



Ian Richards
Records & Information Manager
Access & Privacy Officer
410-9th Street, Brandon, Manitoba
R7A 6A2

January 13, 2014

Colin Craig
1881 Portage Avenue
P.O. Box 42123
Winnipeg, Manitoba, R3J 3X7

Dear Mr. Craig,

RE: Your Request for Access to Information under *The Freedom of Information and Protection of Privacy Act*: Our File Number 04/2014

On January 10, 2014, the City of Brandon received your request for access to the following records:

Please provide documentation on how the City of Brandon spent funds received through the provincial government's Excess Moisture Economic Stimulus Program. Specifically, please provide a breakdown as to how the \$94,064.27 was spent, the name of the expert who held the workshops and other ways the funds were spent.

Access to the information you have requested has been granted in full through the following attachments:

- Attachment 1 – Final Report and Financial Statement of the program
- Attachment 2 – Program Agreement
- Attachment 3 – Letter of Notification to MNP

Subsection 59(1) of The Freedom of Information and Protection of Privacy Act provides that you may make a complaint about this decision to the Manitoba Ombudsman. You have 60 days from the receipt of this letter to make a complaint on the prescribed form to:

Manitoba Ombudsman
750 - 500 Portage Avenue
Winnipeg, MB R3C 3X1
(204) 982-9130
1-800-665-0531

Ian Richards
Records & Information Manager
Access & Privacy Officer
410-9th Street, Brandon, Manitoba
R7A 6A2

If you have any questions, please write to me or call me at 729-2269.

Yours Truly,



Ian Richards
Records Information Manager
Access & Privacy Officer



March 12th, 2013

Kim Beilby
Excess Moisture Economic Stimulus Program Coordinator
Agriculture, Food and Rural Initiatives
Economy and Rural Development Knowledge Centre
1129 Queens Avenue
Brandon, MB R7A 1L9

Re: Project No. 10-010 EMESP

As per the original project proposal, Economic Development Brandon engaged the services of a Business Continuity Expert through a formal RFP process, with MNP awarded the project. The scope of work for the project required MNP to facilitate individual business workshops with all interested businesses that were evacuated during the 2011 high water event. During these workshops, MNP was required: (1) To ensure businesses impacted by the Flood of 2011 were equipped with a functional and actionable Business Continuity Plan (BCP) that could be implemented if required in the future, and (2) to gather information and feedback from businesses regarding the City's response to the Flood of 2011. In addition MNP provided a BCP template that could be shared with any other Brandon business that may be interested.

Of the 85 impacted businesses, 21 businesses initially indicated interest in participating in a BCP workshop session. Despite significant effort from both Economic Development Brandon and MNP to have all interested businesses participate, eight businesses resulting in 10 workshop sessions were concluded.

It was made clear by the participating business that the BCP workshop session has equipped them with the knowledge and tools to be able to continue business operations in the event of a future disruption in business continuity while minimizing the financial impact. The new tools and knowledge have alleviated their concerns with being located in the impacted area, strengthening both the economic viability of the impacted businesses and the area as a whole. The majority of participating businesses have reported a full financial recovery from the losses sustained during the high water event.

Below are a few notable areas of benefit expressed by participating businesses.

- After the completion of the business continuity workshops, MNP synthesized all information collection from the business and populated their Business Continuity Plan. The businesses were then provided with a binder of their plan, as well as a soft copy. One of the components of the BCP that many businesses found particularly valuable was the Communication template which offered a guideline on how to respond to media inquiries during a business disruption.

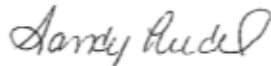
- As locally-owned businesses, many of the business owners and managers interviewed had extensive knowledge of the operations and intricacies of their businesses. However, during the interviews businesses realized that this knowledge had not been disseminated to other key employees, which may affect their ability to function during a business disruption should the business owner/manager not be present.
- Accordingly, MNP helped these businesses develop clear strategies and actions that could be followed by an employee with a similar skill set. This was supplemented by referencing staff contact information, supplier contacts and key interdependencies.
- Many businesses expressed that having a documented plan that included strategies and actions required for relocation would greatly simplify the resumption or relocation of operations in the future.
- Lastly but of equal importance is feedback gathered from businesses during the BCP workshops provides solid recommendations for the City of Brandon to enhance their response to business needs should future incidents cause a disruption in business operations.
- A broad lesson identified by all participating businesses was the need to dedicate more time and effort to emergency preparedness.

I feel this project was extremely worthwhile to impacted businesses as it provided them with the knowledge and tools to effectively manage future businesses interruptions, aiding in business sustainability. The confidence that resulted from solid Business Continuity Plans has enabled the impacted businesses to comfortably continue operations in the impacted area.

The information gathered during the BCP workshop sessions also provided valuable insight to the City of Brandon with regards to what worked well during the high water event, what could benefit from enhancements and recommendations to respond to business specific needs identified throughout the process.

I have included a copy of MNP's proposal for the project, letter awarding the project, press release, the formal invitation to impacted businesses and a financial statement for the project.

Sincerely,



Sandy Trudel
Director of Economic Development

Excess Moisture Economic Stimulus Program Financial Statement

Project Number: 10-010 EMESP
 Organization: City of Brandon

EMESP Reimbursement of Expenditure Overview

Approved Expenditure: (as per Original Application Agreement (and if applicable Approved Written Amendment))

Approved Expenditure Category	Approved Amount	Requested Amount
Labour (LBR)	\$ -	\$ -
Materials (MAT)	\$ -	\$ -
Operational cost of equipment (OP)	\$ -	\$ -
Administrative costs directly related to the Project (ADMIN)	\$ 5,000.00	\$ 8,964.16
Project promotional materials (PROMO)	\$ 250.00	\$ 300.11
Rental or lease of facilities, equipment, and/or machinery (RENT)	\$ -	\$ -
Purchase of capital items for the execution of the project (CAP)	\$ -	\$ -
Other (please specify as per agreement): Consulting Fees	\$ 94,900.00	\$ 84,800.00
	\$ -	\$ -
	\$ -	\$ -
Total	\$ 100,150.00 (A)	\$ 94,064.27 (B)

Note: Each item and the total in column B must be equal or less than those in column A.

Final Payment Requested:

Total Amount requested from EMESP funding (B)	\$ 94,064.27
Less: Amount received from EMESP funding in initial payment	\$ 75,000.00
Amount requested for Final EMESP Payment	\$ 19,064.27

Financial Statement of Project

Income :	Specific Program/Donor Name	Total
Government Funding:		
Province of Manitoba	EMESP (Requested amount above- Total (B))	\$ 94,064.27
		\$ -
		\$ -
		\$ -
		\$ -
All Other Funding Sources:		
City of Brandon	Promotional materials	\$ 150.00
		\$ -
		\$ -
		\$ -
Total Income		\$ 94,214.27 (C)

Expenses:	Vendor	Item	Total
Category (as coded above)			
Administrative Costs	City of Brandon		\$ 8,964.16
Project Promotional Materials	City of Brandon		\$ 450.11
Consulting Fees	MNP		\$ 84,800.00
			\$ -
			\$ -
			\$ -
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Total Expenses			\$ 94,214.27 (D)

Note: Totals C and D must balance (i.e. be equal). A detailed receipt for each of the above items must be attached.

I, Sandy Trudel, as a properly authorized representative of the above named organization, verify that the above is a true and full accounting of the expenditures associated with the above named project. These expenditures were authorized and executed in a manner consistent with the Terms and Conditions set out in the Excess Moisture Economic Stimulus (EMESP) Terms and Conditions and letter of Agreement for this approved project.

Signature Sandy Trudel.

March 12th, 2013 Date

Business Continuity Project, staff hours

- Class 1 Senior Staff, rate of \$72.54 / hr
- Class 2 Administrative staff, rate of \$22.34 / hr
- Class 3 Treasury support staff \$37.25 / hr
- Class 4 Management staff, \$46.55 / hr

Project Scope of Work	Class	# of hours	Total staff cost
Consultant selection, includes drafting RFP, responding to enquires, short listing, reference checks, engagement letters, etc.	1	22	\$ 1,595.88
Issuance of RFP, responding to queries, awarding of RFP, issuing payment	3	8	\$ 298.00
Project management - consultant focused, regular meetings, direction decisions, dashboards, survey reviews, BCP template reviews, report reviews, etc.	1	31	\$ 2,248.74
Impacted business spreadsheet, contact information, etc.	2	21	\$ 469.14
Impacted Business engagement, including meetings with the local chamber of Commerce, drafting letters, emails and making and responding to phone calls	1	15	\$ 1,088.10
confirming interest from impacted businesses, numerous phone calls and emails	1	24	\$ 1,740.96
Media coverage, beginning, throughout and end	1	4	\$ 290.16
Internal consultations with senior management, elected officials and Emergency Response Coordinator, beginning and end of project	1	6	\$ 435.24
Internal consultations with senior management, elected officials and Emergency Response Coordinator, beginning and end of project	4	3	\$ 217.62
Project application, final report, follow up with MAFRI staff	1	8	\$ 580.32
Total Staff costs			\$ 8,964.16

Promotional Activities

	Description	Printing cost, letterhead & envelopes	Postage cost	Total Promo costs
Mailing 1	Introductory letter (89)	\$ 83.85	\$ 54.29	
Mailing 2	Confirm interest letter (89)	\$ 83.85	\$ 54.29	
Mailing 3	Confirm interest letter for outstanding businesses (63)	\$ 59.35	\$ 38.43	
Mailing 4	Final chance letter (49)	\$ 46.16	\$ 29.89	
		\$ 273.21	\$ 176.90	\$ 450.11

Letterhead and envelopes, \$0.93 / each mailing
 Printing, black and white, \$0.0121

• all costs listed are exempt of GST as we claim this back as a Municipality



**Agriculture, Food
and Rural Initiatives**

Economy and Rural Development Knowledge Centre
1129 Queens Avenue
Brandon, Manitoba, Canada R7A 1L9
T 204-726-8407
F 204-726-6260

September 2, 2011

City of Brandon
c/o Sandy Trudel
410 - 9th Street
Brandon, MB R7A 6A2

Re: Excess Moisture Economic Stimulus Program (EMESP)
Project No.: 10-010 EMESP

Thank you for applying for funding pursuant to the Excess Moisture Economic Stimulus Program.

We are pleased to advise that funding for your organization's proposed project, *City of Brandon Economic Recovery Plan*, has been approved as follows (the "Approved Project"):

1. Administrative costs directly related to the Project	\$ 5,000.00
2. Project promotional materials	\$ 250.00
3. Consulting fees	\$ 94,900.00
TOTAL APPROVED COSTS:	\$100,000.00

(hereinafter referred to as the "Approved Costs").

A cheque representing 75% of the Approved Costs will be forwarded to you upon our receipt of your acceptance of this approval, as evidenced by your signing a copy of this letter and returning it to the Program Administrator.

Funding of the Approved Costs under the Excess Moisture Economic Stimulus Program is subject to the following terms and conditions:

1. THAT your organization will proceed with the Approved Project as outlined in your application, attached as Schedule "A".
2. THAT your organization will use the funds advanced to pay Approved Costs associated with the Approved Project before or as they fall due.
3. THAT your organization will pay all costs associated with the Approved Project before or as they fall due, whether those costs are Approved Costs or otherwise.
4. THAT your organization will submit your final report, including financial statements, invoices for Approved Costs, and outcomes achieved, and signed by a properly authorized representative, to the Program

Manitoba
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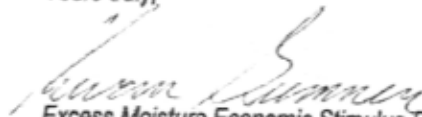
Administrator within 90 days of completion of the Approved Project or March 15, 2013, whichever is earlier. The final report shall be in a form as prescribed by the Program Administrator.

5. THAT the Approved Costs not covered by the funds advanced, or 25% of the Approved Costs, whichever is less, shall be forwarded to your organization following receipt and approval of your report mentioned in Paragraph 4 above.
6. THAT your organization understands and agrees that if your organization incurs Approved Costs which are less than the Advance Payment, the excess advance shall be a debt due and payable to the Province of Manitoba.
7. THAT your organization shall contact the Program Administrator immediately in the event that:
 - (a) Your organization discontinues the Approved Project; or
 - (b) Your organization receives alternate funding for the Approved Project.
8. THAT your organization understands and agrees that if you fail to comply with these conditions, or the conditions set out in the Excess Moisture Economic Stimulus Program Terms and Conditions, attached as Schedule "B", your funding may be denied, revoked or recalled, and that a claim for reimbursement for monies already paid to you may be made against you.
9. THAT your organization agrees to participate in public announcements regarding funding for your project and that the development of communications plans, products and activities for the project must be reviewed and approved by the Program Administrator.
10. THAT any changes to this Agreement initiated by your organization must be authorized by the Program Administrator. Such approved amendments will be attached to this agreement as Schedule "C".

If your organization is prepared to accept this offer of funding as outlined above, please indicate your acceptance in the space provided below and return the signed copy to your local MAFRI liaison, or mail it to the address indicated below.

We wish you success in your project.

Yours truly,


Excess Moisture Economic Stimulus Program Coordinator
Manitoba Agriculture, Food and Rural Initiatives

Acceptance

I, Sandy Trudel, as a properly authorized representative of the City of Brandon, accept the terms set out in this letter of offer and in the Excess Moisture Economic Stimulus Program Terms and Conditions .

Sept 9th, 2011
Date

Sandy Trudel
Signature

Please return to:

Manitoba Agriculture, Food and Rural Initiatives
Attention: Kevan Sumner, EMESP Program Coordinator
1129 Queens Avenue
Brandon, MB R7A 1L9

2011 Excess Moisture Economic Stimulus Program (EMESP)

Terms and Conditions

1. Purpose of the Program:

1.1 The purpose of the program is to provide immediate economic stimulus to the areas adversely affected by excess moisture levels in rural Manitoba. Funding will support projects that offset the economic impact of excess moisture levels on communities, small and medium enterprises (SMEs) and industry sectors by:

- (a) restoring economic activity to levels existing prior to the excess moisture event; or
- (b) promoting, strengthening or diversifying economic activity within the Affected Area.

1.2 Preference will be given to:

- (a) projects that spend funds locally,
- (b) projects that are broad in scope, providing benefits to:
 - multiple businesses;
 - an industry(ies); and/or
 - a community (ies).
- (c) innovative projects, and
- (d) projects aimed at providing stimulus to businesses, industries, and/or communities that have been most directly impacted by high water events.

2. Definitions:

- 2.1. "**Affected Area**" is any area of Manitoba affected by excess moisture levels in 2011 excluding the City of Winnipeg.
- 2.2. "**Agreement**" is a conditional funding agreement between the Province of Manitoba and a Participant to develop and implement an economic stimulus project which matches the purpose of the Program within a prescribed time frame.
- 2.3. "**Applicant**" is any entity who submits an application form for consideration.
- 2.4. "**Capital Goods**" are any tangible assets that an organization uses to produce goods or services such as infrastructure, equipment and machinery.
- 2.5. "**Community(ies)**" mean(s) an entity or entities as recognized under *The Northern Affairs Act*, a municipal authority as recognized under *The Municipal Act* or First Nations Councils.
- 2.6. "**Excess Moisture Event**" means inundation caused by overland flooding or from excess precipitation, significantly exceeding normal seasonal fluctuations in moisture levels.

- 2.7. **"GO Office"** means a Manitoba Agriculture, Food and Rural Initiatives Growing Opportunities Office (see Appendix A for listing).
- 2.8. **"Participant"** is an Applicant which has been selected by the Province of Manitoba to receive funds and has subsequently signed an Agreement.
- 2.9. **"Non-Profit Entity"** is an organization that does not distribute its surplus funds to owners or shareholders, but instead uses them to help pursue its goals.
- 2.10. **"Program Administrator"** means Manitoba Agriculture, Food and Rural Initiatives, with the assistance of Manitoba Local Government.
- 2.11. **"Program"** means the 2011 Excess Moisture Economic Stimulus Program (EMESP).
- 2.12. **"Minister"** means the Minister of Agriculture, Food and Rural Initiatives or his authorized representatives.
- 2.13. **"Small and Medium Enterprises (SMEs)"** is any for-profit enterprise with fewer than 500 employees and less than \$50 million in gross revenues.

3. Eligible Applicants:

An Eligible Applicant is an entity:

- (a) that is a corporation, cooperative, Community or Non-Profit Entity but not an individual, "for-profit" enterprise, nor a government funded research station, agency or institution;
- (b) with members or whose jurisdiction is within or partially within the Affected Area.

4. Eligible Activities:

- 4.1. An Applicant may apply for funding for any activity which has been undertaken for one or both of the purposes identified in Section 1.1 above in response to an Excess Moisture Event.
- 4.2. Eligible Activities include early recovery activities that have been initiated prior to application for EMESP funding and future planned projects.

5. Application:

- 5.1. The Applicant is required to submit a completed application form as prescribed by the Program Administrator.
- 5.2. The application form must be submitted by a properly authorized person. If the person who submits the application is not properly authorized to do so, they will be held personally liable. Proof of authorization may be required by the Program Administrator.
- 5.3. The Program Administrator shall review each application, and may approve (in whole or in part) or deny the application. The Program Administrator may request amendments to the Application.
- 5.4. An Applicant may submit multiple applications for separate and distinct projects.

6. Agreement

- 6.1. If selected, the Applicant shall be required to sign an Agreement as prescribed by the Program Administrator within 10 days of date of the letter of notification; in order to become a Participant.

August 22, 2011

Terms and Conditions

Excess Moisture Economic Stimulus Program (EMESP)

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