From:
 Perrin, Kathy L HLTH:EX

 To:
 HIth Accounts Payable HLTH:EX

 Cc:
 Gross. Steve HLTH:EX

 Subject:
 NLK Strategies Inc. - 200210

 Date:
 May 29, 2020 12:14:05 PM

Attachments: Inv# 200210.pdf

Importance: High

PO# 2020-109 Receipt# 63523

From: Gross, Steve HLTH:EX Sent: May 7, 2020 9:35 AM To: Perrin, Kathy L HLTH:EX

Subject: FW: NLK Strategies Invoices Feb/March/April 2020 (Invoice #200408 and 200210)

Importance: High

Hi

For processing . Thanks

From: Murray, Heather HLTH:EX < Heather.Murray@gov.bc.ca>

**Sent:** May 7, 2020 9:13 AM

**To:** Gross, Steve HLTH:EX < Steve.Gross@gov.bc.ca > **Cc:** Moulton, Holly HLTH:EX < Holly.Moulton@gov.bc.ca >

Subject: NLK Strategies Invoices Feb/March/April 2020 (Invoice #200408 and 200210)

**Importance:** High Good Morning Steve,

Please find attached two invoices for NLK Strategies to be processed. Holly Moulton has signed for good/services received and Peter Pokorny has signed as EA.

- Invoice 200210 February 2020 (you had confirmed this has not yet been processed)
- Invoice 200408 March 27 to 31 and April 2020

Please have the project code identified under Covid-19.

Thank you for your help! Heather.

Sincerely,

### **Heather Murray** | A/Senior Manager

Office of the Associate Deputy Minister's

Ministry of Health

Phone: 250.952.2879 | Cell: 250.415.5856

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INVOICE # Contract # DATE 200210 2020-109 2020-03-02

Attention: Holly Moulton
Ministry of Health
Office of the Deputy Minister
PO Box 9639, Stn Prov Govt
5th Floor - 1515 Blanchard Street
Victoria, BC V8W 9P1

### Services

Strategic counsel provided from February 4 to 29, 2020, including:

Strategic communications counsel and media relations support to BC's Provincial Health Officer for communications and response related to the COVID-19 outbreak

February - 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, 18, 19, 20, 21, 23, 24, 25, 26, 27, 28, 29

Fees

40 hours @

\$ 200.00

\$ 8,000.00

\$

8,000.00

### Disbursements / Other Charges

Ф

Fees & Disbursements

8,000.00

GST (5% on fees & disbursements) \$

400.00

Balance Due

8,400.00

MIN	STRY OF	HEALT	Н
SUPF	SITE		
CAS	OMMITMENT #		026
66010	448		GO
PROJECT		-, .	00.00
2020-	ONTRACT # 0	FA#	026
GOODS / SERVICES	RECEIVED BY	DATE	14,62020
CERTIFIED CORRECT THE FINANCIAL ADM	T PURSUANT TO	DATE:	My 7/20

OLD YEAR — JV auto-reverse accrual# HE20JVSG007
This contract was not set up with expenses, receiving all on fees line as per Steve.

EXPENSE AUTHORITY EMAIL APPROVAL IS NOT REQUIRED; approval will be requested in Oracle.

OUALIFIED RECEIVER MUST ENTER NAME IN THE FOLLOWING OR BLOCK:

I certify that the work has been performed, goods
Holly Moulton received or conditions met.
INSTRUCTIONS:

- STRUCTIONS:

  1. Complete the sections of the Coding Block below. Any of the other sections you are unsure about, leave blank, or ask Steve / Kathy.

  2. Ensure the subject line of the email has the supplier's name and invoice number. eg. E-Invoice BOB'S PLUMBING 1234

  3. Forward the email, with the invoice attached (ensuring the scan is legible), to the Qualified Receiver.
- Once QR approval is obtained, they will forward the email back to you (Admin staff).
   Forward email (and cc the EA) to

TRANSACTION INFORMATION								
Supplier Name	NLK Strategies Inc.	Supplier Number Site#	2871189	001				
Invoice Date	Mar 30, 2020	Invoice #	200308					
Invoice Rec'd Date	Apr 1, 2020							
Qualified Receiver	Holly Moulton	Expense Authority	Peter Pokorny					
iPro Receipt #	63196 & 63241	PO#	2020-109					

PO Line #	CLIENT	RESP CENTRE	SERV LINE:	STOB:	PROJECT:	PRE-TAX AMT	PST	GST	TOTAL
1	026	66010	44225	6001	6600000	26,423.62		1,321.18	27,744.80
	_								

Pre-Tax Amount	26,423.62
PST	
GST	1,321.18

Payment Amount	27,744.80
----------------	-----------

DESCRIPTION		

From: HLTH Executive Operations HLTH:EX Sent: April 2, 2020 11:25 AM

To: Perrin, Kathy L HLTH:EX Subject: FW: E-Invoice - NLK Strategies Inc. - Inv# 200308

For processing

From: Murray, Heather HLTH:EX < Heather Murray@gov.bc.ca>

Sent: April 1, 2020 1:34 PM

To: HLTH Executive Operations HLTH:EX < HLTH.EOFinance@gov.bc.ca>

Subject: FW: E-Invoice - NLK Strategies Inc. - Inv# 200308
Please find below and attached an invoice for processing.
Let me know if you need any additional information or background.

Thanks, Heather

Heather Murray | A/Senior Manager

rearring: The erial is memoral only for on use of the individual or origination to whom it a appression, may contain mornamen that it error, please leighbone or e-mail the sender immediately and delete the message.

EXPENSE AUTHORITY EMAIL APPROVAL IS NOT REQUIRED; approval will be requested in Oracle.

QUALIFIED RECEIVER MUST ENTER NAME IN THE FOLLOWING OR BLOCK:

| Certify that the work has been performed, goods | Holly Moulton |

- STRUCTIONS:

  1. Complete the sections of the Coding Block below. Any of the other sections you are unsure about, leave blank, or ask Steve / Kathy.

  2. Ensure the subject line of the email has the supplier's name and invoice number. eg. E-Invoice BOB'S PLUMBING 1234

  3. Forward the email, with the invoice attached (ensuring the scan is legible), to the Qualified Receiver.

  4. Once QR approval is obtained, they will forward the email back to you (Admin staff).

- 5. Forward email (and cc the EA) to

TRANSACTION INFORMATIO	NA.

TRANSACTION INFORMATION							
Supplier Name	NLK Strategies Inc.	Supplier Number Site#	XXXXXXX	XXX			
Invoice Date	Mar 2, 2020	Invoice #	200308				
Invoice Rec'd Date	Mar 27, 2020						
Qualified Receiver	Holly Moulton	Expense Authority	Peter Pokorny				

iPro Receipt #	XXXXX	PO#	2020-109

PO Line #	CLIENT	RESP CENTRE	SERV LINE:	STOB:	PROJECT:	PRE-TAX AMT	PST		TOTAL
1	026	66010	44225	6001	6600000	26,200.00		1,321.18	27,744.80
2	026	66010	44225	XXXX	6600000	223.62			223.62

	1		 1	ı	1		
					Pre-Tax Amo	unt	26,200.00
					PST		
					GST		1,321.18
					Payment Am	ount	27,744.80
RIPTION					Payment Am	ount	27,744.80
RIPTION					Payment Am	ount	27,744.80
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CRIPTION					Payment Ame	ount	27,744.80
CRIPTION					Payment Am	ount	27,744.80
CRIPTION					Payment Amo	ount	27,744.80



INVOICE #	Contract #	DATE
200308	2020-109	2020-03-02

Attention: Holly Moulton
Ministry of Health
Office of the Deputy Minister
PO Box 9639, Stn Prov Govt
5th Floor - 1515 Blanchard Street
Victoria, BC V8W 9P1

### Services

Strategic counsel provided from March 2 to 26, 2020, including:

Strategic communications counsel and media relations support to BC's Provincial Health Officer for communications and response related to the COVID-19 outbreak

March 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 16, 17, 18, 19, 20, 21, 23, 24, 25, 26

March 2, 3,	4, 5, 0	0, 7, 8, 9, 10,	11, 12, 13, 14, 16, 17, 18, 19, 20, 21,	23, 24	, 25, 26
Fees					
131 hours @	\$	200.00	\$26,200.00		
				\$	26,200.00
Disbursements / Other	Char	ges			
Parking			\$ 223.62		
(see attached receipts)					
				\$	223.62
			Fees & Disbursements	\$	26,423.62
			GST (5% on fees & disbursements)	\$	1,321.18
			Balance Due		27,744.80

### Canada Place Pankade

999 Canada Place Vancouver BC, V6C 3C1

 Pay Station Number:
 1

 Entered:
 03/07/2020

 08:49

 Exited:
 03/07/2020

 11:02

 Ticket Number:
 10225

 Transaction Number:
 81225

 Rate:
 A

 Parking Fee:
 \$20.00

Total Fee: \$20.00 Fee Paid: \$20.00

Visa

Approval Number: 081751

Thank you for visting Canada Place Above amount includes 5% GST GST# 120996096770005

# Canada Place Pankade

999 Canada Place Vancouver BC, V6C 3C1

 Pay Station Number:
 1

 Entered:
 03/06/2020

 07:52

 Exited:
 03/06/2020

 16:12

 Ticket Number:
 45029

 Transaction Number:
 81126

 Rate:
 A

 Parking Fee:
 \$19.00

Total Fee: \$19.00 Fee Paid: \$19.00

Visa

Approval Number: 06723I

Thank you for visting Canada Place Above amount includes 5% GST GST# 1209960967(10005

## Canada Place Pankade

999 Canada Piace Vancouver BC, V6C 3C1

Pay Station Number: 1
Entered: 03/13/2020
13:28
Exited: 03/13/2020
17:13
Ticket Number: 11788
Transaction Number: 81458
Rate: A
Parking Fee: \$23.00

Total Fee: \$23.00 Fee Paid: \$23.00

Visa

Approval Number: 04536I

Thank you for visting Canada Place Above amount includes 5% GST GST# 120996096RT0005

777 HORNBY ST VANCOUVER GST#814409538RT0001 Incl. Translink Tax/G.S.T

EXIT 1A 05/02/20 10:11 Receipt 040381

Short-term parking tkt UPLVL - No. 000231 05/02/20 07:29 05/02/20 10:11 Period 0d2h43' (TLTGST) \$12.

\$12.00

Net total V.A.T. \$12.00 \$3.62

Gross total \$15.62

Payment Type: PURCHASE \$\$15.62 VISA CREDIT CARD: \*\*\*\*\*\*\*\*\*6935 REF: 664611220014550050C AUTH #: 04428I A0000000031010 0080008000 F800 \$\$15.62 0080008000 F800 VERIFIED BY PIN 01 APPROVED-THANK YOU 027

Net total TLT 24% GST 5% \$12.00 \$2.88 \$0.74



TERMINAL CITY CLUB RECEIPT 04.02.20 11:05 OUT: 04.02.20 17:11 GST No. 119320513 \*\*\*\*\*\*\*\*\*\*\*8692 VISA: \$25.00 Au04487I-002000011 APPROVED \*Retain this copy\*

5

999 Canada Place Vancouver BC, V6C 3C1

Pay Station Number:

Entered: 02/14/2020 11:32

Exited: 02/14/2020

13:44

Ticket Number: 2253 Transaction Number: 76027

Rate: A

Parking Fee: \$20,00

Total Fee: \$20.00 Fee Paid: \$20,00

Visa

Approval Number: 090451

> Thank you for visting Canada Place Above amount includes 5% GST GST# 120996095RT0005

# Canada Place Pankade

Vancouver BC, V6C 3C1

Pay Station Number: Entened: 03/21/2020 10:01 Exited: 03/21/2020 13:49 Ticket Number: 12557 Transaction Number: 81573 Rate: Parking Fee: \$23.00

Total Fee: \$23.00 Fee Paid: \$23.00 Visa

Approval Number: 007001

Thank you for visting Canada Place Above amount includes 5% ost GST# 1

Canada Place Parkade

999 Canada Place

# Canada Place Pankade

Vancouver BC, V6C 3C1

Pay Station Number: 03/19/2020 Entered: 12:28 03/19/2020 Exited: 19:49 12442 Ticket Number: 81555 Transaction Number: Rate: \$32.00 Parking Fee:

\$32.00 Total Fee: \$40.00 Fee Paid: \$8.00 Change:

> Thank you for visting Canada Place Above amount includes 5% GST GST# 120996095RT0005

# Thank you for visting Canada Place

Above amount includes 5% GST# 120996095RT0005

# Canada Place Pankade

999 Canada Place Vancouver BC, V6C 3C1

Pay Station Number: Entered: 03/20/2020 12:02 Exited: 03/20/2020 16:33 Ticket Number: 12512 Transaction Number: 81565 Rate: Parking Fee: \$23,00 Total Fee: \$23,00 Fee Paid: \$23,00 Visa 

> Thank you for visting Canada Place Above amount includes 5% GST ^~T# 120996095RT0005

Approval Number:

otal Fee: -ee Paid:

Parking Fee:

03/14/2020 13:41 11884 81474

ransaction Number

licket Number:

09/14/2020

Pay Station Number:

Approval Number:

058601

HTH-2020-04186 8 of 13 Page

052931



INVOICE # Contract # DATE 200308 2020-109 2020-03-02

Attention: Holly Moulton
Ministry of Health
Office of the Deputy Minister
PO Box 9639, Stn Prov Govt
5th Floor - 1515 Blanchard Street
Victoria, BC V8W 9P1

### Services

Strategic counsel provided from March 2 to 26, 2020, including:

Strategic communications counsel and media relations support to BC's Provincial Health Officer for communications and response related to the COVID-19 outbreak

March 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 16, 17, 18, 19, 20, 21, 23, 24, 25, 26

131 hours @	\$	200.00	\$26,200.00	\$ 26,200.00
Disbursements / Other	Char	ges		
Parking		-	\$ 223.62	
(see attached receipts)				\$ 223.62
			Fees & Disbursements	\$ 26,423.62
			GST (5% on fees & disbursements)	\$ 1,321.18
			Balance Due	27,744.80

April 1. 2020

GST # 767034713 RT0001

Payable due in 30 days. Please make cheques payable to NLK Strategies Inc. 238 West 17 Street, North Vancouver, BC V7M1V6 604.970.9113 / info@nlkstrategies.ca

 From:
 Perrin, Kathy L HLTH:EX

 To:
 HIth Accounts Payable HLTH:EX

 Cc:
 Gross. Steve HLTH:EX

 Subject:
 NLK Strategies Inc. - 200408

 Date:
 May 29, 2020 12:14:59 PM

Attachments: Inv# 200408.pdf

Importance: High

PO# 2020-109 Receipt# 63524

From: Gross, Steve HLTH:EX Sent: May 7, 2020 9:35 AM To: Perrin, Kathy L HLTH:EX

Subject: FW: NLK Strategies Invoices Feb/March/April 2020 (Invoice #200408 and 200210)

Importance: High

Hi

For processing . Thanks

From: Murray, Heather HLTH:EX < Heather.Murray@gov.bc.ca>

**Sent:** May 7, 2020 9:13 AM

**To:** Gross, Steve HLTH:EX < Steve.Gross@gov.bc.ca > **Cc:** Moulton, Holly HLTH:EX < Holly.Moulton@gov.bc.ca >

Subject: NLK Strategies Invoices Feb/March/April 2020 (Invoice #200408 and 200210)

**Importance:** High Good Morning Steve,

Please find attached two invoices for NLK Strategies to be processed. Holly Moulton has signed for good/services received and Peter Pokorny has signed as EA.

- Invoice 200210 February 2020 (you had confirmed this has not yet been processed)
- Invoice 200408 March 27 to 31 and April 2020

Please have the project code identified under Covid-19.

Thank you for your help! Heather.

Sincerely,

### Heather Murray | A/Senior Manager

Office of the Associate Deputy Minister's

Ministry of Health

Phone: 250.952.2879 | Cell: 250.415.5856

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INVOICE # Contract # DATE 200408 2020-109 2020-05-02

Attention: Holly Moulton
Ministry of Health
Office of the Deputy Minister
PO Box 9639, Stn Prov Govt
5th Floor - 1515 Blanchard Street
Victoria, BC V8W 9P1

### Services

Strategic counsel provided from March 27 to April 30, 2020, including:

Strategic communications counsel and media relations support to BC's Provincial Health Officer for communications and response related to the COVID-19 outbreak

March 27, 28, 30, 31

April 1-4, 6-11, 13-18, 20-25, 27-30

Fees

112 hours @

\$ 200.00

\$22,400.00

22,400.00

### Disbursements / Other Charges

MINISTRY OF HEALTH

SUPPLIER # SITE

CAS COMMITMENT # LINE #

OND

RESP SERVICE LINE STOB

PROJECT # JAMOUN

OND

PO # CONTRACY# GFA# CLIEN\*

ODO - 109

DATE 020

DATE: 17720

MINISTRY SPENDING CLIENTAL ACT & RELATED POLICIES

DATE: 17720

MINISTRY SPENDING CLIENTAL ACT & RELATED POLICIES

Fees & Disbursements \$ 22,400.00

GST (5% on fees & disbursements) \$ 1,120.00

Balance Due 23,520.00

### GST # 767034713 RT0001

 From:
 Perrin. Kathy L HLTH:EX

 To:
 HIth Accounts Payable HLTH:EX

 Cc:
 Gross. Steve HLTH:EX

 Subject:
 NLK Strategies Inc. - 200508

 Date:
 June 3, 2020 11:09:11 AM

Attachments: Inv# 200508.pdf

PO# 2020-109 Receipt# 63549

From: Gross, Steve HLTH:EX Sent: June 3, 2020 8:56 AM To: Perrin, Kathy L HLTH:EX

Subject: FW: Invoice #200508 - NLK Strategies Inc. (May 2020)

Ηi

Can you please see the status of this payment?

Thanks

From: Murray, Heather HLTH:EX < Heather.Murray@gov.bc.ca>

**Sent:** June 3, 2020 8:53 AM

To: Gross, Steve HLTH:EX < <a href="mailto:Steve.Gross@gov.bc.ca">Steve.Gross@gov.bc.ca</a>

**Subject:** Invoice #200508 - NLK Strategies Inc. (May 2020)

Good Morning Steve,

Are you able to process the attached NLK Strategies invoice for May?

Holly Moulton signed for Goods/Services received and Peter Pokorny is the Expense Authority.

Following this payment, are you able to provide me with a status update as to funds remaining in her current contract?

Thank you, Heather.

Sincerely,

### Heather Murray | A/Senior Manager

Office of the Associate Deputy Minister's

Ministry of Health

Phone: 250.952.2879 | Cell: 250.415.5856

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INVOICE # Contract # DATE 200508 2020-109 2020-06-01

Attention: Holly Moulton
Ministry of Health
Office of the Deputy Minister
PO Box 9639, Stn Prov Govt
5th Floor - 1515 Blanchard Street
Victoria, BC V8W 9P1

### Services

Strategic counsel provided from May 1 to May 30, 2020, including:

Strategic communications counsel and media relations support to BC's Provincial Health Officer for communications and response related to the COVID-19 outbreak
May 1-2, 4-9, 11-16, 18-23, 25-30

Fees				SALE LANGE OF STREET
116 hours @	\$ 200.00		\$23,200.00	
	(*)	42		\$ 23,200.00

### Disbursements / Other Charges

MINISTRY OF HEALTH

SUPPLIER \* SITE

CAS COMMISSION \*\*

CAS COMMISSION

Fees & Disbursements \$ 23,200.00
GST (5% on fees & disbursements) \$ 1,160.00

Balance Due 24,360.00

\$

GST # 767034713 RT0001