



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

October 17, 2013

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 24/2013

On October 3, 2013, the City of Brandon received your request for access to the following records:

Please provide documentation on the cost of the Mayor's trip to Winnipeg-Calgary-Brandon. Please note the number of staff that attended, the total airfare for all staff (by individual), hotel costs (by individual), costs related to getting to Winnipeg (and perhaps the costs for someone to drive a vehicle back), costs of staff time, meals and other incidentals.

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

Page 1 of the attachments is a summary sheet of the expenses requested. Please be aware that GST has been excluded from the totals in the summary as the City of Brandon is reimbursed these funds by the federal government.

In attendance on the trip to Winnipeg-Brandon-Calgary were the Mayor, City Manager, Economic Development Officer and two representatives from the Brandon Chamber of Commerce. The group departed for Winnipeg on Monday, September 2nd (Labour Day). City staff were travelling on their day off, and no additional salary costs were incurred. The cost of staff time on September 3 was covered through regular salaries, which are available on the City's open data website at <http://opengov.brandon.ca/open-government.aspx>.

A receipt for the rental vehicle has been included as page 2 of the attachment, and the receipt for the fuel for the trip to Winnipeg is on page 9. The cost of returning the vehicle to Brandon was covered through a "Drop Charge" included in the cost of the rental.

Receipts for airfare are attached as pages 3-4 of the attachments. Please be aware that all 5 tickets were purchased at the same time for convenience purposes. The Brandon Chamber of Commerce reimbursed the City of Brandon for the tickets of its two representatives.

Receipts for hotel rooms are attached as pages 5-8 of the attachments.

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Breakfast on September 3 was the only meal the City paid for, and the receipt has been included on page 9 of the attachments.

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
982-9130
1-800-665-0531

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

WestJet Inaugural Flight (GST Excluded)**Mayor Shari Dector Hirst**

Flight-Winnipeg - Calgary	\$238.27
Hotel - Calgary	\$160.54

Scott Hilderbrand, City Manager

Flight-Winnipeg - Calgary	\$238.27
Hotel - Calgary	\$160.54
Breakfast (5 people)	\$67.34
Vehicle rental (Bdn - Winnipeg)	\$75.33
Gas	\$30.48

Sandy Trudel, Director of Economic Development

Flight-Winnipeg - Calgary	\$238.27
Hotel - Calgary	\$160.54
Breakfast	\$12.00

Total \$1,381.58

Rental Invoice
Facture de location



1500 RICHMOND AVENUE
BRANDON MB R7A 7E3

Bill To/Facteur à:

0000100-00001/00001-T-0010Y10000
CITY OF BRANDON
ATTN: UNKNOWN**
410 - 9TH STREET
BRANDON MB R7A 6A2

RENTAL INFORMATION		
INFORMATION POUR LA LOCATION		
Date Out / Date de sortie	Date In / Date de retour	Start Charges/Départ Frais
30/08/13 10:31AM	2/09/13 4:36PM	2/09/13
Renter/Locataire		
SCOTT MARCEL MR HILDEBRAND		

Additional driver/Conducteur supplémentaire

Name / Nom
NONE

RENTAL VEHICLES		CLAIM INFORMATION	
VEHICULES LOUES		DECLARATION DE SINISTRE	
Colour/Couleur	Lic.#/ Plaque	Claim# / Policy# / #Plainte/ #Police / #O.A.	
BLACK	DKT459		
Model/Modèle	Unit# / Unité	Insured/ Assuré	
12 GCAR	7GL38V		
		Loss Date /Date sinistre	Loss Type/ Type sinistre
		Car Type / Type véhicule	Repair/ Atelier réparation

Rental Agreement/Contrat de Location D027962 - C615

BILLING DETAIL/DÉTAILS DE LA FACTURE			
Description/ Description	Rate/ Tarif	Am/ Montant	
1 DAYS/JOURS	@	68.98	68.98
VLF			.77
GST			3.49
PST		8.00	5.58
AMOUNT DUE/MONTANT DÛ			78.82

Att. P. 2

IMPORTANT INFORMATION	
INFORMATION IMPORTANTE	
Billing Inq. Call/ Appel pour information sur facture	Fed Tax ID# / #ID taxe fédérale
204-727-7732	889365821
Billing Information/Information de la facture	
SEE ECARS2.0 FOR CHRG DETAILS	

Thank You For Choosing Enterprise/Merci
NOW IN WINKLER, MANITOBA !!!
TRY US OUT ON LINE AT:
WWW.ENTERPRISE.COM



Please return this portion with remittance
Veuillez renvoyer cette partie avec votre règlement

Remit to/Envoyer à:
ENTERPRISE RENT-A-CAR

1380 WAVERLEY
WINNIPEG MB R3T 0P5

AMOUNT DUE/MONTANT DÛ 78.82

Païd by/Payé par:
CITY OF BRANDON
ATTN: UNKNOWN**
410 - 9TH STREET
BRANDON MB R7A 6A2

05/09

Cust# / #Client Rental Agreement / # Contrat de loc Am/ Montant GPBR/ GR.FI.
Y18308 D027962 78.82 C615



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Itinerary confirmation

Thank you for choosing WestJet. You can find details about your booking below.

Your reservation code is: **ESXDFU**

Guest details

Ms Sandra Trudel	Flight	Winnipeg (YWG)-Calgary (YYC) WestJet FF 522882986 Ticket number 8382190021132 Seat YWG-YYC
Mr Shari Decker Hirst	Flight	Winnipeg (YWG)-Calgary (YYC) Ticket number 8382190021133 Seat YWG-YYC
Mr Scott Hildebrand	Flight	Winnipeg (YWG)-Calgary (YYC) Ticket number 8382190021134 Seat YWG-YYC
Mr Nate Andrews	Flight	Winnipeg (YWG)-Calgary (YYC) Ticket number 8382190021135 Seat YWG-YYC
Mr Craig Senchuk	Flight	Winnipeg (YWG)-Calgary (YYC) Ticket number 8382190021136 Seat YWG-YYC

* You may not select a seat at this time. Seat selection will be available in the 'Manage bookings' section of your WestJet profile, during online check-in, or at the airport.

Air itinerary details

Winnipeg (YWG) Mon Sep 2 2013, 6:00 PM Boeing 737-700	Calgary (YYC) Mon Sep 2 2013, 7:06 PM	WS 399 WestJet	Fare type: Flex Non-stop
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Pricing breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
Adult	\$214.00	\$18.00	\$45.33	\$277.33	x 5	\$1,386.65 CAD

YWG-YYC: Flex fare type benefits

One complimentary checked bag*

Advanced seat selection - \$5 to \$34.50, with access to emergency exit row(s), which includes advance boarding* †

\$50-\$57.50 Itinerary change fee + applicable fare difference †

\$50-\$57.50 name change fee †

\$50-\$57.50 cancellation fee, balance refunded to travel bank †

* Not applicable on flights operated by our airline partners

† Fees include approximate taxes

Total air fare: **\$1,386.65 CAD**





Earn WestJet dollars. Pay when you pick up your car. Book now.

Reserve now and pay when you pick up your vehicle.

All rates include taxes, fees and surcharges. Click on the arrows to see other options.

Pick-up from: Calgary (YYC) Mon Sep 2 2013, 7:06 PM

Drop-off to: Calgary (YYC) Tue Sep 3 2013, 7:06 PM

<p>Medium SUV5 Door, Automatic, A/C</p>  <p>Alamo</p> <p>\$115.51 CAD 1 day(s) rental</p> <p>SELECT</p> <p>Rate details Vehicle details</p>	<p>Intermediate5 Door, Automatic, A/C</p>  <p>National</p> <p>\$93.66 CAD 1 day(s) rental</p> <p>SELECT</p> <p>Rate details Vehicle details</p>	<p>Intermediate5 Door, Automatic, A/C</p>  <p>Enterprise</p> <p>\$74.25 CAD 1 day(s) rental</p> <p>SELECT</p> <p>Rate details Vehicle details</p>	<p>Economy5 Door, Automatic, A/C</p>  <p>Budget</p> <p>\$54.96 CAD 1 day(s) rental</p> <p>SELECT</p> <p>Rate details Vehicle details</p>
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WestJet Rewards members earn 1% back in WestJet dollars on car rentals booked at westjet.com.*

* WestJet dollars will be awarded on the cost of your rental before taxes, fees and surcharges.

Charged to MASTERCARD ...3865: **\$1,386.65 CAD**

Baggage Limitations for Jamaica and Trinidad and Tobago

You are permitted one piece of carry-on baggage and two checked bags, the second at a cost of \$20. No third and fourth bag or overweight items will be permitted. You are not permitted any oversized bags, with the exception of one golf bag containing golf clubs. For more information, please visit our website at westjet.com.

Important details



Use Web check in to print your boarding pass and select your seat for free. This service is available as early as 24 hours (and up to 60 minutes) before your scheduled flight. Please review the Checked and Excess Baggage changes prior to checking in for your flight.



Identification and travel documents required vary based on where you are travelling and may change based on your nationality. Visit our ID requirements section for more information.



Do you have a special need? For information on travelling with oxygen, assistive devices, service animals see Guests with special needs.



We know how valuable your time is. To ensure we are able to depart and arrive as scheduled, please be sure you are through security and at your departure gate 30 minutes prior to your flight's scheduled departure time. If you arrive at the gate less than 10 minutes prior to departure and the aircraft is already boarded you will be denied boarding.

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Four Points By Sheraton Calgary Airport
 2875 Sunridge Way NE
 Calgary, AB T1Y7K7
 Canada
 Tel: 403-648-3180 Fax: 403-648-3179

Scott Hildebrand
 [REDACTED]
 15 HANBURY PL
 BRANDON, MB R7A 6V6
 Canada

Page Number : 1 Invoice Nbr: 171315
 Guest Number: 147624 Arrive Date: 02-SEP-13 20:10
 Folio ID : EX-A Depart Date: 03-SEP-13
 No. Of Guest: 1
 Room Number : 506
 Room Rate : 145.00
 Club Account: SPG - C41598763443

Email: SCOTTH@MCKENZIESEEDS.COM

Tax ID: 829610872 RT0001
 Four Points Calgary 03-SEP-13 01:06 JUANITA

Date	Reference	Description	Amount
02-SEP-13	RT506	Room Charge	145.00
02-SEP-13	RT506	GST	7.25
02-SEP-13	RT506	Tourism Levy	5.80
02-SEP-13	RT506	DMF Tax	4.74
02-SEP-13	RT506	Airport Departure Fee	5.00
03-SEP-13	MC	MasterCard / Dinners Intl	-167.79
		** Total Charges	167.79
		** Total Credits	-167.79
		*** Balance	0.00

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

Continued on the next page

Four Points By Sheraton Calgary Airport
 2875 Sunridge Way NE
 Calgary, AB tly7k7
 Canada
 Tel: 403-648-3180 Fax: 403-648-3179

Sandy Trudel
 410 9th St
 Brandon, MB R7A 6A2
 Canada

Email: K.VANDALE@BRANDON.CA

Page Number : 1 Invoice Nbr: 171319
 Guest Number: 147623 Arrive Date: 02-SEP-13 20:07
 Folio ID : EX-A Depart Date: 03-SEP-13
 No. Of Guest: 1
 Room Number : 600
 Room Rate : 145.00
 Club Account:

Tax ID: 829610872 RT0001
 Four Points Calgary 03-SEP-13 01:06 JUANITA

Date	Reference	Description	Amount
02-SEP-13	RT600	Room Charge	145.00
02-SEP-13	RT600	GST	7.25
02-SEP-13	RT600	Tourism Levy	5.80
02-SEP-13	RT600	DMF Tax	4.74
02-SEP-13	RT600	Airport Departure Fee	5.00
03-SEP-13	MC	MasterCard / Dinners Intl	-167.79
		** Total Charges	167.79
		** Total Credits	-167.79
		*** Balance	0.00

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

Continued on the next page

Four Points By Sheraton Calgary Airport
 2875 Sunridge Way NE
 Calgary, AB t1y7k7
 403-648-3180
<http://www.starwoodhotels.com/fourpoints/index.html>



Att. P. 7

Decter Hirst, Shari	Page Number	1	Invoice Nbr	171308
410 9th St	Guest Number	147625	Arrive Date	09-02-2013
Brandon, MB R7A 6A2	Folio ID	A	Depart Date	09-03-2013
	No. Of Guest	1		
	Room Number	416		
	Time	09-03-2013 07:34		

Invoice

Tax Identification 829610872 RT0001

Date	Reference	Description	Charges/Credits
09-02-2013	RT416	Room Charge	\$145.00
09-02-2013	RT416	GST	\$7.25
09-02-2013	RT416	Tourism Levy	\$5.80
09-02-2013	RT416	DMF Tax	\$4.74
09-02-2013	RT416	Airport Departure Fee	\$5.00
09-03-2013	9533	Rics Grill	\$18.70
09-03-2013	MC	MasterCard / Dinners Intl	\$-186.49
		** Total	\$0.00
		** Balance	\$0.00

0.00
 0.00
 0.00
 0.00
 0.00

We are pleased to confirm your - miles will be awarded for this visit. Thank you for your stay with us.

Continued on the next page

Four Points By Sheraton Calgary Airport
2875 Sunridge Way NE
Calgary, AB T1Y7K7
403-648-3180
<http://www.starwoodhotels.com/fourpoints/index.html>

Att. P. 8



Decter Hirst, Shari
410 9th St
Brandon, MB R7A 6A2

Page Number	2
Guest Number	147625
Folio ID	A
No. Of Guest	1
Room Number	416
Time	09-03-2013 07:34

Invoice Nbr	171308
Arrive Date	09-02-2013
Depart Date	09-03-2013

Invoice

Thank you for choosing Starwood Hotels We look forward to welcoming you back soon!

Tell us about your stay. www.fourpoints.com/reviews

VEL.

MERCHANT L

You're at home here.



Red River Co-op

100 5540 Portage Ave R4H 1E8
Winnipeg, MB
(204) 831 0028

GST# R103846416
Member Number:
Member:

Type: SALE

Qty	Name	Price	Total
1	REGULAR GASOLINE	\$ 1.279	\$ 32.00
	Pump:	6	
	Litres:	25.017	
	Price / Litre:	\$ 1.279	
Subtotal			\$ 32.00
[Inc] Pumps]			\$ 1.52
Total			\$ 32.00

ORIGINAL

TYPE: Purchase

ACCT: MASTERCARD \$ 32.00

CARD NUMBER: *****4510
DATE/TIME: 09/02/2013 16:08:09
REFERENCE #: 0013421560 C
TERM: 66209228
AUTHOR.# : 170810
AID: A0000000041010
TVR: 0000008000
TSI: E800

MasterCard
01 APPROVED - THANK YOU 027

IMPORTANT:
retain this copy for your records

CUSTOMER COPY

9/2/13 4:07:49 PM Receipt# 71478136
Pos:71 Cashier:116 Store:214464

Recently moved?
Contact Member Services at

RIC'S LOUNGE AND GRILL
N.E
2875 SUNRIDGE WAY N
CALGARY AB

CARD *****4510
CARD TYPE MASTERCARD
DATE 2013/09
TIME 0641 07:56
RECEIPT NUMBER
C06906736-001-063-00

PURCHASE
AMOUNT \$62.80
TIP \$7.54
TOTAL

\$70.34

MasterCard
A0000000041010
87DD85F13F5A492E
0000008000-E800
8874CB6370907E88

APPROVED

AUTH# 095647 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS