

February 29, 2012

Mr. Kevin Lacey
Canadian Tax Payers Federation
Suite 1302, 2000 Barrington Street
Cogswell Tower
Halifax, NS
B3J 3K1

Dear Mr. Lacey,

Re: You are entitled to part of the information you requested – [ECD-11-18]

We received your application for access to information under the *Freedom of Information and Protection of Privacy (FOI/POP) Act* on November 29, 2011, closed it on December 2, and reactivated it on January 31, 2012. You requested:

"Documentation showing how and under what policies the Gov't and NSBI approved money for the Ships Start Here Campaign."

You are entitled to part of the records requested. We have granted access to the following:

1. pages 1-4: copies of the two invoices that ERDT received from NSBI for reimbursement of Ships Start Here (SSH) expenses (namely, \$298,361.75 including taxes, and \$43,700 including taxes).
2. pages 5-17: copies of records that provide evidence that those invoices were approved for payment by ERDT.
3. pages 18-28: e-mail threads identifying the budget source for the ERDT / NSBI portion of the project and the way that ERDT would manage reimbursement of the NSBI invoices from MT&L.
4. pages 29-44: records showing under what policies and authorizations ERDT approved the above invoices for payment and reimbursement to NSBI:
 - a. page 29-30 – Ministerial Approval for Discretionary Spending
 - b. page 31-32 – Priorities and Planning Secretariat directive re Accountability Measures, May 24, 2000 – requires Ministerial Approval for Discretionary Spending
 - c. page 33-36 – Treasury Board Professional Services Approval form (June 28, 2011) asking for approval for NSBI to procure professional services outside the public service. (Please note: public bodies are

required to submit such a request to Treasury Board if they wish to procure professional services external to government when these services are over \$250,000 for professional services and over \$100,000 for advertising or communications services. Such a submission to Treasury Board is required regardless of the procurement method selected by a public body, and can include procurement by RFP, sole source / alternate procurement, three bids, standing offer, or other category.

- d. page 37: Minute letter from Treasury Board (June 30, 2011) authorizing NSBI to proceed with the requested procurement external to government.
- e. page 38-43: Treasury Board Administrative Directives re Procurement of Professional Services (the first was effective June 1, 2010, and was superseded by another on April 1, 2011). These are the Directives that require a Professional Services Approval form to be completed and submitted to Treasury Board when professional services over the amounts outlined in 4. c. are contemplated by a public body.

5. page 44-63: *Province of Nova Scotia Sustainable Procurement Policy*

Access to pages 1-22 is provided in full.

Access to pages 23-26 is provided in part. We have removed some of the information from this record under exemption provisions of the Act, for the following reasons:

not responsive – the severed material is not responsive to what the Applicant requested, which was information about how and under what policies the Government and NSBI approved money for the SSH campaign

Access to pages 27-28 is provided in part. We have removed some of the information from this record for the following reasons:

not responsive – as above
s. 21(1) – third party confidential information
s. 17(1)(e) – financial / economic interests of the Province

Access to pages 29-37 – is provided in part. We have removed some of the information from this record for the following reasons:

s. 13(1) – information that would reveal the substance of Cabinet deliberations
s. 14(1) – information that would reveal advice or recommendations by or for a public body or a minister

Access to pages 38-43 is provided in full.

Access to pages 44-63 is provided in full. This record is the *Province of Nova Scotia Sustainable Procurement Policy*, which is a matter of public record not requiring a FOIPOP application. A courtesy copy is enclosed for your convenience.

As well, please find enclosed a copy of the balance of the responsive records.

With the release of the enclosed records, your application is now complete.

You have the right to ask for a review of this decision by the Review Officer under the FOIPOP Act. You have 60 days from the date of this letter to exercise this right. If you wish to ask for a review, you may do so on Form 7, which you can find at (<http://gov.ns.ca/just/IAP/forms/FOIPOP Form 7.pdf>). Please send the form to the FOIPOP Review Officer, PO Box 181, Halifax NS B3J 2M4 or by fax at 424-8303. Please note that the Review Officer does not accept requests for review by e-mail.

If you have any questions about this decision, please contact me at the address or telephone number below.

Yours truly,

A handwritten signature in black ink, appearing to read "Simon d'Entremont".

Simon d'Entremont
Deputy Minister

11024413

n | s | b | i

Nova Scotia Business Inc.

INVOICE #: 1800000833

November 22, 2011

Finance CSU

**ECONOMIC AND RURAL
N.S. DEPARTMENT OF FINANCE-CSU DEVELOPMENT AND TOURISM** **DEC 23 2011**
P.O. BOX 44, 115 HOLLIS ST.
HALIFAX NS B3J 3C8

Finance CSU
JAN - 9 2012

SHIPS START HERE CAMPAIGN

5 43,700.00

38,000

1364 00284 3651
Worm diamond
100 68459

Total Owning

HST \$0.00 5,700.00
\$ 43,700.00 43,700.00

Please make cheque payable to: NOVA SCOTIA BUSINESS INC.
Mailing Address: P.O. Box 2374, Halifax, NS B3J 3E4
Attention: Accounts Receivable
For Inquiries call: 902-424-3627

10

INVOICE #: 19533

Nova Scotia Business Inc.
Alt: Lisa Bugden
WTCC, 1800 Argyle St, Suite 701
PO Box 2374
Halifax, NS
B3J 3E4

COPY

July 31, 2011

<< Original invoice >>

Net 30 days.

ASSIGNMENT : BU-5068: CanadianShipsStartHere

Professional fees

35,000.00

Miscellaneous

Service charge

3,000.00

Taxes

<< Total before taxes >> 38,000.00

GST/HST (#R86065 9135) 5,700.00

<<< TOTAL DUE >>> \$43,700.00

136400283		GL 865100
BUSINESS AREA	DPO NUMBER	
COST CENTER		ACCOUNT 00
B11001305		0519
APPROVED FOR PAYMENT		
RETURN TO	VENDOR/SUPPLEMENT	
DOCUMENT NUMBER		

Order # 104-702059

Overdue invoices are subject to 2% interest per month (24% P.A.)

19027339

CUSTOMER #: 98000026
INVOICE #: 1800000799

Finance CSU n | s | b | i
Nova Scotia Business Inc
DEC - 6 2011

November 25, 2011

0.500
3/11
N.S. DEPARTMENT OF FINANCE-CSU ECONOMIC AND RURAL DEVELOPMENT
P.O. BOX 187, 145 HOLLIS ST. AND TOURISM
HALIFAX, NS B3J 2N2 B3J 3C8

SHIPS START HERE CAMPAIGN

298,361.75

259,444.82

8700

136400283 8651

Wayne Sherman

100684519

DOCUMENT NUMBER

Total Owing

LIST \$ 0.00
\$ 298,361.75 38,916.88
298,361.75

Please make cheque payable to: Nova Scotia Business INC.

Mailing Address: P.O. Box 1374, Halifax, NS, B3J 3E4

Attention: Accounts Receivable

For Inquires call: 902-424-3627

(3)

Ships Start Here Campaign Expenses
Recoverable from the Province



Order #	SAP Doc #	Vendor Doc #	Vendor Name	G/L #	Nature of Expense	Invoice Date	Expense	HST	Amount
104702059	1927022	19141	MT & L PUBLIC AFFAIRS LIMITED	651900	FEES SHIPS START HERE	2011-04-30	\$ 80,295.81	\$ 12,044.39	\$ 92,340.20
104702059	1927112	19317	MT & L PUBLIC AFFAIRS LIMITED	651900	MT & L COUNSEL / PROJ MNGMT	2011-05-31	\$ 30,786.11	\$ 4,617.95	\$ 35,404.06
104702059	1927113	19319	MT & L PUBLIC AFFAIRS LIMITED	651900	MT & L REGIONAL CAMPAIGN DEVELOPMENT	2011-05-31	\$ 12,148.93	\$ 1,822.35	\$ 13,971.28
104702059	1927114	19318	MT & L PUBLIC AFFAIRS LIMITED	651900	WEBSITE / SHIPS HERE	2011-05-31	\$ 35,801.07	\$ 5,370.18	\$ 41,171.25
104702059	1927111	19320	MT & L PUBLIC AFFAIRS LIMITED	651900	COLLATERAL DEVELOPMENT (MT & L)	2011-05-31	\$ 12,362.22	\$ 1,854.35	\$ 14,216.57
104702059	1927209	19420	MT & L PUBLIC AFFAIRS LIMITED	651900	SHIPS START HERE ASSIGNMENT CANADIAN SHIPSTART	2011-05-30	\$ 5,000.00	\$ 750.00	\$ 5,750.00
104702059	1927210	19407	MT & L PUBLIC AFFAIRS LIMITED	651900	SHIPSTART HERE WEBSITE	2011-06-30	\$ 15,272.95	\$ 2,280.95	\$ 17,553.90
104702059	1927211	19405	MT & L PUBLIC AFFAIRS LIMITED	651900	COMM COUNSEL/PROJECT MNGMT	2011-05-30	\$ 13,772.05	\$ 2,065.81	\$ 15,837.86
104702059	1927522	19528	MT & L PUBLIC AFFAIRS LIMITED	651900	COMM COUNSEL / PROJ. MNGMT	2011-07-31	\$ 10,544.26	\$ 1,581.55	\$ 12,125.91
104702059	1927523	19529	MT & L PUBLIC AFFAIRS LIMITED	651900	WEBSITE	2011-07-31	\$ 10,492.68	\$ 1,573.92	\$ 12,066.60
104702059	1927773	19558	MT & L PUBLIC AFFAIRS LIMITED	651900	WEBSITE	2011-09-30	\$ 4,746.24	\$ 711.94	\$ 5,458.18
104702059	1927774	19557	MT & L PUBLIC AFFAIRS LIMITED	651900	COMM COUNSEL / PROJECT MNGMT	2011-08-31	\$ 16,541.38	\$ 2,481.21	\$ 19,022.59
104702059	1929011	19760	MT & L PUBLIC AFFAIRS LIMITED	651900	COMM COUNSEL / PROJ MNGMT	2011-09-30	\$ 11,581.17	\$ 1,752.18	\$ 13,333.35
TOTAL RECOVERABLE AMOUNT							<u>\$ 259,448.87</u>	<u>\$ 39,916.88</u>	<u>\$ 298,365.75</u>



Nova Scotia • 1000 Argyle Street • Suite 101
Halifax • Nova Scotia • Canada • B3H 1M8 • ph 902.420.1840 • fx 902.422.2166 • www.mitandl.ca

New Brunswick • 75 Prince William Street • Suite 210
Saint John • New Brunswick • Canada • E2L 1B2 • ph 506.622.1860 • fx 506.622.1821 • www.mitandl.ca

INVOICE #: 19141

Nova Scotia Business Inc.
Attn: Lisa Bugden
WTCC, 1800 Argyle Street, Suite 701,
PO Box 2374, Halifax, Nova Scotia
B3J 3E4

COPY April 30, 2011
Julie
M.J. 20/11

Net 30 days.

ASSIGNMENT : BU-5059 : NSPS Bid

Professional fees

COPY

75,683.75

Miscellaneous

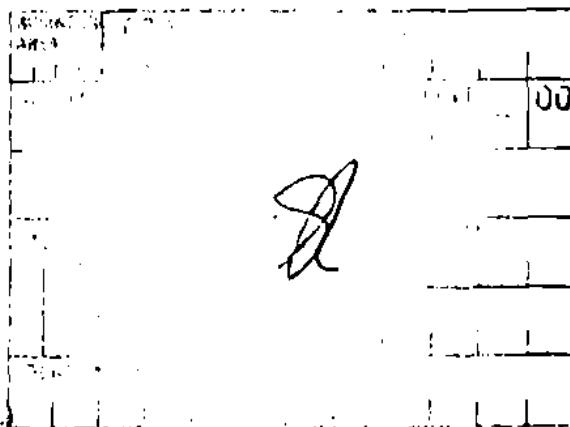
6% service charge	4,539.83
Delivery charges to April 2011	9.00
Domain registrations	<u>83.23</u>

Taxes

<< Total before taxes >> 80,295.81

GST/HST (#R88085 9135) 12,044.39

<<< TOTAL DUE >>> \$92,340.20



Overdue invoices are subject to 2% interest per month (24% P.A.)



INVOICE #: 13317

Nova Scotia Business Inc.
Attn: Lisa Bugden
WTCC, 1800 Argyle Street, Suite 701,
PO Box 2374, Halifax, Nova Scotia
B3J 3E4

May 31, 2011

<< Original invoice >>

Net 30 days.

ASSIGNMENT : BU-5080 : Comm Counsel/Project Mngmnt

Professional fees

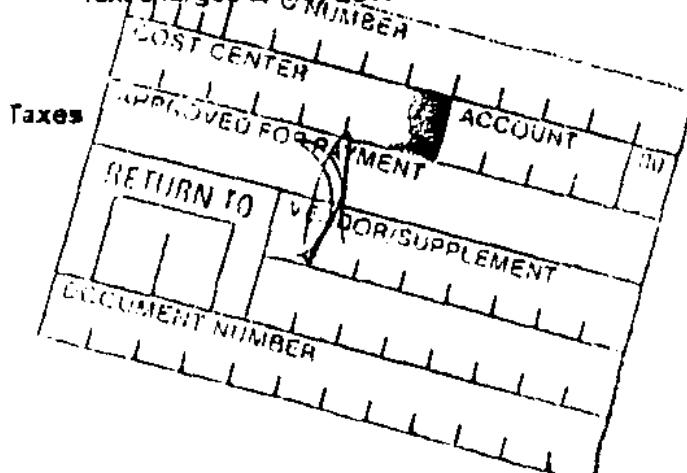
28,685.00

Production

Timeline print- foamcore mounted 89.00

Miscellaneous

6% service charge	1,721.10
conference call April 2011	49.60
Delivery charges to June 2011	30.00
Production materials to June 2011	7.50
Taxi charges to May 2011	143.91



<< Total before taxes >>

30,786.11

GST/HST (#R88085 9135)

4,817.95

<<< TOTAL DUE >>>

\$35,404.06

Overdue invoices are subject to 2% interest per month (24% P.A.)

6

Strategic Thinking Tangible Results



Nova Scotia - 100 Argyle Street, Suite 701, Halifax, Nova Scotia B3J 3E4
Toll Free: 1-800-561-1000 | Fax: 902-425-1000 | Email: info@mitandl.com | Web: www.mitandl.com

New Brunswick - 200 Queen Street, Fredericton, NB E1A 1E6 | Tel: 506-453-2222 | Fax: 506-453-2223 | Email: nb@mitandl.com | Web: www.mitandl.com

INVOICE # : 19319

May 31, 2011

Nova Scotia Business Inc.
Attn: Lisa Bugden
WTCC, 1800 Argyle Street, Suite 701,
PO Box 2374, Halifax, Nova Scotia
B3J 3E4

<< Original invoice >>

Net 30 days.

ASSIGNMENT : BU-5063 : Regional Campaign Development

Professional fees

11,481.25

Miscellaneous

6% service charge 687.66

<< Total before taxes >>

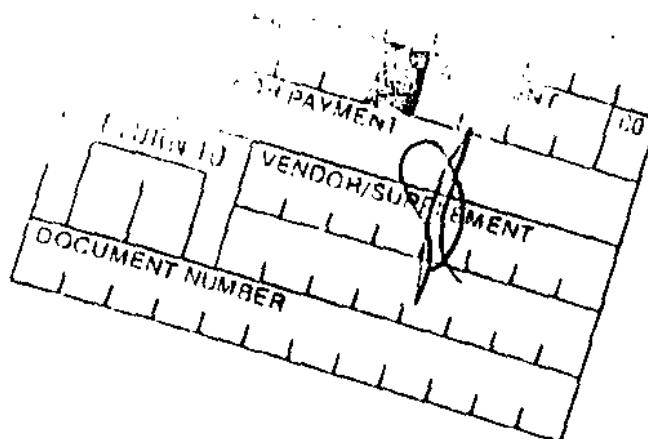
12,148.93

Taxes

GST/HST (#R86065 9135) 1,822.35

<<< TOTAL DUE >>>

\$13,971.28



Overdue invoices are subject to 2% interest per month (24% P.A.)





INVOICE # : 19318

Nova Scotia Business Inc.
Att: Lisa Bugden
WTCC, 1800 Argyle Street, Suite 701,
PO Box 2374, Halifax, Nova Scotia
B3J 3E4

May 31, 2011

<< Original invoice >>

Net 30 days.

ASSIGNMENT : BU-5081 : Website

Professional fees

33.508.75

Miscellaneous

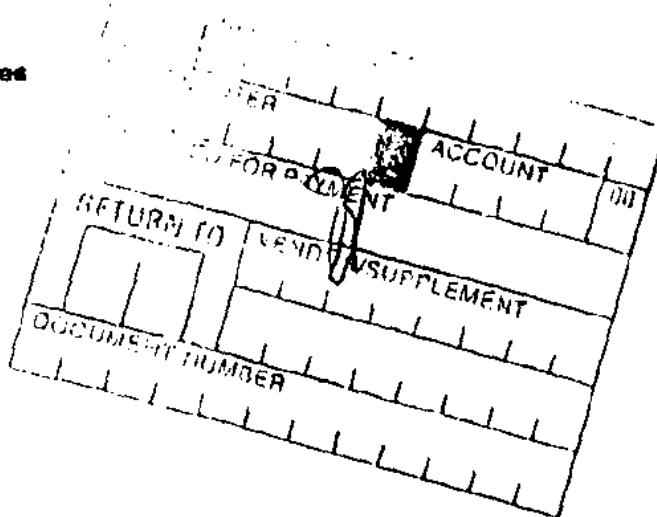
6% service charge	2,010.53
1 year Flickr Pro purchase May 2011	24.42
Taxi charges May 2011	15.65
web hosting fee	197.78
Domain purchases	43.94

Taxon

<< Total before taxes >> 35,801.07

GSTMST (#RB6065 9135) 5,370.18

<<< TOTAL DUE >>> **\$41,171.25**



Overdue invoices are subject to 2% interest per month (24% P.A.)

11137

Strategic Thinking Tangible Results

3



Nova Scotia Business Inc. 1800 Argyle Street, Suite 701, Halifax, Nova Scotia, B3J 3E4

New Brunswick Business Inc. 1800 Argyle Street, Suite 701, Halifax, Nova Scotia, B3J 3E4

INVOICE #: 19320

May 31, 2011

Nova Scotia Business Inc.
Att: Lisa Bugden
WTCC, 1800 Argyle Street, Suite 701,
PO Box 2374, Halifax, Nova Scotia
B3J 3E4

<< Original invoice >>

Net 30 days.

ASSIGNMENT : BU-5067 : Collateral Development

Professional fees

7,717.50

Production

Production of banners	729.00
Production of prototypes	160.54
NSBI portion of lawn signs	2,598.05
NSBI portion of stickers	694.08

Miscellaneous

6% service charge	463.05
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Taxes

<< Total before taxes >>	12,362.22
GST/HST (#R88085 9135)	1,854.35
<<< TOTAL DUE >>>	\$14,216.57

Overdue invoices are subject to 2% interest per month (24% P.A.)

①