

From: [Manahan, Suzanne](#) MNGD:EX
To: [Restall, Analise](#) MNGD:EX; [Wray, Jennifer](#) MNGD:EX; [Urwin, Mark](#) MNGD:EX; [Bagheri, Marjan](#) MNGD:EX
Subject: FW: Correspondence sent on behalf of Deputy Minister Kim Henderson
Date: Wednesday, May 17, 2017 2:08:37 PM
Attachments: [Management during the Election Interregnum and Transition Periods.pdf](#)

FYI

From: Moran, Jennifer OHCS:EX
Sent: Wednesday, May 17, 2017 1:57 PM
To: Beltrano, Linda MNGD:EX; Boyd, Wes CSNR:EX; Cochrane, Marlene MEM:EX; Coley, Simon J JAG:EX; De Champlain, Rhonda MEM:EX; Hansen, Brian MNGD:EX; Manahan, Suzanne MNGD:EX; Marshall, Fraser MEM:EX; Piccinino, Ines MNGD:EX; Reay, Gary W MNGD:EX; Steves, Gregory OHCS:EX; Woolley, Paul GCPE:EX
Cc: MNGD Executive Committee Admin Support
Subject: Correspondence sent on behalf of Deputy Minister Kim Henderson
Fyi.

From: Wharf, Sandy PREM:EX
Sent: Wednesday, May 17, 2017 1:38 PM
To: BCPSA Agency DMC List
Subject: FW: Correspondence
Hi, just a reminder that given the continuation of the caretaker period, the guidance in the attached memo [continues to apply until May 31, 2017](#). This includes the ongoing suspension of commercial document shredding.
Thanks
Sandy

From: Higgins, Keira PREM:EX
Sent: Friday, March 17, 2017 3:26 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Correspondence - Kim Henderson
Good afternoon,
Please see the attached correspondence sent on behalf of Deputy Minister Kim Henderson.
Thank you,
Keira Higgins, Executive Administrative Coordinator
Office of the Premier, Deputy Minister
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
Ph: (250) 356-2206



Memorandum

Deputy Minister's Office
Office of the Premier

Date: March 17, 2017

To: All Deputy Ministers

Re: Management during the Election Interregnum and Transition Periods

This memorandum is to give you management guidance during the upcoming weeks.

Executive Council

When the writs of election are issued on April 11, 2017, and the Lieutenant Governor dissolves the Legislative Assembly, the government is in a caretaker period or "interregnum".

While MLAs no longer hold office once the election writs are issued, Ministers continue to hold their positions as Executive Council (Cabinet) until a new Cabinet is sworn in. The period following election day until a new Cabinet is sworn in is referred to as "transition".

Basic conventions require government to avoid implementing major policy initiatives or entering into new contracts or undertakings that would bind an incoming government. While Cabinet members are legally able to make ministerial decisions during the interregnum and transition periods, in practice major actions and decisions are deferred. Similarly, while under the *Interpretation Act*, Deputy Ministers have the statutory authority to make ministerial decisions (excluding certain regulations), this is also avoided with the exception of the continuation of routine ministry business.

Ordinary meetings of Cabinet, Treasury Board and Cabinet Committees are therefore not held during the interregnum. However, there can be special meetings of Cabinet or a committee of Cabinet under unusual circumstances. Access to the Chair of Treasury Board will be limited.

I expect that by this time each of you have identified issues that may unavoidably arise during the caretaker period, and have made plans to get direction on the management of those issues before this period begins. If new unexpected issues arise that would normally require the direction of the Premier or the Cabinet, you should refer these issues to me or to Elizabeth MacMillan, Deputy Cabinet Secretary, and we will work with you to determine an appropriate management plan.

Ministerial Offices and Assistants

Existing Cabinet Ministers continue to receive their ministerial salary until a new Cabinet is sworn in. Ministers and other MLAs receive their MLA salary up to election day. Ministers may travel and receive reimbursement during the interregnum provided the travel is strictly for government business and not election campaign purposes.

Normal policies apply, except that travel claims, business expense claims, and direct-billed invoices (e.g. Helijet, BTA, etc.) must include a certification that expenses are for business purposes and specify the nature of that business. Care should be taken to ensure government resources are used only for government business. Further, Ministers' Office Support Services recommends that a leased government vehicle not be used at all during the campaign, unless a Minister can clearly establish its use for government business.

Government assets, such as office and computer equipment, telephones, iphones, ipads and blackberries should only be used for government business purposes. Ministers' use of these assets during the election campaign must be related strictly to ministerial duties. Where there is personal use, this should be recorded and government must be reimbursed for any incremental costs.

Executive and Ministerial Assistants appointed by Order-in-Council will take a leave of absence to avoid any conflict between provincial business and the election campaign. While on leave, such staff are not entitled to salary or travel expense reimbursement. Executive and Ministerial Assistants should be considered members of the public when on leave. To ensure appropriate communications, any request to the ministry for assistance from EAs and MLAs should be referred directly to you. Upon expiration of their leaves of absence, they remain in their former positions unless they resign or their appointment has been rescinded.

Administrative Coordinators and other support staff remain in the Ministers' offices.

Management of Government Records During Interregnum and Transition Periods

Deputy Ministers are responsible for the proper management of government records in the care of their Minister's office.

The Government Records Service (GRS) in the Ministry of Finance is available to provide assistance to ministries as required. GRS has provided three training opportunities for Deputy Ministers' Office (DMO) staff to provide targeted education on appropriate practices with respect to Ministers' Office records management practices during the interregnum. GRS Records Officers are also available to provide DMO staff with on-site support within Ministers' Offices during the interregnum period.

DMO staff are encouraged to contact their GRS Records Officer for guidance and to schedule on-site support requests. Please note that the Records Officers support multiple ministries and early scheduling of any assistance requests is encouraged.

There are three types of records:

1. Personal and MLA records;
2. Cabinet records;
3. Government records.

The following procedures apply to the management of these records during the interregnum and transition periods:

1. Personal and MLA Records

Under the direction of the Deputy Minister, Ministers' administrative staff are responsible for ensuring that government records are separated from the Minister's personal and MLA records prior to the interregnum.

Personal records are records that are personal in nature and relate to one's private life and are not received or created as part of one's daily ministry business activities. MLA records include records created by a Minister while acting as an MLA, e.g., constituency operations and meetings, caucus committee meetings, committees of the Legislative Assembly, etc. Please refer to the GRS Recorded Information Management Glossary for definitions of government records, non-government records, and MLA records.

Minister's non-government, personal or MLA documents in an electronic form will be printed. If the Minister wishes to keep non-government, personal or MLA documents in an electronic form, the record can be saved to a removable/external memory device. Once completed, these electronic records on the government system must be deleted.

The Minister should indicate where these records are to be delivered. If a location is not given they should be sent to the caucus office. Under a standing agreement with the Office of the Speaker, GRS will store any member's personal and MLA papers for up to five years and transfer to the BC Archives or until directed to ship them to another location. To arrange transfer please contact Susan Laidlaw, Executive Director, Government Records Service, at 778-698-2900.

2. Cabinet Records

Procedures for the management of Cabinet records respect the British Parliamentary tradition that all Cabinet records are considered to be privileged information of the government of the day. A succeeding administration of a different political party does not normally have access to them. This protects the confidentiality of the collective decision-making process of responsible government.

Ministers' administrative staff, under the direction of the Deputy Minister, will identify all Cabinet records located in the Minister's office. Cabinet records may include memoranda, submissions, reports, recommendations, agendas, minutes, notes, and other confidential documents, audio-visual and presentation material that reflect on the decisions or discussions of Cabinet and its committees and includes as well, briefing notes, opinions, and advice to Ministers and correspondence between Ministers expressing their views and opinions and other documents reflecting such views and opinions.

As soon as possible after the writs have been issued, the Deputy Minister will ensure that all Cabinet designated records are removed from the Minister's offices and placed in a secure location under the control of the Deputy Minister. Your Records Officer at GRS will inform you of the procedures associated with the transfer of these records. The documents will remain in the custody of the Deputy Minister and you will have access to the records to process them in accordance with the policies relating to Cabinet records and the *Information Management Act (IMA)*.

During the interregnum and transition periods, control of access to Cabinet designated records remains with the Cabinet Secretary. In cases where a ministry requires access to these files in order to process a request under the *Freedom of Information and Protection of Privacy Act (FOIPPA)* or for litigation, the Deputy Minister of that ministry will send a written request to the Cabinet Secretary. The Cabinet Secretary will advise the Deputy Minister of her decision to approve or not the release of records. The ministry will then process the request according to existing procedures for Cabinet records under *FOIPPA* or in response to litigation.

During the transition period, should a change in administration occur and the ministry is required to prepare material on an issue to which previously prepared Cabinet records pertain; the proper procedure is to create a new document.

3. Government Records

As defined in the *Information Management Act (IMA)*, government information consists of all recorded information created or received by a ministry or other government body in connection with government business. Government information is created in a variety of digital and physical formats, and within any government office there may be several storage locations (e.g., LAN/shared drive, EDRMS TRIM, CLIFF, SharePoint sites, personal email folders, physical file banks, desk drawers). Government information is subject to the *IMA*, Core Policy, and approved information schedules.

Management of government records must be done in a manner ensuring confidentiality and security. Ministerial offices should contact their Ministry Records Officer on current policies. During the interregnum period all commercial document shredding is to be suspended.

FOIPPA also requires that any personal information used to make a decision about an individual must be retained for at least one year after the information was used.

Mail logs of government correspondence are government records and should be retained. If the mail log contains information on personal/political correspondence, that information should be removed before the mail log is filed. As referenced above, Ministers' administrative staff under the direction of the Deputy Minister will be responsible for ensuring that all personal and MLA information has been removed.

Once the Minister's personal and MLA records and Cabinet records have been removed, the remaining government records stay in the Minister's Office or appropriate ministry responsibility centre (e.g. Deputy Minister's Office) so as to maintain the administration of the ministry.

When a new Cabinet is appointed, government records are sent to the newly appointed Minister's Office. The Chart of Accounts code indicates where the administrative records are to be sent. If a ministry is dis-established (i.e. ceases to exist) its records are to be sent to the ministry that inherits the functions of the dis-established ministry. If a ministry ceases to exist and its functions are transferred to more than one ministry, a protocol will be established between those ministries as to the sharing of access to the records. One of the ministries will be identified in the protocol as the subsequent physical custodian of the records. GRS Records Officers are available to assist with this process as needed.

Staffing and Appointments

Non-OIC staff recruitment and placement within the BC Public Service should continue as normal. Government appointments to boards, agencies and commissions that would normally be made after the date of dissolution are deferred until after the interregnum and transition periods. All appointments that are effective between now and the date of dissolution, and that require Orders in Council, should now have been made.

Correspondence, New Policy Implementation, Contracts or Undertakings

The general rule is that normal ministry business continues as usual.

Routine correspondence can be signed, though care should be taken when drafting correspondence not to assume that one party or another will form the government after the election. References to post-election action are in terms of the “incoming government”.

The basic caretaker conventions require a government to avoid implementing major policy initiatives or entering into new contracts or undertakings. There should be no new spending initiatives, long term agreements, or policy changes outside existing and approved Service Plans. This also applies to federal-provincial matters; policy work and consultations with your FPT colleagues may continue but new commitments or agreements should not be made.

New project approvals within government programs are normally deferred. If a new program or project has not been announced or implementation started, it should be held until a new government is in place to ensure that the incoming government supports the program or project.

However, this does not mean that government cannot take action on major projects or initiatives that have been underway for some time, have received Cabinet approval and where schedule or cost implications of a failure to act could be significant, or relate to public health and safety. If provided for in your budget, ministries can renew routine contracts and contributions or enter into new ones where they are required for the continuing delivery of existing core services.

You should have by now reported to me any major projects, procurement issues or statutory decisions in your ministry that must be made from the beginning of the interregnum through to June 2017, where schedule or cost implications of a deferred decision may be significant.

Ministry Operations and Budget Considerations

All spending must be in accordance with Interim Supply approved by the Legislature. Ministries need to be fiscally prudent and should provide Treasury Board staff with budget status reports to demonstrate how you are managing within existing targets. Until passage of the Main Estimates and Supply for 2017/18, ministries will need to pay particular attention to the timing of non-discretionary payments and ensure these can be made within the Interim Supply appropriations. Treasury Board staff and the Office of Comptroller General will continue to work with each ministry's EFO in this regard.

Employee Conduct During Election Campaigns

Public Service Employees

All employees are bound by the Standards of Conduct (refer to BCPSA Human Resource Policies, Policy Statement 9.0 - Standards of Conduct.) Employees must be impartial in the performance of their duties. In particular, any political activity must be clearly separated from employment activity. Employees are not to engage in political activities during working hours or use government resources or workplaces to support such activities.

Public service employees are otherwise free to participate in political activities, including belonging to a political party, supporting a candidate for elected office and actively seeking elected office. Employees running for office must take a Leave of Absence (see below).

When engaging in political activities, employees must be able to retain the perception of impartiality in relation to their duties and responsibilities. To avoid a perceived conflict of interest, employees must:

- Not introduce partisan politics at the local, provincial or national levels into the workplace. This does not apply to informal private discussion among coworkers.
- Avoid situations where their position may have an impact, or be seen to have an impact, on political activity.
- Not use taxpayer-funded facilities, equipment or resources in support of political activities.
- Not use public service responsibilities to support, or be seen to support, one political candidate over another.
- Not use their position in government to lend weight to the public expression of personal opinions, nor divulge any confidential government information.
- Ensure that all travel expenses are clearly and demonstrably for government purposes.

Public Comments

Public service employees are free to comment on public issues but must exercise caution to ensure that by doing so they do not jeopardize the perception of impartiality in the performance of their duties. For this reason, care should be taken in making comments or entering into public debate regarding government policies. Public service employees must not use their position in government to lend weight to the public expression of their personal opinions.

Leave to Run For and Hold Political Office

From a financial control perspective, any employee with signing authority and on leave to run for office should have that authority removed.

1. Bargaining Unit Employees

Employees must take a leave of absence to run for political office. Before running for office, employees should notify their manager in writing of their intent. The Deputy Minister will review any requests for leave to ensure a conflict of interest does not exist between the employee's work and duties for the office to which nomination is sought.

Collective agreements for bargaining unit employees provide that the employer will grant, on written request, a leave of absence without pay as follows:

- Up to 90 days to seek election in a provincial election.
- Up to five years if elected to a public office.
- If not elected, the employee is allowed to return to the former position.

2. Excluded Employees

As above, employees must take a leave of absence to run for political office. Before running for office, employees should notify their manager in writing of their intent. The Deputy Minister will review any requests for leave to ensure a conflict of interest does not exist between the employee's work and duties for the office to which nomination is sought.

The Deputy Minister may grant an employee seeking nomination or election leave of absence without pay for up to 90 days immediately preceding the date of election. An employee who becomes a Member of the Legislative Assembly, upon written request to the Head of the BC Public Service Agency, will be granted a leave of absence without pay for up to five years.

Employment is deemed to be terminated if an employee becomes a Minister of the Crown.

Time Off to Vote

Employees are entitled to have four consecutive clear hours in which to vote.

Those who have four consecutive hours within the polling time (8:00 am to 8:00 pm) either before or after work are not entitled to a leave of absence from work. Employees with less than four clear hours outside of their working hours are allowed the necessary time off so that four clear hours are available.

The scheduling of this time off should be done to suit the operational requirements of the workplace. If operational issues arise, employees may also take advantage of early polling opportunities prior to the date of the election.

Additional Information

If you have any questions or require further clarification, please call me at 250 356-2206.

With respect to specific questions, you may also wish to contact:

- John Paul Fraser, Deputy Minister, Government Communications and Public Engagement at (250) 356-2277 regarding communications issues;
- Lori Halls, Deputy Minister, BC Public Service Agency at (250) 952-6296 regarding staffing matters;
- Athana Mentzelopoulos, Deputy Minister of Finance at (250) 387-3184 regarding budget and financial management;
- Cheryl Wenezenki-Yolland, Associate Deputy Minister, Ministry of Finance at (250) 387-8499 regarding records management.

Sincerely,



Kim Henderson
Deputy Minister to the Premier, Cabinet Secretary
and Head of the BC Public Service

INVOICE

PAGE 1 of 3



MIN. OF MINES & NAT. GAS- LNG TASK FORCE
P.O. BOX 9319
VICTORIA BC V8W 9N3

RECEIVED
DEPUTY MINISTER'S OFFICE
MINISTRY OF ENERGY AND MINES
CLIFF NUMBER: _____ REFER TO: _____
DRAFT ☐ APR 21 2017 ☐ NECESSARY ACTION
REPLY ☐
INFO/ ☐
FILE ☐
REMARKS _____

Billing Date 07.04.2017
Invoice Number 8100137927
Customer Number s.17
Site & Purchase Order Info on Reverse Page

For billing, scheduling or customer service
1-800-69-SHRED
Hours: (Mon - Fri) 8:00AM - 5:00PM

ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION	AMOUNT	TOTAL
PREVIOUS BALANCE		\$53.03
Thank You-Payment 057 mem (\$53.03)		
CURRENT INVOICE CHARGES		\$53.03
TOTAL ACCOUNT BALANCE DUE BY 07.05.2017		\$53.03

RESP. 27800 SERVICE TIME 2 26 55
STOB 6502 PROJECT # 2700000
COMMITMENT/CONTRACT #
FINAL PAYMENT YES NO
DATE INVOICE RECEIVED Apr 21 07
DATE GOODS/SERVICES RECEIVED
CERTIFY GOODS/SERVICES RECEIVED M. Wood
CERTIFIED THAT THE AMOUNT TO BE PAID:
- is correct
- is in accordance with appropriate statute
- or other authority on site
- where applicable, that the work has been performed,
the goods supplied, the services rendered or other
conditions met
Jennifer Wray

Billing Currency: CAD

GST/HST #: 86625 9062

CERTIFICATE OF DESTRUCTION: Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent

Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$53.03	\$0.00	\$0.00	\$0.00	\$0.00	\$53.03

SC040917030025_ZLCA_01.xml-9337-000003433

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC
1383 North Service Road, East
Oakville, ON L6H 1A7

INVOICE NUMBER 8100137927	INVOICE DATE 07.04.2017	CUSTOMER NUMBER s.17
TOTAL ACCOUNT BALANCE DUE BY 07.05.2017		\$53.03
TOTAL AMOUNT ENCLOSED		\$
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

004669 000003433

MIN. OF MINES & NAT. GAS- LNG TASK FORCE
PO BOX 9319 STN PROV GOVT
VICTORIA BC V8W 9N3

===== REMIT TO: =====
SHRED-IT INTERNATIONAL ULC
P.O. BOX 15781, STATION A
TORONTO, ONTARIO
M5W 1C1

015781 s.17

0000008100137927 0000005303 3

Min. of Mines & Nat. Gas- LNG Task Force CUSTOMER#: s.17

INVOICE#: 8100137927

INVOICE DATE: 07.04.2017

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
-----------------	-------------------	-------	-----------------	-----	--------------------	-------

Site: BC01 Service Location: Min. of Mines & Nat. Gas- LNG Task Force, 1810 Blanshard St, Victoria, BC, V8T 4J1, CA
s.17

20.03.2017 8030631368

SHRED - ON-SITE AUTOMATIC

Minimum Order Value \$50.50

GST 5.00 % \$2.53

SUB TOTAL \$53.03

TOTAL \$53.03

MSO #000661--

TOTAL CURRENT INVOICE CHARGES \$53.03



SC040917030025_ZLCA_01.xml-9338-000003433

IF CURRENT ACCOUNT INFORMATION HAS CHANGED, PLEASE ENTER THE CORRECT INFORMATION BELOW

Billing Information Change

Service Information Change

ACCOUNT NAME

CONTACT

EMAIL

ADDRESS

CITY

PROVINCE/POSTAL CODE

PHONE NUMBER

FAX NUMBER

s.17

Min. of Mines & Nat. Gas- LNG Task Force CUSTOMER#: s.17

INVOICE#: 8100137927

INVOICE DATE: 07.04.2017

TAX SUMMARY

British Columbia	
GST 5.00 %	\$2.53
Total Tax	\$2.53

s.17

2



MIN. OF MINES & NAT. GAS- LNG TASK FORCE
P.O. BOX 9319
VICTORIA BC V8W 9N3

INVOICE

RECEIVED

MAY 17 2017

PAGE 1 of 3

Billing Date 07.05.2017
Invoice Number 8100160789
Customer Number s.17
Site & Purchase Order Info on Reverse Page



For billing, scheduling or customer service
1-800-69-SHRED
Hours: (Mon - Fri) 8:00AM - 5:00PM

ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION	AMOUNT	TOTAL
PREVIOUS BALANCE		\$53.03
Thank You-Payment	(\$53.03)	
CURRENT INVOICE CHARGES	(See Reverse Page For Details)	\$53.03
TOTAL ACCOUNT BALANCE DUE BY 06.06.2017		\$53.03

Billing Currency:CAD

GST/HST #: 86625 9062

CERTIFICATE OF DESTRUCTION: Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.

Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$53.03	\$0.00	\$0.00	\$0.00	\$0.00	\$53.03

SC050917030019_ZLCA_01.xml-8423-000003042

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC
1383 North Service Road, East
Oakville, ON L6H 1A7

INVOICE NUMBER 8100160789	INVOICE DATE 07.05.2017	CUSTOMER NUMBER s.17
TOTAL ACCOUNT BALANCE DUE BY 06.06.2017		\$53.03
TOTAL AMOUNT ENCLOSED		\$ 53.03
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

s.17

004212 000003042

s.17

MIN. OF MINES & NAT. GAS- LNG TASK FORCE
PO BOX 9319 STN PROV GOVT
VICTORIA BC V8W 9N3

===== REMIT TO: =====

SHRED-IT INTERNATIONAL ULC
P.O. BOX 15781, STATION A
TORONTO, ONTARIO
M5W 1C1

015781 s.17

0000008100160789 0000005303 2

Paid May 18/17
Page 14 of 17 NGD-2017-72021

Min. of Mines & Nat. Gas- LNG Task Force CUSTOMER#: s.17

INVOICE#: 8100160789

INVOICE DATE: 07.05.2017

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
-----------------	-------------------	-------	-----------------	-----	--------------------	-------

Site: BC01 Service Location: Min. of Mines & Nat. Gas- LNG Task Force, 1810 Blanshard St, Victoria, BC, V8T 4J1, CA
s.17

12.04.2017 8031299328

SHRED - ON-SITE AUTOMATIC

Minimum Order Value \$50.50

GST 5.00 % \$2.53

SUB TOTAL \$53.03

TOTAL \$53.03

MSO #000661--

TOTAL CURRENT INVOICE CHARGES \$53.03

SC050917030019_ZLCA_01.xml-8424-000003042

IF CURRENT ACCOUNT INFORMATION HAS CHANGED,PLEASE ENTER THE CORRECT INFORMATION BELOW.

Billing Information Change

Service Information Change

ACCOUNT NAME	
CONTACT	
EMAIL	
ADDRESS	
CITY	
PROVINCE/POSTAL CODE	
PHONE NUMBER	
FAX NUMBER	

Min. of Mines & Nat. Gas- LNG Task Force CUSTOMER#:s.17

INVOICE#: 8100160789

INVOICE DATE: 07.05.2017

TAX SUMMARY

British Columbia

GST 5.00 %

\$2.53

Total Tax

\$2.53

RESP. 27890	SERVICE LINE 26554
STOB 6502	PROJECT # 2700000
COMMITMENT/CONTRACT #	
FINAL PAYMENT YES NO	
DATE INVOICE RECEIVED	
DATE GOODS/SERVICES RECEIVED	
CERTIFY GOODS/SERVICES RECEIVED	
CERTIFIED THAT THE AMOUNT TO BE PAID: - is correct - is in accordance with appropriate statute or other authority and/or contract. - where applicable, that the work has been performed, the goods supplied, the services rendered or other conditions met.	
 Spending Authority Signature	

Analise Restall

Jennifer Wray

s.17

2

Pukteris, Jazmin MNGD:EX

From: DoNotReply@billing-notification.com
Sent: Tuesday, May 23, 2017 1:22 PM
To: Pukteris, Jazmin MNGD:EX
Subject: SHRED-IT (OAKVILLE) - Transaction Receipt for \$53.03

SHRED-IT / SECURIT
1218 South Service Road, West
Oakville, ON. L6L 5T7
T. 905-829-2222
T. 1-866-345-3269

Term ID: 001

Sale - Approved

Date	05/19/17	Time 12:19:05
Method of Payment	MasterCard	
Entry Method	Manual	
Account #	s.17	

Order ID	8100160789
Order Description:	s.17
Approval Code	121905
Amount	\$53.03

Customer Copy

Mitton, Ryan MNGD:EX

From: Leamy, Michelle T PREM:EX
Sent: Monday, March 6, 2017 10:46 AM
To: LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants
Cc: LP Administrative Coordinators; LP Support Staff
Subject: Writ Records Management PPT
Attachments: Managing government records during interregnum and transition(2).pptx

Hi - here is the electronic copy of the records management presentation that was discussed at the AC/AA meeting on Friday, March 3rd.

To clarify the information pertaining to the procedure for MLA/Personal records:

For Ministers running again, their MLA/Personal Records can be held in the Minister's Office during writ period.
For Ministers that aren't running again, you will need to determine with the Minister where they would like to have their MLA/personal records sent.

Please call me if you have any questions.

m

Managing Government Records During Interregnum and Transition

Government Records Service 2017



**Ministry
of Finance**

Trusted financial and economic leadership for a prosperous province

Parliamentary Timelines

- Writ issued – April 11, 2017
- Lieutenant Governor dissolves the Legislative Assembly
- Interregnum period - Government is in a caretaker period
- Ministers continue to hold Cabinet positions until a new Cabinet is sworn in
- Transition period - day after the election until new Cabinet is sworn in

Parliamentary Conventions

- During the interregnum and transition periods, management of Minister's office records must respect the Parliamentary tradition of privilege for all Cabinet Records
- Cabinet records are removed from Minister's office and placed under control of the Deputy Minister

Shared Responsibilities

- Deputy Minister's office – during interregnum and transition periods control Cabinet and Government records of Ministers' offices
- Minister's office – organize and manage according to records management policy and procedures
- Government Records Service – provide policy direction and practical guidance

What is a “Record”

- A record is **any** information recorded by any means, digital or physical
- This includes all documents and communications such as email, letters, and reports, that are created or received

Transitory Records

- Are records of temporary usefulness not required to document decisions and actions or to support ongoing government business (see handout)
- Should be regularly deleted as their usefulness ends
- (e.g. transitory emails of no further use can be deleted as you work through the following procedures)
- Does not apply to personal or MLA records

Minister's Office Records

- Categories:
 - Personal and MLA records
 - Cabinet records
 - Government records
- Cabinet and Government records must be retained and managed according to government retention schedules and policies

Personal and MLA Records

- Are to be separated from Cabinet and Government records **PRIOR** to interregnum
- Are not covered by the *Information Management Act*
- Are not covered by the Executive Records Schedule

Personal Records

Personal in nature:

- Relate to the MLA's private life
- Not received or created as part of the MLA's daily ministry or constituent business activities
- Examples include: personal invitations, communications with family and friends that contain no government business

MLA Records

MLA records reflect, for example:

- Constituency operations
- Constituency meetings
- Caucus committee meetings
- Committees of the Legislative Assembly

Procedures - Personal and MLA Records

Digital records:

- If the Minister wishes
 - Print to hard copy, or
 - Copy to CDROM or other removable memory device

Records must be removed from the Minister's office computer libraries and files

Procedures – Personal and MLA Records

Paper Records:

- Minister may provide direction on shipping to a location of the Minister's choice
- Minister may choose to have records stored by Government until the Minister arranges for shipping to an alternate location
- Ask your DMO for assistance

- After 5 years the Minister may request the records be transferred to the custody and control of the BC Archives

Must be separated from Cabinet and Government records prior to the interregnum.

Definition - Cabinet Records

Anything that reflects the decisions or discussions of Cabinet or its committees

Anything that expresses views or opinions on a Cabinet issue that is communicated to or among Ministers

Examples - Cabinet Records

<ul style="list-style-type: none">• Audio visual and presentation materials• Confidential papers• Notes• Opinions• Advice to Ministers• Correspondence between Ministers <p>Not media specific</p>	<ul style="list-style-type: none">• Memoranda• Submissions• Draft Submissions• Reports• Recommendations• Agendas• Minutes• Records of Decision
--	---

Procedures - Cabinet Records

Identify all Cabinet documents in Minister's office

All Cabinet documents are placed in a secure location under the control of the Deputy Minister as soon as possible after the writs have been issued and no later than the end of the interregnum

Paper copies:

- Isolate all documents
- Work with your DM office to arrange physical transfer

Digital copies:

- Work with your DM office in removing Minister's office access to the digital files
- Access must be restricted to the DM office

Government Records

- Records that the Minister and Minister's staff have accumulated in the course of the daily administration of a ministry
- In other words, the records remaining in a Minister's office, once Cabinet, personal and MLA records have been removed

Examples - Government Records

<ul style="list-style-type: none"> • Ministerial correspondence • Copies of incoming/outgoing MRLs • Meeting minutes with ministry Executive and staff • Meeting minutes re ministry business with a stakeholder • Policy decisions • Briefing notes 	<ul style="list-style-type: none"> • Ministerial invites & regrets • Ministerial presentations & speeches • Financial – payables procurement, travel • Ministerial meetings • Outlook or other calendars • Mail logs
--	--

Procedures - Government Records

This is the responsibility of the Minister's office:

- All Government records must be managed according to normal records management policies and procedures
- Government records must be classified according to ARCS and ORCS classification systems
- The legislatively approved Executive Records Retention schedule applies
- Minister's calendars, for the duration of the Minister's term, must be output and filed (e.g. printed to hard copy or PDF)

Document Destruction

- During the interregnum period, all commercial document shredding for Ministers' offices within the Legislative Precinct is to be suspended.

Resources - Handouts

- Presentation slides
- Your Records Management Contacts
- Key Records Definitions
- Managing Minister's Office Records
- Managing Records During an Election
- Best Practices When Leaving a Minister's Office
- Moving Emails to your LAN
- Printing from Outlook 2010 Calendars
- Create a PST file for Outlook items

Finding Us on the Web

Records Management (public internet):

<http://www2.gov.bc.ca/gov/content?id=13E3360616904B38B0C0879FA572A103>

Government Records Service (FINtranet):

<http://gwww.fin.gov.bc.ca/cirmo/grs/index.stm>

Online Records Management Resources

Government Records Service website:

<http://www2.gov.bc.ca/gov/content?id=13E3360616904B38B0C0879FA572A103>

Records Officers/Teams contacts:

<http://www2.gov.bc.ca/gov/content?id=F347119CB63441028A7ABC77DC1478DD>

Managing Government Records During an Election:

<http://www2.gov.bc.ca/assets/download/2D7A6B09206A4673A8E3CE047F4211D2>

Government information schedules (ARCS & ORCS and Special Schedules):

<http://www2.gov.bc.ca/gov/content?id=0607E3345FAE42DBB28C793CEB062E2C>

Definitions:


<http://www2.gov.bc.ca/gov/content?id=A15C8A51653E4C5099D3515C6542B8D7>

Our Web Page

[Home](#) / [British Columbians & Our Governments](#) / [Services & Policies for Government](#) / [Information Management & Technology](#) / [Records Management - Pro...](#)

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Our Web Page

Find Information Schedules

Search by keyword or schedule number to find information schedules.

Records Management System Upgrades

The TRIM software upgrade project started in Fall 2016.

Learn about the [TRIM upgrade PDF](#) and what to expect.

Resources

Learn how to manage government records during the 2017 election period:

- [Managing Records During An Election \(PDF\)](#)

Learn how government records are managed:

- [RIM manual](#)
- [RIM glossary](#)

Records Management

Government and broader public sector organizations manage their digital and physical records according to legislated requirements.

[Information schedules](#) determine how records are classified and managed during all stages of their use.

Find out about:

- [Recorded Information Management \(RIM\) manual](#)
- [Records management systems](#)
- [Records management guides and training](#)
- [Total Records & Information Management \(TRIM\) guides and training](#)
- [Corporate Records Management System \(CRMS\) guides and training](#)
- [How to transfer and store records](#)
- [Government archives](#)

- [Privacy & Personal Information](#)
- [Information Security](#)
- [Records Management](#)**
 - [Records Contacts](#)
 - [Information Schedules](#)
- [Records Management Systems](#)
- [Records Management Guides & Training](#)
- [TRIM Guides & Training](#)
- [CRMS Guides & Training](#)
- [Records Transfer & Offsite Storage](#)
- [Government Archives](#)
- [Access to Information](#)
- [Data Centre, Managed Hosting & Cloud](#)
- [Capital Investment](#)
- [Identity and Authentication Services](#)
- [Telecommunication Services for Government & Broader Public Service](#)
- [Provincial Natural Resource Sector Radio System](#)

Questions ??



MIN. OF NATURAL GAS DEVELOPMENT
MEGAN METCALF
P.O. BOX 9326
VICTORIA BC V8W 9N1

INVOICE

PAGE 1 of 3

Billing Date 02/07/2017
Invoice Number 8100096368
Customer Number s.17
Site & Purchase Order Info on Reverse Page



For billing, scheduling or customer service
1-800-69-SHRED
Hours: (Mon - Fri) 8:00AM - 5:00PM

ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION	AMOUNT	TOTAL
Thank You-Payment	(\$60.45)	
CURRENT INVOICE CHARGES	(See Reverse Page For Details)	\$120.90
TOTAL ACCOUNT BALANCE DUE BY 02/07/2017		\$60.45

Billing Currency: CAD

GST/HST #: 86625 9062

CERTIFICATE OF DESTRUCTION: Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.					
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$60.45	\$0.00	\$0.00	\$0.00	\$0.00	\$60.45

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC
1383 North Service Road, East
Oakville, ON L6H 1A7

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
8100096368	02/07/2017	s.17
TOTAL ACCOUNT BALANCE DUE BY 02/07/2017		\$60.45
TOTAL AMOUNT ENCLOSED		\$
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

MIN. OF NATURAL GAS DEVELOPMENT
MEGAN METCALF
P.O. BOX 9326
VICTORIA BC V8W 9N1

===== REMIT TO: =====

SHRED-IT INTERNATIONAL ULC
P.O. BOX 15781, STATION A
TORONTO, ONTARIO
M5W 1C1

015781 s.17

0000008100096368 0000006045 0

Min. of Natural Gas Development

CUSTOMER#: S.17

INVOICE#: 8100096368

INVOICE DATE: 02/07/2017

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
-----------------	-------------------	-------	-----------------	-----	--------------------	-------

Site: BC01 Service Location: Min. of Natural Gas Development, 1810 Blanshard St, Victoria, BC, V8T 4J1, CA -s.17

01/09/2017	8028104461		SHRED - ON-SITE AUTOMATIC			
					Minimum Order Value	\$50.50
					Fuel/Env. Surcharge	\$7.07
					GST 5.00 %	\$2.88
					SUB TOTAL	\$60.45
01/24/2017	8029284254		SHRED - ON-SITE AUTOMATIC			
					Minimum Order Value	\$50.50
					Fuel/Env. Surcharge	\$7.07
					GST 5.00 %	\$2.88
					SUB TOTAL	\$60.45
					TOTAL	\$120.90

MSO #000661--

TOTAL CURRENT INVOICE CHARGES	\$120.90
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IF CURRENT ACCOUNT INFORMATION HAS CHANGED,PLEASE ENTER THE CORRECT INFORMATION BELOW.

Billing Information Change

Service Information Change

ACCOUNT NAME	
CONTACT	
EMAIL	
ADDRESS	
CITY	
PROVINCE/POSTAL CODE	
PHONE NUMBER	
FAX NUMBER	

PLEASE DO NOT WRITE IN THE GREY AREA

Min. of Natural Gas Development

CUSTOMER#: S.17

INVOICE#: 8100096368

INVOICE DATE: 02/07/2017

TAX SUMMARY**British Columbia**

GST 5.00 %

\$5.76

Total Tax

\$5.76



INVOICE

PAGE 1 of 3

MIN OF ENERGY MINES & PETROLEUM(OG)
TERESA PETRINI
FL 5TH
1810 BLANSHARD ST
VICTORIA BC V8T 4J1

Billing Date 02/07/2017
Invoice Number 8100096423
Customer Number s.17
Site & Purchase Order Info on Reverse Page



For billing, scheduling or customer service
1-800-69-SHRED
Hours: (Mon - Fri) 8:00AM - 5:00PM

ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION	AMOUNT	TOTAL
Thank You-Payment	(\$50.93)	
CURRENT INVOICE CHARGES	(See Reverse Page For Details)	\$101.86
TOTAL ACCOUNT BALANCE DUE BY 02/07/2017		\$50.93

Billing Currency: CAD

GST/HST #: 86625 9062

CERTIFICATE OF DESTRUCTION: Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.					
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$50.93	\$0.00	\$0.00	\$0.00	\$0.00	\$50.93

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC
1383 North Service Road, East
Oakville, ON L6H 1A7

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
8100096423	02/07/2017	s.17
TOTAL ACCOUNT BALANCE DUE BY 02/07/2017		\$50.93
TOTAL AMOUNT ENCLOSED		\$
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

MIN OF ENERGY MINES & PETROLEUM(OG)
TERESA PETRINI
FL 5TH
1810 BLANSHARD ST
VICTORIA BC V8T 4J1

===== REMIT TO: =====

SHRED-IT INTERNATIONAL ULC
P.O. BOX 15781, STATION A
TORONTO, ONTARIO
M5W 1C1

015781 s.17

0000008100096423 0000005093 9

Min Of Energy Mines &
Petroleum(OG)

CUSTOMER#: s.17

INVOICE#: 8100096423

INVOICE DATE: 02/07/2017

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
-----------------	-------------------	-------	-----------------	-----	--------------------	-------

Site: BC01 Service Location: Min Of Energy Mines & Petroleum(OG), 1810 Blanshard St, Victoria, BC, V8T 4J1, CA s.17

01/09/2017	8028101860		SHRED - ON-SITE AUTOMATIC			
					Minimum Order Value	\$48.50
					GST 5.00 %	\$2.43
					SUB TOTAL	\$50.93
01/24/2017	8029284299		SHRED - ON-SITE AUTOMATIC			
					Minimum Order Value	\$48.50
					GST 5.00 %	\$2.43
					SUB TOTAL	\$50.93
					TOTAL	\$101.86

TOTAL CURRENT INVOICE CHARGES	\$101.86
--------------------------------------	-----------------

IF CURRENT ACCOUNT INFORMATION HAS CHANGED,PLEASE ENTER THE CORRECT INFORMATION BELOW.

Billing Information Change

Service Information Change

ACCOUNT NAME	
CONTACT	
EMAIL	
ADDRESS	
CITY	
PROVINCE/POSTAL CODE	
PHONE NUMBER	
FAX NUMBER	

PLEASE DO NOT WRITE IN THE GREY AREA

Min Of Energy Mines &
Petroleum(OG)

CUSTOMER#: s.17

INVOICE#: 8100096423

INVOICE DATE: 02/07/2017

TAX SUMMARY**British Columbia**

GST 5.00 %

\$4.86**Total Tax****\$4.86**



MIN. OF NATURAL GAS DEVELOPMENT
MEGAN METCALF
P.O. BOX 9326
VICTORIA BC V8W 9N1

INVOICE

PAGE 1 of 3

Billing Date 03/07/2017
Invoice Number 8100118680
Customer Number s.17
Site & Purchase Order Info on Reverse Page



For billing, scheduling or customer service
1-800-69-SHRED
Hours: (Mon - Fri) 8:00AM - 5:00PM

ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION	AMOUNT	TOTAL
PREVIOUS BALANCE		\$60.45
Thank You-Payment	(\$60.45)	
CURRENT INVOICE CHARGES	(See Reverse Page For Details)	\$60.98
TOTAL ACCOUNT BALANCE DUE BY 03/07/2017		\$60.98

Billing Currency: CAD

GST/HST #: 86625 9062

CERTIFICATE OF DESTRUCTION: Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.					
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$60.98	\$0.00	\$0.00	\$0.00	\$0.00	\$60.98

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC
1383 North Service Road, East
Oakville, ON L6H 1A7

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
8100118680	03/07/2017	s.17
TOTAL ACCOUNT BALANCE DUE BY 03/07/2017		\$60.98
TOTAL AMOUNT ENCLOSED		\$
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

MIN. OF NATURAL GAS DEVELOPMENT
MEGAN METCALF
P.O. BOX 9326
VICTORIA BC V8W 9N1

===== REMIT TO: =====

SHRED-IT INTERNATIONAL ULC
P.O. BOX 15781, STATION A
TORONTO, ONTARIO
M5W 1C1

015781 s.17

0000008100118680 0000006098 0

Min. of Natural Gas Development

CUSTOMER#: s.17

INVOICE#: 8100118680

INVOICE DATE: 03/07/2017

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
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Site: BC01 Service Location: Min. of Natural Gas Development, 1810 Blanshard St, Victoria, BC, V8T 4J1, CA s.17

02/20/2017 8029968420

SHRED - ON-SITE AUTOMATIC

Minimum Order Value	\$50.50
Fuel/Env. Surcharge	\$7.58
GST 5.00 %	\$2.90
SUB TOTAL	\$60.98
TOTAL	\$60.98

MSO #000661--

TOTAL CURRENT INVOICE CHARGES	\$60.98
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IF CURRENT ACCOUNT INFORMATION HAS CHANGED,PLEASE ENTER THE CORRECT INFORMATION BELOW.

Billing Information Change

Service Information Change

ACCOUNT NAME	
CONTACT	
EMAIL	
ADDRESS	
CITY	
PROVINCE/POSTAL CODE	
PHONE NUMBER	
FAX NUMBER	

PLEASE DO NOT WRITE IN THE GREY AREA

Min. of Natural Gas Development

CUSTOMER#: s.17

INVOICE#: 8100118680

INVOICE DATE: 03/07/2017

TAX SUMMARY**British Columbia**

GST 5.00 %

\$2.90**Total Tax****\$2.90**



INVOICE

PAGE 1 of 3

MIN OF ENERGY MINES & PETROLEUM(OG)
TERESA PETRINI
FL 5TH
1810 BLANSHARD ST
VICTORIA BC V8T 4J1

Billing Date 03/07/2017
Invoice Number 8100118735
Customer Number s.17
Site & Purchase Order Info on Reverse Page



For billing, scheduling or customer service
1-800-69-SHRED
Hours: (Mon - Fri) 8:00AM - 5:00PM

ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION	AMOUNT	TOTAL
PREVIOUS BALANCE		\$50.93
Thank You-Payment	(\$50.93)	
CURRENT INVOICE CHARGES	(See Reverse Page For Details)	\$50.93
TOTAL ACCOUNT BALANCE DUE BY 03/07/2017		\$50.93

Billing Currency: CAD

GST/HST #: 86625 9062

CERTIFICATE OF DESTRUCTION: Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.					
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$50.93	\$0.00	\$0.00	\$0.00	\$0.00	\$50.93

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC
1383 North Service Road, East
Oakville, ON L6H 1A7

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
8100118735	03/07/2017	s.17
TOTAL ACCOUNT BALANCE DUE BY 03/07/2017		\$50.93
TOTAL AMOUNT ENCLOSED		\$
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

MIN OF ENERGY MINES & PETROLEUM(OG)
TERESA PETRINI
FL 5TH
1810 BLANSHARD ST
VICTORIA BC V8T 4J1

===== REMIT TO: =====

SHRED-IT INTERNATIONAL ULC
P.O. BOX 15781, STATION A
TORONTO, ONTARIO
M5W 1C1

015781 s.17

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Min Of Energy Mines &
Petroleum(OG)

CUSTOMER#: s.17

INVOICE#: 8100118735

INVOICE DATE: 03/07/2017

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
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Site: BC01 Service Location: Min Of Energy Mines & Petroleum(OG), 1810 Blanshard St, Victoria, BC, V8T 4J1, CA s.17

02/20/2017

8029968448

SHRED - ON-SITE AUTOMATIC

Minimum Order Value \$48.50

GST 5.00 % \$2.43

SUB TOTAL \$50.93

TOTAL \$50.93

TOTAL CURRENT INVOICE CHARGES \$50.93

IF CURRENT ACCOUNT INFORMATION HAS CHANGED,PLEASE ENTER THE CORRECT INFORMATION BELOW.

Billing Information Change

Service Information Change

ACCOUNT NAME	
CONTACT	
EMAIL	
ADDRESS	
CITY	
PROVINCE/POSTAL CODE	
PHONE NUMBER	
FAX NUMBER	

PLEASE DO NOT WRITE IN THE GREY AREA

Min Of Energy Mines &
Petroleum(OG)

CUSTOMER#: S.17

INVOICE#: 8100118735

INVOICE DATE: 03/07/2017

TAX SUMMARY**British Columbia**

GST 5.00 %

\$2.43**Total Tax****\$2.43**



MIN. OF NATURAL GAS DEVELOPMENT
MEGAN METCALF
P.O. BOX 9326
VICTORIA BC V8W 9N1

INVOICE

PAGE 1 of 3

Billing Date 04/07/2017
Invoice Number 8100140267
Customer Number s.17
Site & Purchase Order Info on Reverse Page



For billing, scheduling or customer service
1-800-69-SHRED
Hours: (Mon - Fri) 8:00AM - 5:00PM

ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION	AMOUNT	TOTAL
PREVIOUS BALANCE		\$60.98
Thank You-Payment	(\$60.98)	
CURRENT INVOICE CHARGES	(See Reverse Page For Details)	\$60.71
TOTAL ACCOUNT BALANCE DUE BY 04/07/2017		\$60.71

Billing Currency: CAD

GST/HST #: 86625 9062

CERTIFICATE OF DESTRUCTION: Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.					
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$60.71	\$0.00	\$0.00	\$0.00	\$0.00	\$60.71

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC
1383 North Service Road, East
Oakville, ON L6H 1A7

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
8100140267	04/07/2017	s.17
TOTAL ACCOUNT BALANCE DUE BY 04/07/2017		\$60.71
TOTAL AMOUNT ENCLOSED		\$
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

MIN. OF NATURAL GAS DEVELOPMENT
MEGAN METCALF
P.O. BOX 9326
VICTORIA BC V8W 9N1

===== REMIT TO: =====

SHRED-IT INTERNATIONAL ULC
P.O. BOX 15781, STATION A
TORONTO, ONTARIO
M5W 1C1

015781 s.17

0000008100140267 0000006071 5

Min. of Natural Gas Development

CUSTOMER#: S.17

INVOICE#: 8100140267

INVOICE DATE: 04/07/2017

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
-----------------	-------------------	-------	-----------------	-----	--------------------	-------

Site: BC01 Service Location: Min. of Natural Gas Development, 1810 Blanshard St, Victoria, BC, V8T 4J1, CA -s.17

03/20/2017

8030631142

SHRED - ON-SITE AUTOMATIC

Minimum Order Value	\$50.50
Fuel/Env. Surcharge	\$7.32
GST 5.00 %	\$2.89
SUB TOTAL	\$60.71
TOTAL	\$60.71

MSO #000661--

TOTAL CURRENT INVOICE CHARGES	\$60.71
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IF CURRENT ACCOUNT INFORMATION HAS CHANGED,PLEASE ENTER THE CORRECT INFORMATION BELOW.

Billing Information Change

Service Information Change

ACCOUNT NAME	
CONTACT	
EMAIL	
ADDRESS	
CITY	
PROVINCE/POSTAL CODE	
PHONE NUMBER	
FAX NUMBER	

PLEASE DO NOT WRITE IN THE GREY AREA

Min. of Natural Gas Development

CUSTOMER#: S.17

INVOICE#: 8100140267

INVOICE DATE: 04/07/2017

TAX SUMMARY**British Columbia**

GST 5.00 %

\$2.89**Total Tax****\$2.89**



INVOICE

PAGE 1 of 3

MIN OF ENERGY MINES & PETROLEUM(OG)
TERESA PETRINI
FL 5TH
1810 BLANSHARD ST
VICTORIA BC V8T 4J1

Billing Date 04/07/2017
Invoice Number 8100140324
Customer Number s.17
Site & Purchase Order Info on Reverse Page



For billing, scheduling or customer service
1-800-69-SHRED
Hours: (Mon - Fri) 8:00AM - 5:00PM

ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION	AMOUNT	TOTAL
PREVIOUS BALANCE		\$50.93
Thank You-Payment	(\$50.93)	
CURRENT INVOICE CHARGES	(See Reverse Page For Details)	\$50.93
TOTAL ACCOUNT BALANCE DUE BY 04/07/2017		\$50.93

Billing Currency: CAD

GST/HST #: 86625 9062

CERTIFICATE OF DESTRUCTION: Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.					
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$50.93	\$0.00	\$0.00	\$0.00	\$0.00	\$50.93

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC
1383 North Service Road, East
Oakville, ON L6H 1A7

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
8100140324	04/07/2017	s.17
TOTAL ACCOUNT BALANCE DUE BY 04/07/2017		\$50.93
TOTAL AMOUNT ENCLOSED		\$
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

MIN OF ENERGY MINES & PETROLEUM(OG)
TERESA PETRINI
FL 5TH
1810 BLANSHARD ST
VICTORIA BC V8T 4J1

===== REMIT TO: =====

SHRED-IT INTERNATIONAL ULC
P.O. BOX 15781, STATION A
TORONTO, ONTARIO
M5W 1C1

015781 s.17

0000008100140324 0000005093 4

Min Of Energy Mines &
Petroleum(OG)

CUSTOMER#: s.17

INVOICE#: 8100140324

INVOICE DATE: 04/07/2017

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
-----------------	-------------------	-------	-----------------	-----	--------------------	-------

Site: BC01 Service Location: Min Of Energy Mines & Petroleum(OG), 1810 Blanshard St, Victoria, BC, V8T 4J1, CA .s.17

03/20/2017 8030631148

SHRED - ON-SITE AUTOMATIC

Minimum Order Value	\$48.50
GST 5.00 %	\$2.43
SUB TOTAL	\$50.93
TOTAL	\$50.93

TOTAL CURRENT INVOICE CHARGES	\$50.93
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IF CURRENT ACCOUNT INFORMATION HAS CHANGED,PLEASE ENTER THE CORRECT INFORMATION BELOW.

Billing Information Change

Service Information Change

ACCOUNT NAME	
CONTACT	
EMAIL	
ADDRESS	
CITY	
PROVINCE/POSTAL CODE	
PHONE NUMBER	
FAX NUMBER	

PLEASE DO NOT WRITE IN THE GREY AREA

Min Of Energy Mines &
Petroleum(OG)

CUSTOMER#: S.17

INVOICE#: 8100140324

INVOICE DATE: 04/07/2017

TAX SUMMARY**British Columbia**

GST 5.00 %

\$2.43**Total Tax****\$2.43**



MIN. OF NATURAL GAS DEVELOPMENT
MEGAN METCALF
P.O. BOX 9326
VICTORIA BC V8W 9N1

INVOICE

PAGE 1 of 3

Billing Date 05/07/2017
Invoice Number 8100162928
Customer Number s.17
Site & Purchase Order Info on Reverse Page



For billing, scheduling or customer service
1-800-69-SHRED
Hours: (Mon - Fri) 8:00AM - 5:00PM

ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION	AMOUNT	TOTAL
PREVIOUS BALANCE		\$60.71
Thank You-Payment	(\$60.71)	
CURRENT INVOICE CHARGES	(See Reverse Page For Details)	\$60.71
TOTAL ACCOUNT BALANCE DUE BY 05/07/2017		\$60.71

Billing Currency: CAD

GST/HST #: 86625 9062

CERTIFICATE OF DESTRUCTION: Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.					
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$60.71	\$0.00	\$0.00	\$0.00	\$0.00	\$60.71

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC
1383 North Service Road, East
Oakville, ON L6H 1A7

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
8100162928	05/07/2017	s.17
TOTAL ACCOUNT BALANCE DUE BY 05/07/2017		\$60.71
TOTAL AMOUNT ENCLOSED		\$
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

MIN. OF NATURAL GAS DEVELOPMENT
MEGAN METCALF
P.O. BOX 9326
VICTORIA BC V8W 9N1

===== REMIT TO: =====

SHRED-IT INTERNATIONAL ULC
P.O. BOX 15781, STATION A
TORONTO, ONTARIO
M5W 1C1

015781 s.17

0000008100162928 0000006071 9

Min. of Natural Gas Development

CUSTOMER# s.17

INVOICE#: 8100162928

INVOICE DATE: 05/07/2017

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
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Site: BC01 Service Location: Min. of Natural Gas Development, 1810 Blanshard St, Victoria, BC, V8T 4J1, CA - s.17

04/13/2017 8031299015 SHRED - ON-SITE AUTOMATIC

Minimum Order Value	\$50.50
Fuel/Env. Surcharge	\$7.32
GST 5.00 %	\$2.89
SUB TOTAL	\$60.71
TOTAL	\$60.71

MSO #000661--

TOTAL CURRENT INVOICE CHARGES	\$60.71
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IF CURRENT ACCOUNT INFORMATION HAS CHANGED,PLEASE ENTER THE CORRECT INFORMATION BELOW.

Billing Information Change

Service Information Change

ACCOUNT NAME	
CONTACT	
EMAIL	
ADDRESS	
CITY	
PROVINCE/POSTAL CODE	
PHONE NUMBER	
FAX NUMBER	

PLEASE DO NOT WRITE IN THE GREY AREA

Min. of Natural Gas Development

CUSTOMER#: S.17

INVOICE#: 8100162928

INVOICE DATE: 05/07/2017

TAX SUMMARY**British Columbia**

GST 5.00 %

\$2.89**Total Tax****\$2.89**



MIN OF ENERGY MINES & PETROLEUM(OG)
TERESA PETRINI
FL 5TH
1810 BLANSHARD ST
VICTORIA BC V8T 4J1

INVOICE

PAGE 1 of 3

Billing Date 05/07/2017
Invoice Number 8100162980
Customer Number s.17
Site & Purchase Order Info on Reverse Page



For billing, scheduling or customer service
1-800-69-SHRED
Hours: (Mon - Fri) 8:00AM - 5:00PM

ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION	AMOUNT	TOTAL
PREVIOUS BALANCE		\$50.93
Thank You-Payment	(\$50.93)	
CURRENT INVOICE CHARGES	(See Reverse Page For Details)	\$50.93
TOTAL ACCOUNT BALANCE DUE BY 05/07/2017		\$50.93

Billing Currency: CAD

GST/HST #: 86625 9062

CERTIFICATE OF DESTRUCTION: Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.

Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$50.93	\$0.00	\$0.00	\$0.00	\$0.00	\$50.93

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC
1383 North Service Road, East
Oakville, ON L6H 1A7

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
8100162980	05/07/2017	s.17
TOTAL ACCOUNT BALANCE DUE BY 05/07/2017		\$50.93
TOTAL AMOUNT ENCLOSED		\$
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

MIN OF ENERGY MINES & PETROLEUM(OG)
TERESA PETRINI
FL 5TH
1810 BLANSHARD ST
VICTORIA BC V8T 4J1

===== REMIT TO: =====

SHRED-IT INTERNATIONAL ULC
P.O. BOX 15781, STATION A
TORONTO, ONTARIO
M5W 1C1

015781 s.17

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Min Of Energy Mines &
Petroleum(OG)

CUSTOMER#: s.17

INVOICE#: 8100162980

INVOICE DATE: 05/07/2017

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
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Site: BC01 Service Location: Min Of Energy Mines & Petroleum(OG), 1810 Blanshard St, Victoria, BC, V8T 4J1, CA - s.17

04/12/2017 8031299053

SHRED - ON-SITE AUTOMATIC

Minimum Order Value \$48.50

GST 5.00 % \$2.43

SUB TOTAL \$50.93

TOTAL \$50.93

TOTAL CURRENT INVOICE CHARGES \$50.93

IF CURRENT ACCOUNT INFORMATION HAS CHANGED,PLEASE ENTER THE CORRECT INFORMATION BELOW.

Billing Information Change

Service Information Change

ACCOUNT NAME	
CONTACT	
EMAIL	
ADDRESS	
CITY	
PROVINCE/POSTAL CODE	
PHONE NUMBER	
FAX NUMBER	

PLEASE DO NOT WRITE IN THE GREY AREA

Min Of Energy Mines &
Petroleum(OG)

CUSTOMER#:S.17

INVOICE#: 8100162980

INVOICE DATE: 05/07/2017

TAX SUMMARY**British Columbia**

GST 5.00 %

\$2.43**Total Tax****\$2.43**



MIN. OF NATURAL GAS DEVELOPMENT
MEGAN METCALF
P.O. BOX 9326
VICTORIA BC V8W 9N1

INVOICE

PAGE 1 of 3

Billing Date 06/07/2017
Invoice Number 8100183802
Customer Number s.17
Site & Purchase Order Info on Reverse Page



For billing, scheduling or customer service
1-800-69-SHRED
Hours: (Mon - Fri) 8:00AM - 5:00PM

ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION	AMOUNT	TOTAL
PREVIOUS BALANCE		\$60.71
Thank You-Payment	(\$60.71)	
CURRENT INVOICE CHARGES	(See Reverse Page For Details)	\$60.71
TOTAL ACCOUNT BALANCE DUE BY 06/07/2017		\$60.71

Billing Currency: CAD

GST/HST #: 86625 9062

CERTIFICATE OF DESTRUCTION: Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.					
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$60.71	\$0.00	\$0.00	\$0.00	\$0.00	\$60.71

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC
1383 North Service Road, East
Oakville, ON L6H 1A7

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
8100183802	06/07/2017	s.17
TOTAL ACCOUNT BALANCE DUE BY 06/07/2017		\$60.71
TOTAL AMOUNT ENCLOSED		\$
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

MIN. OF NATURAL GAS DEVELOPMENT
MEGAN METCALF
P.O. BOX 9326
VICTORIA BC V8W 9N1

===== REMIT TO: =====

SHRED-IT INTERNATIONAL ULC
P.O. BOX 15781, STATION A
TORONTO, ONTARIO
M5W 1C1

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Min. of Natural Gas Development

CUSTOMER#: s.17

INVOICE#: 8100183802

INVOICE DATE: 06/07/2017

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
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Site: BC01 Service Location: Min. of Natural Gas Development, 1810 Blanshard St, Victoria, BC, V8T 4J1, CA - s.17

05/16/2017

8031979072

SHRED - ON-SITE AUTOMATIC

Minimum Order Value \$50.50

Fuel/Env. Surcharge \$7.32

GST 5.00 % \$2.89

SUB TOTAL \$60.71

TOTAL \$60.71

MSO #000661--

TOTAL CURRENT INVOICE CHARGES \$60.71

IF CURRENT ACCOUNT INFORMATION HAS CHANGED,PLEASE ENTER THE CORRECT INFORMATION BELOW.

Billing Information Change

Service Information Change

ACCOUNT NAME

CONTACT

EMAIL

ADDRESS

CITY

PROVINCE/POSTAL CODE

PHONE NUMBER

FAX NUMBER

PLEASE DO NOT WRITE IN THE GREY AREA

Min. of Natural Gas Development

CUSTOMER#: S.17

INVOICE#: 8100183802

INVOICE DATE: 06/07/2017

TAX SUMMARY**British Columbia**

GST 5.00 %

\$2.89**Total Tax****\$2.89**



MIN. OF MINES & NAT. GAS- LNG TASK FORCE
P.O. BOX 9319
VICTORIA BC V8W 9N3

INVOICE

FEB 20 2017

7 106.06
PAGE 1 of 3
STOB- 6562

Billing Date 07.02.2017
Invoice Number 8100094038
Customer Number s.17
Site & Purchase Order Info on Reverse Page



For billing, scheduling or customer service
1-800-69-SHRED 74733
Hours: (Mon - Fri) 8:00AM - 5:00PM

ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION	AMOUNT	TOTAL
CURRENT INVOICE CHARGES	(See Reverse Page For Details)	\$106.06
TOTAL ACCOUNT BALANCE DUE BY 09.03.2017		\$106.06

*Feb 20/17
Paid on MC (Kitt:?)*

Billing Currency:CAD

GST/HST #: 86625 9062

CERTIFICATE OF DESTRUCTION: Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.					
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$106.06	\$0.00	\$0.00	\$0.00	\$0.00	\$106.06

SC020917030015_ZLCA_01.xml-9799-000003667

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC
1383 North Service Road, East
Oakville, ON L6H 1A7

INVOICE NUMBER 8100094038	INVOICE DATE 07.02.2017	CUSTOMER NUMBER s.17
TOTAL ACCOUNT BALANCE DUE BY 09.03.2017		\$106.06
TOTAL AMOUNT ENCLOSED		\$
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

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s.17

s.17

MIN. OF MINES & NAT. GAS- LNG TASK FORCE
PO BOX 9319 STN PROV GOVT
VICTORIA BC V8W 9N3

===== REMIT TO: =====
SHRED-IT INTERNATIONAL ULC
P.O. BOX 15781, STATION A
TORONTO, ONTARIO
M5W 1C1

015781 s.17

0000008100094038 0000010606 4

Min. of Mines & Nat. Gas- LNG Task Force

CUSTOMER#: S.17

INVOICE#: 8100094038

INVOICE DATE: 07.02.2017

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
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Site: BC01 Service Location: Min. of Mines & Nat. Gas- LNG Task Force, Floor 8, 1810 Blanshard St, Victoria, BC, V8W
9N3, CA S.17

09.01.2017	8028103860		SHRED - ON-SITE AUTOMATIC			
					Minimum Order Value	\$50.50
					GST 5.00 %	\$2.53
					SUB TOTAL	\$53.03
24.01.2017	8029284572		SHRED - ON-SITE AUTOMATIC			
					Minimum Order Value	\$50.50
					GST 5.00 %	\$2.53
					SUB TOTAL	\$53.03
					TOTAL	\$106.06

MSO #000661--

TOTAL CURRENT INVOICE CHARGES	\$106.06
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SC020917030015_ZLCA_01.xml-9800-000003667

Min. of Mines & Nat. Gas- LNG Task Force CUSTOMER#: s.17

INVOICE#: 8100094038

INVOICE DATE: 07.02.2017

TAX SUMMARY**British Columbia**

GST 5.00 %

\$5.06**Total Tax****\$5.06**

s.17

2

INVOICE ~~53.03~~ 18

PAGE 1 of 3



MIN. OF MINES & NAT. GAS- LNG TASK FORCE
P.O. BOX 9319
VICTORIA BC V8W 9N3

Billing Date 07.03.2017
Invoice Number 8100116486
Customer Number s.17
Site & Purchase Order Info on Reverse Page



For billing, scheduling or customer service
1-800-69-SHRED
Hours: (Mon - Fri) 8:00AM - 5:00PM

ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION	AMOUNT	TOTAL
PREVIOUS BALANCE		\$106.06
Thank You-Payment	(\$106.06)	
CURRENT INVOICE CHARGES	(See Reverse Page For Details)	\$53.03
TOTAL ACCOUNT BALANCE DUE BY 06.04.2017		\$53.03

Billing Currency: CAD

GST/HST #: 86625 9062

CERTIFICATE OF DESTRUCTION: Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.					
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$53.03	\$0.00	\$0.00	\$0.00	\$0.00	\$53.03

SC030917030021_ZLCA_01 xml-8869-000003223

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC
1383 North Service Road, East
Oakville, ON L6H 1A7

INVOICE NUMBER 8100116486	INVOICE DATE 07.03.2017	CUSTOMER NUMBER s.17
TOTAL ACCOUNT BALANCE DUE BY 06.04.2017		\$53.03
TOTAL AMOUNT ENCLOSED		\$
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

004435 000003223

s.17

s.17

MIN. OF MINES & NAT. GAS- LNG TASK FORCE
PO BOX 9319 STN PROV GOVT
VICTORIA BC V8W 9N3

===== REMIT TO: =====

SHRED-IT INTERNATIONAL ULC
P.O. BOX 15781, STATION A
TORONTO, ONTARIO
M5W 1C1

015781 s.17

0000008100116486 0000005303 1

Min. of Mines & Nat. Gas- LNG Task Force CUSTOMER#: s.17

INVOICE#: 8100116486

INVOICE DATE: 07.03.2017

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
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Site: BC01 Service Location: Min. of Mines & Nat. Gas- LNG Task Force, Floor 8, 1810 Blanshard St, Victoria, BC, V8W
9N3, CA s.17

20.02.2017	8029968725		SHRED - ON-SITE AUTOMATIC			
					Minimum Order Value	\$50.50
					GST 5.00 %	\$2.53
					SUB TOTAL	\$53.03
					TOTAL	\$53.03

MSO #000661--

TOTAL CURRENT INVOICE CHARGES	\$53.03
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SC030917030021_ZLCA_01.xml-8870-000003223

IF CURRENT ACCOUNT INFORMATION HAS CHANGED BY POST ENTER THE CURRENT INFORMATION IN THE

Billing Information Change

Service Information Change

ACCOUNT NAME

CONTACT

EMAIL

ADDRESS

CITY

PROVINCE/POSTAL CODE

PHONE NUMBER

FAX NUMBER

Min. of Mines & Nat. Gas- LNG Task Force CUSTOMER#: s.17

INVOICE#: 8100116486

INVOICE DATE: 07.03.2017

TAX SUMMARY

British Columbia
GST 5.00 %

\$2.53

Total Tax

\$2.53

s.17

2