

FORM USAGE AND ROUTING:

This form must be completed for all service contracts and amendments to service contracts involving an increase to the dollar value. It requires approval from the contract manager and the ADM (only in certain circumstances) before the contract/amendment is signed. After being signed by both parties, attach the original contract/amendment to the original Service Contract Checklist and forward to Accounts, Financial Services and Administration, Ministry of Finance.

DESCRIPTION OF CONTRACT - Complete Part 1 for all contracts and amendments.

Legal Contractor Name: Larry Pedersen dba Pedersen Management Services

Req #:

Contract #:

Contract Type: ☒ New ☐ Multi-year ☐ Renewal ☐ Amendment

Term: June 5, 2019 - July 5, 2019

Rate (per hour or day): 200.00 per hour

Brief Description of Services:
Provide advice to DMO, OOP & FLNRO related to employee, contractor & comm resilience to rationalization of the interior industry

CONTRACT CODING: (if more lines needed attach separate sheet)

Amount	Cl.	Resp.	Service Line	STOB	Project	OFA STOB	Service Date (DD-MMM-YYYY)	Asset # (if applicable)
8,000.00	004	36B10	36205	6101	3600000			
2,000.00	004	36B10	36205	6102	3600000			

10,000.00 CONTRACT TOTAL

Commonly Used Contract STOBs:

6001/02 - Operational - Fees/expenses for contracts that provide for a direct provision of goods or services in the delivery of government programs (e.g., project mgmt.).

6003/04 - Regulatory - Fees/expenses for contracts that provide for a direct provision of goods or services required by statute or regulation.

6020/21 - Education and Training - Fees/expenses for contracts that deliver training to government employees.

6101/02 - Advisory - Fees/expenses for contracts with the provision of advisory services to the ministry (e.g., management consulting).

6302 - Data Operations Non-WTS - Fees/expenses for contracts that provide for a direct provision of IT related goods/services in the delivery of government programs (e.g., data processing, operating lease rentals).

6309/10 - Data Consulting Non-WTS - Fees/expenses for consulting contracts related to information systems.

OFA STOBs:

2175-Heavy Equipment
2195-Operating Equipment
2215-Office Furniture & Equip.
2275-Mainframe HW & Servers
2281-M/F HW & Servers WIP
2295-PC Hardware
2315-Mainframe Software
2321-Mainframe Software WIP
2335-Major Systems Software
2355-PC Software
2395-Tenant Improvements

SELECTION PROCESS - Complete Part 2 for new contracts only. Do not complete for renewals or amendments. Select only one box.

Open Process

- ☐ **Request for Proposal (RFP) (100) RFP # _____**
Suppliers submit proposals on how, and at what price, they would provide a service.
- ☐ **Invitation to Quote (ITQ) (100) ITQ # _____**
For priced based services only - you know exactly what you want done and are looking for the best price.
- ☐ **Other Open Competitive Process (100)**
Identify process used: _____
An open competitive process other than Request for Proposal or Invitation to Quote is used (e.g., Joint Solution Procurement, Invitation to Tender), normally by advertising the opportunity on BC Bid.

Direct Award:

- ☐ **Public Sector Organization (200)**
The contract is negotiated and directly awarded without competitive process because the contract is with another government organization.
- ☐ **Sole Source (201)**
The contract is negotiated and directly awarded without competitive process because the ministry can **strictly prove** that only one contractor is qualified. A NOI is not required. **Note:** Evidence of how the ministry "proved" sole source must be documented in the contract file.
- ☐ **Sole Source - Notice of Intent (205)**
The contract is negotiated and directly awarded without competitive process (a NOI is not a competitive process) because the ministry believes but **cannot strictly prove** that only one contractor is qualified and a Notice of Intent is posted. A NOI must be posted on BC Bid when a contract for services or construction valued at more than \$50,000, is to be directly awarded on this basis. **Note:** It is **recommended** that a NOI be posted for opportunities valued at \$25,000 or more that are being awarded on this basis.
- ☐ **Security, Order, etc. (203)**
The contract is negotiated and directly awarded without competitive process because a competitive process would interfere with the ministry's ability to maintain security or order or to protect human, animal or plant life or health.

Pre-qualification:

- ☐ **Selected Vendor From Pre-qualification List (400)**
A contract that is issued to a vendor on a pre-qualification list without undertaking a competitive process. The process must be consistent with the rules publicized when the list was established.
- ☐ **Purchase from a Corporate Supply Arrangement (500)**
A purchase from a pre-established corporate supply arrangement as identified in the Core Policy Manual section 6.3.2 a (1).

Direct Process:

- ☐ **Three Verbal or Written Bids (300)**
Only used for contracts less than \$25,000. A RFP or ITQ is required for contracts valued at \$25,000 or more. Documentation of bids must be kept on the contract file. **Note:** Obtaining verbal bids is not recommended but if used, the process must be documented in writing and included in the contract file (e.g., communication between ministry and vendors).
- ☐ **Direct Invitation to Selected Vendors (300)**
A competitive solicitation, for contracts \$25,000 or more, that is issued to a limited list of vendors and not advertised on BC Bid. If vendors are on a pre-qualification list, use category 401 below.
Note: A RFP or ITQ is required by ministry policy for contracts valued at \$25,000 or more.
- ☐ **Emergency (202)**
The contract is negotiated and directly awarded without competitive process because an unforeseeable emergency exists and the services could not be obtained in time by means of a competitive process.
- ☒ **Confidentiality (204)**
The contract is negotiated and directly awarded without competitive process where the acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise government confidentiality, cause economic disruption or be contrary to the public interest.
- ☐ **No Justification (206)**
Where a direct award has been made which is not justified under one of the exceptional conditions specified in the Core Policy and Procedures Manual section 6.3.3 a (1) (i.e., 200 - 204), or a Notice of Intent was required but has not been issued, or it is provided for under another policy.
- ☐ **Direct Award - Under \$25,000 (207)**
A direct award has been made for a contract less than \$25,000 and categories 200, 201, 202, 203 and 204 do not apply.

- ☐ **Competition Among Vendors on a Pre-qualification List (401)**
A competitive solicitation that is issued to a limited list of vendors selected from a pre-qualification list. The process must be consistent with the rules publicized when the list was established.
Check appropriate box to indicate which competitive process was used:
☐ RFP ☐ ITQ ☐ 3 Verbal or Written Bids
☐ Other (please identify): _____

SERVICE CONTRACT CHECKLIST

Page 2

AGREEMENT ON INTERNAL TRADE (AIT) / BRITISH COLUMBIA - ALBERTA TRADE, INVESTMENT & LABOUR MOBILITY AGREEMENT (TILMA)Complete Part 3 for **new** contracts only. Do **not** complete for renewals/amendments. Select only **one** box.

PART 3

☐ **Purchase Subject to AIT/TILMA (100)**

The purchase is for services over \$75K and is not excluded or exempted under any other provision of the AIT/TILMA or other category below.

☐ **Purchase Not Subject to AIT/TILMA (200)**

The purchase is for services \$75K or less.

☐ **Excluded - Exempted Commodity/Service (300)**

The purchase is for services that are exempted from coverage of AIT/TILMA or to which the AIT/TILMA does not apply by virtue of its specific reference in Chapter 5 of the agreement (e.g., health & social services).

☐ **Excluded - Emergency (400)**

A purchase where an unforeseeable situation of urgency exists and the services cannot be obtained in time by means of an open procurement.

☐ **Excluded - Security, Order, etc. (500)**

A purchase where compliance with the open tendering provisions set out in Ch. 5 of the AIT/TILMA would interfere with the Province's ability to maintain security or order or to protect human, animal, plant life or health.

☐ **Excluded - Product Compatibility/Exclusive Rights (600)**

A purchase which must: ensure compatibility with existing products; recognize exclusive rights, such as exclusive licenses, copyright and patent rights; or maintain specialized products that must be maintained by the manufacturer or its representative.

☐ **Excluded - Procurement of Prototype (700)**

The procurement of a prototype or a first service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.

☐ **Excluded - Regional/Economic Development (800)**

A purchase which, under exceptional circumstances, may be excluded by the Province from the application of Chapter 5 of the AIT/TILMA for regional and economic development purposes.

POLICY COMPLIANCE - NEW CONTRACTS - Complete for **new** contracts only. Do **not** complete for renewals/amendments.

YES NO N/A

PART 4

- Before taking steps to find a contractor, a cost benefit justification (CBJ) must be prepared for service contracts over \$100,000. Where appropriate, it should include a cost comparison between contracting out vs. using in-house resources if they were available, contract outcomes, etc. Has a CBJ been prepared for inclusion in the contract file? (CPPM 6.3.1.5)
- As per the AIT/TILMA, did you advertise on BC Bid for any contract over \$75,000 or if a pre-qualification list was used, did you select the contractor through a competitive process between all suppliers on the list? (CPPM 6.3.2.c)
- Executive Financial Officer (EFO) pre-approval is required for all **Labour and Citizens' Services** service contracts over \$25,000 that are being directly awarded. Has a briefing note been signed by the EFO for inclusion in the contract file?
- If this contract was directly awarded (including the policy exemptions in CPPM 6.3.3.a) have the reasons been clearly explained and documented for inclusion in the contract file? (CPPM 6.3.3.a)
- If this contract is being awarded to a contractor that has been used for similar work in the previous 3 months (3 months from previous expiry date) the new contract must be approved by an expense authority with authority for the combined total of the contracts. Has the appropriate expense authority approved the contract? (CPPM 6.3.2.a.11)
- Can you confirm this contract does not constitute an employer/employee relationship? (CPPM 6.3.1.6). For more information, refer to "Employee or Self-Employed" pamphlet at <http://www.cra-arc.gc.ca/E/pub/tg/rc4110/rc4110-06e.pdf>.
- If the General Services Agreement was not used, did you obtain Legal Services and Risk Management approval? Documentation of approval must be kept in the contract file. (CPPM 6.3.3.d)
- Does **Schedule A** clearly identify specific and measurable contract deliverables? (CPPM 6.3.6.c)
- Does **Schedule A** clearly identify the process the ministry will use to monitor the contractor's performance (e.g., frequency & format of reporting requirements)? (CPPM 6.3.6.c)
- If sub-contractors will be providing any of the services are they identified in **Schedule C**?
- If this is a professional services contract (e.g., IT, accounting, management consulting), have you completed and attached **Schedule D** (Insurance) & **Schedule F** (Additional Terms)?
- If **Schedule D** (Insurance) is attached, is the insurance adequate to cover the risks associated with this contract <http://www.fin.gov.bc.ca/pt/rmb/forms/coiover.stm>?
- If the contractor will be involved with "personal information" as defined in the *FOIPPA*, have you completed and attached **Schedule E** (Privacy Protection - <http://www.mser.gov.bc.ca/privacyaccess/PPS/minpps.doc>)? (CPPM 6.3.3.e.11)
- Has the **Information Package for Service Contractors** been forwarded to the contractor?
- Appendix 1** must be attached to all service contracts including travel expenses. Have you attached Appendix 1?

CONTRACT AMENDMENTS - Complete Part 5 for contract **amendments** only.

Reason for amendment:

Previous Contract Total:

Amendment Amount:

New Contract Total:

0.00

PART 5

POLICY COMPLIANCE

YES NO

- Does the amendment format comply with the CPPM (CPPM 6.3.3.e.9)? http://www.fin.gov.bc.ca/camss/fsa/Branch/Forms/Modification_Agreement.doc.
- The amendment amount(s) must be added to the original amount of the contract to determine the new total for approval requirements. Has the appropriate expense authority approved the amendment?
- Have the circumstances that caused this contract to be amended been clearly documented for inclusion in the contract file (e.g., unforeseen technical problem delayed the project and the details are explained in the file)?

PART 6

APPROVALS - Complete Part 6 for all contracts and amendments

Contract Mgr. Name: Jackie Hendry

**ADM Name: Christine Kennedy

AP/PO Clerk

Signature & Date

Signature & Date

Initials & Date

**** ADM sign-off is only required if the contract was directly awarded or the answer to any of the questions in Part 4 or 5 was 'NO'.**

FORM USAGE AND ROUTING:

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DESCRIPTION OF CONTRACT - Complete Part 1 for all contracts and amendments.

Legal Contractor Name: Larry Pedersen dba Pedersen Management Services

Req #: 1530

Contract #: C20PREM1530

Contract Type: ☒ New ☐ Multi-year ☐ Renewal ☐ Amendment

Brief Description of Services:

Term: June 5, 2019 - July 5, 2019

Rate (per hour or day): 200.00 per hour

Provide advice to DMO, OOP & FLNRO related to employee, contractor & comm resilience to rationalization of the interior industry

CONTRACT CODING: (if more lines needed attach separate sheet)

Complete for Capital Asset Contracts (STOB 2000):

OFA STOBs:

Amount	Cl.	Resp.	Service Line	STOB	Project	OFA STOB	Service Date (DD-MMM-YYYY)	Asset # (if applicable)
8,000.00	004	36B10	36205	6101	3600000			
2,000.00	004	36B10	36205	6102	3600000			
10,000.00	CONTRACT TOTAL							

2175-Heavy Equipment
2195-Operating Equipment
2215-Office Furniture & Equip.
2275-Mainframe HW & Servers
2281-M/F HW & Servers WIP
2295-PC Hardware
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Commonly Used Contract STOBs:

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SELECTION PROCESS - Complete Part 2 for new contracts only. Do not complete for renewals or amendments. Select only one box.

Open Process

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The contract is negotiated and directly awarded without competitive process because the contract is with another government organization.
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- ☐ **Emergency (202)**
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Check appropriate box to indicate which competitive process was used:
- ☐ RFP ☐ ITQ ☐ 3 Verbal or Written Bids
- ☐ Other (please identify): _____

SERVICE CONTRACT CHECKLIST

Page 2

AGREEMENT ON INTERNAL TRADE (AIT) / BRITISH COLUMBIA - ALBERTA TRADE, INVESTMENT & LABOUR MOBILITY AGREEMENT (TILMA)
Complete Part 3 for new contracts only. Do not complete for renewals/amendments. Select only one box.

P A R T 3	<input type="checkbox"/> Purchase Subject to AIT/TILMA (100) The purchase is for services over \$75K and is not excluded or exempted under any other provision of the AIT/TILMA or other category below.	<input type="checkbox"/> Excluded - Product Compatibility/Exclusive Rights (600) A purchase which must: ensure compatibility with existing products; recognize exclusive rights, such as exclusive licenses, copyright and patent rights; or maintain specialized products that must be maintained by the manufacturer or its representative.
	<input checked="" type="checkbox"/> Purchase Not Subject to AIT/TILMA (200) The purchase is for services \$75K or less.	<input type="checkbox"/> Excluded - Procurement of Prototype (700) The procurement of a prototype or a first service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.
	<input type="checkbox"/> Excluded - Exempted Commodity/Service (300) The purchase is for services that are exempted from coverage of AIT/TILMA or to which the AIT/TILMA does not apply by virtue of its specific reference in Chapter 5 of the agreement (e.g., health & social services).	<input type="checkbox"/> Excluded - Regional/Economic Development (800) A purchase which, under exceptional circumstances, may be excluded by the Province from the application of Chapter 5 of the AIT/TILMA for regional and economic development purposes.
	<input type="checkbox"/> Excluded - Emergency (400) A purchase where an unforeseeable situation of urgency exists and the services cannot be obtained in time by means of an open procurement.	
	<input type="checkbox"/> Excluded - Security, Order, etc. (500) A purchase where compliance with the open tendering provisions set out in Ch. 5 of the AIT/TILMA would interfere with the Province's ability to maintain security or order or to protect human, animal, plant life or health.	

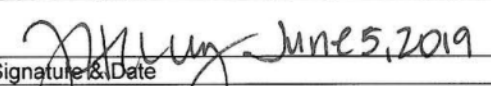
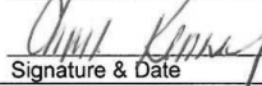
POLICY COMPLIANCE - NEW CONTRACTS - Complete for new contracts only. Do not complete for renewals/amendments.

	YES	NO	N/A
1. Before taking steps to find a contractor, a cost benefit justification (CBJ) must be prepared for service contracts over \$100,000. Where appropriate, it should include a cost comparison between contracting out vs. using in-house resources if they were available, contract outcomes, etc. Has a CBJ been prepared for inclusion in the contract file? (CPPM 6.3.1.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. As per the AIT/TILMA, did you advertise on BC Bid for any contract over \$75,000 or if a pre-qualification list was used, did you select the contractor through a competitive process between all suppliers on the list? (CPPM 6.3.2.c)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Executive Financial Officer (EFO) pre-approval is required for all Labour and Citizens' Services service contracts over \$25,000 that are being directly awarded. Has a briefing note been signed by the EFO for inclusion in the contract file?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. If this contract was directly awarded (including the policy exemptions in CPPM 6.3.3.a) have the reasons been clearly explained and documented for inclusion in the contract file? (CPPM 6.3.3.a)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. If this contract is being awarded to a contractor that has been used for similar work in the previous 3 months (3 months from previous expiry date) the new contract must be approved by an expense authority with authority for the combined total of the contracts. Has the appropriate expense authority approved the contract? (CPPM 6.3.2.a.11)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Can you confirm this contract does not constitute an employer/employee relationship? (CPPM 6.3.1.6). For more information, refer to "Employee or Self-Employed" pamphlet at http://www.cra-arc.gc.ca/E/pub/tg/rc4110/rc4110-06e.pdf .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. If the General Services Agreement was not used, did you obtain Legal Services and Risk Management approval? Documentation of approval must be kept in the contract file. (CPPM 6.3.3.d)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Does Schedule A clearly identify specific and measurable contract deliverables? (CPPM 6.3.6.c)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Does Schedule A clearly identify the process the ministry will use to monitor the contractor's performance (e.g., frequency & format of reporting requirements)? (CPPM 6.3.6.c)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. If sub-contractors will be providing any of the services are they identified in Schedule C ?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. If this is a professional services contract (e.g., IT, accounting, management consulting), have you completed and attached Schedule D (Insurance) & Schedule F (Additional Terms)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. If Schedule D (Insurance) is attached, is the insurance adequate to cover the risks associated with this contract http://www.fin.gov.bc.ca/pt/rmb/forms/coiover.stm ?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. If the contractor will be involved with "personal information" as defined in the <i>FOIPPA</i> , have you completed and attached Schedule E (Privacy Protection - http://www.msar.gov.bc.ca/privacyaccess/PPS/minpps.doc)? (CPPM 6.3.3.e.11)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Has the Information Package for Service Contractors been forwarded to the contractor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
15. Appendix 1 must be attached to all service contracts including travel expenses. Have you attached Appendix 1?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONTRACT AMENDMENTS - Complete Part 5 for contract amendments only.

P A R T 5	Reason for amendment:		Previous Contract Total: _____
			Amendment Amount: _____
			New Contract Total: <u>0.00</u>
	POLICY COMPLIANCE		YES NO
	1. Does the amendment format comply with the CPPM (CPPM 6.3.3.e.9)? http://www.fin.gov.bc.ca/camss/fsa/Branch/Forms/Modification_Agreement.doc .		<input type="checkbox"/>
2. The amendment amount(s) must be added to the original amount of the contract to determine the new total for approval requirements. Has the appropriate expense authority approved the amendment?		<input type="checkbox"/>	<input type="checkbox"/>
3. Have the circumstances that caused this contract to be amended been clearly documented for inclusion in the contract file (e.g., unforeseen technical problem delayed the project and the details are explained in the file)?		<input type="checkbox"/>	<input type="checkbox"/>

APPROVALS - Complete Part 6 for all contracts and amendments

P A R T 6	Contract Mgr. Name: Jackie Hendry		**ADM Name: Christine Kennedy	AP/PO Clerk
				
	Signature & Date		Signature & Date	Initials & Date
	June 5, 2019 June 6, 2019			
** ADM sign-off is only required if the contract was directly awarded or the answer to any of the questions in Part 4 or 5 was 'NO'.				

DIRECT AWARD JUSTIFICATION AND PRE-APPROVAL REQUEST

CLIFF #: s

FORM USAGE AND ROUTING:

This form must be completed by the contract manager to clearly document the justification for direct awarding a service contract and ensures compliance with government contract policy. Unless the contract is an emergency, this form must be completed and pre-approved prior to any discussions with or commitment to the vendor. Pre-approval is required by the expense authority, program assistant deputy minister and if \$25,000 or greater, the ministry executive financial officer. The original completed and signed form must be retained in the program contract file. Send completed form(s) to [FSAHELP](#) for routing and approval processing

CONTRACT INFORMATION

Ministry: Office of the Premier

Program: Deputy Minister's Office

Contract Manager Name and Phone #: Jackie Hendry 250-952-0527

Legal Contractor Name: Larry Pedersen dba Pedersen Management Services

Contract Value: 10,000.00

Term: June 5, 2019 - July 5, 2019

STOB: 6101/02

Contract Type: ☒ New ☐ Multi-year ☐ Renewal

Commonly Used Contract STOBs:

6001/02 - Operational - Fees/expenses for contracts that provide for a direct provision of goods or services in the delivery of government programs (e.g., project mgmt.).
6003/04 - Regulatory - Fees/expenses for contracts that provide for a direct provision of goods or services required by statute or regulation.
6020/21 - Education and Training - Fees/expenses for contracts that deliver training to government employees.

6101/02 - Advisory - Fees/expenses for contracts with the provision of advisory services to the ministry (e.g., management consulting).
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6309/10 - Data Consulting Non-WTS - Fees/expenses for consulting contracts related to information systems.

RATIONALE FOR ALL DIRECT AWARD CONTRACTS

- Describe the services required and provide an explanation of why you need to acquire these services.
Contractor will provide advice to DMO, Office of the Premier and FLNRO related to employee, contractor and community resilience related to rationalization of the interior forest industry in response to declining harvest levels in the wake of the Mountain Pine Beetle.
- What is the financial or other impact if this direct award is not approved and a competitive process is required?
Disclosure through an open competition could reasonably be expected to compromise government confidentiality.
- Under which Core Policy and Procedures Manual exception is this direct award request being made (see section 6.3.3)?
☐ Public Sector Organization
☐ Sole Source
☐ Sole Source - Notice of Intent
☐ Security, Order, etc.
☐ Emergency
☒ Confidentiality
☐ No Exceptions Apply - \$25,000 or Greater
☐ No Exceptions Apply - Less than \$25,000
- Explain the reasons why this contract meets the criteria of the above selection (i.e., how would a competitive process compromise government confidentiality, cause economic disaster or be contrary to the public interest)?
The acquisition is of a confidential or privileged nature and disclosure through an open competition could reasonably be expected to compromise government confidentiality.
- Has your program used these services in the past? If yes, who was the vendor and was the opportunity competitively bid or direct awarded? Provide the most recent date and contract value.
No
- Will this purchase obligate government to this vendor for future purchases (e.g., maintenance, licensing or continuing need)? If yes, provide details.
No
- Were alternative vendors evaluated? If yes, who were they and why were they unacceptable? If no, why were alternatives not evaluated?
N/A

ADDITIONAL RATIONALE FOR SOLE SOURCE CONTRACTS ONLY

- Why is the requested vendor the only one that can meet your requirements? Provide specific, quantifiable factors and/or qualifications and explain why they are necessary.
- What other suppliers did you consider before arriving at the conclusion that the sole source direct award criteria was met and the requested vendor was the only one that met your needs?

PRE-APPROVALS

Exp. Auth. Name: Jackie Hendry

ADM Name: Christine Kennedy

**EFO Name:

Signature & Date

Signature & Date

Signature & Date

**EFO sign-off is only required if the contract is \$25,000 or greater.

GENERAL SERVICE AGREEMENT



<i>For Administrative Purposes Only</i>	
<p>Ministry Contract No.: _____</p> <p>Requisition No.: _____</p> <p>Solicitation No.(if applicable): _____</p> <p>Commodity Code: _____</p> <p>Contractor Information</p> <p>Supplier Name: Pedersen Management Services</p> <p>Supplier No.: s.22</p> <p>Telephone No.: _____</p> <p>E-mail Address: _____</p> <p>Website: _____</p>	<p>Financial Information</p> <p>Client: _____</p> <p>Responsibility Centre: _____</p> <p>Service Line: _____</p> <p>STOB: _____</p> <p>Project: _____</p> <p>Template version: December 21, 2018</p>

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SCHEDULE A – SERVICES

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- Part 4 - Key Personnel

SCHEDULE B – FEES AND EXPENSES

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SCHEDULE D – INSURANCE

SCHEDULE E – PRIVACY PROTECTION SCHEDULE

SCHEDULE F – ADDITIONAL TERMS

SCHEDULE G – SECURITY SCHEDULE

THIS AGREEMENT is dated for reference the 5th day of June, 2019.

BETWEEN:

Pedersen Management Services (the "Contractor") with the following specified address:
s.22

AND:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as represented
by the Premier (the "Province") with the following specified address:
PO Box 9041, Stn Prov Govt
Victoria, British Columbia, Canada V8W 9E1

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

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

1 DEFINITIONS

General

1.1 In this Agreement, unless the context otherwise requires:

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

Meaning of "record"

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

2 SERVICES

Provision of services

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

Term

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

Supply of various items

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

Standard of care

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

Standards in relation to persons performing Services

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

Instructions by Province

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

Confirmation of non-written instructions

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

Effectiveness of non-written instructions

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

Applicable laws

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

3 PAYMENT

Fees and expenses

- 3.1 If the Contractor complies with this Agreement, then the Province must pay to the Contractor at the times and on the conditions set out in Schedule B:
- (a) the fees described in that Schedule;
 - (b) the expenses, if any, described in that Schedule if they are supported, where applicable, by proper receipts and, in the Province's opinion, are necessarily incurred by the Contractor in providing the Services; and

- (c) any applicable taxes payable by the Province under law or agreement with the relevant taxation authorities on the fees and expenses described in paragraphs (a) and (b).

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

Statements of accounts

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

Withholding of amounts

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

Appropriation

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

Currency

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

Non-resident income tax

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

Prohibition against committing money

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

Refunds of taxes

- 3.8 The Contractor must:

- (a) apply for, and use reasonable efforts to obtain, any available refund, credit, rebate or remission of federal, provincial or other tax or duty imposed on the Contractor as a result of this Agreement that the Province has paid or reimbursed to the Contractor or agreed to pay or reimburse to the Contractor under this Agreement; and
- (b) immediately on receiving, or being credited with, any amount applied for under paragraph (a), remit that amount to the Province.

4 REPRESENTATIONS AND WARRANTIES

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

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

5 PRIVACY, SECURITY AND CONFIDENTIALITY

Privacy

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

Security

5.2 The Contractor must:

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

Confidentiality

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

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

Public announcements

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

Restrictions on promotion

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

6 MATERIAL AND INTELLECTUAL PROPERTY

Access to Material

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

Ownership and delivery of Material

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

Matters respecting intellectual property

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

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

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

Rights in relation to Incorporated Material

- 6.4 Upon any Incorporated Material being embedded or incorporated in the Produced Material and to the extent that it remains so embedded or incorporated, the Contractor grants to the Province:
- (a) a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to exercise, in respect of that Incorporated Material, the rights set out in the *Copyright Act* (Canada), including the right to use, reproduce, modify, publish and distribute that Incorporated Material; and
 - (b) the right to sublicense or assign to third-parties any or all of the rights granted to the Province under section 6.4(a).

7 RECORDS AND REPORTS

Work reporting

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

Time and expense records

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

8 AUDIT

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

9 INDEMNITY AND INSURANCE

Indemnity

- 9.1 The Contractor must indemnify and save harmless the Province and the Province's employees and agents from any loss, claim (including any claim of infringement of third-party intellectual property rights), damage award, action, cause of action, cost or expense that the Province or any of the Province's employees or agents may sustain, incur, suffer or be put to at any time, either before or after this Agreement ends, (each a "Loss") to the extent the Loss is directly or indirectly caused or contributed to by:
- (a) any act or omission by the Contractor or by any of the Contractor's agents, employees, officers, directors or Subcontractors in connection with this Agreement; or
 - (b) any representation or warranty of the Contractor being or becoming untrue or incorrect.

Insurance

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

Workers compensation

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

Personal optional protection

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

Evidence of coverage

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

10 FORCE MAJEURE

Definitions relating to force majeure

10.1 In this section and sections 10.2 and 10.3:

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

Consequence of Event of Force Majeure

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

Duties of Affected Party

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

11 DEFAULT AND TERMINATION

Definitions relating to default and termination

11.1 In this section and sections 11.2 to 11.4:

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

- (v) a receiver or receiver-manager is appointed for any of the Contractor's property, or
- (vi) the Contractor ceases, in the Province's reasonable opinion, to carry on business as a going concern.

Province's options on default

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

Delay not a waiver

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

Province's right to terminate other than for default

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

Payment consequences of termination

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

Discharge of liability

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

Notice in relation to Events of Default

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

12 DISPUTE RESOLUTION

Dispute resolution process

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

Location of arbitration or mediation

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

Costs of mediation or arbitration

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

13 MISCELLANEOUS

Delivery of notices

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

Change of address or fax number

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

Assignment

- 13.3 The Contractor must not assign any of the Contractor's rights or obligations under this Agreement without the Province's prior written consent. Upon providing written notice to the Contractor, the Province may assign to any person any of the Province's rights under this Agreement and may assign to any "government corporation", as defined in the *Financial Administration Act*, any of the Province's obligations under this Agreement.

Subcontracting

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

Waiver

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

Modifications

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

Entire agreement

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

Survival of certain provisions

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

Schedules

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

Independent contractor

13.10 In relation to the performance of the Contractor's obligations under this Agreement, the Contractor is an independent contractor and not:

- (a) an employee or partner of the Province; or
- (b) an agent of the Province except as may be expressly provided for in this Agreement.

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

Personnel not to be employees of Province

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

Key Personnel

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

Pertinent information

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

Conflict of interest

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

Time

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

Conflicts among provisions

13.16 Conflicts among provisions of this Agreement will be resolved as follows:

- (a) a provision in the body of this Agreement will prevail over any conflicting provision in, attached to or incorporated by reference into a schedule, unless that conflicting provision expressly states otherwise; and
- (b) a provision in a schedule will prevail over any conflicting provision in a document attached to or incorporated by reference into a schedule, unless the schedule expressly states otherwise.

Agreement not permit nor fetter

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

Remainder not affected by invalidity

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

Further assurances

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

Additional terms

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

Governing law

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

14 INTERPRETATION

14.1 In this Agreement:

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

15 EXECUTION AND DELIVERY OF AGREEMENT

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

The parties have executed this Agreement as follows:

SIGNED on the 5 day of
June, 2019 by the Contractor
(or, if not an individual, on its behalf by its
authorized signatory or signatories):

L. Pedersen

Signature(s)

Larry Pedersen

Print Name(s)

President, Pedersen

Print Title(s) Management
Services

SIGNED on the 6 day of
June, 2019 on behalf of the
Province by its duly authorized
representative:

Chris Kennel

Signature

Chris Kennel

Print Name

ADM

Print Title

Schedule A – Services

PART 1. TERM:

1. The term of this Agreement commences on June 5, 2019 and ends on July 5, 2019.

PART 2. SERVICES:

Provide advice to the Deputy Minister's Office, Office of the Premier (PDMO) and to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRO) related to employee, contractor and community resilience related to rationalization of the interior forest industry in response to declining harvest levels in the wake of the Mountain Pine Beetle.

Employment-related advice:

- Engage with forest companies, contractors, truckers, the United Steelworkers (USW), municipalities, other government ministries and other stakeholders.
- Review facility closure plans and engage with companies and the USW to ensure that fair and reasonable steps are taken to support displaced workers, including through early retirement, company-external and internal company job placement and placement arrangements in other sectors of the economy.
- Review closure plans for accommodation of contractors, truckers and other suppliers.
- Engage with the industry to encourage innovative approaches to rationalization, potentially including broader-scale early retirement opportunities or other approaches to absorbing affected workers.

Provide advice to FLNRO and the PDMO on the development of an approval checklist related to proposed tenure transfers, including matters such as fair treatment of workers, contractors, truckers and suppliers; concentration and competition issues; consultation and accommodation of First Nations, possible; alternative uses of Annual Allowable Cut (AAC) and other considerations.

Engage with FLNRO's Rural Development Program, other ministries and impacted communities and provide advice to FLNRO and PDMO on realistic alternative economic opportunities for communities that are losing their economic base as a result of forest industry rationalization.

Through the delivery of the Services the Province wishes to realize the following outcomes and, without limiting the obligation of the Contractor to comply with other provisions of this Part, the Contractor must use commercially reasonable efforts to achieve them.

The parties acknowledge that the Contractor does not warrant that these outcomes will be achieved.

Reporting requirements

Contractor will provide verbal updates on a bi-weekly basis to Christine Kennedy, Associate Deputy Minister, Office of the Premier.

PART 3. RELATED DOCUMENTATION:

1. The following are Appendices to this Schedule A:
Appendix 1 – Group 2 Rates for Contractors
Appendix 2 – Sample Contractor Travel Expense Claim
Appendix 3 – Sample Invoice
Appendix 4 – Invoice Payment Policy for Contractors
Appendix 5 – Lobbying Notice for Contractors

ATTACHED
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PART 4. KEY PERSONNEL:

1. The Key Personnel of the Contractor are as follows:

- (a) Larry Pedersen

Schedule B – Fees and Expenses

1. MAXIMUM AMOUNT PAYABLE:

Maximum Amount: Despite sections 2 and 3 of this Schedule, \$10,000 is the maximum amount which the Province is obliged to pay to the Contractor for fees and expenses under this Agreement (exclusive of any applicable taxes described in section 3.1(c) of this Agreement).

2. FEES:

Hourly Rate

Fees: at a rate of \$200 per hour, to a maximum amount of \$1,400 per day, and to a maximum total amount of \$8,000 for those hours during the Term when the Contractor provides the Services.

3. EXPENSES: must not exceed a maximum amount of \$2,000 for those expenses during the Term when the Contractor provides the Services:

- a. travel, accommodation and meal expenses for travel greater than 32 kilometers away from^{s.22}
s.22 on the same basis as the Province pays its Group 2 employees when they
are on travel status; and

excluding goods and services tax ("GST") or other applicable tax paid or payable by the Contractor on expenses described in (a) above to the extent that the Contractor is entitled to claim credits (including GST input tax credits), rebates, refunds or remissions of the tax from the relevant taxation authorities.

4. STATEMENTS OF ACCOUNT:

Statements of Account: In order to obtain payment of any fees and expenses under this Agreement for a period from and including the 1st day of a month to and including the last day of that month (each a "Billing Period"), the Contractor must deliver to the Province on a date after the Billing Period (each a "Billing Date"), a written statement of account in a form satisfactory to the Province containing:

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

5. PAYMENTS DUE:

Payments Due: Within 30 days of the Province's receipt of the Contractor's written statement of account delivered in accordance with this Schedule, the Province must pay the Contractor the fees and expenses (plus all applicable taxes) claimed in the statement if they are in accordance with this Schedule. Statements of account or contract invoices offering an early payment discount may be paid by the Province as required to obtain the discount.

Schedule C – Approved Subcontractor(s)

Not applicable.

Schedule D – Insurance

Not applicable.

Schedule E – Privacy Protection Schedule

Definitions

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

Purpose

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

Collection of personal information

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

Privacy Training

6. The Contractor must ensure that each person who will provide services under the Agreement that involve the collection or creation of personal information will complete, at the Contractor's expense, the privacy course prior to that person providing those services.

7. The requirement in section 6 will only apply to persons who have not previously completed the privacy course.

Accuracy of personal information

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

Requests for access to personal information

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

Correction of personal information

10. Within 5 Business Days of receiving a written direction from the Province to correct or annotate any personal information, the Contractor must annotate or correct the information in accordance with the direction.
11. When issuing a written direction under section 10, the Province must advise the Contractor of the date the correction request to which the direction relates was received by the Province in order that the Contractor may comply with section 12.
12. Within 5 Business Days of correcting or annotating any personal information under section 10, the Contractor must provide the corrected or annotated information to any party to whom, within one year prior to the date the correction request was made to the Province, the Contractor disclosed the information being corrected or annotated.
13. If the Contractor receives a request for correction of personal information from a person other than the Province, the Contractor must promptly advise the person to make the request to the Province and, if the Province has advised the Contractor of the name or title and contact information of an official of the Province to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

Protection of personal information

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

Storage and access to personal information

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

Retention of personal information

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

Use of personal information

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

Disclosure of personal information

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

Notice of foreign demands for disclosure

20. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.2 of the Act, if in relation to personal information in the custody or under the control of the Contractor, the Contractor:
 - (a) receives a foreign demand for disclosure;
 - (b) receives a request to disclose, produce or provide access that the Contractor knows or has reason to suspect is for the purpose of responding to a foreign demand for disclosure; or
 - (c) has reason to suspect that an unauthorized disclosure of personal information has occurred in response to a foreign demand for disclosure

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

Notice of unauthorized disclosure

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

Inspection of personal information

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

Compliance with the Act and directions

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

Notice of non-compliance

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

Termination of Agreement

26. In addition to any other rights of termination which the Province may have under the Agreement or otherwise at law, the Province may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by the Contractor, terminate the Agreement by giving written notice of such termination to the Contractor, upon any failure of the Contractor to comply with this Schedule in a material respect.

Interpretation

27. In this Schedule, references to sections by number are to sections of this Schedule unless otherwise specified in this Schedule.
28. Any reference to the "Contractor" in this Schedule includes any subcontractor or agent retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such subcontractors and agents comply with this Schedule.
29. The obligations of the Contractor in this Schedule will survive the termination of the Agreement.
30. If a provision of the Agreement (including any direction given by the Province under this Schedule) conflicts with a requirement of the Act or an applicable order of the commissioner under the Act, the conflicting provision of the Agreement (or direction) will be inoperative to the extent of the conflict.
31. The Contractor must comply with the provisions of this Schedule despite any conflicting provision of this Agreement or, subject to section 32, the law of any jurisdiction outside Canada.
32. Nothing in this Schedule requires the Contractor to contravene the law of any jurisdiction outside Canada unless such contravention is required to comply with the Act.

Schedule F – Additional Terms

Not applicable.

Schedule G – Security Schedule

Definitions

1. In this Schedule:

- (a) **"Device"** means any device to manage, operate or provide the Services or to connect to any Systems or any Province system or network, or that is capable of storing any Protected Information, and includes any workstation or handheld device the Contractor authorizes Personnel to use in relation to this Agreement;
- (b) **"Facilities"** means the physical locations (excluding those of the Province) the Contractor uses to provide the Services, or to house Systems or records containing Protected Information;
- (c) **"Least Privilege"** means the principle requiring that each subject in a system be granted the most restrictive set of privileges (or lowest clearance) needed for the performance of authorized tasks so as to limit the damage that can result from accident, error or unauthorized use;
- (d) **"Need-to-Know"** means the principle where access is restricted to authorized individuals whose duties require such access and not merely because of status, rank or office;
- (e) **"Personnel"** means all individuals hired or used by the Contractor and Subcontractors to perform the Contractor's obligations under this Agreement, including unpaid volunteers and the Contractor or a Subcontractor if an individual;
- (f) **"Policies"** means the intentions and directions of an organization or part of it, as expressed in record form by its top management (including, for example, policies, directions, standards, practices, procedures and guidelines);
- (g) **"Protected Information"** means any and all:
 - (i) "personal information" as defined in the Privacy Protection Schedule if attached;
 - (ii) information and records of information the Contractor is required to treat as confidential under this Agreement; and
 - (iii) records, the integrity or availability of which are to be preserved by the Contractor under this Agreement, which in the case of records not falling within (i) or (ii), are marked or instructed by the Province to be so preserved or otherwise treated as "Protected Information" under this Agreement;
- (h) **"Security Event Logs"** means any logs (also known as audit records) of events, notifications or alerts that any component of any Device or other device (not limited to security device), or any Systems or other system or software is technically capable of producing in relation to its status, functions and activities that may be used for such purposes as security investigations, auditing, monitoring and determining security incidents (examples of components capable of producing such logs include firewalls, intrusion prevention systems, routers, switches, content filtering, network traffic flow logs, networks, authentication services, directory services, dynamic host configuration protocols, dynamic naming services, hardware platforms, virtualization platforms, servers, operating systems, web servers, databases, applications, application firewalls);
- (i) **"Systems"** means any systems, subsystems, equipment, infrastructure, networks, management networks, servers, hardware and software the Contractor uses in relation to this Agreement, including for managing, operating or providing the Services, but excluding any the Province owns or makes available to the Contractor for the Contractor to use in relation to this Agreement;
- (j) **"Tenancy"** means those components of the Systems that:

- (i) directly access and store Protected Information,
 - (ii) relate to Protected Information or the Province's tenancy activities, or
 - (iii) are customer facing and managed by the Province in its use of the Services; and
- (k) "Tenancy Security Event Logs" means Security Event Logs that relate to Tenancy, including:
- (i) log-on/log-off information about Province user activities, and
 - (ii) application logs, web server log, file server logs, database logs of applications, web servers, file servers or database servers or any other logs that directly store, access or contain Protected Information.

Additional obligations

2. The Contractor must comply with Appendix G1 if attached.

PERSONNEL

Confidentiality agreements

3. The Contractor must not permit any person the Contractor hires or uses to access or obtain any Protected Information unless that person is contractually bound to the Contractor in writing to keep Protected Information confidential on terms no less protective than the terms applicable to the Contractor under this Agreement.

Personnel security screening

4. The Contractor may only permit individual Personnel to have access to any Protected Information or other asset of the Province (including to any system, network or device the Province makes available to the Contractor) in relation to this Agreement, if, after:
 - (a) verifying their identity and relevant education, professional qualifications and employment history;
 - (b) completing a criminal record check that is updated at least every five years;
 - (c) requiring Personnel to proactively disclose criminal offences to the Contractor unless prohibited by applicable law;
 - (d) performing any additional screening this Agreement or applicable law may require; and
 - (e) performing any additional background checks the Contractor considers appropriate,

the Contractor is satisfied that the individual does not constitute an unreasonable security risk.

5. If any criminal record check or proactive disclosure reveals a prior criminal offence or pending criminal matter, the Contractor must make a reasonable determination of whether the applicable person constitutes an unreasonable security risk, taking into consideration the duties of the individual and the type and sensitivity of information to which the individual may be exposed.

6. If the Contractor is an individual, the Province may subject the Contractor to the screening requirements in this Schedule.

Personnel information security training

7. Unless otherwise specified in this Agreement, the Contractor must ensure all Personnel complete any relevant information security training, at the Contractor's expense, before they provide any Services, or receive or are given access to any Protected Information or any system, device or secure facility of the Province, and thereafter at least annually.

Security contact

8. If not set out elsewhere in this Agreement, the Contractor (but not a Subcontractor) must provide in writing to the Province the contact information for the individual who will coordinate compliance by the Contractor and all Subcontractors and act as a direct contact for the Province on matters relating to this Schedule.

Supply chain

9. The Contractor must ensure that the security requirements of those in its upstream and downstream supply chain are documented, followed, reviewed, and updated on an ongoing basis as applicable to this Agreement.

GENERAL POLICIES AND PRACTICES

Information security policy

10. The Contractor must have an information security Policy that is:
 - (a) based on recognized industry standards; and
 - (b) reviewed and updated at least every three years.

Compliance and Standard for Security Controls

11. Unless this Agreement otherwise specifies, the Contractor must apply controls and security management practices to manage or operate Protected Information and Systems, Devices, and Facilities that are compliant with or equivalent to the following Province's Policies accessible at <https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures>:
 - (a) "Information Security Policy";
 - (b) government wide IM/IT Standards; and
 - (c) sector or ministry specific IM/IT Standards, if any applicable to the Province ministry, agency or other representative receiving the Services.

Contractor security risk assessments

12. The Contractor must undertake a security threat and risk assessment against an industry security standard before placing any new or materially changed Systems or services into production.

Change control and management

13. The Contractor must:

- (a) implement and maintain change control processes for Facilities, Systems and Devices in line with applicable security best practices to reduce security-related risks with respect to implemented significant changes; and
- (b) ensure that adequate testing of any change is completed before the change is put into production.

Backups and restores

14. The Contractor must ensure that:

- (a) it has a backup Policy that is followed and is reviewed, updated and tested at least annually;
- (b) backups are taken and tested in accordance with the Contractor's backup Policy, but in any event at least annually; and
- (c) frequency and completeness of backups is based on reasonable industry practice.

Business continuity plan and disaster recovery plan

- 15. The Contractor must ensure that it has a documented business continuity plan and a disaster recovery plan that is reviewed at least annually.
- 16. The Contractor must ensure that Facilities and Systems are protected from loss, damage or other occurrence, including fire and environmental hazards and power interruptions, that may result in any of those Facilities and Systems being unavailable when required to provide the Services.

Security Incident Response and Management

- 17. The Contractor must ensure that it has a security incident management Policy and response plan that is reviewed at least annually.

PROTECTED INFORMATION AND DATA SECURITY

Encryption

18. The Contractor must ensure that:

- (a) encryption of data at rest is implemented and is maintained in effect, uninterrupted, and active at all times, even in the case of equipment or technology failure, for all Protected Information stored on Systems and Devices; and
- (b) encryption end-to-end is implemented for all Protected Information in transit.

No storage on unencrypted portable media

- 19. The Contractor must ensure that no Protected Information is stored on portable media for transport outside of the Facilities or Systems without both the prior written approval of the Province and ensuring that the portable media and the Protected Information are encrypted.

Encryption standard

- 20. For sections 18 and 19, encryption must comply with the Province's "Cryptographic Standards for Information Protection" accessible at <https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures>.

Isolation controls and logical isolation of data

21. The Contractor must implement and maintain the logical isolation of Protected Information, in effect, uninterrupted, and active at all times, even in the case of equipment or technology failure.

ACCESS AND AUTHENTICATION

User Identifiers

22. The Contractor must assign and ensure that user identifiers are unique and personal for log in to Systems and Devices.

Access

23. The Contractor must implement, follow, and regularly review and update, access control Policies that address, without limitation, onboarding, off-boarding, transition between roles, regular access reviews, limit and control use of administrator privileges and inactivity timeouts for Facilities, Systems and Devices within the Contractor's control.
24. The Contractor must ensure that all access to Protected Information and to Facilities, Systems and Devices is based Least Privilege and Need-to-Know" based on role and responsibilities. The Contractor must identify and segregate conflicting duties and areas of responsibility to reduce incidents of fraud and other abuse.
25. The Contractor must verify an individual's identity before assigning the individual a unique identifier that would give them access to Facilities, Systems or Devices.
26. The Contractor must implement a formal user registration process for Personnel that includes:
 - (a) verification of access levels;
 - (b) creating and maintaining records of access privileges;
 - (c) audit processes; and
 - (d) actions to ensure access is not given before approval is granted by the Contractor.
27. The Contractor must maintain a current and accurate inventory of computer accounts and review the inventory on a regular basis to identify dormant, fictitious or unused accounts.
28. The Contractor must implement a monitoring process to oversee, manage and review Personnel access rights and roles at regular intervals.
29. The Contractor must ensure that all Systems and Devices:
 - (a) are configured in alignment with industry standards;
 - (b) enforce a limit of consecutive invalid logon attempts by a user during a predetermined time period;
 - (c) automatically lock the applicable account and Systems after failed logon failures;
 - (d) limit the number of concurrent sessions;
 - (e) prevent further access to Systems by initiating a session lock; and
 - (f) provide the capability of disconnecting or disabling remote access to the Systems.

Authentication

30. The Contractor must use or require complex passwords or personal identification numbers (PINs) that are not shared, default or blank and that are encrypted (not displayed) when entered, biometric accesses, keys, smart cards, other logical or access controls, or combinations of them, to control access to Protected Information and to Systems and Devices.
31. The Contractor must ensure that Systems for password-based authentication:
 - (a) enforce minimum password complexity, including requiring passwords to be case sensitive, contain a minimum of eight characters and a combination of upper-case letters, lower-case letters, numbers, and/or special characters;
 - (b) change authentication passwords regularly at predetermined intervals, but at a minimum semi-annually;
 - (c) store and transmit only encrypted representations of passwords;
 - (d) enforce password minimum and maximum lifetime restrictions;
 - (e) prohibit password reuse;
 - (f) prevent reuse of identifiers; and
 - (g) disable the identifier after ninety days of inactivity.

Highly sensitive Protected Information

32. If this Agreement or the Province under this Agreement indicates that any Protected Information is highly sensitive, the Contractor must also ensure that Systems enforce with respect to that Protected Information:
 - (a) two-factor authentication for access;
 - (b) enhanced logging that logs all accesses;
 - (c) request based access; and
 - (d) no standing access rights.

SECURITY EVENT LOGS

Log generation, log retention and monitoring

33. The Contractor must ensure that logging of Security Event Logs is enabled on all applicable Systems components
34. The Contractor must retain Security Event Logs for the Systems online for a minimum of 90 days and either online or off-line for an additional period of time adequate to enable the Contractor to conduct effective security investigations into suspected or actual security incidents.
35. The Contractor must retain Tenancy Security Event Logs online for a minimum of 90 days and either:
 - (a) such additional period of time as the Province may instruct; or
 - (b) ensure that the Tenancy offers the technical capability for the Province to retain the Tenancy Security Event Logs,

to enable the Province to comply with an information schedule approved under the *Information Management Act* or other retention period required by law.

36. Upon the Province's request, the Contractor must ensure that the Tenancy offers the technical capability for the Province to enable or configure the forwarding, extraction, backup of Tenancy Security Event Logs from the Tenancy to the Province's security information and event management system or to an external log storage and retention system.
37. The Contractor must review Security Event Logs regularly to detect potential security incidents, using automated tools or equivalent processes for the monitoring, review, correlating and alerting of Security Event Logs.

PROVINCE PROPERTY

Access to Province facilities, systems or networks

38. If the Province makes available any facilities, systems, networks or devices for use of the Contractor in relation to this Agreement, the Contractor must comply with, and permit access on its behalf only by those authorized Personnel who have been instructed to comply with, the Province's Policies then applicable to their acceptable use, access and protection accessible at <https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures>, including:
 - (a) "Appropriate Use Policy" (as also referenced in chapter 12 of the Province's "Core Policy and Procedures Manual");
 - (b) "Information Security Policy";
 - (c) government wide IM/IT Standards; and
 - (d) sector or ministry specific IM/IT Standards, if any applicable to the Province ministry, agency or other representative receiving the Services.
39. The Province has the rights to:
 - (a) not make any particular Province facility, system, network or device available before the Contractor or individual Personnel or both agree to a form of agreement acceptable to the Province on acceptable use, protection of, and access to, such facility, system, network or device, or at all;
 - (b) not permit connection to any particular Province system or network until satisfied with the controls applied and the security status of the Device to be connected;
 - (c) keep facilities access logs and Security Event Logs, and to otherwise monitor and analyze use of Province facilities, systems and networks to verify compliance, investigate suspected or actual breaches or information incidents and protect the Province's assets, including records, in compliance with applicable laws, including the *Freedom of Information and Protection of Privacy Act* and *Information Management Act*, and the Province's Policies; and
 - (d) limit or revoke access to any Province systems, facility or device at its discretion.

Application development

40. If the Services include software development, the Contractor must ensure that the applications and programming interfaces are developed according to industry standards and Province's Policies applicable to application development standards. The Contractor must use secure application development practices for the development of the software.

FACILITIES, SYSTEMS, DATABASE AND DEVICE SECURITY

Physical security

41. The Contractor must ensure that adequate physical controls and processes are implemented to ensure that only authorized persons have physical access to the Facilities and Systems.
42. The Contractor must develop, document, and disseminate a physical and environmental protection Policy that it reviews at least annually.
43. The Contractor must review physical access logs at least once monthly.
44. The Contractor must ensure that physical security of any Systems or Facilities being used or capable of being used to house Protected Information meets a standard as would be reasonably expected to provide adequate protection based on the value of the data being protected and the environment in which the Systems or Facilities are located. At a minimum, this should include:
 - (a) hardening of the perimeter of the Facilities;
 - (b) physical separation of public and restricted spaces;
 - (c) Intrusion Alarm System (IAS) partitioned to ensure areas containing Protected Information are protected at all times;
 - (d) Access Control Systems (ACS) and/or Key Management processes; and
 - (e) visitor and identity management processes – including access logs and identification badges.

Separation of production from test environments

45. The Contractor must not use any production data in any development, test or training environments used for the Services without the Province's prior written consent. If the Province gives such consent, the production data must, at minimum, be obfuscated (for example, by using data masking functionality).
46. The Contractor must keep its development, test and training environments separate from its production environments used for the Services at all times, even in case of failure.

Systems (including servers) hardening

47. The Contractor must:
 - (a) harden all Systems against attack and misuse, using appropriate security best practices for the hardening of the specific deployed platform, before placing those Systems into production;
 - (b) ensure that all unsecured and unneeded ports, services, applications, protocols and network communicating applications are uninstalled or disabled on all Systems;
 - (c) applying Least Privilege, ensure that the Contractor only configures and makes operational ports, services, applications, protocols and network communicating applications based on the functional requirements of the respective Systems;
 - (d) ensure that default passwords and shared accounts are not used for any Systems; and

- (e) in relation to Systems, implement server hardening using configuration security best practices (for example, Center for Internet Security, Inc. (CIS) Benchmarks or equivalent) for any server operating systems, server virtualization, server middleware (for example, web servers and database servers) and application servers.

Perimeter controls (firewall and intrusion prevention system) and network security

48. The Contractor must:

- (a) implement stateful packet inspection firewalls to control traffic flow to and from Systems and Tenancy at all times, and configure the stateful packet inspection firewalls applying security best practices and Least Privilege;
- (b) implement an intrusion prevention System to control and filter traffic flow leaving and entering Systems and Tenancy at all times, and configure the intrusion prevention System applying security best practices; and
- (c) implement a secure network perimeter and network segmentation for Systems, with ingress and egress points that are known and controlled.

Application firewall

49. The Contractor must implement application layer firewalls on Systems:

- (a) at such level of protection as the Province may instruct ; and
- (b) to detect and mitigate application attacks (for example, brute force, OWASP Top 10, SQL injection, cross site scripting).

Management network

50. The Contractor must ensure that for any Systems:

- (a) the management network remains logically separated from any other zone and is not directly accessible from the Internet;
- (b) the management network is internally segmented, with each server's dedicated network interface on its own segmented network and that interfaces on the management network do not have visibility to each other; and
- (c) all access to the management network is strictly controlled and exclusively enforced through a secure access gateway, bastion host or equivalent.

Remote management and secure access gateway

51. The Contractor must perform any remote management of Systems or Devices in a secure manner, using encrypted communication channels and adequate access controls.

Database security

52. The Contractor must ensure that for any Systems:

- (a) database maintenance utilities that bypass controls are restricted and monitored;

- (b) there is a formal approval process in place for handling requests for disclosure of database contents or for database access, including steps to evaluate privacy impacts and security risks of such requests; and
 - (c) methods to check and maintain the integrity of the data are implemented (for example, consistency checks and checksums).
53. For database security, the Contractor must implement logical isolation and encryption of Protected Information.

Device security and antivirus scanning

54. The Contractor must ensure all Devices:
- (a) have antivirus and malware protection as appropriate for the particular Device active at all times;
 - (b) are configured to perform antivirus scans at least once per week;
 - (c) have host-based firewall configured, enabled and active at all times; and
 - (d) have all patches and appropriate security updates installed for the operating system and all installed software.

VULNERABILITY PREVENTION, SCANNING AND MANAGEMENT

Proactive management

55. The Contractor must:
- (a) obtain information in a timely basis about technical vulnerabilities relating to Systems and Devices; and
 - (b) implement processes to stay current with security threats.

Patching

56. The Contractor must patch all Systems regularly in line with security best practices and ensure that current software, operating systems and application patching levels are maintained.
57. The Contractor must ensure that all Systems have all patches installed on a regular schedule, within the time frame recommended by the manufacturer unless the Province otherwise consents in writing.
58. The Contractor must ensure that vulnerabilities are remedied and patches installed on an accelerated basis for zero-day, critical and high vulnerabilities. For zero-day vulnerabilities, the Contractor must implement appropriate mitigation measures promptly on notification of the zero-day vulnerability. The Contractor must remediate zero-day, high and critical vulnerabilities through patching, decommission, or compensating controls.
59. The Contractor must patch high vulnerabilities within 30 days or less of discovery and patch medium vulnerabilities within 90 days or less of discovery.

Vulnerability Scanning

60. The Contractor must ensure that a vulnerability scan is completed on components of all Systems:
- (a) with any identified vulnerabilities remedied, before being placed into production; and

- (b) on a regular schedule, set at a minimum of one scan per quarter, unless the Province otherwise consents in writing.

Web application vulnerability scanning

- 61. The Contractor must ensure that a vulnerability scan is completed on any web applications used for Tenancy or in any other Systems:
 - (a) and on any major changes to such web applications, with any identified vulnerabilities remedied, before being placed into production; and
 - (b) on a regular schedule, set at a minimum of one scan per quarter, unless the Province otherwise consents in writing.

Antivirus and malware scanning

- 62. The Contractor must ensure that all Systems servers:
 - (a) have antivirus and malware protection configured, active and enabled at all times;
 - (b) have antivirus and malware definitions updated at least once a day; and
 - (c) are configured to undergo a full anti-virus scan for latent infections (to detect infections missed by the real-time agent) at least once a week.

DISPOSALS

Asset disposal

- 63. The Contractor must ensure that all disposals of assets used in providing or relating to the Services are done in a secure manner that ensures that Protected Information cannot be recovered.

Asset management

- 64. The Contractor must have asset management and disposal Policies that are followed, and reviewed and updated regularly in line with security best practices, and that address hardware, software and other critical business assets.
- 65. The Contractor must keep an asset management inventory that includes the name of the System, location, purpose, owner, and criticality, with assets added to inventory on commission and removed on decommission.

Information destruction and disposal

- 66. Unless this Agreement otherwise specifies, the Contractor must retain all records containing Protected Information in the Contractor's possession until instructed by the Province in writing to dispose or deliver them as instructed.
- 67. The Contractor must securely erase:
 - (a) records that contain Protected Information and Tenancy Security Event Logs when instructed in writing by the Province; and

- (b) any backup, transitory and extra copies of records that contain Protected Information or Tenancy Security Event Logs when no longer needed in relation to this Agreement.
68. The Contractor must ensure that Protected Information and Tenancy Security Event Logs on magnetic media are securely wiped by overwriting using procedures and adequate media wiping solutions, degaussing, or other method in line with security best practices for disposal of media.

NOTICES, INCIDENTS AND INVESTIGATIONS

Notice of demands for disclosure

69. In addition to any obligation the Contractor may have to notify or assist the Province under applicable law or this Agreement, including the Privacy Protection Schedule if attached, if the Contractor is required (including under an enactment or a subpoena, warrant, order, demand or other request from a court, government agency or other legal authority) to produce, provide access to or otherwise disclose any Protected Information, the Contractor must, unless prohibited by applicable law, immediately notify and provide reasonable assistance to the Province so the Province may seek a protective order or other remedy to prevent or limit the disclosure.

E-discovery and legal holds

70. The Contractor must fully co-operate with the Province to enable the Province to comply with e-discovery and legal hold obligations.

Incidents

71. In addition to any obligation the Contractor may have under applicable law, including the *Freedom of Information and Protection of Privacy Act*, or this Agreement, if, during or after the Term, the Contractor discovers a suspected or actual unwanted or unexpected event or series of events that threaten the privacy or security of Protected Information (including its unauthorized access, collection, use, disclosure, alteration, storage or disposal) or Tenancy, whether accidental or deliberate, the Contractor must:
- (a) immediately report the particulars of such incident to, and follow the instructions of, the Province, confirming any oral report with a notice in writing to the Province as soon as reasonably practicable (if unable to contact the Province's contract manager or other designated contact for this Agreement, the Contractor must follow the procedure for reporting and managing information incidents on the Province's website at <https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/information-security/information-incidents>; and
 - (b) make every reasonable effort to recover the records containing Protected Information and contain and remediate such incident, following such reasonable instructions as the Province may give.

Investigations support and security investigations

72. The Contractor must:
- (a) conduct security investigations in the case of incidents (including any security breach or compromise) affecting Devices, Facilities, Systems, Tenancy or Protected Information, collecting evidence, undertaking forensic activities and taking such other actions as needed;
 - (b) provide the Province with any related investigation reports, which the Contractor may sanitize first;
 - (c) upon the Province's request, provide the Province with any logs relating to such investigation reports as validation/confirmation of such investigation, which the Contractor may sanitize first; and

(d) maintain a chain of custody in all such security investigations it undertakes.

73. Upon the Province's request, the Contractor must:

- (a) provide investigative support to the Province to enable the Province to conduct its own security investigations into incidents (including security breaches or compromises) affecting the Tenancy or Protected Information;
- (b) provide the Province with timely access via an on-line, real-time GUI (Graphic User Interface) facility to any Tenancy Security Event Logs and to other Security Event Logs for Systems (the latter of which the Contractor may sanitize first to mask or remove, for example, data pertaining to the Contractor's customers) to assist the Province in conducting the Province's security investigations, or in case of technical limitations, other method acceptable to the Province (for example, on-site visits to enable direct access to those Security Event Logs).

74. The Contractor must work with and support the Province if the Province needs assistance in legal proceedings in relation to security investigations related to Protected Information or Tenancy.

Province Security Threat and Risk Assessment ("STRA") support

75. The Contractor must, via its technical and security resources, support the Province in completing a STRA for the Services and to otherwise assess the risks associated with the Services, including by providing all information and documentation (for example, architecture diagrams, service architecture, controls architecture and technical information), which the Contractor may sanitize first and that the Province may reasonably require for such purpose.

Notification of changes

76. The Contractor must notify the Province of any changes to its security Policies, management practices and security controls described in this Agreement that may potentially negatively impact the security of Tenancy, Protected Information, or those Systems providing the Services.

Compliance verification

77. Upon the Province's request, the Contractor must provide, at no additional cost, the following security reports to the Province at least every six months during the Term:

- (a) vulnerability scan reports of those Systems providing the Services; and
- (b) patch status reports for those Systems providing the Services.

78. In addition to any other rights of inspection the Province may have under this Agreement or under statute, the Province has the rights, at any reasonable time and on reasonable notice to the Contractor, to:

- (a) request the Contractor to verify compliance with this Schedule and to keep security controls documentation or records to support compliance; and
- (b) enter on the Contractor premises and Facilities to inspect and to validate the Contractor's compliance with the security obligations under this Agreement

79. The Contractor must permit, and provide reasonable assistance to, the exercise by the Province of the Province's rights under this section. If any non-compliance or deficiency is found, the Province may (in addition to any other rights it may have) require the Contractor, at the Contractor's expense, to develop and implement a corrective action plan within a reasonable time.

Notice of non-compliance

80. If for any reason the Contractor does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, the Contractor must promptly notify the Province of the particulars

of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

MISCELLANEOUS

Interpretation

81. In this Schedule, unless otherwise specified, references to sections by number are to sections of this Schedule.
82. Any reference to the "Contractor" in this Schedule includes any subcontractor or agent retained by the Contractor to perform obligations under this Agreement and the Contractor must ensure that any such subcontractors and agents comply with this Schedule.
83. Any reference to a specified Policy refers to it as may be revised or replaced from time to time.
84. If a provision of this Schedule conflicts with a documented process required by this Schedule to be created or maintained by the Contractor, the provision of the Schedule will prevail to the extent of the conflict.

Referenced documents

85. Policies and other documents of the Province referenced in this Schedule may be updated or replaced by the Province from time to time without notice, and if not found at the hyperlink or URL provided or via the Province's main website at <http://www.gov.bc.ca>, be obtained from the Province's contact for this Agreement.

Survival

86. Sections 63, 66, 67, 68, 69, 70, and 71 and other obligations of the Contractor in this Schedule which, by their terms or nature, are intended to survive the completion of the Services or the termination of this Agreement, will continue in force indefinitely subject to any applicable limitation period prescribed by law, even after this Agreement ends.

Schedule G – Appendix G1 – Additional Security Obligations

Not applicable.

APPENDIX 1 - Group 2 Rates EXPENSES FOR CONTRACTORS

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

Travel Expenses

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

1. Meal Allowances:

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

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

2. Mileage Rates When Using Private Vehicle:

Effective April 1, 2019 the private mileage allowance is \$.55 per kilometre (receipts are not required). This rate can be claimed when using a private vehicle for travel. It is intended to cover costs of gas and maintenance.

3. Taxi and Parking:

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

4. Car Rentals:

Approved car rental agencies and the maximum rates for each community are listed at <http://www2.gov.bc.ca/gov/content/governments/services-for-government/bc-bid-resources/goods-and-services-catalogue/daily-vehicle-rentals>. Other agencies are to be used only when these agencies cannot supply vehicles or when renting a vehicle outside BC. Contractors should ask for the government rate. Receipts/copies of receipts are required. **PAI** (personal accident insurance) will not be reimbursed. **CDW/LDW** (collision/loss damage waiver) will be reimbursed only when renting from a company not on the approved list for the specific community or when renting outside BC.

5. Accommodation:

a) **Hotel/motel** (Receipt/copy of receipt and proof of payment required). Approved hotels and the maximum rates that may be claimed for rooms and supplementary items (e.g., parking) are listed in the Accommodation Guide. Rates may vary between summer, winter and shoulder seasons. Only the single government rate will be reimbursed. The "number in party" identified on the receipt must show only one person.

Process for Selecting Accommodation:

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

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

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

\$32.28 per night may be claimed when private lodging is arranged (e.g., staying with friends).

6. Airfare:

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

7. Miscellaneous Travel Expenses:

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

8. Out-of-Province Travel:

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

Other Expenses

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

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

2. GST:

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

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

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

TRAVEL EXPENSE CLAIM FOR SERVICE CONTRACTORS

FORM USAGE

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

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

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

Service Contractor's Signature

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

ABC Consulting Ltd.

123 Anywhere Street
Anytown, British Columbia
V6H 3H1
Phone 123-456-7890
Fax 123-456-7891

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

INVOICE (Sample)

DATE: April 1, 2013
INVOICE #: 9912345
CONTRACT/PO #: C14CITZ12345

Bill To:
Attn: Accounts Payable
Ministry of Citizens' Services
3rd Floor, 3350 Douglas Street
Victoria, BC
V8Z 3L1

Billing address: This is usually the Government mailing address on the contract or PO. Make sure the billing address includes the correct Ministry name and the correct address. Mark the invoice to the attention of Accounts Payable.

Must be included on all invoices. Note that a unique invoice number is required for each submission

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

Description of the services provided.

Period the invoice covers.

Breakdown of the fees being charged.

DESCRIPTION	DAYS	RATE	AMOUNT
Preparation of the draft policy and procedures document pursuant to the above noted contract. Services performed April 1, 2013 – September 15, 2013			
Jane Smith – April 1, 6, 7, 8, 9, 12, 14, 15, 16 – 9 days @\$550.00	9	550.00	\$3,850.00
Mary Jones – September 3, 5, 6, 8, 9, 11, 15 – 7 days @\$600.00	7	600.00	\$4,200.00
The travel expense claim form is for use by contractors when submitting travel expenses. It contains a clause related to GST. The claim form is to be attached to the contractors invoice as backup documentation (with travel receipts attached).		Fees:	\$8,050.00
		Expenses:	\$214.00
		Total Fees & Expenses:	\$8,264.00
Travel expenses from April 6 to 9 for Jane Smith as per the attached Travel Expense Claim Form. Ferry fares \$224.00 (less GST embedded) (\$10.00 – input tax credit of 5%)		GST @5%	\$413.20
		PST @7%	0.00
TOTAL Due:			\$8,677.20

GST needs to be itemized separately on the invoice.

PST if applicable needs to be itemized separately on the invoice.

Note: Expense reimbursement must remove GST from the claim form as GST paid is reimbursed from CRA directly as an input tax credit. E.g.: Ferry Receipt: \$224.00 Less GST charged: \$10.00 (Vendor must claim ITC from CRA) = \$214.00

INVOICE PAYMENT POLICY FOR SERVICE CONTRACT INVOICES

The Ministry of Finance pays service contract invoices as follows:

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

Billing Frequency

Contractors must submit invoices no more than once a month.

Interest

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

Direct Deposit of Cheques

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

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



NOTICE TO CONTRACTORS

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

May 30, 2008

GENERAL SERVICE AGREEMENT

MODIFICATION AGREEMENT #1

THIS MODIFICATION AGREEMENT is dated for reference the 5th day of July, 2019.

BETWEEN:

Pedersen Management Services (the "Contractor") with the following specified address:

s.22

AND:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as

represented by the Premier (the "Province") with the following specified address:

PO Box 9041, Stn Prov Govt

Victoria BC

V8W 9E1

BACKGROUND

- A. The parties entered into an agreement dated for reference June 5, 2019 identified as Ministry Contract Number: C20PREM1530, a copy of which is attached as Exhibit 1 (the "Agreement").
- B. The parties wish to extend the Term of the Agreement pursuant to Schedule A – Services in this Modification Agreement #1 (the "Modified Agreement").
- C. The parties wish to increase the maximum amount which the Province is obliged to pay the Contractor for fees and expenses pursuant to Schedule B – Fees and Expenses in this Modification Agreement #1 (the "Modified Agreement").

NOW THEREFORE in consideration of these premises and other good and valuable consideration (the receipt and adequacy of which is hereby acknowledged by the parties), the parties agree as follows:

1. Schedule A – Services, Part 1, entitled "Term" will be extended to October 31, 2019.
2. Schedule B – Fees and Expenses, Part 1, entitled "Maximum Amount Payable" will be deleted and replaced with the following:

"1. Maximum Amount: Despite sections 2 and 3 of this Schedule, \$60,000 is the maximum amount which the Province is obliged to pay to the Contractor for fees and expenses under this Agreement exclusive of any applicable tax paid or payable to the Contractor."

3. Schedule B – Fees and Expenses, Part 2, entitled “Fees” will be deleted and replaced with the following:

“2. Fees: at a rate of \$200 per hour to a maximum total amount of \$1,400 per day, and to a maximum total of \$42,000 for those hours during the Term when the Contractor provides the Services.”

4. Schedule B – Fees and Expenses, Part 3, entitled “Expenses” will be deleted and replaced with the following:

“3. Expenses: must not exceed a maximum amount of \$18,000 for those expenses during the Term when the Contractor provides the Services:

a. Travel accommodation and meal expenses for travel greater than 32 kilometers away from 36 – 2319 Chilco Road, Victoria, BC on the same basis as the Province pays its Group 2 Contractors when they are on travel status;

excluding goods and services tax (“GST”) or other applicable tax paid or payable by the Contractor on expenses described in (a) above to the extent that the Contractor is entitled to claim credits (including GST input tax credits), rebates, refunds or remissions of the tax from the relevant taxation authorities.”

5. The Modified Agreement as amended by this Modification Agreement #1 is ratified and confirmed.

This Modification Agreement #1 may be entered into by a separate copy of this Modification Agreement being executed by, or on behalf of, each party and that executed copy being delivered to the other party by a method provided for in section 13.1 of any other method agreed to by the parties.

<p>SIGNED on the <u>20th</u> day of <u>Aug</u>, 2019 by the Contractor (or, if not an individual, on its behalf by its authorized signatory or signatories):</p> <p><u>[Signature]</u></p> <p>Signature(s)</p> <p><u>Larry Pedersen</u></p> <p>Print Name(s)</p> <p><u>Proprietor, Pedersen</u></p> <p>Print Title(s) <u>Management Services</u></p>	<p>SIGNED on the <u>23</u> day of <u>Aug</u>, 2019 on behalf of the Province by its duly authorized representative:</p> <p><u>[Signature]</u></p> <p>Signature</p> <p><u>Christine Kennedy</u></p> <p>Print Name</p> <p><u>Assoc. Deputy Minister</u></p> <p>Print Title</p>
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DIRECT AWARD JUSTIFICATION AND PRE-APPROVAL REQUEST

CLIFF #: S

FORM USAGE AND ROUTING:

This form must be completed by the contract manager to clearly document the justification for direct awarding a service contract and ensures compliance with government contract policy. Unless the contract is an emergency, this form must be completed and pre-approved prior to any discussions with or commitment to the vendor. Pre-approval is required by the expense authority, program assistant deputy minister and if \$25,000 or greater, the ministry executive financial officer. The original completed and signed form must be retained in the program contract file. Send completed form(s) to [FSAHELP](#) for routing and approval processing

CONTRACT INFORMATION

Ministry: Office of the Premier

Program: Deputy Minister's Office

Contract Manager Name and Phone #: Jackie Allen 250-952-0527

Legal Contractor Name: Larry Pedersen dba Pedersen Management Services

Contract Value: 60,000.00

Term: June 5, 2019 - Oct 31, 2019

STOB: 6101/02

Contract Type: ☐ New ☐ Multi-year ☐ Renewal

Commonly Used Contract STOBs:

6001/02 - Operational - Fees/expenses for contracts that provide for a direct provision of goods or services in the delivery of government programs (e.g., project mgmt.).

6003/04 - Regulatory - Fees/expenses for contracts that provide for a direct provision of goods or services required by statute or regulation.

6020/21 - Education and Training - Fees/expenses for contracts that deliver training to government employees.

6101/02 - Advisory - Fees/expenses for contracts with the provision of advisory services to the ministry (e.g., management consulting).

6302 - Data Operations Non-WTS - Fees/expenses for contracts that provide for a direct provision of IT related goods/services in the delivery of government programs (e.g., data processing, operating lease rentals).

6309/10 - Data Consulting Non-WTS - Fees/expenses for consulting contracts related to information systems.

RATIONALE FOR ALL DIRECT AWARD CONTRACTS

1. Describe the services required and provide an explanation of why you need to acquire these services.

Contractor will provide advice to DMO, Office of the Premier and FLNRO related to employee, contractor and community resilience related to rationalization of the interior forest industry in response to declining harvest levels in the wake of the Mountain Pine Beetle.

2. What is the financial or other impact if this direct award is not approved and a competitive process is required?

Disclosure through an open competition could reasonably be expected to compromise government confidentiality.

3. Under which Core Policy and Procedures Manual exception is this direct award request being made (see section 6.3.3)?

☐ Public Sector Organization

☐ Emergency

☐ Sole Source

☒ Confidentiality

☐ Sole Source - Notice of Intent

☐ No Exceptions Apply - \$25,000 or Greater

☐ Security, Order, etc.

☐ No Exceptions Apply - Less than \$25,000

4. Explain the reasons why this contract meets the criteria of the above selection (i.e., how would a competitive process compromise government confidentiality, cause economic disaster or be contrary to the public interest)?

The acquisition is of a confidential or privileged nature and disclosure through an open competition could reasonably be expected to compromise government confidentiality.

5. Has your program used these services in the past? If yes, who was the vendor and was the opportunity competitively bid or direct awarded? Provide the most recent date and contract value.

No

6. Will this purchase obligate government to this vendor for future purchases (e.g., maintenance, licensing or continuing need)? If yes, provide details.

No

7. Were alternative vendors evaluated? If yes, who were they and why were they unacceptable? If no, why were alternatives not evaluated?

N/A

ADDITIONAL RATIONALE FOR SOLE SOURCE CONTRACTS ONLY

1. Why is the requested vendor the only one that can meet your requirements? Provide specific, quantifiable factors and/or qualifications and explain why they are necessary.

2. What other suppliers did you consider before arriving at the conclusion that the sole source direct award criteria was met and the requested vendor was the only one that met your needs?

PRE-APPROVALS

Exp. Auth. Name: Jackie Allen

ADM Name: Christine Kennedy

**EFO Name:

Signature & Date

Signature & Date

Signature & Date

**EFO sign-off is only required if the contract is \$25,000 or greater.

FORM USAGE AND ROUTING:

This form must be completed for all service contracts and amendments to service contracts involving an increase to the dollar value. It requires approval from the contract manager and the ADM (only in certain circumstances) before the contract/amendment is signed. After being signed by both parties, attach the original contract/amendment to the original Service Contract Checklist and forward to Accounts, Financial Services and Administration, Ministry of Finance.

DESCRIPTION OF CONTRACT - Complete Part 1 for all contracts and amendments.

Legal Contractor Name: Larry Pedersen dba Pedersen Management Services

Req #:

Contract #:

Contract Type: ☐ New ☐ Multi-year ☐ Renewal ☐ Amendment

Brief Description of Services:

Provide advice to DMO, OOP & FLNRO related to employee, contractor & comm resilience to rationalization of the interior industry

Term: June 5, 2019 - Oct 3, 2019

Rate (per hour or day): 200.00 per hour

CONTRACT CODING: (if more lines needed attach separate sheet)

Complete for Capital Asset Contracts (STOB 2000):

OFA STOBs:

2175-Heavy Equipment
2195-Operating Equipment
2215-Office Furniture & Equip.
2275-Mainframe HW & Servers
2281-M/F HW & Servers WIP
2295-PC Hardware
2315-Mainframe Software
2321-Mainframe Software WIP
2335-Major Systems Software
2355-PC Software
2395-Tenant Improvements

Amount	Cl.	Resp.	Service Line	STOB	Project	OFA STOB	Service Date (DD-MMM-YYYY)	Asset # (if applicable)
42,000.00	004	36B10	36205	6101	3600000			
18,000.00	004	36B10	36205	6102	3600000			
60,000.00								

CONTRACT TOTAL

Commonly Used Contract STOBs:

6001/02 - Operational - Fees/expenses for contracts that provide for a direct provision of goods or services in the delivery of government programs (e.g., project mgmt.).

6003/04 - Regulatory - Fees/expenses for contracts that provide for a direct provision of goods or services required by statute or regulation.

6020/21 - Education and Training - Fees/expenses for contracts that deliver training to government employees.

6101/02 - Advisory - Fees/expenses for contracts with the provision of advisory services to the ministry (e.g., management consulting).

6302 - Data Operations Non-WTS - Fees/expenses for contracts that provide for a direct provision of IT related goods/services in the delivery of government programs (e.g., data processing, operating lease rentals).

6309/10 - Data Consulting Non-WTS - Fees/expenses for consulting contracts related to information systems.

SELECTION PROCESS - Complete Part 2 for new contracts only. Do not complete for renewals or amendments. Select only one box.

Open Process

- ☐ Request for Proposal (RFP) (100) RFP # _____
Suppliers submit proposals on how, and at what price, they would provide a service.
- ☐ Invitation to Quote (ITQ) (100) ITQ # _____
For priced based services only - you know exactly what you want done and are looking for the best price.
- ☐ Other Open Competitive Process (100)
Identify process used: _____
An open competitive process other than Request for Proposal or Invitation to Quote is used (e.g., Joint Solution Procurement, Invitation to Tender), normally by advertising the opportunity on BC Bid.

Direct Process:

- ☐ Three Verbal or Written Bids (300)
Only used for contracts less than \$25,000. A RFP or ITQ is required for contracts valued at \$25,000 or more. Documentation of bids must be kept on the contract file. Note: Obtaining verbal bids is not recommended but if used, the process must be documented in writing and included in the contract file (e.g., communication between ministry and vendors).
- ☐ Direct Invitation to Selected Vendors (300)
A competitive solicitation, for contracts \$25,000 or more, that is issued to a limited list of vendors and not advertised on BC Bid. If vendors are on a pre-qualification list, use category 401 below.
Note: A RFP or ITQ is required by ministry policy for contracts valued at \$25,000 or more.

Direct Award:

- ☐ Public Sector Organization (200)
The contract is negotiated and directly awarded without competitive process because the contract is with another government organization.
- ☐ Sole Source (201)
The contract is negotiated and directly awarded without competitive process because the ministry can strictly prove that only one contractor is qualified. A NOI is not required. Note: Evidence of how the ministry "proved" sole source must be documented in the contract file.
- ☐ Sole Source - Notice of Intent (205)
The contract is negotiated and directly awarded without competitive process (a NOI is not a competitive process) because the ministry believes but cannot strictly prove that only one contractor is qualified and a Notice of Intent is posted. A NOI must be posted on BC Bid when a contract for services or construction valued at more than \$50,000, is to be directly awarded on this basis. Note: It is recommended that a NOI be posted for opportunities valued at \$25,000 or more that are being awarded on this basis.
- ☐ Security, Order, etc. (203)
The contract is negotiated and directly awarded without competitive process because a competitive process would interfere with the ministry's ability to maintain security or order or to protect human, animal or plant life or health.

- ☐ Emergency (202)
The contract is negotiated and directly awarded without competitive process because an unforeseeable emergency exists and the services could not be obtained in time by means of a competitive process.
- ☒ Confidentiality (204)
The contract is negotiated and directly awarded without competitive process where the acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise government confidentiality, cause economic disruption or be contrary to the public interest.
- ☐ No Justification (206)
Where a direct award has been made which is not justified under one of the exceptional conditions specified in the Core Policy and Procedures Manual section 6.3.3 a (1) (i.e., 200 - 204), or a Notice of Intent was required but has not been issued, or it is provided for under another policy.
- ☐ Direct Award - Under \$25,000 (207)
A direct award has been made for a contract less than \$25,000 and categories 200, 201, 202, 203 and 204 do not apply.

Pre-qualification:

- ☐ Selected Vendor From Pre-qualification List (400)
A contract that is issued to a vendor on a pre-qualification list without undertaking a competitive process. The process must be consistent with the rules publicized when the list was established.
- ☐ Purchase from a Corporate Supply Arrangement (500)
A purchase from a pre-established corporate supply arrangement as identified in the Core Policy Manual section 6.3.2 a (1).

- ☐ Competition Among Vendors on a Pre-qualification List (401)
A competitive solicitation that is issued to a limited list of vendors selected from a pre-qualification list. The process must be consistent with the rules publicized when the list was established.
Check appropriate box to indicate which competitive process was used:
☐ RFP ☐ ITQ ☐ 3 Verbal or Written Bids
☐ Other (please identify): _____

SERVICE CONTRACT CHECKLIST

Page 2

AGREEMENT ON INTERNAL TRADE (AIT) / BRITISH COLUMBIA - ALBERTA TRADE, INVESTMENT & LABOUR MOBILITY AGREEMENT (TILMA)
Complete Part 3 for new contracts only. Do not complete for renewals/amendments. Select only one box.

P A R T 3	<input type="checkbox"/> Purchase Subject to AIT/TILMA (100) The purchase is for services over \$75K and is not excluded or exempted under any other provision of the AIT/TILMA or other category below.	<input type="checkbox"/> Excluded - Product Compatibility/Exclusive Rights (600) A purchase which must: ensure compatibility with existing products; recognize exclusive rights, such as exclusive licenses, copyright and patent rights; or maintain specialized products that must be maintained by the manufacturer or its representative.
	<input type="checkbox"/> Purchase Not Subject to AIT/TILMA (200) The purchase is for services \$75K or less.	<input type="checkbox"/> Excluded - Procurement of Prototype (700) The procurement of a prototype or a first service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.
	<input type="checkbox"/> Excluded - Exempted Commodity/Service (300) The purchase is for services that are exempted from coverage of AIT/TILMA or to which the AIT/TILMA does not apply by virtue of its specific reference in Chapter 5 of the agreement (e.g., health & social services).	<input type="checkbox"/> Excluded - Regional/Economic Development (800) A purchase which, under exceptional circumstances, may be excluded by the Province from the application of Chapter 5 of the AIT/TILMA for regional and economic development purposes.
	<input type="checkbox"/> Excluded - Emergency (400) A purchase where an unforeseeable situation of urgency exists and the services cannot be obtained in time by means of an open procurement.	
	<input type="checkbox"/> Excluded - Security, Order, etc. (500) A purchase where compliance with the open tendering provisions set out in Ch. 5 of the AIT/TILMA would interfere with the Province's ability to maintain security or order or to protect human, animal, plant life or health.	

POLICY COMPLIANCE - NEW CONTRACTS - Complete for new contracts only. Do not complete for renewals/amendments.

YES NO N/A

P A R T 4	1. Before taking steps to find a contractor, a cost benefit justification (CBJ) must be prepared for service contracts over \$100,000. Where appropriate, it should include a cost comparison between contracting out vs. using in-house resources if they were available, contract outcomes, etc. Has a CBJ been prepared for inclusion in the contract file? (CPPM 6.3.1.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	2. As per the AIT/TILMA, did you advertise on BC Bid for any contract over \$75,000 or if a pre-qualification list was used, did you select the contractor through a competitive process between all suppliers on the list? (CPPM 6.3.2.c)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	3. Executive Financial Officer (EFO) pre-approval is required for all Labour and Citizens' Services service contracts over \$25,000 that are being directly awarded. Has a briefing note been signed by the EFO for inclusion in the contract file?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	4. If this contract was directly awarded (including the policy exemptions in CPPM 6.3.3.a) have the reasons been clearly explained and documented for inclusion in the contract file? (CPPM 6.3.3.a)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. If this contract is being awarded to a contractor that has been used for similar work in the previous 3 months (3 months from previous expiry date) the new contract must be approved by an expense authority with authority for the combined total of the contracts. Has the appropriate expense authority approved the contract? (CPPM 6.3.2.a.11)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	6. Can you confirm this contract does not constitute an employer/employee relationship? (CPPM 6.3.1.6). For more information, refer to "Employee or Self-Employed" pamphlet at http://www.cra-arc.gc.ca/E/pub/tg/rc4110/rc4110-06e.pdf .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7. If the General Services Agreement was not used, did you obtain Legal Services and Risk Management approval? Documentation of approval must be kept in the contract file. (CPPM 6.3.3.d)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	8. Does Schedule A clearly identify specific and measurable contract deliverables? (CPPM 6.3.6.c)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9. Does Schedule A clearly identify the process the ministry will use to monitor the contractor's performance (e.g., frequency & format of reporting requirements)? (CPPM 6.3.6.c)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	10. If sub-contractors will be providing any of the services are they identified in Schedule C ?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	11. If this is a professional services contract (e.g., IT, accounting, management consulting), have you completed and attached Schedule D (Insurance) & Schedule F (Additional Terms)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	12. If Schedule D (Insurance) is attached, is the insurance adequate to cover the risks associated with this contract http://www.fin.gov.bc.ca/pt/rmb/forms/coiover.stm ?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	13. If the contractor will be involved with "personal information" as defined in the FOIPPA , have you completed and attached Schedule E (Privacy Protection - http://www.msar.gov.bc.ca/privacyaccess/PPS/minpps.doc)? (CPPM 6.3.3.e.11)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	14. Has the Information Package for Service Contractors been forwarded to the contractor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	15. Appendix 1 must be attached to all service contracts including travel expenses. Have you attached Appendix 1?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONTRACT AMENDMENTS - Complete Part 5 for contract amendments only.

Reason for amendment:

Continue to work representing the Office of the Premier, working closely with FLNRO, in engagement with communities, unions and companies as per part 2 of GSA.

Previous Contract Total: 10,000.00

Amendment Amount: 50,000

New Contract Total: 60,000.00

POLICY COMPLIANCE

YES NO

P A R T 5	1. Does the amendment format comply with the CPPM (CPPM 6.3.3.e.9)? http://www.fin.gov.bc.ca/camss/fsa/Branch/Forms/Modification_Agreement.doc .	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	2. The amendment amount(s) must be added to the original amount of the contract to determine the new total for approval requirements. Has the appropriate expense authority approved the amendment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	3. Have the circumstances that caused this contract to be amended been clearly documented for inclusion in the contract file (e.g., unforeseen technical problem delayed the project and the details are explained in the file)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

APPROVALS - Complete Part 6 for all contracts and amendments

Contract Mgr. Name: Jackie Allen

**ADM Name: Christine Kennedy

AP/PO Clerk

Signature & Date

Signature & Date

Initials & Date

** ADM sign-off is only required if the contract was directly awarded or the answer to any of the questions in Part 4 or 5 was 'NO'.

GENERAL SERVICE AGREEMENT

MODIFICATION AGREEMENT #2

THIS MODIFICATION AGREEMENT is dated for reference the 11th day of October, 2019.

BETWEEN:

Pedersen Management Services (the "Contractor") with the following specified address:

s.22

AND:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as

represented by the Premier (the "Province") with the following specified address:

PO Box 9041, Stn Prov Govt

Victoria BC

V8W 9E1

BACKGROUND

- A. The parties entered into an agreement dated for reference June 5, 2019, identified as Ministry Contract Number: C20PREM1530, a copy of which is attached as Exhibit 1 (the "Agreement").
- B. The parties later agreed to increase the maximum amount which the Province is obliged to pay the contractor for fees and expenses pursuant to Schedule B – Fees and Expenses in a modification agreement dated for reference July 5, 2019, which is attached as Exhibit 2 (the "Modification Agreement #1).
- C. The parties now wish to amend the maximum amount which the Province is obliged to pay the Contractor for fees and expenses pursuant to Schedule B – Fees and Expenses in this Modification Agreement #2.
- D. The Agreement, as modified by Modification Agreement #1 and Modification Agreement #2, constitutes the "Modified Agreement".

NOW THEREFORE in consideration of these premises and other good and valuable consideration (the receipt and adequacy of which is hereby acknowledged by the parties), the parties agree as follows:

1. Schedule B – Fees and Expenses, Part 1, entitled "Maximum Amount Payable" will be deleted and replaced with the following:

"1. Maximum Amount: Despite sections 2 and 3 of this Schedule, \$60,000 is the maximum amount which the Province is obliged to pay to the Contractor for fees and expenses under this Agreement exclusive of any applicable tax paid or payable to the Contractor."

2. Schedule B – Fees and Expenses, Part 2, entitled "Fees" will be deleted and replaced with the following:

"2. Fees: at a rate of \$200 per hour to a maximum total amount of \$1,400 per day, and to a maximum total of \$48,600 for those hours during the Term when the Contractor provides the Services."

3. Schedule B – Fees and Expenses, Part 3, entitled "Expenses" will be deleted and replaced with the following:

"3. Expenses: must not exceed a maximum amount of \$11,400 for those expenses during the Term when the Contractor provides the Services:

a. Travel accommodation and meal expenses for travel greater than 32 kilometers away from 36 – 2319 Chilco Road, Victoria, BC on the same basis as the Province pays its Group 2 Contractors when they are on travel status;

excluding goods and services tax ("GST") or other applicable tax paid or payable by the Contractor on expenses described in (a) above to the extent that the Contractor is entitled to claim credits (including GST input tax credits), rebates, refunds or remissions of the tax from the relevant taxation authorities."

4. The Modified Agreement as amended by this Modification Agreement #2 is ratified and confirmed.

This Modification Agreement #1 may be entered into by a separate copy of this Modification Agreement being executed by, or on behalf of, each party and that executed copy being delivered to the other party by a method provided for in section 13.1 of any other method agreed to by the parties.

<p>SIGNED on the <u>4th</u> day of <u>Nov</u>, 2019 by the Contractor (or, if not an individual, on its behalf by its authorized signatory or signatories):</p> <p><u>L. Pedersen</u></p> <p>Signature(s)</p> <p><u>Larry Pedersen</u></p> <p>Print Name(s)</p> <p><u>Proprietor</u></p>	<p>SIGNED on the <u>12</u> day of <u>Nov</u>, 2019 on behalf of the Province by its duly authorized representative:</p> <p><u>Christine Kennedy</u></p> <p>Signature</p> <p><u>Christine Kennedy</u></p> <p>Print Name</p> <p><u>Associate Deputy Minister</u></p>
---	--

From: [Kennedy, Christine PREM:EX](#)
To: [Shortt, Amanda PREM:EX](#); [Wensink, Alison PREM:EX](#)
Subject: Fwd: Invoice for contract #C20PREM1530
Date: August 7, 2019 8:13:32 AM
Attachments: [Mill Closure Invoices.docx](#)
[ATT00001.htm](#)

Amanda / Alison,

We will need to extend Larry Pedersen's contract through to the end of October please and increase the amount to around \$60k. This will continue to be JVd to FLNRO and John Allan is aware of the extension / increase. We initiated the contract in our office as Larry represents the PO in his engagement with communities, unions and companies, but he works closely with FLNRO.

Could you also review the attached invoice to be sure that we have all the information needed. Knowing Larry it will be meticulously detailed.

Thank you.

Christine

Begin forwarded message:

From: "s.22" <>
To: "Kennedy, Christine PREM:EX" <Christine.Kennedy@gov.bc.ca>
Subject: Invoice for contract #C20PREM1530

Hi Christine. Per our discussion yesterday, I am submitting the attached invoice for time worked and expenses for the period of June 6, 2019 to July 31, 2019. Please let me know if you require any further information or detail. I would be happy to hear any feedback that you have with respect to my work.

Regards,

Larry Pedersen,
Proprietor, Pedersen Management Services

July 31, 2019
Invoice #2019-1

To:
Christine Kennedy
Associate Deputy Minister | Policy and Coordination
Office of the Premier, Deputy Minister's Office
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Re: Invoice for Contract # C20PREM1530 (dated June 6, 2019)
GST Billing # 82164 0000 RT0001
Billing period: June 6, 2019 to July 31, 2019

For Services Rendered as Follows:

- Analysis and setting strategic direction for staff and companies on proposed license assignments under Bill 22.
- Meetings and phone calls with Canfor and Interfor, (CEO's and VP's).
- Phone calls with Conifex and Hampton (CEO's and VP's).
- Phone calls and meetings with USW (for Canfor Vavenby and Conifex Fort St. James).
- Phone calls with Unifor, PPWC and USW regarding mill curtailments in McKenzie.
- Phone contact with Simpcw First Nation.
- Phone contact with Binchi and Nak'azdli Whut'en First Nations.
- Many meetings with government officials, policy review and strategic direction setting for administration of proposed license assignments under Bill 22. Working with staff on strategy for First Nations consultations.
- Document review, research and writing. Helping Ministry staff with correspondence related to bill 22.
- Travel to Prince George for meeting with northern mayors.
- Travel to Clearwater and Vavenby for meeting with mayor and council and labor representative from the Canfor mill.
- Phone contact with Vanderhoof and Fort St. James mayors, CAO and councilors.
- Multiple contacts with Quesnel mayor.
- Comprehensive written notes taken for all meetings and phone calls.

Hours worked as follows:

June

- Total hours June = 27 hours
- Billing 27 hours x \$200/hour = \$5,400

July

- Total hours July = 84 hours
- Billing 84 hours x \$200/hour = \$16,800

Total hourly billing, this billing period \$5,500(June) + \$16,800(July) = \$22,200

GST .05 X \$22,200=\$1,100

Total hourly plus GST this billing period \$22,200 + \$1,100 = \$23,300

Expenses per appendix I (receipts attached)

- Total expenses this billing period = \$4,579.88

Invoice total this billing period (hourly including GST plus Expenses)

\$23,300 + \$4,579.88= \$27,879.88

Appendix I – Expenses

June 27, 1029. Trip from Victoria to PG (return) to meet and engage with Northern Mayors and Company CEO's Re: mill closures and bill 22.

- Receipt #1. Original plan was to fly Victoria to Prince George on Pacific Coastal and return to Victoria via Westjet on June 27, 19 \$800.16 The Westjet flight back was not taken as the meeting time changed the day before the meeting and the flight needed to be rebooked to a workable return time. The westjet portion was non-refundable.
- Receipt #2. I booked return flights for both myself and Deputy Minister John Allan as he needed to change the return flight as well. Return flights for Larry and John booked on Air Canada \$741.23 (Larry) and \$741.23 (John Allan)
- Receipt #3. Prince George Hertz Car Rental \$49.28
- Receipt #4. Per diem for 27th to PG (13 hour day) \$49.00
- Receipt #5. Victoria airport parking \$16.00
- Total this trip. $\$800.16 + \$741.23 + 741.23 + \$49.28 + \$49 + \$16 = \$2,396.90$

July 18 trip from Victoria to Vancouver (return) to meet with USW

- Receipt #6. Pacific Coastal flight Victoria to Vancouver (return) \$478.82
- Missing receipt for rental car (will locate and add to a future invoice)
- Total this trip \$478.82

July 29 and July 30. Fly to Vancouver to meet CEOs on July 29. July 30, fly to Kamloops, drive to Clearwater with staff, meet mayor and council and meet USW. Look at mill site in Vavenby and drive back to Kamloops and fly back to Victoria

- Receipt #6. July 29, fly from Victoria to Vancouver and overnight. July 30 fly Vancouver to Kamloops and return to Victoria. \$1,091.21
- Receipt #6. July 29^{s.15} Hotel for meetings with Canfor and Interfor CEOs. \$388.00
- Receipt #6. Two flight rebooking surcharges (\$71.40 and \$74.55). Flights changed 3 times in response to Canfor CEO's changing availability for a meeting on afternoon and evening of August 29th).
- Per Diems. July 30, full day per diem. \$49.00 (leave hotel at 6:00 am and return to Victoria at 8:30 pm)
- Receipt # 7. Victoria airport parking \$30.00
- Total this trip $\$1,091.21 + \$388 + \$71.40 + \$74.55 + \$49 + \$30 = \$1,704.16$

Total expenses this billing period (Receipts on following pages)

$\$2,396.90 + \$478.82 + \$1,704.16 = \$4,579.88$

receipt 1
PG trip June 27/19

[FLIGHTS](#)[HOTELS](#)[CARS](#)[CRUISES](#)[SUPPORT](#)[MY ACCOUNT](#) ▾ [CAD \(EN\)](#) ▾

Receipt #^{s.22}

FlightHub Booking Number: ^{s.22}

Paid: June 22, 2019

TRAVEL SUMMARY

Departure: Victoria, BC (YYJ) to Victoria, BC (YYJ)

 Thu Jun 27, 2019

INVOICE

Traveler	Item	Amount
Larry ^{s.22} Pedersen	Air Transportation Charges	\$618.25
	Taxes & Fees	\$161.92
	Extended Cancellation Policy	\$19.99

Payment type: MASTERCARD ^{s.22}**Total: \$800.16 CAD**

TRAVELER

Name	Date of Birth
1 Larry ^{s.22} Pedersen	^{s.22}



Reservation Confirmation

Your reservation is now confirmed

*This is the Pacific Coastal
portion of the June 27 trip
to Prince George & return.
∴ the Westjet portion was
\$800.16 - 305.94 = 494.22
(The Westjet flight was not taken
& was not refundable)*



Reservation Number: s.22

*All charges and payments appear in: CAD

Passenger

Name	Total Charges	GST	Total Amount	Total Payments	Balance Due
PEDERSEN, LARRY s.22	\$291.37	\$14.57	\$305.94	\$305.94	\$0.00

Flight Itinerary

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
1	8P1411	27 Jun 2019	09:05 - VICTORIA INT ARPT	10:45 - PRINCE GEORGE	BEECH 1900	CONFIRMED

8P flight numbers operated by Pacific Coastal Airlines.
Aircraft type and schedule subject to change without notice.

Purchase Summary

Leg	Passenger	Description	Amount	GST	Total
1	PEDERSEN, LARRY s.22	AIF - YYJ	\$15.00	\$0.75	\$15.75
1	PEDERSEN, LARRY	CLASSIC FARE	\$228.00	\$11.40	\$239.40
1	PEDERSEN, LARRY	Security Surcharge	\$7.12	\$0.36	\$7.48
1	PEDERSEN, LARRY	Fuel Surcharge	\$15.00	\$0.75	\$15.75
1	PEDERSEN, LARRY	Nav Canada Fee	\$16.00	\$0.80	\$16.80
1	PEDERSEN, LARRY	Carbon Surcharge	\$10.25	\$0.51	\$10.76
Total			\$291.37	\$14.57	\$305.94

Payment Information

Date	Payer's Name	Amount	Transaction Type	PO Number	Receipt	Authorization
	ET - ELECTRONIC TICKET	\$305.94	GDS ACCOUNT		3057688	

Tax Registration: 121386296 RT0001



Fare Terms and Conditions

Classic Fare

- 100% non-refundable
- Checked Baggage Fees:
 - For travel on or before April 28, 2019: 1st piece = Free, 2nd piece = \$26.25, 3rd or more/overweight/sized = \$78.75

From: Air Canada confirmation@aircanada.ca
Subject: Air Canada - 27 Jun: Prince George - Victoria (Booking Reference: s.22)
Date: June 24, 2019 at 5:22 PM
To: s.22

Receipt 2
PG trip return flights
Larry Pedersen & John Allan
s.22



Booking Confirmation

Booking Reference: s.22

Date of issue: 25 Jun, 2019



Select Seats



Check in



Manage my booking



Sign up for flight notifications

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

IMPORTANT: Your official Itinerary/Receipt is attached to this email. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

Passengers



Larrys. Pedersen

Seats

AC8212 s.15

Ticket Number:

AC8077

s.22



John Allan

Seats

AC8212

Ticket Number:

AC8077

s.22

Air Canada - Aeroplan:

s.22



Depart

Economy - Latitude

Thursday
27 Jun, 2019

16:00

Prince
George

(YXS)
British Columbia



17:17

Vancouver

Vancouver Int. (YVR),
Terminal M

1hr17



Economy Y

AC8212 Operated by Air Canada Express - Jazz |
Q400

Thursday
27 Jun, 2019

19:05

Vancouver

Vancouver Int. (YVR)
Terminal M

19:35

Victoria

Victoria Int. (YYJ)
British Columbia

0hr30



Economy Y

AC8077 Operated by Air Canada Express - Jazz |
Q400

Purchase summary

MasterCard
XXXX-XXXX-XXXX-XXXX

Amount paid: \$1482.86

Full details can be found in
your attached
Itinerary/Receipt

Tax information

GST no. 10009-2287
RT0001 \$70.62

2 adults



Air Transportation Charges

1348.00



Taxes, fees and charges

134.86

GRAND TOTAL (Canadian dollars)

\$1482⁸⁶

Baggage allowance

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.



Prince George (YXS) > Victoria (YYJ)



1st bag

Complimentary



2nd bag

Complimentary

Max. weight per bag:
23.0 kg (50.0 lb)

Max. dimensions per bag:
158.0 cm (62.0 in)

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/region 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.

Stopovers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 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.



RENTAL RECORD

receipt #3



HERTZ CANADA LIMITED AS AGENT FOR
HERTZ CANADA VEHICLES PARTNERSHIP

RENTAL RECORD: s.22
FORM#

LARRY PEDERSEN

RENTAL: 06-27-19 1034 PRINCE GEORGE AIRPOR
RETURN: 06-27-19 1432 PRINCE GEORGE AIRPOR

0811519

0811519

OWN/VEH: 08191/2124527

MODEL: 18 VW PASSAT TL

VIN#: 1VWAA7A36JC019569 PO#:

VEH CLASS: YF

LIC: GD249P

CDP: XXXXXXXXXX

FT:

DL s.22

LDW	INCLUDED	MILEAGE IN:	31980	INITIAL CHARGES		
P&P	DECLINED	MILEAGE OUT:	31925	DAYS	\$ 44.00/DAY @ 1 DAY (B)	\$ 44.00
N/A	DECLINED	MILES DRIVEN:	55	SUBTOTAL		\$ 44.00
FPO	DECLINED - FUEL & SVC APPLIED	TR-X MILES DRIVEN:		CHARGES ADDED DURING RENTAL		
	\$ 3.75 Litre TK CAP: 70.0	MILES ALLOWED:	55	LDW INCLUDED IN 1007 RATE		
	FUEL OUT: 8/8 FUEL IN: 8/8	MILES CHARGED:		SERVICE CHARGES/TAXES		
PLAN IN: 1007	\$22.00 / EX HOUR			GST 5.000%		
PLAN OUT: 1007	\$44.00 / DAY			ON TAXABLE TT	\$44.00 (N)	\$ 2.20
RATE CLASS: C				PST 7.000%		
	\$44.00 / EX DAY			ON TAXABLE TT	\$44.00 (N)	\$ 3.08
	\$0.10 / KM			TOTAL AMOUNT DUE		\$ 49.28
				CHARGED ON MC	(49.28)	\$ 49.28

RENTAL FORM OF PAYMENT: MC M C s.22
RETURN FORM OF PAYMENT: MC M C

AUTH : \$251.00/0303500627
AUTH : \$251.00/0303500627

I REPRESENT THAT I AM SPECIFICALLY AUTHORIZED TO RECEIVE THE BENEFITS
EXTENDED TO EMPLOYEES/MEMBERS OF GOVERNMENT OF BRITISH COLUMBIA.

FOR EXPLANATION OF THE ABOVE CHARGES,
PLEASE ASK A REPRESENTATIVE OR GO TO
WWW.HERTZ.CA/CHARGEEXPLAINED

* A MESSAGE FROM HERTZ *
SKIP THE COUNTER, GET REWARDS, AND BE ELIGIBLE TO EARN 275 BONUS PTS!
Join Hertz Gold Plus Rewards. It's FREE! Enroll on
Hertz.com/goldplusrwards.
* WE LOOK FORWARD TO YOUR NEXT VISIT! *

RESERVATION INFORMATION: J0700567779 / C
PREPARED BY: W2655 COMPLETED BY: W2655
STATEMENT OF CHARGES - NOT VALID FOR RENTAL

GST REGISTRANT NUMBER R102337847

Printed by: 06-27-19 1432 W2655 811519

THANK YOU FOR RENTING FROM HERTZ Page 68 of 96 OOP-2020-03770

receipt # -



Reservation Confirmation

Your reservation is now confirmed

Reservation Number: s.22

*All charges and payments appear in: CAD

Passenger

Name	Total Charges	GST	Total Amount	Total Payments	Balance Due
PEDERSEN, LARRY	\$456.02	\$22.80	\$478.82	\$478.82	\$0.00

Flight Itinerary

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
1	8P102	18 Jul 2019	08:00 - VICTORIA INT ARPT	08:25 - VANCOUVER - SOUTH	BEECH 1900	CONFIRMED
2	8P1415	18 Jul 2019	14:40 - VANCOUVER - SOUTH	15:05 - VICTORIA INT ARPT	BEECH 1900	CONFIRMED

8P flight numbers operated by Pacific Coastal Airlines.
Aircraft type and schedule subject to change without notice.

Purchase Summary

Leg	Passenger	Description	Amount	GST	Total
1	PEDERSEN, LARRY	AIF - YYJ	\$15.00	\$0.75	\$15.75
1	PEDERSEN, LARRY	ENCORE FARE	\$179.69	\$8.98	\$188.67
1	PEDERSEN, LARRY	Security Surcharge	\$7.12	\$0.36	\$7.48
1	PEDERSEN, LARRY	Fuel Surcharge	\$8.00	\$0.40	\$8.40
1	PEDERSEN, LARRY	Nav Canada Fee	\$13.00	\$0.65	\$13.65
1	PEDERSEN, LARRY	Carbon Surcharge	\$5.20	\$0.26	\$5.46
2	PEDERSEN, LARRY	AIF - YVR	\$5.00	\$0.25	\$5.25
2	PEDERSEN, LARRY	ENCORE FARE	\$189.69	\$9.48	\$199.17
2	PEDERSEN, LARRY	Security Surcharge	\$7.12	\$0.36	\$7.48
2	PEDERSEN, LARRY	Fuel Surcharge	\$8.00	\$0.40	\$8.40
2	PEDERSEN, LARRY	Nav Canada Fee	\$13.00	\$0.65	\$13.65
2	PEDERSEN, LARRY	Carbon Surcharge	\$5.20	\$0.26	\$5.46
Total			\$456.02	\$22.80	\$478.82

Payment Information

Date	Payer's Name	Amount	Transaction Type	PO Number	Receipt	Authorization
	Larry Pedersen	\$478.82	MASTERCARD		3074847	047216

Tax Registration: 121386296 RT0001



Book Your
Stay Now!



Booking.com

Receipt #5

ROBBINS PARKING
VICTORIA AIRPORT

Terminal#:1 Cashier#:40

18/07/2019 06:52

18/07/2019 15:24 - 08:33

285567405 / #197469

Rate 3 : \$ 16.00

SUBTOTAL : \$ 15.24

GST : \$ 0.76

TOTAL : \$ 16.00

Payment : \$ 16.00

- PARKING RECEIPT -
GST#104-567-276 RT001

FLIGHT CENTRE®

receipt #6

Address: 615 Broughton Street Victoria British Columbia V8W 1C8

Phone: 250 412 0140 Fax: 250 412 0141

24/7 Emergency Assist: Toll Free North America: 1 844 8735491 Collect Call: +1 416 9796799

FLIGHT CENTRE TRAVEL GROUP (CANADA) INC. dba Flight Centre

CPBC #3550 TICO#4671384 | OPC#702971 | GST #899450480 RT0001 | QST #1217890167 TQ0001

Printed Date: 27/07/2019 04:00 PM

LARRY s.22 PEDERSEN
s.22

Invoice

Invoice No: s.22

Issue date: 27/07/2019 03:27 PM

Ref Booking: s.22

Name(s) as per official travel documents

LARRY s.22 PEDERSEN

Details

Date of travel: Monday July 29, 2019
No. of travellers: 1
Origin: Victoria International Apt (YYJ)
Destination: Kamloops (YKA)

Air: Air Canada (AC)

Airline	Flight No.	Departing On	Arriving On	Origin	Destination
Air Canada (AC)	8076	Monday July 29, 2019 06:30 PM Cabin Class: Y	Monday July 29, 2019 07:00 PM	Victoria (YYJ)	Vancouver (YVR)
Operated By /AIR CANADA EXPRESS - JAZZ					
Air Canada (AC)	8190	Tuesday July 30, 2019 07:20 AM Cabin Class: Y	Tuesday July 30, 2019 08:09 AM	Vancouver (YVR)	Kamloops (YKA)
Operated By /AIR CANADA EXPRESS - JAZZ					
Air Canada (AC)	8195	Tuesday July 30, 2019 05:35 PM Cabin Class: Y	Tuesday July 30, 2019 06:25 PM	Kamloops (YKA)	Vancouver (YVR)
Operated By /AIR CANADA EXPRESS - JAZZ					
Air Canada (AC)	8077	Tuesday July 30, 2019 07:05 PM Cabin Class: Y	Tuesday July 30, 2019 07:31 PM	Vancouver (YVR)	Victoria (YYJ)

Operated By /AIR CANADA EXPRESS - JAZZ

Trip Type: Multi City
 Class: Economy
 Flight Centre Confirmation #: s.22
 Airfare (adult): 1 adult(s). \$976.00pp. plus taxes & surcharges of \$95.26pp. Total \$1,071.26pp.

	Package	Packages Included	Cost PP	GST/HST PP	QST PP	Total
Captains Package:	Canada & USA Essentials	1	\$19.00	\$0.95	\$0.00	\$19.95

 Date/ Time Changes: \$50 CAD plus difference in fare/taxes.
 Cancellation Before Departure: Non refundable
 Comments: * FLEX * 1 checked bag free / standard seat selection included

**** CAPTAIN'S PACKAGE INCLUSIONS ****

Canada & USA Essential Package \$19 per person:
 * Personal Expert Traveller
 * 24/7 Customer Care
 * Visa and Passport Check
 * Best Flight Promise
 * 24-Hour Full Refund for Airfare (Canada only: Air Canada, WestJet & Porter)
 * No Flight Centre Fee for cancellation of your booking
 * Flight Centre Fee to change your booking - \$25 per person, per change
 * Flight Centre Fee if you change the name on the ticket - \$25 per person, per change (AC, WS & PD only)
 * Captain's Package is 100% Non-Refundable

Full Captain's Package inclusions and terms and conditions can be found at
<http://www.flightcentre.ca/captainspackage>


Full GroupVantage inclusions and terms and conditions can be found at
<https://www.flightcentre.ca/groupvantage>

**** CAPTAIN'S PACKAGE INCLUSIONS END ****

Nominated Calculation Currency: CAD

This is not an E-ticket. Please check your flight plan for flight details.

Total air price: \$1,091.21

 Accommodation: s.15

Staying at: s.15
 Supplier:
 Address:
 City: Vancouver International Apt (YVR)
 Total nights: 1
 Number of Rooms: 1
 Meals: No Meals
 Check in: Monday July 29, 2019

Check out: Tuesday July 30, 2019

Room Details: Room Type **s.15** #Rooms 1,
Cost Per Room \$388.00, Total Cost/Stay \$388.00

Comments: Please note - a credit card may be required upon check-in to accommodation. The hotel may take a deposit for incidentals from the credit card (amounts may vary). Room bedding configuration and location are requested only, and will be confirmed upon check-in at the discretion of the hotel. Please note resort fees & mandatory city taxes may apply and are paid locally.

Conditions: Non refundable rate

Nominated Calculation Currency: **CAD**

Total accommodations price: \$388.00

Insurance:

Insurance has been declined by the customer (18/07/2019).

Please read, sign and date the following declaration.

Travel Insurance General Waiver

I understand travel insurance would protect me against incurred costs relating but not limited to the: (i) cost of overseas and out of province medical treatment, hospital and related expenses; (ii) cancellation imposed by transport and accommodation providers; and/or (iii) loss, damage or theft of my luggage. I acknowledge that I have been offered Flight Centre preferred travel insurance and/or third-party travel supplier insurance coverage by my Travel Consultant, but I have elected to (please check one of these boxes):

- ☐ Purchase an alternative travel insurance coverage
- ☐ Use my credit card or work benefits (which I understand have limitations)
- ☐ Depart without travel insurance coverage at my own risk

I acknowledge that by signing below, or by acknowledging this section electronically or by any actions that I may take to construe implied consent to the Booking Terms and Conditions, that I waive any liability against Flight Centre or my Travel Consultant for any costs I incur as a result of my decision not to purchase travel insurance.

Signature: _____ Date: _____

Change

Date Requested: Wednesday July 24, 2019
Apply To: Air
Item Description: Change to earlier flight departure
Change Type: Modification
Description: VICTORIA TO VANCOUVER FLIGHT ONLY
Comments: -- DEPART TIME CHANGE (SAME DATE) --

AC 8070 DEPART VICTORIA - 305PM / ARRIVE VANCOUVER - 335PM

Total change price: \$71.40

Change

Date Requested: Saturday July 27, 2019
Apply To: Air
Item Description: Change to earlier flight departure
Change Type: Modification
Description: VICTORIA TO VANCOUVER FLIGHT ONLY
Comments: -- DEPART TIME CHANGE (SAME DATE) --

AC 8070 DEPART VICTORIA - 155PM / ARRIVE VANCOUVER - 225PM

Nominated Calculation Currency: **CAD**

Total change price: \$74.55

Cancellation and Amendment Fees

Cancellation Fees - Per Passenger, Per Booking (in addition to the supplier and airline cancellation fees*)

All Destinations - \$200.00

Amendment Fees - Per Passenger, Per Booking (in addition to the supplier and airline amendment fees*)

Canada - \$25.00

Rest of the World - \$75.00

Flight Centre Cancellation and Amendment Fees vary when an Captains Package is purchased. Please refer to your captains package conditions if purchased. * See above for supplier and airline cancellation fees

Thank You

Thank you for allowing me the opportunity to assist with your travel plans. If you have any questions do not hesitate to contact me.

Regards,
Jennifer Bosley
Email: jenny.bosley@flightcentre.ca
Phone: 250 412 0140

Total Price including surcharges, taxes and fees: \$1,625.16

	Ex GST/HST/QST	GST/HST	QST	Total
Amount:	\$1,623.31	\$1.85	\$0.00	\$1,625.16

This document will be a tax invoice for GST/HST/QST when full payment is made.

Statement of Account - Booking s.22

Date	Details	Received From	Payment Type	Debit	Credit	Balance Outstanding
------	---------	---------------	--------------	-------	--------	---------------------

Saturday July 27, 2019			Invoice	s.22	\$1,625.16	\$0	\$1,625.16
Friday July 19, 2019	Air paid in full to AIR CANADA	LARRY PEDERSEN	CCCF	s.22	\$0	\$1,071.26	\$553.90
Friday July 19, 2019	Hotel & Captains Package	LARRY PEDERSEN	Manual Credit Card	s.22	\$0	\$407.95	\$145.95
Wednesday July 24, 2019	Change paid in full to AIR CANADA	LARRY PEDERSEN	CCCF	s.22	\$0	\$71.40	\$74.55
Saturday July 27, 2019	Change paid in full to AIR CANADA	LARRY PEDERSEN	CCCF	s.22	\$0	\$74.55	\$0.00

Balance Outstanding - Booking s.22

\$0.00

BOOKING TERMS AND CONDITIONS

The purchase of your travel booking constitutes a contractual agreement between the traveler(s), customer(s), and/or purchaser(s), (collectively as "You" and "Traveler"), and Flight Centre Travel Group (Canada) Inc. dba Flight Centre and for leisure customers of Flight Centre Business Travel ("Flight Centre", "We", "Us") pursuant to the following terms and conditions ("Booking Terms and Conditions"):

AGENCY

Flight Centre acts as a travel agent only. Many, if not all, of the services that make up your travel booking are provided by independent third-party travel suppliers including without limitation, hotels, airlines, car rentals ("Travel Suppliers"). Payment of your travel booking to us, as the agent of the Travel Supplier, binds you to the terms and conditions of the Travel Suppliers, and:

- If for any reason, any Travel Supplier is unable to provide the services for which you have contracted, your remedy lies against the Travel Supplier, and not against us.
- We do not represent that any travel products or services will be suitable for you and we do not accept legal liability or responsibility for any services of a Travel Supplier that does not meet your expectations.
- We rely on the information that is provided by the Travel Suppliers to assist you to make an informed decision, but we cannot guarantee the accuracy in respect thereof.

It is possible that flight times, accommodations, and or other travel services booked may change even after the booking is completed and full payment is received. It is recommended that you familiarize yourself with the terms and conditions of the Travel Suppliers by referring to their brochures or websites. Please ensure that we have your current contact information so that we can notify you of such changes before your departure date and also while in destination. Any personalized travel requests are subject to availability and (e.g. seat or room allocation) cannot be guaranteed.

PRICE, AVAILABILITY AND INCREASES

Prices and availability quoted are subject to change (at the sole discretion of our Travel Suppliers and are due to space sellout/demand) at any time until full payment has been received and tickets have been issued. If the total price of the travel services is increased and the cumulative increase, except any increase resulting from an increase in retail sales tax or federal goods and services tax, is more than seven percent, you have the right to cancel the

receipt 7.

ROBBINS PARKING
VICTORIA AIRPORT

Duplicate

Terminal#:1 Cashier#:30

29/07/2019 12:46

30/07/2019 19:45 - 1 07:00

286539033 / #198771

Rate 3 : \$ 30.00

SUBTOTAL : \$ 28.57

GST : \$ 1.43

TOTAL : \$ 30.00

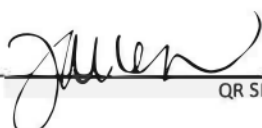
Payment : \$ 30.00

- PARKING RECEIPT -
GST#104-567-276 R1001



Where ideas work

Ministry of Finance
INVOICE CODING SHEETRETURN CHEQUE TO MINISTRY?
(if yes, enter "D")FOREIGN CURRENCY OR WIRE?
(if yes, enter "\$" for foreign and
"W" for Wire transfer)[Link to Invoice Coding Sheet completion instructions.](#)

PAYEE NAME <u>PEDERSON MANAGEMENT SERVICES</u>				* SUPPLIER # <u>s.22</u>		* SITE <u>001</u>				
CONTRACT/PO # <u>C20PREM1530</u>		INVOICE DATE <u>31-JUL-2019</u> <small>DD-MMM-YYYY</small>		INVOICE # <u>2019-1</u>						
DATE INVOICE RECEIVED <u>07-AUG-2019</u> <small>DD-MMM-YYYY</small>		DATE GOODS/ SERVICES REC'D <u>31-JUL-2019</u> <small>DD-MMM-YYYY</small>		RECEIPT # <u>6303</u>						
NAME &/OR ADDRESS OVERRIDE:				DESCRIPTION FOR CHEQUE STUB:						
DATE CHQ/EFT REQ'D (ONLY IF URGENT) <u> </u> <small>DD-MMM-YYYY</small> GL DATE (if applicable) <u> </u> <small>DD-MMM-YYYY</small> PAY ALONE? YES <input type="checkbox"/>										
OFA STOB & ASSET # (if applicable) : <u> </u>										
AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT (EXCLUDING TAX)	PST AMOUNT	GST AMOUNT	TAX CODE <small>PST & GST, GST, PST, GST Travel, Other</small>	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # if STOB 57
23,300.00	22,200.00		1,100.00	GST	004	36810	36205	6101	3600000	
4,579.88	4,448.36		131.52		004	36810	36205	6102	3600000	
27879.88	TOTAL									
* EXPENSE AUTHORITY (EA) INFORMATION: * <u>JACKIE ALLEN</u> EA PRINTED NAME * BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION: Note: This is also the line description displayed on GL detail reports.					* QUALIFIED RECEIVER (QR) CERTIFICATION: * <u>ALISON WENSINK</u> QR PRINTED NAME The goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met). * <u></u> For A. Wensink QR SIGNATURE					
ADDITIONAL INFORMATION OR INSTRUCTIONS:										

* Note: Fields with an asterisk do not need to be completed for iProcurement invoices.
FIN FSA 017 REV. OCT/16



* Note: Fields with an asterisk do not need to be completed for iProcurement invoices.
FIN FSA 017 REV. OCT/16

From: Poldrugovac, Saija FIN-EX
To: C20PREM1530 - INVOICE 2019-1.pdf
Cc: Allen, Jackie PREM-EX
Subject: RE: Receipt needing to be fixed for: C20PREM1530 - INVOICE 2019-1.pdf
Date: December 3, 2019 10:43:55 AM
Attachments: image001.png
image001.jpg

Hi Tammie,
Jackie will be sending you an invoice coding sheet for \$200. This is for the amount that was missed on the below invoice. The receipt will be the same as they already received it back in August. Invoice number will change to 2019-1B. This will be \$200 pre-tax there is no tax on this as the full GST amount was already paid on the original invoice.
Please let me know if you have any questions.
~Saija

From: McKinsty, Cindy D FIN-EX
Sent: December 2, 2019 9:48 AM
To: Poldrugovac, Saija FIN-EX ; Allen, Jackie PREM-EX
Subject: RE: Receipt needing to be fixed for: C20PREM1530 - INVOICE 2019-1.pdf
Hi Saija,
I think the best way is to enter a new invoice for the difference.
Let me know if you have any further questions.
Thanks,
Cindy

From: Poldrugovac, Saija FIN-EX <Saija.Poldrugovac@gov.bc.ca>
Sent: Friday, November 29, 2019 2:48 PM
To: Allen, Jackie PREM-EX <Jackie.Allen@gov.bc.ca>
Cc: McKinsty, Cindy D FIN-EX <Cindy.McKinsty@gov.bc.ca>
Subject: RE: Receipt needing to be fixed for: C20PREM1530 - INVOICE 2019-1.pdf
Hi Jackie,
Looks like the invoice coding sheet amount was changed as you can see below. I'm not sure who did that. I reviewed the invoice and it was for the original amount pre-change. I'll discuss with Cindy on Monday as to the best way to handle this.
Stay tuned.
~Saija

cid:image002.jpg@01D5A8F5.9166B960

From: Allen, Jackie PREM-EX <Jackie.Allen@gov.bc.ca>
Sent: November 29, 2019 1:38 PM
To: Poldrugovac, Saija FIN-EX <Saija.Poldrugovac@gov.bc.ca>
Cc: McKinsty, Cindy D FIN-EX <Cindy.McKinsty@gov.bc.ca>
Subject: RE: Receipt needing to be fixed for: C20PREM1530 - INVOICE 2019-1.pdf
Hi Saija, I thought I had fixed this already back in August. Can you please review the attached?
Thank you,
Jackie

From: Poldrugovac, Saija FIN-EX
Sent: Monday, November 25, 2019 10:28 AM
To: Allen, Jackie PREM-EX <Jackie.Allen@gov.bc.ca>
Cc: McKinsty, Cindy D FIN-EX <Cindy.McKinsty@gov.bc.ca>
Subject: Receipt needing to be fixed for: C20PREM1530 - INVOICE 2019-1.pdf
Hi Jackie,
The below invoice was over received in iProcurement.
Can you please go in and correct? The received amount for Fees should have been \$22,000 not \$22,200. Let me know if you need help doing this.
Thanks so much!
~Saija

cid:image004.png@01D5A6C0.9CA728F0

From: [Allen, Jackie PREM:EX](#)
To: [Howe, Tammie FIN:EX](#)
Subject: RE: Needs a correction FW: C20PREM1530 - INVOICE 1
Date: August 26, 2019 2:06:00 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Hi Tammie,
I have made the correction.
Thank you!
Jackie

From: Howe, Tammie FIN:EX
Sent: Monday, August 26, 2019 2:00 PM
To: Allen, Jackie PREM:EX

Subject: RE: Needs a correction FW: C20PREM1530 - INVOICE 1

You go in to in to IPRO, in the Receiving Tab you click on Correct Receipt and just change it to the correct amount. No need to send me a new receipt number, it will stay the same, as long as you can tell me when it's done and I will finish it up



Tammie Howe
Ministry of Finance
Financial Services Representative
Corporate Financial and Facilities Services Branch
Phone: 236 478-0529
Website: <http://gwww.fin.gov.bc.ca/>

From: Allen, Jackie PREM:EX
Sent: August 26, 2019 1:52 PM
To: Howe, Tammie FIN:EX <Tammie.Howe@gov.bc.ca>
Subject: RE: Needs a correction FW: C20PREM1530 - INVOICE 1

Hi Tammie –

Apologies!

I see where we went wrong – the pre-tax amount for the fees should be **22,200.00** not 22,000.00. I entered this on behalf of a colleague. Can you please let me know what you need me to do to correct this?

Thanks so much!

Jackie

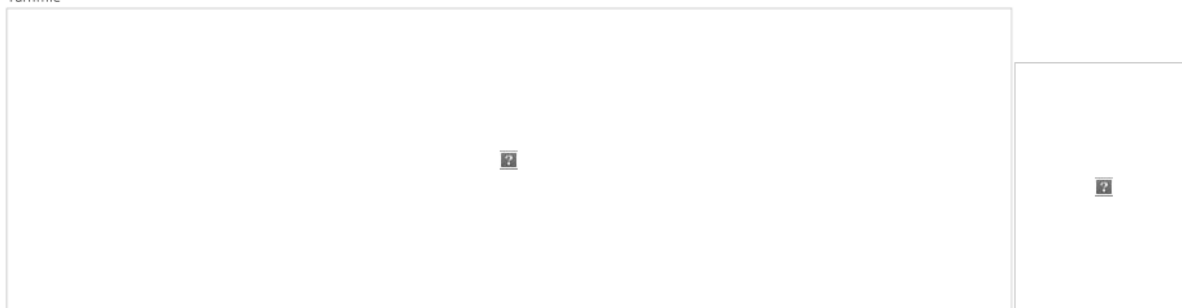
From: Howe, Tammie FIN:EX
Sent: Monday, August 26, 2019 1:28 PM
To: Allen, Jackie PREM:EX <Jackie.Allen@gov.bc.ca>
Subject: Needs a correction FW: C20PREM1530 - INVOICE 1

Hi Jackie,

This is \$200 off, are you able to look it over and let me know what to fix.

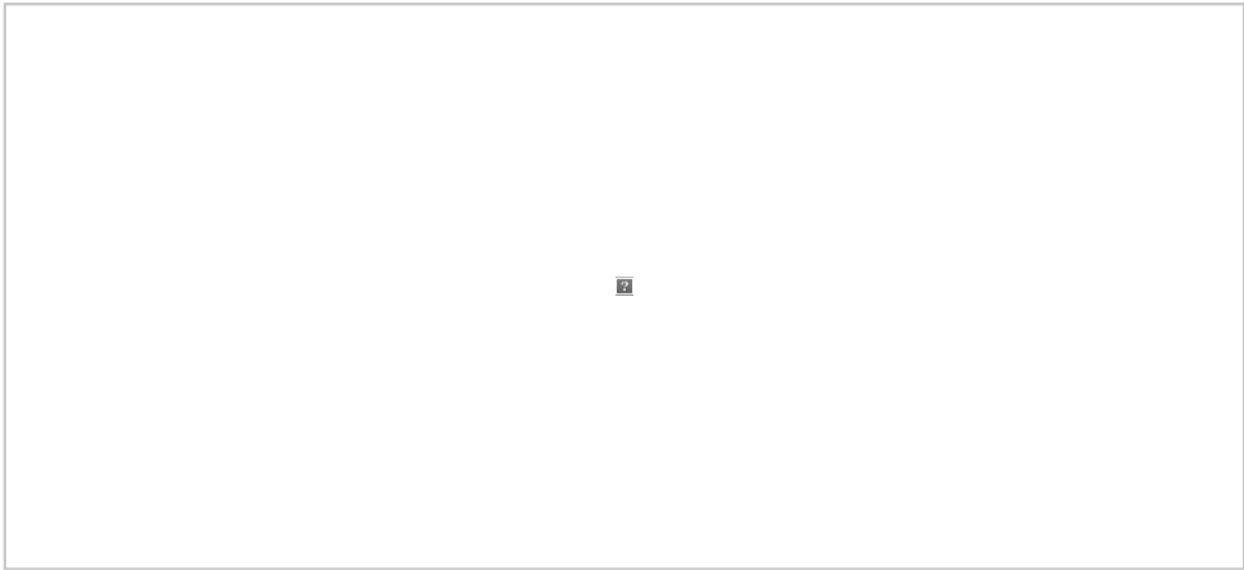
Thanks in advance,

Tammie



Tammie Howe
Ministry of Finance
Financial Services Representative
Corporate Financial and Facilities Services Branch
Phone: 236 478-0529
Website: <http://gwww.fin.gov.bc.ca/>

From: Allen, Jackie PREM:EX
Sent: August 26, 2019 9:11 AM
To: CFFSHELP, FIN FIN:EX <CFFSHELP@gov.bc.ca>
Subject: C20PREM1530 - INVOICE 1



Good Morning,
Please pay attached invoice.
Thank you,
Jackie Allen
Director, Executive Operations
Office of the Deputy Minister to the Premier
Desk: 250.952.0527
Cell: 250.893.7467

From: Allen, Jackie PREM-EX
To: Wendy_Rosen@bc.ca
Subject: FW: Receipt needing to be fixed for: C20PREM1530 - INVOICE 2019-1.pdf
Date: December 3, 2019 10:46:00 AM
Attachments: [image003.png](#)
[image001.jpg](#)

Hi Alison – We underpaid the contractor by 200.00 on this invoice. To correct, can you please do up a new invoice coding sheet using all the same information at the top of the sheet (see below) just add a "b" to the end of the invoice number. This will be for 200.00 pre tax coded to the first line without GST.

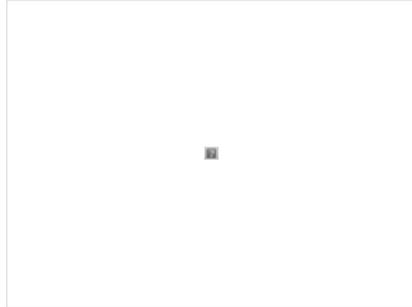
Thank you,
Jackie

From: McKinsty, Cindy D FIN-EX
Sent: Monday, December 2, 2019 9:48 AM
To: Poldrugovac, Saija FIN-EX; Allen, Jackie PREM-EX
Subject: RE: Receipt needing to be fixed for: C20PREM1530 - INVOICE 2019-1.pdf

Hi Saija,
I think the best way is to enter a new invoice for the difference.
Let me know if you have any further questions.
Thanks,
Cindy

From: Poldrugovac, Saija FIN-EX <Saija.Poldrugovac@gov.bc.ca>
Sent: Friday, November 29, 2019 2:48 PM
To: Allen, Jackie PREM-EX <Jackie.Allen@gov.bc.ca>
Cc: McKinsty, Cindy D FIN-EX <Cindy.McKinsty@gov.bc.ca>
Subject: RE: Receipt needing to be fixed for: C20PREM1530 - INVOICE 2019-1.pdf

Hi Jackie,
Looks like the invoice coding sheet amount was changed as you can see below. I'm not sure who did that. I reviewed the invoice and it was for the original amount pre-change. I'll discuss with Cindy on Monday as to the best way to handle this.
Stay tuned.
~Saija

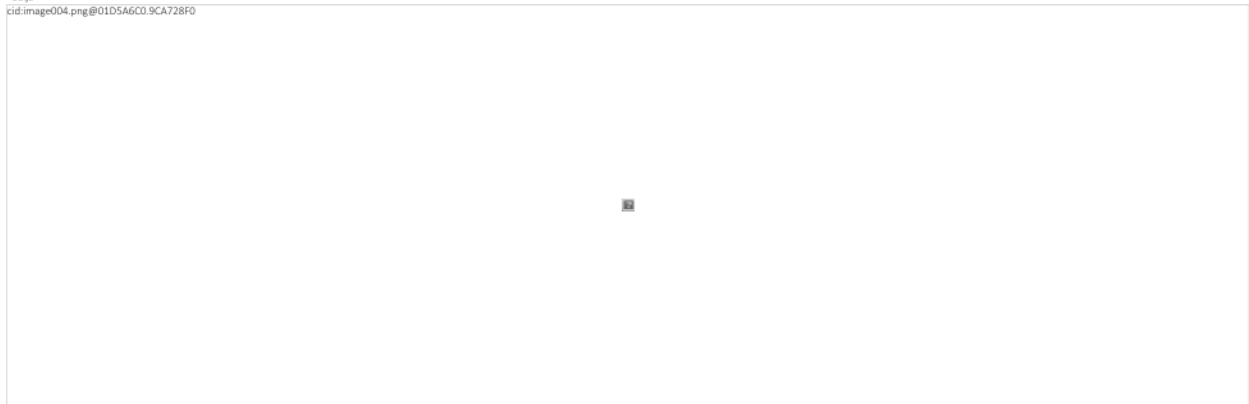


From: Allen, Jackie PREM-EX <Jackie.Allen@gov.bc.ca>
Sent: November 29, 2019 1:38 PM
To: Poldrugovac, Saija FIN-EX <Saija.Poldrugovac@gov.bc.ca>
Cc: McKinsty, Cindy D FIN-EX <Cindy.McKinsty@gov.bc.ca>
Subject: RE: Receipt needing to be fixed for: C20PREM1530 - INVOICE 2019-1.pdf
Hi Saija, I thought I had fixed this already back in August. Can you please review the attached?
Thank you,
Jackie

From: Poldrugovac, Saija FIN-EX
Sent: Monday, November 25, 2019 10:28 AM
To: Allen, Jackie PREM-EX <Jackie.Allen@gov.bc.ca>
Cc: McKinsty, Cindy D FIN-EX <Cindy.McKinsty@gov.bc.ca>
Subject: Receipt needing to be fixed for: C20PREM1530 - INVOICE 2019-1.pdf
Hi Jackie,

The below invoice was over received in iProcurement.
Can you please go in and correct? The received amount for Fees should have been \$22,000 not \$22,200. Let me know if you need help doing this.
Thanks so much!

~Saija
[cid:image004.png@01D5A6C0-9CA728F0](#)



[Link to Invoice Coding Sheet completion instructions.](#)

PAYEE NAME		PEDERSON MANAGEMENT SERVICES			* SUPPLIER #		s.22		* SITE		001	
CONTRACT/PO #		C20PREM1530		INVOICE DATE		11-SEP-2019		INVOICE #		2019-2		
						DD-MMM-YYYY						
DATE INVOICE RECEIVED		15-SEP-2019		DATE GOODS/ SERVICES REC'D		31-AUG-2019		RECEIPT #		6306		
		DD-MMM-YYYY				DD-MMM-YYYY						
NAME &/OR ADDRESS OVERRIDE:					DESCRIPTION FOR CHEQUE STUB:							
DATE CHQ/EFT REQ'D (ONLY IF URGENT)					GL DATE (if applicable)			PAY ALONE? YES <input type="checkbox"/>				
					DD-MMM-YYYY			DD-MMM-YYYY				
OFA STOB & ASSET # (If applicable) :												
AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT (EXCLUDING TAX)	PST AMOUNT	GST AMOUNT	TAX CODE PST & GST, GST, PST, GST Travel, Other	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # if STOB 57		
16,170.00	15,400.00		770.00	GST	004	36B10	36205	6101	3600000			
1,476.54	1,435.76		40.78	GST	004	36B10	36205	6102	3600000			
17646.54	TOTAL											
* EXPENSE AUTHORITY (EA) INFORMATION:					* QUALIFIED RECEIVER (QR) CERTIFICATION:							
* JACKIE ALLEN					* ALISON WENSINK							
EA PRINTED NAME					QR PRINTED NAME							
* BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:					The goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).							
Note: This is also the line description displayed on GL detail reports.					*							
					QR SIGNATURE							
ADDITIONAL INFORMATION OR INSTRUCTIONS:												

September 11, 2019
Invoice #2019-2

To:
Christine Kennedy
Associate Deputy Minister | Policy and Coordination
Office of the Premier, Deputy Minister's Office
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Re: Invoice for Contract # C20PREM1530 (dated July 5, 2019)
GST Billing # 82164 0000 RT0001
Billing period: August 1, 2019 to August 31, 2019

For Services Rendered as Follows:

- Analysis and setting strategic direction for staff and companies on proposed license assignments under Bill 22.
- Meetings and phone calls with Canfor and Interfor, (CEO's and VP's).
- Phone calls with Conifex and Hampton (CEO's and VP's).
- Phone calls and meetings with USW (for Canfor Vavenby and Conifex Fort St. James).
- Phone calls with Unifor, PPWC and USW regarding mill curtailments in MacKenzie.
- Phone contact with Simpcw First Nation.
- Many meetings with government officials, policy review and strategic direction setting for administration of proposed license assignments under Bill 22. Working with staff on strategy for First Nations consultations.
- Document review, research and writing. Helping Ministry staff with correspondence related to bill 22.
- Travel to Vanderhoof, Fort St. James and MacKenzie to meet with mayors, first nations and union leaders.
- Develop and deliver communication strategy for community leaders and labor leaders regarding the future of MacKenzie, and related government action.
- Attend town hall style community meeting in Fort St. James.
- Make presentation on bill 22 in Fort St. James community meeting
Phone contact with Vanderhoof, Fort St. James and Clearwater mayors, CAO and councilors.
- Multiple contacts with Quesnel mayor.
- Comprehensive written notes taken for all meetings and phone calls.
- Prepare and submit written framework for bill 22 decision making for Minister.
- Conduct cost analysis of various scenarios for Vavenby tenure transfer.
- Provide advice and direction to companies regarding public interest test/requirements under bill 22.

Hours worked as follows:

August 1 to August 31

- Total hours = 77 hours
- Billing 77 hours x \$200/hour = \$15,400
- GST .05 X 15,400= \$770

Total hourly plus GST this billing period $\$15,400 + \$770 = \$16,170$

Expenses per appendix I (receipts attached)

- Total expenses this billing period = \$1,476.54

Invoice total this billing period (hourly including GST plus Expenses)

$\$16,170 + \$1476.54 = \$17,646.54$

Appendix I – Expenses

(receipts on following pages)

Meal allowance

August 6th. Leave home at 1:30 pm. Travel to Prince George and drive to Vanderhoof. Arrive 6:30 pm. Claim dinner. \$28.50

August 7. Vanderhoof and Fort Saint James meetings. Claim full per diem. \$49.00

August 9. Fort St. James and MacKenzie meetings. Drive back to Prince George. Claim full per diem. \$49.00

August 10th. Fly home to Victoria from Prince George. Arrive home at 2:00 pm. Claim B/L \$30.00

Meals Claim = \$28.50 + \$49.00 + \$49.00 + \$30 = \$156.50

Car parking at Victoria airport = \$48.00

Taxi. s.15

Hotel to Airport - \$36.00

Airfare and hotel claims (receipts on following pages) = \$1,236.04

Total Expenses Claim \$156.50 + \$48.00 + + \$36.00 + \$1,236.04 = \$1,476.54

Regards,
 Jennifer Bosley
 Email: jenny.bosley@flightcentre.ca
 Phone: 250 412 0140

Total Price including surcharges, taxes and fees:\$1,236.04

	Ex GST/HST/QST	GST/HST	QST	Total
Amount:	\$1,197.55	\$38.49	\$0.00	\$1,236.04

This document will be a tax invoice for GST/HST/QST when full payment is made.

Statement of Account - Booking s.22

Date	Details	Received From	Payment Type	Debit	Credit	Balance Outstanding
Friday August 2, 2019			Invoice s.22	\$1,236.04	\$0	\$1,236.04
Thursday August 1, 2019	Air paid in full to PACIFIC COASTAL	LARRY PEDERSEN	CCCF s.22	\$0	\$788.28	\$447.76
Thursday August 1, 2019	Paid to hotel direct s.15	LARRY PEDERSEN	CCCF s.22	\$0	\$111.87	\$335.89
Thursday August 1, 2019	Hotel in Vanderhoof paid direct s.15	LARRY PEDERSEN	CCCF s.22	\$0	\$155.94	\$179.95
Thursday August 1, 2019	Captains Pacakge & Hotel paid in full s.15	LARRY PEDERSEN	Manual Credit Card s.22	\$0	\$179.95	\$0.00

Balance Outstanding - Booking s.22

\$0.00

BOOKING TERMS AND CONDITIONS

The purchase of your travel booking constitutes a contractual agreement between the traveler(s), customer(s), and/or purchaser(s), (collectively as "You" and "Traveler"), and Flight Centre Travel Group (Canada) Inc. dba Flight Centre and for leisure customers of Flight Centre Business Travel ("Flight Centre", "We", "Us") pursuant to the following terms and conditions ("Booking Terms and Conditions"):

AGENCY

s.15

Larry Pedersen
s.22

Room	Folio	CheckIn	CheckOut	Balance
s.15	s.22	07/08/2019	08/08/2019	0.00
Master Folio		Expedia Rate		

Date	Room	Description / Voucher	Charges	Credits	Balance
07/08/2019	s.15	Room Taxable	138.00	0.00	138.00
07/08/2019		GST - 5%	6.90	0.00	144.90
07/08/2019		PST - 8%	11.04	0.00	155.94
07/08/2019		Mastercard - s.22 4012 8914	0.00	155.94	0.00
		Balance Due			0.00
		Summary and Taxes			
		Taxable Sales	138.00		
		GST - 5%	6.90		
		PST - 8%	11.04		

CR
07/08/2019 03:37 PM

s.15

ROBBINS PARKING
VICTORIA AIRPORT

Terminal#:1 Cashier#:03
06/08/2019 14:24
09/08/2019 13:09 : 2 22:46
287296127 / #199761
Rate 3 : \$ 48.00
SUBTOTAL : \$ 45.71
GST : \$ 2.29
TOTAL : \$ 48.00
Payment : \$ 48.00

- PARKING RECEIPT
GST#104-567-276 RT001

Emerald Taxi Ltd
1837 Queensway St
Prince George, BC
V2L 1L9

DATE: 08-09-2019
TIME: 09:50
VEHICLE#: 51
BADGE #: 873
JOB #: 0
METER: 0
PICKUP ZONE: 105
DROPOFF ZONE: 202
START: 09:30
END: 09:50
FARE (\$): 36.00
TOTAL (\$): 36.00

MASTFCARD
*****s.22
ss/ss
AUTHORIZATION: 007967
SWIPL

CUSTOMER COPY

Call 250-563 3333
Thank you for your business.
www.emeraldtaxi.ca

TRANSACTION RECORD
NORTH COUNTRY INN
2625 BURRARD AVENUE
VANDERHOOF BC
Purchase
Aug 06, 2019 10:12:54
MASTERCARD *****s.22
TID 14602709 Entry Chip (C)
Sequence 001275
Auth# 078335 Response 01 027
Batch 001 Clerk 6
Amount \$ 111.87
Total \$ 111.87
A00000000041610 MasterCard
TVR 0000000000 TSI F800
Approved
Imported Return this copy for your record
Cardholder copy

[Link to Invoice Coding Sheet completion instructions.](#)

PAYEE NAME	PEDERSON MANAGEMENT SERVICES	* SUPPLIER #	s.22	* SITE	001					
CONTRACT/PO #	C20PREM1530	INVOICE DATE	28-SEP-2019	INVOICE #	2019-3					
		DD-MMM-YYYY								
DATE INVOICE RECEIVED	29-SEP-2019	DATE GOODS/ SERVICES REC'D	30-SEP-2019	RECEIPT #	6315					
		DD-MMM-YYYY								
NAME &/OR ADDRESS OVERRIDE:			DESCRIPTION FOR CHEQUE STUB:							
DATE CHQ/EFT REQ'D (ONLY IF URGENT)		GL DATE (if applicable)		PAY ALONE? YES <input type="checkbox"/>						
DD-MMM-YYYY		DD-MMM-YYYY								
OFA STOB & ASSET # (If applicable) :										
AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT (EXCLUDING TAX)	PST AMOUNT	GST AMOUNT	TAX CODE <small>PST & GST, GST, PST, GST Travel, Other</small>	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # if STOB 57
11,550.00	11,000.00		550.00	GST	004	36B10	36205	6101	3600000	
841.81	805.42		36.39	GST	004	36B10	36205	6102	3600000	
12391.81	TOTAL									
* EXPENSE AUTHORITY (EA) INFORMATION: * JACKIE ALLEN <small>EA PRINTED NAME</small>					* QUALIFIED RECEIVER (QR) CERTIFICATION: * ALISON WENSINK <small>QR PRINTED NAME</small> <small>The goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).</small>					
* BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION: <small>Note: This is also the line description displayed on GL detail reports.</small>					* <small>QR SIGNATURE</small>					
ADDITIONAL INFORMATION OR INSTRUCTIONS:										

September 28, 2019
Invoice #2019-3

To:
Christine Kennedy
Associate Deputy Minister | Policy and Coordination
Office of the Premier, Deputy Minister's Office
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Re: Invoice for Contract # C20PREM1530 (dated July 5, 2019)
GST Billing # 82164 0000 RT0001
Billing period: September 1, 2019 to September 30, 2019

For Services Rendered as Follows:

- Develop and deliver communication strategy for Hammond Mill workers in relation to access to training funds etc.
- Worked with MLA D'eith and Minister Beare regarding Hampton workers.
- Comprehensive written notes taken for all meetings and phone calls.
- Conduct cost analysis of various scenarios for Vavenby tenure transfer.
- Provide advice to companies regarding public interest test/requirements under bill 22.
- Travel to Clearwater and meet with Simpcw First Nation (including government team and Canfor and Interfor VPs and operations staff)
- Conduct analysis of alternative valuations of Canfor/Interfor tenure; to assist in considering tenure allocation to Simpcw and Wells Gray Community Forest.
- Review and evaluate bill 22 submissions from Hampton and Conifex.
- Analysis and setting strategic direction for staff and companies on proposed license assignments under Bill 22.
- Meetings and phone calls with Canfor and Interfor, (CEO's and VP's).
- Phone calls with Conifex and Hampton (CEO's and VP's).
- Phone calls and meetings with USW (for Canfor Vavenby and Conifex Fort St. James).
- Phone calls with Unifor, PPWC and USW regarding mill curtailments in MacKenzie.
- Phone calls with Leslie Groulx, CAO Clearwater. Update on actions associated with Vavenby proposal.
- Phone calls with Vanderhoof Mayor Thiessen regarding public interest and community concerns.
- Meetings with government officials, policy review and strategic direction setting for administration of proposed license assignments under Bill 22. Working with staff on strategy for First Nations consultations. Ongoing input into work plans.
- Document review, research and writing. Helping Ministry staff with correspondence related to bill 22.
- Phone contact with Greg Stewart, President Sinclair group re: company concerns and input into Bill 22 process for Fort St. James.

Hours worked as follows:

Sept 1 to Sept 30

- Total hours = 55 hours
- Billing 55 hours x \$200/hour = \$11,000
- GST .05 X 11,000 = \$550

Total hourly plus GST this billing period $\$11,000 + \$550 = \$11,550$

Expenses per appendix I (receipts attached)

- Total expenses this billing period = \$841.81

Invoice total this billing period (hourly including GST plus Expenses)

$\$11,550 + \$841.81 = \$12,391.81$

Appendix I – Expenses

(receipts on following pages)

Meal allowance

Sept 5. Leave home at 1:30 pm. Fly to Kamloops. Stay with friends. Claim dinner \$28.50

Sept 6. Meetings in Clearwater. Fly back to Victoria, arrive home 8:00 pm Claim full per diem.
\$49.00

Meals Claim = $\$28.50 + \$49.00 = \$77.50$

Car parking at Victoria airport = \$28.00

Airfare and hotel claims (receipts on following pages) = \$736.31

Total Expenses Claim $\$77.50 + \$28.00 + \$736.31 = \841.81



Booking Confirmation

s.22

Booking Reference: s.22

Date of issue: 01 Sep, 2019

This is your official itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.

– Depart

Economy - Standard

Thursday
05 Sep, 2019

15:05
Victoria
Victoria Int. (YYJ), BC



15:35
Vancouver
Vancouver Int. (YVR), BC
Terminal M

AC8070

0hr30
Economy Q
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-400

Layover in Vancouver

0hr35

Thursday
05 Sep, 2019

16:10
Vancouver
Vancouver Int. (YVR), BC
Terminal M



16:58
Kamloops
(YKA), BC

AC8198

0hr48
Economy Q
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-400

Total duration

1hr53

– Return

Economy - Standard

Friday
06 Sep, 2019

17:35
Kamloops
(YKA), BC



18:27
Vancouver
Vancouver Int. (YVR), BC
Terminal M

AC8195

0hr52
Economy Q
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-400

Layover in Vancouver

0hr38

Friday
06 Sep, 2019

19:05
Vancouver
Vancouver Int. (YVR), BC
Terminal M



19:34
Victoria
Victoria Int. (YYJ), BC

AC8077

0hr29
Economy Q
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-400

Total duration

1hr59

Passengers

 Larry S.22 Pedersen Ticket Number S.22	Seats
	AC8070 S.15
	AC8198
	AC8195
	AC8077



Purchase summary

MasterCard
S.22
 Amount paid: \$736.31
Tax information
 GST no. 10009-2287 RT0001
 \$35.06

1 adult



Air Transportation Charges

Base Fare - Depart - Economy - Standard	297.00
Base Fare - Return - Economy - Standard	297.00
Surcharges	24.00



Taxes, fees and charges

Goods and Services Tax - Canada - 100092287 RT0001	32.86
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	25.00

Total airfare and taxes before options **\$690¹¹**



Seat selection

Larry S.2 Pedersen	
AC8070: S.15	11.00
AC8198:	11.00
AC8195:	11.00
AC8077:	11.00
Goods and Services Tax - Canada - 100092287 RT0001	2.20

Total with options and seat selection fee: **\$736³¹**

GRAND TOTAL (Canadian dollars) **\$736³¹**



Check-in and boarding gate deadlines

Within Canada

90
minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15
minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

ROBBINS PARKING
VICTORIA AIRPORT

Terminal#:1 Cashier#:40
05/09/2019 13:51
06/09/2019 19:40 - 1 05:50
289826161 / #001668
Rate 3 : \$ 28.00
SUBTOTAL : \$ 26.67
GST : \$ 1.33
TOTAL : \$ 28.00
CREDIT : \$ 28.00

C
MASTERCARD
Seq 000067 010
Purchase 19/09/06 19:40:50
Auth 031710
A0000000041010
0000008000
E800
Approved /

IMPORTANT-retain this copy
for your record /
IMPORTANT - conserver cette copie
pour vos dossiers

- PARKING RECEIPT -
GST#104-567-276 RT001