



Request and Approval to Incur Hospitality Event Expenses Form

All hospitality-related expenses require prior authorization. All hospitality expenses incurred must be supported by itemized receipts. Refer to the Hospitality Policy for further information.

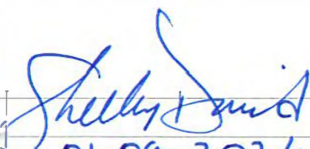
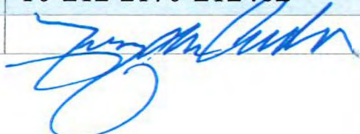
Destination and Purpose

Date of Request	January 09, 2026
Department	Administration
Employee Name	Shelley David
Title	Municipal Clerk
Location	Municipal Office, Council Chambers
Date Of Event	January 15, 2026
Purpose Of Event Or Activity	Meet with MP Jaime Battiste

Estimated Hospitality Expense Details

Number of Attendees	9 (Members of Council, CAO, Municipal Clerk, Jaime Battiste, MP for Cape Breton-Canso-Antigonish, Dion Denny)
Meal Costs	180.00
Meeting Space Costs	
Gratuities	27.00
Gift Costs	
Other expenses	
Total Expenses	207.00

Approval

Claimant Signature	
Date Submitted	01-09-2026
GL Code	10-212-2170-212402
CAO Approval	

INVOICE

Mary Ann's Catering

326 Cap la Ronde Road

D'Escousse, NS B0E 1K0

902-226-2663/902-631-0008

Date:

Jan 14/26

Services Rendered

Description	Amount
<i>Supp + Luncheon for 10 Persons @ 18.00</i>	<i>180.00</i>

*Cheque payable to
Mary Ann LeBlanc*

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	
Add. & Ext. Checked.....	
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distribution: Acc't. No.....	<i>16-212-2170-212402</i>

Balance *180.00*

Thank you for your support!

Mary Ann LeBlanc

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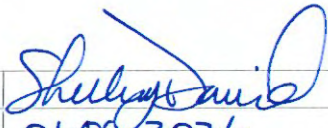
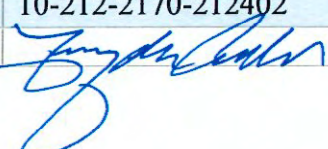
Destination and Purpose

Date of Request	January 09, 2026
Department	Administration
Employee Name	Shelley David
Title	Municipal Clerk
Location	Municipal Office, Council Chambers
Date Of Event	January 15, 2026
Purpose Of Event Or Activity	Joint Meeting of Council

Estimated Hospitality Expense Details

Number of Attendees	12 (Members of Council, CAO, Municipal Clerk, Village of St. Peter's Commissioners, Village Clerk)
Meal Costs	50.00
Meeting Space Costs	
Gratuities	
Gift Costs	
Other expenses	
Total Expenses	50.00

Approval

Claimant Signature	
Date Submitted	01-09-2026
<input checked="" type="checkbox"/> GL Code	10-212-2170-212402
CAO Approval	



***** STORE COPY *****

Charles Forest CO-OP
2743 HIGH ROAD
ARICHAT, NS
BOE 1A0

Served by: SHEILA TYRRELL

Member card number: ****438

Fruit Carousel	\$12.00	1C
YOU SAVED \$1.39		
Sausage Polish	\$7.29	C
Crunch Donut	\$6.29	C
Cookies Chocolate Ch	\$4.99	C
Cheese Cheddar Old	\$5.79	C
YOU SAVED \$0.50		

SUBTOTAL	\$36.36
HST 14%	\$1.68
TOTAL	\$38.04
Charge Account	TENDER \$38.04
Cash	CHANGE \$0.00

NUMBER OF ITEMS 5

*****YOUR SAVINGS*****

Discounts & Specials	\$1.89
Your Total Savings	\$1.89

SCENE+ POINTS

TURN YOUR PURCHASES INTO REWARDS

Scene+ Points you could have earned this visit: 100

Sign up for Scene+ at sceneplus.ca
1000pts = \$10 off your purchases.
Or redeem for movies, travel, shopping, and more with Scene+

Name

Signature

Term	Tran	Store	Oper	01/15/26
1	7965	9277	110	08:23:01

Thank You for Shopping
Charles Forest CO-OP
HST #102924792RT

SHARE YOUR THOUGHTS
FOR A CHANCE TO WIN \$500
IN FOODLAND GIFT CARDS!

Hold on to this receipt and complete our short online Customer Survey by visiting:

<http://Atlantic.Foodland.ca/MyFoodland>

NO PURCHASE NECESSARY.

Rules on Contest website. Eligible for residents over the age of majority of

Goods Rec'd. Date.....Initial.....
Prices Checked.....
Add. & Ext. Checked.....
Approval for Payment.....
Discount Date.....
Paid by Cheque No.....
Distribution: Acc't. No. 10-212-2170-212402



Request and Approval to Incur Hospitality Event Expenses Form

All hospitality-related expenses require prior authorization. All hospitality expenses incurred must be supported by itemized receipts. Refer to the Hospitality Policy for further information.

Destination and Purpose

Date of Request	15 January 2026
Department	Energy Sector Development
Employee Name	Martin Thomsen
Title	Manager of Energy Sector Development
Location	Shannon Studio, Civic Centre, Port Hawkesbury
Date Of Event	20 January 2026
Purpose Of Event Or Activity	Community Energy & Emissions Plan Implementation Workshop for the Town of Port Hawkesbury

Estimated Hospitality Expense Details

Number of Attendees	7
Meal Costs	Approx. \$300.00
Meeting space Costs	N/A
Gratuities	Approx. \$45
Gift Costs	N/A
Other expenses	N/A
Total Expenses	Approx. #345.00

Approval

Claimant Signature	
Date Submitted	15 January 2026
GL Code	10-260-4071-260260
CAO Approval	

The Gathering Place



59

Invoice

January 20, 2026

County of Richmond
Attention: Martin Thompson

9 x Coffee/Tea/Pastries @ \$9	\$ 81.00
9 x Soup Sandwich Combo @ \$20	\$ 180.00
Tax 14%	\$ 36.54
Gratuity 15%	<u>\$ 39.15</u>
	\$336.69

Thank you for the opportunity to provide our services.

Patsy Landry

The Gathering Place

Terms – Payable upon receipt

Division of 4734167 NS Ltd
HST #744840968RT0001

Goods Rec'd. Date	20 th Jan '26	Initial	<i>ML</i>
Prices Checked	_____		
Add. & Ext. Checked	_____		
Approval for Payment	_____		
Discount Date	_____		
Paid by Cheque No.	_____		
Distribution: Acc't. No.	10-260-4071-260260		



Request and Approval to Incur Hospitality Event Expenses Form

All hospitality-related expenses require prior authorization. All hospitality expenses incurred must be supported by itemized receipts. Refer to the Hospitality Policy for further information.

Destination and Purpose

Date of Request	15 January 2026
Department	Energy Sector Development
Employee Name	Martin Thomsen
Title	Manager of Energy Sector Development
Location	Council Chambers, Mun. Admin Building, Arichat
Date Of Event	21 January 2026
Purpose Of Event Or Activity	Community Energy & Emissions Plan Workshop for the Municipality of the County of Richmond

Estimated Hospitality Expense Details

Number of Attendees	12
Meal Costs	Approx. \$400
Meeting space Costs	N/A
Gratuities	Approx. \$60
Gift Costs	N/A
Other expenses	N/A
Total Expenses	Approx. \$460.00

Approval

Claimant Signature	
Date Submitted	15 January 2026
GL Code	10-260-4071-260260
CAO Approval	

INVOICE

Mary Ann's Catering

326 Cap la Ronde Road

D'Escousse, NS B0E 1K0

902-226-2663/902-631-0008

Date:

Jan 21/26

Services Rendered

Description	Amount
-------------	--------

12 Persons for Break Tea Coffee (at \$25.00) 300.00
Meat Pie & Salad for Lunch
Coconut Cream Pie for Dessert
Muffins, Soups for breakfast 10:00

Please Mr. & Mrs. Chapman
Payable to Mary Ann
Hebble

Goods Rec'd.	Date 21 st Jan '26	Initial J.M.
Prices Checked		
Add. & Ext. Checked		
Approval for Payment		
Discount Date		
Paid by Cheque No.		
Distribution: Acc't. No.	10-260-4071-260260	

Balance 300.00

Goods Rec'd.	Date 21 st Jan '26	Initial
Prices Checked		
Add. & Ext. Checked		
Approval for Payment		
Discount Date		
Paid by Cheque No.		
Distribution: Acc't. No.		

Thank you for your support!
Mary Ann Hebble



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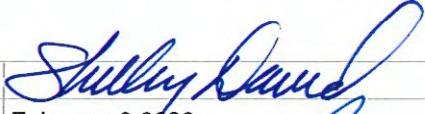
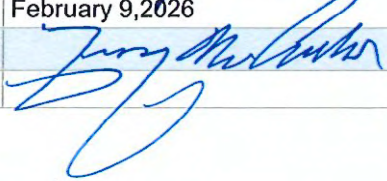
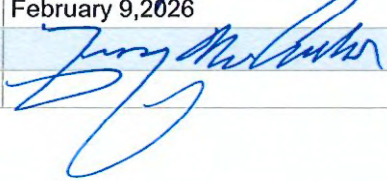
Destination and Purpose

Date of Request	February 9, 2026
Department	Administration
Employee Name	Shelley David
Title	Municipal Clerk/Communications Officer
Location	Riverdale Community Center, Lower River Inhabitants
Date Of Event	February 18, 2026 - Storm Date: Feb. 19,2026
Purpose Of Event Or Activity	Point Tupper Community Engagement Session

Estimated Hospitality Expense Details

Number of Attendees	approx 15
Meal Costs	50.00
Meeting space Costs	200.00
Gratuities	
Gift Costs	
Other expenses	
Total Expenses	250.00

Approval

Claimant Signature	
Date Submitted	February 9,2026
10-212-2170 212402 GL Code	
CAO Approval	



INVOICE DETAILS

Invoice from: Charles Forest Coop

Date: February 18, 2026

Amount: \$15.27

Purpose of Expense:

– Hospitality for Point Tupper Engagement Session

Other:

 DIRECTOR'S APPROVAL

 CAO APPROVAL

Goods Rec'd. Date.....Initial.....
 Prices Checked.....
 Add. & Ext. Checked.....
 Approval for Payment.....
 Discount Date.....
 Paid by Cheque No.....
 Distribution: Acc't. No. **10-212-2170-212402**



Charles Forest CO-OP
 2743 HIGH ROAD
 ARICHAT, NS
 BOE 1A0

Served by: WANDA

Member card number: ****438

Strudel Fingrs S/Bry	\$5.29 C
Ckies White Choc	\$4.99 C
YOU SAVED \$1.80	
Cookies Chocolate Ch	\$4.99 C
YOU SAVED \$1.30	

	SUBTOTAL	\$15.27
	TOTAL TAX	\$0.00
TOTAL		\$15.27
Charge Account	TENDER	\$15.27
Cash	CHANGE	\$0.00

NUMBER OF ITEMS 3

*****YOUR SAVINGS*****
 Discounts & Specials \$3.10
 Your Total Savings \$3.10
 Percentage Savings 17%

Name

Signature

Term	Tran	Store	Oper	02/18/26
1	4048	9277	118	08:35:25

Thank You for Shopping
 Charles Forest CO-OP
 HST #102924792RT

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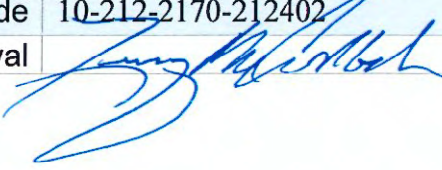
Destination and Purpose

Date of Request	February 27, 2026
Department	Administration
Employee Name	Shelley David
Title	Municipal Clerk
Location	Municipal Office, Council Chambers
Date Of Event	March 9, 2026
Purpose Of Event Or Activity	<ul style="list-style-type: none"> • Review of the Municipal Planning Strategy • Workshop from 4 p.m. to 8 p.m.

Estimated Hospitality Expense Details

Number of Attendees	12 – Members of the Planning Advisory/ Heritage Committee (Council and two citizen appointees), Municipal Clerk, CAO, EDPC Staff
Meal Costs	342.00
Meeting Space Costs	0
Gratuities	50.00
Gift Costs	
Other expenses - Delivery	20.00
Total Expenses	412.00

Approval

Claimant Signature	
Date Submitted	Feb. 27, 2026
GL Code	10-212-2170-212402
CAO Approval	

Request and Approval to Incur Hospitality Event Expenses Form

All hospitality-related expenses require prior authorization. All hospitality expenses incurred must be supported by itemized receipts. Refer to the Hospitality Policy for further information.

Destination and Purpose

Date of Request	March 4, 2026
Department	Administration
Employee Name	Shelley David
Title	Municipal Clerk
Location	Municipal Office, Council Chambers
Date of Event	March 11, 2026
Purpose Of Event or Activity	RCMP Advisory Board Meeting and Board Orientation

Estimated Hospitality Expense Details

Number of Attendees	Councillor Shawn Samson, Councillor Brent Sampson, Doug Landry, Citizen Appointee, Stacey Morrison, Citizen Appointee, Jim Wilson, Provincial Appointee, Sgt. Brad Kelly, RCMP, Troy MacCulloch, CAO
Meal Costs	80.00
Meeting Space Costs	
Gratuities	
Gift Costs	
Other expenses	
Total Expenses	80.00

Approval

Claimant Signature	<i>Shelley David</i>
Date Submitted	March 4, 2026
GL Code	10-212-2170-212402
CAO Approval	<i>Troy MacCulloch</i>



INVOICE DETAILS

Invoice from: Charles Forest Coop

Date: March 11, 2026

Amount: \$38.62

Purpose of Expense:

Kitchen Supplies – Hospitality/ Board Meeting and Orientation Training Session Snacks

Other:

 DIRECTOR'S APPROVAL

 CAO APPROVAL

JM

Goods Rec'd. Date.....	Initial.....
Items Checked.....	
Add. & Ext. Checked.....	
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distribution: Acc't. No. 10-212-2170	-212402



Charles Forest CO-OP
 2743 HIGH ROAD
 ARICHAT, NS
 B0E 1A0

Served by: Shaylyn Little

Member card number: ****438

Sausage Polish	\$7.29 C
Pepperoni Honey Garl	\$7.29 C
Coconut Macaron Bite	\$7.29 C
Cookies Chocolate Ch	\$6.29 C
Sociables Crackers	\$4.49 C
Cheese Mild Ched Clr	\$5.97 C
YOU SAVED	\$3.02

SUBTOTAL		\$38.62
TOTAL TAX		\$0.00
TOTAL		\$38.62
Charge Account	TENDER	\$38.62
Cash	CHANGE	\$0.00

NUMBER OF ITEMS 6

*****YOUR SAVINGS*****
 Discounts & Specials \$3.02
 Your Total Savings \$3.02

Name _____

Signature _____

Term	Tran	Store	Oper	03/11/26
2	4135	9277	103	08:45:44

Thank You for Shopping
 Charles Forest CO-OP
 HST #102924792RT

 SHARE YOUR THOUGHTS
 FOR A CHANCE TO WIN \$500
 IN FOODLAND GIFT CARDS!

Hold on to this receipt and
 complete our short online
 Customer Survey by visiting:

<http://Atlantic.Foodland.ca/MyFoodland>

NO PURCHASE NECESSARY.

Rules on Contest website. Eligible for
 residents over the age of majority of
 New Brunswick; Newfoundland and
 Nova Scotia and Prince Edward Island.
 Contest ends May 2 2026.

Skill testing question to be correctly
 answered to win.

Odds of winning depend on number
 of entries received.
