



IAN RICHARDS
RECORDS INFORMATION MANAGER, ACCESS & PRIVACY OFFICER
Phone: (204) 729-2269 Fax: (204) 729-8244 E-mail: i.richards@brandon.ca
City of Brandon 410 – 9th Street Brandon, Manitoba R7A 6A2 www.brandon.ca

August 10, 2012

Colin Craig
1881 Portage Avenue
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 13/2012

On July 17, 2012, the City of Brandon received your request for access to the following records:

Please provide documentation on the number of employees who were eligible for step increases over the past year as well as the number of employees who were eligible for step increases but did not receive a step increase. If it's easier to go by fiscal year or calendar year that is fine (eg. April 1, 2011 to March 31, 2012 or January 1, 2011 to December 31, 2011).

I am pleased to inform you that your request for access to these records has been granted in full.

Between April 1, 2011 and March 31, 2012 there were approximately 138 merit or increment increases (equivalent to step increases). The 138 would include both full-time and part-time employees.

No employees eligible for step increases were denied increases. The only reasons an employee would not receive it would be an oversight (which once realized would be processed retroactively), an extension of the probationary period, or in some instances, a hold-back for performance concerns.

Subsection 59(1) of *The Freedom of Information and Protection of Privacy Act* provides that you may make a complaint to the Manitoba Ombudsman about this decision to allow you to examine the records, instead of providing copies of them. 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

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

Yours Truly,

A handwritten signature in black ink that reads "Ian Richards". The signature is written in a cursive style with a large initial "I".

Ian Richards
Records Information Manager
Access & Privacy Officer