



Schedule 'B' In County Travel and Expense Claim Form

NAME: Ronalda Boudreau
 PERIOD COVERED: July 2025
 FROM: July 1, 2025 TO: July 31, 2025

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
July 1, 2025	Went to Lennox Passage to open and lock gate and to St. Peter's to open and lock gate.	110.00	
July 1, 2025	Meal allowance		\$20.00
July 4, 2025	Went to Rec Building to meeting resident at 12:00 pm	36.00	
July 4, 2025	Went to Rec Building to meeting resident at 3:00 pm	36.00	
July 7, 2025	Registration in St. Peter's at 9:00 am and went to VIC	74.00	
July 14, 2025	Went to rec building to get equipment for equipment loan program	36.00	
July 17, 2025	Went to Point Michaud and VIC to bring required supplies	114.00	
July 26, 2025	Went to Lennox Passage to open and lock gate and to St. Peter's to open and lock gate.	110.00	
July 26, 2025	Meal allowance		\$40.00
July 30, 2025	Went to Point Michaud to bring required supplies	114.00	
July 31, 2025	Went to Rec Building to meeting resident at 2:00 pm	36.00	

Totals: 666.00 ✓ \$60.00

Rate: \$0.5932

Total Mileage (\$): \$395.07

Total Expenses Claimed: \$455.07

ACCOUNT #:	10 270 4130 270 130	CHEQUE #:	
SIGNATURE:	<i>Ronalda Boudreau</i>	AMOUNT:	
APPROVED:	<i>[Signature]</i>	DATE PAID:	
DATE SUBMITTED:	31-Jul-25	INITIAL:	

H&T 3

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	
Add. & Ext. Checked.....	
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distribution Acct. No.....	

102704130270130



Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim Rate \$0.5932

Name of Claimant:	Daniel Bowen	
Destination:	370 Boulevard Dieppe, Dieppe, NB, E1A 8H4, CA	
Purpose of Travel:	Water Treatment I & II Course	
Departure Date/Time:	21-Sep-25	2:30 PM
Return Date/Time:	25-Sep-25	8:00 PM.

Approval to Travel: S M T W T
21st 22nd 23rd 24th 25th

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	770.00	385.00	0.00		385.00	770.00
Total Cost of Mileage:	\$456.76	\$228.38	\$0.00	\$0.00	\$228.38	\$456.76
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast	\$20	\$20.00	\$20.00	\$20.00	20	80.00
Lunch	\$25	\$25.00	\$25.00	\$25.00	25	100.00
Dinner	\$30	\$30.00	\$30.00	\$30.00	\$30.00	\$150.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)	\$10.00	\$10.00	\$10.00	\$10.00		\$40.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$268.38	\$85.00	\$85.00	\$85.00	\$258.38	<u>826.76</u>

Written Travel Report - Policy Requirements (Section 4. b i)

Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel and indicate if the 80% attendance threshold has been met.

I confirm that I attended 80% or more of the conference I attended: Initial [Signature] N/A _____

<p>All claims are to be submitted not later than 60 days after return.</p> <p>Claimant Signature: <u>[Signature]</u></p> <p>Date Submitted: <u>29/Sept 2025</u></p> <p>Travel Approved by Supervisor: <u>[Signature]</u></p> <p>GL Code: <u>10242 3080 242210</u></p>	<p>Foods Rec'd. Date.....Initial..... <u>g</u></p> <p>Prices Checked..... <u>g</u></p> <p>Add. & Ext. Checked..... <u>g</u></p> <p>Approval for Payment.....</p> <p>Discount Date.....</p> <p>Paid by Cheque No.....</p> <p>Reference No. <u>10242 3080 242210</u></p>
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11813



Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim		Rate <u>\$0.5932</u>
Name of Claimant:	Daniel Bowen	
Destination:	370 Boulevard Dieppe, Dieppe, NB, E1A 8H4, CA	
Purpose of Travel:	Water Treatment I & II Course	
Departure Date/Time:	21-Sep-25	
Return Date/Time:	25-Sep-25	
Approval to Travel:	<i>Chris Bourdieu</i>	

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	0.00	0.00		0.00	0.00	0.00
Total Cost of Mileage:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast						\$0.00
Lunch	\$20					\$0.00
Dinner	\$25					\$0.00
Dinner	\$30					\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Written Travel Report - Policy Requirements (Section 4. b i)

Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel and indicate if the 80% attendance threshold has been met.

I confirm that I attended 80% or more of the conference I attended: Initial _____ N/A _____

All claims are to be submitted not later than 60 days after return.	
Claimant Signature:	_____
Date Submitted:	_____
Travel Approved by Supervisor:	_____
GL Code:	_____



Water Treatment

Level I & II

September 22-25, 2025 Dieppe, NB

COURSE SUMMARY:

This course will be offered as a combined Level I and II course with topics relevant to Water Treatment.

It will provide operators with the basic knowledge of water treatment processes focusing on the practical aspects of plant operations.

The intermediate portion will cover all core areas including:

- Detailed treatment processes and systems
- Emerging technologies
- Mathematics
- Complex chlorine and chemical problem solving involving flow and filtration rates
- Enhanced safety components
- Troubleshooting tips
- Maintenance details
- Introductory management practices.

It will cover a variety of practical applications for Atlantic Canada and is recommended for operations staff who maintain Level I and II facilities.

COURSE FORMAT:

This course is four days in length.

Text books and other course material will be sent to the training facility for each attendee.

It is important to register early to ensure course manuals are ordered. Last minute cancellations and no shows will be responsible for the payment of the course manual. Manuals will be mailed out to those who are not in attendance after the course.

REGISTRATION INFORMATION:

Registration can be made by faxing or mailing the registration form or on-line at www.acwwa.ca. For further information, please contact ACWWA Section Office at 902-434-6002.

COURSE LOCATION & TIME:

Registration is at 8:30 am at:

Quality Inn
370 Dippe Blvd.
Dieppe, NB

Shelley David

From: Choice Hotels Reservations <choicehotels@reservations.choicehotels.com>
Sent: September 5, 2025 9:52 AM
To: Shelley David
Subject: Your Reservation at Quality Inn Airport in Dieppe is Confirmed.

You don't often get email from choicehotels@reservations.choicehotels.com. [Learn why this is important](#)

Open this message to review your booking details.



Daniel's Account: #81276209921
Membership Level: **Member**
[View Account >](#)



Quality Inn Airport

📍 370 Boulevard Dieppe, Dieppe, NB, E1A 8H4, CA

☎ +1 (506) 803-9099

📄 [Review All Hotel Details & Amenities](#)

Daniel, your reservation is confirmed.

Confirmation Number: 72180234



📅 Check-in:

21

Sun, Sep 21, 2025
4:00 p.m.

📅 Check-out:

25

Thu, Sep 25, 2025
11:00 a.m.

🖨 Print

[View Reservation Details >](#)

[Book Another Reservation >](#)

Summary of Charges

Room Type:	1 King Bed, Kitchenette, No Smoking
Number of Rooms:	1
Number of Occupants:	1
Daily Rates:	Sep 21, 2025 for 1 night at \$155.59 Sep 22, 2025 for 1 night at \$247.71 Sep 23, 2025 for 1 night at \$188.70 Sep 24, 2025 for 1 night at \$188.84

Estimated Tax and Other Charges: \$148.60

Estimated Total: \$929.44

Cancellation Policy: Free Cancellation until Sep 20, 2025 at 4:00:00 p.m. local hotel time.

Standard Guarantee Policy: Policies vary by hotel. Please view your reservation details online [here](#) to confirm the policy of the hotel you have booked.

Hotel Notice: Extended parking is only available to those booking Stay and Fly Packages. Please contact the property for further information. Pet accommodation 25.00 CAD plus tax per night, per pet and maximum of 45 lbs. Limit 2 pets per room. Refundable deposit is not required. Pet accommodation 25.00 CAD plus tax per night, per pet and maximum of 45 lbs. Limit 2 pets per room. Refundable deposit is not required.



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Contact Us

Choice Privileges Loyalty Services, LLC, 915 Meeting St, Suite 600, North Bethesda, MD 20852 United States

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Please fax or mail this form, at least 3 weeks prior to the course.
Registrations can also be made on the ACWWA webpage at www.acwwa.ca

Water Treatment

Halifax, NS

September 15-18, 2025

Name: Daniel Bowen
Organization: Municipality of Richmond
Mailing Address: 2357 Highway 206 Box 120
City, Province: ARICHAT, NS Postal Code: B0E 1A0
Phone: 902 631-4502 Email: dbowen@richmondcounty.ca

ACWWA Membership No: 00444740 WEF Membership No: _____
If no membership number is listed, you will be invoiced as a non-member. See pricing below.)

Fee for ACWWA or WEF Members & Employees of UTILITY Members

Course: $\$995.00 + \$139.30 \text{ HST (14\%)} = \1134.30

Fee for Non - Members

Course: $\$1075.00 + \$150.50 \text{ HST (14\%)} = \1225.50

Fees include coffee breaks each day, but not meals.

Invoices will be sent to the address listed above. Payment can be made by visa, master card or cheque.

Please send PO number if you want it included on the invoice. _____

Card Holder's Name _____

Credit Card Number _____ Expiry _____

Signature _____

Email address for credit card receipt _____

*Moved to
Trappe*

A membership provides numerous career and educational opportunities. Please contact section office for more information.

Cheques should be made payable to:
ACWWA
PO Box 28141 Dartmouth, NS B2W 6E2
Phone 902-434-6002 Fax 902-435-7796

*Cheque to follow. PLEASE SEND
INVOICE TO:
cmar-tell@richmondcounty,
Ca*



THE MUNICIPALITY
OF THE COUNTY OF

LA MUNICIPALITÉ
DU COMTÉ DE

RICHMOND

**RCMP Advisory Board Meeting
Wednesday, September 17, 2025**

Time: 6:00 p.m.

Location: St. Peter's RCMP Detachment

Agenda

1. Call to Order
2. Items Added/Approval of Agenda
3. Review of Minutes, Re: June 18, 2025
4. Business Arising from the Minutes
5. Policing Report, Re: Richmond County Stats
6. Correspondence, Re: Your Nova Scotia RCMP:
2024 – Web-based Annual Review
7. Correspondence, Re: Melissa Samson – Traffic
safety concern at the Petit de Grat ball field
8. Items Added to the Agenda
9. Questions or Concerns
10. Next Meeting Date (December 10, 2025)
11. Adjournment



THE MUNICIPALITY OF THE COUNTY OF RICHMOND
LA MUNICIPALITÉ DU COMTÉ DE RICHMOND

Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim		Rate <u>\$0.5932</u>
Name of Claimant:	Shelley David	
Destination:	Holiday Inn, Sydney, NS	
Purpose of Travel:	AMANS Conference	
Departure Date/Time:	7:00 a.m. 09-23-25	
Return Date/Time:	3:00 p.m. 09-26-25	
Approval to Travel :Yes (Approval - July 30, 2025)		Date: October 1, 2025

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total	
Total Mileage (# of Km):	243.34	121.67	0.00	0.00	121.67	0.00	243.34 ✓
Total Cost of Mileage:	\$144.35	\$72.17	\$0.00	\$0.00	\$72.17	\$0.00	\$144.35 ✓
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>							
Meals: Breakfast	\$20	\$20.00	\$20.00	\$20.00	\$20.00		\$80.00 ✓
Lunch	\$25	\$25.00			\$25.00		\$50.00 ✓
Dinner	\$30	\$30.00	\$30.00				\$60.00 ✓
Other Meals (Receipts Required)							\$0.00
Incidentals (\$10 per overnight stay)		\$10.00	\$10.00	\$10.00			\$30.00 ✓
Taxi/Parking/Tolls (Receipts Required)							\$0.00
Total Amount Being Claimed		\$157.17	\$60.00	\$30.00	\$117.17	\$0.00	\$364.35 ✓

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I confirm that I attended 80% or more of the conference I attended: Initial SD N/A _____

HST-3

	Goods Rec'd. Date.....Initial.....
	Prices Checked.....
	Add. & Ext. Checked.....
	Approval for Payment.....
	Discount Date.....
	Paid by Cheque No.....
	Dis. Distribution No. <u>2120 212180</u>

All claims are to be submitted not later than 60 days after return.

Claimant Signature: Shelley David

Date Submitted: Oct 1, 2025

Travel Approved by Supervisor: [Signature]

GL Code: 10-212-2120-212130

Shelley David

From: Troy MacCulloch
Sent: July 30, 2025 8:09 AM
To: Shelley David
Cc: Shannon Mury
Subject: RE: Registration Now Open! AMANS Fall Conference 2025 in Sydney

Approved for travel Shelley

Shannon, can you please arrange for Danielle to cover Shelley on the 23 of Sept.?

Thx

Troy

THE MUNICIPALITY OF THE COUNTY OF
RICHMOND



Troy MacCulloch, CMML, FSASc
Chief Administrative Officer

Phone: 902.226.3970
Mobile: 902.631.4120
Email: cao@richmondcounty.ca

2357 Hwy 206, P.O. Box 120
Arichat, NS B0E 1A0

www.richmondcounty.ca

From: Shelley David <Clerk@richmondcounty.ca>
Sent: July 29, 2025 3:36 PM
To: Troy MacCulloch <CAO@richmondcounty.ca>
Subject: FW: Registration Now Open! AMANS Fall Conference 2025 in Sydney
Importance: High

Good afternoon Troy,

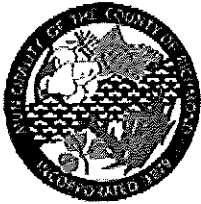
I am requesting permission to attend the upcoming AMANS Conference, including the pre-conference professional development workshop on Records Management scheduled for Tuesday, September 23.

In order to attend the workshop, I would require my position to be backfilled for the Regular Council meeting that evening.

Thank you for your consideration.

Shelley

THE MUNICIPALITY OF THE COUNTY OF
LA MUNICIPALITÉ DU COMITÉ DE
RICHMOND



Shelley David

Municipal Clerk / Communications Officer

Phone: 902.226.3971

Mobile: 902.631.5929

Email: clerk@richmondcounty.ca

2357 Hwy 206, P.O. Box 120
Arichat, NS B0E 1A0

www.richmondcounty.ca

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From: AMANS List Serve <amans@lists.gov.ns.ca>
Sent: July 29, 2025 3:02 PM
To: AMA Maritime List Serve <amans@lists.gov.ns.ca>
Subject: Registration Now Open! AMANS Fall Conference 2025 in Sydney
Importance: High

**** EXTERNAL EMAIL / COURRIEL EXTERNE ****

Exercise caution when opening attachments or clicking on links / Faites preuve de prudence si vous ouvrez une pièce jointe ou cliquez sur un lien

Good afternoon,

We are excited to announce that registration for the 2025 AMANS Fall Conference is now open! This year's event takes place at the Holiday Inn, Sydney - Waterfront, from September 24–26, with pre-conference professional development workshops on Tuesday, September 23.

Register Now

What's Included in Your Conference Pass:

- One ticket for Wednesday lunch
- One ticket for Thursday lunch
- One ticket for the President's Banquet

Conference Prices:

Early-Bird Registrations (until September 5): \$465.00

Early-Bird Non-Member Registrations (until September 5): \$585.00

Regular Member Registrations: \$585.00 (after September 5)

Regular Non-Member Registrations: \$705.00 (after September 5)

Long Service Recognition Certificate Nominations Now Open

Do you know someone who has dedicated 20+ years to municipal government?
Submit your nominations for the Long Service Recognition Certificate by September 5.
[Submit Your Nomination Form](#)

Eligibility:

- Must currently be a member of AMANS
- At least 5 years of AMANS membership
- At least 20 years in municipal government

Additional Events:

Wednesday Evening Dinner and Activities: The North Star Restaurant – The Bothy and Optional Activities Fortress of Louisbourg

Fortress of Louisbourg National Historic Site—wander the grounds, enjoy a guided ghost tour, or explore at your own pace. Then, gather for a Maritime-inspired dining experience at The North Star Restaurant – The Bothy, a striking venue set in a timber-lined barn with live entertainment and a menu rooted in local seafood and French Scottish flair.

The events and dinner run 2 to 2.5 hours and begins around 5:15 PM.
Add-on cost: \$60 + HST

Optional during registration

If you wish to spend some time Explore the Fortress of Louisbourg at your own pace or join the ghost tour (admission: \$9.69 payable on site) these will take place before the dinner. Additional fees apply when you arrive.

Attend the Fortress, the ghost tour, and dinner
Explore the Fortress on your own, then attend dinner
Skip the Fortress and go directly to dinner

This is a ticketed event and pre-registration is required. Tickets will not be available onsite.

Pre-Conference Professional Development | Tuesday, September 23

AMANS is offering a full day of professional development sessions ahead of the main event. You can register for the day as a standalone or as an add-on to your conference pass.
Check out the [Pre-Conference Workshops](#) on the website.

Early Bird Prize Draws

Donate swag! If you'd like to contribute items for the Early Bird Prize Draws, please email Rebecca Toole at rtoole@amans.ca.

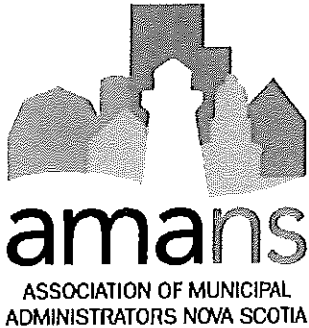
Refund & Cancellation Policy

Cancellations must be received by September 9 at 4:30 PM (ADT). Cancellations after this date will be subject to full fees or substitution only.
Read the full [Cancellation Policy](#).

We look forward to seeing you in Sydney!

Don't miss out—click below to secure your spot:

[Register Now for the AMANS Fall Conference](#)



Sam Pellerin

Administrative Support

Association Of Municipal Administrators NS

spellerin@amans.ca

1 Kingswood Drive, Suite 211

Hammonds Plains, NS, B4B 0P4

www.amans.ca

You are currently subscribed to amans as: clerk@richmondcounty.ca
To unsubscribe send a blank email to leave-777035-8134121.81c34425192f7354cba57fdf7deffd87@lists.gov.ns.ca



AMANS 2023 Fall Conference

Tuesday, Sep 23: Jack Yaizer

09:00 AM - 03:30 PM

Records Management Workshop

Featuring the 4th Edition of the AMA Records Management Manual

Jack Yaizer Responsive Service Delivery & Operational Innovation

Kelly Sloan
Retired, Former Deputy Clerk, Town of New Glasgow

Pre-Registration Required The AMA Records Management Committee has completed a full update of the Records Management Manual, now in its 4th edition. We're excited to present this revamped workshop exclusively at the Fall Conference. Join us for an engaging, hands-on workshop on Records Management, featuring the 4th Edition of the AMA Records Management Manual. The workshop will explore the foundations for Records Management and do a deep dive into record classification and the updated manual. Why Attend? Municipalities have a legal and operational duty to properly document, classify, and retain records—not just for transparency and efficiency but to comply with evolving privacy laws. ...

Tuesday, Sep 23: Cabot Room

09:00 AM - 12:00 PM

Trust, Confidence and Connection: Elevate Your Municipal Communications

Hosted by Redbrick Communications

Cabot Room Responsive Service Delivery & Operational Innovation

Andrea Montgomery, APR, Prosci
Vice President, Redbrick Communications

Pre-Registration Required In May, AMANS hosted a sold-out workshop with Redbrick Communications, and due to overwhelming interest, they're back for the Fall Conference with an updated and expanded offering! Municipal communications should be a strategic function that builds trust, mitigates risk, and demonstrates the value of taxpayer dollars. Join Andrea Montgomery, Vice-President at Redbrick Communications, for a hands-on, three-hour deep dive that shows how leading municipalities are rebuilding public trust, confidence and connection. Why attend? See what "great" looks like – real-world case studies from leading municipalities, large and small. Measure where you stand – learn how Redbrick's Municipal Communications Maturity Index can spot ...

Tuesday, Sep 23: Mariner Ballroom AB

12:00 PM - 03:30 PM

Municipal Finance Officer (MFO) Session

Embedding Risk into Municipal Finance: Tools, Controls, and Governance – A Hands-on Workshop for Finance Leaders

Mariner Ballroom AB

Responsive Service Delivery & Operational Innovat

Bruce Peever
Partner, KPMG

Suk Bedi
Director, KPMG

In today's environment of fiscal pressures, public scrutiny, and rapid change, local governments can't afford to treat risk management as a compliance exercise. Strong internal controls and a robust enterprise risk management (ERM) framework are not only safeguards – they're strategic tools to strengthen decision making, safeguarding public trust and creating resilience. This interactive workshop will bring finance leaders together to explore how Internal Controls over Financial Reporting (ICFR) and ERM can work hand-in hand to support transparency, accountability, and good governance. Participants will engage in a workshop activity where they identify key financial risks and the controls they have or should ...

Tuesday, Sep 23: Cabot Room

01:00 PM - 04:00 PM

Work Smarter with AI Workshop

Hosted by VMP

Cabot Room

Responsive Service Delivery & Operational Innovat

Shawn Green
Co-Founder and CEO, VMP Group

Pre-Registration Required We're excited to offer a new, practical AI workshop designed specifically for municipal administrators and staff who are curious about how artificial intelligence can support daily work, decision-making, and creativity—without the tech jargon. This hands-on, user friendly, workshop will help to build comfort and confidence with AI tools like ChatGPT, streamline repetitive tasks, improve communication workflows, or simply understand what AI is—and what it isn't. Led by Shawn Green, CEO and co-founder of VMP Group, this session takes the mystery out of AI and delivers real-world strategies you can apply immediately. Shawn brings over 17 years of experience in AI, ...

Tuesday, Sep 23: Mariner Ballroom C

01:00 PM - 03:00 PM

Leading Change at Work: Addressing Domestic Violence Workshop

Hosted by Transition House Association of Nova Scotia

Mariner Ballroom C

Leading People & Culture

Ann de Ste Croix
Executive Director, Transition House Association of Nova Scotia (THANS)

Krystal Lowe
Education & Prevention Lead, Transition House Association of Nova Scotia (THANS)

Pre-Registration Required - Free of Charge Max 50 Participants This interactive half-day session is designed for all employees and employers and begins with the foundational knowledge needed to recognize, respond to, and refer in situations related to domestic and intimate partner violence in the workplace. Grounded in trauma-informed, strengths-based practices, the session then builds on these basics to explore more complex dynamics, including coercive control, emotional and financial abuse, and how these may impact safety, performance, and well-being at work. Participants will also reflect on the role of workplace culture in either enabling or disrupting cycles of harm, and leave with tools ...

Tuesday, Sep 23: Cabot Room

04:30 PM - 06:30 PM

Chief Administrative Officer (CAO) Forum

CAO's Only

Cabot Room **Strategic Leadership & Governance**

This session provides an opportunity for CAOs from each municipality to gather, engage in candid discussions, and strategize about the issues affecting their municipalities and regions. Session Agenda: 4:30 – 5:45 PM: CAOs-only discussion; 5:45 – 6:30 PM: Networking reception with the Department of Municipal Affairs Deputy Minister Paul LaFleche and Associate Deputy Minister, Valerie Pottie Bunge. Light snacks will be provided. Important: Attendance is limited to CAOs and their designated deputies to ensure focused and confidential conversations on these critical topics.

Tuesday, Sep 23: NSCC Campus

06:00 PM - 07:00 PM

NSCC Sydney - Waterfront Campus Tour

Hosted by Jenna Sampson, Campus Engagement Lead - NSCC

NSCC Campus

Pre-Registration Required - Free of Charge
Date: Tuesday, September 23, 2025
Time: 6:00 PM – 7:00 PM
Location: NSCC Sydney Waterfront Campus
Hosted By: Jenna Sampson, Campus engagement Lead - NSCC
Explore Cape Breton's Most Innovative Learning Environment. Join us for a guided tour of the new NSCC Sydney Waterfront Campus, an impressive, future-focused facility that opened its doors in 2024 and now anchors the downtown waterfront with stunning views and purpose-driven design. During the last AMA Conference in Sydney (2022), this site was still under construction—now, you'll get to experience the transformation in person! Led by NSCC's own Jenna Sampson, this curated one-hour walkthrough will showcase: Green ...

Tuesday, Sep 23: NSCC Campus

07:00 PM - 10:00 PM

Opening Reception + Registration

NSCC Campus

Date: Tuesday, September 23, 2025
Time: 7:00 PM – 10:00 PM
Location: NSCC Sydney Waterfront Campus
Room: Main Lobby
Directions: 6-minute walk to the right of the Conference Venue (Click Here for Map)
Parking: Free parking available on-site at NSCC
Let the 2025 Fall Conference begin! We are kicking things off in style at the newly opened, state-of-the-art NSCC Sydney Waterfront Campus. Join fellow municipal professionals for an evening of networking, food and drink. This relaxed evening is designed to welcome delegates and set the tone for an engaging conference ahead. Whether you're reconnecting with colleagues, meeting new peers, or chatting with our sponsors and exhibitors, this is ...

Wednesday, Sep 24: Holiday Inn - Lobby

Guided Morning Walk

Holiday Inn - Lobby

Start your morning with a refreshing 30–45 minute walk along the Sydney boardwalk, facilitated by the Cape Breton Regional Municipality Recreation Department—grab a coffee, enjoy the fresh air, and connect with colleagues before the day's sessions begin.

Wednesday, Sep 24: Exhibitor Area - Lower Lobby

07:30 AM - 10:30 AM

Registration Desk

Exhibitor Area - Lower Lobby

Located in the Lower Lobby, the registration desk is your first stop upon arrival. Pick up your conference badge, delegate bag, and any additional materials. Our team will be on hand to answer questions and help guide you through the start of your Fall Conference experience.

Wednesday, Sep 24: Mariner Ballroom ABC

08:30 AM - 08:45 AM

Conference Kick off & Early Bird Draws

Mariner Ballroom ABC

Start your day with a relaxed networking opportunity and a chance to win fun prizes from fellow municipalities! Swing by the Lower Lobby to grab a coffee and take time to explore the exhibitor booths before sessions begin. Early Bird Prize Draws will be held at 8:15 a.m. in Mariner Ballroom ABC. Morning Refreshments: Coffee, tea, and light continental-style snacks will be available during the early morning break. We recommend enjoying a full, nutritious breakfast at your hotel before joining the day's sessions.

Wednesday, Sep 24: Mariner Ballroom ABC

08:45 AM - 09:45 AM

Adapting to Economic Uncertainty

Opening Keynote

Mariner Ballroom ABC Strategic Leadership & Governance

Brock Dickinson, MA, Ec.D (F)
Entrepreneur-in-Residence and Adjunct Professor, University of Waterloo

From Trump, trade and tariffs and, to Canada's own attempts at nation-building projects and the elimination of interprovincial barriers, we're living in a world of big questions, high anxiety and large-scale challenges. But what does this mean at the local level? How can communities avoid getting caught in the crossfire of the global trade war? Brock brings his signature mix of data, insight and humour to the challenges ahead. This session will explore what Canada's next economy look like, and how this shapes local issues from housing to infrastructure and even taxation.

Wednesday, Sep 24: Mariner Ballroom ABC

09:45 AM - 10:30 AM

Whole-of-Government Response to Inquiry Recommendations

Mariner Ballroom ABC

Strategic Leadership & Governance

Ali Shaver

Director – Strategic Planning, Research and Evaluation, Department of Communities, Culture, Tourism and Heritage

Heather Ternoway

Director, Inquiry Response Division, Executive Council Office

Shiva Nourpanah

Director, Programs and Outreach, Status of Women Office

This plenary will provide an update on the province's coordinated response to recommendations from the Desmond Fatality Inquiry and the Mass Casualty Commission. Representatives from across government will share work underway in three key areas: Community Safety, Well-Being and Health Gender-Based Violence and Intimate Partner Violence Public Safety and Policing Reform. This will be an opportunity to hear about ongoing work and explore how municipalities can support meaningful change. Session Moderator: Paul LaFleche, Deputy Minister - Department of Municipal Affairs

Wednesday, Sep 24: Exhibitor Area - Lower Lobby

10:30 AM - 11:00 AM

Exhibitor Showcase & Refreshment Break

Exhibitor Area - Lower Lobby

Grab a coffee, enjoy a light snack, and take this dedicated time to connect with our amazing exhibitors — a vital part of the AMANS Fall Conference experience. Our vendors bring valuable tools, services, and innovations that support the work of municipalities across Nova Scotia. Whether you're looking to solve a problem, spark a new idea, or simply learn what's out there, this is the perfect time to stop by and start a conversation. Don't forget your Stamp Card! Visit each exhibitor booth to collect stamps and be entered into our Exhibitor Prize Draw, taking place during Thursday's Exhibitor Lunch. The more stamps, ...

Wednesday, Sep 24: Mariner Ballroom ABC

11:00 AM - 12:00 PM

Real Talk: Mental Health in Municipal Government

Hosted by Hub International

Mariner Ballroom ABC

Leading People & Culture

Janine Mcinnis

Vice President, Benefits Consulting, HUB Atlantic

Lisa DiDomizio

Senior Consultant, Health and Performance, HUB International

Paul Nopper

Chief Administrative Officer, Town of Lunenburg

Rob Wolf

Manager, Special Programs Access Wellness NS, Telus Health Coaching US/UK/Canada and Telus Health Virtual Care Allied Health Team Lead, Telus Health

Municipal leaders face constant demands, public scrutiny, and high expectations—all of which can take a significant toll on mental well-being. In this session, guest CAO, Paul Nopper, will share their personal experiences navigating mental health challenges in a leadership role. Mental health professional, Rob Wolf, will offer practical strategies and tools to help manage stress, build resilience, and support overall wellness. This session offers a candid conversation about the realities of municipal leadership and how to protect your mental health while serving your community.

Wednesday, Sep 24

12:00 PM - 01:15 PM

Lunch & Opening Ceremonies

Kick off the 2025 AMANS Fall Conference with a warm welcome and a great meal! This lunch event marks the official opening of the conference, offering a relaxed atmosphere to reconnect with familiar faces and meet new colleagues from across the province. While you enjoy a delicious lunch, take in welcoming remarks from distinguished guests who help shape municipal leadership in Nova Scotia. This is your chance to build connections that will carry through the rest of the conference.

Wednesday, Sep 24: Mariner Ballroom ABC

01:15 PM - 02:45 PM

Building Safer Workplaces: Insights from the Safety Branch

Mariner Ballroom ABC

Responsive Service Delivery & Operational Innovat

Alicia Doiron, P.Eng CIH

Occupational Hygienist, Occupational Health & Safety Division of the Nova Scotia Department of Labour, Skills and Immigration

Blaise MacNeil

Safety Advisor, Occupational Health & Safety Division of Nova Scotia Labour, Skills and Immigration

Fred Jeffers

Executive Director, OHS, Occupational Health & Safety Division of Nova Scotia Labour, Skills and Immigration

Lori Ross, CHSC

Safety Lead, Municipality of the County of Inverness

Ray Grant, PEng

Mgr. Elevators/Lifts/Amusements & Electrical Safety, Provincial Chief Electrical Inspector, Technical Safety Division of Nova Scotia Labour, Skills and Immigration

Robin Keddy

Senior Inspector, Occupational Health and Safety Division of NS Department of Labour, Skills and Immigration

Did you know? Occupational health and safety and technical safety are regulated by the Safety Branch. Join representatives from Nova Scotia's Occupational Health and Safety (OHS) and Technical Safety (TS) divisions for a dynamic panel discussion on the province's evolving safety landscape. Get to know about the Safety Branch; what they do, how they do it and why. Learn about the different units within the Safety Branch that help keep your workplaces and public spaces safe. Join our panel of occupational safety and technical safety representatives in a discussion that focusses on the challenges, risks, and opportunities that municipalities face ...

Wednesday, Sep 24: Cabot Room

01:15 PM - 02:45 PM

Team Coaching: A Proven Method to Strengthen Performance & Fulfillment

Hosted by Fire Inside Leadership Inc.

Cabot Room

Leading People & Culture

Glenn Horne

Chief Administrative Officer, Town of Wolfville

Julian Young

Partner, Fire Inside Leadership

Data from Team Coaching International shows that fewer than 10% of teams consider themselves high performing before engaging in team coaching, highlighting a widespread need for development. Even in high-functioning municipal teams, evolving challenges—such as rapid change, complexity, and uncertainty—can hinder effectiveness and strain relationships. These issues, while common, are not inevitable. With a strategic and intentional investment in team development, municipalities can significantly enhance performance, reduce stress and burnout, and retain leadership talent. Team coaching empowers municipal teams to foster stronger relationships, create a more positive work environment, and unlock their collective potential for sustained high performance. This session will ...

Wednesday, Sep 24: Jack Yaizer

01:15 PM - 02:45 PM

Build Trust with Better Communications

Hosted by Redbrick Communications

Jack Yaizer

Responsive Service Delivery & Operational Innovat

Andrea Montgomery, APR, Prosci

Vice President, Redbrick Communications

Effective communications is about building trust. Never has that been more important for municipalities than now. Join Andrea Montgomery, Vice President at Redbrick Communications, for an interactive session on how municipalities are stepping up their communications game. Session Highlights: • Learn what's working now: real-world examples from leading municipalities about how they are adapting to a changing landscape and where they are investing • Gather practical tips and tools: strategies to better meet internal and community needs and prepare to navigate tough challenges. • Determine your next move: how Redbrick's Municipal Communication Maturity Index can help you figure out where you stand today and where the ...

Wednesday, Sep 24

02:45 PM - 03:00 PM

Movement Break

Movement boosts attention and energy. Your body (and brain) will thank you!

Need a reset? This 15-minute Movement Break is your chance to get up, stretch, and recharge before diving into the next round of sessions. Whether you join a light stretch, take a walk, or just move at your own pace, this break is all about feeling good and staying focused. Bonus: Enjoy a light, energizing snack — perfect to take back to your table as you settle in for the next session.

Wednesday, Sep 24: Cabot Room

03:00 PM - 04:00 PM

Service Driven, Future Focused: PVSC's Delivery of Objective and Valued Data Products and Services

Cabot Room

Inclusive Communities & Equity

Jeff Caddell

Director of Valuation Standards, Property Valuation Services Corporation (PVSC)

Paul Beazley

Municipal Account Manager, Property Valuation Services Corporation (PVSC)

Property Valuation Services Corporation (PVSC) recognizes the importance of providing accurate, objective and valued data products and services for municipalities, real property owners, and other property data uses. Our strategic plan focuses on leveraging data as an asset across the business to enable wider digital transformation and value, laying the framework for greater innovation, continued operational excellence, and modern service delivery. Join our session to discover how quality, accountability, service excellence, and innovation is built into the work we do — and why it matters to you. As a municipal leader, this is your opportunity to learn, engage, and ask questions about property assessment ...

Wednesday, Sep 24: Jack Yaizer

03:00 PM - 04:00 PM

Recruitment & Retention: Effective Strategies for Municipality Realities

Jack Yaizer

Leading People & Culture

Janice Tanner Ernst
Senior HR Consultant, KBRS

Mark Gillis
Partner, KBRS, Meridia Recruitment Solutions

In today's competitive job market, attracting and retaining the right talent is no small feat, especially for municipalities navigating budget constraints and compensation limitations. This session will explore how municipal leaders can take a strategic, holistic approach to talent management that balances these challenges while remaining competitive and compelling to top talent. Whether you're facing talent shortages, turnover, or succession risks, this session will offer actionable strategies to attract and retain the people who power your organization's success. Session Highlights: Align recruitment and retention strategies with budget and operational realities Strengthen your value proposition beyond compensation by leveraging purpose, flexibility, development, and culture Make informed, ...

Wednesday, Sep 24: Mariner Ballroom ABC

03:00 PM - 04:00 PM

Fraud Prevention: Mitigating Cyber-Risk

Mariner Ballroom ABC

Responsive Service Delivery & Operational Innovat

Ian MacMillan, CISM, CISA, QSA
Senior Manager, Cyber Security Risk Management, MNP

Paul Shirriff
Senior Manager, Cash Management, CIBC

Join the CIBC and MNP presentation on Cyber Security, Fraud and what are Anti-Money Laundry Rules. During this session, participants will hear about how fraudsters are being identified and learn about best practices to fight fraud. The session will be referencing current examples of fraud events, and the participants will gain an understanding of the different types of fraud and the risks it poses to their municipality. Some benefits you might expect from attending this session: Cyber Security: Enhanced Awareness and Risk Mitigation Improved Compliance and Regulatory Understanding Strengthened Data Protection Practices Fraud and Money Laundering: Are significant risks for organizations and financial institutions. Effective management of these ...

Wednesday, Sep 24

Evening Activity: Explore the Fortress of Louisbourg & Dine at The Bothy

This is a ticketed event and pre-registration was REQUIRED. Tickets will not be available during the conference. Join us Wednesday evening for a memorable outing to the Fortress of Louisbourg, one of Cape Breton's most iconic and immersive historic sites. You'll have the opportunity to explore the grounds at your own pace, or—if you're feeling brave—take part in a guided ghost tour that brings the site's haunted past to life. Fortress of Louisbourg & Ghost Tour Participants The admission fee of \$9.69 per attendee has been covered up front. An invoice will be sent to attendees following the event. Fortress of Louisbourg Website - ...

Thursday, Sep 25

Morning Wellness Activity: Guided Walk

Details to be provided

Thursday, Sep 25: Mariner Ballroom ABC

08:15 AM - 08:30 AM

Early Bird draws

Mariner Ballroom ABC

Start your day with a relaxed networking opportunity and a chance to win fun prizes from fellow municipalities! Early Bird Prize Draws will be held at 8:15 a.m. in Mariner Ballroom ABC. Morning Refreshments: Coffee, tea, and light continental-style snacks will be available during the early morning break only. We recommend enjoying a full, nutritious breakfast at your hotel before joining the day's sessions.

Thursday, Sep 25: Mariner Ballroom ABC

08:30 AM - 09:30 AM

Putting AI to Work: The Future of Local Government

Mariner Ballroom ABC

Responsive Service Delivery & Operational Innovat

Shawn Green

Co-Founder and CEO, VMP Group

Artificial Intelligence is redefining how municipalities deliver services—enabling teams to work more efficiently, streamline operations, and better meet the needs of their communities. This session introduces municipal teams to the transformative potential of AI, with a focus on practical, real-world applications already being adopted by local governments. The session will also address important considerations around ethics, data security, and privacy—helping leaders navigate both the opportunities and responsibilities that come with AI adoption. Participants will leave with a clearer understanding of how AI can be integrated into the municipal workplace to support better decision-making, enhance service delivery, and boost productivity.

Thursday, Sep 25

09:30 AM - 09:45 AM

Movement Break

Movement boosts attention and energy. Your body (and brain) will thank you!

Need a reset? This 15-minute Movement Break is your chance to get up, stretch, and recharge before diving into the next round of sessions. Whether you join a light stretch, take a walk, or just move at your own pace, this break is all about feeling good and staying focused.

Thursday, Sep 25: Mariner Ballroom ABC

09:45 AM - 10:30 AM

2025 Annual General Meeting

Mariner Ballroom ABC

Join your Association at the Annual General Meeting. Come learn more about the latest updates and recent projects the Association has been working on.

Thursday, Sep 25: Exhibitor Area - Lower Lobby

10:30 AM - 11:00 AM

Exhibitor Showcase & Refreshment Break

Exhibitor Area - Lower Lobby

Grab a coffee, enjoy a light snack, and take this dedicated time to connect with our amazing exhibitors — a vital part of the AMANS Fall Conference experience. Our vendors bring valuable tools, services, and innovations that support the work of municipalities across Nova Scotia. Whether you're looking to solve a problem, spark a new idea, or simply learn what's out there, this is the perfect time to stop by and start a conversation. Don't forget your Stamp Card! Visit each exhibitor booth to collect stamps and be entered into our Exhibitor Prize Draw, taking place during Thursday's Exhibitor Lunch. The more stamps, ...

Thursday, Sep 25: Cabot Room

11:00 AM - 12:00 PM

Short-Term Rentals: Regulation and Enforcement in Evolving Communities

Cabot Room Responsive Service Delivery & Operational Innovat

Jordyn Michaela Mahar
Director of Short-Term Rentals, NS Department of Growth and Development

As short-term rentals (STRs) continue to impact housing availability, community cohesion, and municipal resources, local governments are under growing pressure to regulate effectively and enforce consistently. Building on discussions from the AMANS Spring Conference, this in-depth session will examine practical approaches to managing STRs in diverse municipal contexts. Participants will explore tools for licensing, enforcement, and compliance monitoring—while balancing the economic benefits of tourism with residents' needs for long-term housing and community stability. The session will also highlight case studies from municipalities that have implemented STR bylaws or enforcement strategies, and provide opportunities to share experiences, challenges, and emerging practices. Whether your ...

Thursday, Sep 25: Mariner Ballroom ABC

11:00 AM - 12:00 PM

Nature-Based Solutions for Municipal Resilience: Opportunities, Roles, and Implementation Options

Mariner Ballroom ABC Responsive Service Delivery & Operational Innovat

Kaytland Smith
Senior Funding and Engagement Specialist, Clean Foundation

Climate hazards like flooding, coastal erosion, and extreme heat are increasing across Nova Scotia—and every municipal department has a role to play in responding. This session explores how Nature-based Solutions (NbS) offer cost-effective, multi-benefit approaches to addressing climate hazards while supporting community well-being, infrastructure, and the environment. Through real Nova Scotian examples, practical tools, and a hands-on group activity, participants will discover how to identify opportunities, connect cross-departmentally and take immediate steps toward implementing NbS in their own communities.

Thursday, Sep 25: Jack Yaizer

11:00 AM - 12:00 PM

Engaging Diverse Communities in Governance: Building Inclusive Participation

Jack Yaizer

Inclusive Communities & Equity

Craig Pollett

Vice President (Atlantic), Strategic Steps Inc.

How can municipalities ensure all voices are heard in local decision-making? This session explores how to meaningfully engage underrepresented and equity-deserving communities in civic life and policy development. Combining governance best practices and conversations from the life experience of panelists, this session highlights practical strategies for inclusive engagement. From accessible public engagement to inclusive program design, participants will learn how municipalities can remove barriers, build trust, and foster representation among groups often left out of traditional processes. Participants will leave with actionable ideas to strengthen public input, improve equity outcomes, and make local government more reflective of the communities it serves.

Thursday, Sep 25

12:00 PM - 01:00 PM

Exhibitor Networking Lunch & Draws

Join your conference exhibitors for a lively networking lunch. Enjoy the opportunity to connect and learn more about their products and services. Exhibitors will be drawing names from completed passports to award exciting prizes, so be sure to get yours signed for a chance to win!

Thursday, Sep 25: Mariner Ballroom ABC

01:00 PM - 01:30 PM

Cyber Threats and Lessons from the Frontlines

Mariner Ballroom ABC

Bryan Beard

Lead Penetration Tester, IMP Solutions

Jeremy Agnew

Sr. Solutions Architect, IMP Solutions

Attackers are opportunistic, and don't only go after large organizations. If there is an opportunity, attackers will strike often before the organization has any idea they've been breached. Come join Bryan and Jeremy as they explore today's modern threat landscape, its impact and effects on organizations of all sizes, as well as go through real-world case studies from recent breaches.

Thursday, Sep 25: Mariner Ballroom ABC

01:30 PM - 02:30 PM

Closing the Gap: How Municipal Teams Can Secure More Funding

Mariner Ballroom ABC

Strategic Leadership & Governance

Danny Graham

Chief Engagement Officer, Engage Nova Scotia

Glenn Horne

Chief Administrative Officer, Town of Wolfville

Jeff Gushue

Chief Administrative officer, Town of Yarmouth

Keith Macdonald

Chief Administrative Officer, Municipality of the County of Inverness

Lisa MacDonald

Chief Administrative Officer, Town of New Glasgow

Since Covid, literally billions of dollars in government funding has gone unclaimed some of it because municipalities often lack the time, capacity, or resources to apply. Moderated by Danny Graham from Engage Nova Scotia, this plenary brings together four respected CAOs for a candid discussion on how to help our smaller municipal teams move council priorities to outcomes. Powered by a unique privacy first storytelling tool by goodbit.co, CAO anecdotes, and live input from the floor, this plenary will explore the project funding journey, turning real experiences into actionable insights - an interactive, trustworthy, and focused deliberation highlighting gaps, misconceptions, ...

Thursday, Sep 25: Mariner Ballroom ABC

02:30 PM - 03:15 PM

Department of Emergency Management Office: Information Session

Knowledge Exchange: Lessons in Emergency Management Partnerships From the Long lake Fire

Mariner Ballroom ABC

Strategic Leadership & Governance

Sandra McKenzie

Deputy Minister, Department of Emergency Management

Details to be provided

Thursday, Sep 25

03:15 PM - 03:30 PM

Movement Break

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Thursday, Sep 25: Mariner Ballroom ABC

03:30 PM - 04:30 PM

Connect & Collaborate: Open Networking Hour

Mariner Ballroom ABC

Strategic Leadership & Governance

We're providing the space and opportunity for you to connect with peers on your own terms. This unstructured networking session invites you to gather in the Mariner Ballroom ABC, grab a table, and explore key leadership themes together. Share ideas, exchange experiences, and build relationships in a relaxed setting — a chance to spark new conversations and strengthen connections.

Thursday, Sep 25: Cabot Room

03:30 PM - 04:30 PM

Accountability in Action: The Correct Path Forward After a Workplace Injury

Cabot Room

Strategic Leadership & Governance

Adam Grant, P.Eng
Director of Infrastructure, Region of Queens Municipality

Willa Thorpe, PhD
Chief Administrative Officer, Region of Queens Municipality

On July 28, 2023, a Region of Queen's (Region) employee suffered life altering injuries as a result of a workplace accident. An investigation carried out by the Nova Scotia Occupational Safety Division resulted in the Region receiving several charges under the Occupational Health and Safety Act. In an effort to demonstrate its accountability for the accident, the Region has engaged additional resources to assist with the establishment of a Safety Management System and key steps to ensure an effective implementation of this system to drive continuous improvement in Occupational Health & Safety. This session will provide the opportunity for the ...

Thursday, Sep 25: Exhibitor Area - Lower Lobby

06:00 PM - 06:30 PM

Presidents Reception

Exhibitor Area - Lower Lobby

AMANS President invites all conference attendees to the President's Reception and Annual Banquet. A small reception preceding the President's Banquet will take place before the President's Banquet in the Lower Lobby.

Thursday, Sep 25: Mariner Ballroom ABC

06:30 PM - 08:30 PM

Presidents Banquet

Mariner Ballroom ABC

This will include a dinner and presentation of awards for long service, professional development, etc. This dinner is included with registration. There will be a cash bar available. Note: Dress code is semi-formal.

Thursday, Sep 25

Evening Hospitality Suite

After a packed day of learning, join us in the Hospitality Suite for a relaxed and informal evening. Whether you're catching up with colleagues, making new connections, or just looking to unwind, this is the perfect space to recharge. Drop by for a drink and great conversation with fellow delegates. No agenda — just good company.

Friday, Sep 26: Mariner Ballroom ABC

08:15 AM - 08:30 AM

Final Early Bird Draws

Mariner Ballroom ABC

Start your final conference day with a relaxed networking opportunity and a chance to win fun prizes from fellow municipalities! Early Bird Prize Draws will be held at 8:15 a.m. in Mariner Ballroom ABC. Morning Refreshments: Coffee, tea, and light continental-style snacks will be available during the early morning break only. We recommend enjoying a full, nutritious breakfast at your hotel before joining the day's sessions.

Friday, Sep 26: Mariner Ballroom ABC

08:30 AM - 09:30 AM

Current and Emerging Legal Issues

Mariner Ballroom ABC

Amy Bradbury
Partner, Burchell Wickwire Bryson LLP

This session will provide an update on legal issues and developments including recent changes to workers' compensation and occupational health and safety legislation, defamation claims and social media and other emerging legal issues.

Friday, Sep 26: Mariner Ballroom ABC

09:30 AM - 10:00 AM

Provincial Update - DMA

Mariner Ballroom ABC Strategic Leadership & Governance

Elizabeth Kennedy
Executive Director of Policy, Planning and Strategic Relations, Department of Municipal Affairs

Details to be provided

Friday, Sep 26

10:00 AM - 10:15 AM

Movement Break

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Need a reset? This 15-minute Movement Break is your chance to get up, stretch, and recharge before diving into the next round of sessions. Whether you join a light stretch, take a walk, or just move at your own pace, this break is all about feeling good and staying focused. Bonus: Enjoy a light, energizing snack — perfect to take back to your table as you settle in for the next session.

Friday, Sep 26: Mariner Ballroom ABC

10:15 AM - 11:15 AM

Purposeful Leadership: We do it Together

Closing Keynote



Nikki Martin

Speaker, Facilitator, Author & Screenwriter, Equity Advocate, NM Creative Inc.

Get inspired to reimagine how you lead, collaborate, and show up for the communities you serve. This powerful session builds skills in inclusive communication and conflict navigation, while encouraging curiosity and imagination as essential tools for forging bold new paths. Nikki explores how assessing your lens, biases, and positionality in relation to power—and becoming more self-aware in both action and reaction—can transform your leadership. You'll gain insight into moving from knowledge to meaningful action, embracing changes in how you lead and respond—an increasingly vital approach when serving diverse communities.

Friday, Sep 26: Mariner Ballroom ABC

11:15 AM - 11:30 AM

Closing Ceremonies



Wrap up the AMANS 2025 Fall Conference with excitement and celebration at our Closing Ceremonies and Grand Prize Draw!



Powered by PheedLoop.com
Live, Virtual, Hybrid Event Technology



Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim		Rate \$0.5932
Name of Claimant:	EVAN FOUGERE	
Destination:		
Purpose of Travel:	TRAINING IN SYDNEY (confined space rescue)	
Departure Date/Time:	06/26/2025	
Return Date/Time:		
Approval to Travel:	Date:	

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	0.00	0.00	0.00	0.00	0.00	0.00
Total Cost of Mileage:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast	\$20	\$20.00				\$20.00
Lunch	\$25	\$25.00				\$25.00
Dinner	\$30					\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$45.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45.00

Written Travel Report - Policy Requirements (Section 4. b i)

Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel and indicate if the 80% attendance threshold has been met.

I confirm that I attended 80% or more of the conference I attended: Initial EF N/A CB

All claims are to be submitted not later than 60 days after return.

Claimant Signature: [Signature]

Date Submitted: June 27/2025

Travel Approved by Supervisor: 102424000/242450

GL Code: 71000000

HE 3

Goods Rec'd. Date.....Initial.....	<u>8</u>
Prices Checked.....	<u>8</u>
Add. & Ext. Checked.....	<u>8</u>
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distribution Acct. No.....	<u>102424000 4000 242450 ✓</u>



Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim		Rate <u>\$0.5932</u>
Name of Claimant:	Evan Fougere	
Destination:	METI Atlantic	
Purpose of Travel:	Training in Sydney (Confined Space Rescue)	
Departure Date/Time:	26-Jun-25	6:30am
Return Date/Time:	26-Jun-25	5:30pm
Approval to Travel :	<i>Chris Goodwin Date: June 25, 2025</i>	

Carla Martell

From: Suzin Burchell <suzinburchell@metiatlantic.com>
Sent: July 15, 2025 4:05 PM
To: Carla Martell
Subject: Re: Agenda for Confined space Rescue
Attachments: Confined Space Rescue - Table of Contents.pdf

Hi Carla,

Sorry, I was out sick last week and have been playing catch up. Thank you for resending the email.

Course Name: Confined Space Rescue

Date: June 26, 2025

Start time: 8:30 am

Length of course (end time): approximately 4 pm

And whether meals were provided. No, meals were not provided, but there was a 30 minute lunch break.

Name of attendees from Richmond ie: Daniel Bowen, Evan Fougere, Tyler Fougere and Justin MacDonald.

The course included theory and practical with both horizontal and vertical rescues. A table of contents is attached for your reference.

Kind Regards,

Suzin Burchell,
Operations Director



MARITIME ENVIRONMENTAL TRAINING INSTITUTE (METI)
A Career College Providing Certified Training for Today's Industries... C
301 Alexandra Street, Sydney, NS B1S 2E8
Phone: 902-539-9766 • 877-800-6384



YOUNG DRIVERS CAPE BRETON
301 Alexandra Street, Sydney, NS B1S 2E8
Phone: (902) 562-5359



Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim		Rate <u>\$0.5932</u>
Name of Claimant:	Tyler Fougere	
Destination:	METI Atlantic	
Purpose of Travel:	Training in Sydney (Confined Space Rescue)	
Departure Date/Time:	26-Jun-25	6:30am
Return Date/Time:	26-Jun-25	5:30pm
Approval to Travel :		

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	0.00	0.00		0.00	0.00	0.00
Total Cost of Mileage:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Accommodation/Hotel Name:	Old Orchard Inn	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast	\$20	\$20.00				\$20.00
Lunch	\$25	\$25.00				\$25.00
Dinner	\$30					\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$45.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45.00

Written Travel Report - Policy Requirements (Section 4. b i)

Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel and indicate if the 80% attendance threshold has been met.

I confirm that I attended 80% or more of the conference I attended: Initial _____ N/A TF

All claims are to be submitted not later than 60 days after return.

Claimant Signature: Tyler Fougere

Date Submitted: July 17, 2025

Travel Approved by Supervisor: Chris Scudamore

GL Code: 102423080 242210

Goods Rec'd. Date.....Initial TF

Prices Checked.....TF

Add. & Ext. Checked.....TF

Approval for Payment.....

Discount Date.....

Paid by Cheque No. 3040 242210

Distribution: Agt's No. 3040 242210

MST 3



THE MUNICIPALITY OF THE COUNTY OF RICHMOND
LA MUNICIPALITÉ DU COMTÉ DE RICHMOND

Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim		Rate <u>\$0.5932</u>
Name of Claimant:	Tyler Fougere	
Destination:	METI Atlantic	
Purpose of Travel:	Training in Sydney (Confined Space Rescue)	
Departure Date/Time:	26-Jun-25	6:30am
Return Date/Time:	26-Jun-25	5:30pm
Approval to Travel:	<i>Chris Scudler Date: June 24, 2025</i>	

Carla Martell

From: Suzin Burchell <suzinburchell@metiatlantic.com>
Sent: July 15, 2025 4:05 PM
To: Carla Martell
Subject: Re: Agenda for Confined space Rescue
Attachments: Confined Space Rescue - Table of Contents.pdf

Hi Carla,

Sorry, I was out sick last week and have been playing catch up. Thank you for resending the email.

Course Name: Confined Space Rescue

Date: June 26, 2025

Start time: 8:30 am

Length of course (end time): approximately 4 pm

And whether meals were provided. No, meals were not provided, but there was a 30 minute lunch break.

Name of attendees from Richmond ie: Daniel Bowen, Evan Fougere, Tyler Fougere and Justin MacDonald.

The course included theory and practical with both horizontal and vertical rescues. A table of contents is attached for your reference.

Kind Regards,

Suzin Burchell,
Operations Director



MARITIME ENVIRONMENTAL TRAINING INSTITUTE (METI)
A Career College Providing Certified Training for Today's Industries... C
301 Alexandra Street, Sydney, NS B1S 2E8
Phone: 902-539-9766 • 877-800-6384



YOUNG DRIVERS CAPE BRETON
301 Alexandra Street, Sydney, NS B1S 2E8
Phone: (902) 562-5359

In County Travel - Lois Landry July and August 2025

Meeting re: LLWU and EverWind Water Withdrawal

Purpose of Meeting

To discuss parameters for EW withdrawal of water from LLWU

Date of Meeting

July 18, 2025

Place of Meeting

Civic Centre, Port Hawkesbury

Start and End Time of Meeting

10:00 am to 1:00 pm

Persons Present at the Meeting

Terry Doyle and Brenda Chisholm-Beaton from Town of Port Hawkesbury

Lois Landry and Troy MacCulloch from Richmond County

Vimy Glass and David MacGregor from provincial Department of Energy

Iaian Langley, Chair of LLWU

Matt Borys and Michael Simms from EverWind

Brief Statement of Discussions Held

Discussions facilitated by the province re: water withdrawal agreement.

Meeting with Minister re: Provincial Policing

Purpose of Meeting

To discuss upcoming changes to Provincial Policing

Date of Meeting

July 29, 2025

Place of Meeting

Civic Centre, Port Hawkesbury

Start and End Time of Meeting

3:00 pm to 4:30 pm

Persons Present at the Meeting

Terry Doyle and Brenda Chisholm-Beaton from Town of Port Hawkesbury

Lois Landry and Troy MacCulloch from Richmond County

Mayor Ron Chisholm from Town of Mulgrave

Minister Becky Druhan from Department of Justice (with two additional DoJ Staff)

Brief Statement of Discussions Held

Presentation by Minister on role of Municipalities re: changes to policing that stem from Portapique Inquiry.

Meeting with LLWU

Purpose of Meeting

LLWU Meeting to update members on status of discussions with EW

Date of Meeting

August 5, 2025

Place of Meeting

Civic Centre, Port Hawkesbury

Start and End Time of Meeting

10:00 am to 1:00 pm

Persons Present at the Meeting

Terry Doyle and Brenda Chisholm-Beaton from Town of Port Hawkesbury

Lois Landry and Troy MacCulloch from Richmond County

Iaian Langley, Chair of LLWU

Councillors Todd Barrett, Brian Marchand, and Shawn Samson

Brief Statement of Discussions Held

LLWU meeting – attending as ex officio member)

Start and End Time of Meeting

3:00 pm to 4:30 pm

Persons Present at the Meeting

Terry Doyle and Brenda Chisholm-Beaton from Town of Port Hawkesbury

Lois Landry and Troy MacCulloch from Richmond County

Mayor Ron Chisholm from Town of Mulgrave

Minister Becky Druhan from Department of Justice (with two additional DoJ Staff)

Brief Statement of Discussions Held

Presentation by Minister on role of Municipalities re: changes to policing that stem from Portapique Inquiry.

Meeting with LLWU

Purpose of Meeting

LLWU Meeting to update members on status of discussions with EW

Date of Meeting

August 5, 2025

Place of Meeting

Civic Centre, Port Hawkesbury

Start and End Time of Meeting

10:00 am to 1:00 pm

Persons Present at the Meeting

Terry Doyle and Brenda Chisholm-Beaton from Town of Port Hawkesbury

Lois Landry and Troy MacCulloch from Richmond County

Iaian Langley, Chair of LLWU

Councillors Todd Barrett, Brian Marchand, and Shawn Samson

Brief Statement of Discussions Held

LLWU meeting – attending as ex officio member)

AGENDA SPECIAL MEETING
Landrie Lake Board of Directors Meeting
August 21, 2025
3:00 pm
Virtual/PHCC Boardroom

1. Call to Order
2. Introductions
3. Additions to the Agenda
4. Approval of Agenda
5. Motion to Move In Camera Session
 - a. Contractual Issue
6. Motion to Move out of In Camera Session
7. Motions from In Camera Session
8. Approved Additions
9. Adjournment

Physician Recruitment Reception

Purpose of Meeting

Invited by Cape Breton South Recruiting for Health to reception to encourage doctors to come to the area.

Date of Meeting

August 22, 2025

Place of Meeting

Bras d'Or Lakes In, St. Peter's

Start and End Time of Meeting

7:00 pm to 9:00 pm

Persons Present at the Meeting

Gina MacDonald, Cape Breton South Recruiting for Health

Todd Barrett, Councillor for the Town of Port Hawkesbury

Several Department of Health and Wellness staff

Several local physicians

Four Residents who signed up for weekend event about benefits to working in the

Brief Statement of Discussions Held

Met with Residents and their families to answer questions and provide information about benefits to living and working in the area.



Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim		Rate \$0.5932
Name of Claimant:	Lois Landry	
Destination:	Sydney, NS	
Purpose of Travel:	Visit to Atlantic Canada Bulk Terminals for Tour/Meeting	
Departure Date/Time:	11:45 am Aug 11/25	Lunch Provided
Return Date/Time:	3:30 pm Aug 11/25	
Approval to Travel :CAO Via email (attached)		Date: August 5, 2025

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): 234.00	234.00	0.00	0.00	0.00	0.00	234.00
Total Cost of Mileage: \$138.81	\$138.81	\$0.00	\$0.00	\$0.00	\$0.00	\$138.81
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast \$20	\$0.00					\$0.00
Lunch \$25	\$0.00					\$0.00
Dinner \$30	\$0.00					\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$138.81	\$0.00	\$0.00	\$0.00	\$0.00	\$138.81

Written Travel Report - Policy Requirements (Section 4. b i)

Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel and indicate if the 80% attendance threshold has been met.

I confirm that I attended 80% or more of the conference I attended: Initial LL N/A _____

Visited Atlantic Canada Bulk Terminal to get tour of facility, in comparison to port capacity in the Strait Region.
 New vessel in with crane that was unloading turbine blades measuring 102 m in length. Purpose of visit was to see what this looks like as a reference point to how the Strait Region could be involved in future offshore wind projects.
 Toured facility for more than an hour (startign at 1:00 pm, on August 11, 2025) with Richard Morykot, VP of Strategic Development and Execution at ACBT.

MSI 3

All claims are to be submitted not later than 60 days after return.

Claimant Signature: Lois Landry
 Date Submitted: Aug 28/25
 Travel Approved by Supervisor: [Signature]
 GL Code: _____

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	9
Add. & Ext. Checked.....	9
Approval for Payment.....	9
Discount Date.....	
Paid by Cheque No.....	
Distribution Acct No.....	2100 210110

Lois Landry

From: Troy MacCulloch
Sent: August 5, 2025 10:41 AM
To: Lois Landry
Subject: RE: Visit By Cadeler Wind Pace

Approved for travel and if possible, I will confirm my attendance by the end of this week.

Thanks

Troy

THE MUNICIPALITY OF RICHMOND
LE DÉPARTEMENT DE RICHMOND



Troy MacCulloch, CMML, FSAScot
Chief Administrative Officer

Phone: 902.226.3970
Mobile: 902.631.4120
Email: cao@richmondcounty.ca

2357 Hwy 206, P.O. Box 120
Arichat, NS B0E 1A0

www.richmondcounty.ca

From: Lois Landry <Lois.Landry@richmondcounty.ca>
Sent: August 5, 2025 10:20 AM
To: Troy MacCulloch <CAO@richmondcounty.ca>
Subject: FW: Visit By Cadeler Wind Pace

I'd like to accept this invitation.
Can I have permission to travel, please.

And let me know if you're interested in attending.

L

Lois Landry, Warden
Municipality of the County of Richmond
Tel: (902) 631-0332

From: Richard Morykot <richard.morykot@acbt.ca>
Sent: August 5, 2025 10:17 AM

To: Lois Landry <Lois.Landry@richmondcounty.ca>; MacGregor, David <david.macgregor@novascotia.ca>; Brownlow, Tim <tim.brownlow@novascotia.ca>
Subject: Re: Visit By Cadeler Wind Pace

All,

This coming Monday would be a great time to visit the terminal and view operations. As with all things marine, the timing can change.

If you plan to visit, let me know and provide the names of the people who will attend.

Richard



Richard Morykot, P.Eng.
Vice President - Strategic Development & Execution
Atlantic Canada Bulk Terminal
45 Wabana Court, Suite 103A
Sydney, Nova Scotia, Canada B1P 0B9
Mobile: +1 902 563 6558
E-mail: richard.morykot@acbt.ca
www.acbt.ca

From: Richard Morykot <richard.morykot@acbt.ca>

Sent: Thursday, July 24, 2025 10:16 AM

To: Lois Landry <Lois.Landry@richmondcounty.ca>; MacGregor, David <david.macgregor@novascotia.ca>

Subject: Re: Visit By Cadeler Wind Pace

All,

I just wanted to update you and let you know that the vessel is scheduled to be at the ACBT sometime in the first week of August.

I will update you as the schedule becomes more definitive.

Richard



Richard Morykot, P.Eng.
Vice President - Strategic Development & Execution
Atlantic Canada Bulk Terminal
45 Wabana Court, Suite 103A
Sydney, Nova Scotia, Canada B1P 0B9
Mobile: + 1 902 563 6558
E-mail: richard.morykot@acbt.ca
www.acbt.ca

From: Richard Morykot <richard.morykot@acbt.ca>

Sent: June 27, 2025 8:24 AM

To: MacGregor, David <david.macgregor@novascotia.ca>; Lois Landry <Lois.Landry@richmondcounty.ca>

Subject: Visit By Cadeler Wind Pace

Dave and Lois,

Further to our chat yesterday at Superports day, I am following up on an upcoming operation at the ACBT.

On July 27, we are scheduled to host the offshore installation vessel Wind Pace. The terminal will be the vessel's first port of call as it begins operations in the offshore wind industry. We want to invite representatives from Richmond County and the Province to attend the event and view this state-of-the-art vessel and OSW marshaling operations at the ACBT.

As with all marine operations, schedules often change. We will keep you informed of any schedule changes.

A formal invitation to the event will be sent in the coming weeks, but I wanted to give you a heads-up about the event.

All the best,

Richard



Richard Morykot, P.Eng.
Vice President - Strategic Development & Execution
Atlantic Canada Bulk Terminal
45 Wabana Court, Suite 103A
Sydney, Nova Scotia, Canada B1P 0B9
Mobile: + 1 902 563 6558
E-mail: richard.morykot@acbt.ca
www.acbt.ca



Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim			Rate \$0.5932
Name of Claimant:	troy macculloch		
Destination:	Sydney		
Purpose of Travel:	AMANS Conference		
Departure Date/Time:	23-Sep	0700 hrs	
Return Date/Time:	26-Sep	1400 hrs	
Approval to Travel : n/a requirement of Admin Position at Utility			

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	184.00	92.00	0.00	92.00	0.00	184.00
Total Cost of Mileage:	\$109.15	\$54.57	\$0.00	\$54.57	\$0.00	\$109.15
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast	\$20	\$20.00	\$20.00	\$20.00	\$20.00	\$80.00
Lunch	\$25	\$25.00	provided	provided		\$25.00
Dinner	\$30	\$30.00	\$30.00	provided		\$60.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)	\$10.00	\$10.00	\$10.00			\$30.00
Taxi/Parking/Tolls (Receipts Required)	\$20.00					\$20.00
Total Amount Being Claimed	\$159.57	\$60.00	\$30.00	\$74.57	\$0.00	\$324.15

Written Travel Report - Policy Requirements (Section 4. b i)

Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel and indicate if the 80% attendance threshold has been met.

I confirm that I attended 80% or more of the conference I attended: Initial TM N/A

\$304.15

HST3

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	9
Add. & Ext. Checked.....	9
Approval for Payment.....	9
Discount Date.....	
Paid by Cheque No.....	
Exhibition No.....	10 212 2120 2121 30

All claims are to be submitted not later than 60 days after return.

Claimant Signature: [Signature]
 Date Submitted: Oct 01 25
 Travel Approved by Supervisor: [Signature]
 GL Code: _____

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	
Add. & Ext. Checked.....	
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distribution: Acct. No.....	

Troy MacCulloch

From: Lois Landry
Sent: September 2, 2025 12:27 PM
To: Troy MacCulloch
Subject: RE: approval for travel

Each of those is approved for travel

Thanks,
Lois

Lois Landry, Warden
Municipality of the County of Richmond
Tel: (902) 631-0332

From: Troy MacCulloch <CAO@richmondcounty.ca>
Sent: September 2, 2025 10:09 AM
To: Lois Landry <Lois.Landry@richmondcounty.ca>
Subject: approval for travel

Morning Warden

Looking for approval to attend the following events this Fall

AMANS Conference – Sydney - Sept 23-26
Community Climate Capacity Conference in Truro – Oct 21-22 (part of our CCC Obligation that both Martin and I attend and take part)
CB Investor Summit – Baddeck - Oct 23-24

Thank you

Troy

THE MUNICIPALITY OF RICHMOND
LA MUNICIPALITÉ DU COMTE DE RICHMOND



Troy MacCulloch, CMML, FSAScot
Chief Administrative Officer

Phone: 902.226.3970
Mobile: 902.631.4120
Email: cao@richmondcounty.ca

2357 Hwy 206, P.O. Box 120
Arichat, NS B0E 1A0

www.richmondcounty.ca



Tuesday, Sep 23: Jack Yaizer

09:00 AM - 03:30 PM

Records Management Workshop

Featuring the 4th Edition of the AMA Records Management Manual

Jack Yaizer Responsive Service Delivery & Operational Improv...

Kelly Sloan

Retired, Former Deputy Clerk, Town of New Glasgow

Pre-Registration RequiredThe AMA Records Management Committee has completed a full update of the Records Management Manual, now in its 4th edition. We're excited to present this revamped workshop exclusively at the Fall Conference. Join us for an engaging, hands-on workshop on Records Management, featuring the 4th Edition of the AMA Records Management Manual. The workshop will explore the foundations for Records Management and do a deep dive into record classification and the updated manual. Why Attend? Municipalities have a legal and operational duty to properly document, classify, and retain records—not just for transparency and efficiency but to comply with evolving privacy laws. ...

Tuesday, Sep 23: Cabot Room

09:00 AM - 12:00 PM

Trust, Confidence and Connection: Elevate Your Municipal Communications

Hosted by Redbrick Communications



Cabot Room Responsive Service Delivery & Operational Improvat...

Andrea Montgomery, APR, Prosci
Vice President, Redbrick Communications

Pre-Registration RequiredIn May, AMANS hosted a sold-out workshop with Redbrick Communications, and due to overwhelming interest, they're back for the Fall Conference with an updated and expanded offering! Municipal communications should be a strategic function that builds trust, mitigates risk, and demonstrates the value of taxpayer dollars. Join Andrea Montgomery, Vice-President at Redbrick Communications, for a hands-on, three-hour deep dive that shows how leading municipalities are rebuilding public trust, confidence and connection. Why attend? • See what "great" looks like – real-world case studies from leading municipalities, large and small. • Measure where you stand – learn how Redbrick's Municipal Communications Maturity Index can spot ...

Tuesday, Sep 23: Mariner Ballroom AB

12:00 PM - 03:30 PM

Municipal Finance Officer (MFO) Session

Embedding Risk into Municipal Finance: Tools, Controls, and Governance – A Hands-on Workshop for Finance Leaders

Mariner Ballroom AB

Responsive Service Delivery & Operational Innovat...

Bruce Peever
Partner, KPMG

Suk Bedi
Director, KPMG

In today's environment of fiscal pressures, public scrutiny, and rapid change, local governments can't afford to treat risk management as a compliance exercise. Strong internal controls and a robust enterprise risk management (ERM) framework are not only safeguards – they're strategic tools to strengthen decision making, safeguarding public trust and creating resilience. This interactive workshop will bring finance leaders together to explore how Internal Controls over Financial Reporting (ICFR) and ERM can work hand-in hand to support transparency, accountability, and good governance. Participants will engage in a workshop activity where they identify key financial risks and the controls they have or should ...

Tuesday, Sep 23: Cabot Room

01:00 PM - 04:00 PM

Work Smarter with AI Workshop

Hosted by VMP

Cabot Room

Responsive Service Delivery & Operational Innovat...

Shawn Green
Co-Founder and CEO, VMP Group

Pre-Registration Required We're excited to offer a new, practical AI workshop designed specifically for municipal administrators and staff who are curious about how artificial intelligence can support daily work, decision-making, and creativity—without the tech jargon. This hands-on, user friendly, workshop will help to build comfort and confidence with AI tools like ChatGPT, streamline repetitive tasks, improve communication workflows, or simply understand what AI is—and what it isn't. Led by Shawn Green, CEO and co-founder of VMP Group, this session takes the mystery out of AI and delivers real-world strategies you can apply immediately. Shawn brings over 17 years of experience in AI, ...

Tuesday, Sep 23: Mariner Ballroom C

01:00 PM - 03:00 PM

Leading Change at Work: Addressing Domestic Violence Workshop

Hosted by Transition House Association of Nova Scotia

Mariner Ballroom C

Leading People & Culture

Ann de Ste Croix
Executive Director, Transition House Association of Nova Scotia (THANS)

Krystal Lowe
Education & Prevention Lead, Transition House Association of Nova Scotia (THANS)

Pre-Registration Required - Free of Charge Max 50 Participants This interactive half-day session is designed for all employees and employers and begins with the foundational knowledge needed to recognize, respond to, and refer in situations related to domestic and intimate partner violence in the workplace. Grounded in trauma-informed, strengths-based practices, the session then builds on these basics to explore more complex dynamics, including coercive control, emotional and financial abuse, and how these may impact safety, performance, and well-being at work. Participants will also reflect on the role of workplace culture in either enabling or disrupting cycles of harm, and leave with tools ...

Tuesday, Sep 23: Cabot Room

04:30 PM - 06:30 PM

Chief Administrative Officer (CAO) Forum

CAOs Only

Cabot Room **Strategic Leadership & Governance**

This session provides an opportunity for CAOs from each municipality to gather, engage in candid discussions, and strategize about the issues affecting their municipalities and regions. Session Agenda: 4:30 – 5:45 PM: CAOs-only discussion; 5:45 – 6:30 PM: Networking reception with the Department of Municipal Affairs Deputy Minister Paul LaFleche and Associate Deputy Minister, Valerie Pottier Bunge. Light snacks will be provided. Important: Attendance is limited to CAOs and their designated deputies to ensure focused and confidential conversations on these critical topics.

Tuesday, Sep 23: NSCC Campus

06:00 PM - 07:00 PM

NSCC Sydney - Waterfront Campus Tour

Hosted by Jenna Sampson, Campus Engagement Lead - NSCC

NSCC Campus

Pre-Registration Required - Free of Charge Date: Tuesday, September 23, 2025 Time: 6:00 PM – 7:00 PM Location: NSCC Sydney Waterfront Campus Hosted By: Jenna Sampson, Campus engagement Lead - NSCC Explore Cape Breton's Most Innovative Learning Environment Join us for a guided tour of the new NSCC Sydney Waterfront Campus, an impressive, future-focused facility that opened its doors in 2024 and now anchors the downtown waterfront with stunning views and purpose-driven design. During the last AMA Conference in Sydney (2022), this site was still under construction – now, you'll get to experience the transformation in person! Led by NSCC's own Jenna Sampson, this curated one-hour walkthrough will showcase: Green ...

Tuesday, Sep 23: NSCC Campus

07:00 PM - 10:00 PM

Opening Reception + Registration

NSCC Campus

Date: Tuesday, September 23, 2025 Time: 7:00 PM – 10:00 PM Location: NSCC Sydney Waterfront Campus Room: Main Lobby Directions: 6-minute walk to the right of the Conference Venue (Click Here for Map) Parking: Free parking available on-site at NSCC Let the 2025 Fall Conference begin! We are kicking things off in style at the newly opened, state-of-the-art NSCC Sydney Waterfront Campus. Join fellow municipal professionals for an evening of networking, food and drink. This relaxed evening is designed to welcome delegates and set the tone for an engaging conference ahead. Whether you're reconnecting with colleagues, meeting new peers, or chatting with our sponsors and exhibitors, this is ...

Wednesday, Sep 24: Holiday Inn - Lobby

Guided Morning Walk

Holiday Inn - Lobby

Start your morning with a refreshing 30–45 minute walk along the Sydney boardwalk, facilitated by the Cape Breton Regional Municipality Recreation Department—grab a coffee, enjoy the fresh air, and connect with colleagues before the day's sessions begin.

Wednesday, Sep 24: Exhibitor Area - Lower Lobby

07:30 AM - 10:30 AM

Registration Desk

Exhibitor Area - Lower Lobby

Located in the Lower Lobby, the registration desk is your first stop upon arrival. Pick up your conference badge, delegate bag, and any additional materials. Our team will be on hand to answer questions and help guide you through the start of your Fall Conference experience.

Wednesday, Sep 24: Mariner Ballroom ABC

08:30 AM - 08:45 AM

Conference Kick off & Early Bird Draws

Mariner Ballroom ABC

X Start your day with a relaxed networking opportunity and a chance to win fun prizes from fellow municipalities! Swing by the Lower Lobby to grab a coffee and take time to explore the exhibitor booths before sessions begin. Early Bird Prize Draws will be held at 8:15 a.m. in Mariner Ballroom ABC. Morning Refreshments: Coffee, tea, and light continental-style snacks will be available during the early morning break. We recommend enjoying a full, nutritious breakfast at your hotel before joining the day's sessions.

Wednesday, Sep 24: Mariner Ballroom ABC

08:45 AM - 09:45 AM

Adapting to Economic Uncertainty

Opening Keynote

λ Mariner Ballroom ABC Strategic Leadership & Governance

Brock Dickinson, MA, Ec.D (F)
Entrepreneur-in-Residence and Adjunct Professor, University of Waterloo

From Trump, trade and tariffs and, to Canada's own attempts at nation-building projects and the elimination of interprovincial barriers, we're living in a world of big questions, high anxiety and large-scale challenges. But what does this mean at the local level? How can communities avoid getting caught in the crossfire of the global trade war? Brock brings his signature mix of data, insight and humour to the challenges ahead. This session will explore what Canada's next economy look like, and how this shapes local issues from housing to infrastructure and even taxation.

Wednesday, Sep 24: Mariner Ballroom ABC

09:45 AM - 10:30 AM

Whole-of-Government Response to Inquiry Recommendations

Mariner Ballroom ABC

Strategic Leadership & Governance

Ali Shaver

Director – Strategic Planning, Research and Evaluation, Department of Communities, Culture, Tourism and Heritage

Heather Ternoway

Director, Inquiry Response Division, Executive Council Office

Shiva Nourpanah

Director, Programs and Outreach, Status of Women Office

This plenary will provide an update on the province's coordinated response to recommendations from the Desmond Fatality Inquiry and the Mass Casualty Commission. Representatives from across government will share work underway in three key areas: Community Safety, Well-Being and Health Gender-Based Violence and Intimate Partner Violence Public Safety and Policing Reform. This will be an opportunity to hear about ongoing work and explore how municipalities can support meaningful change. Session Moderator: Paul LaFleche, Deputy Minister - Department of Municipal Affairs

Wednesday, Sep 24: Exhibitor Area - Lower Lobby

10:30 AM - 11:00 AM

Exhibitor Showcase & Refreshment Break

Exhibitor Area - Lower Lobby

Grab a coffee, enjoy a light snack, and take this dedicated time to connect with our amazing exhibitors – a vital part of the AMANS Fall Conference experience. Our vendors bring valuable tools, services, and innovations that support the work of municipalities across Nova Scotia. Whether you're looking to solve a problem, spark a new idea, or simply learn what's out there, this is the perfect time to stop by and start a conversation. Don't forget your Stamp Card! Visit each exhibitor booth to collect stamps and be entered into our Exhibitor Prize Draw, taking place during Thursday's Exhibitor Lunch. The more stamps, ...

Wednesday, Sep 24: Mariner Ballroom ABC

11:00 AM - 12:00 PM

Real Talk: Mental Health in Municipal Government

Hosted by Hub International

Mariner Ballroom ABC

Leading People & Culture

Janine Mcinnis

Vice President, Benefits Consulting, HUB Atlantic

Lisa DiDomizio

Senior Consultant, Health and Performance, HUB International

Paul Nopper

Chief Administrative Officer, Town of Lunenburg

Rob Wolf

Manager, Special Programs Access Wellness NS, Telus Health Coaching US/UK/Canada and Telus Health Virtual Care Allied Health Team Lead, Telus Health

Municipal leaders face constant demands, public scrutiny, and high expectations—all of which can take a significant toll on mental well-being. In this session, guest CAO, Paul Nopper, will share their personal experiences navigating mental health challenges in a leadership role. Mental health professional, Rob Wolf, will offer practical strategies and tools to help manage stress, build resilience, and support overall wellness. This session offers a candid conversation about the realities of municipal leadership and how to protect your mental health while serving your community.

Wednesday, Sep 24

12:00 PM - 01:15 PM

Lunch & Opening Ceremonies

X Kick off the 2025 AMANS Fall Conference with a warm welcome and a great meal! This lunch event marks the official opening of the conference, offering a relaxed atmosphere to reconnect with familiar faces and meet new colleagues from across the province. While you enjoy a delicious lunch, take in welcoming remarks from distinguished guests who help shape municipal leadership in Nova Scotia. This is your chance to build connections that will carry through the rest of the conference.

Wednesday, Sep 24: Mariner Ballroom ABC

01:15 PM - 02:45 PM

Building Safer Workplaces: Insights from the Safety Branch

Mariner Ballroom ABC

Responsive Service Delivery & Operational Innovation

Alicia Doiron, P.Eng CIH

Occupational Hygienist, Occupational Health & Safety Division of the Nova Scotia Department of Labour, Skills and Immigration

Blaise MacNeil

Safety Advisor, Occupational Health & Safety Division of Nova Scotia Labour, Skills and Immigration

Fred Jeffers

X Executive Director, OHS, Occupational Health & Safety Division of Nova Scotia Labour, Skills and Immigration

Lori Ross, CHSC

Safety Lead, Municipality of the County of Inverness

Ray Grant, P.Eng

Mgr. Elevators/Lifts/Amusements & Electrical Safety, Provincial Chief Electrical Inspector, Technical Safety Division of Nova Scotia Labour, Skills and Immigration

Robin Keddy

Senior Inspector, Occupational Health and Safety Division of NS Department of Labour, Skills and Immigration

Did you know? Occupational health and safety and technical safety are regulated by the Safety Branch. Join representatives from Nova Scotia's Occupational Health and Safety (OHS) and Technical Safety (TS) divisions for a dynamic panel discussion on the province's evolving safety landscape. Get to know about the Safety Branch; what they do, how they do it and why. Learn about the different units within the Safety Branch that help keep your workplaces and public spaces safe. Join our panel of occupational safety and technical safety representatives in a discussion that focusses on the challenges, risks, and opportunities that municipalities face ...

Wednesday, Sep 24: Cabot Room

01:15 PM - 02:45 PM

Team Coaching: A Proven Method to Strengthen Performance & Fulfillment

Hosted by Fire Inside Leadership Inc.

Cabot Room

Leading People & Culture

Glenn Horne

Chief Administrative Officer, Town of Wolfville

Julian Young

Partner, Fire Inside Leadership

Data from Team Coaching International shows that fewer than 10% of teams consider themselves high performing before engaging in team coaching, highlighting a widespread need for development. Even in high-functioning municipal teams, evolving challenges—such as rapid change, complexity, and uncertainty—can hinder effectiveness and strain relationships. These issues, while common, are not inevitable. With a strategic and intentional investment in team development, municipalities can significantly enhance performance, reduce stress and burnout, and retain leadership talent. Team coaching empowers municipal teams to foster stronger relationships, create a more positive work environment, and unlock their collective potential for sustained high performance. This session will ...

Wednesday, Sep 24: Jack Yaizer

01:15 PM - 02:45 PM

Build Trust with Better Communications

Hosted by Redbrick Communications



Andrea Montgomery, APR, Prosci
Vice President, Redbrick Communications

Effective communications is about building trust. Never has that been more important for municipalities than now. Join Andrea Montgomery, Vice President at Redbrick Communications, for an interactive session on how municipalities are stepping up their communications game. Session Highlights: • Learn what's working now: real-world examples from leading municipalities about how they are adapting to a changing landscape and where they are investing • Gather practical tips and tools: strategies to better meet internal and community needs and prepare to navigate tough challenges • Determine your next move: how Redbrick's Municipal Communication Maturity Index can help you figure out where you stand today and where the ...

Wednesday, Sep 24

02:45 PM - 03:00 PM

Movement Break

Movement boosts attention and energy. Your body (and brain) will thank you!

Need a reset? This 15-minute Movement Break is your chance to get up, stretch, and recharge before diving into the next round of sessions. Whether you join a light stretch, take a walk, or just move at your own pace, this break is all about feeling good and staying focused. Bonus: Enjoy a light, energizing snack — perfect to take back to your table as you settle in for the next session.

Wednesday, Sep 24: Cabot Room

03:00 PM - 04:00 PM

Service Driven, Future Focused: PVSC's Delivery of Objective and Valued Data Products and Services



Jeff Caddell
Director of Valuation Standards, Property Valuation Services Corporation (PVSC)

Paul Beazley
Municipal Account Manager, Property Valuation Services Corporation (PVSC)

Property Valuation Services Corporation (PVSC) recognizes the importance of providing accurate, objective and valued data products and services for municipalities, real property owners, and other property data uses. Our strategic plan focuses on leveraging data as an asset across the business to enable wider digital transformation and value, laying the framework for greater innovation, continued operational excellence, and modern service delivery. Join our session to discover how quality, accountability, service excellence, and innovation is built into the work we do — and why it matters to you. As a municipal leader, this is your opportunity to learn, engage, and ask questions about property assessment ...

Wednesday, Sep 24: Jack Yaizer

03:00 PM - 04:00 PM

Recruitment & Retention: Effective Strategies for Municipality Realities



Janice Tanner Ernst
Senior HR Consultant, KBRs

Mark Gillis
Partner, KBRs, Meridia Recruitment Solutions

X

In today's competitive job market, attracting and retaining the right talent is no small feat, especially for municipalities navigating budget constraints and compensation limitations. This session will explore how municipal leaders can take a strategic, holistic approach to talent management that balances these challenges while remaining competitive and compelling to top talent. Whether you're facing talent shortages, turnover, or succession risks, this session will offer actionable strategies to attract and retain the people who power your organization's success. **Session Highlights:** Align recruitment and retention strategies with budget and operational realities. Strengthen your value proposition beyond compensation by leveraging purpose, flexibility, development, and culture. Make informed, ...

Wednesday, Sep 24: Mariner Ballroom ABC

03:00 PM - 04:00 PM

Fraud Prevention: Mitigating Cyber-Risk



Ian MacMillan, CISM, CISA, QSA
Senior Manager, Cyber Security Risk Management, MNP

Paul Shirriff
Senior Manager, Cash Management, CIBC

Join the CIBC and MNP presentation on Cyber Security, Fraud and what are Anti-Money Laundry Rules. During this session, participants will hear about how fraudsters are being identified and learn about best practices to fight fraud. The session will be referencing current examples of fraud events, and the participants will gain an understanding of the different types of fraud and the risks it poses to their municipality. Some benefits you might expect from attending this session: **Cyber Security: Enhanced Awareness and Risk Mitigation** **Improved Compliance and Regulatory Understanding** **Strengthened Data Protection Practices** **Fraud and Money Laundering: Are significant risks for organizations and financial institutions. Effective management of these ...**

Wednesday, Sep 24

Evening Activity: Explore the Fortress of Louisbourg & Dine at The Bothy

This is a ticketed event and pre-registration was REQUIRED. Tickets will not be available during the conference. Join us Wednesday evening for a memorable outing to the Fortress of Louisbourg, one of Cape Breton's most iconic and immersive historic sites. You'll have the opportunity to explore the grounds at your own pace, or—if you're feeling brave—take part in a guided ghost tour that brings the site's haunted past to life. **Fortress of Louisbourg & Ghost Tour Participants** The admission fee of \$9.69 per attendee has been covered up front. An invoice will be sent to attendees following the event. **Fortress of Louisbourg Website - ...**

↳ missed due to unscheduled meeting w/ proposed developer in Pt. Tupper

Thursday, Sep 25

Morning Wellness Activity: Guided Walk

Details to be provided

Thursday, Sep 25: Mariner Ballroom ABC

08:15 AM - 08:30 AM

Early Bird draws

Mariner Ballroom ABC

Start your day with a relaxed networking opportunity and a chance to win fun prizes from fellow municipalities! Early Bird Prize Draws will be held at 8:15 a.m. in Mariner Ballroom ABC. Morning Refreshments: Coffee, tea, and light continental-style snacks will be available during the early morning break only. We recommend enjoying a full, nutritious breakfast at your hotel before joining the day's sessions.

Thursday, Sep 25: Mariner Ballroom ABC

08:30 AM - 09:30 AM

Putting AI to Work: The Future of Local Government

Mariner Ballroom ABC

Responsive Service Delivery & Operational Innovat...

Shawn Green
Co-Founder and CEO, VMP Group

Artificial Intelligence is redefining how municipalities deliver services—enabling teams to work more efficiently, streamline operations, and better meet the needs of their communities. This session introduces municipal teams to the transformative potential of AI, with a focus on practical, real-world applications already being adopted by local governments. The session will also address important considerations around ethics, data security, and privacy—helping leaders navigate both the opportunities and responsibilities that come with AI adoption. Participants will leave with a clearer understanding of how AI can be integrated into the municipal workplace to support better decision-making, enhance service delivery, and boost productivity.

Thursday, Sep 25

09:30 AM - 09:45 AM

Movement Break

Movement boosts attention and energy. Your body (and brain) will thank you!

Need a reset? This 15-minute Movement Break is your chance to get up, stretch, and recharge before diving into the next round of sessions. Whether you join a light stretch, take a walk, or just move at your own pace, this break is all about feeling good and staying focused.

Thursday, Sep 25: Mariner Ballroom ABC

09:45 AM - 10:30 AM

2025 Annual General Meeting

Mariner Ballroom ABC

Join your Association at the Annual General Meeting. Come learn more about the latest updates and recent projects the Association has been working on.

Thursday, Sep 25: Exhibitor Area - Lower Lobby

10:30 AM - 11:00 AM

Exhibitor Showcase & Refreshment Break

Exhibitor Area - Lower Lobby

^

Grab a coffee, enjoy a light snack, and take this dedicated time to connect with our amazing exhibitors — a vital part of the AMANS Fall Conference experience. Our vendors bring valuable tools, services, and innovations that support the work of municipalities across Nova Scotia. Whether you're looking to solve a problem, spark a new idea, or simply learn what's out there, this is the perfect time to stop by and start a conversation. Don't forget your Stamp Card! Visit each exhibitor booth to collect stamps and be entered into our Exhibitor Prize Draw, taking place during Thursday's Exhibitor Lunch. The more stamps, ...

Thursday, Sep 25: Cabot Room

11:00 AM - 12:00 PM

Short-Term Rentals: Regulation and Enforcement in Evolving Communities

Cabot Room

Responsive Service Delivery & Operational Innovat

Jordyn Michaela Mahar

Director of Short-Term Rentals, NS Department of Growth and Development

As short-term rentals (STRs) continue to impact housing availability, community cohesion, and municipal resources, local governments are under growing pressure to regulate effectively and enforce consistently. Building on discussions from the AMANS Spring Conference, this in-depth session will examine practical approaches to managing STRs in diverse municipal contexts. Participants will explore tools for licensing, enforcement, and compliance monitoring—while balancing the economic benefits of tourism with residents' needs for long-term housing and community stability. The session will also highlight case studies from municipalities that have implemented STR bylaws or enforcement strategies, and provide opportunities to share experiences, challenges, and emerging practices. Whether your ...

Thursday, Sep 25: Mariner Ballroom ABC

11:00 AM - 12:00 PM

Nature-Based Solutions for Municipal Resilience: Opportunities, Roles, and Implementation Options

X

Mariner Ballroom ABC

Responsive Service Delivery & Operational Innovat

Kaytland Smith

Senior Funding and Engagement Specialist, Clean Foundation

Climate hazards like flooding, coastal erosion, and extreme heat are increasing across Nova Scotia—and every municipal department has a role to play in responding. This session explores how Nature-based Solutions (NbS) offer cost-effective, multi-benefit approaches to addressing climate hazards while supporting community well-being, infrastructure, and the environment. Through real Nova Scotian examples, practical tools, and a hands-on group activity, participants will discover how to identify opportunities, connect cross-departmentally and take immediate steps toward implementing NbS in their own communities.

Thursday, Sep 25: Jack Yaizer

11:00 AM - 12:00 PM

Engaging Diverse Communities in Governance: Building Inclusive Participation



Craig Pollett

Vice President (Atlantic), Strategic Steps Inc.

How can municipalities ensure all voices are heard in local decision-making? This session explores how to meaningfully engage underrepresented and equity-deserving communities in civic life and policy development. Combining governance best practices and conversations from the life experience of panelists, this session highlights practical strategies for inclusive engagement. From accessible public engagement to inclusive program design, participants will learn how municipalities can remove barriers, build trust, and foster representation among groups often left out of traditional processes. Participants will leave with actionable ideas to strengthen public input, improve equity outcomes, and make local government more reflective of the communities it serves.

Thursday, Sep 25

12:00 PM - 01:00 PM

Exhibitor Networking Lunch & Draws

Join your conference exhibitors for a lively networking lunch. Enjoy the opportunity to connect and learn more about their products and services. Exhibitors will be drawing names from completed passports to award exciting prizes, so be sure to get yours signed for a chance to win!

Thursday, Sep 25: Mariner Ballroom ABC

01:00 PM - 01:30 PM

Cyber Threats and Lessons from the Frontlines

The logo for Mariner Ballroom ABC, featuring the name in a dark rectangular box.

Bryan Beard

Lead Penetration Tester, IMP Solutions

Jeremy Agnew

Sr. Solutions Architect, IMP Solutions

Attackers are opportunistic, and don't only go after large organizations. If there is an opportunity, attackers will strike often before the organization has any idea they've been breached. Come join Bryan and Jeremy as they explore today's modern threat landscape, its impact and effects on organizations of all sizes, as well as go through real-world case studies from recent breaches.

Thursday, Sep 25: Mariner Ballroom ABC

01:30 PM - 02:30 PM

Closing the Gap: How Municipal Teams Can Secure More Funding

Mariner Ballroom ABC Strategic Leadership & Governance

Danny Graham
Chief Engagement Officer, Engage Nova Scotia

Glenn Horne
Chief Administrative Officer, Town of Wolfville

Jeff Gushue
Chief Administrative officer, Town of Yarmouth

Keith Macdonald
Chief Administrative Officer, Municipality of the County of Inverness

Lisa MacDonald
Chief Administrative Officer, Town of New Glasgow

Since Covid, literally billions of dollars in government funding has gone unclaimed some of it because municipalities often lack the time, capacity, or resources to apply. Moderated by Danny Graham from Engage Nova Scotia, this plenary brings together four respected CAOs for a candid discussion on how to help our smaller municipal teams move council priorities to outcomes. Powered by a unique privacy first storytelling tool by goodbit.co, CAO anecdotes, and live input from the floor, this plenary will explore the project funding journey, turning real experiences into actionable insights - an interactive, trustworthy, and focused deliberation highlighting gaps, misconceptions, ...

Thursday, Sep 25: Mariner Ballroom ABC

02:30 PM - 03:15 PM

Department of Emergency Management Office: Information Session

Knowledge Exchange: Lessons in Emergency Management Partnerships From the Long lake Fire

Mariner Ballroom ABC Strategic Leadership & Governance

Sandra McKenzie
Deputy Minister, Department of Emergency Management

Details to be provided

Thursday, Sep 25

03:15 PM - 03:30 PM

Movement Break

Movement boosts attention and energy. Your body (and brain) will thank you!

Need a reset? This 15-minute Movement Break is your chance to get up, stretch, and recharge before diving into the next round of sessions. Whether you join a light stretch, take a walk, or just move at your own pace, this break is all about feeling good and staying focused. Bonus: Enjoy a light, energizing snack — perfect to take back to your table as you settle in for the next session.

Thursday, Sep 25: Mariner Ballroom ABC

03:30 PM - 04:30 PM

Connect & Collaborate: Open Networking Hour

X **Mariner Ballroom ABC** **Strategic Leadership & Governance**

We're providing the space and opportunity for you to connect with peers on your own terms. This unstructured networking session invites you to gather in the Mariner Ballroom ABC, grab a table, and explore key leadership themes together. Share ideas, exchange experiences, and build relationships in a relaxed setting — a chance to spark new conversations and strengthen connections.

Thursday, Sep 25: Cabot Room

03:30 PM - 04:30 PM

Accountability in Action: The Correct Path Forward After a Workplace Injury

Cabot Room **Strategic Leadership & Governance**

Adam Grant, PEng
Director of Infrastructure, Region of Queens Municipality

Willa Thorpe, PhD
Chief Administrative Officer, Region of Queens Municipality

On July 28, 2023, a Region of Queen's (Region) employee suffered life altering injuries as a result of a workplace accident. An investigation carried out by the Nova Scotia Occupational Safety Division resulted in the Region receiving several charges under the Occupational Health and Safety Act. In an effort to demonstrate its accountability for the accident, the Region has engaged additional resources to assist with the establishment of a Safety Management System and key steps to ensure an effective implementation of this system to drive continuous improvement in Occupational Health & Safety. This session will provide the opportunity for the ...

Thursday, Sep 25: Exhibitor Area - Lower Lobby

06:00 PM - 06:30 PM

Presidents Reception

X **Exhibitor Area - Lower Lobby**

AMANS President invites all conference attendees to the President's Reception and Annual Banquet. A small reception preceding the President's Banquet will take place before the President's Banquet in the Lower Lobby.

Thursday, Sep 25: Mariner Ballroom ABC

06:30 PM - 08:30 PM

Presidents Banquet

X **Mariner Ballroom ABC**

This will include a dinner and presentation of awards for long service, professional development, etc. This dinner is included with registration. There will be a cash bar available. Note: Dress code is semi-formal.

Thursday, Sep 25

Evening Hospitality Suite

After a packed day of learning, join us in the Hospitality Suite for a relaxed and informal evening. Whether you're catching up with colleagues, making new connections, or just looking to unwind, this is the perfect space to recharge. Drop by for a drink and great conversation with fellow delegates. No agenda — just good company.

Friday, Sep 26: Mariner Ballroom ABC

08:15 AM - 08:30 AM

Final Early Bird Draws

X **Mariner Ballroom ABC**

Start your final conference day with a relaxed networking opportunity and a chance to win fun prizes from fellow municipalities! Early Bird Prize Draws will be held at 8:15 a.m. in Mariner Ballroom ABC. Morning Refreshments: Coffee, tea, and light continental-style snacks will be available during the early morning break only. We recommend enjoying a full, nutritious breakfast at your hotel before joining the day's sessions.

Friday, Sep 26: Mariner Ballroom ABC

08:30 AM - 09:30 AM

Current and Emerging Legal Issues

X **Mariner Ballroom ABC**

Amy Bradbury
Partner, Burchell Wickwire Bryson LLP

This session will provide an update on legal issues and developments including recent changes to workers' compensation and occupational health and safety legislation, defamation claims and social media and other emerging legal issues.

Friday, Sep 26: Mariner Ballroom ABC

09:30 AM - 10:00 AM

Provincial Update - DMA

X **Mariner Ballroom ABC** **Strategic Leadership & Governance**

Elizabeth Kennedy
Executive Director of Policy, Planning and Strategic Relations, Department of Municipal Affairs

Details to be provided

Friday, Sep 26

10:00 AM - 10:15 AM

Movement Break

X Movement boosts attention and energy. Your body (and brain) will thank you!

Need a reset? This 15-minute Movement Break is your chance to get up, stretch, and recharge before diving into the next round of sessions. Whether you join a light stretch, take a walk, or just move at your own pace, this break is all about feeling good and staying focused. Bonus: Enjoy a light, energizing snack — perfect to take back to your table as you settle in for the next session.

Friday, Sep 26: Mariner Ballroom ABC

10:15 AM - 11:15 AM

Purposeful Leadership: We do it Together

Closing Keynote

X

Mariner Ballroom ABC Inclusive Communities & Equity

Nikki Martin

Speaker, Facilitator, Author & Screenwriter, Equity Advocate, NM Creative Inc.

Get inspired to reimagine how you lead, collaborate, and show up for the communities you serve. This powerful session builds skills in inclusive communication and conflict navigation, while encouraging curiosity and imagination as essential tools for forging bold new paths. Nikki explores how assessing your lens, biases, and positionality in relation to power—and becoming more self-aware in both action and reaction—can transform your leadership. You'll gain insight into moving from knowledge to meaningful action, embracing changes in how you lead and respond—an increasingly vital approach when serving diverse communities.

Friday, Sep 26: Mariner Ballroom ABC

11:15 AM - 11:30 AM

Closing Ceremonies

X

Mariner Ballroom ABC

Wrap up the AMANS 2025 Fall Conference with excitement and celebration at our Closing Ceremonies and Grand Prize Draw!



Powered by PhedLoop.com
Live, Virtual, Hybrid Event Technology

AMANS Exec meeting from 12-1:30



Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim		Rate <u>\$0.5932</u>
Name of Claimant:	troy macculloch	
Destination:	Plymouth Fire Hall	
Purpose of Travel:	Fire Services Meeting with FSANS Consultants	
Departure Date/Time:	1200 noon 25 July	
Return Date/Time:	one way	
Approval to Travel :		

Description	Day 1	Day 2	Day 3	Day 5	Total
Total Mileage (# of Km):	145.00	145.00	0.00	0.00	
Total Cost of Mileage:	\$86.01	\$0.00	\$0.00	\$0.00	
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>					
Meals: Breakfast	\$20				\$0.00
Lunch	\$25				
Dinner	\$30				\$0.00
Other Meals (Receipts Required)					\$0.00
Incidentals (\$10 per overnight stay)					\$0.00
Taxi/Parking/Tolls (Receipts Required)					\$0.00
Total Amount Being Claimed	\$86.01		\$0.00	\$0.00	\$86.01

Written Travel Report - Policy Requirements (Section 4. b i)

Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel and indicate if the 80% attendance threshold has been met.

I confirm that I attended 80% or more of the conference I attended: Initial _____ N/A _____

HST 3

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	
Add. & Ext. Checked.....	
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distribution Acct. No.....	102122120212130

All claims are to be submitted not later than 60 days after return.

Claimant Signature: [Signature]
 Date Submitted: 10/4 Aug 2025
 Travel Approved by Supervisor: [Signature]
 GL Code: _____

July 25, 2025 - travel to Plymouth , NS

- Left Housing Summit in Louisdale at noon for Plymouth, NS
- Had lunch in PH and proceeded to attend the FSANS Fire Services Review Meeting
- Meeting from 1400-1630 hrs

Respectfully submitted.

Troy

August 14th, 2025

In county travel report for late June, July and August 2025

June 26, 2025 - travel to Dundee

Superport Event at Dundee Resort

- travelled alone
- Left from Office to Dundee at 0820
- Left the conference at 1430

July 18, 2025 - travel to PH

Meeting – Civic Centre – with Province and Everwind

Warden Landry and Reps from ToPH were also present, along with two Provincial Reps and two from Everwind

- travelled alone
- Left the office for PH at 0930
- 1030 – 1400 hrs
- one way trip

July 25, 2025 - travel to Louisdale

Meeting at Lions Club – with Council, staff, EDPC Staff, MLA and Minister

Boudreau, MP Batiste, along with housing Developers for Richmond County,

- travelled alone
- Left the office for Louisdale at 0900
- 10-12 NOON Housing Summit

Aug 5, 2025 - travel to PH

Meeting at Civic Centre with Landrie Lake Board Members

- travelled alone
- Left the office for PH at 1330
- Meeting 1430 -1600 hrs
- Returned to St Peters after the meeting

Aug 14, 2025 - travel to PH Meeting at Professional Centre on Church St – CB Partnership Interviews

- travelled alone

- Left the St Peters for PH at 0815

- Meetings 0900 -1200 hrs

- returned to Arichat after the interviews concluded.

Troy A. MacCulloch, CAO

Municipality of the County of Richmond



Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim			Rate \$0.5932
Name of Claimant:	troy macculloch		
Destination:	Halifax		
Purpose of Travel:	NSRAB Meeting re Landrie Lake		
Departure Date/Time:	12-Aug	0800 hrs	
Return Date/Time:	12-Aug	1800 hrs	

Approval to Travel : n/a requirement of Admin Position at Utility - Warden Notified Aug 5th at Board Meeting

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	0.00	0.00		0.00	0.00	0.00
Total Cost of Mileage:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast	\$20					\$20.00
Lunch	\$25	\$25.00				\$25.00
Dinner	\$30					\$30.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)	\$20.00					\$20.00
Total Amount Being Claimed	\$65.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65.00

Written Travel Report - Policy Requirements (Section 4. b i)

Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel and indicate if the 80% attendance threshold has been met.

I confirm that I attended 80% or more of the conference I attended: Initial N/A

travel to halifax was with Landrie Lake Utility Board Chair, laian L and also LLWU Project Manager Jason MacMillan - no expense submitted
 ferry vouchers for the three of us, to and from hfx, from Alderney are submitted for reimbursement as attached for \$20.00 total
 Ferry is exact cash only and no receipts are issued - all 6 vouchers have been attached for reference

All claims are to be submitted not later than 60 days after return.

Claimant Signature: *Troy MacCulloch*

Date Submitted: *14 Aug. 2025.*

Travel Approved by Supervisor: *Handy*

GL Code: _____

HSC 3

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	<i>g</i>
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Approval for Payment.....	<i>g</i>
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HALIFAX TRANSIT

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Afternoon Crossing → Troy M.
Jason M.
Iain L.

Reference #
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HALIFAX TRANSIT

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Morning Crossing → Troy M
 Jason M.
 Brian L.



Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim		Rate \$0.6932
Name of Claimant:	JUSTIN MACDONALD	
Destination:		
Purpose of Travel:	TRAINING IN SYDNEY (confined space rescue)	
Departure Date/Time:	06/26/2025	
Return Date/Time:		
Approval to Travel:	Date:	

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): 0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Cost of Mileage: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Accommodation/Hotel Name: (Indicate if Direct Bill or Provide Receipt)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Meals: Breakfast \$20	\$20.00					\$20.00
Lunch \$25	\$25.00					\$25.00
Dinner \$30						\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Tax/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$45.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45.00

Written Travel Report - Policy Requirements (Section 4. b i)

Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel and indicate if the 80% attendance threshold has been met.

I confirm that I attended 80% or more of the conference I attended: Initial N/A CS

All claims are to be submitted not later than 60 days after return.

Claimant Signature: Justin Macdonald

Date Submitted: June 27th/25

Travel Approved by Supervisor: [Signature]

GL Code: 10 2424010 242400

MKS

Goods Rec'd. Date.....	Initial.....	<u>CS</u>
Prices Checked.....		<u>CS</u>
Add. & Ext. Checked.....		<u>CS</u>
Approval for Payment.....		<u>CS</u>
Discount Date.....		
Paid by Cheque No.....		
Distribution Acct. No.....	<u>4000 242 450</u>	<u>✓</u>



THE MUNICIPALITY OF THE COUNTY OF RICHMOND
LA MUNICIPALITÉ DU COMTÉ DE RICHMOND

Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim		Rate \$0.5932
Name of Claimant:	Justin MacDonald	
Destination:	METI Atlantic	
Purpose of Travel:	Training in Sydney (Confined Space Rescue)	
Departure Date/Time:	26-Jun-25	6:30am
Return Date/Time:	26-Jun-25	5:30pm
Approval to Travel:	<i>Justin MacDonald</i> Date: <i>June 25, 2025</i>	

Carla Martell

From: Suzin Burchell <suzinburchell@metiatlantic.com>
Sent: July 15, 2025 4:05 PM
To: Carla Martell
Subject: Re: Agenda for Confined space Rescue
Attachments: Confined Space Rescue - Table of Contents.pdf

Hi Carla,

Sorry, I was out sick last week and have been playing catch up. Thank you for resending the email.

Course Name: Confined Space Rescue

Date: June 26, 2025

Start time: 8:30 am

Length of course (end time): approximately 4 pm

And whether meals were provided. No, meals were not provided, but there was a 30 minute lunch break.

Name of attendees from Richmond ie: Daniel Bowen, Evan Fougere, Tyler Fougere and Justin MacDonald.

The course included theory and practical with both horizontal and vertical rescues. A table of contents is attached for your reference.

Kind Regards,

Suzin Burchell,
Operations Director



MARITIME ENVIRONMENTAL TRAINING INSTITUTE (METI)
A Career College Providing Certified Training for Today's Industries... C
301 Alexandra Street, Sydney, NS B1S 2E8
Phone: 902-539-9766 • 877-800-6384



YOUNG DRIVERS CAPE BRETON
301 Alexandra Street, Sydney, NS B1S 2E8
Phone: (902) 562-5359



Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim		Rate \$0.5932
Name of Claimant:	Steve Marcellus	
Destination:	Summerside, PEI	
Purpose of Travel:	MFCA Atlantic Leadership Conference	
Departure Date/Time:	03-Jul-25	1100 hrs
Return Date/Time:	07-Jul-25	1600 hrs
Approval to Travel : _____ Date: _____		

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total	
Total Mileage (# of Km):	880.00	440.00	0.00	0.00	0.00	440.00	880.00
Total Cost of Mileage:	\$522.02	\$261.01	\$0.00	\$0.00	\$0.00	\$261.01	\$522.02
Accommodation/Hotel Name:	Microtel	\$246.62	\$246.62	\$246.62	\$246.62	\$0.00	\$986.48
(Indicate if Direct Bill or Provide Receipt)	receipt	receipt	receipt	receipt			
Meals: Breakfast	\$20	hotel	hotel	hotel			\$0.00
Lunch	\$25	\$25.00	provided	provided	provided	\$25.00	\$50.00
Dinner	\$30	\$30.00	provided	provided	provided		\$30.00
Other Meals (Receipts Required)							\$0.00
Incidentals (\$10 per overnight stay)	\$10.00	\$10.00	\$10.00	\$10.00			\$40.00
Taxi/Parking/Tolls (Receipts Required)					\$50.25		\$50.25
Total Amount Being Claimed	\$572.63	\$256.62	\$256.62	\$256.62	\$336.26		\$1,678.75

Written Travel Report - Policy Requirements (Section 4. b i)

Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel and indicate if the 80% attendance threshold has been met.

I confirm that I attended 80% or more of the conference I attended: Initial SM N/A _____

HAD TO USE PERSONAL CARD AS THEY REQUIRED A PHYSICAL CARD.

All claims are to be submitted not later than 60 days after return.

Claimant Signature: _____

Date Submitted: 8 JULY 2025

Travel Approved by Supervisor: _____

GL Code: 10-229-3020-229230

Fire Services		
Goods Rec'd.	Date.....	Initial....
Prices Checked
Add. & Ext. Checked
Approval for Payment
Discount Date
Paid by Cheque No
Distribution	10-229-3020-229230

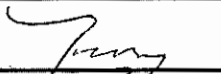


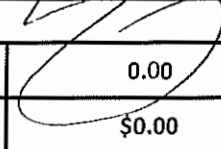
THE MUNICIPALITY OF THE COUNTY OF RICHMOND
 LA MUNICIPALITÉ DU COMTÉ DE RICHMOND

TRAVEL EXPENSE CLAIM

Rate **\$0.5838**

Name of Claimant:	Steve Marcellus
Destination:	Summerside, PE
Purpose of Travel:	MFCA Atlantic Leadership Conference
Departure Date/Time:	July 3, 2025 @ 0900
Return Date/Time:	July 7, 2025 @ 1400

Approval to Travel  Date: 25 Feb 2025.

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): 	0.00	0.00	0.00	0.00	0.00	0.00
Total Cost of Mileage:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Accommodation/Hotel Name: Microtel						\$0.00
(Indicate if Direct Bill or Provide Receipt)						
Meals: Breakfast \$20						\$0.00
Lunch \$25						\$0.00
Dinner \$30						\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Written Travel Report - Policy Requirements (Section 1.3.ii)

Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel. Please indicate if the 80% attendance threshold has been met.


I confirm that I attended 80% or more of the conference I attended: Initial _____ N/A _____

All claims are to be submitted not later than 60 days after return.	
Claimant Signature:	_____
Date Submitted:	_____
Travel Approved by Supervisor:	_____
GL Code:	10-229-3020-229230





2025 Atlantic Fire Leadership Conference Agenda

Thursday July 3, 2025:

- 10:00am – 12:00pm MFCFA Board Meeting (BOARD MEMBERS ONLY)
- 6:30 – 6:45pm Gather for Entrance March, CONVENTION HALL
- 6:45 – 7:00pm Official Photo Gathering, CONVENTION HALL
- 7:00 – 8:00pm Opening Ceremony, CONVENTION HALL
- 8:00 – 10:00pm Evening Social, CONVENTION HALL SPONSORED BY 

Friday July 4, 2025:


- 8:00am – 5:00pm Registration, CUP CENTRE FOYER
- 8:30 – 9:30am Session #1: Cost-Recovery Tools for Emergency Responders, CONVENTION HALL
- 9:30 – 10:00am Business Session #1, CONVENTION HALL
- 10:00 – 10:30am Nutrition Break, CONVENTION HALL
- 10:30 – 11:30am Session #2: Single-Egress Stairs Conundrum
- 11:30am – 12:30pm Lunch, CONVENTION HALL SPONSORED BY  DALHOUSIE UNIVERSITY
- 12:30 – 1:30pm Session #3: Developing a Strategic Fire Master Plan, CONVENTION HALL
- 1:30 – 2:00pm Session #4: Dealing with Animals during Emergency Situations, CONVENTION HALL
- 2:00 – 2:30pm Coffee Break, CONVENTION HALL
- 2:30 – 3:30pm Session #5: NFPA Update – Lithium ion Standards, Public Education, CONVENTION HALL
- 3:30 – 5:00pm Session #6: Provincial Panel Discussion, CONVENTION HALL
- 5:00 – 8:00pm Exhibitor Trade Show/Social, ISLAND PETROLEUM ENERGY ARENA SPONSORED BY 





2025 Atlantic Fire Leadership Conference Agenda

Saturday July 5, 2025:

- 8:45 – 5:00pm Partner's program Bus Trip
- 8:00 – 5:00pm Registration, CUP CENTRE FOYER
- 8:30 – 9:30am Keynote: Fireground & Operational Excellence on Today's Challenging Fireground, CONVENTION HALL
- 9:30 – 10:00am Business Session #2, CONVENTION HALL
- 10:00 – 10:30am Nutrition Break, ISLAND PETROLEUM ENERGY ARENA, SPONSORED BY 
- 10:00am – 2:30pm Exhibitor Trade Show, ISLAND PETROLEUM ENERGY ARENA
- 12:00 – 1:00pm Lunch, ISLAND PETROLEUM ENERGY CENTRE ARENA,
- 1:00 – 5:00pm Exhibitor Trade Show, (Open to public – Donations) ISLAND PETROLEUM ENERGY ARENA
- 2:30 – 3:30pm Session #7: Leading the Charge, Making Leadership Real, CONVENTION HALL
- 3:30 – 4:30pm Keynote: Lessons, Learning & Leadership from the Fireground, CONVENTION HALL
- 6:00 – 10:00pm Supper & Kitchen Party/Ceilidh, CONVENTION HALL

Sunday July 6, 2025:

- 8:45 – 9:30am Session #8: CAFC Update, CONVENTION HALL
- 9:30 – 10:00am Business Session #3: MFCA
- 10:00 – 10:30am Nutrition Break, CONVENTION HALL
- 10:30 – 11:30am Session #9: The Critical Role of Emotional Intelligence in Fire Service, CONVENTION HALL
- 11:30am – 12:30pm Lunch, CONVENTION HALL
- 12:30 – 1:30pm Session #10: Evidence-based Online Therapy for First Responders, CONVENTION HALL
- 1:30 – 2:00pm Coffee Break, CONVENTION HALL
- 2:00 – 3:00pm Keynote: Rebooting Old School Principles for Today's Fireground, CONVENTION HALL
- 6:00 – 6:30pm Pre-Banquet Social, CONVENTION HALL
- 6:30 – 8:00pm Banquet, CONVENTION HALL



MICRÔTEL[®]

BY WYNDHAM

Microtel Inn and Suites by Wyndham Summerside
 515 Notre Dame St
 Summerside PE C1N 1T2
 Tel: 902-888-1500

Steven Marcellus
 2357 Highway 206 PO Box 120
 Arichat , NS B0E1A0
 CA

Room No. : 425
 Arrival : 07/03/25
 Departure : 07/07/25
 Page No. : 1 of 1

INVOICE

Membership No : WR 501201220B
 Group Code : 062625MAR
 Company Name :

Cashier No. : 469
 Folio No. : 12647
 Conf. No. : 329059316
 TA Record :
 Locator:

Thank You For Staying With Us

Date	Text	Charges CAD	Credits CAD
07/03/25	Room Charge	209.00	
07/03/25	TOURISM ACCOMADATION TAX 3%	6.27	
07/03/25	HST 15%	31.35	
07/04/25	Room Charge	209.00	
07/04/25	TOURISM ACCOMADATION TAX 3%	6.27	
07/04/25	HST 15%	31.35	
07/05/25	Room Charge	209.00	
07/05/25	TOURISM ACCOMADATION TAX 3%	6.27	
07/05/25	HST 15%	31.35	
07/06/25	Room Charge	209.00	
07/06/25	TOURISM ACCOMADATION TAX 3%	6.27	
07/06/25	HST 15%	31.35	
07/07/25	Mastercard		986.48
Total / Balance		986.48	986.48 / 0.00

Merchant ID
Transaction ID 21518255
Approval Code 02730Z
Approval Amount 986.48

Credit Card # XXXXXXXXXXXXXXX1908
Credit Card Expiry XX/XX
Capture Method Manual
Transaction Amount 986.48

Please contact the Hotel Manager about any issues with your stay. Wyndham Hotels and Resorts or affiliates may contact you about goods and services unless you call 888-946-4283 or write Wyndham Worldwide Hotels, Inc. 22 Sylvan Way, Parsippany, NJ 07054 to opt out. View our Wyndham Hotels and Resorts website about our policy.

Confederation Bridge
Pont de la Confederation
104 Abegweit Blvd./Boul
P.O. Box / Boite 70
Borden-Carleton, PEI / IPE
COB 1X0

0824813 LC5 TC1030

1 2 Axles/Essieux [2 Axles/Essieux]
1 @ 50.25 = \$ 50.25

----- TRANSACTION RECORD -----

Purchase
Jul 07, 2025 06:27:52
INTERAC *****9759
FLASH DEFAULT
TID: P1622973 Entry: Tap EMV (H)
Sequence: 049 Batch: 646
Auth#: 093496 Response: 00-001
UID: OSZ0VMG1ZKISGCW

Amount \$50.25
Total \$50.25
A0000002771010
Interac
TYR 808008000

Approved - Thank You
CARDHOLDER COPY

DEBIT PURCHASE/ACHAT: \$ 50.25
TENDERED/RECU: \$ 50.25
CHANGE/RENDU: \$ 0.00

2025/07/07 06:27:58

TOLL/PEAGE GST/TPS EXEMPT



Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim		Rate <u>\$0.5932</u>
Name of Claimant:	Steve Marcellus	
Destination:	Rath Community Centre - Truro	
Purpose of Travel:	EMC In-person Meeting	
Departure Date/Time:	21-Jul-25	0700hrs
Return Date/Time:	21-Jul-25	1930hrs
Approval to Travel :		Date:

Description		Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	464.00	464.00	0.00	0.00	0.00	0.00	464.00
Total Cost of Mileage:	\$275.24	\$275.24	\$0.00	\$0.00	\$0.00	\$0.00	\$275.24
Accommodation/Hotel Name:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>							
Meals: Breakfast	\$20	\$20.00					\$20.00
Lunch	\$25	provided					\$0.00
Dinner	\$30	\$30.00					\$30.00
Other Meals (Receipts Required)							\$0.00
Incidentals (\$10 per overnight stay)							\$0.00
Taxi/Parking/Tolls (Receipts Required)							\$0.00
Total Amount Being Claimed		\$325.24	\$0.00	\$0.00	\$0.00	\$0.00	\$325.24

Written Travel Report - Policy Requirements (Section 4. b i)

Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel and indicate if the 80% attendance threshold has been met.

I confirm that I attended 80% or more of the conference I attended: Initial SM N/A _____

<p>All claims are to be submitted not later than 60 days after return.</p> <p>Claimant Signature: <u>[Signature]</u></p> <p>Date Submitted: <u>22 JULY 2025</u></p> <p>Travel Approved by Supervisor: <u>[Signature]</u></p> <p>GL Code: <u>10-229-3030-229270</u></p>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">EMO</th> </tr> </thead> <tbody> <tr> <td>Goods Rec'd. Date.....</td> <td style="text-align: right;">Initial <u>[Signature]</u></td> </tr> <tr> <td>Prices Checked</td> <td style="text-align: right;"><u>2</u></td> </tr> <tr> <td>Add. & Ext. Checked</td> <td style="text-align: right;"><u>2</u></td> </tr> <tr> <td>Approval for Payment</td> <td style="text-align: right;"><u>2</u></td> </tr> <tr> <td>Discount Date</td> <td></td> </tr> <tr> <td>Paid by Cheque No</td> <td></td> </tr> <tr> <td>Distribution</td> <td style="text-align: right;">10-229-3030-229270</td> </tr> </tbody> </table>	EMO		Goods Rec'd. Date.....	Initial <u>[Signature]</u>	Prices Checked	<u>2</u>	Add. & Ext. Checked	<u>2</u>	Approval for Payment	<u>2</u>	Discount Date		Paid by Cheque No		Distribution	10-229-3030-229270
EMO																	
Goods Rec'd. Date.....	Initial <u>[Signature]</u>																
Prices Checked	<u>2</u>																
Add. & Ext. Checked	<u>2</u>																
Approval for Payment	<u>2</u>																
Discount Date																	
Paid by Cheque No																	
Distribution	10-229-3030-229270																

HEB



Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim Rate \$0.5932

Name of Claimant:	Steve Marcellus	
Destination:	21 Creighton Road, Shubenacadie, NS	
Purpose of Travel:	EMC In-person Meeting	
Departure Date/Time:	21-Jul-25	0700hrs
Return Date/Time:	21-May-25	2000hrs

Approval to Travel:  Date: 09 July 25

Description		Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Cost of Mileage:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Accommodation/Hotel Name:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>							
Meals: Breakfast	\$20						\$0.00
Lunch	\$25						\$0.00
Dinner	\$30						\$0.00
Other Meals (Receipts Required)							\$0.00
Incidentals (\$10 per overnight stay)							\$0.00
Taxi/Parking/Tolls (Receipts Required)							\$0.00
Total Amount Being Claimed		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Written Travel Report - Policy Requirements (Section 4. b i)

Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel and indicate if the 80% attendance threshold has been met.

I confirm that I attended 80% or more of the conference I attended: Initial _____ N/A _____

All claims are to be submitted not later than 60 days after return.

Claimant Signature: _____

Date Submitted: _____

Travel Approved by Supervisor: _____

GL Code: 10-229-3030-229270

EMO		
Goods Rec'd.	Date.....	Initial....
Prices Checked
Add. & Ext. Checked
Approval for Payment
Discount Date
Paid by Cheque No
Distribution	10-229-3030-229270	

Provincial EMC Meeting

Rath Community Centre - 625 Abenaki Road, Truro

July 21, 2025

10:00 AM – 3:00 PM

Agenda

9:00 – 10:00	<ul style="list-style-type: none">• Arrival, Coffee and networking	
10:00 – 10:10	<ul style="list-style-type: none">• Welcome and Introductions	Andrew Mitton
10:10 – 12:00	<ul style="list-style-type: none">• Fire Services Consultation	Transaction Solutions Inc.
12:00 – 12:45	<ul style="list-style-type: none">• Lunch	
12:45 – 1:30	<ul style="list-style-type: none">• Review of REMO Standards	Jodene Dunleavy
1:30 – 3:15	<ul style="list-style-type: none">• Roundtable: Feedback on Standards	
3:45 – 4:00	<ul style="list-style-type: none">• Wrap Up and Next Meeting	Andrew Mitton



Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim			Rate <u>\$0.5932</u>
Name of Claimant:	Steve Marcellus		
Destination:	Sydney, NS		
Purpose of Travel:	FSANS Fire Services Engagement Session		
Departure Date/Time:	22-Jul-25	1600hrs	
Return Date/Time:	22-Jul-25	2300hrs	
Approval to Travel :		Date:	

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	260.00	260.00	0.00	0.00	0.00	260.00
Total Cost of Mileage:	\$154.23	\$154.23	\$0.00	\$0.00	\$0.00	\$154.23
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast	\$20					\$0.00
Lunch	\$25					\$0.00
Dinner	\$30	\$30.00				\$30.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$184.23	\$0.00	\$0.00	\$0.00	\$0.00	\$184.23

Written Travel Report - Policy Requirements (Section 4. b i)

Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel and indicate if the 80% attendance threshold has been met.

I confirm that I attended 80% or more of the conference I attended: Initial SM N/A _____

All claims are to be submitted not later than 60 days after return.

Claimant Signature: [Signature]

Date Submitted: 24 JULY 2025

Travel Approved by Supervisor: [Signature]

GL Code: 10-229-3020-229230

Fire Services		
Goods Rec'd.	Date.....	Initial.....
Prices Checked		[Signature]
Add. & Ext. Checked		[Signature]
Approval for Payment		[Signature]
Discount Date		
Paid by Cheque No		
Distribution	10-229-3020-229230	✓

MS13



Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim Rate \$0.5932

Name of Claimant:	Steve Marcellus	
Destination:	Sydney River VFD - Sydney	
Purpose of Travel:	FSANS Fire Services Engagement Session	
Departure Date/Time:	22-Jul-25	1700hrs
Return Date/Time:	22-Jul-25	2330hrs
Approval to Travel:	Date: 22 July, 2025	

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	0.00	0.00	0.00	0.00	0.00	0.00
Total Cost of Mileage:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast	\$20					\$0.00
Lunch	\$25					\$0.00
Dinner	\$30					\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Written Travel Report - Policy Requirements (Section 4. b i)

Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel and indicate if the 80% attendance threshold has been met.

I confirm that I attended 80% or more of the conference I attended: Initial _____ N/A _____

All claims are to be submitted not later than 60 days after return.	
Claimant Signature:	_____
Date Submitted:	_____
Travel Approved by Supervisor:	_____
GL Code:	10-229-3020-229230

Fire Services		
Goods Rec'd.	Date.....	Initial....
Prices Checked
Add. & Ext. Checked
Approval for Payment
Discount Date
Paid by Cheque No
Distribution	10-229-3020-229230



Fire Service Association of Nova Scotia

UPCOMING FIRE SERVICES ENGAGEMENT SESSIONS

Have your say in shaping the future of the fire service in Nova Scotia! We encourage all members of the fire service to **register today** for the **Nova Scotia Fire Service Governance Review session**. This is your opportunity to share your insights, experiences, and ideas to help build a stronger, more effective fire service across the province. <https://www.surveymonkey.com/r/WorkshopRegister>

All sessions are 7:00 p.m. - 9:00 p.m.

Monday, July 21 - **Brookfield** (110, Hwy 289, Brookfield)

Tuesday, July 22 - **Yarmouth** (3rd Flr 221 Pleasant St.)

Tuesday, July 22 - **Sydney River** (36 Lewis Dr.)

Tuesday, July 22 - **Baddeck** (location TBD)

Wednesday, July 23 - **Shelburne** (63 King St.)

Wednesday, July 23 - **Saint Bernard** (Fire Hall)

Wednesday, July 23 - **Antigonish** (2332 Notre Dame Ave)

Thursday, July 24 - **Liverpool** (520 Main St.)

Thursday, July 24 - **Annapolis** (5 Saint Anthony St.)

Thursday, July 24 - **Amherst** (62 Albion St.)

Friday, July 25 - **Lunenburg** (25 Medway St.)

Friday, July 25 - **Middleton** (49 Church St.)

Friday, July 25 - **Pictou County** (Plymouth Fire Hall 4667 East River)

Saturday, July 26 - **Elmsdale** (720 Hwy 2)

Saturday, July 26 - **Kentville** (463 Main St.)



THE MUNICIPALITY
OF THE COUNTY OF

LA MUNICIPALITÉ
DU COMTÉ DE

RICHMOND

NAME: Steve Marcellus

PERIOD COVERED: July 1, 2025 to July 31, 2025

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
02-Jul-25	Chapel Island Preparedness Session - St. Anne Mission and area	138	
11-Jul-25	EMO Storage - Generator testing/maintenance	40	
17-Jul-25	Recreation Storage/EMO building access for Alarm tech - programming, 1 x 25000 Generator trailer inspection - Babin's	87	
18-Jul-25	#2 25000 Generator trailer inspection - Babin's	42	
25-Jul-25	Chapel Island Mission communication assessment with PSFC	105	

Totals: 412.00 ✓ \$0.00

Rate: \$0.5932

Total Mileage (\$): \$244.40

Total Expenses Claimed: **\$244.40**

ACCOUNT #:	10-229-3030-229270 - EMO	CHEQUE #:	
SIGNATURE:		AMOUNT:	
APPROVED:	19 AUGUST 2025	DATE PAID:	
DATE SUBMITTED:		INITIAL:	

HST ✓

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	9
Add. & Ext. Checked.....	9
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distribution Acct. No.....	10-229-3030-229270 ✓

August 1st, 2025

EMO - In County travel report for July:

July 2nd, 2025,

- Chapel Island Preparedness Session – St. Anne Mission and area – **138 kms.**

July 11th, 2025,

- Generator Testing/Maintenance – **40 kms.**

July 17th, 2025,

- Alarm access for technician (directed by DPW) and portable pump trailer inspection – **87 kms.**
- Office to Arena - 20
- Arena to Public Works Building – 18.5
- Public Works building to Babin's - 15
- Babin's to Public Works building - 15
- Public Works building to Arena – 18.5

July 18th, 2025,

- Generator trailers inspections – **42 kms.**
 - Office to Arena - 20
 - Arena to landfill – 11
 - Landfill to arena – 11

July 25th, 2025,

- Chapel Island Mission communication assessment with PSFC and staff – **105 kms.**

Steve Marcellus - ESC

Municipality of Richmond County



Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim Rate \$0.5932

Name of Claimant:	Steve Marcellus	
Destination:	Antigonish, NS	
Purpose of Travel:	Antigonish AREMO Planning Meeting	
Departure Date/Time:	20-Aug-25	1130 hrs
Return Date/Time:	20-Aug-25	1600 hrs

Approval to Travel : _____ Date: _____

Description		Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	216.00	216.00	0.00	0.00	0.00	0.00	216.00
Total Cost of Mileage:	\$128.13	\$128.13	\$0.00	\$0.00	\$0.00	\$0.00	\$128.13
Accommodation/Hotel Name:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>							
Meals: Breakfast	\$20						\$0.00
Lunch	\$25	\$25.00					\$25.00
Dinner	\$30						\$0.00
Other Meals (Receipts Required)							\$0.00
Incidentals (\$10 per overnight stay)							\$0.00
Taxi/Parking/Tolls (Receipts Required)							\$0.00
Total Amount Being Claimed		\$153.13	\$0.00	\$0.00	\$0.00	\$0.00	\$153.13

Written Travel Report - Policy Requirements (Section 4. b i)

Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel and indicate if the 80% attendance threshold has been met.

I confirm that I attended 80% or more of the conference I attended: Initial SM N/A _____

HSC3

All claims are to be submitted not later than 60 days after return. Claimant Signature: _____ Date Submitted: <u>22 Aug 2025</u> Travel Approved by Supervisor: _____ GL Code: <u>10-229-3030-229270</u>	EMO	
	Goods Rec'd.	Date..... Initial.....
	Prices Checked
	Add. & Ext. Checked
	Approval for Payment
Discount Date	
Paid by Cheque No	
Distribution	10-229-3030-229270	

Item	Topic	Presenter	Time
1.	Call meeting to order	Blaise MacDonald	1:30 – 1:35
2.	Review AREMO Planning Committee Meeting minutes for April 30 th , 2024 meeting	Blaise MacDonald	1:35 – 1:40
3.	AREMO EMO Q2 Highlights	Blaise MacDonald	1:40 – 1:55
4.	Q2 TT Exercise Highlights	Blaise MacDonald	1:55 – 2:05
5.	Pomquet Volunteer Fire Department	Pierre Venedam	2:05 – 2:20
6.	Antigonish Area Fire & Rescue Training Centre	Blaise/ Adrian Vandesande	2:20 – 2:30
7.	Emergency Management Director for Paqtnkek Mi'kmaw Nation	Jerron Hawley	2:30 – 2:45
8.	Antigonish County False Alarm discussion	Blaise/ Adrian Vandesande	2:45 – 3:00
9.	AREMO Members Updates	All	3:00 – 3:15
10.	Other?	All	3:15 – 3:30
11.	Meeting adjourns	Blaise	3:30

Steven Marcellus

From: Troy MacCulloch
Sent: August 20, 2025 9:33 AM
To: Steven Marcellus
Subject: RE: Q2 AREMO Planning Committee Meeting / CBRM gear donation pick up

Approved for both

THE MUNICIPALITY OF RICHMOND
LA MUNICIPALITÉ DE RICHTON



Troy MacCulloch, CMML, FSASc
Chief Administrative Officer

Phone: 902.226.3970
Mobile: 902.631.4120
Email: cao@richmondcounty.ca

2357 Hwy 206, P.O. Box 120
Arichat, NS B0E 1A0

www.richmondcounty.ca

From: Steven Marcellus <EMO@richmondcounty.ca>
Sent: August 20, 2025 8:45 AM
To: Troy MacCulloch <CAO@richmondcounty.ca>
Subject: FW: Q2 AREMO Planning Committee Meeting / CBRM gear donation pick up

Good morning, hope you're enjoying the vacation. Looking for approval for two out of county travel items:

1. I have been invited to the Antigonish planning meeting scheduled for this afternoon in Antigonish. I feel it would be a beneficial meeting to attend to meet and discuss items like the training centre, the future of the REOC and their ideas with training, etc.
2. I had a discussion with Chief Mark Bettens with CBRM Fire, and he has 8-12 sets of gear donated to us that I can pick up tomorrow (Thursday). Loch Lomond and Framboise/Fourchu have shown interest in them.

Thanks Steve

From: Blaise MacDonald <Blaise.MacDonald@Antigonishcounty.ca>
Sent: August 19, 2025 10:03 AM
To: Megan MacInnis <Megan.MacInnis@Antigonishcounty.ca>; Mikaela Williams <Mikaela.Williams@townofantigonish.ca>
Cc: Shirlyn Donovan <Shirlyn.Donovan@Antigonishcounty.ca>; Randy Delorey <Randy.Delorey@townofantigonish.ca>; Jerron Hawley <emo@pagtnkek.ca>; James Jessome <james.jessome@rcmp-grc.gc.ca>; Ivan Drouin <jdrouin@stfx.ca>; Tasha Brubaker <rector3harbours@gmail.com>; DeCoste, Jonathan <jonathan.decoste@nshealth.ca>; Pitts, Basil T <basil.pitts@novascotia.ca>; Keizer, Gregory <gregory.keizer@novascotia.ca>; Ken McChesney <mccheske@gmail.com>; Marylynn Vickers <marylynn.vickers@redcross.ca>; Aulds Cove Fire



Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim		Rate <u>\$0.5932</u>
Name of Claimant:	Steve Marcellus	
Destination:	CBRM, NS	
Purpose of Travel:	Donated Bunker Gear Pick up	
Departure Date/Time:	21-Aug-25	0830 hrs
Return Date/Time:	21-Aug-25	1600 hrs
Approval to Travel :		Date:

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	297.00	297.00	0.00	0.00	0.00	297.00
Total Cost of Mileage:	\$176.18	\$176.18	\$0.00	\$0.00	\$0.00	\$176.18
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast	\$20					\$0.00
Lunch	\$25	\$25.00				\$25.00
Dinner	\$30					\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$201.18	\$0.00	\$0.00	\$0.00	\$0.00	\$201.18

Written Travel Report - Policy Requirements (Section 4. b i)

Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel and indicate if the 80% attendance threshold has been met.

I confirm that I attended 80% or more of the conference I attended: Initial SM N/A _____

Picked up donated gear, toured locations that had equipment/resources which could be shared/deployed to our area upon request.

All claims are to be submitted not later than 60 days after return.

Claimant Signature: [Signature]

Date Submitted: 22 AUG 2025

Travel Approved by Supervisor: [Signature]

GL Code: 10-229-3020-229230

Fire Services	
Goods Rec'd.	Date..... Initial.....
Prices Checked
Add. & Ext. Checked
Approval for Payment
Discount Date
Paid by Cheque No
Distribution	10-229-3020-229230

August 22nd, 2025

Fire - Out of County travel report:

CBRM gear/equipment donation and site tours

- Office to CBRM Stn 1 – 132 kms.
- CBRM Stn 1 to Grand Lake Road Stn – 5 kms.
- Grand Lake Road Stn to Glace Bay VFD – 15 kms.
- Glace Bay VFD to home – 145 kms.

Steve Marcellus - ESC

Municipality of Richmond County

Steven Marcellus

From: Troy MacCulloch
Sent: August 20, 2025 9:33 AM
To: Steven Marcellus
Subject: RE: Q2 AREMO Planning Committee Meeting / CBRM gear donation pick up

Approved for both

THE MUNICIPALITY OF RICHMOND
LA MUNICIPALITÉ DE RICHMOND



Troy MacCulloch, CMML, FSASc
Chief Administrative Officer

Phone: 902.226.3970
Mobile: 902.631.4120
Email: cao@richmondcounty.ca

2357 Hwy 206, P.O. Box 120
Arichal, NS B0E 1A0

www.richmondcounty.ca

From: Steven Marcellus <EMO@richmondcounty.ca>
Sent: August 20, 2025 8:45 AM
To: Troy MacCulloch <CAO@richmondcounty.ca>
Subject: FW: Q2 AREMO Planning Committee Meeting / CBRM gear donation pick up

Good morning, hope you're enjoying the vacation. Looking for approval for two out of county travel items:

1. I have been invited to the Antigonish planning meeting scheduled for this afternoon in Antigonish. I feel it would be a beneficial meeting to attend to meet and discuss items like the training centre, the future of the REOC and their ideas with training, etc.
2. I had a discussion with Chief Mark Bettens with CBRM Fire, and he has 8-12 sets of gear donated to us that I can pick up tomorrow (Thursday). Loch Lomond and Framboise/Fourchu have shown interest in them.

Thanks Steve

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Sent: August 19, 2025 10:03 AM
To: Megan MacInnis <Megan.MacInnis@Antigonishcounty.ca>; Mikaela Williams <Mikaela.Williams@townofantigonish.ca>
Cc: Shirlyn Donovan <Shirlyn.Donovan@Antigonishcounty.ca>; Randy Delorey <Randy.Delorey@townofantigonish.ca>; Jerron Hawley <emo@pagtnkek.ca>; James Jessome <james.jessome@rcmp-grc.gc.ca>; Ivan Drouin <jdrouin@stfx.ca>; Tasha Brubaker <rector3harbours@gmail.com>; DeCoste, Jonathan <jonathan.decoste@nshealth.ca>; Pitts, Basil T <basil.pitts@novascotia.ca>; Keizer, Gregory <gregory.keizer@novascotia.ca>; Ken McChesney <mccheske@gmail.com>; Marylynn Vickers <marylynn.vickers@redcross.ca>; Aulds Cove Fire



THE MUNICIPALITY
OF THE COUNTY OF

LA MUNICIPALITÉ
DU COMTÉ DE

RICHMOND

NAME: Steve Marcellus

PERIOD COVERED: August 1, 2025 to August 31, 2025

DATE:	PARTICULARS:	MILEAGE (KM)	OTHER EXPENSES:
28-Aug-25	Arena to pick up bunker gear	36	
29-Aug-25	County Trip with the Warden - Water sources and bunker gear drop off to Loch Lomond VFD	32	

Totals: 68.00 \$0.00

Rate: \$0.5932

Total Mileage (\$): \$40.34

Total Expenses Claimed: **\$40.34**

ACCOUNT #:	10-229-3020-229230 - Fire Services	CHEQUE #:	
SIGNATURE:		AMOUNT:	
APPROVED:		DATE PAID:	
DATE SUBMITTED:	2 SEPT 2025	INITIAL:	

Goods Rec'd. Date.....Initial.....
 Prices Checked.....
 Add. & Ext. Checked.....
 Approval for Payment.....
 Discount Date.....
 Paid by Cheque No.....
 Distribution: Acc. No. 10-229-3020-229230

NSES

September 2nd, 2025

Fire - In County travel report for August:

August 28th, 2025,

- Arena to pick up stored bunker gear for VFD's – 36 kms.

August 29th, 2025,

- Arena to pick up stored bunker gear for VFD's – 32 kms.
- Used Public Works truck to deliver gear and look at water sources with the Warden.

Steve Marcellus - ESC

Municipality of Richmond County



THE MUNICIPALITY
OF THE COUNTY OF

LA MUNICIPALITÉ
DU COMTÉ DE

RICHMOND

NAME: Steve Marcellus

PERIOD COVERED: August 1, 2025 to August 31, 2025

DATE:	PARTICULARS:	MILEAGE (KM)	OTHER EXPENSES:
22-Aug-25	EMO Storage - Assess potential water damage due to dehumidifier hose on the recreation side	36	

Totals: 36.00 ✓ \$0.00

Rate: \$0.5932

Total Mileage (\$): \$21.36

Total Expenses Claimed: **\$21.36**

ACCOUNT #:	10-229-3030-229270 - EMO	CHEQUE #:	
SIGNATURE:		AMOUNT:	
APPROVED:		DATE PAID:	
DATE SUBMITTED:	12/SEPT 2025	INITIAL:	

MS

Goods Rec'd. Date.....	Initial.....	9
Prices Checked.....		9
Add. & Ext. Checked.....		9
Approval for Payment.....		
Discount Date.....		
Paid by Cheque No.....		
Distribution Acct. No.....	10-229-3030-229270 ✓	

September 2nd, 2025

EMO - In County travel report for August:

August 22nd, 2025,

- EMO storage for possible water damage assessment from humidifier on other side – 36 kms.

Steve Marcellus - ESC

Municipality of Richmond County



THE MUNICIPALITY
OF THE COUNTY OF

LA MUNICIPALITÉ
DU COMTÉ DE

RICHMOND

NAME: Steve Marcellus

PERIOD COVERED: September 1, 2025 to September 30, 2025

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
02-Sep-25	SAMAA Meeting at Port Hastings VFD	98	
11-Sep-25	Landfill for vehicle	36	
15-Sep-25	Bunker Gear removal from arena	42	
17-Sep-25	FPSC Meeting St. Peter's VFD	83	
19-Sep-25	Fire SCBA equipment to West Bay Road VFD	106	
26-Sep-25	arena - medical equipment, West Arichat Water Plant - pump	50	
29-Sep-25	Landfill for vehicle	36	

Totals: 451.00 ✓ \$0.00

Rate: \$0.5932

Total Mileage (\$): \$267.53

Total Expenses Claimed: **\$267.53**

ACCOUNT #:	10-229-3020-229230 - Fire Services	CHEQUE #:	
SIGNATURE:		AMOUNT:	
APPROVED:		DATE PAID:	
DATE SUBMITTED:	27 SEPT 2025	INITIAL:	

#573

Goods Rec'd. Date.....	Initial.....	<i>SM</i>
Prices Checked.....		
Add. & Ext. Checked.....		
Approval for Payment.....		
Discount Date.....		
Paid by Cheque No.....		
Municipality Acct No.....	3020229230 ✓	

October 1st, 2025

Fire - In County travel report for September:

September 2nd, 2025,

- SAMAA Meeting – Port Hastings – **98 kms.**

September 11th, 2025,

- Landfill for vehicle use – Fire Skid – **36 kms.**

September 15th, 2025,

- Arena for bunker gear removal – **42 kms.**

September 17th, 2025,

- FPSC Meeting – St. Peter's VFD – **83 kms.**

September 19th, 2025,

- Fire SCBA equipment donation from arena to West Bay Road VFD for storage – **106 kms.**

September 26th, 2025,

- EMO storage for medical equipment inventory – **42 kms.**
- West Arichat water treatment plant for water pump check – **8 kms.**

September 29th, 2025,

- Landfill for vehicle use – Fire Skid – **36 kms.**

Steve Marcellus - ESC

Municipality of Richmond County



THE MUNICIPALITY
OF THE COUNTY OF

LA MUNICIPALITÉ
DU COMTÉ DE

RICHMOND

NAME: Steve Marcellus

PERIOD COVERED: September 1, 2025 to September 30, 2025

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
15-Sep-25	STAC AGM St. Louis Parish Hall	52	
18-Sep-25	D'Escousse Civic Improvement Hall - generator installation, arena - equipment	58	

Totals: 110.00 ✓ \$0.00

Rate: \$0.5932

Total Mileage (\$): \$65.25

Total Expenses Claimed: **\$65.25**

ACCOUNT #:	10-229-3030-229270 - EMO	CHEQUE #:	
SIGNATURE:		AMOUNT:	
APPROVED:		DATE PAID:	
DATE SUBMITTED:	29 SEP 2025	INITIAL:	

HSF

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	g
Add. & Ext. Checked.....	g
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distribution: Acc. No. 3030 229 270	

October 1st, 2025

EMO - In County travel report for September:

September 15th, 2025,

- STAC AGM – St. Louis Parish Hall Louisdale – 52 kms.

September 18th, 2025,

- D'Escousse Civic Improvement Hall – generator installation review, EMO storage medical equipment inventory and generator running – 58 kms.

Steve Marcellus - ESC

Municipality of Richmond County



Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim		Rate <u>\$0.5932</u>
Name of Claimant:	Steve Marcellus	
Destination:	20 Payzant Ave, Dartmouth, NS	
Purpose of Travel:	Global Medic donation - Fire Skid	
Departure Date/Time:	12-Sep-25	0700hrs
Return Date/Time:	12-Sep-25	1600hrs
Approval to Travel :		Date:

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	0.00	0.00	0.00	0.00	0.00	0.00
Total Cost of Mileage:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast	\$20	\$20.00				\$20.00
Lunch	\$25	\$25.00				\$25.00
Dinner	\$30					\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)	\$132.92					\$132.92
Total Amount Being Claimed	\$177.92	\$0.00	\$0.00	\$0.00	\$0.00	\$177.92

Written Travel Report - Policy Requirements (Section 4. b i)

Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel and indicate if the 80% attendance threshold has been met.

I confirm that I attended 80% or more of the conference I attended: Initial SM N/A _____

Gas receipt provided for purchase.

All claims are to be submitted not later than 60 days after return.

Claimant Signature: [Signature]

Date Submitted: 16 SEPT 2025

Travel Approved by Supervisor: [Signature]

GL Code: 40-229-3020-229230

Fire Services		
Goods Rec'd.	Date.....	Initial.....
Prices Checked		\$
Add. & Ext. Checked		\$
Approval for Payment		
Discount Date		
Paid by Cheque No		
Distribution	10-229-3020-229230	

Steven Marcellus

From: Troy MacCulloch
Sent: September 9, 2025 8:16 AM
To: Steven Marcellus
Cc: Lois Landry; David Mayich
Subject: RE: Fire Skid pick up for Loch Lomond

Approved for both activities

Safe travels,

Troy

THE MUNICIPALITY OF RICHMOND
LA MUNICIPALITÉ DE RICHMOND



Troy MacCulloch, CMML, FSAScot
Chief Administrative Officer

Phone: 902.226.3970
Mobile: 902.631.4120
Email: cao@richmondcounty.ca

2357 Hwy 206, P.O. Box 120
Richel, NS B0E 1A0

www.richmondcounty.ca

From: Steven Marcellus <EMO@richmondcounty.ca>
Sent: September 8, 2025 3:01 PM
To: Troy MacCulloch <CAO@richmondcounty.ca>
Cc: Lois Landry <Lois.Landry@richmondcounty.ca>; David Mayich <mayichd@gmail.com>
Subject: Fire Skid pick up for Loch Lomond

Good afternoon, as a follow up from the county trip I took with the warden, there was discussion and possibility of me picking up a new fire skid for the Loch Lomond VFD. After speaking with Chief David Mayich, he advised that their skid will be ready for pick up this Friday in Dartmouth.

I am seeking approval to go and pick this item up on Friday. I am also in conversation with CBRM fire for a wildfire training opportunity for our departments this weekend (Friday to Monday) - 4 single day sessions 8-4. Email went out to our departments earlier for interest.

Thanks Steve

Get [Outlook for iOS](#)

CIRCLE K/IRVING 2079

6757, Highway 2
ENFIELD B2T 1G8
Nova Scotia
902-883-2522

Date 2025/09/12 Time : 11:58:35
Pos : 1 #2172205
Cashier : 3472768, Prachi

Fuel
Pump 7 UNL-REG
89.266 L @ \$1.489 /L \$132.92
1 AIR MILES Collector \$0.00

Sub-Total \$132.92

HST (F) \$0.00
HST (P) \$0.00

Total \$132.92

MASTERCARD: \$132.92
Balance \$0.00

AIR MILES Collector
Card Num : (*) XXXXXX8270
Store # : 6002079
Authorisation # : X:3370850

Miles Used 0
Cash Balance 82
Dream Balance 746
Conf#

Insufficient AirMiles Cash
balance for redemption.

FUEL : NCLUDED HST (F) Fuel 5.0% \$5.83
FUEL : NCLUDED HST (P) Fuel 9.0% \$10.49

HST 73850 3507

CIRCLE K/IRVING

TYPE: PURCHASE

MASTERCARD
XXXXXX XXXXXX1908

AMOUNT: \$ 132.92
DATE: 2025/09/12
TIME: 11:58:39
TERMINAL: 66242000
REFERENCE #: 0012131740 H
AUTH #: 05150Z

MASTERCARD
AID: A0000000041010
TVR: 0000008001
TSI: E800

01 APPROVED - THANK YOU 027

INVOICE NUMBER: 2172205

NO SIGNATURE TRANSACTION

-- IMPORTANT --

Retain this copy for your records

*** CUSTOMER COPY ***







THE MUNICIPALITY OF THE COUNTY OF RICHMOND
LA MUNICIPALITÉ DU COMITÉ DE RICHMOND

Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim		Rate \$0.5932
Name of Claimant:	Amanda Mombourquette	
Destination:	Halifax (Four Points Sheraton)	
Purpose of Travel:	NSFM Member Meeting on Policing Review	
Departure Date/Time:	August 13, 2025 / 5:30pm	
Return Date/Time:	August 14, 2025 / 3:30pm	
Approval to Travel : See emails from Lois Landry / Troy MacCulloch Date: August 13 & September 8		

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total	
Total Mileage (# of Km):	638.00	319.00	319.00	0.00	0.00	0.00	638.00
Total Cost of Mileage:	\$378.46	\$189.23	\$189.23	\$0.00	\$0.00	\$0.00	\$378.46
Accommodation/Hotel Name <i>(Indicate if Direct Bill or Provide Receipt)</i>	(NONE)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Meals: Breakfast	\$20						\$0.00
Lunch	\$25						\$0.00
Dinner	\$30	\$30.00					\$30.00
Other Meals (Receipts Required)							\$0.00
Incidentals (\$10 per overnight stay)	\$10.00						\$10.00
Taxi/Parking/Tolls (Receipts Required)							\$0.00
Total Amount Being Claimed	\$229.23	\$189.23	\$0.00	\$0.00	\$0.00	\$0.00	\$418.46

Written Travel Report - Policy Requirements (Section 4. b i)

Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel and indicate if the 80% attendance threshold has been met.

I confirm that I attended 80% or more of the conference I attended: Initial AM N/A _____

HSTB

All claims are to be submitted not later than 60 days after return.


Claimant Signature: Amanda Mombourquette

Date Submitted: 8-Sep-25

Travel Approved by Supervisor: Troy MacCulloch

GL Code: _____

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	
Add. & Ext. Checked.....	
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distribution Assoc No.....	<u>102102110210130</u>

 Outlook

RE: Member Meeting on the Policing Review

From Troy MacCulloch <CAO@richmondcounty.ca>

Date Mon 2025-09-08 12:59 PM

To Amanda Mombourquette <Amanda.Mombourquette@richmondcounty.ca>; Lois Landry <Lois.Landry@richmondcounty.ca>

Approved for travel.

Sorry

troy

THE MUNICIPALITY OF RICHMOND
LA MUNICIPALITÉ DE RICHMOND



Troy MacCulloch, CMML, FSAScot
Chief Administrative Officer

Phone: 902.226.3970
Mobile: 902.631.4120
Email: cao@richmondcounty.ca

2357 Hwy 206, P.O. Box 120
Arichat, NS B0E 1A0

www.richmondcounty.ca

From: Amanda Mombourquette <Amanda.Mombourquette@richmondcounty.ca>

Sent: September 8, 2025 12:41 PM

To: Lois Landry <Lois.Landry@richmondcounty.ca>; Troy MacCulloch <CAO@richmondcounty.ca>

Subject: Re: Member Meeting on the Policing Review

Hi Troy,

I don't think I received approval on this from you and I think we need both as per the policy?

Thanks!

Amanda

Amanda Mombourquette
District 4 Councillor, Richmond County
902-631-0690

From: Lois Landry <Lois.Landry@richmondcounty.ca>

Sent: Wednesday, August 13, 2025 7:29 PM

To: Amanda Mombourquette <Amanda.Mombourquette@richmondcounty.ca>; Troy MacCulloch <CAO@richmondcounty.ca>
Subject: Re: Member Meeting on the Policing Review

Approved
L

Get Outlook for iOS

From: Amanda Mombourquette <Amanda.Mombourquette@richmondcounty.ca>
Sent: Wednesday, August 13, 2025 7:01:28 PM
To: Troy MacCulloch <CAO@richmondcounty.ca>; Lois Landry <Lois.Landry@richmondcounty.ca>
Subject: FW: Member Meeting on the Policing Review

Hi Troy and Lois,

Could I get approval to travel to the meeting below?

Thank you,

Amanda

Amanda Mombourquette
District 4 Councillor, Richmond County
902-631-0690

From: Charlotte Tavenor <CTavenor@nsfm.ca>
Sent: Wednesday, August 13, 2025 10:38 AM
To: Juanita Spencer <jspencer@nsfm.ca>; Judy Webber <JWebber@nsfm.ca>
Cc: Dani Coffey <DCoffey@nsfm.ca>; Wesley Petite <WPetite@nsfm.ca>; Charlene Fekeshazy <CFekeshazy@nsfm.ca>
Subject: Member Meeting on the Policing Review

Good morning,

Thank you for registering for the August 14th Member Meeting on the Policing Review being held in the Admirals Room at the Four Points by Sheraton in Halifax (1496 Hollis Street).

The agenda for the day will be as follows:

9:30 a.m.	Doors Open, Coffee/Tea Available
10:00 a.m. – 11:00 a.m.	NSFM Member Discussion <ul style="list-style-type: none"> • Mayor Pam Mood, NSFM President • Mayor David Mitchell, NSFM Vice-President
11:00 a.m. – 1:00 p.m.	Discussion with the Minister of Justice <ul style="list-style-type: none"> • Honourable Becky Druhan, Minister of Justice and Attorney General for Nova Scotia • Staff from Department of Justice
1:00 p.m. – 1:30 p.m.	Boxed Lunch
1:30 p.m. – 3:00 p.m.	Member Follow-Up Discussion <ul style="list-style-type: none"> • Mayor Pam Mood, NSFM President • Mayor David Mitchell, NSFM Vice-President

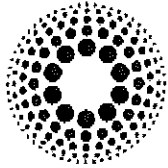
Please review the [NSFM Event Code of Conduct](#) prior to attending.

Thank you,

Charlotte Tavenor | Administrator
NOVA SCOTIA FEDERATION OF MUNICIPALITIES

t +1.902.423.8331

[nsfm.ca](#) | [facebook](#) | [twitter](#) | [linkedin](#) | [instagram](#)



**NOVA SCOTIA FEDERATION
OF MUNICIPALITIES**



Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim		Rate <u>\$0.5932</u>
Name of Claimant:	Claire Rankin	
Destination:	St. Peters, Mulgrave, St. Peters	
Purpose of Travel:	Library Meetings	
Departure Date/Time:	May 15, June 6, July 7	
Return Date/Time:		
Approval to Travel :		

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total	
Total Mileage (# of Km):	420.00	140.00	140.00	140.00	0.00	0.00	420.00
Total Cost of Mileage:	\$249.14	\$83.05	\$83.05	\$83.05	\$0.00	\$0.00	\$249.14
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>							
Meals: Breakfast	\$20						\$0.00
Lunch	\$25						\$0.00
Dinner	\$30						\$0.00
Other Meals (Receipts Required)							\$0.00
Incidentals (\$10 per overnight stay)							\$0.00
Taxi/Parking/Tolls (Receipts Required)							\$0.00
Total Amount Being Claimed	\$83.05	\$83.05	\$83.05	\$0.00	\$0.00		\$249.14

Written Travel Report - Policy Requirements (Section 4, b i)

Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel and indicate if the 80% attendance threshold has been met.

I confirm that I attended 80% or more of the conference I attended: Initial CR N/A _____

AGENDA'S Attached,

MS

Goods Rec'd Date	Initial
Prices Checked	<u>g</u>
Add. & Ext. Checked	<u>g</u>
Approval for Payment	<u>g</u>
Discount Date	
Paid by Cheque No.	<u>10 212 2170 212404</u>
Distribution Acct. No.	

All claims are to be submitted not later than 60 days after return.

Claimant Signature: CR

Date Submitted: July 14, 2025

Travel Approved by Supervisor: [Signature]

GL Code: _____



Eastern Counties Regional Library

REGULAR BOARD MEETING

May 15, 2025

Regular Meeting: 5:00 pm

Human Resources Committee: 4:30 pm

Dinner: 4:30 pm

**Please note: In-person at Regional Office,
390 Murray Street Mulgrave**

AGENDA - Revised

1. Welcome – land acknowledgement
2. Approval of agenda
3. Minutes of the March 6, 2025, meeting
4. Financial update
 - a) Income statement
 - b) Grants overview
 - c) Audit update
 - d) Budget planning
5. Human Resources Committee
 - a) Staffing redundancy at RO – Backup Delivery Driver position
 - b) COLA
6. CEO report
 - a) Strategic Planning – special meeting
7. Funding advocacy – April
8. Regional Office Facility Follow-up Discussion
9. Library Reports
10. Adjournment

PRESENT: Clair Rankin (Chair), Mayor Ron Chisholm, Cllr. Susan Cashin, Cllr. Claude Poirier, Cllr. Blaine MacQuarrie

IN ATTENDANCE: Laura Emery, Chief Librarian/Secretary to the Board; Michelle Greencorn-Director, Communications and Engagement

REGRETS: Wanda MacDonald, Warden James Fuller

1. Welcome – Land Acknowledgement

Clair called the meeting to order at 5:05 p.m. and read the Land Acknowledgement.

2. Approval of the Agenda

Motion 95: Approved. Poirier/Chisholm, that the agenda be approved.

3. Minutes of the May 15, 2025, meeting

Motion 96: Approved. Chisholm/Cashin, that the minutes of the June 5, 2025, meeting be approved.

4. New business

4a. Food security update: Will send in the request to extend the grant this month, do not expect any issues.

ACTION: ECRL leadership will submit extension request this month.

4b. AGM alternate date: Thursday, June 26 @ 5-7pm. Auditor is available for this date, but not available again until July. Waiting on audited statements, will send out the tentative dates.

ACTION: Will email tentative date for AGM to Board members for confirmation.

5. NSLA Conference communication: We owe NSLA a communication regarding hosting the conference, ECRL leadership strongly advocates against it due to our current capacity. The Board must determine their response and respond this month.

6. Funding Advocacy

- a) **Ministerial Correspondence:** ECRL will draft letter; need to mention facility issues, strategic planning process, and how the lack of a funding formula negatively impacts our ability to address these. Asked Board the best way to share info – ECRL leadership will copy municipal councils on emails for transparency. Motions have been made in Guysborough County and are planned for Richmond County at their next meeting.



Eastern Counties Regional Library

REGULAR BOARD MEETING

July 7, 2025

Regular Meeting: 5:00 pm

**Please note: In-person at Regional Office,
390 Murray Street Mulgrave**

AGENDA - Revised

1. Welcome – land acknowledgement
2. Approval of agenda
3. Minutes of the June 6, 2025, meeting
4. Financial updates
 - a) Draft audit – presentation auditor Darren Chiasson
5. Business Arising
 - a) NSLA Conference Communication
 - b) Ministerial correspondence
 - c) Update on Council presentations
 - d) Revised Draft 1-year Strategic Operational Plan
6. Draft Annual Operating Budget
7. CEO Report
 - a) L360 Facility assessment contract
8. Ford Transit 2015
 - a) Sale of the old van
9. Library Reports
10. Adjournment

EMENT

on and staff of Richmond Education Centre/ Academy
businesses, organizations, and friends who contributed
the scholarship and prize fund for our graduating class.
d in any way to make our graduation exercises a success,
thankful.

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kalulek

Congratulations
CLASS OF 2025



*Richmond Education
Centre/ Academy
Graduation Exercises
June 26, 2025
7:00 pm*

PROGRAM

Richmond Academy Class of 2025 Nova Scotia High School Completion Certificate

Class of Graduates	Bitter Sweet Symphony Layla Burton	Baron Perales, Carlos Gael <i>HC</i> Basque, Mary Catherine <i>O2</i> Benoit, Leelan Vincent Michael <i>O2</i> Bienert, Piet Keno Boudreau, Joseph Brayden <i>JT</i> Boudreau, Kallie Jorja <i>JT HC</i> Boulter, Elijah Christopher Briand, Keira Storm Brown, Madison Makenzie <i>JT HC</i> Buchanan, Laila Marlaine Burke, Aidan Obeline Burke, Brooke Isabelle <i>JT HC</i> Burton, Layla Tammy Ann <i>JT HC</i> Campbell, Kathryn Alana Rose Carter, Lucas Maxwell Edwards, Malcolm Frederick Ferguson, Owen Joseph Reginald <i>O2</i> Forgeron, Leland Joseph <i>O2</i> Grimes, Emily Jenna <i>JT HC</i> Haemers, Neil E.A. Haemers, Nele Maria Emilie Hubber, Ayden Michael Hulsman, Kaiya Evan Jackson, Charley Jayde Johnson, Maddox Thomas Wowkwis Kelly, Nicholas William <i>HC</i> Landry, James Joseph Landry, Kayl Stacy Lee <i>O2</i> LeBlanc, Hanna Renee <i>HC</i> Linden, Kyle Joseph MacDonnell, Lucy Ann <i>JT HC</i> Machintosh, Xavier Stewart MacLeod, Hudson Donald	MacNeil, Jocelyn Sarah <i>HC</i> MacNeil, Tyson Francis Malay, Liam Bradford <i>JT</i> Marchand, Myah Renee <i>J</i> Marchand, Sierra Priscilla Martell, Alex James <i>O2</i> Martell, Lance William <i>JT</i> Martell, Noah David <i>JT</i> Martin, Gracie Ann <i>JT H</i> Murphy, Karter Logan Jack Nascimento Gatinho Sodr Parker, Tori Elise Madonn Peters, Miranda Sky Poirier, Joseph Edouard N Price, Rylan Kristopher <i>O</i> Salas, Kyle Christian de G Sampson, Maggie Melissa Samson, Carlin Keith <i>HC</i> Samson, Nevaeh Mia <i>JT</i> Sikora, Hannah Lynn Snowdon, Tate Brant St. Louis, Jaimie Leigh Steeves, Nevaeh Helena I Stone, Nolan Matthew <i>J</i> Stone, Shamus Daniel Pet Tanner, Blake Wilfred Do Timmons, John Patrick Timmons, Kacey Jo Ann <i>O</i>
Department of Mi'kmaw Territory Ceremonies	Robert MacDonald, Vice Principal Robert MacDonald Vice Principal	Brown, Madison Makenzie <i>JT HC</i> Buchanan, Laila Marlaine Burke, Aidan Obeline Burke, Brooke Isabelle <i>JT HC</i> Burton, Layla Tammy Ann <i>JT HC</i> Campbell, Kathryn Alana Rose Carter, Lucas Maxwell Edwards, Malcolm Frederick Ferguson, Owen Joseph Reginald <i>O2</i> Forgeron, Leland Joseph <i>O2</i> Grimes, Emily Jenna <i>JT HC</i> Haemers, Neil E.A. Haemers, Nele Maria Emilie Hubber, Ayden Michael Hulsman, Kaiya Evan Jackson, Charley Jayde Johnson, Maddox Thomas Wowkwis Kelly, Nicholas William <i>HC</i> Landry, James Joseph Landry, Kayl Stacy Lee <i>O2</i> LeBlanc, Hanna Renee <i>HC</i> Linden, Kyle Joseph MacDonnell, Lucy Ann <i>JT HC</i> Machintosh, Xavier Stewart MacLeod, Hudson Donald	MacNeil, Jocelyn Sarah <i>HC</i> MacNeil, Tyson Francis Malay, Liam Bradford <i>JT</i> Marchand, Myah Renee <i>J</i> Marchand, Sierra Priscilla Martell, Alex James <i>O2</i> Martell, Lance William <i>JT</i> Martell, Noah David <i>JT</i> Martin, Gracie Ann <i>JT H</i> Murphy, Karter Logan Jack Nascimento Gatinho Sodr Parker, Tori Elise Madonn Peters, Miranda Sky Poirier, Joseph Edouard N Price, Rylan Kristopher <i>O</i> Salas, Kyle Christian de G Sampson, Maggie Melissa Samson, Carlin Keith <i>HC</i> Samson, Nevaeh Mia <i>JT</i> Sikora, Hannah Lynn Snowdon, Tate Brant St. Louis, Jaimie Leigh Steeves, Nevaeh Helena I Stone, Nolan Matthew <i>J</i> Stone, Shamus Daniel Pet Tanner, Blake Wilfred Do Timmons, John Patrick Timmons, Kacey Jo Ann <i>O</i>
Class of Graduates	Breanne Pottie	Campbell, Kathryn Alana Rose Carter, Lucas Maxwell Edwards, Malcolm Frederick Ferguson, Owen Joseph Reginald <i>O2</i> Forgeron, Leland Joseph <i>O2</i> Grimes, Emily Jenna <i>JT HC</i> Haemers, Neil E.A. Haemers, Nele Maria Emilie Hubber, Ayden Michael Hulsman, Kaiya Evan Jackson, Charley Jayde Johnson, Maddox Thomas Wowkwis Kelly, Nicholas William <i>HC</i> Landry, James Joseph Landry, Kayl Stacy Lee <i>O2</i> LeBlanc, Hanna Renee <i>HC</i> Linden, Kyle Joseph MacDonnell, Lucy Ann <i>JT HC</i> Machintosh, Xavier Stewart MacLeod, Hudson Donald	MacNeil, Jocelyn Sarah <i>HC</i> MacNeil, Tyson Francis Malay, Liam Bradford <i>JT</i> Marchand, Myah Renee <i>J</i> Marchand, Sierra Priscilla Martell, Alex James <i>O2</i> Martell, Lance William <i>JT</i> Martell, Noah David <i>JT</i> Martin, Gracie Ann <i>JT H</i> Murphy, Karter Logan Jack Nascimento Gatinho Sodr Parker, Tori Elise Madonn Peters, Miranda Sky Poirier, Joseph Edouard N Price, Rylan Kristopher <i>O</i> Salas, Kyle Christian de G Sampson, Maggie Melissa Samson, Carlin Keith <i>HC</i> Samson, Nevaeh Mia <i>JT</i> Sikora, Hannah Lynn Snowdon, Tate Brant St. Louis, Jaimie Leigh Steeves, Nevaeh Helena I Stone, Nolan Matthew <i>J</i> Stone, Shamus Daniel Pet Tanner, Blake Wilfred Do Timmons, John Patrick Timmons, Kacey Jo Ann <i>O</i>
Class of Graduates	Trevor Boudreau	Forgeron, Leland Joseph <i>O2</i> Grimes, Emily Jenna <i>JT HC</i> Haemers, Neil E.A. Haemers, Nele Maria Emilie Hubber, Ayden Michael Hulsman, Kaiya Evan Jackson, Charley Jayde Johnson, Maddox Thomas Wowkwis Kelly, Nicholas William <i>HC</i> Landry, James Joseph Landry, Kayl Stacy Lee <i>O2</i> LeBlanc, Hanna Renee <i>HC</i> Linden, Kyle Joseph MacDonnell, Lucy Ann <i>JT HC</i> Machintosh, Xavier Stewart MacLeod, Hudson Donald	MacNeil, Jocelyn Sarah <i>HC</i> MacNeil, Tyson Francis Malay, Liam Bradford <i>JT</i> Marchand, Myah Renee <i>J</i> Marchand, Sierra Priscilla Martell, Alex James <i>O2</i> Martell, Lance William <i>JT</i> Martell, Noah David <i>JT</i> Martin, Gracie Ann <i>JT H</i> Murphy, Karter Logan Jack Nascimento Gatinho Sodr Parker, Tori Elise Madonn Peters, Miranda Sky Poirier, Joseph Edouard N Price, Rylan Kristopher <i>O</i> Salas, Kyle Christian de G Sampson, Maggie Melissa Samson, Carlin Keith <i>HC</i> Samson, Nevaeh Mia <i>JT</i> Sikora, Hannah Lynn Snowdon, Tate Brant St. Louis, Jaimie Leigh Steeves, Nevaeh Helena I Stone, Nolan Matthew <i>J</i> Stone, Shamus Daniel Pet Tanner, Blake Wilfred Do Timmons, John Patrick Timmons, Kacey Jo Ann <i>O</i>
Class of Graduates	Gary Forgeron Principal	Grimes, Emily Jenna <i>JT HC</i> Haemers, Neil E.A. Haemers, Nele Maria Emilie Hubber, Ayden Michael Hulsman, Kaiya Evan Jackson, Charley Jayde Johnson, Maddox Thomas Wowkwis Kelly, Nicholas William <i>HC</i> Landry, James Joseph Landry, Kayl Stacy Lee <i>O2</i> LeBlanc, Hanna Renee <i>HC</i> Linden, Kyle Joseph MacDonnell, Lucy Ann <i>JT HC</i> Machintosh, Xavier Stewart MacLeod, Hudson Donald	MacNeil, Jocelyn Sarah <i>HC</i> MacNeil, Tyson Francis Malay, Liam Bradford <i>JT</i> Marchand, Myah Renee <i>J</i> Marchand, Sierra Priscilla Martell, Alex James <i>O2</i> Martell, Lance William <i>JT</i> Martell, Noah David <i>JT</i> Martin, Gracie Ann <i>JT H</i> Murphy, Karter Logan Jack Nascimento Gatinho Sodr Parker, Tori Elise Madonn Peters, Miranda Sky Poirier, Joseph Edouard N Price, Rylan Kristopher <i>O</i> Salas, Kyle Christian de G Sampson, Maggie Melissa Samson, Carlin Keith <i>HC</i> Samson, Nevaeh Mia <i>JT</i> Sikora, Hannah Lynn Snowdon, Tate Brant St. Louis, Jaimie Leigh Steeves, Nevaeh Helena I Stone, Nolan Matthew <i>J</i> Stone, Shamus Daniel Pet Tanner, Blake Wilfred Do Timmons, John Patrick Timmons, Kacey Jo Ann <i>O</i>
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Class of Graduates	Trevor Boudreau Brent Samson	Landry, James Joseph Landry, Kayl Stacy Lee <i>O2</i> LeBlanc, Hanna Renee <i>HC</i> Linden, Kyle Joseph MacDonnell, Lucy Ann <i>JT HC</i> Machintosh, Xavier Stewart MacLeod, Hudson Donald	MacNeil, Jocelyn Sarah <i>HC</i> MacNeil, Tyson Francis Malay, Liam Bradford <i>JT</i> Marchand, Myah Renee <i>J</i> Marchand, Sierra Priscilla Martell, Alex James <i>O2</i> Martell, Lance William <i>JT</i> Martell, Noah David <i>JT</i> Martin, Gracie Ann <i>JT H</i> Murphy, Karter Logan Jack Nascimento Gatinho Sodr Parker, Tori Elise Madonn Peters, Miranda Sky Poirier, Joseph Edouard N Price, Rylan Kristopher <i>O</i> Salas, Kyle Christian de G Sampson, Maggie Melissa Samson, Carlin Keith <i>HC</i> Samson, Nevaeh Mia <i>JT</i> Sikora, Hannah Lynn Snowdon, Tate Brant St. Louis, Jaimie Leigh Steeves, Nevaeh Helena I Stone, Nolan Matthew <i>J</i> Stone, Shamus Daniel Pet Tanner, Blake Wilfred Do Timmons, John Patrick Timmons, Kacey Jo Ann <i>O</i>
Class of Graduates	Blake Tanner I Lived	MacDonnell, Lucy Ann <i>JT HC</i> Machintosh, Xavier Stewart MacLeod, Hudson Donald	MacNeil, Jocelyn Sarah <i>HC</i> MacNeil, Tyson Francis Malay, Liam Bradford <i>JT</i> Marchand, Myah Renee <i>J</i> Marchand, Sierra Priscilla Martell, Alex James <i>O2</i> Martell, Lance William <i>JT</i> Martell, Noah David <i>JT</i> Martin, Gracie Ann <i>JT H</i> Murphy, Karter Logan Jack Nascimento Gatinho Sodr Parker, Tori Elise Madonn Peters, Miranda Sky Poirier, Joseph Edouard N Price, Rylan Kristopher <i>O</i> Salas, Kyle Christian de G Sampson, Maggie Melissa Samson, Carlin Keith <i>HC</i> Samson, Nevaeh Mia <i>JT</i> Sikora, Hannah Lynn Snowdon, Tate Brant St. Louis, Jaimie Leigh Steeves, Nevaeh Helena I Stone, Nolan Matthew <i>J</i> Stone, Shamus Daniel Pet Tanner, Blake Wilfred Do Timmons, John Patrick Timmons, Kacey Jo Ann <i>O</i>

HC = Honour Cord

JT = French Immersion

O2 = Options & Oppor



THE MUNICIPALITY OF THE COUNTY OF
LA MUNICIPALITÉ DU COMTE DE
RICHMOND

Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim		Rate \$0.5932
Name of Claimant:	Brent Sampson	
Destination:	Four Points by Sheraton	
Purpose of Travel:	Policing Review conference	
Departure Date/Time:	August 13 th , 3:00pm	
Return Date/Time:	August 14 th , 2:00pm	
Approval to Travel :Attached		Date:

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total	
Total Mileage (# of Km):	660.00	330.00	330.00	0.00	0.00	0.00	660.00 ✓
Total Cost of Mileage:	\$391.51	\$195.76	\$195.76	\$0.00	\$0.00	\$0.00	\$391.51 ✓
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Direct Bill</i>							
Meals: Breakfast	\$20	\$20.00					\$20.00 ✓
Lunch	\$25						\$0.00 ✓
Dinner	\$30	\$30.00					\$30.00 ✓
Other Meals (Receipts Required)							\$0.00
Incidentals (\$10 per overnight stay)	\$10.00						\$10.00 ✓
Taxi/Parking/Tolls (Receipts Required)							\$0.00 ✓
Total Amount Being Claimed	\$235.76	\$215.76	\$0.00	\$0.00	\$0.00	\$0.00	\$451.51 ✓

Written Travel Report - Policy Requirements (Section 4. b i)

Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel and indicate if the 80% attendance threshold has been met.

I confirm that I attended 80% or more of the conference I attended: Initial BS N/A _____

RET 3

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	<u>g</u>
Add. & Ext. Checked.....	<u>g</u>
Approval for Payment.....	<u>g</u>
Discount Date.....	
Paid by Cheque No.....	
Distribution Ac'd No.....	<u>10 210 2110 210130</u>

All claims are to be submitted not later than 60 days after return.

Claimant Signature: [Signature]

Date Submitted: 08 20 2015

Travel Approved by Supervisor: [Signature]

GL Code: [Signature]

Brent Sampson

From: Troy MacCulloch
Sent: August 6, 2025 8:19 AM
To: Brent Sampson; Lois Landry
Cc: Shelley David
Subject: RE: Registration Now Open – Provincial Policing Report Meeting

Approved for travel

troy

THE MUNICIPALITY OF THE COUNTY OF RICHMOND
LA MUNICIPALITÉ DE LA COMTÉE DE RICHMOND



Troy MacCulloch, CMML, FSAScot
Chief Administrative Officer

Phone: 902.226.3970
Mobile: 902.631.4120
Email: cao@richmondcounty.ca

2357 Hwy 206, P.O. Box 120
Arichat, NS B0E 1A0

www.richmondcounty.ca

From: Brent Sampson <Brent.Sampson@richmondcounty.ca>
Sent: August 6, 2025 8:00 AM
To: Lois Landry <Lois.Landry@richmondcounty.ca>
Cc: Troy MacCulloch <CAO@richmondcounty.ca>; Shelley David <Clerk@richmondcounty.ca>
Subject: FW: Registration Now Open – Provincial Policing Report Meeting

I would like to request formal approval to attend this information session travelling up on Wednesday and returning Thursday evening.

Brent

From: NSFM Communications <communications@nsfm.ca>
Sent: August 5, 2025 9:00 AM
Subject: Registration Now Open – Provincial Policing Report Meeting

Good Morning Elected Officials and CAOs,

Brent Sampson

From: Charlotte Tavenor <CTavenor@nsfm.ca>
Sent: August 13, 2025 10:38 AM
To: Juanita Spencer; Judy Webber
Cc: Dani Coffey; Wesley Petite; Charlene Fekeshazy
Subject: Member Meeting on the Policing Review

Good morning,

Thank you for registering for the August 14th Member Meeting on the Policing Review being held in the Admirals Room at the Four Points by Sheraton in Halifax (1496 Hollis Street).

The agenda for the day will be as follows:

9:30 a.m.	Doors Open, Coffee/Tea Available
10:00 a.m. – 11:00 a.m.	NSFM Member Discussion <ul style="list-style-type: none">• Mayor Pam Mood, NSFM President• Mayor David Mitchell, NSFM Vice-President
11:00 a.m. – 1:00 p.m.	Discussion with the Minister of Justice <ul style="list-style-type: none">• Honourable Becky Druhan, Minister of Justice and Attorney General for Nova Scotia• Staff from Department of Justice
1:00 p.m. – 1:30 p.m.	Boxed Lunch
1:30 p.m. – 3:00 p.m.	Member Follow-Up Discussion <ul style="list-style-type: none">• Mayor Pam Mood, NSFM President• Mayor David Mitchell, NSFM Vice-President

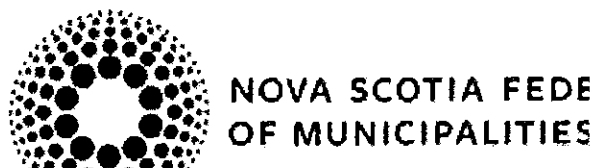
Please review the [NSFM Event Code of Conduct](#) prior to attending.

Thank you,

Charlotte Tavenor | Administrator
NOVA SCOTIA FEDERATION OF MUNICIPALITIES

t +1.902.423.8331

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Brent Sampson

From: Lois Landry
Sent: August 6, 2025 2:28 PM
To: Brent Sampson
Cc: Troy MacCulloch; Shelley David
Subject: RE: Registration Now Open – Provincial Policing Report Meeting

Approved by Warden.
Take care,
Lois

Lois Landry, Warden
Municipality of the County of Richmond
Tel: (902) 631-0332

From: Brent Sampson <Brent.Sampson@richmondcounty.ca>
Sent: August 6, 2025 8:00 AM
To: Lois Landry <Lois.Landry@richmondcounty.ca>
Cc: Troy MacCulloch <CAO@richmondcounty.ca>; Shelley David <Clerk@richmondcounty.ca>
Subject: FW: Registration Now Open – Provincial Policing Report Meeting

I would like to request formal approval to attend this information session travelling up on Wednesday and returning Thursday evening.

Brent

From: NSFM Communications <communications@nsfm.ca>
Sent: August 5, 2025 9:00 AM
Subject: Registration Now Open – Provincial Policing Report Meeting

Good Morning Elected Officials and CAOs,

Registration is now open for the in-person meeting on the Provincial Policing Review, scheduled for **Thursday, August 14** at the Four Points by Sheraton Halifax, from **10:00 a.m. to 3:00 p.m.**

Please register using this [link](#) by **12:00 p.m. on Monday, August 11.**

As previously noted, **The Honourable Becky Druhan**, Minister of Justice and Attorney General for Nova Scotia, along with staff from the Department of Justice, will join us for part of the day for a presentation and discussion.

We look forward to your participation.

