

Box 7558
Drayton Valley AB
T7A 1S7

Phone: (780) 542-6272 Fax: (780) 542-6464

RECEIVED

INVOICE# 335-110-09

To: **The City of Calgary**
Attn: Stan Nowakowski
Environmental and Safety management
PO Box 2100, Station M, #8020
Calgary AB T2P 2M5

AUG 15 2008

Date July 31, 2008

Enviro & Safety Mgmt.

Page 1

RE: **Calgary GHG Planning - Phase 1**
PO #265503
COVERING PERIOD: June 1 - July 31, 2008

Employee	Rate	Hours	Amount
Project		Calgary GHG Planning - Phase 1	
Professional Fees			
Doukas, Alexander	SEC 17(1) & 17(4)(d)		
Row, Jesse			
		SEC 16(1)	\$719.98
Expenses			
5% Communications, Disbursements & GHG Offsets			\$36.00
			\$36.00

APPROVED FOR
PAYMENT
Cate Walker
CIP/MAT/IDE
SEC 17(1)
EMPLOYEE NUMBER
U.E.P.

BN 12780-9036RT

Terms 14 days or ASAP

Sub-total \$755.98

GST \$37.80

TOTAL NOW DUE AND PAYABLE: \$793.78

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INVOICE RECEIVED

AUG 05 2009

Enviro & Safety Mgmt.

Box 7558
Drayton Valley AB
T7A 1S7
Phone: (780) 542-6272 Fax: (780) 542-6464

INVOICE# 335-110-15

To: **The City of Calgary**
Attn: Linda Harvey
Environmental and Safety management
PO Box 2100, Station M, #8020
Calgary AB T2P 2M5

Date June 30, 2009

Page 1

RE: **Calgary GHG Planning - Phase 1**
PO #265503
COVERING PERIOD: June 1 - 30, 2009

Employee	Rate	Hours	Amount
Project			
Calgary GHG Planning - Phase 1			
Professional Fees			
Row, Jesse	SEC 17(1) & 17(4)(d)	SEC 16(1)	\$424.99
Expenses			
5% Communications & Disbursements			\$21.25
			<hr/>
			\$21.25

APPROVED FOR PAYMENT

L. Harvey

SEC 17(1)

EMPLOYEE NUMBER

U.E.P.

Sub-total \$446.24
GST \$22.31

BN 12780-9036RT

Terms 14 days or ASAP

TOTAL NOW DUE AND PAYABLE: \$468.55

INVOICE

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Box 7558
 Drayton Valley AB
 T7A 1S7
 Phone: (780) 542-6272 Fax: (780) 542-6464

INVOICE# 335-110-14

To: The City of Calgary
 Attn: Linda Harvey
 Environmental and Safety management
 PO Box 2100, Station M, #8020
 Calgary AB T2P 2M5

Date May 31, 2009

Page 1

RE: Calgary GHG Planning - Phase 1
 PO #265503
 COVERING PERIOD: May 1 - 31, 2009

Employee	Rate	Hours	Amount
Project		Calgary GHG Planning - Phase 1	
Professional Fees			
Row, Jesse	SEC 17(1) & 17(4)(d)		
		SEC 16(1)	\$736.66
Expenses			
5% Communications & Disbursements			\$36.83
			\$36.83

PO 265503P
 APPROVED FOR
 PAYMENT
 [Signature]
 SIGNATURE
 SEC 17(1)
 EMPLOYEE NUMBER
 U.E.P.

Sub-total \$773.49

GST \$38.67

BN 12780-9036RT

Terms 14 days or ASAP

TOTAL NOW DUE AND PAYABLE: \$812.16

Box 7558
Drayton Valley AB
T7A 1S7
Phone: (780) 542-6272 Fax: (780) 542-6464

To: The City of Calgary
Attn: Linda Harvey
Environmental and Safety management
PO Box 2100, Station M, #8020
Calgary AB T2P 2M5

8007

INVOICE

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RECEIVED

OCT 26 2009

Enviro & Safety Mgmt.

INVOICE# 335-110-18

Date September 30, 2009

Page 1

RE: Calgary GHG Planning - Phase 1
PO #265503
COVERING PERIOD: September 1 - 30, 2009

Employee	Rate	Hours	Amount
Project		Calgary GHG Planning - Phase 1	
Professional Fees			
Row, Jesse	SEC 17(1) & 17(4)(d)		\$481.66
Expenses			
5% Communications & Disbursements		SEC 16(1)	\$24.08
			\$24.08

APPROVED FOR PAYMENT
[Signature]
SIGNATURE
SEC 17(1)
EMPLOYEE NUMBER
U.E.P.

Sub-total \$505.74

GST \$25.29

TOTAL NOW DUE AND PAYABLE: \$531.03

BN 12780-9036RT

Terms 14 days or ASAP

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Sustainable Energy Solutions

Box 7558
 Drayton Valley AB
 T7A 1S7
 Phone: (780) 542-6272 Fax: (780) 542-6464

INVOICE

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RECEIVED

DEC 22 2009

INVOICE# 335-110-19

Enviro & Safety Mgmt

Date November 30, 2009

Page 1

To: The City of Calgary
 Attn: Linda Harvey
 Environmental and Safety management
 PO Box 2100, Station M. #8020
 Calgary AB T2P 2M5

RE: Calgary GHG Planning - Phase 1
 PO #265503

COVERING PERIOD: October 1 - November 30, 2009

Employee	Rate	Hours	Amount
Project	Calgary GHG Planning - Phase 1		
Professional Fees			
Row, Jesse	SEC 17(1) & 17(4)(d)		
		SEC 16(1)	\$1,926.64
Expenses			
5% Communications & Disbursements			\$96.33
			\$96.33

APPROVED FOR PAYMENT
 [Signature]
 SIGNATURE
 SEC 17(1)
 EMPLOYEE NUMBER
 U.E.P.

Sub-total \$2,022.97

GST \$101.15

TOTAL NOW DUE AND PAYABLE: \$2,124.12

BN 12780-9036R1

Terms 14 days or ASAP

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INVOICE

Box 7558
Drayton Valley AB
T7A 1S7
Phone: (780) 542-6272 Fax: (780) 542-6464

INVOICE# 335-110-17

To: **The City of Calgary**
Attn: Linda Harvey
Environmental and Safety management
PO Box 2100, Station M, #8020
Calgary AB T2P 2M5

RECEIVED
SEP 23 2009
Enviro & Safety Mgmt

Date August 31, 2009
Page 1

RE: **Calgary GHG Planning - Phase 1**
PO #265503
COVERING PERIOD: August 1 - 31, 2009

Employee	Rate	Hours	Amount
Project		Calgary GHG Planning - Phase 1	
Professional Fees			
Row, Jesse		SEC 17(1) & 17(4)(d)	
		SEC 16(1)	\$1,643.30
Expenses			
5% Communications & Disbursements			\$82.17
			\$82.17

APPROVED FOR PAYMENT

L. Harvey
SIGNATURE

SEC 17(1)

EMPLOYEE NUMBER

U.E.P.

BN 12780-9036RT
Terms 14 days or ASAP

Sub-total \$1,725.47
GST \$86.27

TOTAL NOW DUE AND PAYABLE: \$1,811.74

54

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PEMBINA
Institute
Sustainable Energy Solutions
Box 7558
Drayton Valley AB
T7A 1S7
Phone: (780) 542-6272 Fax: (780) 542-6464

INVOICE

RECEIVED
THE CITY OF CALGARY
SEP 01 2009
ENVIRONMENTAL & SAFETY
MANAGEMENT

INVOICE# 335-110-16a
Date July 31, 2009
Page 1

To: **The City of Calgary**
Attn: Linda Harvey
Environmental and Safety management
PO Box 2100, Station M, #8020
Calgary AB T2P 2M5

RE: Calgary GHG Planning - Phase 1
PO #265503
COVERING PERIOD: July 1 - 31, 2009

Employee	Rate	Hours	Amount
Project		Calgary GHG Planning - Phase 1	
Professional Fees			
Row, Jesse		SEC 17(1) & 17(4)(d)	
		SEC 16(1)	\$1,813.29
Expenses			
5% Communications & Disbursements			\$90.66
			\$90.66

APPROVED FOR PAYMENT

SIGNATURE
SEC 17(1)
EMPLOYEE NUMBER
U.E.P.

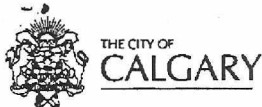
Sub-total \$1,903.95
GST \$95.20

BN 12780-9036RT
Terms 14 days or ASAP

TOTAL NOW DUE AND PAYABLE: \$1,999.15

55

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NON-PO PAYMENT REQUEST

Please Complete, **PRINT**, Sign and Submit to Accounts Payable

X 150ef (R2008-09)

ISC: Confidential

TO: Corporate Accounts Payable #8041	FROM: <input checked="" type="checkbox"/> City <input type="checkbox"/> Police	Business Unit Roads	Mail Code 4003
--------------------------------------	-----------------------------------------------------------------------------------	------------------------	-------------------

Invoice Date 2008 9 26	Invoice Number 16994	Invoice Amount \$3,494.31	Currency <input checked="" type="checkbox"/> CAD \$ <input type="checkbox"/> Other (specify):
---------------------------	-------------------------	------------------------------	-----------------------------------------------------------------------------------------------------

Vendor Name (Use the correct legal entity name, or individual surname and first name) The Pembina Institute	Vendor ID (for CAP use only) 1000002718-3
----------------------------------------------------------------------------------------------------------------	----------------------------------------------

Address
200, 608 - 7 St SW

City Calgary	Province Ab	Postal Code T2P 1Z2	Country (if other than Canada)
-----------------	----------------	------------------------	--------------------------------

Reason for Payment (required) & Other Comments
Refund balance of Development Permit Security Deposit. Work completed under the Driveway Contract - Application #16994

Optional Line Description (maximum 30 characters)

Optional Cheque Remittance Message (maximum 70 characters)	Remittance Code
------------------------------------------------------------	-----------------

Cheque Attachment
 Yes (describe):
 No

GL Bus Unit	Account	Fund	Dept ID	Activity	Reference / Open Item	Amount (excl GST)	GST
CITYCL	3500	20	10677	224765	R, RY 16,994	\$3,494.31	
					O		
					R		
					O		
					R		
					O		
					R		
					O		

VENDOR UPDATED
OCT 16 2009
CITY OF CALGARY
ACCOUNTS PAYABLE

For more lines, please use additional form(s).

Sub-totals	¹ \$3,494.31	²
TOTAL (1 + 2)	\$3,494.31	

Reset

Prepared By (print name) Jeff Urquhart	Phone (403) 268-5013	Date 2009 9 26	CAP Audited By / Date
Dept ID Owner Approval (signature) <i>[Signature]</i>	Employee ID SEC 17(1)	Date 09/09/30	CAP Supervisor Approval



THE CITY OF
CALGARY

ROADS #4003

2009 September 28

The Pembina Institute
200, 608 – 7 St SW
Calgary, Alberta T2P 1Z2

Attention: Dana Silver

Dear Sir/Madam:

Re: Driveway Application Number: 16994
Location: 221 – 19 St NW (DP2008-1519)
Our File: 16994

Construction of the driveway crossing closure at the above location cost less than the original Development Permit security deposit.

Therefore, by copy of this letter, I am advising our Accounting Division to refund \$3,494.31 as the balance of the security deposit.

A cheque in the noted amount will be forwarded to you within 4 to 6 weeks.

Yours truly,


J. A. Urquhart, R.E.T.
Driveway Crossing Coordinator
Development & Projects Division, Roads
T 403.268.5013 | F 403.268.2682 | Mail Code #4003

JAU/krm

c. Dale Gustafson, Process Accountant, Finance and Supply (#4006)

ISC: Protected

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NON-PO PAYMENT REQUEST

INSTRUCTIONS ON REVERSE
Shaded Areas for CAP Use Only

X 150 (R2005-12)

TO: Corporate Accounts Payable #8041 FROM: City Business Unit **ESM**
 Police

Invoice Date: 2009.12.21 Invoice Number: 335-111-01A Invoice Amount: 1675.71
 Currency: CAD \$ Other (specify):

Vendor Name (Use the correct legal entity name, or individual surname and first name): **The Pembina Institute** Vendor ID:

Address: **Box 7558 ~~Drayton Valley~~** 1000002718-2

City: **Drayton Valley** Province: **AB** Postal Code: **T7A 1S7** Country (if other than Canada):

Reason for Payment (required) & Other Comments:
Payment of 2009 Portion of work done, as per Wade Pridham's instructions

Optional Line Description (maximum 30 characters):

Optional Cheque Remittance Message (maximum 70 characters): Remittance Code:

Cheque Attachment
 Yes (describe):
 No

GL Bus Unit	Account	Fund	Dept ID	Activity	Reference / Open Item	Amount (excl. GST)	GST
CITYC	39955	20	11424			1595.91	79.80
						.	.
						.	.
						.	.
						.	.

For more lines, please use additional form(s).

Sub-totals	¹ 1595.91	² 79.80
TOTAL (1 + 2)	1675.71	

Prepared By (print name) Shelley Alexander	Phone 268-1775	Date 2010 01 07	CAP Audited By / Date
Dept ID Owner Approval (signature) <i>[Signature]</i>	Employee ID SEC 17(1)	Date 2010 01 07	CAP Supervisor Approval



Sustainable Energy Solutions

INVOICE TO:

INVOICE #: 335-111-01A

The City of Calgary
Attention: Linda Harvey
Environmental and Safety Management
PO Box 2100, Stn. M, #8020
Calgary, AB
T2P 2M5

From: The Pembina Institute for Appropriate Development
PO Box 7558 (5001 67 Street)
Drayton Valley AB T7A 1S7
Phone: (780) 542-6272 Fax: (780) 542-6464

Re: Calgary GHG Planning - Vision

Invoice Date: December 21, 2009

INVOICE #: 335-111-01A

Professional Fees:

For Jesse Row SEC 17(1) & 17(4)(d)

\$ 4,750.00

7% Communications and Disbursements

\$ 332.50

Sub Total

\$ 5,082.50

Discounted to Contract Amount

\$ (82.50)

GST

\$ 250.00

TOTAL NOW DUE AND PAYABLE:

\$ 5,250.00

} \$5000.00

BN: 12780-9036RT

Interim Payment of → \$1,595.91
GST 79.80
\$1,675.71

Payable To: The Pembina Institute
Terms: Due Upon Receipt (Thank you)

Calgary • DRAYTON VALLEY • Edmonton • Ottawa-Gatineau • Vancouver
Box 7558 • Drayton Valley, Alberta, Canada, T7A 1S7 • P: (780) 542-6272 • F: (780) 542-6464 • www.pembina.org

Calgary GHG Planning - Vision

Employee	Month	# of Hours	# of Days	Rate/Day	7% Comm & Disb	Total
Jesse Row	December	SEC 17(1) & 17(4)(d)			\$104.41	\$1,595.91
Total Budget (GST Excluded)						\$5,000.00
Total Budget Remaining						\$3,404.10



CONFIDENTIAL
CITY OF CALGARY
LETTER CONTRACT FOR CONSULTING OR CONTRACT SERVICES
NOT TO EXCEED \$5000.00 FOR A ONE-TIME PROJECT

CHEQUE TO BE MADE PAYABLE TO:

NAME: The Rembing Institute
ADDRESS: Box 7538 Drayton Valley, AB
PHONE: 780-542-6272
FAX: 780-542-6464

POSTAL CODE: T7A 1S7

1. THE CITY OF CALGARY AGREES TO ENGAGE YOU ON A SHORT-TERM CONTRACT BASIS IN THE CAPACITY OF AND

UNDER THE FOLLOWING TERMS:

- (a) See Scope of Work Letter attached
(b)
(c)

COMMENCING ON THE DATE OF: November 1, 2009
AND TERMINATING ON THE DATE OF: February 28, 2010

ACCEPTANCE OF THIS OFFER SHALL BE VALID ONLY IF ONE ORIGINALLY SIGNED COPY IS RETURNED TO THE CITY OF CALGARY _____ BUSINESS UNIT PRIOR TO PERFORMANCE DATE.

2. PAYMENT SHALL BE IN THE FORM OF A CHEQUE IN THE AMOUNT OF: \$ 5000.00 FIRM PRICE
\$ _____ EST. PRICE

G.S.T. APPLICABLE? YES NO G.S.T. REGISTRATION NUMBER BN 12780-9036RT

3. THIS CONTRACT DOES NOT CREATE AN EMPLOYEE-EMPLOYER RELATIONSHIP BETWEEN YOU AND THE CITY OF CALGARY. YOUR SERVICES SHALL BE PROVIDED ON A SHORT-TERM CONTRACT BASIS AND NO DEDUCTIONS WILL BE MADE FROM YOUR PAYMENT FOR, INCLUDING BUT NOT LIMITED TO, DEDUCTIONS FOR INCOME TAX, CANADA PENSION OR UNEMPLOYMENT INSURANCE. IT IS YOUR RESPONSIBILITY TO DECLARE ALL INCOME AND TO FULFILL YOUR RESPONSIBILITIES UNDER ANY RELEVANT LEGISLATION INCLUDING, BUT NOT LIMITED TO, YOUR OBLIGATIONS UNDER THE WORKERS' COMPENSATION ACT (INCLUDING YOUR OBLIGATION TO PAY PREMIUMS PURSUANT TO SECTION 126 OF THAT ACT).
4. WORK PERFORMED WILL BE AS AN INDEPENDENT CONTRACTOR AND YOU WILL NOT BE REQUIRED TO CONTRIBUTE TO ANY CITY BENEFIT PLANS, NOR WILL YOU RECEIVE ANY BENEFITS. YOU WILL NOT BE PAID FOR ANY SERVICES WHICH YOU FAIL TO PERFORM.
5. CURRENT CITY OF CALGARY EMPLOYEES, WHO INTEND TO ENTER INTO THIS CONTRACT TO PROVIDE SERVICES TO THE CITY OF CALGARY OUTSIDE OF THEIR NORMAL EMPLOYEE DUTIES, ARE ADVISED OF SECTION 3108.04 - "CIVIC EMPLOYEES SPARE TIME EMPLOYMENT" OF THE ADMINISTRATION MANUAL:

"NO CIVIC EMPLOYEE SHALL ENGAGE IN ANY OCCUPATION IN ANY OTHER CIVIC DEPARTMENT OUTSIDE NORMAL WORKING HOURS, EXCEPT ON SPECIAL ASSIGNMENTS OFFICIALLY APPROVED BY THE GENERAL MANAGER RESPONSIBLE FOR THAT BUSINESS UNIT, OR PROVIDING THAT QUALIFIED APPLICANTS OTHER THAN CITY EMPLOYEES HAVE BEEN GIVEN PREFERENCE OF EMPLOYMENT AND THAT ALL OTHER SOURCES HAVE BEEN EXHAUSTED."
6. YOU AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY FROM AND AGAINST ANY AND ALL LOSSES, ACTIONS, CLAIMS, DEMANDS, LIABILITIES, DAMAGES OR COSTS OF ANY KIND OR NATURE WHATSOEVER, INCLUDING INJURY OR DEATH WHICH MAY OCCUR OR ARISE OUT OF THE PERFORMANCE OF YOUR SERVICES UNDER THE TERMS OF THIS CONTRACT.
7. THE CITY MAY TERMINATE THIS CONTRACT:
(a) IF THERE IS INSUFFICIENT REGISTRATION FOR THE PROGRAM.
(b) IF FACILITIES ARE NOT AVAILABLE.
(c) IF CIRCUMSTANCES OCCUR WHICH THE CITY HAS NO CONTROL OVER (i.e. - STRIKES, ACTS OF GOD, etc.) AND, AS A RESULT OF WHICH, THE CITY DEEMS IT NECESSARY TO CANCEL THE PROGRAM.
(d) AT ITS DISCRETION ON GIVING 48 HOURS WRITTEN NOTICE PRIOR TO THE COMMENCEMENT OF THE SERVICES.
(e) IMMEDIATELY FOR CAUSE.
8. THIS CONTRACT IS PERSONAL TO YOU AND MAY NOT BE ASSIGNED BY YOU.

DATE: Dec. 21/09

ACCEPTED AND AGREED TO:

BY: BEV BROKS
NAME (Please print)

[Signature]
SIGNATURE

ON BEHALF OF THE CITY OF CALGARY:

BY: LINDA HARVEY
NAME (Please print)

[Signature]
SIGNATURE

**Forward a copy of this completed document to: Strategic Procurement and Consulting, Supply Management, Location 3140