



0997329 Tourism Services LP

o/a Kwa'ilias Hotel

BOX 2007, 7040 Granville St, Port Hardy, BC, V0N 2P0

PHONE: (250) 949-8525 FAX: (250) 949-8248

email: accounting@kedc.ca

# Invoice

Invoice No.: 0980-A000945

Invoice Date: Dec 19/19

Purchase Order No.:

GST/HST Registration No.:

Customer: Claire Trevena, MLA  
908 Island Highway  
Campbell River, BC  
V9W 2C3

Shipping Address:

Customer Code:

Terms: Net 30 Days

Description	Quantity	U of M	Unit Price	Extended Price
Ta'gwas	3	hour	75.00	225.00

Net Amount: 225.00  
GST/HST: 11.25  
PST: 0.00

Invoice Total : 236.25

**CUSTOMER**

(Synform ARINVOICE\_3)

Quadra Island Community Centre

P.O. Box 10, Quathiaski Cove, B.C.



970 West Road, Quadra Island

V0P 1N0, Phone 250.285.3243

## INVOICE

Invoice # 20 - 05

Date: February 20, 2020

Customer ID: Claire Trevena "Ferries Visioning"

Hall Rental : February 29<sup>th</sup> 10:00 – 12:00

2 hrs @ \$25 = \$50

Kitchen @ \$10 = \$10

**TOTAL = \$60**

Thank you for supporting the Quadra Island Community Centre

# Constituency Office received a credit of \$412



## FORMALIZATION OF A DECISION MADE BY EMAIL BY THE LEGISLATIVE ASSEMBLY MANAGEMENT COMMITTEE

### Remembrance Day Wreath Funding November 25, 2019

#### BACKGROUND

On October 24, 2019, the Finance and Audit Committee discussed the funding model for Remembrance Day wreaths that are presented by Members at Remembrance Day ceremonies within their constituencies. The Committee recognized that many rural constituencies have numerous cenotaphs and ceremonies requiring provincial wreaths. The Finance and Audit Committee adopted the following resolution on this matter:

Resolved, that the Committee recommend to the Legislative Assembly Management Committee that Remembrance Day wreaths for use in constituencies be reimbursed as required from the Members' Services budget.

Given the timing and that many constituency offices had already arranged for the purchase of Remembrance Day wreaths through local Legions, the Acting Clerk communicated a request to Members of the Legislative Assembly Management Committee seeking their approval of the recommendation of the Finance and Audit Committee.

The approval of this recommendation from all Members of the Legislative Assembly Management Committee was communicated to all Members of the Legislative Assembly by the Acting Clerk via email on November 6, 2019. Financial Services staff accepted that as authorization to process any Remembrance Day wreath payments for Members' use within their constituencies from the Members' Services budget. However, the formal adoption of this provision by the Committee by way of a motion is required.

It is further recommended that the Committee approve the reimbursement parameters previously established by the Office of the Speaker, including that only size 20 wreaths may be purchased by Members for use within their constituencies at Remembrance Day events.

#### DECISION

In order to formally approve the recommendation of the Finance and Audit Committee, the following motion is required:

I move that –  
Effective fiscal year 2019-20, Remembrance Day wreaths for use by Members in their constituencies be reimbursed as required from the Members' Services budget.

And further, that the reimbursement parameters previously established by the Office of the Speaker be approved.

#### **RESULT OF DECISION**

The motion is required to formalize a decision of the Committee made by email. For wreaths purchased for Remembrance Day 2019 and on a go-forward basis, Remembrance Day wreaths purchased by Members for use within their constituencies will be reimbursed from the Members' Services budget. The motion will also ensure an equitable reimbursement approach for all constituencies.



**The**  
**EAGLE**  
*Your Locally Owned Lycon 'True North Island' Life*

# INVOICE

January 9, 2020

INVOICE #1008

[REDACTED]  
North Island Eagle  
Box 2167  
Port Hardy, BC V0N 2P0  
250.949.0337

Hon. Claire Trevena  
North Island MLA

Salesperson	Job	Date of Sale	Payment Terms
[REDACTED]	Owner/Publisher	Jan. 9, 2020	Due Upon Receipt
Quantity	Description of Sale	Price	Total
1	Dec. 20 Christmas	\$114.75	\$114.75

**Subtotal: \$114.75**

**SalesTax: \$5.74**

**Total: \$120.49**

*Cheques payable to [REDACTED]*

*E-transfers available - call for further details.*

*Your business is appreciated!*

GST# [REDACTED]

[REDACTED] Box 2167, Port Hardy, BC V0N 2P0 Phone 250.949.0337 publisher@northislandeagle.com



# Black Press Media

Black Press Group Ltd.  
212 - 15288 54A Ave.  
Surrey, B.C. V3S 6T4

## INVOICE / STATEMENT

ACCOUNT NAME AND ADDRESS  CLAIRE TREVENA, MLA 908 ISLAND HWY CAMPBELL RIVER BC V9W 2C3	BILLING PERIOD		ADVERTISER/CLIENT NAME	
	01/01/20 - 01/31/20		CLAIRE TREVENA, MLA	
	INVOICE #	TERMS OF PAYMENT	PAGE #	
	33847755	Net 30 days	1 of 1	
	ACCOUNT NUMBER	BILLING DATE	ADVERTISER/CLIENT #	
	██████████	01/31/20	██████████	
View your account information and display ad tearsheets at: <a href="http://iservices.blackpress.ca/login">http://iservices.blackpress.ca/login</a> Account Inquiries: 1-866-850-4463 or ar@blackpress.ca  GST REGISTRATION No. ██████████				

DATE	INVOICE #	DESCRIPTION - OTHER COMMENTS/CHARGES	SAU SIZE BILLED UNITS	TIMES RUN RATE	NET AMOUNT
12/31		BALANCE FORWARD			0.00
				BL	
01/17		PUBLICATION: CAMPBELL RIVER MIRROR - News AD CLASS: Display Advertising 33847755 Family Literacy Day PAGE: A 14 Literacy 3 color ePaper	4x3i 12i	1	199.00
		Ad Class Totals: \$204.25			0.00
		Publication Totals: \$204.25		12.000 inch	5.25
01/31		BC GST			10.21

CURRENT NET AMOUNT DUE	30 DAYS	60 DAYS	OVER 90 DAYS	UNAPPLIED AMOUNT	TOTAL AMOUNT DUE
214.46					214.46

Please check on accounts over 30 days in 2% month - 12% annual. All late payments shall be deemed correct unless notified by the advertiser.



Village of Sayward  
652 H'kusan Way  
PO Box 29  
Sayward, BC V0P 1R0  
Phone: 250 282-5512

## REMINDER

Date: 14/02/2020

Account Number: [REDACTED]

Page number: 1

Claire Trevena, MLA  
908 Island Highway  
Campbell River, BC V9W2C3

Date	Invoice #	Reference / Comments	Total Amount	Paid Amount	Balance Due
03/01/2020	1006	Sayward News Business Listing for the year 2020	60.00	0.00	60.00

Please ensure payment is received by February 25, 2020 to ensure your business listing is not removed from the Sayward News.

**PAST DUE**

Account Totals			60.00	0.00	60.00
Current: \$ 0.00	1-30:	31-60: \$60.00	61-90: \$ 0.00	Over 90: \$ 0.00	

Nuu-chah-nulth Tribal Council

PO BOX 1383  
 Port Alberni, BC  
 V9Y 7M2



INVOICE

Telephone: (250) 724-5757  
 Fax: (250) 723-0463

SOLD TO Claire Trevena  
 908 Island Highway

Campbell River BC  
 V9W 2C8

NUMBER	PAGE
8297	1
DATE	
11/27/2019	

P.O. NO.	CUSTOMER	TERMS
		Due Upon Receipt

	DESCRIPTION	AMOUNT
Ha-Shilth-Sa Subscriptions	Ha-Shilth-Sa Newspaper One Year Subscription Term: 2019-2020.	\$35.00

COMMENTS: Please include invoice # on cheque and a copy of any adjusted invoices.

GST Registration No: [REDACTED]	TOTAL	\$35.00
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Nuu-chah-nulth Tribal Council  
PO BOX 1363  
Port Alberni, BC  
V9Y 7M2

# INVOICE

Telephone: (250) 724-5757  
Fax: (250) 723-0463



SOLD TO Claire Trevena  
908 Island Highway

Campbell River BC  
V9W 2C8

NUMBER	PAGE
8354	1
DATE	
12-16-2019	

P.O. NO.	CUSTOMER	TERMS
		Due Upon Receipt

	DESCRIPTION	AMOUNT
Ha-Shilth-Sa Advertising	Holiday Greetings Issue: December 12, 2019; Page 15.	\$110.00
COMMENTS: Please include invoice # on cheque and a copy of any adjusted invoices.		
GST Registration No: [REDACTED]		TOTAL \$110.00



Invoice #096

## Cortes Info Book 2020

I appreciate your support of this publication, thanks! I will also design an ad with the info you provided, in a 1/8 page ad space (3.75"x2.5").

Please remit payment via cheque made out to [REDACTED] to:

[REDACTED]  
Mansons Landing, BC [REDACTED]

### Bill To

[REDACTED]  
Hon. Claire Trevena, MLA  
Claire.Trevena.MLA@leg.bc.ca  
250-287-5100  
908 Island Hwy  
Campbell River, BC V9W 2C3

### Invoice Details

PDF created 26 February 2020  
\$25.00

### Payment

Due 8 March 2020  
\$25.00

Item	Quantity	Price	Amount
1/8 page ad (if paid by Mar-8th)	1	\$25.00	\$25.00
Subtotal			\$25.00
<b>Total Due</b>			<b>\$25.00</b>

# Monk Office

## INVOICE

### Remit to:

Pay Online [www.monk.ca](http://www.monk.ca)  
 800 Viewfield Road, Victoria, B.C. V9A 4V1  
 250.384.0565 or TF 1.800.735.3433  
 Accounting 250.414.3359  
 F 250.384.2553 or TFX 1.888.835.3955

### ROUTE: 9

ACC #: [REDACTED]

**BILL TO:** NORTH ISLAND CONSTITUENCY  
 CLAIRE TREVENA MLA  
 908 ISLAND HWY  
 CAMPBELL RIVER, BC V9W 2C3  
 CANADA  
 2502875100

MONK OFFICE #18

**SHIP TO:** NORTH ISLAND CONSTITUENCY  
 CLAIRE TREVENA MLA  
 908 ISLAND HWY  
 CAMPBELL RIVER, BC V9W 2C3  
 CANADA

REPRINT: Y  
 0001

ORDERED BY :

**Special Instructions :**

ATTENTION TO:

Invoice No.	Invoice Date	Purchase Order No.	Cost Centre	Sales Order	Order Date	Sales Rep	Page
18438355	1/07/20	[REDACTED]	1	78163980-000	1/07/20	[REDACTED]	1
Ordered	Shipped	B/O	Stock No. / Description	Basics No.	Price	U/M	Amount
1	1		EPST220120 INK CARTRIDGE EPSON 220 BLACK T220120-S 175PG YIELD	74987-01	19.59	EA	19.59
<b>Subtotal :</b>				<b>GST :</b>	<b>PST :</b>	<b>Total :</b>	
19.59		<b>Miscellaneous :</b>	.00	.98	1.37	21.94	

Total: # \$  
 .00 # \$  
 # \$

RETURN POLICY ONLINE [www.monk.ca/shipping-returns/](http://www.monk.ca/shipping-returns/)  
 TERMS: NET 30 DAYS FROM INVOICE DATE.  
 INTEREST ON OVERDUE ACCOUNTS:  
 2% / MONTH AND 26.8% / ANNUM



Ministry of Citizens' Services  
 BC Mail Plus  
 PO Box 9453 Stn Prov Govt  
 Victoria BC V8W 9V7  
 Ph: 250-952-5102 F: 250-952-5117  
 Email: BCMPACCT@Victoria1.gov.bc.ca

Bill To: [REDACTED]

CLAIRE TREVENA, MLA  
 NORTH ISLAND CONSTITUENCY  
 908 ISLAND HWY  
 CAMPBELL RIVER BC V9W 2C3

<b>Invoice</b>	
Document Number	Date
[REDACTED]	30-Sep-2019
Customer Number/2nd	Reference No.
[REDACTED]	/
AMOUNT OF PAYMENT \$	

Page 1 of 1

Please keep the bottom portion for your records and return the top portion with your payment

ShipTo	[REDACTED]	Invoice #	[REDACTED]	Bill To	[REDACTED]	Invoice Date	09/30/2019
Product #	Description	Quantity	Price/Unit	Amount	Tax		
7777000100	Letters Mailed	2 EA	0.88 /EA	1.76	G		
7777000300	Flats Mailed	1 EA	2.75 /EA	2.75	G		
Subtotal				4.51			
GST/HST #	[REDACTED]	5.000 %	4.51	0.23			
Total (CAD)				4.74			

Please make cheques payable to **MINISTER OF FINANCE** and remit to:  
 Queen's Printer, P.O. Box 9451 Stn Prov Govt, Victoria, BC, V8W 9V7

A \$30 SERVICE FEE WILL BE CHARGED FOR EACH DISHONOURD CHEQUE. NOTICE: TERMS NET 30 DAYS.  
 INTEREST WILL BE CHARGED ON OVERDUE ACCOUNTS IN ACCORDANCE WITH GOVERNMENT REGULATIONS.



**BRITISH  
COLUMBIA**

Ministry of Citizens' Services  
BC Mail Plus  
PO Box 9453 Stn Prov Govt  
Victoria BC V8W 9V7  
Ph: 250-952-5102 F: 250-952-5117  
Email: BCMPACT@Victoria1.gov.bc.ca

Bill To: [REDACTED]

CLAIRE TREVENA, MLA  
NORTH ISLAND CONSTITUENCY  
908 ISLAND HWY  
CAMPBELL RIVER BC V9W 2C3

<b>Invoice</b>	
Document Number	Date
[REDACTED]	<b>31-Dec-2019</b>
Customer Number/2nd Reference No.	
[REDACTED]	/
AMOUNT OF PAYMENT \$	

Please keep the bottom portion for your records and return the top portion with your payment

Ship To	[REDACTED]	Invoice #	[REDACTED]	Bill To	[REDACTED]	Invoice Date	12/31/2019
Product #	Description	Quantity	Price/Unit	Amount	Tax		
7777000100	Letters Mailed	611 EA	0.88 /EA	537.68	G		
Subtotal						537.68	
GST/HST # [REDACTED]				5.000 %	537.68	26.88	
Total (CAD)						564.56	

RATE INCREASES EFFECTIVE JAN 13, 2020  
LETTERS= \$0.91; FLATS= \$2.80; PKGS= \$6.35; PARCELS= \$13.20

Please make cheques payable to **MINISTER OF FINANCE** and remit to:  
Queen's Printer, P.O. Box 9451 Stn Prov Govt, Victoria, BC, V8W 9V7

A \$30 SERVICE FEE WILL BE CHARGED FOR EACH DISHONOURED CHEQUE. NOTICE: TERMS NET 30 DAYS.  
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# Monk Office

## INVOICE

### Remit to:

800 Viewfield Road, Victoria, B.C. V9A 4V1  
 250.384.0565 or TF 1.800.735.3433  
 Accounting 250.414.3359  
 F 250.384.2553 or TFX 1.888.835.3955  
 www.monk.ca

## ROUTE:

ACC #: [REDACTED]

**BILL TO:** NORTH ISLAND CONSTIT OFFICE  
 908 ISLAND HWY  
 CAMPBELL RIVER, BC V9W 3C2  
 CANADA  
 2502875100

**SHIP TO:** NORTH ISLAND CONSTIT OFFICE  
 908 ISLAND HWY  
 CAMPBELL RIVER, BC V9W 3C2  
 CANADA

ORDERED BY : claire.tré

ATTENTION TO: [REDACTED]

### Special Instructions :

Invoice No.	Invoice Date	Purchase Order No.	Cost Centre	Sales Order	Order Date	Page	
61727856	2/07/20			50403077-000	2/07/20	1	
Ordered	Shipped	B/O	Stock No. / Description	Basics No.	Price	U/M	Amount
2	2		MMM6603SSCYC SUPER STICKY NOTES 4x6 RULED 3PK POST-IT YELLOW		10.55	PK	21.10
2		2	MMM654-5SSTC POST-IT 3x3 TROPICAL 5/PACK SUPER STICKY BORA BORA		10.13	PK	.00
2	2		HLR51039 FIG PAD CANARY NEWS 72SH LETTER 5/PACK WIDE RULED		8.44	PK	16.88
5		5	NCR63203 FLIPCHART RECYCLED BOND PLAIN 20x30 9036-5279		12.67	EA	.00
<b>Subtotal :</b>					<b>37.98</b>		
		<b>Miscellaneous :</b>			<b>.00</b>		
				<b>GST :</b>	<b>1.90</b>		
				<b>PST :</b>	<b>2.66</b>		
				<b>Total :</b>	<b>42.54</b>		

800 Viewfield Road, Victoria, B.C. V9A 4V1  
 250.384.0565 or TF 1.800.735.3433  
 Accounting 250.414.3359  
 F 250.384.2553 or TFX 1.888.835.3955  
[www.monk.ca](http://www.monk.ca)

### ROUTE:

ACC #: XXXXXXXXXX

**BILL TO:** NORTH ISLAND CONSTIT OFFICE  
 908 ISLAND HWY  
 CAMPBELL RIVER, BC V9W 3C2  
 CANADA  
 2502875100

**SHIP TO:** NORTH ISLAND CONSTIT OFFICE  
 908 ISLAND HWY  
 CAMPBELL RIVER, BC V9W 3C2  
 CANADA

ORDERED BY: claire.tre

ATTENTION TO:

### Special Instructions :

Invoice No.	Invoice Date	Purchase Order No.	Cost Centre	Sales Order	Order Date			Page
61730807	2/19/20			50404100-000	2/18/20			1
Ordered	Shipped	B/O	Stock No. / Description	Basics No.	Price	U/M	Amount	
10	10		14421 100% RECYCLED LETTER 20# 500PK 92B GREATWHITE100 86790 Ordered 1.00 CS		8.99	PK	89.90	
<b>Subtotal :</b>					89.90			
		<b>Miscellaneous :</b>	.00	<b>GST :</b>	4.50	<b>PST :</b>	6.29	<b>Total :</b> 100.69
		Total:	#	\$				
		00	#	\$				
			#	\$				

RETURN POLICY ONLINE [www.monk.ca/shipping-returns/](http://www.monk.ca/shipping-returns/)  
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 2% /MONTH AND 26.8% /ANNUM.



**BRITISH  
COLUMBIA**

Ministry of Citizens' Services  
BC Mail Plus  
PO Box 9453 Stn Prov Govt  
Victoria BC V8W 9V7  
Ph: 250-952-5102 F: 250-952-5117  
Email: BCMPACCT@Victoria1.gov.bc.ca

Bill To: [REDACTED]

CLAIRE TREVENA, MLA  
NORTH ISLAND CONSTITUENCY  
908 ISLAND HWY  
CAMPBELL RIVER BC V9W 2C3

Invoice	
Document Number	Date
[REDACTED]	31-Jan-2020
Customer Number/2nd Reference No.	
[REDACTED]	
AMOUNT OF PAYMENT \$	

Please keep the bottom portion for your records and return the top portion with your payment

Ship To [REDACTED] Invoice # [REDACTED] Bill To [REDACTED] Invoice Date 01/31/2020

Product #	Description	Quantity	Price/Unit	Amount	Tax
7777000100	Letters Mailed	1 EA	0.91 /EA	0.91	G
7777000100	Letters Mailed	1 EA	0.88 /EA	0.88	G
7777000300	Flats Mailed	1 EA	2.80 /EA	2.80	G
Subtotal				4.59	
GST/HST # [REDACTED] 5.000 %				4.59	
Total (CAD)				4.82	

RATE INCREASES EFFECTIVE JAN 13, 2020  
LETTERS= \$0.91; FLATS= \$2.80; PKGS= \$6.35; PARCELS= \$13.20

Please make cheques payable to **MINISTER OF FINANCE** and remit to:  
Queen's Printer, P.O. Box 9451 Stn Prov Govt, Victoria, BC, V8W 9V7

A \$30 SERVICE FEE WILL BE CHARGED FOR EACH DISHONOURED CHEQUE NOTICE TERMS NET 30 DAYS.  
INTEREST WILL BE CHARGED ON OVERDUE ACCOUNTS IN ACCORDANCE WITH GOVERNMENT REGULATIONS.



# Monk Office

## INVOICE

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 250.384.0565 or TF 1.800.735.3433  
 Accounting 250.414.3359  
 F 250.384.2553 or TFX 1.888.835.3955  
 www.monk.ca

### ROUTE: 9

ACC #: [REDACTED]

**BILL TO:** NORTH ISLAND CONSTITUENCY  
 CLAIRE TREVENA MLA  
 908 ISLAND HWY  
 CAMPBELL RIVER, BC V9W 2C3  
 CANADA  
 2502875100

MONK OFFICE #18

**SHIP TO:** NORTH ISLAND CONSTITUENCY  
 CLAIRE TREVENA MLA  
 908 ISLAND HWY  
 CAMPBELL RIVER, BC V9W 2C3  
 CANADA  
 2502875100

ORDERED BY :

0001

**Special Instructions :**

ATTENTION TO:

Invoice No.	Invoice Date	Purchase Order No.	Cost Centre	Sales Order	Order Date			Page
18436931	11/13/19	[REDACTED]	1	78162474-000	11/13/19			1
Ordered	Shipped	B/O	Stock No. / Description	Basics No.	Price	U/M	Amount	
1	1		STD511100 SHARPENER MARS LUMOGRAPH 1HOLE		3.85	EA	3.85	
1	1		PAR1759924 PARKER PEN REFILL MEDIUM BLACK BALLP 1782469 / 1950369		5.99	EA	5.99	
1	1		PENBL77A PENTEL ENERGEL RT GEL 7 BLACK		3.85	EA	3.85	
1	1		PENBL77D PENTEL ENERGEL RT GEL 7 GREEN		3.85	EA	3.85	
<b>Subtotal :</b>					17.54			
		<b>Miscellaneous :</b>	.00					
				<b>GST :</b>	.87			
				<b>PST :</b>	1.23			
				<b>Total :</b>	19.64			
		<b>Total:</b>	#	\$				
		.00	#	\$				
			#	\$				

RETURN POLICY ONLINE [www.monk.ca/shipping-returns/](http://www.monk.ca/shipping-returns/)  
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 INTEREST ON OVERDUE ACCOUNTS:  
 2% /MONTH AND 26.8% /ANNUM.



# INVOICE

### Remit to:

800 Viewfield Road, Victoria, B.C. V9A 4V1  
 250.384.0565 or TF 1.800.735.3433  
 Accounting 250.414.3359  
 F 250.384.2553 or TFX 1.888.835.3955  
 www.monk.ca

### ROUTE:

ACC #: [REDACTED]

**BILL TO:** NORTH ISLAND CONSTIT OFFICE  
 908 ISLAND HWY  
 CAMPBELL RIVER, BC V9W 3C2  
 CANADA  
 2502875100

**SHIP TO:** NORTH ISLAND CONSTIT OFFICE  
 908 ISLAND HWY  
 CAMPBELL RIVER, BC V9W 3C2  
 CANADA

ORDERED BY : claire.tre

ATTENTION TO: [REDACTED]

### Special Instructions :

Invoice No.	Invoice Date	Purchase Order No.	Cost Centre	Sales Order	Order Date	Page	
61728317	2/10/20			50403077-001	2/07/20	1	
Ordered	Shipped	B/O	Stock No. / Description	Basics No.	Price	U/M	Amount
2	2		MMM654-5SSTC POST-IT 3x3 TROPICAL 5/PACK SUPER STICKY BORA BORA		10.13	PK	20.26
5	5		NCR63203 FLIPCHART RECYCLED BORD PLAIN 20x30 9036-5379		12.67	EA	63.35
<b>Subtotal :</b>			<b>Miscellaneous :</b>	<b>GST :</b>	<b>PST :</b>	<b>Total :</b>	
83.61			.00	4.18	5.85	93.64	

Total: # \$  
 .00 # \$  
 # \$

RETURN POLICY ONLINE [www.monk.ca/shipping-returns/](http://www.monk.ca/shipping-returns/)  
 TERMS: NET 30 DAYS FROM INVOICE DATE.  
 INTEREST ON OVERDUE ACCOUNTS:  
 2% MONTH AND 26.8% ANNUUM

# MonkOffice

## INVOICE

### Remit to:

800 Viewfield Road, Victoria, B.C. V9A 4V1  
 250.384.0565 cr TF 1.800.735.3433  
 Accounting 250.414.3359  
 F 250.384.2553 cr TFX 1.888.835.3955  
 www.monk.ca

### ROUTE:

ACC #: XXXXXXXXXX

**BILL TO:** NORTH ISLAND CONSTIT OFFICE  
 908 ISLAND HWY  
 CAMPBELL RIVER, BC V9W 3C2  
 CANADA  
 2502875100

**SHIP TO:** NORTH ISLAND CONSTIT OFFICE  
 908 ISLAND HWY  
 CAMPBELL RIVER, BC V9W 3C2  
 CANADA

ORDERED BY : claire.tre

ATTENTION TO:

### Special Instructions :

Invoice No.	Invoice Date	Purchase Order No.	Cost Centre	Sales Order	Order Date			Page
61732465	2/24/20			50404767-000	2/24/20			1
Ordered	Shipped	B/O	Stock No. / Description	Basics No.	Price	U/M	Amount	
1		1	SWI5753 SHREDDER SWINGLINE 235X STACK AND SHRED CROSS CUT		759.66	EA	.00	
10	10		HLR13121 COIL EXERCISE BOOK RULED 80PG		1.68	EA	16.80	
3	3		SWI35108 STAPLES SWINGLINE STANDARD 5000/BOX		3.37	BX	10.11	
<b>Subtotal :</b>			<b>Miscellaneous :</b>		<b>GST :</b>	<b>PST :</b>	<b>Total :</b>	
26.91			.00		1.35	1.89	30.15	

Total:	#	\$
.00	#	\$
	#	\$

RETURN POLICY ONLINE [www.monk.ca/shipping-returns/](http://www.monk.ca/shipping-returns/)  
 TERMS: NET 30 DAYS FROM INVOICE DATE.  
 INTEREST ON OVERDUE ACCOUNTS:  
 2% /MONTH AND 26.8% /ANNUAL.



**BRITISH  
COLUMBIA**

Ministry of Citizens' Services  
BC Mail Plus  
PO Box 9453 Stn Prov Govt  
Victoria BC V8W 9V7  
Ph: 250-952-5102 F: 250-952-5117  
Email: BCMPACCT@Victoria1.gov.bc.ca

Bill To: [REDACTED]

CLAIRE TREVENA, MLA  
NORTH ISLAND CONSTITUENCY  
908 ISLAND HWY  
CAMPBELL RIVER BC V9W 2C3

**Invoice**

Document Number [REDACTED] Date **30-Nov-2019**

Customer Number/2nd Reference No. [REDACTED]

AMOUNT OF PAYMENT \$

Please keep the bottom portion for your records and return the top portion with your payment

Ship To [REDACTED] Invoice # [REDACTED] Bill To [REDACTED] Invoice Date 11/30/2019

Product #	Description	Quantity	Price/Unit	Amount	Tax
7777000100	Letters Mailed	3 EA	0.88 /EA	2.64	G
7777000300	Flats Mailed	1 EA	2.75 /EA	2.75	G
7777000600	Parcels Mailed	1 EA	13.00 /EA	13.00	G
	Fuel Surcharge %		10.50 %	1.37	
7777000300	(Oct/19)-Flats Mailed	1 EA	2.75 /EA	2.75	G
Subtotal				22.51	
GST/HST # R107864738 5.000 %				22.51	1.13
Total (CAD)				<u>23.64</u>	

Please make cheques payable to **MINISTER OF FINANCE** and remit to:  
Queen's Printer, P.O. Box 9451 Stn Prov Govt, Victoria, BC, V8W 9V7

A \$30 SERVICE FEE WILL BE CHARGED FOR EACH DISHONOURD CHEQUE. NOTICE TERMS NET 30 DAYS  
INTEREST WILL BE CHARGED ON OVERDUE ACCOUNTS IN ACCORDANCE WITH GOVERNMENT REGULATIONS.

# Each Constituency Office received a credit of \$100.



## RECOMMENDATION FROM THE FINANCE AND AUDIT COMMITTEE TO THE LEGISLATIVE ASSEMBLY MANAGEMENT COMMITTEE

### **Holiday Card Mailings by Members December 3, 2019**

#### **BACKGROUND**

On November 28, 2019, the Finance and Audit Committee discussed the funding model for holiday card mailings for cards sent by Members during the holiday season. The Finance and Audit Committee adopted the following resolution on this matter:

Resolved, that the Committee recommend to the Legislative Assembly Management Committee that holiday card postage for 100 cards per Member be reimbursed as required from the Members' Services budget.

This recommendation stands referred to the Legislative Assembly Management Committee for consideration and a final decision.

#### **DECISION**

In order to formally approve the recommendation of the Finance and Audit Committee, the following motion is required:

I move that –

Effective fiscal year 2019-20, holiday card postage for 100 cards per Member be reimbursed as required from the Members' Services budget.

#### **RESULT OF DECISION**

On a go-forward basis, each Member will be able to make a claim for postage for mailing up to 100 holiday cards, which will be reimbursed from the Members' Services budget. The decision will be communicated to all Members and Constituency Assistants with instructions on how to file for this reimbursement, and the *Members' Guide to Policy and Resources* will also be updated to reflect this change.

# Monk Office

## INVOICE

### Remit to:

Pay Online [www.monk.ca](http://www.monk.ca)  
 800 Viewfield Road, Victoria, B.C. V9A 4V1  
 250.384.0565 or TF 1.800.735.3433  
 Accounting 250.414.3359  
 F 250.384.2553 or TFX 1.888.835.3955

### ROUTE:

MONK OFFICE #18

ACC #: [REDACTED]

**BILL TO:** NORTH ISLAND CONSTIT OFFICE  
 908 ISLAND HWY  
 CAMPBELL RIVER, BC V9W 3C2  
 CANADA  
 2502875100

**SHIP TO:** NORTH ISLAND CONSTIT OFFICE  
 908 ISLAND HWY  
 CAMPBELL RIVER, BC V9W 2C3  
 CANADA

REPRINT: Y  
 0001

ORDERED BY: [REDACTED]

ATTENTION TO:

### Special Instructions :

Invoice No.	Invoice Date	Purchase Order No.	Cost Centre	Sales Order	Order Date	Sales Rep	Page
18439894	3/04/20	[REDACTED]	1	78165609-000	3/04/20	[REDACTED]	1
Ordered	Shipped	B/O	Stock No. / Description	Basics No.	Price	U/M	Amount
1	1		EPST220120BCS T220 DURABRITE ULTRA BLACK AND Price Level 06		49.77	EA	49.77
<b>Subtotal :</b>					<b>49.77</b>		
<b>Miscellaneous :</b>			<b>.00</b>	<b>GST :</b>	<b>2.49</b>	<b>PST :</b>	<b>3.48</b>
						<b>Total :</b>	<b>55.74</b>
			Total:	#	\$		
			.00	#	\$		
				#	\$		

RETURN POLICY ONLINE [www.monk.ca/shipping-returns/](http://www.monk.ca/shipping-returns/)  
 TERMS: NET 30 DAYS FROM INVOICE DATE.  
 INTEREST ON OVERDUE ACCOUNTS:  
 2% / MONTH AND 26.8% / ANNUM



Ministry of Citizens' Services  
BC Mail Plus  
PO Box 9453 Stn Prov Govt  
Victoria BC V8W 9V7  
Ph:250-952-5102 F:250-952-5117  
Email: BCMACCT@Victoria1.gov.bc.ca

Bill To: [REDACTED]

CLAIRE TREVENA, MLA  
NORTH ISLAND CONSTITUENCY  
908 ISLAND HWY  
CAMPBELL RIVER BC V9W 2C3

**Invoice**  
Document Number [REDACTED] Date **29-Feb-2020**  
Customer Number/2nd Reference No. [REDACTED]  
AMOUNT OF PAYMENT \$

Please keep the bottom portion for your records and return the top portion with your payment

Ship To [REDACTED] Invoice # [REDACTED] Bill To [REDACTED] Invoice Date 02/29/2020

Product #	Description	Quantity	Price/Unit	Amount	Tax
7777000100	Letters Mailed	12 EA	0.91 /EA	10.92	G
Subtotal					10.92
GST/HST # [REDACTED] 5.000 %				10.92	0.55
Total (CAD)					11.47

# Monk Office

## INVOICE

### Remit to:

800 Viewfield Road, Victoria, B.C. V9A 4V1  
 250.384.0565 or TF 1.800.735.3433  
 Accounting 250.414.3359  
 F 250.384.2553 or TFX 1.888.835.3955  
 www.monk.ca

ROUTE: 9

ACC #: [REDACTED]

**BILL TO:** NORTH ISLAND CONSTITUENCY  
 CLAIRE TREVENA MLA  
 908 ISLAND HWY  
 CAMPBELL RIVER, BC V9W 2C3  
 CANADA  
 2502875100

MONK OFFICE #18

**SHIP TO:** NORTH ISLAND CONSTITUENCY  
 CLAIRE TREVENA MLA  
 908 ISLAND HWY  
 CAMPBELL RIVER, BC V9W 2C3  
 CANADA  
 2502875100

ORDERED BY :

0001

ATTENTION TO:

**Special Instructions :**

Invoice No.	Invoice Date	Purchase Order No.	Cost Centre	Sales Order	Order Date			Page	
18439944	3/05/20	[REDACTED]	1	78165663-000	3/05/20			1	
Ordered	Shipped	B/O	Stock No. / Description	Basics No.	Price	U/M	Amount		
10	10		STOCK COPY CENTRE STOCK Price Level 03		25	EA	2.50		
<b>Subtotal :</b>		2.50	<b>Miscellaneous :</b>	.00	<b>GST :</b>	.13	<b>PST :</b>	.18	<b>Total :</b> 2.81
		Total:	#	\$					
		.00	#	\$					
			#	\$					

RETURN POLICY ONLINE [www.monk.ca/shipping-returns/](http://www.monk.ca/shipping-returns/)  
 TERMS: NET 30 DAYS FROM INVOICE DATE.  
 INTEREST ON OVERDUE ACCOUNTS:  
 2% /MONTH AND 26.8% /ANNUUM.



# Monk Office

## INVOICE

### Remit to:

800 Viewfield Road, Victoria, B.C. V9A 4V1  
 250.384.0565 or TF 1.800.735.3433  
 Accounting 250.414.3359  
 F 250.384.2553 or TFX 1.888.835.3955  
 www.monk.ca

### ROUTE:

ACC #: XXXXXXXXXX

**BILL TO:** NORTH ISLAND CONSTIT OFFICE  
 908 ISLAND HWY  
 CAMPBELL RIVER, BC V9W 3C2  
 CANADA  
 2502875100

**SHIP TO:** NORTH ISLAND CONSTIT OFFICE  
 908 ISLAND HWY  
 CAMPBELL RIVER, BC V9W 3C2  
 CANADA

ORDERED BY : claire.tre

ATTENTION TO:

### Special Instructions :

Invoice No.	Invoice Date	Purchase Order No.	Cost Centre	Sales Order	Order Date	Page	
61737543	3/06/20			50404767-001	2/24/20	1	
Ordered	Shipped	B/O	Stock No. / Description	Basics No.	Price	U/M	Amount
1	1		SWI57573 SHREDDER SWINGLINE 230X STACK AND SHRED CROSS CUT		759.66	EA	759.66
<b>Subtotal :</b>				<b>GST :</b>	<b>PST :</b>	<b>Total :</b>	
759.66			<b>Miscellaneous :</b>	37.98	53.18	850.82	
			Total:	#	\$		
			.00	#	\$		
				#	\$		

RETURN POLICY ONLINE [www.monk.ca/shipping-returns/](http://www.monk.ca/shipping-returns/)  
 TERMS: NET 30 DAYS FROM INVOICE DATE.  
 INTEREST ON OVERDUE ACCOUNTS:  
 2% /MONTH AND 26.8% /ANNUM.

# Monk Office

## INVOICE

### Remit to:

800 Viewfield Road, Victoria, B.C. V9A 4V1  
 250.384.0565 or TF 1.800.735.3433  
 Accounting 250.414.3359  
 F 250.384.2553 or TFX 1.888.835.3955  
 www.monk.ca

### ROUTE: 9

ACC #: XXXXXXXXXX

**BILL TO:** NORTH ISLAND CONSTITUENCY  
 CLAIRE TREVENA MLA  
 908 ISLAND HWY  
 CAMPBELL RIVER, BC V9W 2C3  
 CANADA  
 2502875100

MONK OFFICE #18

**SHIP TO:** NORTH ISLAND CONSTITUENCY  
 CLAIRE TREVENA MLA  
 908 ISLAND HWY  
 CAMPBELL RIVER, BC V9W 2C3  
 CANADA  
 2502875100

0001

ATTENTION TO:

ORDERED BY :

**Special Instructions :**

Invoice No.	Invoice Date	Purchase Order No.	Cost Centre	Sales Order	Order Date	Page	
18440114	3/11/20	<span style="background-color: black; color: black;">XXXXXXXXXX</span>	1	78165847-000	3/11/20	1	
Ordered	Shipped	B/O	Stock No. / Description	Basics No.	Price	U/M	Amount
2	2		SAN22474 SANFORD FLIP CHART MARKER 4/ST Price Level 03		7.49	ST	14.98
<b>Subtotal :</b>				<b>GST :</b>	<b>PST :</b>		<b>Total :</b>
14.98			<b>Miscellaneous :</b>	.00	1.05		16.78
			Total:	#	\$		
			.00	#	\$		
				#	\$		

RETURN POLICY ONLINE [www.monk.ca/shipping-returns/](http://www.monk.ca/shipping-returns/)  
 TERMS: NET 30 DAYS FROM INVOICE DATE.  
 INTEREST ON OVERDUE ACCOUNTS:  
 2% /MONTH AND 26.8% /ANNUM.

GST REGISTRATION NUMBER # 103749313

PLEASE RETAIN INVOICE FOR WARRANTY / RETURN OF GOODS.

Printed on 100% Recycled Paper

# Monk Office

## INVOICE

### Remit to:

800 Viewfield Road, Victoria, B.C. V9A 4V1  
 250.384.0565 or TF 1.800.735.3433  
 Accounting 250.414.3359  
 F 250.384.2553 or TFX 1.888.835.3955  
 www.monk.ca

## ROUTE:

ACC #: XXXXXXXXXX

**BILL TO:** NORTH ISLAND CONSTIT OFFICE  
 908 ISLAND HWY  
 CAMPBELL RIVER, BC V9W 3C2  
 CANADA  
 2502875100

**SHIP TO:** NORTH ISLAND CONSTIT OFFICE  
 908 ISLAND HWY  
 CAMPBELL RIVER, BC V9W 3C2  
 CANADA

ORDERED BY : claire.tre

ATTENTION TO:

### Special Instructions :

Invoice No.	Invoice Date	Purchase Order No.	Cost Centre	Sales Order	Order Date			Page
61739048	3/12/20			50406610-000	3/09/20			1
Ordered	Shipped	B/O	Stock No. / Description	Basics No.	Price	U/M	Amount	
1	1		CCS60669 SHREDDER BAGS 26x22x48 100/BOX		52.38	BX	52.38	
<b>Subtotal :</b>			<b>Miscellaneous :</b>	<b>GST :</b>	<b>PST :</b>	<b>Total :</b>		
52.38			.00	2.62	3.67	58.67		

Total:	#	\$
.00	#	\$
	#	\$

RETURN POLICY ONLINE [www.monk.ca/shipping-returns/](http://www.monk.ca/shipping-returns/)  
 TERMS: NET 30 DAYS FROM INVOICE DATE.  
 INTEREST ON OVERDUE ACCOUNTS:  
 2% /MONTH AND 28.8% /ANNUM.

GST REGISTRATION NUMBER # 103749313

PLEASE RETAIN INVOICE FOR WARRANTY / RETURN OF GOODS.

Printed on 100% Recycled Paper

# Invoice

Number: SI-296  
Issued: 01/19/2020  
Due: 02/18/2020

**Deliver To**  
908 Island Highway  
Campbell River BC V9W 2C3



**North Island MLA - Claire Trevena**  
908 Island Highway  
Campbell River BC V9W 2C3

Strathcona Recycling & Disposal  
#12-3610 Christie Park Way  
Courtenay BC V9N 9T6  
Canada  
2502076500  
strathconarecycling@gmail.com

GST/HST

## Service Description

Bi-weekly Recycling pick up for May & June 2019.

Sales Tax

GST 5.00%

Amount

22.50

Bi-weekly Recycling pick up for July through December 2019.

GST 5.00%

97.50

Subtotal

120.00

## Comments

\*Service start May 23, 2019.

GST 5.00%

6.01

Invoice Total

126.01

**Total to Pay**

**\$126.01**

# Invoice

Number: SI-425  
Issued: 03/19/2020  
Due: 04/18/2020

**Deliver To**  
908 Island Highway  
Campbell River BC V9W 2C3



**North Island MLA - Claire Trevena**  
908 Island Highway  
Campbell River BC V9W 2C3

Strathcona Recycling & Disposal  
#12-3610 Christie Park Way  
Courtenay BC V9N 9T6  
Canada  
2502076500  
strathconarecycling@gmail.com

GST/HST

## Service Description

Bi-weekly Recycling pick up for January through March 2020.

	Sales Tax	Amount
	GST 5.00%	45.00
Subtotal		45.00
GST 5.00%		2.25
<b>Invoice Total</b>		<b>47.25</b>
<b>Total to Pay</b>		<b>\$47.25</b>