

INVOICE/FACTURE

From/De

Navigator Limited

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M5H 3T9

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237 8 Avenue SE
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Suite 2320
Montreal, QC
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Ottawa
50 O'Connor Street
Suite 605
Ottawa, ON
K1P 6L2

Invoice **26191**
PO Number CONVOY
Issue Date 28/02/2022
Due Date 28/02/2022 (Upon Receipt)
Communication Support

Invoice For

Ottawa Police Service

Box 9634
Ottawa, ON
K1G 6H5

Description	Amount
Professional fees, up to and including February 28, 2022, for communications support, as agreed. Navigator project: #OPS.05	\$158,600.00 CAD
Expenses	\$5,995.44 CAD

Subtotal **\$164,595.44 CAD**
Tax/Taxe (13%) **\$21,397.41 CAD**
Amount Due \$185,992.85 CAD

Notes

E&OE

Interest will be charged at 18% per annum (1.5% per month) on all overdue accounts.

Please make all payments payable to Navigator Limited and remit to

121 King Street West Suite 1810, Box 100 Toronto, ON M5H 3T9

Ontario HST (13%) 872927124 RT0001

Alberta GST (5%) 805245107 RT0001

Quebec QST (9.975%) 1224161057 TQ0001

Detailed time report: 01/01/2022 — 28/02/2022

Total billable hours

384.58

384.58 Uninvoiced billable hours

Clients

1

Project

Tasks

Team

All clients**Protest Communications****Support****All tasks****Everyone**

Client	Project	Task	Roles	Person	Hours
30/01/2022					0.50
Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	OTT	Matthew Barnes	<u>0.50</u>
Calls w/ client to discuss Ottawa demonstrations					
31/01/2022					15.75
Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services	TOR	Patricia Favre	<u>4.00</u>
Internal meeting with Matt to discuss options. Review past and draft statements. Internal call w/ Amanda, Matt and Michelle. Draft messaging and review with Matt. Edit speaking notes with Matt. Phone call with police chief to prep for presser. Final edits to speaking notes. Debrief with Amanda and Matt. Internal call w/ Matt following presser to discuss recommended next steps to send to client.					
Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client	TOR	Michelle Silva	<u>0.50</u>

Meeting | Internal Re: Ottawa Police

Ottawa Police Service	[OPS.05] Protest Communications Support	Client Calls	OTT	Matthew Barnes	<u>0.25</u>
Call with John to discuss statements					
Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client	OTT	Matthew Barnes	<u>0.50</u>
Calls with Navigator team to discuss strategic approach and drafting					
Ottawa Police Service	[OPS.05] Protest Communications Support	Draft Product	OTT	Matthew Barnes	<u>2.00</u>
Draft statements					
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	TOR	Michelle Silva	<u>1.50</u>
Listened to the PM press conference and drafted a summary of the key points,					
Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client	OTT	Matthew Barnes	<u>1.00</u>
Meeting Internal Re: Ottawa Police					
Ottawa Police Service	[OPS.05] Protest Communications Support	Client Meetings	OTT	Matthew Barnes	<u>0.50</u>
Calls with John					

Ottawa Police Service	[OPS.05] Protest Communications Support	Client Meetings	OTT	Matthew Barnes	<u>0.50</u>
Call with CHair					
Ottawa Police Service	[OPS.05] Protest Communications Support	Client Meetings	OTT	Matthew Barnes	<u>0.50</u>
Meeting with Navigator & Chair Deans					
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	OTT	Matthew Barnes	<u>1.50</u>
Monitoring presser					
Ottawa Police Service	[OPS.05] Protest Communications Support	Draft Product	OTT	Matthew Barnes	<u>0.50</u>
Strategic note re: next steps					
Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client	TOR	Amanda Galbraith	<u>1.00</u>
Meeting Internal Re: Ottawa Police					
Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client	TOR	Amanda Galbraith	<u>0.50</u>
Navigator x OPS - call with client Chief Sloly, OPS staff, ASI					
Ottawa Police	[OPS.05] Protest	Client Calls	TOR	Amanda	<u>0.50</u>

Service Communications Support

Galbraith

OPS x Navigator follow up call re: next steps on communications strategy

Ottawa Police Service	[OPS.05] Protest Communications Support	Client Calls	TOR	Amanda Galbraith	<u>0.50</u>
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Meeting with Navigator x Chair Deans & Staff

01/02/2022

12.75

Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services	TOR	Patricia Favre	<u>5.00</u>
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Call with Matt and John re introduction for Chief's remarks for city council. Prep call with wider client team for Chief's remarks/slide deck to council. Prep call with Chief. Call with DC Patricia Ferguson. Work on communications products for the day. Internal calls re strategy.

Ottawa Police Service	[OPS.05] Protest Communications Support	Client Calls	OTT	Matthew Barnes	<u>0.50</u>
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Prep for PSB Briefing

Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client	OTT	Matthew Barnes	<u>0.50</u>
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Internal discussions re: strategy

Ottawa Police Service	[OPS.05] Protest Communications Support	Client Calls	OTT	Matthew Barnes	<u>0.50</u>
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Various calls with John S.

Ottawa Police Service	[OPS.05] Protest Communications Support	Draft Product	OTT	Matthew Barnes	<u>3.00</u>
Drafting speaking notes and presentation notes					
Ottawa Police Service	[OPS.05] Protest Communications Support	Client Calls	OTT	Matthew Barnes	<u>0.75</u>
Meeting re: council presentation					
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	TOR	Michelle Silva	<u>2.50</u>
Media monitoring and media scan					
02/02/2022					25.50
Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services	TOR	Patricia Favre	<u>3.00</u>
Internal prep call w/ Matt and Amanda. Call with Councillor Deans re council meeting. Debrief with Amanda and Matt and prep for day ahead. Call w/ Amanda and Matt for updates and regarding stakeholder list. Work with Michelle on stakeholders. Internal with Mitchell. Edits to media statement.					
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	OTT	Pablo Forestier	<u>1.00</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	OTT	Matthew Barnes	<u>8.75</u>
On-site at OPS					

Ottawa Police Service	[OPS.05] Protest Communications Support	Client Meetings discussion w C.O.P; A. Galbraith	TOR	Jaime Watt	<u>2.00</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	TOR	Michelle Silva	<u>1.50</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Draft Report Drafted a supportive stakeholder list	TOR	Michelle Silva	<u>2.75</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Strategic Counsel Meeting with Navigator x Chair Deans x Staff	TOR	Amanda Galbraith	<u>0.50</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client OPS.04 Amanda x Jaime touchbase	TOR	Amanda Galbraith	<u>0.25</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Client Meetings OPS.04 Ottawa Police - Discussion on Next Steps meet with Chief & team	TOR	Amanda Galbraith	<u>1.00</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Strategic Counsel	TOR	Amanda Galbraith	<u>2.00</u>

ongoing support and communications advice re: protest, review materials

Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client Call with Patricia	TOR	Mitchell Stein	<u>0.25</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Draft Product Draft media statement	TOR	Mitchell Stein	<u>2.00</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Draft Product Stakeholder list	TOR	Mitchell Stein	<u>0.50</u>
03/02/2022					31.00
Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client Internal update call and next steps w/ Matt, Michelle and Pablo. Call w/ Michelle and Pablo to sort out media monitoring and real-time updates. Contact Bespoke - sort logistics for press conference. Call w/ Matt, Amanda and John.	TOR	Patricia Favre	<u>2.00</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	OTT	Pablo Forestier	<u>1.00</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	OTT	Matthew Barnes	<u>8.75</u>

On the ground support

Ottawa Police Service	[OPS.05] Protest Communications Support	Client Meetings	TOR	Jaime Watt	<u>5.25</u>
discussions re: ongoing issues; calls to civil leaders					
Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client	TOR	Michelle Silva	<u>0.50</u>
OPS internal regroup					
Ottawa Police Service	[OPS.05] Protest Communications Support	Daily Media Brief	TOR	Michelle Silva	<u>1.50</u>
Daily media summary					
Ottawa Police Service	[OPS.05] Protest Communications Support	Research	TOR	Michelle Silva	<u>2.50</u>
Research supportive local politicians					
Ottawa Police Service	[OPS.05] Protest Communications Support	Social Media Monitor/Analysis	TOR	Michelle Silva	<u>1.50</u>
Monitor social and news coverage throughout the afternoon/evening					
Ottawa Police Service	[OPS.05] Protest Communications Support	Strategic Counsel	TOR	Amanda Galbraith	<u>8.00</u>
Ongoing strategic counsel, media relations and communications support on					

site at Ottawa Police Headquarters with John S, Diane Deans, Chief Sloly and Deputy Chief

04/02/2022					25.75
Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services	TOR	Patricia Favre	<u>2.50</u>
Call w/ Matt for updates and visuals re press conference. Call with Chair Deans re downtown march, weekend protest and CBC media request. Call with Matt, Amanda and John following presser. Liaise with Deans' office. CBC media request. Draft agenda and compile debrief, objectives, and comms recommendations. EOD call with Chief Sloly and team. Work with Matt on media release.					
Ottawa Police Service	[OPS.05] Protest Communications Support	Event Management	OTT	Pablo Forestier	<u>1.00</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Event Management	OTT	Matthew Barnes	<u>5.00</u>
On-site press conference support					
Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	OTT	Matthew Barnes	<u>1.50</u>
Media and drafting support					
Ottawa Police Service	[OPS.05] Protest Communications Support	Client Calls	OTT	Matthew Barnes	<u>0.75</u>
Debrief on Press Conference					

Ottawa Police Service	[OPS.05] Protest Communications Support	Draft Product	OTT	Matthew Barnes	<u>0.75</u>
Draft NR on arrest updates					
Ottawa Police Service	[OPS.05] Protest Communications Support	Daily Media Brief	TOR	Michelle Silva	<u>1.00</u>
Daily media summary					
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	TOR	Michelle Silva	<u>1.50</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Strategic Counsel	TOR	Amanda Galbraith	<u>8.00</u>
Ottawa Police Strategic communications support on site at HQ. Includes media prep for chief, coordination of press conference, media relations support, drafting and reviewing comms materials, etc.					
Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services	TOR	Jaime Watt	<u>3.25</u>
Misc discussions w/ civil society leaders; internal w/ team					
Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services	TOR	Jaime Watt	<u>0.50</u>
prep for press conference					
05/02/2022					33.25

Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services	TOR	Patricia Favre	<u>4.50</u>
Internal call on next steps. Correspondence re stakeholder list, media coverage. Monitoring CBC. Edits to media release. Call w/ OPS media team re journalist list. Call w/ Hunter and Zoe re media scan. Call with John and Matt re journalist targets. Internal calls w/ Matt and Amanda. Monitoring special meeting of the police service board. Call with Chief and the team. Call with Chair Deans.					
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	OTT	Pablo Forestier	<u>1.00</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	CAL	Zoe Keirstead	<u>4.00</u>
Media monitoring, calls with Patricia, Matt, hunter, MS and PF, work on media scan, watch emergency board meeting etc					
Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	OTT	Matthew Barnes	<u>8.00</u>
Committee support, remarks preparation, strategic advice, media monitoring and political intelligence gathering, social media monitoring, draft News Release, monitor committee.					
Ottawa Police Service	[OPS.05] Protest Communications Support	Strategic Counsel	TOR	Amanda Galbraith	<u>0.50</u>
OPS.05 Internal regroup with team					
Ottawa Police Service	[OPS.05] Protest Communications Support	Daily Media Brief	TOR	Michelle Silva	<u>1.00</u>

Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client	TOR	Michelle Silva	<u>0.50</u>
OPS.05 Internal					
Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client	TOR	Michelle Silva	<u>0.25</u>
RE: media scan					
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	TOR	Michelle Silva	<u>1.50</u>
Media Scan					
Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services	TOR	Jaime Watt	<u>3.50</u>
discussions w client/team/etc					
Ottawa Police Service	[OPS.05] Protest Communications Support	Strategic Counsel	TOR	Amanda Galbraith	<u>6.00</u>
support for emergency police board meeting, calls with Chair Deans, follow up calls with Chair Deans post meeting, calls with Chief Sloly, internal meeting with team, monitor police board, review and draft remarks, send to Chief					
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	TOR	Hunter Knifton	<u>2.00</u>
OPS scan					

Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client	TOR	Hunter Knifton	<u>0.50</u>
		internal call			
06/02/2022					33.50
Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services	TOR	Patricia Favre	<u>3.50</u>
		Review/edit news release. Internal team call. Draft speaking notes. Edit letter to Deans. Draft Q&A. Internal calls. Review media analysis. Internal EOD team meeting. Edits to remarks and Q&A.			
Ottawa Police Service	[OPS.05] Protest Communications Support	Strategic Counsel	TOR	Amanda Galbraith	<u>8.00</u>
		Multiple internal regroupes with team, call with John S, calls with Jaime, meet at OPS to discuss next steps, review draft media release, discuss strategy, meet with Chief and John S			
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	OTT	Pablo Forestier	<u>1.00</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client	TOR	Michelle Silva	<u>0.50</u>
		OPS.05 Internal			
Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client	TOR	Michelle Silva	<u>0.50</u>
		OPS.05 Internal			

Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	TOR	Michelle Silva	<u>1.00</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Research Reputation audit	TOR	Michelle Silva	<u>0.75</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services Strategy Session, NR Support, Letter Drafting, Remarks drafting (council), Tweet review	OTT	Matthew Barnes	<u>6.25</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services strategy review/media analysis	TOR	Jaime Watt	<u>6.00</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management Calls with team, work on key messages, work on Q&A, work on media scan, work on reputational document	CAL	Zoe Keirstead	<u>4.50</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client OPS internal call	TOR	Hunter Knifton	<u>0.50</u>
Ottawa	[OPS.05] Protest				

Police Service	Communications Support	Media Scan	TOR	Hunter Knifton	<u>1.00</u>
OPS media scan					
07/02/2022					33.50
Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services	TOR	Patricia Favre	<u>2.00</u>
Draft "whereas" messaging for John for city hall to use. Review Bell's media interview and provide feedback. Call with Matt re transition lines. Edit speaking notes. Internal calls. Review media scan and rep report and send to client.					
Ottawa Police Service	[OPS.05] Protest Communications Support	Social Media Monitor/Analysis	OTT	Pablo Forestier	<u>3.00</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Strategic Counsel	TOR	Amanda Galbraith	<u>3.00</u>
monitor council, media relations, debrief with Jaime & Matt, call with John S, follow up emails, review scans, etc.					
Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services	OTT	Matthew Barnes	<u>9.00</u>
Interview prep, strategic advice, News Release development, issues management					
Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client	TOR	Michelle Silva	<u>0.50</u>
OPS.05 Internal					

Ottawa Police Service	[OPS.05] Protest Communications Support	Daily Media Brief	TOR	Michelle Silva	<u>0.75</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	TOR	Michelle Silva	<u>1.50</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Draft Product	TOR	Michelle Silva	<u>1.50</u>
		Reputation Analysis			
Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	CAL	Zoe Keirstead	<u>0.50</u>
		Morning call			
Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services	TOR	Jaime Watt	<u>8.00</u>
		on site meetings; briefings; strategy refinement; document development			
Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	CAL	Zoe Keirstead	<u>1.00</u>
		Work on reputation brief and media scan			
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	TOR	Hunter Knifton	<u>1.00</u>
		media scan			

Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client	TOR	Hunter Knifton	<u>0.50</u>
		internal startegy call			
Ottawa Police Service	[OPS.05] Protest Communications Support	Research	TOR	Hunter Knifton	<u>1.00</u>
		Sloly reputation brief			
Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	CAL	Zoe Keirstead	<u>0.25</u>
		Internal call			
08/02/2022					19.25
Ottawa Police Service	[OPS.05] Protest Communications Support	Daily Media Brief	TOR	Michelle Silva	<u>0.75</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client	TOR	Michelle Silva	<u>0.50</u>
		OPS.05 Internal			
Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	CAL	Zoe Keirstead	<u>0.50</u>
		internal call			

[OPS.05]

Ottawa Police Service	Protest Communications Support	Professional Services	TOR	Patricia Favre	<u>1.75</u>
Internal team call. Proofreading remarks and news release. Project management time.					
Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services	OTT	Matthew Barnes	<u>6.00</u>
On-site support. Media relations, news release development, draft remarks, media prep, strategic planning.					
Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client	TOR	Amanda Galbraith	<u>0.50</u>
OPS.05 Internal daily meeting					
Ottawa Police Service	[OPS.05] Protest Communications Support	Strategic Counsel	TOR	Amanda Galbraith	<u>1.50</u>
write remarks for chief, review media release, watch media avail, review media coverage callswith Johh S, calls with Jaime and Matt B					
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	TOR	Michelle Silva	<u>1.00</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Social Media Monitor/Analysis	OTT	Pablo Forestier	<u>1.00</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	TOR	Hunter Knifton	<u>1.00</u>
OPS media scan					

Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client	TOR	Hunter Knifton	<u>0.50</u>
internal strategy call					
Ottawa Police Service	[OPS.05] Protest Communications Support	Research	TOR	Hunter Knifton	<u>1.00</u>
Sloly donation research					
Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services	TOR	Jaime Watt	<u>3.25</u>
Misc calls w/ banks; legal resources; discussions with Chief + Deputy Chief					
09/02/2022					22.25
Ottawa Police Service	[OPS.05] Protest Communications Support	Daily Media Brief	TOR	Michelle Silva	<u>0.75</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	CAL	Zoe Keirstead	<u>0.50</u>
Call with team					
Ottawa	[OPS.05] Protest				

Police Service	Communications Support	Internal Meeting re Client	TOR	Michelle Silva	<u>0.50</u>
OPS.05 Internal					
Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	CAL	Zoe Keirstead	<u>0.75</u>
Chief Bell remarks					
Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services	TOR	Patricia Favre	<u>1.00</u>
Internal team call. Call with Bespoke re press conference set up. Calls w/ Matt.					
Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	CAL	Zoe Keirstead	<u>0.50</u>
Review media and public commentary for remarks and call with Matt					
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	TOR	Michelle Silva	<u>2.75</u>
Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client	TOR	Michelle Silva	<u>0.25</u>
Brief meeting regarding media scan with Patricia and another meeting with Zoe					
Ottawa Police Service	[OPS.05] Protest Communications Support	Social Media Monitor/Analysis	OTT	Pablo Forestier	<u>1.00</u>

Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	CAL	Zoe Keirstead	<u>0.25</u>
Call with Michelle					
Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	CAL	Zoe Keirstead	<u>0.50</u>
Media scan					
Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services	OTT	Matthew Barnes	<u>6.50</u>
Product drafting, internal video support, strategic advice, onsite support					
Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client	TOR	Amanda Galbraith	<u>0.50</u>
OPS.05 Internal					
Ottawa Police Service	[OPS.05] Protest Communications Support	Strategic Counsel	TOR	Amanda Galbraith	<u>6.00</u>
Meet with Chief, meet with John, draft key messages, etc.					
Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client	TOR	Hunter Knifton	<u>0.50</u>
internal strategy meeting					
10/02/2022					20.33

Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	CAL	Zoe Keirstead	<u>0.50</u>
Media summary					
Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	CAL	Zoe Keirstead	<u>0.50</u>
Internal update call					
Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client	TOR	Patricia Favre	<u>0.50</u>
Internal team meeting.					
Ottawa Police Service	[OPS.05] Protest Communications Support	Daily Media Brief	TOR	Michelle Silva	<u>0.75</u>
Summary of news coverage					
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	TOR	Michelle Silva	<u>1.25</u>
Morning media analysis					
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	TOR	Michelle Silva	<u>2.50</u>
Afternoon media analysis and media monitoring					
[OPS.05]					

Ottawa Police Service	Protest Communications Support	Internal Meeting re Client	TOR	Michelle Silva	<u>0.50</u>
OPS.05 Internal					
Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services	OTT	Matthew Barnes	<u>6.50</u>
Media prep, NR development, strategic advice, on site support					
Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client	TOR	Amanda Galbraith	<u>0.50</u>
OPS.05 Internal					
Ottawa Police Service	[OPS.05] Protest Communications Support	Strategic Counsel	TOR	Amanda Galbraith	<u>6.00</u>
Write remarks and material, review key messages, prep for media avail					
Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	CAL	Zoe Keirstead	<u>0.50</u>
afternoon media summary					
Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client	TOR	Hunter Knifton	<u>0.33</u>
internal team mtg					
11/02/2022					26.00

Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services	TOR	Patricia Favre	<u>0.50</u>
Call with Chair Deans.					
Ottawa Police Service	[OPS.05] Protest Communications Support	Correspondence	TOR	Clare Michaels	<u>0.50</u>
Discuss regs					
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	TOR	Michelle Silva	<u>1.25</u>
Morning media analysis					
Ottawa Police Service	[OPS.05] Protest Communications Support	Draft Product	TOR	Michelle Silva	<u>1.00</u>
Monitor and write a summary on Premier Ford's announcement					
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	TOR	Michelle Silva	<u>2.50</u>
Afternoon media analysis and media monitoring					
Ottawa Police Service	[OPS.05] Protest Communications Support	Government Relations	TOR	Brayden Akers	<u>0.75</u>
Call with AG. Reach out to governemnt. Call back with Amanda.					
Ottawa	[OPS.05]				

Police Service	Protest Communications Support	Project Management	CAL	Zoe Keirstead	<u>0.50</u>
Morning scan					
Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	CAL	Zoe Keirstead	<u>0.50</u>
Afternoon scan					
Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services	OTT	Matthew Barnes	<u>7.00</u>
Council prep, media prep, strategic advice, remarks drafting, NR drafting					
Ottawa Police Service	[OPS.05] Protest Communications Support	Strategic Counsel	TOR	Amanda Galbraith	<u>8.00</u>
OPS.05 Provide comms support to Chief Sloly and OPS, prep for media avail, briefing, etc.					
Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services	TOR	Jaime Watt	<u>2.75</u>
review of strategy & messaging					
Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services	TOR	Jaime Watt	<u>0.75</u>
meeting w/ Chief					
12/02/2022					10.50

Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	CAL	Zoe Keirstead	<u>0.75</u>
Media scan					
Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services	OTT	Matthew Barnes	<u>3.50</u>
Strategic advice, NR drafting, call with Chief and John					
Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	CAL	Zoe Keirstead	<u>0.50</u>
afternoon media summary					
Ottawa Police Service	[OPS.05] Protest Communications Support	Client Calls	TOR	Amanda Galbraith	<u>0.50</u>
Meeting with Navigator & Chief					
Ottawa Police Service	[OPS.05] Protest Communications Support	Client Calls	TOR	Amanda Galbraith	<u>0.75</u>
Meeting with Navigator & Chief					
Ottawa Police Service	[OPS.05] Protest Communications Support	Client Calls	TOR	Amanda Galbraith	<u>0.50</u>
Meeting with Navigator & Chief and Police					
Ottawa	[OPS.05]				

Police Service	Protest Communications Support	Client Calls	TOR	Amanda Galbraith	<u>0.50</u>
Catch up - debrief with Jaime & Matt					
Ottawa Police Service	[OPS.05] Protest Communications Support	Strategic Counsel	TOR	Amanda Galbraith	<u>1.00</u>
Discuss strategy with John S, follow up with Matt & Jaime, etc.					
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	TOR	Michelle Silva	<u>2.50</u>
Morning and afternoon media analysis					
13/02/2022					12.00
Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	CAL	Zoe Keirstead	<u>0.50</u>
media summary					
Ottawa Police Service	[OPS.05] Protest Communications Support	Strategic Counsel	TOR	Amanda Galbraith	<u>1.00</u>
Meeting with Navigator & OPS					
Ottawa Police Service	[OPS.05] Protest Communications Support	Strategic Counsel	TOR	Amanda Galbraith	<u>2.00</u>
OPS.05 Internal meeting re: client and next steps, follow up call with MVS, calls with John S, write statement, discuss approach					

Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	TOR	Michelle Silva	<u>2.50</u>
Morning and afternoon media analysis					
Ottawa Police Service	[OPS.05] Protest Communications Support	Strategy Development	TOR	Mike Van Soelen	<u>2.00</u>
working to prep for week with team					
Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services	OTT	Matthew Barnes	<u>4.00</u>
14/02/2022					27.50
Ottawa Police Service	[OPS.05] Protest Communications Support	Client Calls	TOR	Amanda Galbraith	<u>1.00</u>
Call with John S re: CBC inquiry, revise statement based on call, send to John, discuss statement and approach with internal team					
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	TOR	Michelle Silva	<u>1.25</u>
Morning media analysis					
Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	CAL	Zoe Keirstead	<u>0.50</u>

Morning summary

Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	CAL	Zoe Keirstead	<u>0.25</u>
Call with Thomas					
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	TOR	Michelle Silva	<u>1.75</u>
Afternoon media analysis					
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	TOR	Michelle Silva	<u>2.75</u>
Media monitoring throughout the day					
Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	CAL	Zoe Keirstead	<u>0.50</u>
Afternoon media summary					
Ottawa Police Service	[OPS.05] Protest Communications Support	Strategy Development	TOR	Mike Van Soelen	<u>6.00</u>
supporting team					

Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	OTT	Matthew Barnes	<u>7.50</u>
Draft remarks, strategic advice, media relations.					
Ottawa Police Service	[OPS.05] Protest Communications Support	Draft Product	TOR	Thomas Ashcroft	<u>2.00</u>
Q&A for council meeting					
Ottawa Police Service	[OPS.05] Protest Communications Support	Strategic Counsel	TOR	Amanda Galbraith	<u>4.00</u>
communications support to ottawa police: media relations, client calls, etc.					
15/02/2022					35.25
Ottawa Police Service	[OPS.05] Protest Communications Support	Internal Meeting re Client	TOR	James Sanders	<u>0.25</u>
Call with MB.					
Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	CAL	Zoe Keirstead	<u>0.50</u>
Morning scan					
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	TOR	Michelle Silva	<u>1.25</u>
Morning media analysis					

Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	TOR	Michelle Silva	<u>1.50</u>
Afternoon media analysis					
Ottawa Police Service	[OPS.05] Protest Communications Support	Media Scan	TOR	Michelle Silva	<u>2.00</u>
Media monitoring					
Ottawa Police Service	[OPS.05] Protest Communications Support	Strategic Counsel	TOR	Amanda Galbraith	<u>8.00</u>
Provide communications support to Ottawa police Service					
Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	CAL	Zoe Keirstead	<u>0.50</u>
Afternoon media summary					
Ottawa Police Service	[OPS.05] Protest Communications Support	Project Management	OTT	Matthew Barnes	<u>8.50</u>
Strategic advice, media support, speech and statement drafting					
Ottawa Police Service	[OPS.05] Protest Communications Support	Strategy Development	TOR	Mike Van Soelen	<u>6.00</u>
Support OPS coms feb 15th					
Ottawa	[OPS.05]				

Police Service	Protest Communications Support	Professional Services	TOR	Thomas Ashcroft	<u>2.00</u>
monitoring services board meeting					
Ottawa Police Service	[OPS.05] Protest Communications Support	Draft Product	TOR	Thomas Ashcroft	<u>1.75</u>
updated Q&A and remarks					
Ottawa Police Service	[OPS.05] Protest Communications Support	Professional Services	TOR	Jaime Watt	<u>3.00</u>
meeting with Chief; calls w lawyers					
Total					384.58