the Victoria Police Board and the Victoria Police Department to develop and finalize a comprehensive Framework Agreement that will establish an accountable police service delivery model for the residents of Esquimalt. RLD Strategies may be required to hire legal counsel to assist in drafting the contract/agreement for the delivery of police services to the Township of Esquimalt.

A Framework Agreement and an interim report will be submitted to the Assistant Deputy Minister/Director of Police Services (Director), Ministry of Justice and Attorney General by January 31, 2013.

On sign-off of the Framework Agreement by the respective parties, the Lead Facilitator will continue to monitor the implementation of the agreement. This will include working with the Victoria Police Board Chair, Co-Chair and the Police Board. A final report will be prepared by RLD Strategies Inc. to the Director by March 31, 2013.

In addition, briefings with the City of Victoria and the Township of Esquimalt councils will be required.

In the event that the Contractor wishes for a person other than Lee Doney to provide the Services, the Contractor will seek the prior written approval of Clayton Pecknold, Assistant Deputy Minister/Director, Policing and Security Programs Branch, Ministry of Justice and Attorney General, or such other person as the Assistant Deputy Minister/Director may designate.

Prior to commencing any Services, the Contractor must deliver to Clayton Pecknold, Assistant Deputy Minister/Director, Policing and Security Programs Branch, Ministry of Justice and Attorney General, or such other person as the, Assistant Deputy Minister/Director may designate, a fully completed and signed copy of the "Conflict of Interest Disclosure", attached as Appendix 2 to this Statement of Work; and the "Undertaking of Confidentiality", attached as Appendix 3 to this Statement of Work

**Timelines:**

Start date: October 15, 2012      End date: March 31, 2013

**Reporting to:**

Clayton Pecknold, Assistant Deputy Minister/Director, Policing and Security Programs Branch, Ministry of Justice and Attorney General

**Specific Deliverables and Schedule:**

A Framework Agreement will be submitted to the Assistant Deputy Minister/Director by December 31, 2012. The agreement will include:

1. Police Service delivery model;
2. Financing formula;
3. Budget development and approval process; and
4. Conflict resolution process.

A final report will be prepared by RLD Strategies Inc. to the Director by March 31, 2013.

**Hourly/Daily Rates:**

The Contractor will be reimbursed at the rate of      s21      up to a maximum of \$50,000 in a single calendar month.

Total value of Services under this Statement of Work must not exceed \$100,000 without prior written approval from Doug Foster, of the Ministry of Finance, or such other person as the he may designate.

**Travel/Other Expenses/ Insurance Requirements of Waiving of and Reason For:**

**Expenses:**

1. travel, accommodation and meal expenses for travel outside of Victoria on the same basis as the Province pays its Group II employees when they are on travel status (see attached Appendix 1 – Group II Rates Expenses for Contractors); and
2. the Contractor's actual long distance telephone, fax, postage and other identifiable communication expenses; and

excluding Harmonized sales tax ("HST") or other applicable tax paid or payable by the Contractor on expenses described in (1) to (2) above to the extent that the Contractor is



entitled to claim credits (including HST input tax credits), rebates, refunds or remissions of the tax from the relevant taxation authorities.

Total value of Expenses under this Statement of Work must not exceed \$5,000.

Please include the following coding in your invoice(s) for this Work Assignment:

Client: 105 RC:15668 SL:11610 STOB:6001(fees) Project:1500000

Client: 105 RC:15668 SL:11610 STOB:6002(expenses) Project:1500000

**Other Terms Not Covered Above:**

- 1 Sections 4 and 5 of Schedule F – Additional Terms to the contract state:

***Schedule F – Additional Terms***

4. *Despite section 9.2 of this Agreement, the parties agree that the following applies*

*Unless otherwise specified in a Statement of Work, the Contractor must comply with the Insurance Schedule attached as Schedule D.*

5. *Despite section 9.4 of this Agreement, the parties agree that the following applies.*

*Personal optional protection*

*If specified in a Statement of Work, the Contractor must apply for and maintain personal optional protection insurance (consisting of income replacement and medical care coverage) during the Term at the Contractor's expense if:*

- (a) the Contractor is an individual or a partnership of individuals and does not have the benefit of mandatory workers compensation coverage under the Workers Compensation Act or similar laws in other jurisdictions; and*
- (b) such personal optional protection insurance is available for the Contractor from WorkSafeBC or other sources.*

This section confirms that in relation to Statement of Work **2012 - #15668 (JAG)**:

1. That section 4 of Schedule F does not apply to Statement of Work # 2012 - #15668 (JAG); and
  2. That section 5 (personal optional protection) is not specified in Statement of Work # 2012 - #15668 (JAG), and therefore those requirements do not apply to this Statement of Work.
- 
2. The General Service Agreement requirement for Privacy Protection (Schedule E) shall apply.
  3. The General Service Agreement requirement for Security (Schedule G) shall apply.

#### 4. Lead Approval:

<b>Name:</b>	Clayton J. D. Pecknold	<b>Title:</b>	Assistant Deputy Minister and Director of Police Services
<b>E-mail:</b>	Clayton.Pecknold@gov.bc.ca	<b>Tel:</b>	(250) 387-1100

#### Finance DMO Approval:

<b>Master RFP Ref:</b>	(Finance to complete)		
<b>Name:</b>	Doug Foster	<b>Title:</b>	ADM, Ministry of Finance
<b>E-mail:</b>	<u>Doug.Foster@gov.bc.ca</u>	<b>Tel:</b>	(250) 387-9022

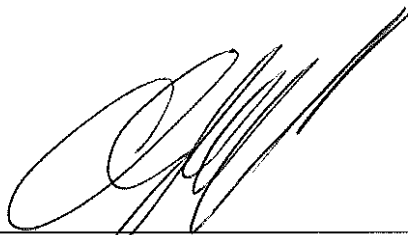
**Execution:**

This Statement of Work may be entered into by each party signing a separate copy (including a photocopy or facsimile copy) and delivering it to the other party by facsimile transmission or by email with a scanned copy in PDF format.

SIGNED on behalf of Her Majesty the )  
Queen in Right of the Province of )  
British Columbia by a duly authorized )  
representative of the Public Sector )  
Employers' Council this 17 )  
day of Oct, 2012 in the presence of: )

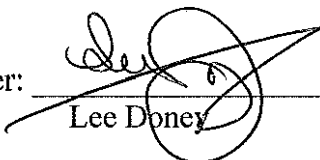
s22

(witness)



CLAYTON J. D. PECKNOLD  
Assistant Deputy Minister and  
Director of Police Services

Contractor

Per:   
Lee Doney

Date: Oct 15 / 12

Title: RLD Strategies Inc, Owner/President  
(Title)

## APPENDIX 1 – GROUP II RATES EXPENSES FOR CONTRACTORS

### APPENDIX 1 - Group 2 Rates EXPENSES FOR CONTRACTORS

The following are allowable expenses for contractors. All expenses must be paid by the contractor. Expenses cannot be direct billed to the ministry except in unusual circumstances (in these cases a special clause must be included in the contract). Original receipts must be submitted with the expense claim (when receipts are required) but photocopies of receipts will be accepted if the contractor requires the original for another purpose (e.g., to claim for HST credits).

#### Travel Expenses

The contractor must be outside their headquarters area (32 kilometres from where they ordinarily perform their duties) to be eligible to claim travel, meal and accommodation expenses.

##### 1. Meal Allowances:

Effective March 29, 2009, the following meal allowances can be claimed which must not exceed \$49.00 per day (receipts are not required):

Breakfast only	\$22.00	claim if travel starts before 7:00 a.m. or ends after 7:00 a.m.
Lunch only	\$22.00	claim if travel starts before 12:00 noon or ends after 12:00 noon.
Dinner only	\$28.50	claim if travel starts before 6:00 p.m. or ends after 6:00 p.m.
Breakfast and lunch only	\$30.00	see above
Breakfast and dinner only	\$36.50	see above
Lunch and dinner only	\$36.50	see above
Full day	\$49.00	

##### 2. Mileage Rates When Using Private Vehicle:

Effective March 29, 2009, the private mileage allowance is \$.50 per kilometre (receipts are not required). This rate can be claimed when using a private vehicle for travel. It is intended to cover costs of gas and maintenance.

##### 3. Taxi and Parking:

Taxi and parking charges will be reimbursed if receipts/copies of receipts are provided. Tips identified separately on taxi receipts cannot be claimed.

##### 4. Car Rentals:

Approved car rental agencies and the maximum rates for each community are listed at [www.pss.gov.bc.ca/csa/categories/vehicle\\_rentals/vehicle\\_rentals\\_daily/vehicle\\_rentals\\_daily.html#suppliers](http://www.pss.gov.bc.ca/csa/categories/vehicle_rentals/vehicle_rentals_daily/vehicle_rentals_daily.html#suppliers). Other agencies are to be used only when these agencies cannot supply vehicles or when renting a vehicle outside BC. Contractors should ask for the government rate. Receipts/copies of receipts are required.

PAI (personal accident insurance) will not be reimbursed. CDW/LDW (collision/loss damage waiver) will be reimbursed only when renting from a company not on the approved list for the specific community or when renting outside BC.

##### 5. Accommodation:

a) **Hotel/motel** (Receipt/copy of receipt and proof of payment required).

Approved hotels and the maximum rates that may be claimed for rooms and supplementary items (e.g., parking) are listed in the Accommodation Guide at [www.pss.gov.bc.ca/csa/categories/accommodation/list-of-properties.html](http://www.pss.gov.bc.ca/csa/categories/accommodation/list-of-properties.html)

Rates may vary between summer, winter and shoulder seasons. Only the single government rate will be reimbursed.

The "number in party" identified on the receipt must show only one person.

#### Process for Selecting Accommodation:

- Select the most cost-effective hotel from the accommodation guide that meets your business requirements.
- Ensure the expectations of the ministry expense authority are clarified (through the contract manager) regarding the price of accommodation before travel takes place.
- Ensure the rates charged by the hotel for the room and supplementary charges are at or below the rates quoted in the accommodation guide.

If the contractor cannot stay at any of the hotels listed in the guide due to an exceptional or emergency situation, pre-approval must be obtained from the ministry expense authority and attached to the expense claim. This approval should be obtained through the contract manager.

##### b) **Private lodging** (receipts are not required):

\$30 per night may be claimed when private lodging is arranged (e.g., staying with friends).

##### 6. Airfare:

Economy airfare only will be reimbursed. Receipts/copies of receipts and proof of payment are required.

##### 7. Miscellaneous Travel Expenses:

Laundry, gratuities, portage and personal phone calls cannot be claimed. Ferry charges and highway tolls can be claimed if supported by an original receipt. Other miscellaneous expenses incurred when travelling (e.g., courier and photocopying charges) can also be claimed if supported by a receipt/copy of receipt.

##### 8. Out-of-Province Travel:

When B.C. contractors are required to travel out-of-province, a Travel Authorization form approved by the ministry director must accompany the expense claim.

#### Other Expenses

##### 1. Business Expenses (e.g., all costs associated with meetings, including business and guest meals):

Claims for business expenses must be accompanied by an approved Business Expense Approval form (which should be completed by the ministry, not the contractor).

##### 2. HST:

When receipts are submitted for reimbursement, they should be adjusted to deduct the embedded HST. A contractor with an HST registration number can claim input tax credits from Canada Revenue Agency.

##### 3. Miscellaneous Expenses (e.g. business telephone/fax calls, newspapers, etc.):

Miscellaneous expenses will be paid if supported by original receipts and in our opinion are necessarily incurred by you in providing the service. Contact the contract manager before incurring any miscellaneous expenses.

## APPENDIX 2 – CONFLICT OF INTEREST DISCLOSURE

A conflict of interest arises where you have an interest which conflicts (or might conflict, or might be perceived to conflict) with the interests of the Organization<sup>1</sup>.

A conflict of interest may take a number of forms. It may be financial or non-financial. It may be direct or indirect. It may be professional or family related.

A conflict of interest may arise from directorships or other employment; interests in business enterprises or professional practices; share ownership; beneficial interests in trusts; existing professional or personal associations with the Organization; professional associations or relationships with other organizations; personal associations with other groups or organizations; or family relationships.

Special advisors to the Province must disclose any duty or interest that might conflict with his or her duty or interest to the Organization. This disclosure covers each and both of Lee Doney and RLD Strategies Ltd..

1. A direct or indirect conflict with my/our duties as Special Advisor(s) to the Province may arise because (please indicate if non-applicable):

- a) I/We, or my/our associates<sup>2</sup>, hold the following offices (appointed or elected):

s22

- b) I/We, my/our associates, or any trustee or any nominee on my/our behalf, own or possess, directly or indirectly, the following interests (i.e., shares, businesses, or properties):

s22

- c) I/We, or my/our associates, have the following interests in existing or proposed transactions with the Organization.

s22

2. The nature and extent of the conflicting office duty or interest referred to in sub-paragraphs 1(a) or 1(b) is (please indicate if non-applicable):

s22

---

<sup>1</sup> “Organization” means the Province and its Crown corporations and agencies.

<sup>2</sup> “Associate” of a person means any person closely connected by blood or otherwise including, but not limited to, a spouse (including common-law spouse), parent, grandparent, brother, sister, child or grandchild.

3. A real or perceived conflict of interest with my/our duties as Special Advisor(s) to the Province may arise because I/We receive financial remuneration (either for services performed by me/us, as an owner or part owner, trustee, or employee or otherwise) from the following sources (please indicate if non-applicable):

s22

The following is a list of each subsidiary<sup>3</sup> or affiliate<sup>4</sup> of a company listed in section 1 of this declaration.

<b>Company Listed in Paragraph 1(b)</b>	<b>Name of Subsidiary or Affiliate</b>	<b>Type of Business Ordinarily Carried on by Subsidiary or Affiliate</b>
---	--	--

s22

If, at any time following the signing of this Conflict of Interest declaration, there are changes to the information given herein regarding conflict of interest, either by way or addition or deletion, I shall forthwith file with the Ministry of Finance a supplementary disclosure statement describing such change.

s22

<sup>3</sup> For the purposes of this declaration, a corporation is a subsidiary of another corporation where:

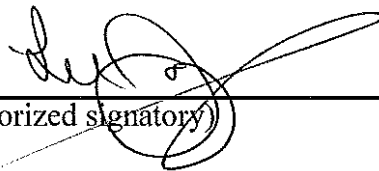
- (a) it is controlled by:
  - (i) that other corporation;
  - (ii) that other corporation and one or more other corporations, each of which is controlled by that other corporation; or
  - (iii) two or more other corporations, each of which is controlled by that other corporation; or
- (b) it is a subsidiary or a subsidiary of that other corporation.

<sup>4</sup> For the purposes of this declaration, one corporation is affiliated with another corporation where one of them is the subsidiary of the other, or both are subsidiaries of the same corporation, or each of them is controlled by the same person.

4. Other than disclosed above, do you have any relationships or interests that could compromise, or be perceived to compromise, your ability to exercise judgment with a view to the best interests of the Province, as Special Advisor(s)? If so, please specify.

s22

Signed this 15 day of Oct., 2012

  
\_\_\_\_\_  
(authorized signatory)

### APPENDIX 3 – ADDITIONAL TERMS – UNDERTAKING OF CONFIDENTIALITY

1. In consideration of their role as Special Advisors to Ministry of Justice and Attorney General, Policing and Security Programs Branch, RLD Strategies Inc (Lee Doney) undertake that they will treat as confidential and not disclose or permit to be disclosed, at any time, information they provide to, or obtain from, the Province or its Crown corporations and agencies (verbally, electronically or in writing) in relation to or resulting from their role as Special Advisors to the Policing and Security Programs Branch, including but not limited to the following:
  - (a) the contents of materials, including and presentations brought to meetings or circulated to \_\_\_\_\_ or other materials received at meetings of \_\_\_\_\_;
  - (b) the conversations and discussions held at the meetings of \_\_\_\_\_, including the comments of the members of \_\_\_\_\_;
  - (c) any part of the agendas of the meetings of the \_\_\_\_\_;
  - (d) the fact that I have attended or been scheduled to attend meetings of \_\_\_\_\_;
  - (e) the outcomes or decisions of the \_\_\_\_\_ or as result of the meetings of the \_\_\_\_\_;
  - (f) any reports, recommendations or analysis prepared for or in connection with or by \_\_\_\_\_; and
  - (g) the terms of this Undertaking.
2. Section 1 of this Undertaking does not apply insofar as:
  - (a) the disclosure is expressly permitted in writing by the Province or its Crown corporations;
  - (b) the information to be disclosed is general public knowledge;
  - (c) the disclosure is to staff of the Government of British Columbia in attendance at meetings of \_\_\_\_\_; or
  - (d) the information is as described in section 12(2)(a) to (c) of the *Freedom of Information and Protection of Privacy Act*, which can be accessed at <http://www.oipc.bc.ca/>
3. \_\_\_\_\_ undertake that upon request of Province or its Crown corporations and agencies, we will return to that party and all information received from such parties, including all copies, derivatives, reports and analysis containing such information.
4. \_\_\_\_\_ undertake not to use any of the information referenced in Section 1 above for any other purpose other than those of \_\_\_\_\_.



5. \_\_\_\_\_ also undertake that (I) we will immediately notify  
\_\_\_\_\_, if they receive a summons, subpoena, order or similar instrument  
or otherwise become subject to a legal obligation requiring disclosure of any  
information \_\_\_\_\_ are required to keep confidential under this  
Undertaking.

SIGNED AND DELIVERED )

Oct 15 / 2012 )

this day of )

in the presence of. )

[Signature]  
(Signature of Witness)

[Signature]  
per

**STATEMENT OF WORK – AMENDMENT #1  
BUSINESS ADVISOR – STRATEGIC INITIATIVES**

<b>Contractor</b>	<b>RLD Strategies Ltd.</b>
<b>Supplier#</b>	<b>2035727</b>
<b>Contract ID#</b>	<b>C13CFFS28107</b>
<b>Statement of Work Ref#</b>	<b>2012 - #15668 (JAG) – Amendment #1</b>

Statement of Work #2012 – 15668 (JAG) is amended by this Amendment #1 as follows:

**Timelines:**

Start date: October 15, 2012

Original end date: March 31, 2013

Revised end date: October 31, 2013

**Specific Deliverables and Schedule:**

A Framework Agreement will be submitted to the Assistant Deputy Minister/Director (Director) by **September 30, 2013** (previously December 31, 2012). The agreement will include:

1. Police Service delivery model;
2. Financing formula;
3. Budget development and approval process; and
4. Conflict resolution process.

A final report with recommendations will be prepared by RLD Strategies Ltd. and provided to the Director by **September 30, 2013** (previously March 31, 2013).

**Appendix 1 – Group II Rates and Expenses for Contractors:**

Appendix I is replaced with a revised schedule of group rates and expenses as set out in Appendix 1 to this Amendment #1.

All other provisions of Statement of Work #2012 – 15668 (JAG), or any other amendments made prior to this date, shall remain in effect.

**Ministry of Justice and Attorney General (JAG) Lead Approval:**

<b>Name:</b>	Clayton J.D. Pecknold	<b>Title:</b>	Assistant Deputy Minister and Director of Police Services, JAG
<b>E-mail:</b>	<u>Clayton.Pecknold@gov.bc.ca</u>	<b>Tel:</b>	(250) 387-1100

**Finance DMO Approval:**

<b>Name:</b>	Doug Foster	<b>Title:</b>	ADM, Ministry of Finance
<b>E-mail:</b>	<u>Doug.Foster@gov.bc.ca</u>	<b>Tel:</b>	(250) 387-9022

**Execution:**

This Statement of Work Amendment #1 may be entered into by each party signing a separate copy (including a photocopy or facsimile copy) and delivering it to the other party by facsimile transmission or by email with a scanned copy in PDF format.

SIGNED on behalf of Her Majesty the  
Queen in Right of the Province of  
British Columbia by a duly authorized  
representative of the Public Sector  
Employers' Council this 22<sup>nd</sup> day of  
April 2013 in the presence of:

s22

(Witness) U

Pay Chik for  
Clayton J. D. Pecknold  
ADM and Director of Police Services, JAG

RLD Strategies Ltd.

Per: [Signature]  
(Name)

Date: May 9/13

Title: President  
(Title)

# APPENDIX 1 – GROUP II RATES AND EXPENSES FOR CONTRACTORS

## APPENDIX 1 - Group 2 Rates EXPENSES FOR CONTRACTORS

The following are allowable expenses for contractors. All expenses must be paid by the contractor. Expenses cannot be direct billed to the ministry except in unusual circumstances (in these cases a special clause must be included in the contract). Original receipts must be submitted with the expense claim (when receipts are required) but photocopies of receipts will be accepted if the contractor requires the original for another purpose (e.g., to claim for GST/HST credits).

### Travel Expenses

The contractor must be outside their headquarters area (32 kilometres from where they ordinarily perform their duties) to be eligible to claim travel, meal and accommodation expenses.

#### 1. Meal Allowances:

Effective March 29, 2009, the following meal allowances can be claimed which must not exceed \$49.00 per day (receipts are not required):

Breakfast only	\$22.00	claim if travel starts before 7:00 a.m. or ends after 7:00 a.m.
Lunch only	\$22.00	claim if travel starts before 12:00 noon or ends after 12:00 noon.
Dinner only	\$25.50	claim if travel starts before 6:00 p.m. or ends after 6:00 p.m.
Breakfast and lunch only	\$30.00	see above
Breakfast and dinner only	\$36.50	see above
Lunch and dinner only	\$36.50	see above
Full day	\$49.00	

#### 2. Mileage Rates When Using Private Vehicle:

Effective November 7, 2012, the private mileage allowance is \$.51 per kilometre and effective April 1, 2013 the allowance increases to \$.52 per kilometre (receipts are not required). This rate can be claimed when using a private vehicle for travel. It is intended to cover costs of gas and maintenance.

#### 3. Taxi and Parking:

Taxi and parking charges will be reimbursed if receipts/copies of receipts are provided. Tips identified separately on taxi receipts cannot be claimed.

#### 4. Car Rentals:

Approved car rental agencies and the maximum rates for each community are listed at [www.pss.gov.bc.ca/csa/categories/vehicle\\_rentals/vehicle\\_rentals\\_daily/vehicle\\_rentals\\_daily.html#suppliers](http://www.pss.gov.bc.ca/csa/categories/vehicle_rentals/vehicle_rentals_daily/vehicle_rentals_daily.html#suppliers). Other agencies are to be used only when these agencies cannot supply vehicles or when renting a vehicle outside BC. Contractors should ask for the government rate. Receipts/copies of receipts are required. PAI (personal accident insurance) will not be reimbursed. CDW/LDW (collision/loss damage waiver) will be reimbursed only when renting from a company not on the approved list for the specific community or when renting outside BC.

#### 5. Accommodations:

a) **Hotel/motel** (Receipt/copy of receipt and proof of payment required). Approved hotels and the maximum rates that may be claimed for rooms and supplementary items (e.g., parking) are listed in the Accommodation Guide at [www.pss.gov.bc.ca/csa/categories/accommodation/list-of-properties.html](http://www.pss.gov.bc.ca/csa/categories/accommodation/list-of-properties.html). Rates may vary between summer, winter and shoulder seasons. Only the single government rate will be reimbursed. The "number in party" identified on the receipt must show only one person.

#### Process for Selecting Accommodation:

- Select the most cost-effective hotel from the accommodation guide that meets your business requirements.
- Ensure the expectations of the ministry expense authority are clarified (through the contract manager) regarding the price of accommodation before travel takes place.
- Ensure the rates charged by the hotel for the room and supplementary charges are at or below the rates quoted in the accommodation guide.

If the contractor cannot stay at any of the hotels listed in the guide due to an exceptional or emergency situation, pre-approval must be obtained from the ministry expense authority and attached to the expense claim. This approval should be obtained through the contract manager.

#### b) Private Lodging (receipts are not required):

\$30 per night may be claimed when private lodging is arranged (e.g., staying with friends).

#### 6. Airfare:

Economy airfare only will be reimbursed. Receipts/copies of receipts and proof of payment are required.

#### 7. Miscellaneous Travel Expenses:

Laundry, gratuities, portage and personal phone calls cannot be claimed. Ferry charges and highway tolls can be claimed if supported by an original receipt. Other miscellaneous expenses incurred when travelling (e.g., courier and photocopying charges) can also be claimed if supported by a receipt/copy of receipt.

#### 8. Out-of-Province Travel:

When B.C. contractors are required to travel out-of-province, a Travel Authorization form approved by the ministry director must accompany the expense claim.

### Other Expenses

#### 1. Business Expenses (e.g., all costs associated with meetings, including business and guest meals):

Claims for business expenses must be accompanied by an approved Business Expense Approval form (which should be completed by the ministry, not the contractor).

#### 2. GST/HST:

When receipts are submitted for reimbursement, they should be adjusted to deduct the embedded GST/HST. A contractor with an GST/HST registration number can claim input tax credits from Canada Revenue Agency.

#### 3. Miscellaneous Expenses (e.g. business telephone/fax calls, newspapers, etc.):

Miscellaneous expenses will be paid if supported by original receipts and in our opinion are necessarily incurred by you in providing the service. Contact the contract manager before incurring any miscellaneous expenses.

**STATEMENT OF WORK – AMENDMENT #2**  
**BUSINESS ADVISOR – STRATEGIC INITIATIVES**

<b>Contractor</b>	<b>RLD Strategies Ltd.</b>
<b>Supplier#</b>	<b>2035727</b>
<b>Contract ID#</b>	<b>C13CFFS28107</b>
<b>Statement of Work Ref#</b>	<b>2012 - #15668 (JAG) – Amendment #2</b>

Despite the signing and execution dates of this Amendment #2, the changes herein will take effect **October 31, 2013**.

Statement of Work #2012 – 15668 (JAG), as further amended by Amendment #1, is amended by this Amendment #2 as follows:

**Services:**

1. Due to a gap between the proposals presented by the City of Victoria and the Township of Esquimalt, negotiations have been extended in an attempt to facilitate an agreement amongst the parties.

**Hourly/Daily Rates:**

Total value of Services under this Statement of Work is increased to \$111,100 CDN, from \$100,000 CDN previously, and this amount may not be exceeded without prior written approval from Doug Foster, of the Ministry of Finance, or such other person as he may designate. This Statement of Work limit comprises:

- (expenses not to exceed \$0)
- (fees not to exceed \$111,100)

**Travel/Other Expenses/ Insurance Requirements of Waiving of and Reason For:**

**Expenses:**

1. Travel, accommodation and meal expenses for travel outside of Victoria on the same basis as the Province pays its Group II employees when they are on travel status (see attached Revised Appendix 1 – Group II Rates Expenses for Contractors – April 2013)

All other provisions of Statement of Work #2012 – 15668 (JAG), and any other amendments made prior to this date, shall remain in effect.

20/5/1942

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20/5/1942

20/5/1944

20/5/1942

## **APPENDIX 1 – GROUP II RATES AND EXPENSES FOR CONTRACTORS**

## APPENDIX 1 - Group 2 Rates EXPENSES FOR CONTRACTORS

The following are allowable expenses for contractors. All expenses must be paid by the contractor. Expenses cannot be direct billed to the ministry except in unusual circumstances (in these cases a special clause must be included in the contract). Original receipts must be submitted with the expense claim (when receipts are required) but photocopies of receipts will be accepted if the contractor requires the original for another purpose (e.g., to claim for GST credits).

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Lunch only	\$22.00	claim if travel starts before 12:00 noon or ends after 12:00 noon.
Dinner only	\$28.50	claim if travel starts before 6:00 p.m. or ends after 6:00 p.m.
Breakfast and lunch only	\$30.00	see above
Breakfast and dinner only	\$36.50	see above
Lunch and dinner only	\$36.50	see above
Full day	\$49.00	

#### 2. Mileage Rates When Using Private Vehicle:

Effective April 1, 2013 the private mileage allowance is \$.52 per kilometre (receipts are not required). This rate can be claimed when using a private vehicle for travel. It is intended to cover costs of gas and maintenance.

#### 3. Taxi and Parking:

Taxi and parking charges will be reimbursed if receipts/copies of receipts are provided. Tips identified separately on taxi receipts cannot be claimed.

#### 4. Car Rentals:

Approved car rental agencies and the maximum rates for each community are listed at [www.bsa.gov.bc.ca/csa/categories/vehicle\\_rentals/vehicle\\_rentals\\_daily/vehicle\\_rentals\\_daily.html](http://www.bsa.gov.bc.ca/csa/categories/vehicle_rentals/vehicle_rentals_daily/vehicle_rentals_daily.html) suppliers. Other agencies are to be used only when these agencies cannot supply vehicles or when renting a vehicle outside BC. Contractors should ask for the government rate. Receipts/copies of receipts are required. PAI (personal accident insurance) will not be reimbursed. CDW/LDW (collision/loss damage waiver) will be reimbursed only when renting from a company not on the approved list for the specific community or when renting outside BC.

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- Ensure the expectations of the ministry expense authority are clarified (through the contract manager) regarding the price of accommodation before travel takes place.
- Ensure the rates charged by the hotel for the room and supplementary charges are at or below the rates quoted in the accommodation guide.

If the contractor cannot stay at any of the hotels listed in the guide due to an exceptional or emergency situation, pre-approval must be obtained from the ministry expense authority and attached to the expense claim. This approval should be obtained through the contract manager.

#### b) Private lodging (receipts are not required):

\$30 per night may be claimed when private lodging is arranged (e.g., staying with friends).

#### 6. Airfare:

Economy airfare only will be reimbursed. Receipts/copies of receipts and proof of payment are required.

#### 7. Miscellaneous Travel Expenses:

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#### 8. Out-of-Province Travel:

When B.C. contractors are required to travel out-of-province, a Travel Authorization form approved by the ministry director must accompany the expense claim.

### Other Expenses

1. **Business Expenses** (e.g., all costs associated with meetings, including business and guest meals): Claims for business expenses must be accompanied by an approved Business Expense Approval form (which should be completed by the ministry, not the contractor).

#### 2. GST:

When receipts are submitted for reimbursement, they should be adjusted to deduct the embedded GST. A contractor with a GST registration number can claim input tax credits from Canada Revenue Agency.

3. **Miscellaneous Expenses** (e.g., business telephone/fax calls, newspapers, etc.):

Miscellaneous expenses will be paid if supported by original receipts and in our opinion are necessarily incurred by you in providing the service. Contact the contract manager before incurring any miscellaneous expenses.

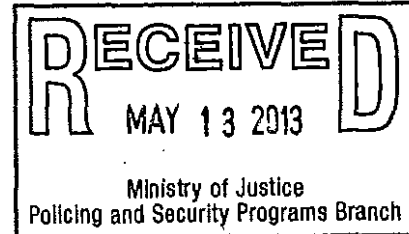


Lee Doney  
RLD Strategies  
4457 Narvaez Crescent  
Victoria, BC V8N 2S7

Phone: 250-592-5435  
Cell: s22  
Email: s22

## INVOICE

April 30, 2013



Ministry of Justice and Attorney General  
Police Service Branch  
Attention Clayton D Pecknold  
Re: Ministry Contract Number C13CFFS27660  
Period: February 3-March 31 2013

Services: Providing service as lead facilitator to assist City of Victoria and Township of Esquimalt to develop new amalgamated policing framework.

Rate: s21 148.5 hours

Fee Claim for period	\$ 29,700.00
HST @ 12%	\$ 3,564.00

<b>TOTAL</b>	<b>\$ 33,264.00</b>
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GOODS AND/OR SERVICES  
RECEIVED  
Prices and Extensions  
Certified Correct

*Betty Gray*  
\_\_\_\_\_  
Betty Gray

*Lee Doney*  
\_\_\_\_\_  
Lee Doney

Subject	Location	Start	End	Categories	Dur...
Categories: Police services (220 items)					
11:30am p/c with Clayton P...		Thu 07/02/2013 11:30 ...	Thu 07/02/2013 12:30 ...	Police services	1 hour
VicPD/Esq (Lee Doney, Lau...		Fri 08/02/2013 11:00 A...	Fri 08/02/2013 12:00 P...	Police services	1 hour
Police services prep for Nat...		Mon 11/02/2013 12:0...	Mon 11/02/2013 2:30 ...	Police services	2.5 ho...
meet Chris nation		Tue 12/02/2013 3:30 P...	Tue 12/02/2013 4:30 P...	Police services	1 hour
Police services draft		Wed 13/02/2013 10:3...	Wed 13/02/2013 1:30 ...	Police services	3 hours
Police services prep		Thu 14/02/2013 11:00 ...	Thu 14/02/2013 1:00 P...	Police services	2 hours
Meeting Vic and Esp		Thu 14/02/2013 1:00 P...	Thu 14/02/2013 2:00 P...	Police services	1 hour
stats meeting Ray Longsdale		Thu 14/02/2013 2:00 P...	Thu 14/02/2013 4:30 P...	Police services	2.5 ho...
Meet Laurie pre call		Fri 15/02/2013 12:00 P...	Fri 15/02/2013 1:30 PM	Police services	1.5 ho...
Aministrative cossting call	s15	Fri 15/02/2013 1:30 PM	Fri 15/02/2013 2:00 PM	Police services	30 min...
police services		Sun 17/02/2013 3:00 P...	Sun 17/02/2013 5:30 P...	Police services	2.5 ho...
Adm issues re framework		Mon 18/02/2013 4:00 ...	Mon 18/02/2013 5:30 ...	Police services	1.5 ho...
Laurie Hurst		Tue 19/02/2013 10:30 ...	Tue 19/02/2013 12:00 ...	Police services	1.5 ho...
Esquimalt-Victoria Policing		Fri 22/02/2013 11:15 A...	Fri 22/02/2013 12:45 P...	Police services	1.5 ho...
police services		Sat 23/02/2013 9:00 AM	Sat 23/02/2013 10:30 ...	Police services	1.5 ho...
meet VPB		Tue 26/02/2013 9:30 A...	Tue 26/02/2013 11:30 ...	Police services	2 hours
prep for meetings this week		Wed 27/02/2013 9:30 ...	Wed 27/02/2013 11:30...	Police services	2 hours
Dispute Resolution for Poli...		Thu 28/02/2013 1:30 P...	Thu 28/02/2013 2:30 P...	Police services	1 hour
Options for Cost Share For...		Fri 01/03/2013 11:00 A...	Fri 01/03/2013 1:00 PM	Police services	2 hours
review police services draft		Sat 02/03/2013 8:00 AM	Sat 02/03/2013 10:00 ...	Police services	2 hours
redraft agreement		Sun 03/03/2013 3:00 P...	Sun 03/03/2013 8:00 P...	Police services	5 hours
draft agreement edits		Mon 04/03/2013 3:30 ...	Mon 04/03/2013 6:30 ...	Police services	3 hours
draft framework		Tue 05/03/2013 10:00 ...	Tue 05/03/2013 12:00 ...	Police services	2 hours
redraft agreement		Tue 05/03/2013 6:00 P...	Tue 05/03/2013 11:00 ...	Police services	5 hours
Key Performance Measures...		Wed 06/03/2013 1:30 ...	Wed 06/03/2013 4:00 ...	Police services	2.5 ho...
performance measures red...		Wed 06/03/2013 4:00 ...	Wed 06/03/2013 11:00...	Police services	7 hours
police services redraft agre...		Thu 07/03/2013 10:00 ...	Thu 07/03/2013 3:00 P...	Police services	5 hours
Police Meeting agreement		Fri 08/03/2013 1:30 PM	Fri 08/03/2013 3:30 PM	Police services	2 hours
REview financial agreement		Sat 09/03/2013 9:00 AM	Sat 09/03/2013 1:00 PM	Police services	4 hours
redraft agreement with law...		Sat 09/03/2013 1:00 PM	Sat 09/03/2013 8:00 PM	Police services	7 hours
meet lawyer redraft		Sun 10/03/2013 11:00 ...	Sun 10/03/2013 1:00 P...	Police services	2 hours
Meet Linda Lee		Mon 11/03/2013 9:00 ...	Mon 11/03/2013 10:00...	Police services	1 hour
Baord presentation		Mon 11/03/2013 2:30 ...	Mon 11/03/2013 6:00 ...	Police services	3.5 ho...
Board Presentationn Draft		Tue 12/03/2013 10:00 ...	Tue 12/03/2013 1:00 P...	Police services	3 hours
Board meeting		Tue 12/03/2013 5:00 P...	Tue 12/03/2013 8:00 P...	Police services	3 hours
debrief Board members		Wed 13/03/2013 9:00 ...	Wed 13/03/2013 12:00...	Police services	3 hours
agenda and notes		Thu 14/03/2013 1:00 P...	Thu 14/03/2013 8:00 P...	Police services	7 hours
funding formula meeting		Fri 15/03/2013 1:00 PM	Fri 15/03/2013 4:30 PM	Police services	3.5 ho...
redraft formula		Fri 15/03/2013 5:00 PM	Fri 15/03/2013 10:00 P...	Police services	5 hours
Prep for Board meeting an...		Sat 16/03/2013 9:00 AM	Sat 16/03/2013 12:30 ...	Police services	3.5 ho...
draft and circulate minutes		Sun 17/03/2013 9:00 ...	Sun 17/03/2013 11:30 ...	Police services	2.5 ho...
police services meeting		Mon 18/03/2013 1:00 ...	Mon 18/03/2013 4:00 ...	Police services	3 hours
follow up on meeting		Wed 20/03/2013 2:00 ...	Wed 20/03/2013 4:00 ...	Police services	2 hours
po9lice services report		Thu 21/03/2013 2:00 P...	Thu 21/03/2013 4:00 P...	Police services	2 hours
Police services framework a...		Fri 22/03/2013 12:30 P...	Fri 22/03/2013 4:00 PM	Police services	3.5 ho...
Police services final offer		Sat 23/03/2013 9:00 AM	Sat 23/03/2013 12:00 ...	Police services	3 hours
Police services redraft agre...		Fri 29/03/2013 8:00 AM	Fri 29/03/2013 1:00 PM	Police services	5 hours
Police Services redraft and ...		Sat 30/03/2013 9:00 AM	Sat 30/03/2013 6:00 PM	Police services	9 hours
Police services redraft agre...		Sun 31/03/2013 9:00 ...	Sun 31/03/2013 5:00 P...	Police services	8 hours

(48.5)

Lee Doney  
RLD Strategies  
4457 Narvaez Crescent  
Victoria, BC V8N 2S7

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Cell: s22  
Email: s22 1

## INVOICE

May 6, 2013

Ministry of Justice and Attorney General  
Police Service Branch  
Attention Clayton D Pecknold  
Re: Ministry Contract Number C13CFFS27660  
Period: April 1-May 6 2013

Services: Providing service as lead facilitator to assist City of Victoria and Township of Esquimalt to develop new amalgamated policing framework.

Rate: s21 76 hours

Fee Claim for period	\$ 15,200.
GST @ 5%	\$ 760.

<b>TOTAL</b>	<b>\$ 15,960.</b>
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\_\_\_\_\_  
Lee Doney

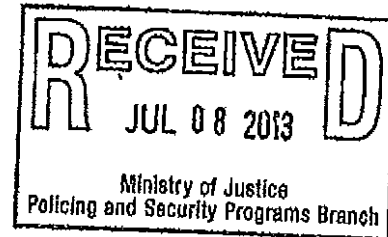
Lee Doney  
RLD Strategies  
4457 Narvaez Crescent  
Victoria, BC V8N 2S7

Phone: 250-592-5435  
Cell: s22  
Email: s22

## INVOICE

July 2, 2013

Ministry of Justice and Attorney General  
Police Service Branch  
Attention Clayton D Pecknold  
Re: Ministry Contract Number C13CFFS27660  
Period: May 6-July 1 2013



Services: Providing service as lead facilitator to assist City of Victoria and Township of Esquimalt to develop new amalgamated policing framework.

Rate: s21 54 hours ✓

Fee Claim for period	\$ 10,800.00
GST @ 5%	\$ 540.00

<b>TOTAL</b>	<b>\$ 11,340.00</b>
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GOODS AND/OR SERVICES  
RECEIVED  
Prices and Extensions  
Certified Correct

By: Betty King

Lee Doney

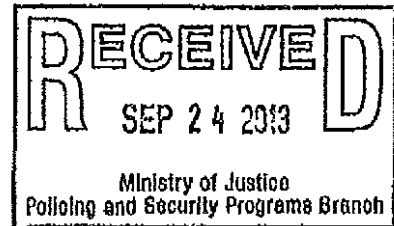
Subject	Location	Start	End	Categories	Dura...
Categories: Police services (128 items)					
meet mayor of esquimalt		Thu 09/05/2013 2:00 ...	Thu 09/05/2013 4:30 ...	Police services	2.5 hours
update email and calls re t...		Mon 13/05/2013 10:0...	Mon 13/05/2013 12:3...	Police services	2.5 hours
Meet Esquimalt council		Mon 13/05/2013 5:00 ...	Mon 13/05/2013 7:30 ...	Police services	2.5 hours
review status		Fri 10/05/2013 10:30 ...	Fri 10/05/2013 11:30 ...	Police services	1 hour
Presentation to Victoria Co...		Thu 23/05/2013 1:00 ...	Thu 23/05/2013 3:30 ...	Police services	2.5 hours
Police Services meeting w...		Fri 31/05/2013 2:00 PM	Fri 31/05/2013 4:30 PM	Police services	2.5 hours
briefing note for Clayton a...		Thu 30/05/2013 2:00 ...	Thu 30/05/2013 4:00 ...	Police services	2 hours
call from Victoria and follo...		Wed 29/05/2013 1:00 ...	Wed 29/05/2013 3:00 ...	Police services	2 hours
police services report		Sat 15/06/2013 9:00 A...	Sat 15/06/2013 12:00 ...	Police services	3 hours
police services report		Mon 17/06/2013 2:00 ...	Mon 17/06/2013 3:30 ...	Police services	1.5 hours
MLG presentation - Vic/Esq...	s15	Mon 24/06/2013 1:00 ...	Mon 24/06/2013 3:00 ...	Police services	2 hours
debrief Calyton and others		Mon 24/06/2013 3:00 ...	Mon 24/06/2013 4:30 ...	Police services	1.5 hours
Prep for meeting of MLG		Sun 23/06/2013 2:00 ...	Sun 23/06/2013 5:00 ...	Police services	3 hours
call with Clayton		Fri 21/06/2013 5:00 PM	Fri 21/06/2013 5:30 PM	Police services	30 min...
Report writing		Sat 29/06/2013 12:00 ...	Sat 29/06/2013 6:00 PM	Police services	6 hours
report writing		Sat 08/06/2013 8:00 A...	Sat 08/06/2013 2:00 PM	Police services	6 hours
report draft		Fri 10/05/2013 3:00 PM	Fri 10/05/2013 9:00 PM	Police services	6 hours
report draft and framework...		Wed 22/05/2013 1:00 ...	Wed 22/05/2013 8:00 ...	Police services	7 hours

Lee Doney  
RLD Strategies  
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Cell: s22  
Email: s22

## INVOICE

September 24, 2013



Ministry of Justice and Attorney General  
Police Service Branch  
Attention Clayton D Pecknold  
Re: Ministry Contract Number C13CFFS27660  
Period: July 1 -September 24 2013

Services: Providing service as lead facilitator to assist City of Victoria and Township of Esquimalt to develop new amalgamated policing framework.

Rate: s21 54 hours

Fee Claim for period	\$ 11,700.00
GST @ 5%	\$ 585.00

**TOTAL** **\$ 12285.00**

GOODS AND/OR SERVICES  
RECEIVED  
Prices and Extensions  
Certified Correct

By: Betty Gray

Lee Doney

Subject	Location	Start	End	Categories	Dura...
Categories: Police services (155 items)					
report review		Tue 02/07/2013 1:00 ...	Tue 02/07/2013 2:00 P...	Police services	1 hour
call with Clayton Pecknold...		Fri 12/07/2013 4:00 PM	Fri 12/07/2013 5:30 PM	Police services	1.5 hours
revise report		Sat 13/07/2013 8:00 A...	Sat 13/07/2013 10:30 ...	Police services	2.5 hours
Police Board meeting		Tue 09/07/2013 5:30 ...	Tue 09/07/2013 7:00 P...	Police services	1.5 hours
Discussion with Scott and r..		Wed 10/07/2013 8:00 ...	Wed 10/07/2013 10:3...	Police services	2.5 hours
Victoria/Esquimalt Policing..		Mon 22/07/2013 12:3...	Mon 22/07/2013 2:00 ...	Police services	1.5 hours
call re police		Thu 18/07/2013 11:30...	Thu 18/07/2013 1:00 P...	Police services	1.5 hours
police services		Wed 17/07/2013 2:30 ...	Wed 17/07/2013 3:30 ...	Police services	1 hour
police services report and ...		Fri 19/07/2013 1:00 PM	Fri 19/07/2013 5:00 PM	Police services	4 hours
Police services		Sat 27/07/2013 9:00 A...	Sat 27/07/2013 12:00 ...	Police services	3 hours
meet police services	s15	Fri 26/07/2013 12:30 ...	Fri 26/07/2013 3:00 PM	Police services	2.5 hours
police services		Thu 25/07/2013 8:00 ...	Thu 25/07/2013 9:00 ...	Police services	1 hour
debrief of meeting		Mon 22/07/2013 2:00 ...	Mon 22/07/2013 3:00 ...	Police services	1 hour
redraft report		Tue 23/07/2013 8:00 ...	Tue 23/07/2013 10:30 ...	Police services	2.5 hours
1:00pm p/c with Clayton P...		Fri 09/08/2013 1:00 PM	Fri 09/08/2013 2:00 PM	Police services	1 hour
9am Meeting with Clayton ..		Thu 15/08/2013 9:00 ...	Thu 15/08/2013 10:30 ...	Police services	1.5 hours
final draaft report		Wed 14/08/2013 1:00 ...	Wed 14/08/2013 6:00 ...	Police services	5 hours
draft fnal report		Tue 13/08/2013 1:00 ...	Tue 13/08/2013 5:00 P...	Police services	4 hours
prep for meeting		Fri 09/08/2013 12:00 ...	Fri 09/08/2013 1:00 PM	Police services	1 hour
report final draft		Thu 08/08/2013 1:30 ...	Thu 08/08/2013 3:00 P...	Police services	1.5 hours
revise draft		Sun 18/08/2013 1:00 ...	Sun 18/08/2013 3:30 P...	Police services	2.5 hours
legal review of framework		Sun 25/08/2013 9:00 ...	Sun 25/08/2013 12:00 ...	Police services	3 hours
review report		Thu 22/08/2013 11:00...	Thu 22/08/2013 12:30 ...	Police services	1.5 hours
legal framework		Sat 24/08/2013 9:00 A...	Sat 24/08/2013 12:00 ...	Police services	3 hours
finalize report		Tue 03/09/2013 6:30 ...	Tue 03/09/2013 8:00 P...	Police services	1.5 hours
review framework agreeme...		Fri 20/09/2013 2:00 PM	Fri 20/09/2013 6:00 PM	Police services	4 hours
review framework agreemo...		Tue 10/09/2013 1:00 ...	Tue 10/09/2013 3:00 P...	Police services	2 hours

27 hours