



Government Communications and Public Engagement  
Work Order Request  
(Draw Down Form)

Supplier: Mustel Research Group Ltd.

Standing Offer # SO-GCPE 000-703

Project: BC on the Move Province-wide telephone recruit-to-web online poll

Project Start Date: November 2014

Delivery Date: December 2014

Description of Project: In addition to online engagement activities and stakeholder meetings conducted as part of B.C. on the Move, it is recommended that an opinion poll be conducted to gather public opinion through a random sample of British Columbians. The poll results would complement the results of the public engagement which includes those who self-select into the engagement process. The poll questions would be the same as those in the public engagement survey, and will serve as a useful comparison to show input from a randomly-selected sample of British Columbians vs. those who self-select into the engagement

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Description	Number of Units	Rate per Unit	Estimated Cost
RESEARCH SERVICES (includes sample design, questionnaire design, technical writing, data adjustment / cleaning, program evaluation, survey project management) (Template to be modified based on services/rates included in Standing Offer)			
Telephone Recruitment s.21			\$ 36,808.00
Research Manager			\$ 2,625.00
Project Manager			\$ 1,250.00
Survey Programming/Data Processing (Clerical/technical)	s21		\$ 2,420.00
Data adjustment/Cleaning (Clerical/technical)			\$ 2,640.00
Report Preparation (DTP/Clerical/technical)			\$ 440.00
FOCUS GROUP COSTING			
Focus Group Moderator			
Focus Group Facilities			
Facility Rental			
Hosting Services			
Equipment Usage			
Catering Charges			
OMNIBUS SURVEY			
Closed Survey			
Open Survey			
Panel Surveys			
Intercept Surveys			
OTHER COSTS			
Sampling (incl. Set up and cost per record to be dialed)	n/a	n/a	\$ 2,800.00
SUB-CONTRACTED SERVICES			
Sub-total			\$48,981.00
PST if Applicable			
Total			\$48,981.00

Please note that FINAL COSTS MAY VARY +/- 10%

To be completed by SUPPLIER	Docket #:
<i>Evi Mustel</i>	
Authorized Signatory Approval	Print Name
	Evi Mustel
	Date: 13 Nov 2014

To be completed by GCPE	Work Order #: <i>W1521</i>
<i>Nancy D. Manjila</i>	<i>Nov 17/14</i>
GCPE Division Approval	Print Name
	Date

To be completed by MINISTRY OR GCPE EXPENSE AUTHORITY	Project #:
<i>K. PEDERSEN</i>	<i>NOV 17/14</i>
Expense Authority Approval	Print Name
	Date



MUSTEL GROUP  
MARKET RESEARCH

## BC on the Move Consultation Research

### Research Objectives

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As we understand, a province-wide public consultation will be conducted by Kirk and Co. in the fall of 2014 on behalf of the Ministry of Transportation and Infrastructure to obtain feedback regarding the BC on the Move initiative. As part of this process the consultation team would like to conduct a survey among a randomly selected sample of BC residents, repeating the approach employed in previous consultations.

### Methodology – Telephone Recruit to Web Survey

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402 – 1505 West Second Avenue Vancouver BC V6H 3Y4

general@mustelgroup.com www.mustelgroup.com Tel 604.733.4213 Fax 604.733.5221

## Budget & Timing

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The telephone recruit and subsequent completion of online surveys is anticipated to take approximately one month, aiming to provide results as soon as possible on completion, understanding a deadline date of December 12<sup>th</sup> exists.

Precise dates to be confirmed according to the requirements of the client.

## Budget

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The cost to complete the BC-wide Poll including reporting is \$54,000 plus GST.

## **Pedersen, Kirsten TRAN:EX**

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**From:** Karen Schroder <karenschroder@kirkandco.ca>  
**Sent:** Wednesday, November 12, 2014 4:37 PM  
**To:** Pedersen, Kirsten TRAN:EX  
**Subject:** Mustel Research

Hi Kirsten,  
Judy asked me to provide the name and contact information of the person we have been working with at Mustel regarding polling for BC on the Move.

Matt knows you will be in contact directly.

Matt Shepherd:  
[mshepherd@mustelgroup.com](mailto:mshepherd@mustelgroup.com)  
604.742.2242 (direct)

Thanks, K



## **Pedersen, Kirsten TRAN:EX**

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**From:** Bicknell, Liz M GCPE:EX  
**Sent:** Friday, November 7, 2014 4:39 PM  
**To:** Pedersen, Kirsten TRAN:EX; Parkes, Norm E TRAN:EX  
**Cc:** Chambers, Craig GCPE:EX  
**Subject:** Polling for BC on the Move  
**Attachments:** BC on the Move Province-wide Polling Survey Nov 2014.pdf

Kirsten: as discussed. I know Craig has been working with Norm on this.

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**From:** Dila, Mary GCPE:EX  
**Sent:** Friday, November 07, 2014 04:16 PM  
**To:** Bicknell, Liz M GCPE:EX  
**Cc:** Stewart, Dawn M GCPE:EX; Doidge, Tracey GCPE:EX  
**Subject:** FW: Polling for BC on the Move

As discussed. Reminder that we need ministry to identify project requirements for research. From there we can get one of our vendors from GCPE standing offer list to create a work order.

Mary

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**From:** Karen Schroder [<mailto:karenschroder@kirkandco.ca>]  
**Sent:** Friday, November 7, 2014 1:04 PM  
**To:** Dila, Mary GCPE:EX  
**Subject:** Polling for BC on the Move

Hi Mary,  
Just following up on the polling to accompany the stakeholder and public engagement for the BC on the Move Project. I understand from David Hume that this needs to be under a separate contract from the engagement and that I should touch base with you about the process for that and next steps.

Attached is an overview of the polling and associated cost. Please let me know if there anything further we can provide for this.

Thanks K

Karen Schroder | Director, Client Services  
Kirk & Co. Consulting Ltd.  
402 - 1250 Homer Street, Vancouver BC V6B 1C6  
Phone: 604.688.7220 | Email: [karenschroder@kirkandco.ca](mailto:karenschroder@kirkandco.ca) | [www.kirkandco.ca](http://www.kirkandco.ca)

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## **Pedersen, Kirsten TRAN:EX**

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**From:** Bicknell, Liz M GCPE:EX  
**Sent:** Friday, November 7, 2014 5:05 PM  
**To:** Pedersen, Kirsten TRAN:EX; Parkes, Norm E TRAN:EX  
**Cc:** Chambers, Craig GCPE:EX; Rorison, Trish GCPE:EX  
**Subject:** FW: Draw down estimate for BC on the Move  
**Attachments:** Process for accessing the list - Non-Advertising Research.docx;  
GCPE\_QualifiedSuppliersStandingOffer\_DawnStewart\_Oct12.xlsx; Research Workorder  
PST.XLSX

Kirsten: further paper work on this. I think Norm has this all in hand. I know Dave and Judy have connected also on this. The relevant procurement paper work needs to be completed, but as discussed, I believe Norm is on this.

Thx.

**From:** Dila, Mary GCPE:EX  
**Sent:** Friday, November 7, 2014 11:48 AM  
**To:** Bicknell, Liz M GCPE:EX  
**Cc:** Hume, David GCPE:EX  
**Subject:** FW: Draw down estimate for BC on the Move

Liz: Just following up... Is ministry pursuing research via SO vendor as discussed? Thanks.

**From:** Doidge, Tracey GCPE:EX  
**Sent:** Monday, November 3, 2014 12:32 PM  
**To:** Bicknell, Liz M GCPE:EX; Rorison, Trish GCPE:EX  
**Cc:** Stewart, Dawn M GCPE:EX; Dila, Mary GCPE:EX; Hume, David GCPE:EX; Champion, Denise GCPE:EX  
**Subject:** RE: Draw down estimate for BC on the Move

Hi Liz, Trish:

Please forward to the appropriate Ministry Contact for this project:

Please refer to the attached "process", "standing offer list" and "work order" for the Non-advertising Research Standing Offers.

We recommend you work with your ministries procurement specialist to determine the best approach for your ministry to obtain these services. Please also work with Mary Dila, GCPE's Executive Director of Marketing, as Mary is required to sign-off on all research work orders.

Thank you,  
Tracey

**From:** Dila, Mary GCPE:EX  
**Sent:** Monday, November 3, 2014 11:09 AM  
**To:** Hume, David GCPE:EX; Bicknell, Liz M GCPE:EX; Rorison, Trish GCPE:EX; Doidge, Tracey GCPE:EX  
**Cc:** Chambers, Craig GCPE:EX; Stewart, Dawn M GCPE:EX; Champion, Denise GCPE:EX; Gordon, Matt GCPE:EX  
**Subject:** RE: Draw down estimate for BC on the Move

Liz, Trish: I've spoken to Tracey. I understand there is a vendor on GCPE's Non-advertising research SO that has related experience relevant to this file. If that is the case they may be accessed through the SO.

Please contact Tracey directly (cc me) with research project requirements. The ministry must provide a description re the scope of work so that the research agency can develop a work order.

Thanks.

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**From:** Hume, David GCPE:EX  
**Sent:** Monday, November 3, 2014 8:48 AM  
**To:** Hume, David GCPE:EX; Bicknell, Liz M GCPE:EX; Dila, Mary GCPE:EX; Rorison, Trish GCPE:EX; Doidge, Tracey GCPE:EX  
**Cc:** Chambers, Craig GCPE:EX; Stewart, Dawn M GCPE:EX  
**Subject:** Re: Draw down estimate for BC on the Move

Spoke with Mary--she will be taking the lead on the research drawdown.

Trish and Liz--gave you each a call. Any other context from you?

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**From:** Hume, David GCPE:EX  
**Sent:** Monday, November 3, 2014 7:29 AM  
**To:** Hume, David GCPE:EX; Bicknell, Liz M GCPE:EX; Dila, Mary GCPE:EX; Rorison, Trish GCPE:EX; Doidge, Tracey GCPE:EX  
**Cc:** Chambers, Craig GCPE:EX; Stewart, Dawn M GCPE:EX  
**Subject:** Re: Draw down estimate for BC on the Move

Hey all--I can't seem to find my conference call info.

Does anyone have theirs handy?

Thanks,

D.

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**From:** Hume, David GCPE:EX  
**Sent:** Sunday, November 2, 2014 6:29 PM  
**To:** Bicknell, Liz M GCPE:EX; Dila, Mary GCPE:EX; Rorison, Trish GCPE:EX  
**Cc:** Chambers, Craig GCPE:EX; Stewart, Dawn M GCPE:EX  
**Subject:** Re: Draw down estimate for BC on the Move

Okay, I will try and get a call number out.

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**From:** Bicknell, Liz M GCPE:EX  
**Sent:** Sunday, November 2, 2014 4:04 PM  
**To:** Dila, Mary GCPE:EX; Rorison, Trish GCPE:EX  
**Cc:** Hume, David GCPE:EX; Chambers, Craig GCPE:EX; Stewart, Dawn M GCPE:EX  
**Subject:** Re: Draw down estimate for BC on the Move

I will participate in the call also.

**From:** Dila, Mary GCPE:EX  
**Sent:** Sunday, November 02, 2014 03:33 PM  
**To:** Rorison, Trish GCPE:EX  
**Cc:** Hume, David GCPE:EX; Chambers, Craig GCPE:EX; Bicknell, Liz M GCPE:EX; Stewart, Dawn M GCPE:EX  
**Subject:** Re: Draw down estimate for BC on the Move

Sure. Looping Dawn in as well...

Mary

Sent from my iPhone

On Nov 2, 2014, at 2:03 PM, "Rorison, Trish GCPE:EX" <[Trish.Rorison@gov.bc.ca](mailto:Trish.Rorison@gov.bc.ca)> wrote:

Hi David

That time works for me.

On Nov 2, 2014, at 2:00 PM, "Hume, David GCPE:EX" <[David.Hume@gov.bc.ca](mailto:David.Hume@gov.bc.ca)> wrote:

Hey there--I learned late Friday that MOTI intends to do some public opinion research to support BC on the Move, a strategy I support.

I have told them that we will need to issue a separate drawdown for that work on one of our research lists (instead of the CE list).

Judy and I spoke and she tells they are moving ahead with plans due to time constraints.

Could we talk tomorrow morning so we can get organized around this? Would 0830 work?

Thanks,

David

**From:** Karen Schroder <[karenschroder@kirkandco.ca](mailto:karenschroder@kirkandco.ca)>  
**Sent:** Friday, October 31, 2014 11:06 AM  
**To:** Hume, David GCPE:EX; Taekema, Jack GCPE:EX  
**Cc:** Doidge, Tracey GCPE:EX; Judy Kirk  
**Subject:** Draw down estimate for BC on the Move

Hi David and Jack,

As requested we have completed the attached draw-down estimate to include estimates for expenses and travel, along with our client service hours. There is further explanation of costs included in the estimate in the covering memo attached.

Please do not hesitate to call Judy or me to discuss further.

Thanks, K

<Kirk Co. Memo to MOTI re BC On the Move Estimate October 31 2014.pdf>

#### Process for accessing the list

1. Work with your ministries procurement specialist to determine the best approach for your ministry to obtain the services required; as well as, work with Mary Dila, Executive Director, Marketing and Communications Support Services, GCPE, as she is required to sign-off on all research work orders.
2. Discuss the project requirements with the supplier.
3. Obtain a quote from the supplier via email based on the agreed upon project requirements.
4. Assuming the quote is acceptable, ask the supplier to fill out a work order.
5. Review the work order to ensure that the draft order form is properly filled out (mainly to confirm project requirements and the final quote).
6. The supplier signs the work order, scans and emails to GCPE for review and approval (mainly to confirm rates of consulting services quoted in the work order).
7. GCPE approves and signs the work order, and emails to you for expense authority approval and signature.
8. Send the signed work order to the supplier (cc'ing GCPE). This indicates the start of the contract work.
9. The invoices are to be sent to GCPE for initial auditing.
10. GCPE forwards the audited invoices to you for signature and payment processing.

Research RSO Pricing										Ombus Survey Pricing/Sample Size	
Agency	Contact Info	Sr. Vice Pres.	Vice Pres.	Senior Research Analyst	Research Manager	Research Assistant	Clerical/ Technical	Focus Group Moderator	Closed	Open	
Innovative Research Group - SO-000701	Greg Lyle -- 604 885-0490										
Ipsos Reid Public Affairs - SO-000702	Kyle Braid -- 778-373-5130										
Mustel Research Group Ltd - SO-000703	Evi Mustel -- 604 742-2240										
NRG Research Group Inc. - SO-000704	Brian Owen -- 604 676-5646										
Phoenix Strategic Perspectives Inc. - SO-00705	Alethea Woods -- 778 239-9466										
R.A. Malatest & Associates Ltd. - SO-000706	Rob Malatest -- 250 384-2770										
Vision Critical Communications Inc. - SO-000707	Mario Canseco -- 604 647-3570										

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**Standing Offer Amendment #1**

**Citizen Engagement Services**

for

**Ministry of Technology, Innovation and Citizens' Services  
Government Communications and Public Engagement (GCPE)**

**Standing Offer Reference Number: SO-GCPE15-002**

**THIS STANDING OFFER AMENDMENT** is made the 1<sup>st</sup> day of October, 2014.

Kirk & Co. Consulting Ltd  
402 – 1250 Homer Street  
Vancouver, BC V6B 1C6  
Telephone: (604) 688-7220  
Contact: Judy Kirk, President  
e-mail [judykirk@kirkandco.ca](mailto:judykirk@kirkandco.ca)

(the "Offeror")

**HEREBY OFFERS TO SUPPLY, AS, IF AND WHEN REQUESTED, THE SERVICES  
ORIGINALLY DESCRIBED IN SCHEDULE "A", TO THE MINISTRY OF TECHNOLOGY,  
INNOVATION AND CITIZENS' SERVICES, GOVERNMENT COMMUNICATIONS AND  
PUBLIC ENGAGEMENT**

**THE AMENDMENT IS AS FOLLOWS:**

- (1) That "Schedule B – Fees and Expenses" shall be deleted in its entirety and replaced with the attached "Schedule B – Fees and Expenses".

**ALL OTHER TERMS AND CONDITIONS CONTAINED WITHIN THE STANDING OFFER WILL  
REMAIN THE SAME.**

**IN WITNESS WHEREOF** the undersigned extends this Amendment to the Standing Offer on the date first written above.

Signed by the Offeror:

Judy Kirk  
(Print Name)

  
(Authorized Signatory)

President  
(Print Title)

Nov. 10/14  
(Date)



# Kirk & Co.

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## MEMORANDUM

TO: David Hume, Ministry of Transportation and Infrastructure  
Jack Taekema, Director, Financial Operations

FROM: Karen Schroder, Director Client Services, Kirk & Co. Consulting Ltd.

CC: Judy Kirk, President, Kirk & Co. Consulting Ltd.

DATE: October 31, 2014

RE: B.C. On the Move – Drawdown Estimate

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The attached preliminary budget includes estimates for expenses (hard costs), sub-contractor services and travel, along with the client services, required to deliver the next phase of *B.C. on the Move: A 10-Year Transportation Plan*.

This phase includes logistics and meeting recording for stakeholder meetings around the province, and the analysis of input received from the public and stakeholders and the development of an engagement summary report summarizing this input.

The expenses listed in the attached are estimates only and could change based on the final meeting schedule/number of meetings, and the amount of feedback received from stakeholders and the public.

### Client Services

- See attached

### Printing of Discussion Guides:

- s.21 copies of the Discussion Guide
- **Total: approximately \$ 13,000 (+ GST)**

### Distribution of Discussion Guides:

- Approximately s.21 copies of the Guides were mailed to public libraries, First Nation Band Offices, MLA offices and Service BC offices across the province
- **Total: approximately \$11,200 (+ GST)**

Suite 402 – 1250 Homer Street  
Vancouver, BC V6B 1C6  
604 688 7220  
[www.kirkandco.ca](http://www.kirkandco.ca)

# Kirk & Co.

## Data Analysis:

- Cost for programming, hosting, coding, data processing and delivery of report, including the first 125 completed online surveys and 125 open ended submissions

**Total: approximately \$7,000 (+ GST)**

- For each additional 125 online surveys completed: 125 (+ GST). For this cost estimate, we have assumed receiving 125 surveys. The number of surveys received could be more or less than this.

**Total: approximately \$6,250 (+ GST)**

- For each additional 125 open-ended submissions 125 (+ GST), For this cost estimate, we have assumed receiving 125 open-ended submissions. The number of submissions received could be more or less than this.

**Total: approximately \$2,500 (+ GST)**

## Travel:

Assumptions for travel estimate include the following:

- Per diems - 125 per week 125 days of travel for 125 weeks) for 125 note-takers = 125 in total
- Hotel - average of 125 /night for 125 nights a week for 125 weeks for 125 note-takers
- Flights - average of 125 per flight per week for 125 weeks for 125 note-takers
- Misc. (e.g. parking, meeting supplies) - 125 a week for 125 weeks for 125 note-takers
- Ferries - 125 ferry trips at 125 a trip
- Mileages - 125 km at 125 /km

Regards,



Karen Schroder  
Director, Client Services

Attachment

Suite 402 - 1250 Homer Street  
Vancouver, BC V6B 1C6  
604 688 7220  
[www.kirkandco.ca](http://www.kirkandco.ca)

## B.C. on the Move Engagement: Stakeholder Meetings

### Kirk & Co. Rates

Kirk & Co.	Role	Rate
Judy Kirk, President	Lead Consultant	s.21
Anna Wright, Vice President	Lead Consultant	
Karen Schroder, Director, Client Services	Lead Consultant	
David Pankratz, Manager, Client Services	Lead Consultant	
Lisa Santos, Communications Coordinator	Support	
Carmen Bennett, Communications Coordinator (Meeting Recorder)	Support	
Kai-lani Rutland, Communications Coordinator (Meeting Recorder)	Support	
Caillin Katnich, Communications Assistant	Support	
Carrie Peacock, Meeting Recorder	Support	
Christel Guenette, Meeting Recorder	Support	
Selena Bull, Meeting Recorder	Support	
Amanda Huynh, Graphic Designer	Support	
Velma Sandr, Meeting notification/follow-up	Support	
Kurt Schindelka, Meeting notification/follow-up	Support	
Sophie Dowsley, Meeting notification/follow-up	Support	

### SCHEDULE B – RATES AND FEES

Community Meeting Rates:		
Karen Schroder	Lead consultant	s.21
Laura Abbott	Support	



Government Communications and Public Engagement  
Citizen Engagement Services  
Draw Down Form

Offeror: Kirk & Co. Consulting Ltd.

Standing Offer # 80-GOPE18-002

Project: B.C. on the Move: A 10-year Transportation Plan: COMMUNITY MEETINGS

Date: November 14, 2014

Order/Quote No:

detailed quotes outlining project deliverables, sub-contractor estimates to accompany all work orders, if applicable

Description	Quantity	Unit Price	Total
CLIENT SERVICES: (included and billed by SO Rates)			
Lead Consultant (Strategic Advice - see attached)			\$ 9,250.00
Lead Consultant (Project Management - see attached)			\$ 30,000.00
Support (Meeting set-up - see attached)			\$ 28,500.00
Lead Consultant (Inquiry Tracking - see attached)			\$ 3,000.00
Support (Inquiry Tracking - see attached)			\$ 3,000.00
Lead Consultant (Engagement Summary Report - see attached)			\$ 18,500.00
Support (Event management - see attached)			\$ 50,000.00
Support (Notification - follow-up calls)			\$ 18,500.00
HARD COSTS: (include total, attach details)			
NOTE THESE ARE ESTIMATES ONLY: Schedule and number of meetings could vary due to additional requests			
Printing of discussion guides			\$ 18,000.00
Distribution (mailing) of discussion guides			\$ 11,200.00
Meeting venues			\$ 1,350.00
SUB-CONTRACTOR SERVICES: (include total, attach details)			
NOTE THESE ARE ESTIMATES ONLY: total will depend on the volume of feedback received from public and stakeholders			
Cost for programming, hosting, coding, data processing and delivery of report			\$ 7,000.00
Data analysis online surveys			\$ 8,250.00
Data analysis open-ended submissions			\$ 2,500.00
TRAVEL: (in accordance with Group 1 Rates Expense for Consultants. Copies of all receipts required with the submission of proposal, when submitting invoice)			
NOTE THESE ARE ESTIMATES ONLY: Schedule and number of meetings could vary due to additional requests, weather delays etc.			
Mileage:			\$ 520.00
Parliament:			\$ 3,780.00
Hotel:			\$ 5,575.00
Ferry:			\$ 250.00
Airfare:			\$ 28,000.00
Misc. (no parking)			\$ 2,500.00
Sub-Total			\$ 245,445.00
PST (if applicable)			\$
Total			\$ 245,445.00

To be completed by OFFEROR

Authorized Signature Approval: *[Signature]* Print Name: *Jerry Kirk* Date: *Nov. 12/14*

To be completed by GOPE

Executive Director, Citizen Engagement Approval: *[Signature]* Print Name: *David Home* Date: *Nov 13/14*

To be completed by MINISTRY OR GOPE EXPENSE AUTHORITY

Expense Authority Approval: *[Signature]* Print Name: *Kirsten Pedersen* Date: *Nov 12/14*



Government Communications and Public Engagement  
Citizen Engagement Services  
Draw Down Form

Offeror: Kirk & Co. Consulting Ltd.

Standing Offer # SO-GCPE15-062

Project: B.C. on the Move: A 10-year Transportation Plan: COMMUNITY MEETINGS



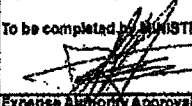
Date: November 14, 2014

Order/Quote No:

detailed quotes outlining project deliverables, sub-contractor estimates to accompany all workorders, if applicable

Description	Quantity	Unit Price	Total
<b>CLIENT SERVICES: (Itemized and totalled by SO Rates)</b>			
Lead Consultant (Strategic Advice - see attached)			\$ 8,280.00
Lead Consultant (Project Management - see attached)			\$ 30,000.00
Support (Meeting set-up - see attached)			\$ 28,500.00
Lead Consultant (Inquiry Tracking - see attached)			\$ 5,000.00
Support (Inquiry Tracking - see attached)			\$ 3,000.00
Lead Consultant (Engagement Summary Report - see attached)			\$ 18,500.00
Support (Event management - see attached)			\$ 60,000.00
Support (Notification - follow-up calls)			\$ 13,500.00
<b>HARD COSTS: (Include total, attach details)</b>			
NOTE THESE ARE ESTIMATES ONLY: Schedule and number of meetings could vary due to additional requests			
Printing of discussion guides			\$ 13,000.00
Distribution (mailing) of discussion guides			\$ 11,200.00
Meeting venues			\$ 1,360.00
<b>SUB-CONTRACTOR SERVICES: (Include total, attach details)</b>			
NOTE THESE ARE ESTIMATES ONLY: total will depend on the volume of feedback received from public and stakeholders			
Cost for programming, hosting, coding, data processing and delivery of report			\$ 7,000.00
Data analysis online surveys			\$ 8,280.00
Data analysis open-ended submissions			\$ 2,500.00
<b>TRAVEL: (In accordance with Group 1 Rates Expenses for Contractors. Copies of all receipts required, with the exception of per diem, when tabulating (provide))</b>			
NOTE THESE ARE ESTIMATES ONLY: Schedule and number of meetings could vary due to additional requests, weather delays etc.			
Mileage:			\$ 520.00
Per diem:			\$ 3,750.00
Hotel:			\$ 3,375.00
Ferry:			\$ 250.00
Airfare:			\$ 25,000.00
Misc. (ie Parking)			\$ 2,500.00
Sub-Total			\$ 245,445.00
PST (if applicable)			\$ -
Total			\$ 245,445.00

s.21

To be completed by OFFEROR		
	Judy Kirk	Nov. 12/14
Authorized Signatory Approval	Print Name	Date
To be completed by GCPE		
	David Hume	Nov 13/14
Executive Director, Citizen Engagement Approval	Print Name	Date
To be completed by MINISTRY OR GCPE EXPENSE AUTHORITY		
	Kirsten Pedersen	Nov 12/14
Expense Authority Approval	Print Name	Date

**CONFIDENTIAL FEE ESTIMATE**

Kirk &amp; Co. Consulting Ltd.: B.C. on the Move

**DRAFT: November 14, 2014**

Stakeholder Engagement: BC on the Move	Hours	Hourly Rate	Subtotal
<i>This fee estimate covers activities related to stakeholder meetings for B.C. on the Move and the development of an Engagement Summary Report. This estimate is subject to refinement following discussion with Government Communications and Public Engagement (GCPE).</i>			
<b>1.0 Stakeholder Engagement</b>			
<b>1.1 Strategic Advice</b>			
Judy Kirk, President		\$	6,250.00
<b>1.2 Project Management</b>			
Karen Schroder, Director, Client Services		\$	10,000.00
David Pankratz, Manager, Client Services		\$	20,000.00
<b>1.3 Meeting set-up/follow-up calls for stakeholder meetings</b>			
Lisa Santos, Communications Coordinator		\$	12,000.00
Caillin Katnich, Communications Assistant		\$	4,500.00
Carmen Bennett, Communications Coordinator (Event Manager)		\$	4,500.00
Kai-lani Rutland, Communications Coordinator (Event Manager)		\$	4,500.00
Meeting Notification		\$	19,500.00
<b>1.4 Inquiry Tracking Phone/Email</b>			
David Pankratz, Manager, Client Services		\$	5,000.00
Lisa Santos, Communications Coordinator		\$	3,000.00
<b>1.5 Engagement Summary Report</b>			
Judy Kirk, President		\$	2,000.00
Anna Wright, Vice President, Client Services		\$	3,750.00
Karen Schroder, Director, Client Services		\$	3,750.00
David Pankratz, Manager, Client Services		\$	10,000.00
<b>2.0 Event Management</b>			
<i>Please note, this assumes meetings on three days per week for five weeks</i>			
Total per event manager		\$	12,000.00
Total for five event managers		\$	60,000.00
<b>TOTAL</b>		\$	<b>168,750.00</b>

## **Pedersen, Kirsten TRAN:EX**

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**From:** Hume, David GCPE:EX  
**Sent:** Monday, December 15, 2014 4:53 PM  
**To:** Pedersen, Kirsten TRAN:EX  
**Cc:** Stewart, Dawn M GCPE:EX  
**Subject:** FW: Citizen Engagement Standing Offer Draw down for work on Tran 2025

Hi Kirsten—was this the email you were looking for?

**From:** Pedersen, Kirsten TRAN:EX  
**Sent:** October-08-14 1:16 PM  
**To:** Hume, David GCPE:EX  
**Cc:** Bicknell, Liz M GCPE:EX; Parkes, Norm E TRAN:EX; Duncan, Dave TRAN:EX  
**Subject:** RE: Citizen Engagement Standing Offer Draw down for work on Tran 2025

Hi David, further to the email below from Dave Duncan, Norm Parkes will be leading the ministry effort over the next several weeks with respect to the plan and execution of targeted stakeholder meetings across the province as part of the public engagement component of the 10 year plan.

Norm and I can now confirm that the ministry would like to retain consulting engagement services to support the management and execution of these stakeholder meetings across the province. With respect to your recommendation for proponent Kirk and Co due to their areas of expertise, prior experience and capacity, Norm and I confirm our agreement with this recommendation.

Please proceed to carry out the drawdown for these services. While the services and associated hours are described in general below, please note that Norm will be working to finalize these details over the next few days. I suggest that Norm and yourself stay in touch as these details are developed.

I have enjoyed working with you David. While I will be back on the project November 3 s22  
– I will be focusing primarily on plan development as opposed to the public engagement process, which Norm will be continuing to lead.

Thank you again for all of your help and assistance over the past few months.

Kirsten

**From:** Duncan, Dave TRAN:EX  
**Sent:** Monday, September 29, 2014 12:51 PM  
**To:** Hume, David GCPE:EX; Pedersen, Kirsten TRAN:EX  
**Cc:** Bicknell, Liz M GCPE:EX; Champion, Denise GCPE:EX; MacLennan, Alex GCPE:EX; Stewart, Dawn M GCPE:EX; Bain, Nancy TRAN:EX  
**Subject:** RE: Citizen Engagement Standing Offer Draw down for work on Tran 2025

Hey David

Apologies for not getting back to you sooner, and thank you for taking the time to loop me on this. I very much appreciate all of the effort that has gone into both development of public engagement materials for TRAN 2025 as well as standing offer for engagement services.

Unless you have any concerns, I'm going to leave it to Kirsten to provide you with confirmation and direction on this. Kirsten, as the Ministry project lead for TRAN 2025 engagement, has full authority to make these decisions on behalf of the Ministry. She will be in the best position to confirm the details of the needed engagement services.

Thanks again David for all the work that you and your team have put into this project. It is truly appreciated.

## Dave Duncan

Assistant Deputy Minister, Highways Department

Ministry of Transportation and Infrastructure

Office: (250) 387-4328

Cell: 250 215 1111

Email: [dave.duncan@gov.bc.ca](mailto:dave.duncan@gov.bc.ca)

**From:** Hume, David GCPE:EX

**Sent:** Friday, September 26, 2014 3:00 PM

**To:** Duncan, Dave TRAN:EX; Pedersen, Kirsten TRAN:EX

**Cc:** Bicknell, Liz M GCPE:EX; Champion, Denise GCPE:EX; MacLennan, Alex GCPE:EX; Stewart, Dawn M GCPE:EX

**Subject:** Citizen Engagement Standing Offer Draw down for work on Tran 2025

Dear Kirsten and Dave,

As you may be aware, GCPE is responsible for administering the Citizen Engagement Services Standing Offer, which you intend to use to secure resources for the next phase of the Transportation 2025: BC on the Move (Tran 2025) work.

I'd like to confirm the following with you with respect to work on Tran 2025 so that we can proceed to issue that drawdown early next week.

The services you are seeking include:

- Stakeholder analysis and outreach (estimated at 125 hours)
- Support for meetings, including staff preparation, organization, facilitation and note taking (estimated at 125 hours)
- Analysis of and reporting from online feedback and face to face meetings (estimated at 125 hours)
- Ongoing communications support and advice (estimated at 125 hours)
- Preparation of the final report from the consultations (estimated at 125 hours)

The duration of the drawdown will extend until March 31<sup>st</sup>.

The standing offer process says that we will make a determination about what supplier to use based on the Province's assessment of their experience and capacity relative to project requirements. Based on our collective assessment of their experience, Kirk and Co is the recommended service provider. Should you confirm your agreement, we will be adding a note to file that expresses the following rationale for this choice:

- Kirk and Co has significant experience with respect to consultation on transportation issues in British Columbia. Examples of specific projects that demonstrate their experience include their work on:
  - The Coastal Ferries Consultation and Engagement
  - The Safety and Speed Review
  - The development of the Sea-to-Sky Highway
- Their successful completion of these projects also reflects their familiarity with transportation stakeholders across the Province, making them a highly valuable resource. Their extensive experience with First Nations and working with remote communities will also be highly valuable for the execution of this project.



- The Province also has assessed their capacity to organize and deliver the type of meetings required by the Ministry of Transportation and Infrastructure as superior.

Please indicate your agreement to the above, and we will carry out the drawdown for services at our earliest convenience next week.

Regards,

David

David Hume  
Executive Director, Citizen Engagement  
Strategic Initiatives Division  
Province of British Columbia, Government Communications and Public Engagement  
250 589 9043 | [david.hume@gov.bc.ca](mailto:david.hume@gov.bc.ca) | Twitter: @dbhume

## Pedersen, Kirsten TRAN:EX

---

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Wednesday, December 10, 2014 2:39 PM  
**To:** Traverso, Mark TRAN:EX  
**Cc:** Hume, David GCPE:EX; Pedersen, Kirsten TRAN:EX; Bicknell, Liz M GCPE:EX  
**Subject:** RE: Kirk & Co. October Invoice - Payment Status  
**Attachments:** RE: Kirk & Co. October 2014 Invoice 3290 - For Payment Processing; FW: Kirk & Co. invoice OCT3289

Hi Mark,

The drawdown which was signed off by your Ministry Expense Authority, is the instrument that forms the contract with the vendor. The Standing Offer, which is very similar to a Corporate Supply Arrangement, was set-up by GCPE for all ministries to access; and allows the ministries to pay the vendors directly.

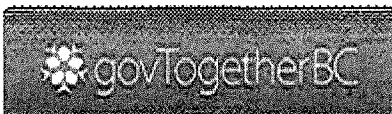
The e-mails I sent to Kristen, copies attached, advised the invoices have been audited and payment is required.

If your accounts dept. requires further info please do not hesitate to contact me.

Thank you

**Dawn Stewart**  
Manager, Financial Services

Government Communications and Public Engagement  
T 250 356-8595  
F 250 387-6687



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---

**From:** Traverso, Mark TRAN:EX  
**Sent:** Wednesday, December 10, 2014 2:17 PM  
**To:** Pedersen, Kirsten TRAN:EX  
**Cc:** Stewart, Dawn M GCPE:EX  
**Subject:** RE: Kirk & Co. October Invoice - Payment Status

My understanding is that GCPE pays this invoice under their contract with Kirk and Co. and then Journal Voucher's the costs to us (we don't hold the contract, so can't make a payment to Kirk and Co.)

You've approved the invoices, so we've added to our forecast, but we aren't doing the payment transaction itself.

---

**From:** Pedersen, Kirsten TRAN:EX  
**Sent:** Wednesday, December 10, 2014 1:31 PM  
**To:** Traverso, Mark TRAN:EX  
**Cc:** Stewart, Dawn M GCPE:EX  
**Subject:** FW: Kirk & Co. October Invoice - Payment Status  
**Importance:** High

Hi Mark – can you please advise ? Thanks

---

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Wednesday, December 10, 2014 12:53 PM  
**To:** Pedersen, Kirsten TRAN:EX  
**Cc:** 'Caillin Katnich'  
**Subject:** FW: Kirk & Co. October Invoice - Payment Status  
**Importance:** High

Hi Kristen,

Please advise payment status, invoices were sent to you on Nov 14<sup>th</sup>?

Thank you

**Dawn Stewart**  
Manager, Financial Services

Government Communications and Public Engagement  
T 250 356-8595  
F 250 387-6687



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**From:** Caillin Katnich [<mailto:caillinkatnich@kirkandco.ca>]  
**Sent:** Wednesday, December 10, 2014 12:34 PM  
**To:** Stewart, Dawn M GCPE:EX  
**Subject:** Kirk & Co. October Invoice

Hi Dawn,

Are you able to give me an update on the status of payment for our October invoices for BC on the Move? In total (hours and expenses), the amount is \$108,270.94.

I've attached the invoices and work order for your reference.

Thank you,

**Caillin Katnich | Communications Assistant/Executive Assistant to the President**

Kirk & Co. Consulting Ltd.

402 - 1250 Homer Street, Vancouver BC V6B 1C6

Phone: 604.688.7220 | Email: [caillinkatnich@kirkandco.ca](mailto:caillinkatnich@kirkandco.ca) | [www.kirkandco.ca](http://www.kirkandco.ca)

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Government Communications and Public Engagement  
Citizen Engagement Services  
Draw Down Form

Offeror: Kirk & Co. Consulting Ltd.

Standing Offer # SO-GCPE15-002

Project: B.C. on the Move: A 10-year Transportation Plan: COMMUNITY MEETINGS

Date: November 14, 2014

Order/Quote No:

detailed quotes outlining project deliverables, sub-contractor estimates to accompany all workorders, if applicable

Description	Quantity	Unit Price	Total
CLIENT SERVICES: (limited and listed by SO Rates)			
Lead Consultant (Strategic Advice - see attached)			\$ 6,280.00
Lead Consultant (Project Management - see attached)			\$ 30,000.00
Support (Meeting set-up - see attached)			\$ 28,500.00
Lead Consultant (Inquiry Tracking - see attached)			\$ 5,000.00
Support (Inquiry Tracking - see attached)			\$ 3,000.00
Lead Consultant (Engagement Summary Report - see attached)			\$ 10,500.00
Support (Event management - see attached)			\$ 60,000.00
Support (Notification - follow-up calls)			\$ 19,500.00
HARD COSTS: (include total, attach details)			
NOTE THESE ARE ESTIMATES ONLY: Schedule and number of meetings could vary due to additional requests			
Printing of discussion guides			\$ 15,000.00
Distribution (mailing) of discussion guides			\$ 11,200.00
Meeting venues			\$ 1,360.00
SUB-CONTRACTOR SERVICES: (include total, attach details)			
NOTE THESE ARE ESTIMATES ONLY: total will depend on the volume of feedback received from public and stakeholders			
Cost for programming, hosting, coding, data processing and delivery of report			\$ 7,000.00
Data analysis online surveys			\$ 6,280.00
Data analysis open-ended submissions			\$ 2,500.00
TRAVEL: (in accordance with Group 1 Rates Expenses for Contractors. Copies of all receipts required, with the exception of per diem, when submitting invoices)			
NOTE THESE ARE ESTIMATES ONLY: Schedule and number of meetings could vary due to additional requests, weather delays etc.			
Mileage:			\$ 520.00
Per diem:			\$ 3,760.00
Hotel:			\$ 3,375.00
Ferry:			\$ 250.00
Airfare:			\$ 25,000.00
Misc. (ie Parking)			\$ 2,500.00
Sub-Total			\$ 245,445.00
PST (if applicable)			\$
Total			\$ 245,445.00

To be completed by OFFEROR

Authorized Signatory Approval: *Judy Kirk* Print Name: Judy Kirk Date: Nov. 12/14

To be completed by GCPE

Executive Director, Citizen Engagement Approval: *Refer to attached* Print Name: David Hume Date: Nov 13/14

To be completed by MINISTRY OR GCPE EXPENSE AUTHORITY

Expense Authority Approval: *Kirsten Pedersen* Print Name: Kirsten Pedersen Date: Nov 12/14

**CONFIDENTIAL FEE ESTIMATE**

Kirk &amp; Co. Consulting Ltd.: B.C. on the Move

**DRAFT: November 14, 2014**

<b>Stakeholder Engagement: BC on the Move</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Subtotal</b>
<i>This fee estimate covers activities related to stakeholder meetings for B.C. on the Move and the development of an Engagement Summary Report. This estimate is subject to refinement following discussion with Government Communications and Public Engagement (GCPE).</i>			
<b>1.0 Stakeholder Engagement</b>			
<b>1.1 Strategic Advice</b>			
Judy Kirk, President		\$	6,250.00
<b>1.2 Project Management</b>			
Karen Schroder, Director, Client Services		\$	10,000.00
David Pankratz, Manager, Client Services		\$	20,000.00
<b>1.3 Meeting set-up/follow-up calls for stakeholder meetings</b>			
Lisa Santos, Communications Coordinator		\$	12,000.00
Caillin Katnich, Communications Assistant		\$	4,500.00
Carmen Bennett, Communications Coordinator (Event Manager)		\$	4,500.00
Kai-lani Rutland, Communications Coordinator (Event Manager)		\$	4,500.00
Meeting Notification		\$	19,500.00
<b>1.4 Inquiry Tracking Phone/Email</b>			
David Pankratz, Manager, Client Services		\$	5,000.00
Lisa Santos, Communications Coordinator		\$	3,000.00
<b>1.5 Engagement Summary Report</b>			
Judy Kirk, President		\$	2,000.00
Anna Wright, Vice President, Client Services		\$	3,750.00
Karen Schroder, Director, Client Services		\$	3,750.00
David Pankratz, Manager, Client Services		\$	10,000.00
<b>2.0 Event Management</b>			
<i>Please note, this assumes meetings on three days per week for five weeks. <sup>2</sup></i>			
Total per event manager		\$	12,000.00
Total for five event managers		\$	60,000.00
<b>TOTAL</b>		\$	<b>168,750.00</b>

## Stewart, Dawn M GCPE:EX

---

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Thursday, November 13, 2014 8:40 AM  
**To:** 'Karen Schroder'; 'Caillin Katnich'  
**Cc:** Hume, David GCPE:EX; Pedersen, Kirsten TRAN:EX; Parkes, Norm E TRAN:EX; Traverso, Mark TRAN:EX; Doidge, Tracey GCPE:EX  
**Subject:** FW: Kirk & Co. Drawdown, Fee Estimate - Updated - Expense Authority Approval Required  
**Attachments:** Untitled

Hi Karen & Caillin,

Signed work order attached. Please resend the invoices and applicable back-up, which are to be expensed against this draw down, we will get them audited and over to Kirsten for payment processing.

In future, when submitting invoices please ensure a copy of the signed work order is attached.

Thank you

**Dawn Stewart**  
Manager, Financial Services

Government Communications and Public Engagement  
T 250 356-8595  
F 250 387-6687



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**From:** Hume, David GCPE:EX  
**Sent:** Thursday, November 13, 2014 8:17 AM  
**To:** Stewart, Dawn M GCPE:EX  
**Cc:** Pedersen, Kirsten TRAN:EX; 'Karen Schroder'  
**Subject:** Re: Kirk & Co. Drawdown, Fee Estimate - Updated - Expense Authority Approval Required

Hi there--I am on the road. Please consider this email my approval and signature.

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Thursday, November 13, 2014 8:01 AM  
**To:** Hume, David GCPE:EX  
**Cc:** Pedersen, Kirsten TRAN:EX; 'Karen Schroder'  
**Subject:** FW: Kirk & Co. Drawdown, Fee Estimate - Updated - Expense Authority Approval Required

Hi David,

Please sign the attached work order and return. Karen at Kirk & Co, will be sending me the revised invoices for October, once they have a copy of the signed work order.

Thank you

**Dawn Stewart**

Manager, Financial Services

Government Communications and Public Engagement

T 250 356-8595

F 250 387-6687



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**From:** Pedersen, Kirsten TRAN:EX

**Sent:** Wednesday, November 12, 2014 4:29 PM

**To:** Stewart, Dawn M GCPE:EX

**Cc:** Hume, David GCPE:EX

**Subject:** RE: Kirk & Co. Drawdown, Fee Estimate - Updated - Expense Authority Approval Required

Attached

**From:** Stewart, Dawn M GCPE:EX

**Sent:** Wednesday, November 12, 2014 4:00 PM

**To:** Pedersen, Kirsten TRAN:EX

**Cc:** Hume, David GCPE:EX

**Subject:** Kirk & Co. Drawdown, Fee Estimate - Updated - Expense Authority Approval Required

**Importance:** High

Hi Kirsten,

Please sign expense authority on the attached revised work order and return.

Thank you

**Dawn Stewart**

Manager, Financial Services

Government Communications and Public Engagement

T 250 356-8595

F 250 387-6687



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**From:** Caillin Katnich [<mailto:caillinkatnich@kirkandco.ca>]  
**Sent:** Wednesday, November 12, 2014 3:51 PM  
**To:** Stewart, Dawn M GCPE:EX  
**Cc:** Karen Schroder  
**Subject:** Kirk & Co. Drawdown, Fee Estimate - Updated

Hi Dawn,  
Please find attached updated versions of the Drawdown and Fee Estimate.  
Thank you,  
Caillin

**Caillin Katnich | Communications Assistant/Executive Assistant to the President**  
Kirk & Co. Consulting Ltd.  
402 - 1250 Homer Street, Vancouver BC V6B 1C6  
Phone: 604.688.7220 | Email: [caillinkatnich@kirkandco.ca](mailto:caillinkatnich@kirkandco.ca) | [www.kirkandco.ca](http://www.kirkandco.ca)

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## Kujanpaa, Leila GCPE:EX

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**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Thursday, November 13, 2014 9:52 AM  
**To:** Kujanpaa, Leila GCPE:EX  
**Subject:** FW: Kirk & Co. October 2014 Invoice  
**Attachments:** Kirk&Co. Invoice# OCT3289 to GCPE for BC on the Move.pdf; Kirk&Co. Invoice# OCT3290 to GCPE for BC on the Move.pdf; 20141113092919.pdf

Hi Leila,

Please audit.

Thank you

Dawn Stewart  
Manager, Financial Services

Government Communications and Public Engagement  
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F 250 387-6687



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**From:** Caillin Katnich [<mailto:caillinkatnich@kirkandco.ca>]

**Sent:** Thursday, November 13, 2014 9:23 AM

**To:** Stewart, Dawn M GCPE:EX

**Cc:** Hume, David GCPE:EX; Pedersen, Kirsten TRAN:EX; Parkes, Norm E TRAN:EX; Traverso, Mark TRAN:EX; Doidge, Tracey GCPE:EX

**Subject:** Kirk & Co. October 2014 Invoice

Hi Dawn,

Please find attached Kirk & Co. invoices #OCT3289 and #OCT3290 for work completed in October, as well as a signed copy of the work order.

Kindly confirm receipt. Please let me know if there's anything else I can provide.

Thank you,

Caillin

Caillin Katnich | Communications Assistant/Executive Assistant to the President  
Kirk & Co. Consulting Ltd.

402 - 1250 Homer Street, Vancouver BC V6B 1C6

Phone: 604.688.7220 | Email: [catlinkatnich@kirkandco.ca](mailto:catlinkatnich@kirkandco.ca) | [www.kirkandco.ca](http://www.kirkandco.ca)

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## Kujanpaa, Leila GCPE:EX

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**From:** Caillin Katnich <caillinkatnich@kirkandco.ca>  
**Sent:** Friday, November 14, 2014 3:11 PM  
**To:** Stewart, Dawn M GCPE:EX  
**Cc:** Hume, David GCPE:EX; Pedersen, Kirsten TRAN:EX; Parkes, Norm E TRAN:EX; Traverso, Mark TRAN:EX; Kujanpaa, Leila GCPE:EX; Santos, Lisa  
**Subject:** RE: Kirk & Co. October 2014 Invoice 3290 - Further Info Required  
**Attachments:** Copy of Copy of kirk Co.xlsx

Hi Dawn,  
Please find attached an updated spreadsheet with the information requested.  
If there's anything else I can do, please let me know. Lisa Santos or I will be in touch to clarify how we can add these details to our expenses invoice for November.  
Thank you,  
Caillin

Caillin Katnich | Communications Assistant/Executive Assistant to the President  
Kirk & Co. Consulting Ltd.

---

**From:** Stewart, Dawn M GCPE:EX [<mailto:Dawn.Stewart@gov.bc.ca>]  
**Sent:** November-13-14 3:06 PM  
**To:** Caillin Katnich  
**Cc:** Hume, David GCPE:EX; Pedersen, Kirsten TRAN:EX; Parkes, Norm E TRAN:EX; Traverso, Mark TRAN:EX; Kujanpaa, Leila GCPE:EX  
**Subject:** RE: Kirk & Co. October 2014 Invoice 3290 - Further Info Required  
**Importance:** High

Hi Caillin,

Outlined in the attached, and highlighted in yellow, are some questions regarding the travel expenses being claimed. We have also made several adjustments which are included.

- start and end times of travel is required to determine per diems being claimed,
- accommodation booked is not on the approved gov't travel listing, please advise as to why, I have attached the travel appendix for your information.

Once we receive this information, we will adjust the invoice accordingly and advise you of the revised invoice amount.

Thank you

**Dawn Stewart**  
Manager, Financial Services

Government Communications and Public Engagement  
T 250 356-8595  
F 250 387-6687



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**From:** Caillin Katnich [<mailto:caillinkatnich@kirkandco.ca>]

**Sent:** Thursday, November 13, 2014 9:23 AM

**To:** Stewart, Dawn M GCPE:EX

**Cc:** Hume, David GCPE:EX; Pedersen, Kirsten TRAN:EX; Parkes, Norm E TRAN:EX; Traverso, Mark TRAN:EX; Doidge, Tracey GCPE:EX

**Subject:** Kirk & Co. October 2014 Invoice

Hi Dawn,

Please find attached Kirk & Co. invoices #OCT3289 and #OCT3290 for work completed in October, as well as a signed copy of the work order.

Kindly confirm receipt. Please let me know if there's anything else I can provide.

Thank you,

Caillin

Caillin Katnich | Communications Assistant/Executive Assistant to the President

Kirk & Co. Consulting Ltd.

402 - 1250 Homer Street, Vancouver BC V6B 1C6

Phone: 604.688.7220 | Email: [caillinkatnich@kirkandco.ca](mailto:caillinkatnich@kirkandco.ca) | [www.kirkandco.ca](http://www.kirkandco.ca)

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# Christal Guenette Expenses

Date	Expense	Billed	Adjusted Amount	Notes
2014-10-29	71.2 km driven with personal car around Surrey, North Vancouver & Burnaby	\$37.02	\$0.00	Not considered travel as within 32 km of Headquarters
2014-10-22	Breakfast and lunch claimed while working in Greater Vancouver	\$25.25	\$0.00	Not considered travel
From Hotel receipt				
2014-10-28	full day per diem claimed	\$48.00	\$36.25	will need start time and end time of travel
2014-10-29	breakfast and lunch per diem claimed	\$25.25	\$25.25	will need start time and end time of travel
2014-10-29	hotel in North Vancouver	\$125.00	\$124.70	why is hotel being claimed?

7:30am start, 6:30pm end of day  
6:00pm start, 4:30pm end of day  
Employee stayed in same hotel as R. Mountney of MoTI to ensure timely arrival at Horseshoe Bay ferry terminal, early morning ferry to Gibsons for meeting in Gibsons

## Carrie Pascock Expense

2014-10-27	Oct 27-30/14 per diem claimed	\$166.75	\$166.75	will need start time and end time of travel
2014-10-27	in Kamloops	\$100.00	\$97.00	Did not use Prov Govt rate, should have cost \$97.00
2014-10-28	Remained in Prince George	\$100.00	\$130.00	rounded hotel cost, should be \$119.00
2014-10-29	in Williams Lake	\$100.00	\$120.05	rounded hotel costs, should be \$120.05

4:00pm start on October 27th; on road full days in Kamloops/Cheche Creek, Prince George, Williams Lake October 28th-30th, 8:00pm end of trip on Oct. 30th

## Carmen Bennett Expense

2014-10-22	Taxi from Kirk & Co to YVR	\$28.85	\$24.05	Prov Govt does not reimburse tips, amount should be \$24.05
2014-10-28	Flight to Cranbrook and return to Vancouver	\$472.25	\$474.25	Addition error, should be \$474.25
2014-10-29	Taxi from YVR to Kirk & Co.	\$25.78	\$25.05	Prov Govt does not reimburse tips, amount should be \$25.05
2014-10-30	Taxi to meeting venues	\$12.37	\$11.05	Prov Govt does not reimburse tips, amount should be \$11.05
2014-10-22	Oct 22 - 30/14 per diem claimed	\$217.25	\$192.00	will need start time and end time of travel
2014-10-23	in Nakusp	\$95.00	\$86.40	Meetings in Vancouver and Langley are not considered travel
2014-10-24	Castlegar	\$100.00	\$97.20	Rounded hotel cost, should be \$97.20
2014-10-29		\$95.00	\$95.00	Hotel not on Prov Gov't list

5:00am start on October 22nd; on road full days in Revelstoke/Nakusp, Nelson, Castlegar October 22nd-24th, 12:30pm end of trip on October 24th  
4:00pm start on Tuesday, October 28th; on road in Cranbrook night of Oct. 28th; full day in Invermere and Cranbrook; return travel to YVR on Oct. 29th; 8:00am start on October 30th, meetings in Langley and Vancouver (2), end of day 5:00pm on Oct. 30th

Hotel booked to remain consistent with previous booking made for Norm Parkos of MoTI

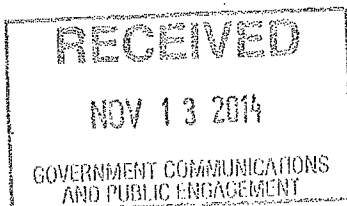
## Selina Bull Expense

2014-10-22	Taxi from Kirk & Co to YVR	\$32.50	\$28.00	Prov Govt does not reimburse tips, amount should be \$28.00
2014-10-30	Taxi from YVR to Kirk & Co	\$24.95	\$20.95	Prov Govt does not reimburse tips, amount should be \$20.95
2014-10-22	Oct 22 - 30/14 Per diem claimed	\$214.75	\$214.75	will need start time and end time of travel
2014-10-23	Fort St. John	\$125.00	\$125.00	Hotel not on Prov Gov't list
2014-10-29	in Terrace	\$95.00	\$95.00	Hotel not on Prov Gov't list
2014-10-30	in Queen Charlotte	\$95.00	\$95.00	Hotel not on Prov Gov't list

4:00pm start on October 22nd, overnight in Fort St. John; full day, end of day 11:00pm on Oct. 23rd  
6:30am start on October 28th, full days in Prince Rupert/Terrace, Massot, Queen Charlotte City October 28th-30th, end of day 6:00pm on October 30th  
Hotel booked to remain consistent with previous booking made for Scott Maxwell of MoTI  
No available rooms at government approved hotels  
Hotel booked to remain consistent with previous booking made for Scott Maxwell of MoTI

## Kal-lani Rutland Expense

2014-10-28	Taxi from YVR to Kirk & Co.	\$81.38	\$28.38	Prov Govt does not reimburse tips, amount should be \$28.38
2014-10-29	in Kamloops	\$100.00	\$108.00	Rounded hotel cost, should be \$108.00



**CLIENT:**

**Attn: Dawn Stewart, Standing Offer Administrator/Billing Contact**

DATE \_\_\_\_\_

October 31, 2014

**Progress Billing - October 15-31, 2014**

## BC On The Move

**Contract # SO-GCPE15-002**

**LINE TOTAL**

Thank you for the opportunity to be of service.

**Judith M. Kirk, President**

**2% per month interest charged on accounts over 30 days**

Kirk & Co. Consulting Ltd.  
402 - 1250 Homer Street Vancouver BC V6B 1C6  
O: 604.688.7220 F: 604.688.7250 E: judykirk@kirkandco.ca  
kirkandco.ca

# INVOICE

## AUDITED

14.11.14 UK

Judy Kirk  
Project Hours  
BC On The Move - Stakeholder Engagement

Oct-2014

1	
2	
3	
4	
5	
6	
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9	
10	
11	
12	
13	
14	
15	
16	Briefing and prep with note-takers for stakeholder meetings
17	Facilitate message training session and run through with N. Parkes and his MOTI team in preparation for stakeholder meetings; review logistics following prep session
18	
19	
20	Project management; local government and stakeholder meeting prep; call with N. Parkes
21	
22	Project management; stakeholder meetings
23	
24	
25	
26	
27	Call with Renee Mounteney RE: Q&A
28	
29	
30	
31	Project management; Discussions with Norm & David Hume.
TOTAL	

12'S

*Kirk & Co. Consulting Ltd.*



Anna Wright  
Project Hours

Oct-2014

BC On The Move - Stakeholder Engagement

1		
2		
3		
4		
5		
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12		
13		
14		
15	consultation logistics management	
16	consultation logistics management	
17		s.21
18		
19		
20		
21		
22	consultation logistics management	
23	Review survey results and discuss how results will be presented/organized in the summary report with David	
24		
25		
26		
27		
28		
29		
30		
31		
TOTAL		

Kirk & Co. Consulting Ltd.

Karen Schroder  
Project Hours

Oct-2014 BC On The Move - Stakeholder Engagement

1	
2	
3	
4	
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11	
12	
13	
14	
15	stakeholder meeting logistics
16	stakeholder meeting logistics
17	meeting prep session and follow-up stakeholder meeting logistics
18	
19	
20	logistics
21	estimate/logistics media protocols introduction - speaking notes
22	estimate/logistics
23	logistics review of feedback
24	Check-in call with Norm Parkes and follow-up weekly report out
25	
26	
27	
28	
29	cost estimate polling logistics stakeholder meeting set-up
30	
31	estimate
TOTAL	

12's

Kirk & Co. Consulting Ltd.

David Pankratz  
Project Hours

Oct-2014

BC On The Move - Stakeholder Engagement

1	
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14	
15	Coordination of email notification, mailing of discussion guides, stakeholder notification. / Review of the online survey; and email inquiries.
16	Notification emails to local government, and mailing logistics.
17	Meeting to discuss engagement logistics, mailing for stakeholders and email notification for stakeholders.
18	
19	Stakeholder logistics and meeting notifications.
20	Overview of meeting scheduling and logistics, follow up calls and emails to stakeholders. / Meeting and discussion regarding the website and the engagement plan.
21	Overview of meeting logistics for all local government meetings. Scheduling for stakeholder meetings. / Notification emails and mailing of discussion guide to First Nations.
22	Meeting and travel logistics.
23	Meeting and travel logistics, email and phone inquiries.
24	Meeting logistics, call to discuss the first week, and inquiries response.
25	
26	
27	Meeting logistics, inquiry response, survey results and tracking.
28	Email inquiries and review. / Meeting and travel logistics.
29	Meeting, staffing logistics, meeting note review and travel logistics. / Email inquiry response and follow up calls with key stakeholders.
30	Meeting logistics, stakeholder notification, email response, and follow up calls. / Inquiry tracking, and meeting attendance tracking.
31	Update call, travel logistics, and meeting preparation.
TOTAL	

s.21

Kirk & Co. Consulting Ltd.

Kal-lani Rutland  
Project Hours  
BC On The Move - Stakeholder Engagement

Oct-2014

1

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15 Team Meeting to discuss logistics. Logistics coordination for remainder of day. / Logistics coordination.

16 Team meeting to discuss next steps, further coordination of logistics and assistance gathering stakeholder info. / Coordination of logistics.

17 Coordination of logistics. / logistics coordination and transfer of materials to team.

12'S

18

19

20

21

22

23

24

25

26

27 Preparation of consultation kit, coordination of schedule logistics.

28 Preparation of materials, set-up of meeting in Penticton, meeting notes, take down of meeting materials. / Travel to Kamloops, clean up of notes, preparation for meetings next day.

29 Set-up of meeting, note taking and take down of meeting materials for both meetings in Vernon and Kelowna. / clean up of notes.

30 Logistics coordination and notes.

31 Logistics coordination and preparation for meetings. / Meeting logistics coordination.

TOTAL

Kirk & Co. Consulting Ltd.

Lisa Santos  
Project Hours

Oct-2014

BC On The Move - Stakeholder Engagement

1	
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14	
15	BC on the Move public engagement notification. / Materials prep; stakeholder notification prep; public inquiries.
16	Event logistics; meeting materials prep. / RSVPs update
17	Event logistics; meeting materials prep; BC on the Move team meeting (MoTI & Kirk & Co.) / Meeting RSVPs; materials prep.
18	
19	
20	Event logistics; materials prep. / Engagement notification.
21	Event logistics; meeting materials prep. / Update RSVPs for engagement meetings.
22	Event logistics; public inquiries; materials prep. / RSVP update for engagement meetings.
23	Event logistics; public inquiries; materials prep. / RSVP update for engagement meetings.
24	Event logistics; materials prep; administrative coordination.
25	
26	
27	Event logistics; public inquiries; public engagement materials prep. / RSVP update for BC on the Move engagement meetings.
28	Event logistics; public inquiries; stakeholder notification.
29	Event logistics; public inquiries; stakeholder notification coordination.
30	Event logistics; stakeholder notification coordination; public inquiries.
31	Event logistics; stakeholder notification; public inquiries.

s.21

TOTAL

Kirk & Co. Consulting Ltd.

Carmen Bennett  
Project Hours

Oct-2014

BC On The Move - Stakeholder Engagement

1	
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14	
15	Stakeholder outreach / Internal meeting to discuss engagement / Engagement travel schedule and logistics
16	Internal meeting to discuss engagement / Engagement scheduling and logistics
17	Meeting with B.C. on the Move team regarding engagement / Engagement logistics and scheduling
18	
19	
20	Internal meeting to discuss engagement / Engagement scheduling and logistics
21	Internal meeting to discuss engagement / Stakeholder engagement and scheduling / Engagement logistics and preparation
22	Total travel time (Vancouver/Revelstoke/Nakusp) / Meeting preparation / B.C. on the Move meeting with district staff / Local government engagement in Revelstoke / Meeting debrief and notes
23	Total travel time (Nakusp/Nelson/Castlegar) / Meeting preparation / Local Government engagement in Nakusp / Local Government engagement in Nelson / Meeting debrief / Engagement logistics and notes
24	Engagement meeting notes / Total travel time (Castlegar/Vancouver) / Internal meeting to discuss logistics
25	
26	
27	Engagement meeting call with HBE Alliance / B.C. on the Move logistics and meeting notes
28	B.C. on the Move logistics / Engagement meeting notes / Travel Vancouver to Cranbrook
29	Travel between meetings / Engagement meetings in East Kootenays / Travel Cranbrook to Vancouver / Engagement meeting notes and logistics
30	Stakeholder engagement meetings (ACEC, BC Road Builders, BCTA) / Travel between Lower Mainland meetings / Engagement meeting notes / B.C. on the Move scheduling
31	Internal meeting to discuss logistics / Stakeholder outreach / Engagement scheduling and logistics

TOTAL

Kirk & Co. Consulting Ltd.

12's

Caillin Katnich  
Project Hours

Oct-2014

BC On The Move - Stakeholder Engagement

- 1
- 2
- 3
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- 14
- 15 Project coordination; stakeholder notification and support; delivery of material to Minister Stone / Project support for K. Schroder, D. Pankratz
- 16 Call with P. Cousins re: week one of stakeholder meetings; travel, meeting space and schedule.  
Follow up actions / Project coordination; logistics organization for BC on the Move local government meetings  
Update meeting with team
- 17 Meeting coordination for P. Cousins re: week one with local government representative; follow up and logistics for Kamloops, Cache Creek, Prince George, Williams Lake, and Chilliwack meetings
- 18
- 19
- 20 Call with note-taker (Carrie Peacock) re: BC on the Move travel and accommodation; follow up with P. Cousins and D. Pankratz re: plan coordination / BC on the Move meeting coordination and updates to logistics and schedule
- 21 Stakeholder meeting logistics and updates; travel arrangements and coordination; update meeting with team
- 22 Updates to logistics for P. Cousins week one and two local government meetings; calls and follow up re: RSVP's to meetings in Kamloops, Cache Creek, Prince George and Williams Lake  
Correspondence with P. Cousins
- 23 Logistics updates and revision for P. Cousins re: five local government meetings; calls and invites to participants of week two and three meetings; coordination with Kirk & Co. team re: scheduling of next phase of stakeholder meetings
- 24 Local government meetings coordination, materials prep, RSVP confirmations; correspondence with note-taker and P. Cousins re: stakeholder meetings in early November  
Call with S. Maxwell re: meeting on Monday, October 27; follow up with K. Schroder
- 25
- 26
- 27

s.21

Kirk & Co. Consulting Ltd.

28  
29  
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31  
TOTAL

s.21

*Kirk & Co. Consulting Ltd.*



Selina Bull Project Hours	
Oct-2014	BC On The Move - Stakeholder Engagement
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16	Engagement logistics meeting. s.21
17	Message training meeting for B.C. on the Move.
18	
19	
20	Notification follow-up calls. / Event logistics
21	Notification follow-up calls. / Event logistics
22	Travel to FSJ for meetings. / Notification follow-up calls; event logistics.
23	FSJ engagement meetings; event logistics; editing meeting notes. / Return travel to Vancouver
24	Notification follow-up calls; event logistics.
25	
26	
27	Materials prep. / Notification follow-up calls; event logistics.
28	Travel for engagement meetings; meeting note taker. / Editing meeting notes; event logistics.
29	Travel for engagement meetings; meeting note taker / Editing meeting notes.
30	Travel for engagement meetings; meeting note taker. / Editing meeting notes.
31	Event logistics; materials prep; stakeholder notification. / Editing meeting notes
TOTAL	

Laura Abbott  
Project Hours

Oct-2014

BC On The Move - Stakeholder Engagement

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18	
19	
20	
21	Submission coordination
22	
23	
24	Consultation feedback
25	
26	
27	
28	Consultation feedback
29	Consultation feedback; scheduling
30	Enquiry calls
31	Enquiry calls
TOTAL	

12's

Kirk & Co. Consulting Ltd.

Carrie Peacock  
Project Hours  
BC On The Move - Stakeholder Engagement

Oct-2014

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23	
24	
25	
26	
27	Travel to Kamloops for upcoming engagement meetings.
28	Note taker for Kamloops and Cache Creek meetings. / Travel to Prince George; editing and formatting meeting notes.
29	Note taker for Prince George meeting; editing meeting notes; travel to Williams Lake.
30	Note taker for meeting in Williams Lake; editing and formatting meeting notes. / Travel to Vancouver
31	
TOTAL	

s.21

*Kirk & Co. Consulting Ltd.*

Christel Guenette  
Project Hours  
BC On The Move - Stakeholder Engagement

Oct-2014

1		
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21		
22	Travel to and from engagement meetings; note taker. / Editing and formatting meeting notes.	
23		
24		
25		
26		
27		
28	Travel to and from engagement meetings in West Vancouver and Pemberton; note taking. / Editing and formatting meeting notes.	
29	Travel to and from engagement meetings in Sechelt and Burnaby; note taking. / Editing and formatting meeting notes.	
30		
31		
TOTAL		

Kirk & Co. Consulting Ltd.

## Kujanpaa, Leila GCPE:EX

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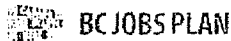
**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Monday, December 8, 2014 12:59 PM  
**To:** Kujanpaa, Leila GCPE:EX  
**Subject:** FW: Kirk & Co. November 2014 Invoice  
**Attachments:** Kirk&Co. Invoice# NOV3311 to GCPE for BC on the Move.pdf; Kirk&Co. Invoice# NOV3312 to GCPE for BC on the Move.pdf; 20141113092919.pdf

For auditing.

Thank you

**Dawn Stewart**  
Manager, Financial Services

Government Communications and Public Engagement  
T 250 356-8595  
F 250 387-6687



*This email message, including any attachments, is confidential and is intended only for the use of the person or persons to whom it is addressed unless I have expressly authorized otherwise. If you have received this communication in error, please delete the message, including any attachments, and notify me immediately by email or telephone.*

---

**From:** Caillin Katnich [<mailto:caillinkatnich@kirkandco.ca>]  
**Sent:** Monday, December 8, 2014 11:14 AM  
**To:** Stewart, Dawn M GCPE:EX  
**Cc:** Hume, David GCPE:EX; Pedersen, Kirsten TRAN:EX; Parkes, Norm E TRAN:EX; Traverso, Mark TRAN:EX; Kujanpaa, Leila GCPE:EX  
**Subject:** Kirk & Co. November 2014 Invoice

Hi there,

Please find attached Kirk & Co. invoice #NOV3311 for work completed in November, and invoice #NOV3312 for expenses incurred in November. The work order is also attached for your reference.

Kindly confirm receipt.

Thank you,

Caillin

Caillin Katnich | Communications Assistant/Executive Assistant to the President  
Kirk & Co. Consulting Ltd.  
402 - 1250 Homer Street, Vancouver BC V6B 1C6  
Phone: 604.688.7220 | Email: [caillinkatnich@kirkandco.ca](mailto:caillinkatnich@kirkandco.ca) | [www.kirkandco.ca](http://www.kirkandco.ca)

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**Pedersen, Kirsten TRAN:EX**

---

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Friday, December 12, 2014 3:02 PM  
**To:** Pedersen, Kirsten TRAN:EX  
**Cc:** Traverso, Mark TRAN:EX; Kujanpaa, Leila GCPE:EX  
**Subject:** Kirk & Co. invoice NOV3311 - For payment processing  
**Attachments:** Scan\_20141212.pdf  
  
**Importance:** High

Hi Kirsten,

Please find attached Kirk & Co. invoice NOV3311. It has been audited and is ready for Ministry QR and payment.

Thanks  
Dawn

## INDEX

**CLIENT:**

**GOVERNMENT COMMUNICATION AND PUBLIC ENGAGEMENT**

4TH Floor, 617 Government Street

PO Box 9409, Stn Govt.

**Victoria, BC**

V8W 9V1

**Attn: Dawn Stewart, Standing Offer Administrator/Billing Contact**

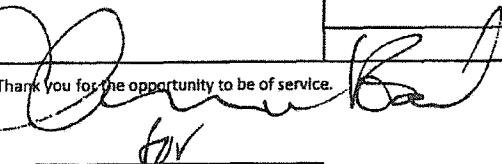
**INVOICE NO.**

NOV3311

**DATE** November 30, 2014

Progress Billing for November 2014		BC On The Move		Contract # SO-GCPE15-002		LINE TOTAL	
DESCRIPTION	NAME	RATE/HR	HOURS	TOTAL			
Strategic Communications and Consultation Advice	J. Kirk, President			1,250.00	1,250.00	✓	
	A. Wright, Vice Pres., Client Services			1,500.00	1,500.00	✓	
	K. Schroder, Director, Client Services			9,750.00	9,750.00	✓	
	D. Pankratz, Manager, Client Services			11,250.00	11,250.00	✓	
	K. Rutland, Comm Coordinator			10,425.00	10,425.00	✓	
	L. Santos, Comm Coordinator			13,950.00	13,950.00	✓	
	C. Bennett, Comm Coordinator			14,100.00	14,100.00	✓	
	C. Katnich, Comm Assistant			1,125.00	1,125.00	✓	
	S. Bull, Comm Assistant			16,575.00	16,575.00	✓	
	I. Abbott, Mgr Client Services			225.00	225.00	✓	
	C. Peacock, Notetaker			5,250.00	5,250.00	✓	
	C. Guenette, Notetaker			6,000.00	6,000.00	✓	
	**Hours have been revised to match fee estimate**						
				SUBTOTAL	\$ 91,400.00	✓	
				EXPENSES			
				GST 895594075 RT	\$ 4,570.00	✓	
				TOTAL	\$ 95,970.00	✓	

Thank you for the opportunity to be of service.



Judith M. Kirk, President

**2% per month interest charged on accounts over 30 days**

Kirk & Co. Consulting Ltd.  
402 - 1250 Homer Street Vancouver BC V6B 1C6  
O: 604.688.7220 F: 604.688.7250 E: judykirk@kirkandco.ca  
kirkandco.ca

**INVOICE  
AUDITED**  
14.12.12LK



	Judy Kirk
	Project Hours
Nov-2014	BC On The Move - Stakeholder Engagement
1	
2	
3	
4	
5	
6	Project management; issues/ideas key themes
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	Project management re: consultation summary report and polling, discussion with D. Duncan regarding plan
18	
19	
20	
21	Conference call with K. Pedersen and follow up with K. Schroder, D. Pankratz
22	
23	
24	
25	
26	
27	Conference call with D. Duncan re update on BC on the Move consultation
28	
29	
30	
TOTAL	

12's

	Anna Wright	
	Project Hours	
Nov-2014	BC On The Move - Stakeholder Engagement	
1		
2		
3		
4	consultation logistics management; David re. data analysis	
5	consultation logistics management; review coding for summary report	
6		
7		
8		
9		
10		
11		
12	consultation logistics management	
13	review/edlt meeting notes	
14		
15		
16		s.21
17		
18		
19	summary report development	
20		
21		
22		
23		
24		
25		
26	summary report development	
27		
28		
29		
30		
TOTAL		

Karen Schroder  
Project Hours

Nov-2014

BC On The Move - Stakeholder Engagement

1	
2	
3	
4	
5	
6	Project management re: drawdown
7	Project management re: drawdown / Engagement logistics
8	
9	
10	stakeholder meeting logistics
11	
12	Project management; re: drawdown / reporting, meeting notes review
13	
14	review of schedule, reporting
15	
16	
17	review of meeting notes meeting with Judy re: reporting
18	
19	summary report prep key theme review
20	review of notes, key themes
21	weekly call and follow-up interim report
22	
23	key themes key theme roll-up/count notes review
24	
25	
26	summary report
27	key themes review
28	
29	
30	
TOTAL	

12's

David Pankratz  
Project Hours

Nov-2014

BC On The Move - Stakeholder Engagement

1	
2	
3	Logistics, reporting and polling.
4	Logistics for stakeholder meetings and reporting
5	Logistics for meetings, meeting note review and survey reporting
6	Logistics for stakeholder meetings. / Meeting notes
7	Meeting logistics and inquiry response / Notification email, call and survey reporting
8	
9	
10	Stakeholder meeting logistics
11	
12	Inquiry response, tracking and First Nations letter development / Meeting note review
13	Logistics, meeting note review and email to First Nations
14	Weekly call, letter to First Nations and meeting logistics
15	
16	
17	Reporting logistics, polling update, meeting logistics
18	Meeting note review, and key theme review
19	Logistics / Meeting note review, key theme review and survey reporting
20	Logistics, meeting note review, and reporting.
21	Interim report development, logistics and meeting note review.
22	
23	Survey issues management, key theme review and reporting.
24	Interim report development and review.
25	Survey reporting, summary report discussions.
26	Logistics / Summary report development and reporting discussions
27	
28	Call, logistics and report.
29	
30	
TOTAL	

s.21

Kirk & Co. Consulting Ltd.

Kai-lani Rutland  
Project Hours  
BC On The Move - Stakeholder Engagement

Nov-2014

1	
2	
3	Logistics coordination and preparation of consultation materials. / Preparation of consultation materials.
4	Consultation meeting in Penikese, setup of meeting, note taking. / Consultation meetings and clean up of notes.
5	Consultation meetings and note taking. / Clean up of notes.
6	Wrap up of materials from weeks meetings.
7	
8	
9	
10	Review and touch up of notes.
11	
12	Meeting notes and logistics coordination.
13	
14	Preparation for meetings Nov 18/19.
15	
16	
17	Meeting notes, coordination of travel logistics, meeting prep. / BC on the Move Consultation Meetings
18	First Nations Meetings - Cache Creek and Kamloops. / Meeting note clean up.
19	First Nations Meetings - Kamloops and Kelowna. / Notes clean up and sent to David for review.
20	
21	Notes, preparation for next weeks meetings, organization and submission of week's materials.
22	
23	
24	Weekly wrap up of key themes. / Meeting preparation of consultation kit.
25	Stakeholder meeting Prince George, note taking. / BC on the Move, Williams Lake. Review of notes.
26	BC on the Move first nations meeting Alexis Creek, review of notes from previous meetings.
27	BC on the Move Stakeholder and First Nation meetings - Williams Lake / Williams Lake BC on the Move
28	Wrap up of meeting notes and consultation materials. / BC on the Move Consultation - Kamloops
29	
30	
TOTAL	

12's

5

Kirk & Co. Consulting Ltd.

Lisa Santos  
Project Hours

Nov-2014 BC On The Move - Stakeholder Engagement

1	Administrative coordination	
2	Stakeholder meeting RSVPs; event logistics.	
3	Event logistics; project coordination; public inquiries.	
4	Event logistics; public inquiries; project coordination	
5	Project coordination; event logistics; public inquiries; feedback coordination	
6	Event logistics; materials prep; project coordination.	
7	Event logistics; materials prep; project coordination; public inquiries.	
8		
9		
10	Event logistics; materials prep; project coordination; public inquiries; feedback coordination.	
11		
12	Event logistics; materials prep; project coordination; feedback coordination.	
13	Event logistics; project coordination; public inquiries.	
14	Public inquiries; event logistics; feedback coordination.	
15	Travel logistics	
16		s.21
17	Event logistics; project coordination; stakeholder notification.	
18	Feedback coordination; public inquiries; stakeholder notification	
19	Project coordination; event logistics; stakeholder notification.	
20	Event logistics; feedback coordination; project coordination.	
21	Feedback coordination; event logistics; stakeholder notification	
22		
23		
24	Feedback coordination; event logistics.	
25	Project coordination; event logistics	
26	Project coordination; stakeholder notification; event logistics; feedback coordination.	
27	Project coordination; public inquiries; meeting RSVPs.	
28	Project coordination; feedback coordination.	
29		
30	Project coordination	
TOTAL		

*Kirk & Co. Consulting Ltd.*

Carmen Bennett  
Project Hours

Nov-2014

BC On The Move - Stakeholder Engagement

1		
2	Travel to Grand Forks	
3	Engagement meetings in Grand Forks / Travel to Trail / Engagement meeting in Trail / Meeting notes / Travel to Kelowna	
4	Travel to Vancouver / Meeting notes and key themes / Engagement scheduling / Engagement logistics	
5	Engagement submission coding / Meeting notes / Engagement scheduling and logistics	
6	Engagement scheduling and logistics / Meeting notes	
7	Engagement scheduling and logistics / Meeting notes and summary	
8		
9		
10	Weekly meeting to discuss deliverables / Engagement scheduling and logistics / Meeting notes	
11		
12	Engagement scheduling and logistics / Meeting notes	
13	Meeting notes / Engagement meeting in Vancouver	
14	Meeting notes and summary / Engagement scheduling and logistics	
15		
16		
17	Meeting notes / Engagement planning and scheduling / Travel time Vancouver to Revelstoke	12's
18	Revelstoke meeting setup and debrief / Revelstoke engagement meeting / Total travel time / Engagement meeting in Golden	
19	Engagement meetings in Cranbrook / Meeting notes and engagement logistics / Meeting setup and debrief / Travel to Creston / Key themes summary	
20	Engagement meeting in Creston / Travel to Trail / Meeting notes and key themes / Travel to Nelson / Engagement meeting in Nelson / Meeting notes	
21	Engagement meeting and discussion in Trail / Travel time / Meeting notes	
22		
23		
24	Travel time and meeting prep / Coding and engagement logistics / Engagement meeting in Vancouver / Engagement meeting in Surrey / Meeting notes	
25	Engagement meetings in Vancouver / Meeting notes / Meeting prep and engagement logistics	
26	Engagement meeting in New Westminster / Engagement meeting in Vancouver / Engagement meeting in Richmond / Meeting prep and engagement logistics / Meeting notes / Travel between meetings	
27	Engagement meeting in Vancouver / Meeting preparation and travel / Meeting notes	
28	Meeting notes and key themes / Engagement meeting in Vancouver / Meeting and engagement logistics	
29		
30		†
TOTAL		

Kirk & Co. Consulting Ltd.

Caitlin Katrich Project Hours	
Nov-2014	BC On The Move - Stakeholder Engagement
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	Project coordination, support and updates for J. Kirk, K. Schroder; correspondence with K. Pedersen, T. Doidge re: consultation; logistics meeting with team
11	
12	Project coordination, support for K. Schroder Calls, emails with D. Hume, D. Stewart
13	Project coordination and support; follow up with D. Stewart re: work order and expenses
14	Project coordination; follow up with D. Stewart
15	s.21
16	
17	Project coordination, support
18	Project coordination
19	
20	
21	Project coordination, support for J. Kirk
22	
23	
24	
25	
26	
27	
28	
29	
30	1.5
<b>TOTAL</b>	



Selina Bull  
Project Hours

Nov-2014

BC On The Move - Stakeholder Engagement

1	Editing Meeting notes
2	Editing notes; travel Vancouver to Fort St. John
3	Travel Fort St. John to Dawson Creek; note-taking / Editing notes
4	Travel Fort St. John to Terrace; note-taking / Travel from Terrace to Smithers; editing notes
5	Event logistics; note-taking / Editing notes
6	Travel from Smithers to Burns Lake for stakeholder meetings; note-taking; Travel from Burns Lake to Smithers / Editing notes
7	Travel from Smithers to Vancouver; event logistics; editing notes
8	
9	
10	Event logistics; event coordination / Editing notes
11	
12	Travel Vancouver to Terrace / Event Coordination; event logistics; editing notes
13	Travel from Terrace to New Aiyansh for stakeholder meeting; travel from New Aiyansh back to Terrace; travel from Terrace to New Hazelton for stakeholder meeting; note-taking / Travel from New Hazelton to Smithers; travel from Smithers to Vancouver; editing notes
14	Event logistics; materials preparation; stakeholder notification; editing notes
15	
16	Travel from Vancouver to Prince Rupert
17	Note-taking; editing notes
18	Travel from Terrace to Vancouver (delayed) / Note-taking; editing notes.
19	Travel from Terrace to Vancouver (delayed) / Event coordination; event logistics; editing notes
20	Note-taking; event coordination / Event logistics; editing notes
21	Editing notes; event coordination; event logistics; materials preparation
22	
23	Travel from Vancouver to Fort St. John
24	Travel from Fort St John to Fort Nelson for stakeholder meeting; note- taking / Editing notes; travel from Fort Nelson to Fort St John
25	Note-taking for stakeholder meetings; editing notes / Travel from Fort St John to Vancouver
26	Editing notes; event coordination
27	Editing notes; stakeholder notification / Event coordination
28	Editing notes / Note-taking for stakeholder meeting
29	
30	
<b>TOTAL</b>	

12's

Laura Abbott  
Project Hours

Nov-2014

BC On The Move - Stakeholder Engagement

1	
2	
3	
4	Telephone enquiries
5	Telephone enquiries
6	
7	Telephone enquiries
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
TOTAL	

s.21

Carie Peacock  
Project Hours

Nov-2014

BC On The Move - Stakeholder Engagement

1		
2		
3		
4	Travel to & from BC on the Move meetings in Chilliwack; meeting note taker; editing and formatting meeting notes.	
5		
6		
7		
8		
9		
10		
11		
12		
13	Travel to BC on the Move meetings in Bella Coola; meeting note taker; editing and formatting meeting notes.	
14	Travel from BC on the Move meetings in Bella Coola; meeting note taker; editing and formatting meeting notes.	
15		
16		12'S
17		
18	Travel to BC on the Move meetings in Lillooet; meeting note taker; editing and formatting meeting notes.	
19	Travel to BC on the Move meetings in Lytton & Merritt; meeting note taker; editing and formatting meeting notes.	
20	Travel to and from BC on the Move meeting in Barriere; meeting note taker; editing and formatting meeting notes.	
21	Editing and formatting meeting notes.	
22		
23		
24		
25		
26		
27		
28		
29		
30		
TOTAL		

Kirk & Co. Consulting Ltd.

Christel Guenette

Project Hours

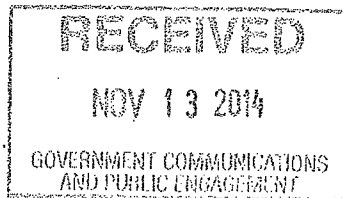
Nov-2014

BC On The Move - Stakeholder Engagement

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	Travel to & from BC on the Move meetings; meeting note taker for meetings in Abbotsford & Chilliwack; editing and formatting meeting notes.
14	Travel to & from BC on the move meetings in Chilliwack; meeting note taker; editing and formatting meeting notes.
15	
16	
17	
18	Travel to & from BC on the Move meetings in Pemberton; meeting note taker; editing and formatting meeting notes.
19	Travel to & from BC on the Move meetings in Sechelt; meeting note taker; editing and formatting meeting notes.
20	Travel to & from BC on the Move meetings in Pemberton; meeting note taker; editing and formatting meeting notes.
21	Editing and formatting meeting notes.
22	
23	
24	
25	
26	
27	Travel to & from BC on the Move meetings in Coquitlam; meeting note taker; editing and formatting meeting notes.
28	Travel to & from BC on the Move meetings in Pemberton; meeting note taker; editing and formatting meeting notes.
29	
30	
TOTAL	

s.21

# Kirk & Co.



## INVOICE

CLIENT: GOVERNMENT COMMUNICATION AND PUBLIC ENGAGEMENT  
4TH Floor, 617 Government Street  
PO Box 9409, Stn Govt.  
Victoria, BC  
V8W 9V1  
Attn: Dawn Stewart, Standing Offer Administrator/Billing Contact

INVOICE NO. OCT3290  
DATE October 31, 2014

Progress Billing for October 2014

BC On The Move

Contract # SO-GCPE15-002

LINE TOTAL

DESCRIPTION	NAME	RATE/HR	HOURS	TOTAL	LINE TOTAL
Strategic Communications and Consultation Advice	Expenses				

Thank you for the opportunity to be of service

Judith M. Kirk, President

SUBTOTAL	\$	
EXPENSES		28,177.60
GST 895594075 RT	\$	1,074.21
TOTAL	\$	29,251.81

28,105.48  
29,179.69

2% per month interest charged on accounts over 30 days

Kirk & Co. Consulting Ltd.  
402 - 1250 Homer Street Vancouver BC V6B 1C6  
O: 604.688.7220 F: 604.688.7250 E: judykirk@kirkandco.ca  
kirkandco.ca

### INVOICE AUDITED

14.11.174

# BC On The Move - Stakeholder Engagement

## EXPENSE BREAKDOWN

Oct-2014	Date	Expense	Net Amount	GST	PST	Total
Admin Kirk & Co.	31-Oct-2014	Schedule of Reimbursable Expenses_Christel Guenette [Expenses]	\$311.66	\$0.00	\$0.00	\$311.66
Admin Kirk & Co.	31-Oct-2014	Schedule of Reimbursable Expenses_Carrie Peacock [Expenses]	\$1,043.33	\$0.00	\$0.00	\$1,043.33
Admin Kirk & Co.	31-Oct-2014	Schedule of Reimbursable Expenses_Carmen Bennett [Expenses]	\$1,521.85	\$0.00	\$0.00	\$1,521.85
Admin Kirk & Co.	31-Oct-2014	Schedule of Reimbursable Expenses_Selina Bull [Expenses]	\$2,146.70	\$0.00	\$0.00	\$2,146.70
Admin Kirk & Co.	31-Oct-2014	Schedule of Reimbursable Expenses_Kal-lani Rutland [Expenses]	\$792.88	\$0.00	\$0.00	\$792.88
Admin Kirk & Co.	31-Oct-2014	Lightspeed Courier & Logistics Invoice for B.C. on the Move (Billing Date: Oct. 31, 2014) [Expenses]	\$543.71 ✓	\$27.19 ✓	\$0.00	\$570.90
Admin Kirk & Co.	31-Oct-2014	Conference Line Invoice - GCPE-BCOTM (B.C. on the Move) 31-Oct-14 [Expenses]	\$499.10 ✓	\$24.96 ✓	\$0.00	\$524.06
Admin Kirk & Co.	30-Oct-2014	RR Donnelley Invoice for BC on the Move Discussion Guide & Survey INV# 715379 [Expenses]	\$9,054.00 ✓	\$452.70 ✓	\$633.78 ✓	\$10,140.48
Admin Kirk & Co.	30-Oct-2014	RR Donnelley Invoice for mailing prep for BC on the Move Discussion Guide & Survey INV# 715403 [Expenses]	\$11,008.54 ✓	\$550.43 ✓	\$0.00	\$11,558.97
Admin Kirk & Co.	28-Oct-2014	GIS receipt for venue rental GIS	\$61.30 ✓	\$2.99 ✓	\$0.00	\$64.29
Admin Kirk & Co.	28-Oct-2014	for B.C. on the Move Receipt# 11879888 [Expenses]	\$109.75 ✓	\$5.49 ✓	\$7.68 ✓	\$122.92
Admin Kirk & Co.	27-Oct-2014	Staples receipt for B.C. on the Move engagement materials Order# 5494433190 [Expenses]	\$82.50 ✓	\$3.63 ✓	\$0.00	\$86.13
Admin Kirk & Co.	27-Oct-2014	GIS Invoice for B.C. on the Move venue rental at GIS Inv# 10-28-14 [Expenses]				

249.09

1082.08

1476.15

2138.20

798.78

Kirk & Co. Consulting Ltd.

Admin Kirk & Co.	24-Oct-2014	Hightail receipt for account setup to transfer audio files from meeting Receipt date: Oct 24, 2014 [Expenses]	\$15.99 ✓	\$0.00	\$0.00	\$15.99
Admin Kirk & Co.	23-Oct-2014	s15 receipt for \$200.00 s15 rental item ID# 0002. [Expenses]	\$200.00 ✓	\$0.00	\$0.00	\$200.00
Admin Kirk & Co.	23-Oct-2014	RR Donnelley Invoice for BC on the Move to libraries, Service BC centres, MoTI offices and MLA offices INV# 715289 [Expenses]	\$136.43 ✓	\$6.82 ✓	\$8.40 ✓	\$151.65
<b>TOTALS:</b>			<b>\$27,527.74</b>	<b>\$1,074.21</b>	<b>\$649.88</b>	<b>\$29,251.81</b>

### BC On The Move - Stakeholder Engagement

#### KM BREAKDOWN

Oct-2014	Date	Comment	KM	KM Rate	Amount
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**SCHEDULE OF REIMBURSABLE TRAVEL EXPENSES  
FOR CONTRACTORS TO FILL IN ONLINE - H1170**

NAME OF INDIVIDUAL CLAIMING EXPENSES:  
Christel Guenette

CONTRACT IDENTIFICATION NUMBER:  
SO-GCPE15-002

REASON / PURPOSE FOR TRAVEL:
B.C. on the Move: A 10-Year Transportation Plan

**TRANSPORTATION:** *(Original receipts are required, unless private vehicle used as per the Schedule of Reimbursable Travel Expenses)*

Date (YYYY/MM/DD)	From/To	KM*	Mode	Cost - Excluding GST	
22/10/2014	Surrey/Coquitlam		Toll (Port Mann) ✓	\$ 3.00	✓
22/10/2014	Coquitlam/Surrey		Toll (Port Mann) ✓	\$ 3.00	✓
28/10/2014	Surrey/North Vancouver		Toll (Port Mann) ✓	\$ 3.00	✓
28/10/2014	North Vancouver-Parking		Hotel Parking ✓	\$ 11.43	✓
29/10/2014	Burnaby/Surrey		Toll (Port Mann) ✓	\$ 3.00	✓
29/10/2014	Horshoe Bay/Gibsons		BC Ferries ✓	\$ 22.00	✓
29/10/2014	Surrey/North Vancouver/Burnaby	71.2	personal vehicle	\$ 37.02	REMOVE
29/10/2014	Parking		2:12PM ✓	\$ 1.90	✓
29/10/2014	Parking		3:50PM ✓	\$ 3.81	✓
				\$ -	
				\$ -	
				\$ -	
				\$ -	
* For Private Vehicle Only			TOTAL - Excluding GST	\$ 88.16	✓

\* For Private Vehicle Only

**TOTAL - Excluding GST**

51.14

**MEALS:** *(No receipts are required. Meals are reimbursed according to the rates specified in the Schedule of Reimbursable Travel Expenses)*

Date (YYYY/MM/DD)	Meal (Breakfast/Lunch/Dinner)		Cost	
22/10/2014	Breakfast/Lunch	\$	25.25	Remove
28/10/2014	Breakfast/Lunch/Dinner	\$	48.00	✓
29/10/2014	Breakfast/Lunch	\$	25.25	✓
		\$	-	
		\$	-	
		\$	-	
		\$	-	
		\$	-	
		\$	-	
		\$	-	
		\$	-	
	TOTAL	\$	98.50	73.25

REMOVE

✓

73.25

**ACCOMMODATION:** *(Original receipts required for all expenses, subject to daily maximums identified in the Schedule of Reimbursable Travel Expenses)*

Date (YYYY/MM/DD)	City		Cost - Excluding GST
29/10/2014	North Vancouver	✓	\$ 124.70 125.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
		TOTAL - Excluding GST	\$ 125.00

**TOTAL - Excluding GST**

124.70

October 22 - October 31, 2014

**TOTAL EXPENSES - Excluding GST**

\$	311.66
----	--------

Period Covered (From - To)

249.09



## Tolling History

From Oct 17, 2014 to Oct 24, 2014



Tolls charged in the past 48 hours may not be listed. Download These Tolls as CSV File



Account: s22

1 Vehicles | 5 Trips

BC Licence Plate # s22

Hyundai5 trips

Date/Time ▼	Bridge	Direction	Tolling Method	Vehicle Class	Toll Charge
Oct 22, 2014 11:21am	Port Mann	Eastbound	Plate	Small Vehicle	\$3.00 ✓
Oct 22, 2014 7:37am	Port Mann	Westbound	Plate	Small Vehicle	\$3.00 ✓

## Tolling History

From Oct 24, 2014 to Oct 31, 2014



Tolls charged in the past 48 hours may not be listed. Download These Tolls as CSV File



Account: 215

1 Vehicles | 2 Trips

BC Licence Plate 225

Hyundai 2 trips

Date/Time ▼	Bridge	Direction	Tolling Method	Vehicle Class	Toll Charge
Oct 29, 2014 4:20pm	Port Mann	Eastbound	Plate	Small Vehicle	\$3.00 ✓
Oct 28, 2014 6:32am	Port Mann	Westbound	Plate	Small Vehicle	\$3.00 ✓

Parking - Oct 29  
Christel Payable: Rain  
coast

**RECEIPT**

Impark

Lot - 676

www.impark.com

**Stall # 48**

Expiration Date/Time

**03:50 PM**

**OCT 29, 2014**

Purchase Date/Time: 01:50pm Oct 29, 2014

Total Due: \$4.00

Rate: \$4.00 - For 2 Hours

Total Paid: \$4.00

Payment Type: Cash

Ticket #: 00031166

3.81

S/N #: 300010390628

Setting: 676

Mach Name: Meter 1

Thank You!

Parking - Oct 29  
Christel - Payable -

**RECEIPT**

Impark

Lot - 676

www.impark.com

**Stall # 48**

Expiration Date/Time

**02:12 PM**

**OCT 29, 2014**

Purchase Date/Time: 01:12pm Oct 29, 2014

Total Due: \$2.00

Rate: \$2.00 - For 1 Hour

Total Paid: \$2.00

Payment Type: Cash

Ticket #: 00031168

1.90

S/N #: 300010390628

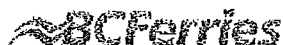
Setting: 676

Mach Name: Meter 1

Thank You!

## David Pankratz

**From:** BCF Reservations <customerservice@bcferries.com>  
**Sent:** October-29-14 8:00 AM  
**To:** David Pankratz  
**Subject:** BC Ferries Reservation Confirmation



### Reservation Confirmation

#### RESERVATION

#### DEPARTS

#### TIME / DATE

#### ARRIVES

ZZS

**SUNSHINE COAST**  
Langdale Terminal

**11:15 AM**  
Wednesday October 29

**VANCOUVER**  
Horseshoe Bay Terminal

**VEHICLE** Standard vehicle under 7Ft (2.13m) high

**VESSEL** Queen of Surrey

**DEPART** Langdale 11:15 AM Wed Oct 29 2014

**ARRIVE** Horseshoe Bay 11:55 AM Wed Oct 29 2014

#### FARE INFORMATION

20' Standard vehicle under 7Ft (2.13m) high \$0.00

2 12 yrs+ \$0.00

1 Reservation Fee \* \$22.00 ✓

**Total for this sailing \$22.00**

**Due at terminal: \$0.00**  
vehicle & passenger fares

**Paid: \$22.00**  
reservation fee

Vehicle and Passenger fares will be collected at the terminal Total Paid: \$22.00

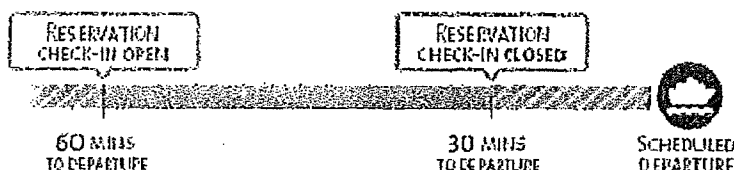
Still unsure who is travelling with you? You can still add and pay for passengers at the reservation fee terminal.



We accept Visa, Mastercard and American Express. **Debit is not accepted at this time.**

Due to vessel substitutions vessel amenities cannot be guaranteed.

## Arrive at the terminal 30-60 minutes before departure



### Reservation Check-In

Check-In opens **60 minutes** prior to departure. Depending on schedules, you may not be able to check-In if you arrive more than 60 minutes early.

### Reservation Check-In

Reservation check-In must occur **30 minutes** prior to scheduled departure. If not checked in by this time, the reservation will not be valid and you will travel standby (on next available sailing). Your reservation fee will not be refunded.

### What you need to redeem your reservation

The ticket agent will ask for your **reservation number** or **phone number** used to make the booking.

s15

Hotel + Parking - Christel Guenette  
 10/28-29/14 Payable to Raincoast Ventures

Ms. Crystal Guenette

s22

Ministry of Transportation

Invoice # 1298444

Room #: s22

Arrival Date: 10/28/2014

Departure Date: 10/29/2014

GST Number: s15

DATE	DESCRIPTION	REFERENCE	CHARGE	CREDIT	TOTAL
10/28/2014	Parking	103328- 1 night	12.00	11.43	12.00 ✓
10/28/2014	GST		0.60		12.60
10/28/2014	ATM	room tax/security		-350.00	-337.40
10/28/2014	Room Charge		109.00 ✓		-228.40
10/28/2014	Room Tax		11.34 ✓		-217.06
10/28/2014	GST		5.45		-211.61
10/28/2014	Facilities Fee? 4% fee for energy		4.36 ✓		-207.25
10/29/2014	Parking	103001 - 1 night	12.00		-195.25
10/29/2014	GST		0.60		-194.65

## Tax Summary

Room Tax	GST	Facilities Fee	Total	-194.65
11.34	6.65	4.36		

SIGNATURE: X \_\_\_\_\_

**SCHEDULE OF REIMBURSABLE TRAVEL EXPENSES  
FOR CONTRACTORS TO FILL IN ONLINE - H1170**

NAME OF INDIVIDUAL CLAIMING EXPENSES:

Carrie Peacock

CONTRACT IDENTIFICATION NUMBER:

SO-GCPE15-002

REASON / PURPOSE FOR TRAVEL:

B.C. on the Move: A 10-Year Transportation Plan

**TRANSPORTATION:** (Original receipts are required, unless private vehicle used as per the Schedule of Reimbursable Travel Expenses)

Date (YYYY/MM/DD)	From/To	KM*	Mode	Cost - Excluding GST
10/27/2014	YVR Airport		Taxi ✓	\$ 52.38 ✓
10/27/2014	YVR/YKA		Air Canada ✓	\$ 443.25 ✓
10/27/2014	YKA Airport/Kamloops Hotel		Taxi ✓	\$ 28.57 ✓
10/30/2014	From YVR Airport		Taxi ✓	\$ 52.38 ✓
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL - Excluding GST</b>				\$ 576.58 ✓

\* For Private Vehicle Only

**MEALS:** (No receipts are required. Meals are reimbursed according to the rates specified in the Schedule of Reimbursable Travel Expenses)

Date (YYYY/MM/DD)	Meal (Breakfast/Lunch/Dinner)	Cost
10/27/2014	Dinner	\$ 22.75 ✓
10/28/2014	Breakfast/Lunch/Dinner	\$ 48.00 ✓
10/29/2014	Breakfast/Lunch/Dinner	\$ 48.00 ✓
10/30/2014	Breakfast/Lunch/Dinner	\$ 48.00 ✓
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
<b>TOTAL</b>		\$ 166.75 ✓

**ACCOMMODATION:** (Original receipts required for all expenses, subject to daily maximums identified in the Schedule of Reimbursable Travel Expenses)

Date (YYYY/MM/DD)	City	Cost - Excluding GST
10/27/2014	Kamloops ✓ 89.00 /night	\$ 97.90 100.00
10/28/2014	Prince George ✓ 109.00 /night	\$ 119.90 100.00
10/29/2014	Williams Lake ✓ 111.99	\$ 120.95 100.00
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
<b>TOTAL - Excluding GST</b>		\$ 300.00

338.75

October 22 - October 31, 2014

Period Covered (From - To)

**TOTAL EXPENSES - Excluding GST** \$ 1,043.33

1082.08

Retain this copy for your records

( 00 ) APPROVED-THANK YOU

Total \$30.00

Trace # 1658  
Inv. # 1735  
Auth # 070084  
RRN 001492002  
Operator 9770

NAME: CAHME PEROUX  
Exp Date  
Acct #  
10-27-2014  
21:12:32  
222  
VISA

28.57v

Subtotal:

PURCHASE

KAHLOOPS BC  
1140C HALSTON  
V286L3  
KAMI CABS 025  
22681874  
0H2268187401

Came Perouk Oct 27/14

# CASH RECEIPT



DELTA-SURREY & TSAWWASSEN

GREEN CAB

DIV. OF DELTA SUNSHINE TAXI  
(1972) LTD.

594-5444 594-1111 943-1111  
1-877-943-TAXI (8294)

Date: 10-27-14

\$ 55.00

From: Ladur

To: Airport

Driver:

Cab No.:

"Put a little Sunshine into your day"

52.38v

Came Perouk Oct 30/14 Cab  
CASH RECEIPT



DELTA-SURREY & TSAWWASSEN

GREEN CAB

DIV. OF DELTA SUNSHINE TAXI  
(1972) LTD.

594-5444 594-1111 943-1111  
1-877-943-TAXI (8294)

Date: October 30/14

\$ 55.00

From:

To:

Driver:

Cab No.:

"Put a little Sunshine into your day"

Subtotal:

52.38v

**Lisa Santos**

**Subject:** FW: Air Canada - 27-Oct: Vancouver - Kamloops (booking ref: Z2S)

**From:** Air Canada [mailto:confirmation@aircanada.ca]  
**Sent:** October-21-14 11:06 AM  
**To:** Caillin Katnich  
**Subject:** Air Canada - 27-Oct: Vancouver - Kamloops (booking ref: Z2S)

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*



## Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk.



## Booking Information

### Booking Reference:

Z2S

Electronic Ticketing confirmed. This is your official Itinerary/receipt.

#### Main Contact:

Ms Carrie Peacock  
caillinkatnich@kirkandco.ca

Z2S

### Customer Care

Air Canada  
1-888-247-2262  
Flight Arrivals and  
Departures  
1-888-422-7533

### Online Services

Manage my booking online (view/change my booking; select seats\*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

\* Can my booking be changed online?

## Flight Itinerary



Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8196 <sup>1</sup>	Vancouver, Vancouver Int'l (YVR) Mon 27-Oct 2014 18:55 - Terminal M	Kamloops (YKA) Mon 27-Oct 2014 19:48	0	0hr53	DH3	Flex, V	
AC8179 <sup>1</sup>	Kamloops (YKA) Thu 30-Oct 2014 17:45	Vancouver, Vancouver Int'l (YVR) Thu 30-Oct 2014 18:41 - Terminal M	0	0hr56	DH3	Tango, S	

Operated by:

<sup>1</sup> Air Canada Express - Jazz

### Passenger Information

1: Ms Carrie Peacock : Adult (16+), Ticket Number:		s22
Frequent Flyer Prog :	None	Meal Preference : None
Payment Card:	s22	Special Needs: None
Seat Selection:	None	

### Purchase Summary

#### Fare Summary

Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - <u>Flex</u>	204.00 ✓
Return Flight - <u>Tango</u>	186.00 ✓
<u>Surcharges</u>	24.00 ✓
<b>Taxes, Fees and Charges</b>	
<u>Canada Airport Improvement Fee</u>	15.00 ✓
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	22.16
<u>Air Travellers Security Charge (ATSC)</u>	14.25 ✓
Total airfare and taxes before options (per passenger)	465.41
Number of passengers	x 1
Total airfare, taxes and options	465.41
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$465.41</b>

Subtotal: ~~4~~  
443.25

### Payment Information

**Credit/Debit Card** s22 Amount paid: **\$465.41**  
The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$465.41 (Airfare - per ticket)

Ticket number(s): s22

### Fare Rules

S15

S15

Name: Transportation

Guest Name: Carrie Peacock  
Company: TransportationArrival  
October 27, 2014Departure  
October 28, 2014Group:  
Bill To: Peacock, Carrie  
Attn:

Room

ZZS

Property Code: S15 Invoice # 16431 PO #

ZZS

Date	Description	Voucher	Amount
27/10/14	Room Revenue	ksg-234	135.0
27/10/14	GST	ksg-234	6.7
27/10/14	Provincial Room Tax	ksg-234	13.5
28/10/14	ZZS	thank you	-155.2
		Balance:	0.0

S15

	Total Tax	
GST	\$6.75	
Provincial Room Tax	\$13.50	10 <sup>00</sup> /10
Total	\$20.25	

89.00

8.90

ZZS

97.90

S15

s15

Carrie Peacock

s22

Room No. : s22  
 Arrival : 28-10-14  
 Departure : 29-10-14  
 Page No. : 1 of 1  
 Folio /Inv. No. : 3615429 /

Group Code :  
 Company Name : Ministry of Transportat AR No:

s15

Date	Item Description	Charges	Credits
28-10-14	Room Charge	109.00✓	
28-10-14	PST Room Tax 8 %	8.72 ✓	
28-10-14	Room Tax	2.18 ✓	
28-10-14	GST Room Tax 5%	5.45	119.90
29-10-14	s22		125.35
	s22		
Total		125.35	125.35
Balance		0.00 CAD	

Guest Signature: \_\_\_\_\_

I hereby agree that my liability is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

S15

S15

10/30/2014 08:50 AM

S15

Registered To:  
Peacock, Carrie  
ministry of transportation

Z2S

(250) 371-4505

Carrie Peacock  
Oct 29/30 /14  
Overnight in WL

Room # Z2S  
Conf # Z2S  
Arrival 10/29/14  
Departure 10/30/14  
Room Type QQQ-2 QUEENS  
Guests 2 / 0  
Payment Z2S  
Acct Z2S

Posting	Oper	AcctCo	Description	From	Reference	Amount
10/29/14	Harj	RC	ROOM CHRG REVENUE		111.99	\$111.9
10/29/14	Harj	10	PST 8%		8.96	\$8.9
10/29/14	Harj	11	GST			\$5.1
10/30/14	Tony	AX		Z2S		\$126.1

Balance Due	\$0.0
-------------	-------

120.95

THE UNDERSIGNED GUEST AGREES TO PAY THE AMOUNT INDICATED ON THE BALANCE DUE PORTION OF THIS INVOICE  
THE CHARGES ARE TO BE BILLED TO A THIRD PARTY, THE UNDERSIGNED AGREES TO BE PERSONALLY LIABLE FOR  
PAYMENT

OF THE CHARGES IN THE EVENT THAT THE INDICATED THIRD PARTY, PERSON, COMPANY OR ASSOCIATION FAILS TO  
FOR ANY PART OR THE FULL AMOUNT OF SUCH CHARGES.

X \_\_\_\_\_  
GUEST SIGNATURE

S15



### SCHEDULE OF REIMBURSABLE TRAVEL EXPENSES FOR CONTRACTORS TO FILL IN ONLINE - H1170

REASON / PURPOSE FOR TRAVEL:

B.C. on the Move: A 10-Year Transportation Plan

Date (YYYY/MM/DD)	From/To	KM*	Mode	Cost - Excluding GST	
10/22/2014	Kirk & Co./YVR Airport		Taxi ✓	\$ 24.95	28.95
10/22/2014	YVR/YKA		Air Canada ✓	\$	457.25
10/24/2014	YVR Airport/Kirk & Co.		TransLink ✓	\$	9.00
10/28/2014	Kirk & Co./YVR Airport		TransLink ✓	\$	4.00
10/28/2014	YVR/YXC & return		Air Canada ✓	\$ 474.25	472.25
10/29/2014	YVR Airport/Downtown		Taxi ✓	\$ 25.05	29.78
10/30.2014	Meeting Venue/Meeting Venue		Taxi ✓	\$ 11.05	13.37
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
* For Private Vehicle Only			<b>TOTAL - Excluding GST</b>	\$	1,014.60

<b>TOTAL - Excluding GST</b>	<b>\$</b>	<b>1,014.60</b>
------------------------------	-----------	-----------------

1006.55

Date (YYYY/MM/DD)	Meal (Breakfast/Lunch/Dinner)	Cost
10/22/2014	Breakfast/Lunch/Dinner	\$ 48.00
10/23/2014	Breakfast/Lunch/Dinner	\$ 48.00
10/24/2014	Breakfast/Lunch	\$ 25.25
10/28/2014	Dinner	\$ 22.75
10/29/2014	Breakfast/Lunch/Dinner	\$ 48.00
10/30/2014	Breakfast/Lunch IN TOWN	\$ 25.25
		\$ -
		\$ -
		\$ -
		\$ -
	<b>TOTAL</b>	<b>\$ 217.25</b>

REMOVE

<b>TOTAL</b>	<b>\$</b>	<b>217.25</b>
--------------	-----------	---------------

192.00

Date (YYYY/MM/DD)	City	Cost - Excluding GST
10/23/2014	Nakusp ✓	\$ 96.40 95.00
10/24/2014	Castlegar ✓	\$ 97.20 100.00
10/29/2014	Cranbrook ✓ NOT ON PRICING LIST highest \$90.00	\$ 95.00
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
<b>TOTAL - Excluding GST</b>		<b>\$ 290.00</b>

<b>TOTAL - Excluding GST</b>	<b>\$</b>	<b>290.00</b>
------------------------------	-----------	---------------

275.60

<b>TOTAL EXPENSES - Excluding GST</b>	<b>\$</b>	<b>1,521.85</b>
---------------------------------------	-----------	-----------------

1476.13

YELLOW CAB CO. LTD  
1441 CLARK DR V5L3K9  
VANCOUVER BC  
21158659

|||| PURCHASE ||||  
10-22-2014  
Acct #  
Exp Da: S22  
Name: S22  
A0000000031010 S22 CREDIT

Trace # 070001  
M21158659066  
Inv. # 1  
Auth # 097050 RRN 001625001

Purchase	\$26.20
Tip	\$4.00
Total	\$30.20

( 00 ) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

Subtotal: 28.95  
GST: 1.25

CB - BC on the move -

**Carmen Bennett**

**From:** Air Canada <confirmation@aircanada.ca>  
**Sent:** October 20, 2014 5:40 PM  
**To:** Carmen Bennett  
**Subject:** Air Canada - 22-Oct: Vancouver - Kamloops... (booking ref: s22 - seat selected)

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*



## Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk.



### Booking Information

**Booking Reference:** s22

**Electronic Ticketing confirmed. This is your official itinerary/receipt.**

**Main Contact:**

Miss Carmen Bennett  
carmenbennett@kirkandco.ca

### Customer Care

**Air Canada**  
1-888-247-2262  
**Flight Arrivals and Departures**  
1-888-422-7533

**Online Services**

**Manage** my booking online (view/change my booking; select seats\*).

**Select Seats**

**Maple Leaf Lounge | Meal Vouchers | On My Way**

**Alert me** of flight status changes directly to my mobile phone or email.

**Flight Arrivals & Departures** - check online if my flight is on time.

**Check-in online** and print my boarding pass.

\* Can my booking be changed online?

### Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8190 <sup>1</sup>	Vancouver, Vancouver Int'l (YVR) Wed 22-Oct 2014 06:25 - Terminal M	Kamloops (YKA) Wed 22-Oct 2014 07:16	0	0hr51	DH3	Flex, V	
AC8247 <sup>1</sup>	Castlegar (YCG) Fri 24-Oct 2014 08:35	Vancouver, Vancouver Int'l (YVR) Fri 24-Oct 2014 09:49 - Terminal M	0	1hr14	DH3	Flex, V	

Operated by:

<sup>1</sup> Air Canada Express - Jazz

BC on the Move.

### Passenger Information

1) Miss Carmen Bennett: Adult (16+); Ticket Number: <sup>ZZS</sup>  
Frequent Flyer Prog: None Meal Preference: None  
Payment Card: <sup>ZZS</sup> Special Needs: None  
Seat Selection: AC8190 <sup>ZZS</sup>, AC8247 <sup>ZZS</sup>

### Purchase Summary

#### Fare Summary

Passenger Type

Adult

#### Air Transportation Charges

Flight 1 - Airfare (Flex)

204.00 ✓

Flight 2 - Airfare (Flex)

203.00 ✓

#### Surcharges

24.00 ✓

#### Taxes, Fees and Charges

Canada Airport Improvement Fee

12.00 ✓

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

22.86

Air Travellers Security Charge (ATSC)

14.25 ✓

Total airfare and taxes before options (per passenger)

480.11

Number of passengers

x 1

Total airfare, taxes and options

480.11

Travel Insurance (declined)

0.00

Grand Total - Canadian dollars

\$480.11

Subtotal: 457.25

#### Payment Information

Credit/Debit Card <sup>ZZS</sup>

- Amount paid: \$480.11

The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$480.11 (Airfare - per ticket)

Ticket number(s): <sup>ZZS</sup>

### Fare Rules

Flight 1: Vancouver (YVR) To Kamloops (YKA) - Flex

Flight 2: Castlegar (YCG) To Vancouver (YVR) - Flex

- **Changes:**

- Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- Flights can only be used in sequence from the place of departure specified on the itinerary.

- **Cancellations:**

- Tickets are **non-refundable** and **non-transferable**.



TVM RECEIPT  
NOT VALID FOR TRAVEL

TransLink  
YVR - Airport  
TVM73004  
Fri 24 Oct 14 11:03AM

Fare Type: 2 ZONE  
Purchase:  
1 Adult \$ 9.00 ✓  
Purchased Amount: \$ 9.00

TRANSACTION RECORD

Account:  
Card Number: s22  
Card Entry: SWIPED  
Trans Type: PURCHASE  
Amount: \$ 9.00  
Auth #: 098391  
Sequence #: 386286  
Terminal #: 00734  
Ref #: VTVVD2S5ZY6P

TRANSACTION APPROVED

Transaction #:0000819296

*Carmen - BC on the Move*  
TVM RECEIPT  
NOT VALID FOR TRAVEL

TransLink  
Yaletown  
TVM52001  
Tue 28 Oct 14 04:08PM

Fare Type: 2 ZONE  
Purchase:  
1 Adult \$ 4.00

Purchased Amount:\$ 4.00

TRANSACTION RECORD

Account: zzs  
Card Number:  
Card Entry: SWIPED  
Trans Type: PURCHASE  
Amount: \$ 4.00  
Auth #: 044849  
Sequence #: 028149  
Terminal #: 00521  
Ref #: VTCB2VS6A8GE

TRANSACTION APPROVED

Transaction #:0001139030

**Lisa Santos**

**Subject:**

FW: Air Canada - 28-Oct: Vancouver - Cranbrook (booking ref: s22 - seat selected


**From:** Air Canada [<mailto:confirmation@aircanada.ca>]

**Sent:** October 24, 2014 2:55 PM

**To:** Carmen Bennett

**Subject:** Air Canada - 28-Oct: Vancouver - Cranbrook (booking ref: s22 - seat selected

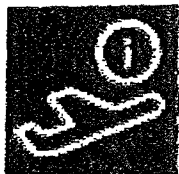
\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*

**AIR CANADA** 

## Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk.



Access your personalized  
Air Canada travel information

View your trip

### Booking Information

**Booking Reference:**

s22

Electronic Ticketing confirmed. This is your official itinerary/receipt.

**Main Contact:**

Miss Carmen Bennett

[carmenbennett@kirkandco.ca](mailto:carmenbennett@kirkandco.ca)

s22

**Online Services**

Manage my booking online (view/change my booking; select seats\*).

Select Seats

**Customer Care**

**Air Canada**

1-888-247-2262

**Flight Arrivals and**

**Departures**

1-888-422-7533

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**Maple Leaf Lounge | Meal Vouchers | On My Way**

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**Alert me** of flight status changes directly to my mobile phone or email.

**Flight Arrivals & Departures** - check online if my flight is on time.

**Check-in online** and print my boarding pass.

\* Can my booking be changed online?

---

**Flight Itinerary**

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8219	Vancouver, Vancouver Int'l (YVR) Tue 28-Oct 2014 17:50 - Terminal M	Cranbrook (YXC) Tue 28-Oct 2014 20:16		1hr26	DH3	Flex, V	
AC8220	Cranbrook (YXC) Wed 29-Oct 2014 20:40	Vancouver, Vancouver Int'l (YVR) Wed 29-Oct 2014 21:14 - Terminal M		1hr34	DH3	Flex, W	

**Passenger Information**

1: Miss Carmen Bennett : Adult (16+), Ticket Number		SS22
Frequent Flyer Prog : None	Meal Preference :	None
Payment Card:	Special Needs:	None
Seat Selection:	AC8219 SS22	AC8220 SS22

**Purchase Summary****Fare Summary**

Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - Flex	219.00✓
Return Flight - Flex	189.00✓
Surcharges	36.00✓
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	16.00✓
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	23.71
Air Travellers Security Charge (ATSC)	14.25✓
Total airfare and taxes before options (per passenger)	497.96
Number of passengers	x 1
Total airfare, taxes and options	497.96
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$497.96</b>

Subtotal: 472.25

474.25

**Payment Information**

---

BONNY'S TAXI #62  
5525 IMPERIAL STRE V5J1E8  
BURNABY BC  
26009938

|||| PURCHASE ||||

10-29-2014  
Acct #  
Exp Date s22  
Name: KAREN SCHRODER  
A0000000031010 VISA CREDIT

Trace # 570003 Operator 002  
FV2000993001  
Inv. # 5262  
Auth # 033000 RRN 001354003

Purchase \$26.30  
Tip \$4.73  
Total \$31.03

( 00 ) APPROVED-THANK YOU

Retain this copy for your  
records

Customer copy

Subtotal: 29.78

GST: 1.25

25.03

MACLURE'S CABS  
1275 W. 75TH AVE  
VANCOUVER, BC, V6P3G4  
6048311111

**SALE**

Clerk #: 000001  
MD: 87516730025  
TID: 033 REF#: 00000001  
Batch #: 223  
10/30/14 10:37:56  
APPR CODE: 040246

ZZS

11.05  
AMOUNT \$11.60 ✓  
TIP \$2.32  
TOTAL \$13.92

APPROVED

ZZS

ARJ: A000000031010  
TVR: 00 80 00 80 00  
TSE: F8 00

THANK YOU  
PLEASE COME AGAIN

CUSTOMER COPY

Subtotal: 13.87  
GST: 0.58

BC on the Move.

CB.

GUEST  
ACCOUNT

s15

BENNETT CARMEN

Arrive 10/22/14 Depart 10/23/14

Room # s22 Invoice # 103197

DATE	CLERK	DEPARTMENT	DESCRIPTION	AMOUNT
10/22/14	RMG	2-Room Charge		✓80.00
10/22/14	RMG	3-Room Tax		✓6.40
10/23/14	CMB	95 s22		+90.40
			GST On Room Charge	4.00
			Tax Reg. # R893278341	

BILLING INSTRUCTIONS

BALANCE DUE → 0.00

COMPANY

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

SIGNATURE

ATTENTION

X

DATE 2014/10/23  
TIME 4:17 06:44:02  
CLERK ID 35

RECEIPT NUMBER

MB4119145-001-015-002-0

PURCHASE

TOTAL

\$90.40

APPROVED

AUTH# 021211

01-027

THANK YOU

CARDHOLDER WILL PAY  
CARD ISSUER ABOVE AMOUNT  
PURSUANT TO CARDHOLDER  
AGREEMENT.

s15

s22

BC on the Move.  
CB.

SLS

SLS

#: 257324 Description: Guest Folio

Page: 1

Mail To: Bennett

Res. No. : 228  
Arrive: 23/10/2014 05:24pm  
Depart: 24/10/2014 11:00am  
Room: twnn 150  
Rate: 90.00

Group:  
Guest: Carmen Bennett  
Bill To: Bennett

Date	Description	Voucher	Amount
23/10/2014	Room Revenue	cgr-150	90.00 ✓
23/10/2014	GST	cgr-150	4.50
23/10/2014	Provincial Room Tax	cgr-150	7.20 ✓
24/10/2014	228	payment	-101.70
Balance:			.00

Bill To: Bennett

Total GST 4.50  
SLS

SLS



Carmen-B. on the Move.  
Hotel Oct-28.

1 of 1  
October 29, 2014

s15

s15

Reservation Number s22

Send to Carmen Bennett

s22

Phone

Guest Name Carmen Bennett  
Company Ministry Of Transportation

Arrival Date  
28/10/2014

Departure Date  
29/10/2014

Room Information

s22 Garden King Bed

Bill To Bennett, Carmen

Vancouver, BC V6B1C6

Phone s22

Folio Number 84026 - All Charges

Trans Date	Description	Voucher	Amount
<b>Charges</b>			
28/10/2014	Room Charge Gov Business Rate	s -2244	95.00
28/10/2014	GST	s -2244	4.75
28/10/2014	PST (Accommodations- 8%)	s -2244	7.60
Total Charges			107.35
<b>Payments</b>			
29/10/2014		0000043176	-107.35
Total Payments			-107.35
Balance Due:			0.00

			Total
Total Tax	GST Accommodations- 8%)		
	\$4.75	\$7.60	\$12.35

s15

I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Guest Signature: \_\_\_\_\_

**SCHEDULE OF REIMBURSABLE TRAVEL EXPENSES  
FOR CONTRACTORS TO FILL IN ONLINE - H1170**

NAME OF INDIVIDUAL CLAIMING EXPENSES:  
Selina Bull

CONTRACT IDENTIFICATION NUMBER:  
SO-GCPE15-002

REASON / PURPOSE FOR TRAVEL:
B.C. on the Move: A 10-Year Transportation Plan

**TRANSPORTATION:** *(Original receipts are required, unless private vehicle used as per the Schedule of Reimbursable Travel Expenses)*

Date (YYYY/MM/DD)	From/To	KM*	Mode	Cost - Excluding GST	
22/10/2014	Kirk & Co./YVR Airport		Taxi ✓	\$ 28.00	32.50
22/10/2014	YVR/FSJ & Return		Air Canada ✓	\$	541.25
23/10/2014	FSJ venue/FSJ Airport		Taxi ✓	\$	28.29
28/10/2014	YVR/Prince Rupert/Sandspit		Air Canada ✓	\$	664.25
29/10/2014	Terrace/Masset		Air Tindi ✓	\$	300.00
30/10/2014	Queen Charlotte/Sandspit Airport		Taxi ✓	\$	25.71
30/10/2014	YVR Airport/Return		Taxi ✓	\$ 20.95	24.95
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
* For Private Vehicle Only			<b>TOTAL - Excluding GST</b>	\$	1,616.95

\* For Private Vehicle Only

<b>TOTAL - Excluding GST</b>	<b>\$</b>	<b>1,616.95</b>
------------------------------	-----------	-----------------

1608,45

**MEALS:** *(No receipts are required. Meals are reimbursed according to the rates specified in the Schedule of Reimbursable Travel Expenses)*

Date (YYYY/MM/DD)	Meal (Breakfast/Lunch/Dinner)		Cost
22/10/2014	Dinner	\$	22.75
23/10/2014	Breakfast/Lunch/Dinner	\$	48.00
28/10/2014	Breakfast/Lunch/Dinner	\$	48.00
29/10/2014	Breakfast/Lunch/Dinner	\$	48.00
30/10/2014	Breakfast/Lunch/Dinner	\$	48.00
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
<b>TOTAL</b>		\$	<b>214.75</b>

<b>TOTAL</b>	<b>\$</b>	<b>214.75</b>
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**ACCOMMODATION:** *(Original receipts required for all expenses, subject to daily maximums identified in the Schedule of Reimbursable Travel Expenses)*

[illegible]

<b>TOTAL - Excluding GST</b>	<b>\$</b>	<b>315.00</b>
------------------------------	-----------	---------------

October 22 - October 31, 2014

Period Covered (From - To)

<b>TOTAL EXPENSES - Excluding GST</b>	<b>\$</b>	<b>2,146.70</b>
---------------------------------------	-----------	-----------------

2138.20

Taxi to YVR  
(Taxi Receipt)

YELLOW CAB COMPANY PVT. LTD.  
VANCOUVER HST# R105762496

DATE: 22-10-2014  
TIME: 15:39  
MOT ID: 213  
BADGE#: 701829

JOB ID: 0  
METER: 33181

PICKUP: 411  
DROPOFF: 189  
Subtotal \$29.40

W. TIP: 33.90

TOTAL 33.90

28.00 ✓

CALL US AGAIN 604-681-1111

Taxi to YVR

s22

YELLOW CAB CO LTD  
1441 CLARK DR V5L3K9  
VANCOUVER BC  
21158659

1111 PURCHASE 1111

10-22-2014 15:39:20

Acct #  
Exp Da s22

Name: SELINA BULL  
A0000000031010 VISA

Trace # 030012  
M21158659213

Inv. # 1  
Auth # 076484 RRN 001919012

Purchase \$29.40  
Tip \$4.50  
Total \$33.90

(00) APPROVED-THANK YOU

Retain this copy for your  
records

Customer copy

\$ 32.50

Subtotal: \$32.50

GST: 1.40

**Lisa Santos**

**Subject:** FW: Selina's Flight Receipt 22-Oct: Vancouver - Fort St John (booking ref: Z2S

**From:** Air Canada [mailto:confirmation@aircanada.ca]  
**Sent:** October-21-14 9:24 AM  
**To:** Selina Bull  
**Subject:** Air Canada - 22-Oct: Vancouver - Fort St John (booking ref: Z2S

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*



## Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk.



## Booking Information

<b>Booking Reference:</b> Z2S	<b>Customer Care</b> Air Canada 1-888-247-2262 Flight Arrivals and Departures 1-888-422-7533
Electronic Ticketing confirmed. This is your official itinerary/receipt. <b>Main Contact:</b> Miss Sellina Bull	

## Online Services

**Manage** my booking online (view/change my booking; select seats\*).

**Select Seats**

**Maple Leaf Lounge | Meal Vouchers | On My Way**

**Alert me** of flight status changes directly to my mobile phone or email.

**Flight Arrivals & Departures** - check online if my flight is on time.

**Check-in online** and print my boarding pass.

\* Can my booking be changed online?

## Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8187 <sup>1</sup>	Vancouver, Vancouver Int'l (YVR) Wed 22-Oct 2014	Fort St John (YXJ) Wed 22-Oct 2014 19:10	0	1hr40	DH4	Flex, V	

	17:30 - Terminal M					
AC8188 <sup>1</sup>	<b>Fort St John (YXJ)</b> Thu 23-Oct 2014 19:40	<b>Vancouver, Vancouver Int'l (YVR)</b> Thu 23-Oct 2014 21:28 - Terminal M	0	1hr48	<u>DH4</u>	<u>Flex,</u> V

Operated by:  
<sup>1</sup> Air Canada Express - Jazz

### Passenger Information

<b>1. Miss Selina Bull : Adult (16+), Ticket Number</b>		s22	
Air Canada -	s22	Meal Preference :	<b>None</b>
Aeroplane :			
Payment Card:	s22	Special Needs:	<b>None</b>
Seat Selection:	<b>None</b>		

### Purchase Summary

#### Fare Summary

Passenger Type	<b>Adult</b>
----------------	--------------

#### Air Transportation Charges

Departing Flight - <u>Flex</u>	<b>234.00</b> ✓
--------------------------------	-----------------

Return Flight - <u>Flex</u>	<b>234.00</b> ✓
-----------------------------	-----------------

<u>Surcharges</u>	<b>36.00</b> ✓
-------------------	----------------

#### Taxes, Fees and Charges

Canada Airport Improvement Fee	<b>23.00</b> ✓
--------------------------------	----------------

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	<b>27.06</b>
--	--------------

<u>Air Travellers Security Charge (ATSC)</u>	<b>14.25</b> ✓
--	----------------

Total airfare and taxes before options (per passenger)	<b>568.31</b>
--	---------------

Number of passengers	<b>x 1</b>
----------------------	------------

Total airfare, taxes and options	<b>568.31</b>
----------------------------------	---------------

Travel Insurance (declined)	<b>0.00</b>
-----------------------------	-------------

<b>Grand Total - Canadian dollars</b>	<b>\$568.31</b>
---------------------------------------	-----------------

*Subtotal: 271.25*  
*x 2*  
*542.50*  
*Subtotal: 541.25* ✓

### Payment Information

**Credit/Debit Card** s22 Amount paid: **\$568.31**  
The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$568.31 (Airfare - per ticket)

Ticket number(s): s22

### Fare Rules

**Departing Flight** Vancouver (YVR) To Fort St John (YXJ) - **Flex**

**Return Flight** Fort St John (YXJ) To Vancouver (YVR) - **Flex**

- Changes:**

- Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.

222

DO NOT WRITE ABOVE THIS LINE - NE RIEN ÉCRIRE AU-DESSUS DE CETTE LIGNE

Taxi Selma B  
to RS Arant

10/16

SELINA BULL

SALES DRAFT - FACTURE

1000 TAXI LTD

323477 6X0022

951

DATE  
MONTH  
DAY  
YEAR

AUTHORIZATION NUMBER / NO D'AUTORISATION

1102314

6007857

DESCRIPTION

AMOUNT/MONTANT

METRO 29.70

CARDHOLDER'S SIGNATURE - SIGNATURE DU TITULAIRE

Selma Bull

CARDHOLDER WILL PAY TOTAL AMOUNT SHOWN TO CARD ISSUER  
ACCORDING TO CARDHOLDER AGREEMENT WITH CARD ISSUER.  
LE TITULAIRE S'ENGAGE À REMBOURSER LE DÉBIT DE LA CARTE DU MONTANT  
TOTAL INDICÉ SUR CETTE FACTURE CONFORMÉMENT À LA CONVENTION  
RÉGLANT L'UTILISATION DE LA CARTE.

VISA

DISCOVER

TOTAL  
\$  
CDN  
CAN

0003460

CUSTOMER COPY  
COPIE DU CLIENT

PLEASE PRESENT THIS COPY AS RECORD OF  
YOUR TRANSACTION  
CONSERVEZ CETTE COPIE COMME PREUVE  
DE VOTRE TRANSACTION

GST: 1.41

Subtotal: 28.29 ✓

**Lisa Santos**

**Subject:** FW: Selina's Flight Receipt 28-Oct: Vancouver - Prince Rupert... (booking ref: s22

**From:** Selina Bull

**Sent:** Monday, October 27, 2014 8:52 AM

**To:** Lisa Santos

**Subject:** Selina's Flight Receipt 28-Oct: Vancouver - Prince Rupert... (booking ref: s22

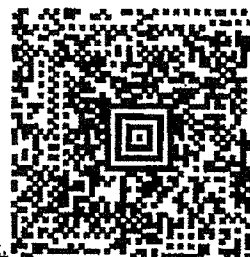
\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*



## Itinerary/Receipt

**Your booking is confirmed.** Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to  
check in at any  
Air Canada check in kiosk.



## Booking Information

**Booking Reference:** s22

**Electronic Ticketing confirmed. This is your official  
Itinerary/receipt.  
Main Contact:**  
Miss Selina Bull

### Customer Care

**Air Canada**  
**1-888-247-2262**  
**Flight Arrivals and  
Departures**  
**1-888-422-7533**

s22

### Online Services

**Manage** my booking online (view/change my booking; select seats\*).

**Select Seats**

**Maple Leaf Lounge | Meal Vouchers | On My Way**

**Alert me** of flight status changes directly to my mobile phone or email.

**Flight Arrivals & Departures** - check online if my flight is on time.

**Check-in online** and print my boarding pass.

\* Can my booking be changed online?

## Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8278 <sup>1</sup>	Vancouver, Vancouver Int'l (YVR)	Prince Rupert, Digby Island (YPR)	0	2hr02	DH3	Flex, V	

	Tue 28-Oct 2014 08:20 - Terminal M	Tue 28-Oct 2014 10:22				
AC8503 <sup>1</sup>	Sandspit (YZP) Wed 29-Oct 2014 15:25	Vancouver, Vancouver Int'l (YVR) Wed 29-Oct 2014 17:14 - Terminal M	0	1hr49	DH3	Flex, W

Operated by:  
<sup>1</sup> Air Canada Express - Jazz

### Passenger Information

1: Miss Selina Bull: Adult (16+), Ticket Number:		S22	
Air Canada -	S22	Meal Preference:	None
Aeroplane:			
Payment Card:	S22	Special Needs:	None
Seat Selection:	None		

### Purchase Summary

#### Fare Summary

Passenger Type	Adult
<b>Air Transportation Charges</b>	
Flight 1 - Airfare (Flex)	307.00 ✓
Flight 2 - Airfare (Flex)	302.00 ✓
<u>Surcharges</u>	36.00 ✓
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	5.00 ✓
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	33.21
Air Travellers Security Charge (ATSC)	14.25 ✓
Total airfare and taxes before options (per passenger)	697.46
Number of passengers	x 1
Total airfare, taxes and options	697.46
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$697.46</b>

Subtotal: 326.25  
x 2  
652.50

Subtotal: 664.25

#### Payment Information

**Credit/Debit Card** S22 - Amount paid: **\$697.46**  
The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$697.46 (Airfare - per ticket)

Ticket number(s): S22

#### Fare Rules

**Flight 1:** Vancouver (YVR) To Prince Rupert (YPR) - Flex  
**Flight 2:** Sandspit (YZP) To Vancouver (YVR) - Flex

- **Changes:**
  - o Prior to day of departure - **Change fee per direction, per passenger, is \$50 CAD plus**



**Lisa Santos**

---

**Subject:** FW: Selina's Flight Receipt: AIRTINDI ITIN. For BULL, SELINA

**Importance:** High

-----Original Message-----

**From:** [reservations@airtindi.com](mailto:reservations@airtindi.com) [<mailto:reservations@airtindi.com>]

**Sent:** October-25-14 12:03 PM

**To:** Selina Bull

**Subject:** AIRTINDI ITIN. For BULL, SELINA

**Importance:** High

\*\*\*ITINERARY\*\*\*

s22

Document Number:  
Confirmation Number s22  
Date Booked: 10/25/2014  
Modified: NOT PRINTED  
Booked by: Kaelyn  
PO:

Welcome Aboard: BULL, SELINA

Bound	Date	Flt	Depart	Arrive	Status
Out	29Oct14	235	TERRACE	11:15am MASSET	12:25pm CONFIRMED

FARE: 259.23  
FEES: 40.77  
GST: 15.00

Subtotal: \$300.00 ✓

BALANCE DUE: 315.00

#### TRAVEL TERMS AND CONDITIONS

Thank you for choosing Air Tindi. We're looking forward to welcoming you onboard!

Please take time to note the terms and conditions of your flight and retain this Itinerary as confirmation of your booking with us (additional copies are available for a \$10 + GST administration fee per Itinerary). If you are not the passenger traveling, please forward this Itinerary to the passenger and ensure they understand the Terms and Conditions of their travel on Air Tindi.

**PASSENGER RESERVATIONS AND CHANGE / CANCELATIONS FEES** Payment is required at the time Reservation is made. Reservation changes and cancelations are allowed up to 2-hours prior to flight departure time for a fee of \$25 + GST per

change. Refunds are available up to 2-hours prior to flight departure time for a fee of \$25 + GST. No cancellations, changes or refunds allowed within 2-hours of flight departure time.

Reservations, Itineraries and Tickets are non-transferable between passengers.

#### **PASSENGER CHECK-IN**

Check-in Time is 1-hour prior to departure time; government issued photo identification may be required.

Check-In Time will be closed 30-minutes prior to departure time, at which time confirmed seats will be given to Stand-by passengers.

Passenger boarding time will be 15-minutes prior to departure, to ensure an on-time departure.

#### **NO SHOW POLICY**

Passengers who do not check-in on time for their flight will be considered a NO-SHOW. Tickets for NO-SHOW passengers are non-refundable; however they may be used for future travel, on a stand-by basis, for a period of up to one year.

#### **BAGGAGE**

Up to 50 lbs of free checked baggage is permitted per fare-paying passenger; Excess baggage charges will apply for overweight baggage.

For Safety reasons, carriage of dangerous goods: Matches, Lighters, Gas, Paints, Fireworks, Bleach, etc. is not allowed; Liability for loss and damage of baggage is limited; please do not pack valuables such as cash or jewelry in your baggage. Carry-on baggage is not permitted due to Transport Canada regulations. Please carry your valuables and medication on your person.



# EAGLE TRANSIT LTD.

Transit & Charter Bus Services  
Taxi & Deliveries

Box 478  
Queen Charlotte, BC  
V0Y 1S0

250-558-7461  
250-558-2368 fax  
eagle@haldagwall.net  
haldagwall.net/eagle

## RECEIPT

Date: 10/30/14  
To: KLP From: OC  
Amount Paid: \$ 27 ✓

Driver: Y HST/GST #895193980 RT

s22

DO NOT WRITE ABOVE THIS LINE - NE RIEN ECRIRE AU-DESSUS DE CETTE LIGNE

10/16

110 30 14

136 74 18

DESCRIPTION AMOUNT/MONTANT

CARDHOLDER'S SIGNATURE - SIGNATURE DU TITULAIRE

OVERSEAS PAY TOTAL AMOUNT TO CARD \$5.50

VISA

TOTAL \$ 27.00

CDN CAN

CUSTOMER COPY

COPIE DU CLIENT

PLEASE PRINT THIS COPY AS EVIDENCE OF YOUR TRANSACTION

CONSERVEZ CETTE COPIE COMME PREUVE DE VOTRE TRANSACTION

Taxi YVR → home  
Selina Bull Oct. 30

DELTASURREYGREENLAB01  
#203-12837-76TH AVEV3H2V3  
SURREY BC  
223.7944

1111

PURCHASE

10-30-2014

Acct #

222

Exp Dat

Name: SL... BULL

AGG00000031010

VISA

Trace # 440166

Operator: O.

1V2238784401

Inv. # 216

Auth # 087374

RRN 001143166

Purchase

\$22.00

Tip

\$4.00

Total

\$26.00

( 00 ) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

FST Hotel Selina B

s15

Account: s22

Date: 10/23/14

Room: s22 BAR

Arrival Date: 10/22/14

Departure Date: 10/23/14

Check In Time: 10/22/14 8:22 PM

Check Out Time:

Rewards Program ID:

You were checked out by:

You were checked in by: ldsouz

Total Balance Due: 0.00

Kirk & Co.  
Bull, Selina  
#402 1250 Homer st  
Vancouver, BC V6B1C6

Post Date	Description	Comment	Amount
10/22/14	Restaurant	Restaurant	18.90
10/22/14	Room Charge	s22 Bull, Selina	175.99
10/22/14	Occupancy Tax (PST)		14.08
10/22/14	Goods & Services Tax		8.80
10/23/14	Restaurant	wrong room	(18.90)
10/23/14	s22 Payment		(198.87)

s22

Folio Summary 10/22/14 - 10/23/14

Room Charge	175.99
Goods & Services Tax	8.80
Occupancy Tax (PST)	14.08
Restaurant	0.00
s22 Payment	(198.87)
Balance Due:	0.00

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to partner rewards.

If payment by credit card, I agree to pay the above total charge amount according to the card issuer agreement.

s15

s15

s22

DATE 2014/10/23  
TIME 23:52 07:50:39  
RECEIPT NUMBER C84070250-001-117-009-0  
PRE-AUTH COMPLETION  
TOTAL \$198.87

s22

APPROVED  
AUTH# 090904 01-027  
THANK YOU  
MERCHANT COPY

SLS

*By Accommodation  
Oct. 28 (Terrace)  
Selina Bull*

SLS

10/29/2014 07:43 AM

## Registered To:

Bull, Selina

Vancouver, BC v6j 4l2

(604) 781-4545

Room # <sup>ZZS</sup>Conf # <sup>ZZS</sup>

Arrival 10/28/14

Departure 10/29/14

Room Type <sup>ZZS</sup> Room  
Guests 1 / 0Payment <sup>ZZS</sup>  
Acct

Posting	Oper	AcctCo	Description	From	Reference	Amount
10/28/14	Gurjee	RC	ROOM CHRG REVENUE			\$109.00
10/28/14	Gurjee	PST	Provincial Sales Tax			\$8.72
10/28/14	Gurjee	GST	Goods & Services Tax			\$5.45
10/29/14	Gurjee	VS	PAYMENT VISA/MC			\$123.17
Balance Due						\$0.00

THE UNDERSIGNED GUEST AGREES TO PAY THE AMOUNT INDICATED ON THE BALANCE DUE PORTION OF THIS INVOICE. IF THE CHARGES ARE TO BE BILLED TO A THIRD PARTY, THE UNDERSIGNED AGREES TO BE PERSONALLY LIABLE FOR PAYMENT

OF THE CHARGES IN THE EVENT THAT THE INDICATED THIRD PARTY, PERSON, COMPANY OR ASSOCIATION FAILS TO PAY FOR ANY PART OR THE FULL AMOUNT OF SUCH CHARGES.

X  
GUEST SIGNATURE

SLS

Accommodation  
Oct. 29

s15

s22

s15

Wynn Char 10/29  
TERMINAL ID: 0089250000018663306333  
MERCHANT # 0018869506

s22

CHIP

EMU SALE  
BATCH 000560 INU: 001579  
Oct 29 2014 18:46  
APPROVAL TRANSACTION TIME: 18:46

s22  
AID: 00000000031018  
TUR: 00 00 00 00 00  
TST: F0 00  
TCT 390741F9C8DCCF00  
AUTH: 077256

RECORD: 4

TOTAL 124.30

APPROVAL 077256

SELINA BULL

BY ENTERING A VERIFIED PIN, CARDHOLDER  
AGREES TO PAY ISSUER SUCH TOTAL IN  
ACCORDANCE WITH ISSUER'S AGREEMENT WITH  
CARDHOLDER

THANK YOU!

CUSTOMER COPY

GUEST REGISTRATION		DATE	DAYS OCCUPIED
REGARDLESS OF CHARGE INSTRUCTIONS, THE UNDERSIGNED GUEST ACKNOWLEDGES THE BELOW AS A PERSONAL INDEBTEDNESS.			SUNDAY
NAME <u>Selina Bull</u>			MONDAY
COMPANY <u>Kirk &amp; Co</u> PLEASE PRINT			TUESDAY
ADDRESS			WEDNESDAY 110.00
CITY <u>s22</u>			THURSDAY
PHONE <u>s22</u>			FRIDAY
SIGNATURE <u>X</u> s22			SATURDAY
RATE \$ <u>110.00</u>	ROOM N s22	No. IN PARTY	SUNDAY
PAYMENT RECEIVED BY <u>Forkey</u>	DATE-OUT <u>Oct 29/14</u>	CLERK INITIAL <u>RAH</u>	MONDAY
NOTICE TO GUESTS			TUESDAY
THIS PROPERTY IS PRIVATELY OWNED AND MANAGEMENT RESERVES THE RIGHT TO REFUSE SERVICE TO ANYONE, AND WILL NOT BE RESPONSIBLE FOR ANY ACCIDENTS OR INJURY TO GUESTS OR FOR LOSS OF MONEY, JEWELLERY OR VALUABLES OF ANY KIND.			WEDNESDAY
11:00 AM IS CHECK OUT TIME. GUESTS STAYING OVER PLEASE NOTIFY OFFICE. THE MANAGEMENT RESERVES THE RIGHT TO ASSIGN AND REASSIGN THE GUESTS TO SUCH ACCOMMODATION AS THE MANAGEMENT SEES FIT.			THURSDAY
WE OPERATE UNDER THE HOTEL KEEPERS ACT.			FRIDAY
s15			SATURDAY
THANK YOU FOR YOUR PATRONAGE			SUBTOTAL 110.00
INVOICE THIS IS THE ONLY ITEMIZED ACCOUNT RENDERED			TAX 5.50
MISC			8.80
			ROOM TOTAL 124.30
			PHONE CALLS
			TAX
			TOTAL
			RECEIVED ON ACCOUNT
			TOTAL 124.30

**SCHEDULE OF REIMBURSABLE TRAVEL EXPENSES  
FOR CONTRACTORS TO FILL IN ONLINE - H1170**

NAME OF INDIVIDUAL CLAIMING EXPENSES:  
Kai-lani Rutland

CONTRACT IDENTIFICATION NUMBER:  
SO-GCPE15-002

REASON / PURPOSE FOR TRAVEL:
B.C. on the Move: A 10-Year Transportation Plan

**TRANSPORTATION:** *(Original receipts are required, unless private vehicle used as per the Schedule of Reimbursable Travel Expenses)*

Date (YYYY/MM/DD)	From/To	KM*	Mode	Cost - Excluding GST	
10/28/2014	Kirk & Co./YVR Airport		TransLink ✓	\$	4.00
10/28/2014	YVR/YLW & return		Air Canada ✓	\$	573.25
10/28/2-14	YVR Airport/Kirk & Co.		Taxi ✓	\$	28.38 31.38
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL - Excluding GST</b>	\$	<b>608.63</b>

\* For Private Vehicle Only

\* For Private Vehicle Only

**TOTAL - Excluding GST**

T	\$	608.63
---	----	--------

605.63

**MEALS:** *(No receipts are required. Meals are reimbursed according to the rates specified in the Schedule of Reimbursable Travel Expenses)*

[illegible]

**TOTAL**

84.25

**ACCOMMODATION:** *(Original receipts required for all expenses, subject to daily maximums identified in the Schedule of Reimbursable Travel Expenses)*

<b>REIMBURSEMENT:</b>	<i>(Original receipts required for all expenses; subject to daily maximums identified in the Schedule of Reimbursable Travel Expenses)</i>	
Date (YYYY/MM/DD)	City	Cost - Excluding GST
10/29/2014	Kamloops ✓	\$ 108.90 100.00
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
	TOTAL - Excluding GST	\$ 100.00

**TOTAL - Excluding GST**

108.90

October 22 - October 31, 2014

Period Covered (From - To)

**TOTAL EXPENSES - Excluding GST**

\$	792.88
----	--------

798.78



TVM RECEIPT  
NOT VALID FOR TRAVEL

TransLink  
Yaletown  
TVMS2002  
Tue 28 Oct 14 08:48AM

✓ Fare Type: 2 ZONE  
Purchase: \$ 4.00  
1 Adult  
Purchased Amount:\$ 4.00

TRANSACTION RECORD

Account: s22  
Card Number: s22  
Card Entry: SWIPED  
Trans Type: PURCHASE  
Amount: \$ 4.00  
Auth #: 042044  
Sequence #: 375067  
Terminal #: 00522  
Ref #: VTCB22S69965

TRANSACTION APPROVED

Transaction #:0001108'

Z2S

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.



### Booking Information

AIR CANADA

**Booking Reference:** Z2S

**Customer Care**
**Electronic Ticketing confirmed. This is your official Itinerary/receipt.**
**Air Canada**  
1-888-247-2262

**Main Contact:**  
Miss Kai-lani Rutland  
kal-lanirutland@kirkandco.ca

**Flight Arrivals and Departures**  
1-888-422-7533

Z2S

### Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8412 <sup>1</sup>	Vancouver, Vancouver Int'l (YVR) Tue 28-Oct 2014 10:30 - Terminal M	Kelowna (YLW) Tue 28-Oct 2014 11:23	0	0hr53	DH4	Flex, V	
AC8421 <sup>1</sup>	Kelowna (YLW) Wed 29-Oct 2014 18:20	Vancouver, Vancouver Int'l (YVR) Wed 29-Oct 2014 19:15 - Terminal M	0	0hr55	DH4	Latitude, B	

**Operated by:**
<sup>1</sup> Air Canada Express - Jazz

### Passenger Information

**1: Miss Kai-lani Rutland : Adult (16+), Ticket Number:**

Z2S

Air Canada - Aeroplan

Payment Card:

Seat Selection:

Z2S

None

Meal Preference:

None

Special Needs:

None

### Purchase Summary

**Fare Summary**

Passenger Type

Adult

**Air Transportation Charges**

Departing Flight - Flex

171.00 ✓

Return Flight - Latitude

344.00 ✓

Surcharges

24.00 ✓

**Taxes, Fees and Charges**

Canada Airport Improvement Fee

20.00 ✓

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

28.66

Air Travellers Security Charge (ATSC)

14.25 ✓

Total airfare and taxes before options (per passenger)

601.91

Number of passengers

x 1

Total airfare, taxes and options

601.91

Travel Insurance (declined)

0.00

**Grand Total - Canadian dollars**
**\$601.91**
*Subtotal: 573.25*

### Fare Rules

**Departing Flight Vancouver (YVR) To Kelowna (YLW) - Flex**
**• Changes:**

- Prior to day of departure - Change fee per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior

apply to 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

**Currency**

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel. Please note that checked baggage fees may be assessed a second time if your itinerary includes a stopover lasting more than 24 hours.

**Stopovers**

Customers may be reassessed checked baggage fees when itineraries include an enroute stopover in excess of 24 hours.

**Note:** If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

---

**Important Information**

---

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

**Before You Go: A 'To-Do' List**

All passengers are advised to view the Travel documentation page for Important Information on identification required for travel.

Check-in and boarding times

**Links**

Manage my booking online:

Flight Departure & Arrivals:

General conditions of carriage:

Information and Services

<http://www.aircanada.com/mybookings>

<http://www.aircanada.com/flightstatus>

<http://www.aircanada.com/conditionsofcarriage>

<http://www.aircanada.com/travelinfo>



**Fly Carbon Neutral.** Offset your portion of this flight's CO<sub>2</sub> emissions.

Offset now | Learn more



CASH RECEIPT

DELTA-SURREY & TSAWWASSEN

GREEN CAB

DIV. OF DELTA SUNSHINE TAXI  
(1972) LTD.

594-5444 594-1111 943-1111  
1-877-943-TAXI (8294)

Date: 29/ OCT / 2014

\$ 32.80

From: VVV

To: VAN. DOWNTOWN

Driver: 4910

Cab No.: 57 GST: \$1.64

"Put a little Sunshine into your day"

28.38

DELTA-SURREY-GREEN-CAB-67  
#203-12837-76TH AVEV3H2V3  
SURREY BC  
22389072

1111 PURCHASE 1111  
10-29-2014 19:49:02  
Acct # S22 C  
Exp Date S22 Car type Z2S  
Name: KAI KUTLAND  
A0000000031010 S2S

Trace # 810005 Operator 002  
FV2238907201  
Inv. # 490  
Auth # 071040 RRN 001774005

Purchase	\$29.80
Tip	\$3.00
Total	\$32.80

( 00 ) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

Thank You For  
Your Business  
604-594-1111

s15

s15

K. Rutland  
SCOM

Mrs Kai-lani Rutland

s22

## Receipt

Invoice date  
Our reference  
GST Number

10/29/2014

s15

Guest Mrs Kai-lani Rutland Arrival 10/28/2014 Departure 10/29/2014 Room s22

Date	Description	Ref.	Quantity	Unit Price	Total (CAD)
10/28/2014	Room Charge		1	99.00	99.00 ✓
10/28/2014	GST Taxes		1	4.95	4.95
10/28/2014	Municipal Room Tax		1	1.98	1.98 ✓
10/28/2014	PST Room tax		1	7.92	7.92 ✓

Total invoice 113.85

10/29/2014 s22

Total Paid -113.85

Total Paid -113.85

Total Due 0.00

Total GST 4.95  
Total PST (Room)  
Total PST (Other)

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X

For reservations:

s15

Lightspeed Courier & Logistics  
 447 East 1 Street  
 North Vancouver, B.C.  
 V7L 1B8  
 604-988-7401  
 GST: 82739 2887 RT0001

GCPE  
 BC on the Move



Kirk & Company  
 General Billing  
 402 - 1250 Homer  
 Vancouver, B.C.  
 V6B 1C6

Tel: 604-688-7220  
 Lisa: 604-551-7921  
 Contact: Max/Lisa  
[mxxtobias@kirkandco.ca](mailto:mxxtobias@kirkandco.ca)  
[lsasantos@kirkandco.ca](mailto:lsasantos@kirkandco.ca)

Billing Date: ~~Sept 30~~ Oct 31, 2014

Date	Tag	Description	Service	File	Price	G.S.T.	Total
Oct 15 14	307	940 Blanchard VIC	urg ISL	BCOTM	89.04	4.45	93.49
Oct 21 14	211	1500 Woolridge COQ	urg C1 15 lbs	BCOTM	49.35	2.47	51.82
Oct 23 14	410	940 Blanchard VIC	urg ISL	BCOTM	144.48	7.22	151.70
Oct 24 14	508	zz	reg F1	BCOTM	54.45	2.72	57.17
Oct 27 14	104	4574 51 St DLT	urg D1 80 lbs	BCOTM	73.34	3.67	77.01
Oct 27 14	105	zz	reg F1 30 lbs	BCOTM	57.45	2.87	60.32
Oct 28 14	215	2100 Lableux Rd NN	reg ISL	BCOTM	76.60	3.78	79.38

Subtotal: 543.71 ✓  
 G.S.T. 5%: 27.19

Total Due: 570.90

Conference Line Invoice - GCPE-BCOTM

Actual Start Time	Conference Minutes	Total \$
14-10-02 14:29	243.3	99.96
14-10-08 13:30	259.6	131.01
14-10-17 8:59	615.8	268.13

Subtotal	\$	499.10
GST	\$	24.96
TOTAL	\$	524.06

31-Oct-14 GCPE-B.C. on the Move

BC on the Move



**REMIT TO:****Moore Canada Corporation**

dba RR Donnelley  
 901 Great Northern Way  
 Vancouver BC  
 Canada V5T 1E1

**RR DONNELLEY**

P 604-872-2326  
 F 604-872-4235  
 www.rrdonnelley.com

**INVOICE**

BCOM

**SOLD TO:**

KIRK & CO. CONSULTING LTD.  
 #402 - 1250 HOMER STREET  
 VANCOUVER BC V6B 1C6  
 CAN

Invoice: 715379  
 Invoice Date: 10/30/2014  
 Order Date: 10/3/2014  
 Customer Number: H53168  
 Salesperson: BRYDON, CHRIS

Job-ID	PO Number	Quantity	Description	Unit Price	U/M	Price
588824		8,000	BC on the Move A 10-Year Transportation Plan Discussion Guide and Survey	0.0000		9,030.00
588824			Revisions	0.0000		24.00

GST Tax ID: 12090 6755 RT 0006

Net Sales: 9,054.00  
 Tax Total: (see table below) 1,086.48  
 Net Total: 10,140.48

	Tax Base	GST/HST	PST/QST	Total
British Columbia	9,054.00	452.70	633.78	10,140.48
Invoice Total:	9,054.00	452.70	633.78	10,140.48

Terms: Due in 30 days

INTEREST CHARGED AT 2% MONTHLY ON OVERDUE ACCOUNTS.



**REMIT TO:**

**Moore Canada Corporation**  
dba RR Donnelley  
901 Great Northern Way  
Vancouver BC  
Canada V5T 1E1

**RR DONNELLEY**

P 604-872-2326  
F 604-872-4235  
www.rrdonnelley.com

**INVOICE***BCOM***SOLD TO:**

**KIRK & CO. CONSULTING LTD.**  
#402 - 1250 HOMER STREET  
VANCOUVER BC V6B 1C8  
CAN

Invoice: 715403  
Invoice Date: 10/30/2014  
Order Date: 10/28/2014  
Customer Number: H53168  
Salesperson: BRYDON, CHRIS

Job-ID	PO Number	Quantity	Description	Unit Price	U/M	Price
588824-1		606	Mailing Preparation for BC on the Move A 10-Year Transportation Plan Discussion Guide and Survey	0.0000		1,297.00 ✓
588824-1			Postage	0.0000		3,409.19 ✓

s.15

**Net Sales:** 1,297.00  
**Freight - Taxable:** 6,302.35 ✓  
**Tax Total: (see table below)** 550.43  
**Net Total:** 11,558.97

	Tax Base	GST/HST	PST/QST	Total
GST	11,008.54	550.43	0.00	11,558.97
Invoice Total:	11,008.54	550.43	0.00	11,558.97

**Terms: Due in 30 days**

INTEREST CHARGED AT 2% MONTHLY ON OVERDUE ACCOUNTS.

SIS

ECOTM

SIS

## Receipt

Printed: 28 Oct 2014 08:48 AM

User: SIS

Page: 1

SIS

Kirk & Company Consulting Ltd.  
 Lisa Santos  
 402 - 1250 Homer Street  
 Vancouver, BC V6B 1C6  
 Home#:

Receipt #: 11829888  
 User: SIS  
 Issued: 28 Oct 2014 08:48 am  
 SIS

Description	Amount
Previous Balance	\$64.29
Applied To: 530993 - Meeting for Ministry of Transportation	\$64.29
Payment: 222	61.23 (\$64.29)
Balance	Subtotal: 61.30 \$0.00

## Account Barcodes and PINs

Family PIN Number:

SIS

Client Name

Barcode # or Assigned Barcode

Ashley Okazaki

Carolyn Bull

Lisa Santos

SIS

## REFUNDS:

We value your feedback and participation, and invite your call to discuss programs that do not meet your expectations.

1. Full refunds will be given for any program cancelled by the Community Services Department.
2. Full refunds will be given for withdrawals made before the start of the first class of the program (see exception).  
 Prorated refunds will be offered for withdrawals after the first class up to the end of day of the second class.  
 Please let us know the reasons for your withdrawal. It will help us provide the best possible programs in the future.
3. Exceptions: Full refunds will be given throughout the previous Wednesday to the end of the business day for all short programs, camps, workshops and special events which start the following week.
4. Some overnight and specialty camps require two weeks notice to receive refund.
5. Prorated refunds will be given for medical conditions and extenuating circumstances when withdrawing from a program.
6. Prorated refunds are available for annual fit pass holders after 4 months. We do not offer refunds or withdrawals on 1 or 3 month FitPasses, 10-visit FitPasses, Indoor Cycling, Personal Training and Birthday Parties except due to medical reasons.

# Rental Contract

Printed: 23 Oct 2014, 03:04 PM

User: s22

s15

Contract #: s15  
Date: 23 Oct 2014

User: s22  
Status: Firm

s15 hereby grants Kirk & Company Consulting Ltd. (hereinafter called the "Licensee"), permission to use the Facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement.

## I) Purpose of Use

SC - Meeting  
Meeting for Ministry of Transportation

## II) Conditions of Use

\*Booked by: Lisa Santos on October 23

\*Set-up/take-down: Rental time inclusive of any personal set-up/take-down time required by group. Should you require any additional set-up time or equipment check run-through, please let us know and we will book the time for you. Rentals that start prior to or go past the rental time are subject to additional charges.

\*Room diagram: Required one week prior to rental (if applicable).

\*Cancellation policy: s15 requires 14 days cancellation notice from the date of event. Any cancellations made within 14 days of event are subject to no refund.

\*Insurance: s15 requires insurance for any rental. Insurance can be purchased through s15 or a copy of an insurance policy (min. \$2,000,000 liability insurance) naming s15 as 'also insured' is required.

\*Damage deposits are required on all rentals over \$100 and are equal to 50% of the total booking cost. This deposit will be returned to you once confirmation of no damage has been received.

\*AV equipment: AV equipment rentals must be requested in advance of rental date, and subject to availability.

\*Alcohol: Alcohol is not permitted in any s15 building without prior approval and proper licensing.

\*Kitchen access: Kitchen use/access is not permitted.

\*Catering: Please contact s15 for more information. The kitchen requires 14 days notice on all orders or changes/cancellations to existing orders.

\*Facility Attendant: Maintenance/staffing fees will apply for any rental outside of regular office hours or for any rental deemed to require extra staffing.

\*Advertising for event: Promotion of event is responsibility of the individual/group. Any advertising within s15 buildings is subject to approval.

## III) Date and Times of Use

# of Bookings: 1

Starting: 28 Oct 2014 08:00 am  
Ending: 28 Oct 2014 10:00 am

Expected: 15

Facility/Equipment  
s15

Day	Start Date	Start Time	End Date	End Time	Fee	XFee	Tax	Total
Tue	28 Oct 2014	08:00 AM	28 Oct 2014	10:00 AM	\$59.80	\$1.50	\$2.89	\$64.29

## IV) Additional Fees

Extra Fee - Bookings  
Ins Meeting - 1-100 \$1.50

Hours	Quantity	Charge
2:00	1	\$1.50
2:00	1	\$1.50

## V) Payment Method

Printed: 23 Oct 2014, 03:04 PM

# Rental Contract

User: 222

Contract #: 915

User: 915

Date: 23 Oct 2014

Status: Firm

Rental Fees	Extra Fees	Tax	Rental Total	Damage Deposit	Total Applied	Balance	Current
\$59.60	\$1.60	\$2.99	\$64.29	\$0.00	\$0.00	\$64.29	\$64.29

Balance of rental due and payable immediately.



that was easy:

BC on the Move

## Printable Order Confirmation

**Thank you for your order.**

For complete details of your order, including sales tax and shipping info, be sure to check for an email from Staples at the address below.

Order confirmation will be sent to: [lisasantos@kirkandco.ca](mailto:lisasantos@kirkandco.ca)

Order number: **5494433198**

Order date: **Tuesday, October 28, 2014**

You'll also find complete details of this order in the Order Status section of My Account.

[Print this page](#)**Ship-to Location**

Lisa Santos  
KIRK AND CO CONSULTING LTD  
1250 HOMER ST  
SUITE 402  
VANCOUVER, BC, V6B1C6  
(604) 688-7220 x

**Additional Shipping Information****Bill-to Location**

KIRK AND CO CONSULTING LTD  
Customer No. 0139630016  
2216 WEST 3RD AVE  
SUITE 402  
VANCOUVER, BC, V6K1L4

**Contact**

JUDY KIRK  
(604) 688-7220 x

**Payment Information**

s22

**Credit Card Billing Address**

Judy Kirk  
Kirk & Co. Consulting Ltd.  
402 - 1250 Homer Street  
Vancouver, BC, V6B1C6  
(604) 688-7220 x

Your order may be sent in different shipments. If it is, no additional charges will apply.

**Items in your Order**

Item 26904 Model 05305	Avery® Printable Tent Cards, Medium, 2-1/2" x 8-1/2", #05305	Qty: 5 at \$21.95 100/Box	Expected business-day shipping: Wed 10/29	\$109.75
---------------------------	---	---------------------------------	---	----------

Packing Slip Note: BCOTM

Subtotal: \$109.75  
Coupons: \$0.00  
Shipping: Free  
PST: \$7.68  
GST: \$5.49  
Total: **\$122.92**

RCOTM

SLS

October 27, 2014

Ministry of Transportation & Infrastructure  
Lisa Santos

Invoice #: 10-28-14 Min. of Transportation

604-688-7220

lisasantos@kirkandco.ca

Event/Activity: Room Booking  
Location: Cottonwood Centre

DATE	DESCRIPTION	# HRS	RATE	AMOUNT	
28-Oct-14	SLS 1:30 - 4 pm	2.5	\$ 29.00	\$ 72.50	
				\$ -	
				\$ -	
				\$ -	
			<b>SUBTOTAL</b>	\$ 72.50	G ✓
				\$ -	
				\$ -	
				\$ -	
			<b>SUBTOTAL</b>	\$ -	B
			Booking Admin Fee	\$ -	
			Socan Fee		G
			Insurance	\$ 10.00	* ✓
			PST		
			GST SLS	\$ 3.63	
			RT0001		
			<b>TOTAL</b>	\$ 86.13	

Subtotal: 82.50

Thank you for using

Please submit payment in the amount of:

Cheques can be made payable to:

SLS

\$ 86.13

SLS

If you have any questions, please do not hesitate to contact us.

G - GST applicable

B - GST/PST applicable

\* no tax applicable

SLS

BC on the Move

## Purchase Receipts

**HIGHTAIL**

Receipt

Billed To:

Receipt Date: Oct 24, 2014

Order Total: C\$15.99

lisasantos@kirkandco.ca  
Kirk & Co Consulting Ltd  
402 - 1250 Homer Street

Vancouver, British Columbia V6B  
1C6  
Canada

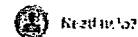
Item Number	Description	Price
1	Professional Account	C\$15.99

Sales Tax: C\$0.00

Order Total: C\$15.99

Please retain this receipt for your records.

Language English ▼

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© Hightail Inc. 2014

P.S. You look great today.

# RECEIPT RECORD

918

Thank You  
Item ID H0001  
HALL 2 : HALL DEPOSITS

10 200.00 200.00  
Item ID H0002  
HALL 1 : HALL RENTAL

10 200.00 200.00

Payment Subtotal 400.00  
FST 0.00  
GST R103176140 0.00

Payment Total 400.00

=====

NAME: KIRK & CO. CONSULTING LTD.  
NOTES: HALL RENTAL OCT 28, 2014  
Change 0.00

23-Oct-14 14:15:59  
D:CC00001724 R:2014101001  
SANDER R:0000025173

Have a Nice Day



**REMIT TO:**

**Moore Canada Corporation**  
dba RR Donnelley  
901 Great Northern Way  
Vancouver BC  
Canada V5T 1E1

**RR DONNELLEY**

P 604-872-2326  
F 604-872-4235  
www.rrdonnelley.com

**INVOICE***BCOTM***SOLD TO:**

**KIRK & CO. CONSULTING LTD.**  
#402 - 1250 HOMER STREET  
VANCOUVER BC V6B 1C6  
CAN

Invoice: 715289  
Invoice Date: 10/23/2014  
Order Date: 10/14/2014  
Customer Number: H53168  
Salesperson: BRYDON, CHRIS

Job-ID	PO Number	Quantity	Description	Unit Price U/M	Price
589020		392	BC on the Move Sheet 310 Libraries + Service BC 82 MoTI + MLA Offices	0.0000	120.00

s.15

Net Sales: 120.00 ✓  
Freight - Taxable: 16.43 ✓  
Tax Total: (see table below) 16.22  
Net Total: 151.65

	Tax Base	GST/HST	PST/QST	Total
British Columbia	120.00	6.00	8.40	134.40
GST	16.43	0.82	0.00	17.25
Invoice Total:	136.43	6.82	8.40	151.65

**Terms: Due in 30 days**

INTEREST CHARGED AT 2% MONTHLY ON OVERDUE ACCOUNTS.

Christel Guenette Expenses

Date	Expense	Billed	Adjusted Amount	Notes
2014-10-29	71.2 km driven with personal car around Surrey, North Vancouver & Burnaby	\$37.02	\$0.00	Not considered travel as within 32 km of Headquarters
2014-10-22	Breakfast and lunch claimed while working in Greater Vancouver	\$25.25	\$0.00	Not considered travel
From Hotel receipt				
2014-10-28	full day per diem claimed	\$48.00		will need start time and end time of travel
2014-10-29	breakfast and lunch per diem claimed	\$25.25		will need start time and end time of travel
2014-10-29	hotel in North Vancouver	\$125.00	\$124.70	why is hotel being claimed?

7:30am start, 6:30pm end of day  
6:00am start, 4:30pm end of day  
Employee stayed in same hotel as R. Mounteney of MoTI to ensure timely arrival at Horseshoe Bay ferry terminal, early morning ferry to Gibsons for meeting in Gibsons

Carrie Peacock Expense

2014-10-27	Oct 27 - 30/14 per diem claimed	\$166.75		will need start time and end time of travel	
2014-10-27	in Kamloops	\$100.00	\$97.90	Did not use Prov Govt rate, should have cost \$97.90	4:00pm start on October 27th; on the road full days in Kamloops/Cache Creek, Prince George, Williams Lake October 28th-30th, 8:00pm end of trip on Oct. 30th
2014-10-28	in Prince George	\$100.00	\$119.90	rounded hotel cost, should be \$119.90	
2014-10-29	in Williams Lake	\$100.00	\$120.95	rounded hotel costs, should be \$120.95	

Carmen Bennett Expense

2014-10-22	Taxi from Kirk & Co to YVR	\$28.95	\$24.95	Prov Govt does not reimburse tips, amount should be \$24.95	
2014-10-28	Flight to Cranbrook and return to Vancouver	\$472.25	\$474.25	Addition error, should be \$474.25	
2014-10-29	taxi from YVR to Kirk & Co.	\$29.78	\$25.05	Prov Govt does not reimburse tips, amount should be \$25.05	
2014-10-30	Taxi to meeting venues	\$13.37	\$11.05	Prov Govt does not reimburse tips, amount should be \$11.05	
2014-10-22	Oct 22 - 30/14 per diem claimed	\$217.25		will need start time and end time of travel	5:00am start on October 22nd; on road full days in Revelstoke/Nakusp, Nelson, Castlegar October 22nd-24th, 12:30pm end of trip on October 24th
					4:00pm start on Tuesday, October 28th; on road in Cranbrook night of Oct. 28th; full day in Invermere and Cranbrook, return travel to YVR on Oct. 29th; 8:00am start on October 30th, meetings in Langley and Vancouver (2), end of day 5:00pm on Oct. 30th
2014-10-23	in Nakusp	\$95.00	\$86.40	Rounded hotel cost, should be \$86.40	
2014-10-24	in Castlegar	\$100.00	\$97.20	Rounded hotel cost, should be \$97.20	
2014-10-29		\$95.00		Hotel not on Prov Gov't list	Hotel booked to remain consistent with previous booking made for Norm Parkes of MoTI

Selina Bull Expense

2014-10-22	taxi from Kirk & Co to YVR	\$32.50	\$28.00	Prov Govt does not reimburse tips, amount should be \$28.00	
2014-10-30	taxi from YVR to Kirk & Co	\$24.95	\$20.95	Prov Govt does not reimburse tips, amount should be \$20.95	
2014-10-22	Oct 22 - 30/14 Per diem claimed	\$214.75		will need start time and end time of travel	4:00pm start on October 22nd, overnight in Fort St. John; full day, end of day 11:30pm on Oct. 23rd
2014-10-23	in Fort St. John	\$125.00		Hotel not on Prov Gov't list	6:30am start on October 28th, full days in Prince Rupert/Terrace, Masset, Queen Charlotte City October 28th-30th, end of day 6:30pm on October 30th
2014-10-29	in Terrace	\$95.00		Hotel not on Prov Gov't list	Hotel booked to remain consistent with previous booking made for Scott Maxwell of MoTI
2014-10-30	in Queen Charlotte	\$95.00		Hotel not on Prov Gov't list	No available rooms at government approved hotels
					Hotel booked to remain consistent with previous booking made for Scott Maxwell of MoTI

Kal-lani Rutland Expense

2014-10-28	taxi from YVR to Kirk & Co.	\$31.38	\$28.38	Prov Govt does not reimburse tips, amount should be \$28.38	
2014-10-29	in Kamloops	\$100.00	\$108.90	Rounded hotel cost, should be \$108.90	

Christel Guenette Expenses

Date	Expense
2014-10-29	71.2 km driven with personal car around Surrey, North Vancouver & Burnaby
2014-10-22	Breakfast and lunch claimed while working in Greater Vancouver
From Hotel receipt,	
	s22
2014-10-28	full day per diem claimed
2014-10-29	breakfast and lunch per diem claimed
2014-10-29	s15 in North Vancouver

Carrie Peacock Expense

2014-10-27	Oct 27 - 30/14 per diem claimed
2014-10-27	s15 in Kamloops
2014-10-28	s15 Prince George
2014-10-29	s15 in Williams Lake

Carmen Bennett Expense

2014-10-22	Taxi from Kirk & Co to YVR
2014-10-28	Flight to Cranbrook and return to Vancouver
2014-10-29	taxi from YVR to Kirk & Co.
2014-10-30	Taxi to meeting venues
2014-10-22	Oct 22 - 30/14 per diem claimed
2014-10-23	s15 in Nakusp
2014-10-24	s15 in Castlegar
2014-10-29	s15

Selina Bull Expense

2014-10-22	taxi from Kirk & Co to YVR
2014-10-30	taxi from YVR to Kirk & Co
2014-10-22	Oct 22 - 30/14 Per diem claimed
2014-10-23	s15 in Fort St. John
2014-10-29	s15 in Terrace
2014-10-30	s15 in Queen Charlotte

Kai-lani Rutland Expense

2014-10-28	taxi from YVR to Kirk & Co.
2014-10-29	s15 in Kamloops

Billed	Adjusted Amount	Notes
\$37.02	\$0.00	Not considered travel as within 32 km of Headquarters
\$25.25	\$0.00	Not considered travel
\$48.00		will need start time and end time of travel
\$25.25		will need start time and end time of travel
\$125.00	\$124.70	why is hotel being claimed? <span>zzs</span>
\$166.75		will need start time and end time of travel
\$100.00	\$97.90	Did not use Prov Govt rate, should have cost \$97.90
\$100.00	\$119.90	rounded hotel cost, should be \$119.90
\$100.00	\$120.95	rounded hotel costs, should be \$120.95
\$28.95	\$24.95	Prov Govt does not reimburse tips, amount should be \$24.95
\$472.25	\$474.25	Addition error, should be \$474.25
\$29.78	\$25.05	Prov Govt does not reimburse tips, amount should be \$25.05
\$13.37	\$11.05	Prov Govt does not reimburse tips, amount should be \$11.05
\$217.25		will need start time and end time of travel
\$95.00	\$86.40	Rounded hotel cost, should be \$86.40
\$100.00	\$97.20	Rounded hotel cost, should be \$97.20
\$95.00		Hotel not on Prov Gov't list
\$32.50	\$28.00	Prov Govt does not reimburse tips, amount should be \$28.00
\$24.95	\$20.95	Prov Govt does not reimburse tips, amount should be \$20.95
\$214.75		will need start time and end time of travel
\$125.00		Hotel not on Prov Gov't list
\$95.00		Hotel not on Prov Gov't list
\$95.00		Hotel not on Prov Gov't list
\$31.38	\$28.38	Prov Govt does not reimburse tips, amount should be \$28.38
\$100.00	\$108.90	Rounded hotel cost, should be \$108.90

## Paluch, Alisha TRAN:EX

---

**From:** Hume, David GCPE:EX  
**Sent:** Wednesday, October 8, 2014 1:32 PM  
**To:** Pedersen, Kirsten TRAN:EX  
**Cc:** Bicknell, Liz M GCPE:EX; Parkes, Norm E TRAN:EX; Duncan, Dave TRAN:EX  
**Subject:** Re: Citizen Engagement Standing Offer Draw down for work on Tran 2025

Super, Kirsten.

Norm--can we connect to make sure I understand the specifics of what you need?

---

**From:** Pedersen, Kirsten TRAN:EX  
**Sent:** Wednesday, October 8, 2014 1:15 PM  
**To:** Hume, David GCPE:EX  
**Cc:** Bicknell, Liz M GCPE:EX; Parkes, Norm E TRAN:EX; Duncan, Dave TRAN:EX  
**Subject:** RE: Citizen Engagement Standing Offer Draw down for work on Tran 2025

Hi David, further to the email below from Dave Duncan, Norm Parkes will be leading the ministry effort over the next several weeks with respect to the plan and execution of targeted stakeholder meetings across the province as part of the public engagement component of the 10 year plan.

Norm and I can now confirm that the ministry would like to retain consulting engagement services to support the management and execution of these stakeholder meetings across the province. With respect to your recommendation for proponent Kirk and Co due to their areas of expertise, prior experience and capacity, Norm and I confirm our agreement with this recommendation.

Please proceed to carry out the drawdown for these services. While the services and associated hours are described in general below, please note that Norm will be working to finalize these details over the next few days. I suggest that Norm and yourself stay in touch as these details are developed.

I have enjoyed working with you David. While I will be back on the project November 3

s22

I will be focusing primarily on plan development as opposed to the public engagement process, which Norm will be continuing to lead.

Thank you again for all of your help and assistance over the past few months.

Kirsten

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**From:** Duncan, Dave TRAN:EX  
**Sent:** Monday, September 29, 2014 12:51 PM  
**To:** Hume, David GCPE:EX; Pedersen, Kirsten TRAN:EX  
**Cc:** Bicknell, Liz M GCPE:EX; Champion, Denise GCPE:EX; MacLennan, Alex GCPE:EX; Stewart, Dawn M GCPE:EX; Bain, Nancy TRAN:EX  
**Subject:** RE: Citizen Engagement Standing Offer Draw down for work on Tran 2025

Hey David

Apologies for not getting back to you sooner, and thank you for taking the time to loop me on this. I very much appreciate all of the effort that has gone into both development of public engagement materials for TRAN 2025 as well as standing offer for engagement services.

Unless you have any concerns, I'm going to leave it to Kirsten to provide you with confirmation and direction on this. Kirsten, as the Ministry project lead for TRAN 2025 engagement, has full authority to make these decisions on behalf of the Ministry. She will be in the best position to confirm the details of the needed engagement services.

Thanks again David for all the work that you and your team have put into this project. It is truly appreciated.

**Dave Duncan**

**From:** Hume, David GCPE:EX

**Sent:** Friday, September 26, 2014 3:00 PM

**To:** Duncan, Dave TRAN:EX; Pedersen, Kirsten TRAN:EX

**Cc:** Bicknell, Liz M GCPE:EX; Champion, Denise GCPE:EX; MacLennan, Alex GCPE:EX; Stewart, Dawn M GCPE:EX

**Subject:** Citizen Engagement Standing Offer Draw down for work on Tran 2025

Dear Kirsten and Dave,

As you may be aware, GCPE is responsible for administering the Citizen Engagement Services Standing Offer, which you intend to use to secure resources for the next phase of the Transportation 2025: BC on the Move (Tran 2025) work.

I'd like to confirm the following with you with respect to work on Tran 2025 so that we can proceed to issue that drawdown early next week.

The services you are seeking include:

- Stakeholder analysis and outreach (estimated at s21 hours)
- Support for meetings, including staff preparation, organization, facilitation and note taking (estimated at s21 hours)
- Analysis of and reporting from online feedback and face to face meetings (estimated at s21 hours)
- Ongoing communications support and advice (estimated at s21 ours)
- Preparation of the final report from the consultations (estimated a s21 hours)

The duration of the drawdown will extend until March 31<sup>st</sup>.

The standing offer process says that we will make a determination about what supplier to use based on the Province's assessment of their experience and capacity relative to project requirements. Based on our collective assessment of their experience, Kirk and Co is the recommended service provider. Should you confirm your agreement, we will be adding a note to file that expresses the following rationale for this choice:

- Kirk and Co has significant experience with respect to consultation on transportation issues in British Columbia. Examples of specific projects that demonstrate their experience include their work on:
  - o The Coastal Ferries Consultation and Engagement
  - o The Safety and Speed Review
  - o The development of the Sea-to-Sky Highway
- Their successful completion of these projects also reflects their familiarity with transportation stakeholders across the Province, making them a highly valuable resource. Their extensive experience with First Nations and working with remote communities will also be highly valuable for the execution of this project.
- The Province also has assessed their capacity to organize and deliver the type of meetings required by the Ministry of Transportation and Infrastructure as superior.

Please indicate your agreement to the above, and we will carry out the drawdown for services at our earliest convenience next week.

Regards,

David

David Hume

Executive Director, Citizen Engagement

Strategic Initiatives Division

Province of British Columbia, Government Communications and Public Engagement

250 589 9043 | [david.hume@gov.bc.ca](mailto:david.hume@gov.bc.ca) | Twitter: @dbhume

## Paluch, Alisha TRAN:EX

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**From:** Hume, David GCPE:EX  
**Sent:** Thursday, October 16, 2014 11:34 AM  
**To:** 'Judy Kirk'  
**Cc:** Parkes, Norm E TRAN:EX  
**Subject:** Drawdown estimate for feedback

Hi Judy,

As promised, Norm and I have worked up a drawdown estimate for the work associated with stakeholder meetings for BC On the Move.

I'd like your thoughts on the below. Our intention is to draw from the 'Community Meetings' section of the list, which is the best fit for this work. Your rates under the standing offer are, s21 for a lead role, and s21 or support.

1. Set up, attendance, note taking and summaries for s21 meetings. These meetings will be supported by s21Kirk & Co resources. Each Kirk & Co. resource will be a part of s21 teams that are executing meetings simultaneously. Each team will cover s21 meetings each.

The estimated time for each team member on a per meeting basis are estimated to be:

- hour duration note taking
- s21 hour prep
- hour summary

The estimated hours for all s21Kirk and Co team members is: s21 hours per team member s21 hours total.

2. Stakeholder outreach and invitation management, which includes notifying, confirming and supplying details to participants, including answering any questions with respect to the process. Estimated total effort: s21 hours
3. Stakeholder meeting summary, which includes reviewing meeting summaries, and providing an overall high level theming, and time for one revision. Estimated effort: s21 hours
4. Online feedback form and written response analysis and summary, which includes the collating and organization of all public input, qualitative and quantitative analysis, and write ups of key themes and insights. Includes time for one revision. s21 hours
5. Ongoing communications and stakeholder relations advice, to support decision making processes. s21 hour
6. Final report development, including assistance with graphic design and layout, and three revisions. s21 hours
7. Project management and progress reporting approximately 10% of above: s21 ours
8. Travel budget: s.21 er week, for s.21 people over s.21 ravel weeks. Estimate is \$45k

Thanks for your reflections on these numbers.

Regards,

David

David Hume  
Executive Director, Citizen Engagement  
Strategic Initiatives Division  
Province of British Columbia, Government Communications and Public Engagement  
250 589 9043 | [david.hume@gov.bc.ca](mailto:david.hume@gov.bc.ca) | Twitter: @dbhume



## Paluch, Alisha TRAN:EX

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**From:** Hume, David GCPE:EX  
**Sent:** Wednesday, October 22, 2014 4:39 PM  
**To:** Parkes, Norm E TRAN:EX  
**Subject:** FW: BC on the Move Estimate  
**Attachments:** Kirk Co\_BC on the Move Fee Estimate\_October 22 2014.pdf

Hi Norm—as promised, here is the estimate from Kirk and Co. It comes in at about \$21 for fees. This number is exclusive of travel costs.

Let me know if this suits you and we can proceed.

Many thanks,

David

---

**From:** Karen Schroder [<mailto:karenschroder@kirkandco.ca>]  
**Sent:** 22 October 2014 15:56  
**To:** Hume, David GCPE:EX  
**Cc:** Judy Kirk; Caillin Katnich  
**Subject:** BC on the Move Estimate

Hi David,  
Further to your conversation with Judy this morning, please find attached a revised estimate for B.C. on the Move.

Thanks, K

**CONFIDENTIAL FEE ESTIMATE****Kirk & Co. Consulting Ltd.: B.C. on the Move****DRAFT: October 22, 2014**

Stakeholder Engagement: BC on the Move	Hours	Hourly Rate	Subtotal
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*This fee estimate covers activities related to **stakeholder meetings** for B.C. on the Move and the development of an **Engagement Summary Report**. This estimate is subject to refinement following discussion with Government Communications and Public Engagement (GCPE).*

**1.0 Stakeholder Engagement****1.1 Strategic Advice**

Judy Kirk, President \$ 6,250.00

**1.2 Project Management**

Karen Schroder, Director, Client Services \$ 10,000.00

David Pankratz, Manager, Client Services \$ 20,000.00

**1.3 Meeting set-up/follow-up calls for stakeholder meetings**

Lisa Santos, Communications Coordinator \$ 12,000.00

Caillin Katnich, Communications Assistant \$ 4,500.00

Carmen Bennett, Communications Coordinator (Meeting Recorder) \$ 4,500.00

Kai-lani Rutland, Communications Coordinator (Meeting Recorder) \$ 4,500.00

s21

**1.4 Inquiry Tracking Phone/Email**

David Pankratz, Manager, Client Services \$ 5,000.00

Lisa Santos, Communications Coordinator \$ 3,000.00

**1.5 Engagement Summary Report**

Judy Kirk, President \$ 2,000.00

Anna Wright, Vice President, Client Services \$ 3,750.00

Karen Schroder, Director, Client Services \$ 3,750.00

David Pankratz, Manager, Client Services \$ 10,000.00

**2.0 Meeting Recording**

*Please note, this assumes meetings on three days per week for five weeks. <sup>2</sup>*

Total per meeting recorder \$ 12,000.00

**Total for five meeting recorders \$ 60,000.00**

**TOTAL \$ 149,250.00**

<b>NOTES:</b> 1.This estimate is exclusive of applicable taxes. 2. Additional meeting recording hours will be billed hourly at approved rate in the fee schedule below. 3. Additional approved scope of work will be billed as per the fee schedule below. 4. Project-related expenses, such as travel, meals while travelling, photocopying and courier charges, will be charged to GCPE at cost, with no markup. Kirk & Co. will follow the per diem for expenses set out by GCPE.	
<b>Core Kirk &amp; Co. Team</b>	
Judy Kirk, President	
Anna Wright, Vice President	
Karen Schroder, Director, Client Services	
David Pankratz, Manager, Client Services	
Lisa Santos, Communications Coordinator	s21
Carmen Bennett, Communications Coordinator (Meeting Recorder)	
Kai-lani Rutland, Communications Coordinator (Meeting Recorder)	
Caillin Katnich, Communications Assistant	
Notetaker	
<b>Broader Kirk &amp; Co. Team</b>	
Chris Chok, Director, Client Services	
Nancy Spooner, Senior Associate	
Max Tobias, Senior Manager, Client Services	
Laura Abbott, Manager, Client Services	s21
Amanda Huynh, Graphic Designer	

## Paluch, Alisha TRAN:EX

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**From:** Hume, David GCPE:EX  
**Sent:** Friday, October 24, 2014 9:31 AM  
**To:** Parkes, Norm E TRAN:EX  
**Subject:** RE: BC on the Move Estimate

All right—we'll move to execute the drawdown based on this estimate ASAP.

Cheers,

D.

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**From:** Parkes, Norm E TRAN:EX  
**Sent:** 23 October 2014 21:07  
**To:** Hume, David GCPE:EX  
**Subject:** Re: BC on the Move Estimate

Looks good  
Thanks  
Norm

On Oct 22, 2014, at 4:39 PM, Hume, David GCPE:EX <[David.Hume@gov.bc.ca](mailto:David.Hume@gov.bc.ca)> wrote:

Hi Norm—as promised, here is the estimate from Kirk and Co. It comes in at about \$21 for fees. This number is exclusive of travel costs.

Let me know if this suits you and we can proceed.

Many thanks,

David

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**From:** Karen Schroder [<mailto:karenschroder@kirkandco.ca>]  
**Sent:** 22 October 2014 15:56  
**To:** Hume, David GCPE:EX  
**Cc:** Judy Kirk; Caillin Katnich  
**Subject:** BC on the Move Estimate

Hi David,  
Further to your conversation with Judy this morning, please find attached a revised estimate for B.C. on the Move.

Thanks, K

## Paluch, Alisha TRAN:EX

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**From:** Hume, David GCPE:EX  
**Sent:** Friday, October 24, 2014 9:37 AM  
**To:** karenschroder@kirkandco.ca  
**Cc:** Parkes, Norm E TRAN:EX; Doidge, Tracey GCPE:EX; Stewart, Dawn M GCPE:EX; 'Judy Kirk'; 'caillinkatnich@kirkandco.ca'  
**Subject:** FW: BC on the Move Estimate  
**Attachments:** Kirk Co\_BC on the Move Fee Estimate\_October 22 2014.pdf

Hi Karen—we are good with this estimate.

Our next step is for you to fill in the drawdown form that we sent to you when we notified you of your contract, and return it to us along with this estimate.

Norm will then sign as the expense authority for MOTI, and I will sign as the manager of the Standing Offer.

Let me know if you have any questions.

Regards,

David

---

**From:** Karen Schroder [<mailto:karenschroder@kirkandco.ca>]  
**Sent:** 22 October 2014 15:56  
**To:** Hume, David GCPE:EX  
**Cc:** Judy Kirk; Caillin Katnich  
**Subject:** BC on the Move Estimate

Hi David,  
Further to your conversation with Judy this morning, please find attached a revised estimate for B.C. on the Move.

Thanks, K

## Paluch, Alisha TRAN:EX

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**From:** Karen Schroder <karenschroder@kirkandco.ca>  
**Sent:** Friday, October 24, 2014 9:38 AM  
**To:** Hume, David GCPE:EX  
**Cc:** Parkes, Norm E TRAN:EX; Doidge, Tracey GCPE:EX; Stewart, Dawn M GCPE:EX; Judy Kirk; Caillin Katnich  
**Subject:** RE: BC on the Move Estimate

Sounds great. We'll get that over to you today.  
Thanks David.

K

---

**From:** Hume, David GCPE:EX [<mailto:David.Hume@gov.bc.ca>]  
**Sent:** Friday, October 24, 2014 9:37 AM  
**To:** Karen Schroder  
**Cc:** Parkes, Norm E TRAN:EX; Doidge, Tracey GCPE:EX; Stewart, Dawn M GCPE:EX; Judy Kirk; Caillin Katnich  
**Subject:** FW: BC on the Move Estimate

Hi Karen—we are good with this estimate.

Our next step is for you to fill in the drawdown form that we sent to you when we notified you of your contract, and return it to us along with this estimate.

Norm will then sign as the expense authority for MOTI, and I will sign as the manager of the Standing Offer.

Let me know if you have any questions.

Regards,

David

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**From:** Karen Schroder [<mailto:karenschroder@kirkandco.ca>]  
**Sent:** 22 October 2014 15:56  
**To:** Hume, David GCPE:EX  
**Cc:** Judy Kirk; Caillin Katnich  
**Subject:** BC on the Move Estimate

Hi David,  
Further to your conversation with Judy this morning, please find attached a revised estimate for B.C. on the Move.

Thanks, K

## Paluch, Alisha TRAN:EX

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**From:** Caillin Katnich <caillinkatnich@kirkandco.ca>  
**Sent:** Friday, October 24, 2014 2:15 PM  
**To:** Hume, David GCPE:EX  
**Cc:** Parkes, Norm E TRAN:EX; Doidge, Tracey GCPE:EX; Stewart, Dawn M GCPE:EX; Judy Kirk; Karen Schroder  
**Subject:** RE: BC on the Move Estimate  
**Attachments:** Drawdown estimate\_BC on the Move\_Oct 24 2014.pdf; Kirk Co\_BC on the Move Fee Estimate\_October 22 2014.pdf

Hi David,  
Please find attached the requested drawdown form signed by Judy.  
If there's anything else you need on this, please feel free to contact Karen or me.  
Thank you,  
Caillin

**Caillin Katnich | Communications Assistant/Executive Assistant to the President**  
Kirk & Co. Consulting Ltd.

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**From:** Hume, David GCPE:EX [<mailto:David.Hume@gov.bc.ca>]  
**Sent:** Friday, October 24, 2014 9:37 AM  
**To:** Karen Schroder  
**Cc:** Parkes, Norm E TRAN:EX; Doidge, Tracey GCPE:EX; Stewart, Dawn M GCPE:EX; Judy Kirk; Caillin Katnich  
**Subject:** FW: BC on the Move Estimate

Hi Karen—we are good with this estimate.

Our next step is for you to fill in the drawdown form that we sent to you when we notified you of your contract, and return it to us along with this estimate.

Norm will then sign as the expense authority for MOTI, and I will sign as the manager of the Standing Offer.

Let me know if you have any questions.

Regards,

David

---

**From:** Karen Schroder [<mailto:karenschroder@kirkandco.ca>]  
**Sent:** 22 October 2014 15:56  
**To:** Hume, David GCPE:EX  
**Cc:** Judy Kirk; Caillin Katnich  
**Subject:** BC on the Move Estimate

Hi David,  
Further to your conversation with Judy this morning, please find attached a revised estimate for B.C. on the Move.

Thanks, K



**Government Communications and Public Engagement  
Citizen Engagement Services  
Draw Down Form**

Offeror: Kirk & Co. Consulting Ltd.

Standing Offer # SO-GCPE15-002

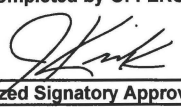
Project: B.C. on the Move: A 10-year Transportation Plan

Date: October 24, 2014

Order/Quote No:

*detailed quotes outlining project deliverables, sub-contractor estimates to accompany all workorders, if applicable*

Description	Quantity	Unit Price	Total
<b>CLIENT SERVICES: (itemized and totalled by SO Rates)</b>			
Strategic Advice - see attached			\$ 6,250.00
Project Management - see attached			\$ 30,000.00
Meeting set-up - see attached			\$ 25,500.00
Inquiry Tracking - see attached			
		s.21	\$ 5,000.00
			\$ 3,000.00
Engagement Summary Report - see attached			\$ 19,500.00
Meeting recording - see attached			\$ 60,000.00
<b>HARD COSTS: (include total, attach details)</b>			
N/A	0	\$	\$
	0	\$	\$
<b>SUB-CONTRACTOR SERVICES: (include total, attach details)</b>			
N/A	0	\$	\$
	0	\$	\$
	0	\$	\$
<b>TRAVEL (in accordance with Group 1 Rates Expenses for Contractors. Copies of all receipts required, with the exception of perdiems, when submitting invoices)</b>			
Mileage:	0	\$	\$
Perdiems:	0	\$	\$
Hotel:	0	\$	\$
Ferry:	0	\$	\$
Airfare:	0	\$	\$
Misc. (ie Parking)	0	\$	\$
<b>Sub-Total</b>			\$ 149,250.00
<b>PST (if applicable)</b>			\$ -
<b>Total</b>			\$ 149,250.00

To be completed by OFFEROR		
 Authorized Signatory Approval	Judy Kirk Print Name	Oct 24, 2014 Date

To be completed by GCPE		
 Executive Director, Citizen Engagement Approval	 Print Name	 Date

To be completed by MINISTRY OR GCPE EXPENSE AUTHORITY		
 Expense Authority Approval	 Print Name	 Date



## Paluch, Alisha TRAN:EX

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**From:** Hume, David GCPE:EX  
**Sent:** Tuesday, October 28, 2014 12:17 PM  
**To:** Parkes, Norm E TRAN:EX  
**Subject:** FW: BC on the Move Estimate  
**Attachments:** Drawdown estimate\_BC on the Move\_Oct 24 2014.pdf

Hi Norm—so I've been informed by our procurement folks that we need to include the travel budget for Kirk and Co's work on this project.

Do you have an estimate that could fit neatly into the form enclosed?

Cheers,

David

---

**From:** Hume, David GCPE:EX  
**Sent:** 28 October 2014 11:55  
**To:** Doidge, Tracey GCPE:EX  
**Cc:** Taekema, Jack GCPE:EX  
**Subject:** FW: BC on the Move Estimate

Hi Tracey—wanted to follow up on this. Should I sign and then pass to Norm for signature? Does this look in order from your perspective?

Many thanks,

David

---

**From:** Caillin Katnich [<mailto:caillinkatnich@kirkandco.ca>]  
**Sent:** 24 October 2014 14:15  
**To:** Hume, David GCPE:EX  
**Cc:** Parkes, Norm E TRAN:EX; Doidge, Tracey GCPE:EX; Stewart, Dawn M GCPE:EX; Judy Kirk; Karen Schroder  
**Subject:** RE: BC on the Move Estimate

Hi David,  
Please find attached the requested drawdown form signed by Judy.  
If there's anything else you need on this, please feel free to contact Karen or me.  
Thank you,  
Caillin

Caillin Katnich | Communications Assistant/Executive Assistant to the President  
Kirk & Co. Consulting Ltd.

---

**From:** Hume, David GCPE:EX [<mailto:David.Hume@gov.bc.ca>]  
**Sent:** Friday, October 24, 2014 9:37 AM  
**To:** Karen Schroder  
**Cc:** Parkes, Norm E TRAN:EX; Doidge, Tracey GCPE:EX; Stewart, Dawn M GCPE:EX; Judy Kirk; Caillin Katnich  
**Subject:** FW: BC on the Move Estimate

Hi Karen—we are good with this estimate.

Our next step is for you to fill in the drawdown form that we sent to you when we notified you of your contract, and return it to us along with this estimate.

Norm will then sign as the expense authority for MOTI, and I will sign as the manager of the Standing Offer.

Let me know if you have any questions.

Regards,

David

---

**From:** Karen Schroder [<mailto:karenschroder@kirkandco.ca>]

**Sent:** 22 October 2014 15:56

**To:** Hume, David GCPE:EX

**Cc:** Judy Kirk; Caillin Katnich

**Subject:** BC on the Move Estimate

Hi David,

Further to your conversation with Judy this morning, please find attached a revised estimate for B.C. on the Move.

Thanks, K

## Paluch, Alisha TRAN:EX

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**From:** Hume, David GCPE:EX  
**Sent:** Friday, October 31, 2014 3:16 PM  
**To:** Parkes, Norm E TRAN:EX  
**Cc:** Doidge, Tracey GCPE:EX; Taekema, Jack GCPE:EX  
**Subject:** FW: Draw down estimate for BC on the Move  
**Attachments:** Kirk Co. Memo to MOTI re BC On the Move Estimate October 31 2014.pdf; Drawdown estimate\_BC on the Move\_Oct 31 2014.xls; Kirk Co\_BC on the Move Fee Estimate\_October 31 2014.pdf; Kirk & Co. rates \_Oct 31.pdf

Hi Norm—I wanted to make sure you were aware that we won't be able to contract the proposed public opinion research via the Citizen Engagement Standing Offer. There are other research standing offers in place that would be more appropriate.

Minus the fees for the opinion poll, I want to confirm that these fees and expenses are within expectations. I note that there is about a <sup>s21</sup> difference in fees between this version and the previous estimate from October 22<sup>nd</sup> for <sup>s21</sup> My reading says this is the case because of the fees for analysis. Can you confirm?

Thanks,

David

---

**From:** Karen Schroder [<mailto:karenschroder@kirkandco.ca>]  
**Sent:** 31 October 2014 11:07  
**To:** Hume, David GCPE:EX; Taekema, Jack GCPE:EX  
**Cc:** Doidge, Tracey GCPE:EX; Judy Kirk  
**Subject:** Draw down estimate for BC on the Move

Hi David and Jack,  
As requested we have completed the attached draw-down estimate to include estimates for expenses and travel, along with our client service hours.  
There is further explanation of costs included in the estimate in the covering memo attached.

Please do not hesitate to call Judy or me to discuss further.

Thanks, K

---

## MEMORANDUM

TO: David Hume, Ministry of Transportation and Infrastructure  
Jack Taekema, Director, Financial Operations

FROM: Karen Schroder, Director Client Services, Kirk & Co. Consulting Ltd.

CC: Judy Kirk, President, Kirk & Co. Consulting Ltd.

DATE: October 31, 2014

RE: B.C. On the Move – Drawdown Estimate

---

The attached preliminary budget includes estimates for expenses (hard costs), sub-contractor services and travel, along with the client services, required to deliver the next phase of *B.C. on the Move: A 10-Year Transportation Plan*.

This phase includes logistics and meeting recording for stakeholder meetings around the province, and the analysis of input received from the public and stakeholders and the development of an engagement summary report summarizing this input.

Also included in this preliminary budget, is the cost for an opinion poll to gather public opinion through a random sample of British Columbians in 10 regions through-out the province as requested and approved by Dave Duncan, Assistant Deputy Minister, MoTI.

The expenses listed in the attached are estimates only and could change based on the final meeting schedule/number of meetings, and the amount of feedback received from stakeholders and the public.

### Client Services

- See attached

### Printing of Discussion Guides:

- s21 copies of the Discussion Guide
- **Total: approximately \$ 13,000 (+ GST)**

### Distribution of Discussion Guides:

- Approximately s21 copies of the Guides were mailed to public libraries, First Nation Band Offices, MLA offices and Service BC offices across the province
- **Total: approximately \$11,200 (+ GST)**

## Data Analysis:

- Cost for programming, hosting, coding, data processing and delivery of report, including the first s21 completed online surveys and s21 open ended submissions  
**Total: approximately \$7,000 (+ GST)**
- For each additional s21 online surveys completed: s21 (+ GST). For this cost estimate, we have assumed receiving s21 surveys. The number of surveys received could be more or less than this.  
**Total: approximately \$6,250 (+ GST)**
- For each additional s21 open-ended submissions: \$ s21 (+ GST), For this cost estimate, we have assumed receiving s21 open-ended submissions. The number of submissions received could be more or less than this.  
**Total: approximately \$2,500 (+ GST)**

## Opinion Poll:

- Participants from 10 regions around the province would be recruited by phone to complete the online survey. Cost estimate includes, recruiting, data analysis and delivery of report.

## Travel:

Assumptions for travel estimate include the following:

- Per diems s.21 per week s.21 days of travel for s.21 weeks) for s.21 note-takers = s.21 in total
- Hotel – average of s.21 /night for s.21 nights a week for s.21 weeks for s.21 note-takers
- Flights – average of s.21 per flight s.21 per week for s.21 weeks for s.21 note-takers
- Misc. (e.g. parking, meeting supplies) – s.21 a week for s.21 weeks for s.21 note-takers
- Ferries s.21 ferry trips at s.21 a trip
- Mileages – s.21 km at s.21 /km

Regards,



Karen Schroder  
Director, Client Services

Attachment

Suite 402 – 1250 Homer Street  
Vancouver, BC V6B 1C6  
604 688 7220  
[www.kirkandco.ca](http://www.kirkandco.ca)



Government Communications and Public Engagement  
Citizen Engagement Services  
Draw Down Form

Offeror: Kirk & Co. Consulting Ltd.

Standing Offer # SO-GCPE15-002

Project: B.C. on the Move: A 10-year Transportation Plan

Date: October 31, 2014

Order/Quote No:

detailed quotes outlining project deliverables, sub-contractor estimates to accompany all workorders, if applicable

Description	Quantity	Unit Price	Total
<b>CLIENT SERVICES: (itemized and totalled by SO Rates)</b>			
Strategic Advice - see attached			\$ 6,250.00
Project Management - see attached			\$ 30,000.00
Meeting set-up - see attached			\$ 25,500.00
Inquiry Tracking - see attached			\$ 5,000.00
Inquiry Tracking - see attached			\$ 3,000.00
Engagement Summary Report - see attached			\$ 19,500.00
Meeting recording - see attached			\$ 60,000.00
Notification - follow-up calls			\$ 19,500.00
<b>HARD COSTS: (include total, attach details)</b>			
<b>NOTE THESE ARE ESTIMATES ONLY: Schedule and number of meetings could vary due to additional requests</b>			
Printing of discussion guides			\$ 13,000.00
Distribution (mailing) of discussion guides			\$ 11,200.00
Meeting venues			\$ 1,350.00
<b>SUB-CONTRACTOR SERVICES: (include total, attach details)</b>			
<b>NOTE THESE ARE ESTIMATES ONLY: total will depend on the volume of feedback received from public and stakeholders</b>			
Cost for programming, hosting, coding, data processing and delivery of report, including the first 100 completed online surveys and 50 open ended submissions	s.21		\$ 7,000.00
Data analysis online surveys			\$ 6,250.00
Data analysis open-ended submissions			\$ 2,500.00
Opinion poll - province wide			\$ 50,000.00
<b>TRAVEL (in accordance with Group 1 Rates Expenses for Contractors. Copies of all receipts required, with the exception of perdiems, when submitting invoices)</b>			
<b>NOTE THESE ARE ESTIMATES ONLY: Schedule and number of meetings could vary due to additional requests, weather delays etc.</b>			
Mileage:			\$ 520.00
Perdiems:			\$ 3,750.00
Hotel:			\$ 9,375.00
Ferry:			\$ 250.00
Airfare:			\$ 25,000.00
Misc. (ie Parking)			\$ 2,500.00
<b>Sub-Total</b>			<b>\$ 301,445.00</b>
<b>PST (if applicable)</b>			<b>\$ -</b>
<b>Total</b>			<b>\$ 301,445.00</b>

To be completed by OFFEROR

Authorized Signatory Approval

Print Name

Date

To be completed by GCPE

Executive Director, Citizen Engagement Approval

Print Name

Date

To be completed by MINISTRY OR GCPE EXPENSE AUTHORITY

Expense Authority Approval

Print Name

Date

**CONFIDENTIAL PRELIMINARY FEE ESTIMATE****Kirk & Co. Consulting Ltd.: B.C. on the Move****DRAFT: October 31, 2014**

Stakeholder Engagement: BC on the Move	Hours	Hourly Rate	Subtotal
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*This fee estimate covers activities related to **stakeholder meetings** for B.C. on the Move and the development of an **Engagement Summary Report**. This estimate is subject to refinement following discussion with Government Communications and Public Engagement (GCPE).*

**1.0 Stakeholder Engagement****1.1 Strategic Advice**

Judy Kirk, President 6,250.00

**1.2 Project Management**

Karen Schroder, Director, Client Services 10,000.00

David Pankratz, Manager, Client Services 20,000.00

**1.3 Meeting set-up/follow-up calls for stakeholder meetings**

Lisa Santos, Communications Coordinator 12,000.00

Caillin Katnich, Communications Assistant 4,500.00

Carmen Bennett, Communications Coordinator (Meeting Recorder) 4,500.00

Kai-lani Rutland, Communications Coordinator (Meeting Recorder) 4,500.00

Velma Sandry, Kurt Schindelka, Sophie Dowsely, Meeting Notification 19,500.00

**1.4 Inquiry Tracking Phone/Email**

s21

David Pankratz, Manager, Client Services 5,000.00

Lisa Santos, Communications Coordinator 3,000.00

**1.5 Engagement Summary Report**

Judy Kirk, President 2,000.00

Anna Wright, Vice President, Client Services 3,750.00

Karen Schroder, Director, Client Services 3,750.00

David Pankratz, Manager, Client Services 10,000.00

**2.0 Meeting Recording**

*Please note, this assumes meetings on three days per week for five weeks.*

Total per meeting recorder 12,000.00

**Total for five meeting recorders \$ 60,000.00**

**TOTAL \$ 168,750.00**

NOTES: 1.This estimate is exclusive of applicable taxes. 2. Additional meeting recording hours will be billed hourly at approved rate in the fee schedule below. 3. Additional approved scope of work will be billed as per the fee schedule below. 4. Project-related expenses, such as travel, meals while travelling, photocopying and courier charges, will be charged to GCPE at cost, with no markup. Kirk & Co. will follow the per diem for expenses set out by GCPE.
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**B.C. on the Move Engagement: Stakeholder Meetings****Kirk & Co. Rates**

<b>Kirk &amp; Co.</b>	<b>Role</b>	<b>Rate</b>
Judy Kirk, President	Lead Consultant	s.21
Anna Wright, Vice President	Lead Consultant	
Karen Schroder, Director, Client Services	Lead Consultant	
David Pankratz, Manager, Client Services	Lead Consultant	
Lisa Santos, Communications Coordinator	Support	
Carmen Bennett, Communications Coordinator (Meeting Recorder)	Support	
Kai-lani Rutland, Communications Coordinator (Meeting Recorder)	Support	
Caillin Katnich, Communications Assistant	Support	
Carrie Peacock, Meeting Recorder	Support	
Christel Guenette, Meeting Recorder	Support	
Selena Bull, Meeting Recorder	Support	
Amanda Huynh, Graphic Designer	Support	
Velma Sandr, Meeting notification/follow-up	Support	
Kurt Schindelka, Meeting notification/follow-up	Support	
Sophie Dowsley, Meeting notification/follow-up	Support	

**SCHEDULE B – RATES AND FEES**

<b>Community Meeting Rates:</b>		
Karen Schroder	Lead consultant	s.21
Laura Abbott	Support	
<b>General Advisory and Management Rates:</b>		
Judy Kirk	Lead consultant	
Max Tobias	Support	

## Paluch, Alisha TRAN:EX

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**From:** Hume, David GCPE:EX  
**Sent:** Sunday, November 2, 2014 1:32 PM  
**To:** Parkes, Norm E TRAN:EX  
**Cc:** Taekema, Jack GCPE:EX; Doidge, Tracey GCPE:EX  
**Subject:** Fw: Draw down estimate for B.C. on the Move - Revised  
**Attachments:** Kirk Co Memo to MOTI re BC On the Move Estimate October 31 2014.pdf; Kirk Co\_BC on the Move Fee Estimate\_October 31 2014.pdf; Kirk Co rates \_Oct 31.pdf; Copy of Drawdown estimate\_BC on the Move\_Oct 31 2014\_2.xls

**Importance:** High

Hi Norm--here is the latest. Can you confirm you are okay with the above?

---

**From:** Karen Schroder  
**Sent:** Friday, October 31, 2014 6:09 PM  
**To:** Hume, David GCPE:EX  
**Cc:** Judy Kirk  
**Subject:** Draw down estimate for B.C. on the Move - Revised

Hi David,  
As follow-up from your discussion with Judy today, please find attached revised drawdown estimate.  
Thanks, K

**CONFIDENTIAL PRELIMINARY FEE ESTIMATE****Kirk & Co. Consulting Ltd.: B.C. on the Move****DRAFT: October 31, 2014**

Stakeholder Engagement: BC on the Move	Hours	Hourly Rate	Subtotal
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*This fee estimate covers activities related to **stakeholder meetings** for B.C. on the Move and the development of an **Engagement Summary Report**. This estimate is subject to refinement following discussion with Government Communications and Public Engagement (GCPE).*

**1.0 Stakeholder Engagement****1.1 Strategic Advice**

Judy Kirk, President	\$	6,250.00
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**1.2 Project Management**

Karen Schroder, Director, Client Services	\$	10,000.00
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David Pankratz, Manager, Client Services	\$	20,000.00
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**1.3 Meeting set-up/follow-up calls for stakeholder meetings**

Lisa Santos, Communications Coordinator	\$	12,000.00
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Caillin Katnich, Communications Assistant	\$	4,500.00
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Carmen Bennett, Communications Coordinator (Meeting Recorder)	\$	4,500.00
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Kai-lani Rutland, Communications Coordinator (Meeting Recorder)	\$	4,500.00
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Velma Sandry, Kurt Schindelka, Sophie Dowsely, Meeting Notification	\$	19,500.00
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**1.4 Inquiry Tracking Phone/Email**

s21

David Pankratz, Manager, Client Services	\$	5,000.00
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Lisa Santos, Communications Coordinator	\$	3,000.00
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**1.5 Engagement Summary Report**

Judy Kirk, President	\$	2,000.00
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Anna Wright, Vice President, Client Services	\$	3,750.00
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Karen Schroder, Director, Client Services	\$	3,750.00
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David Pankratz, Manager, Client Services	\$	10,000.00
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**2.0 Meeting Recording**

*Please note, this assumes meetings on three days per week for five weeks. <sup>2</sup>*

Total per meeting recorder	\$	12,000.00
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<b>Total for five meeting recorders</b>	\$	<b>60,000.00</b>
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<b>TOTAL</b>	\$	<b>168,750.00</b>
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NOTES:

- 1.This estimate is exclusive of applicable taxes.
2. Additional meeting recording hours will be billed hourly at approved rate in the fee schedule below.
3. Additional approved scope of work will be billed as per the fee schedule below.
4. Project-related expenses, such as travel, meals while travelling, photocopying and courier charges, will be charged to GCPE at cost, with no markup. Kirk & Co. will follow the per diem for expenses set out by GCPE.

**B.C. on the Move Engagement: Stakeholder Meetings**  
**Kirk & Co. Rates**

Kirk & Co.	Role	Rate
Judy Kirk, President	Lead Consultant	s.21
Anna Wright, Vice President	Lead Consultant	
Karen Schroder, Director, Client Services	Lead Consultant	
David Pankratz, Manager, Client Services	Lead Consultant	
Lisa Santos, Communications Coordinator	Support	
Carmen Bennett, Communications Coordinator (Meeting Recorder)	Support	
Kai-lani Rutland, Communications Coordinator (Meeting Recorder)	Support	
Caillin Katnich, Communications Assistant	Support	
Carrie Peacock, Meeting Recorder	Support	
Christel Guenette, Meeting Recorder	Support	
Selena Bull, Meeting Recorder	Support	
Amanda Huynh, Graphic Designer	Support	
Velma Sandr, Meeting notification/follow-up	Support	
Kurt Schindelka, Meeting notification/follow-up	Support	
Sophie Dowsley, Meeting notification/follow-up	Support	

**SCHEDULE B – RATES AND FEES**

<b>Community Meeting Rates:</b>		
Karen Schroder	Lead consultant	s.21
Laura Abbott	Support	



**Government Communications and Public Engagement  
Citizen Engagement Services  
Draw Down Form**

Offeror: Kirk & Co. Consulting Ltd.

Standing Offer # SO-GCPE15-002

Project: B.C. on the Move: A 10-year Transportation Plan

Date: October 31, 2014

Order/Quote No:

*detailed quotes outlining project deliverables, sub-contractor estimates to accompany all workorders, if applicable*

Description	Quantity	Unit Price	Total
<b>CLIENT SERVICES: (itemized and totalled by SO Rates)</b>			
Strategic Advice - see attached		\$	6,250.00
Project Management - see attached		\$	30,000.00
Meeting set-up - see attached		\$	25,500.00
Inquiry Tracking - see attached		\$	5,000.00
Inquiry Tracking - see attached		\$	3,000.00
Engagement Summary Report - see attached		\$	19,500.00
Meeting recording - see attached		\$	60,000.00
Notification - follow-up calls		\$	19,500.00
<b>HARD COSTS: (include total, attach details)</b>			
<b>NOTE THESE ARE ESTIMATES ONLY: Schedule and number of meetings could vary due to additional requests</b>			
Printing of discussion guides		\$	13,000.00
Distribution (mailing) of discussion guides		\$	11,200.00
Meeting venues		\$	1,350.00
<b>SUB-CONTRACTOR SERVICES: (include total, attach details)</b>			
<b>NOTE THESE ARE ESTIMATES ONLY: total will depend on the volume of feedback received from public and stakeholders</b>			
Cost for programming, hosting, coding, data processing and delivery of report	s.21	\$	7,000.00
Data analysis online surveys		\$	6,250.00
Data analysis open-ended submissions		\$	2,500.00
<b>TRAVEL (in accordance with Group 1 Rates Expenses for Contractors. Copies of all receipts required, with the exception of perdiems, when submitting invoices)</b>			
<b>NOTE THESE ARE ESTIMATES ONLY: Schedule and number of meetings could vary due to additional requests, weather delays etc.</b>			
Mileage:		\$	520.00
Perdiems:		\$	3,750.00
Hotel:		\$	9,375.00
Ferry:		\$	250.00
Airfare:		\$	25,000.00
Misc. (ie Parking)		\$	2,500.00
<b>Sub-Total</b>		<b>\$</b>	<b>251,445.00</b>
<b>PST (if applicable)</b>		<b>\$</b>	<b>-</b>
<b>Total</b>		<b>\$</b>	<b>251,445.00</b>

To be completed by OFFEROR

Authorized Signatory Approval

Print Name

Date

To be completed by GCPE

Executive Director, Citizen Engagement Approval

Print Name

Date

To be completed by MINISTRY OR GCPE EXPENSE AUTHORITY

Expense Authority Approval

Print Name

Date

## Paluch, Alisha TRAN:EX

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**From:** Parkes, Norm E TRAN:EX  
**Sent:** Sunday, November 2, 2014 2:15 PM  
**To:** Hume, David GCPE:EX  
**Cc:** Taekema, Jack GCPE:EX; Doidge, Tracey GCPE:EX; Pedersen, Kirsten TRAN:EX  
**Subject:** Re: Draw down estimate for B.C. on the Move - Revised

I recall the first estimate at about \$21 plus travel. Would you have your guys look into where the changes are that added \$21 k?

We can discuss tomorrow

Norm

Sent from my iPhone

On Nov 2, 2014, at 1:32 PM, Hume, David GCPE:EX <[David.Hume@gov.bc.ca](mailto:David.Hume@gov.bc.ca)> wrote:

Hi Norm--here is the latest. Can you confirm you are okay with the above?

---

**From:** Karen Schroder <[karenschroder@kirkandco.ca](mailto:karenschroder@kirkandco.ca)>  
**Sent:** Friday, October 31, 2014 6:09 PM  
**To:** Hume, David GCPE:EX  
**Cc:** Judy Kirk  
**Subject:** Draw down estimate for B.C. on the Move - Revised

Hi David,  
As follow-up from your discussion with Judy today, please find attached revised drawdown estimate.  
Thanks, K