





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

NAME: Ronalda Boudreau

PERIOD COVERED:

FROM: Septemer 25 - October 25, 2017

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
Sept. 25/17	Arichat to St. Peter's & Return - Yoga Registration	72 kms	
Sept. 26/17	Arichat to St. Peter's & Return - Yoga Registration	72 kms	
Sept. 27/17	Arichat to River Bourgeois & Return - Yoga Registration	64 kms	
Sept. 28/17	Arichat to St. Peter's & Return - Yoga Registration	72 kms	
Sept. 28/17	Arichat to St. Peter's & Return - Fall Art Registration	72 Kms	
Sept. 29/17	Arichat to L'Ardoise & Return - Gentle Yoga Registration	96 kms	
Oct. 4/17	PDG to Louisdale & Return - Mulitsport Registration	50 Kms	
Oct. 16/17	PDG to St. Peter's & Return - Attended Meeting at Fire Hall	80 Kms	
Oct. 24/17	Arichat to St. Peter's & Return -Chair Exercise Registration	72 Kms	

Seeds Rec'd. Date.....	Initial.....	
Prices Checked.....		
Add. & Ext. Checked.....		HST 1
Approval for Payment.....		
Discount Date.....		
Paid by Cheque No. 10 270 4130 270260		
Distribution: Acct. No.....		

Totals:	650.00	\$0.00
Rate:	\$0.4289	
Total Mileage (\$):	\$278.79	
Total Expenses Claimed:	<b>\$278.79</b>	

ACCOUNT #:	10 270 4130 270260	CHEQUE #:	
SIGNATURE:	Ronald Boudreau	AMOUNT:	
APPROVED:	<i>[Signature]</i>	DATE PAID:	
		INITIAL:	

**SCHEDULE "B"**



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

**TRAVEL EXPENSE CLAIM** Rate **\$0.4289**

<b>Name of Claimant:</b>	Yvonne Boudreau
<b>Destination:</b>	Halifax
<b>Purpose of Travel:</b>	AMANS Municipal Website Venture Event
<b>Departure Date/Time:</b>	Oct 19, 2017 12 noon
<b>Return Date/Time:</b>	October 20, 2017 - 8 PM

**Approval to Travel** **Date:**

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
<b>Total Mileage (# of Km):</b> 637.80	318.90	318.90				637.80
<b>Total Cost of Mileage:</b> \$273.55	\$136.78	\$136.78	\$0.00	\$0.00	\$0.00	\$273.55
<b>Accommodation/Hotel Name:</b> No Hotel <i>(Indicate if Direct Bill or Provide Receipt)</i>	40.00					\$40.00
<b>Meals:</b> Breakfast \$20		\$20.00				\$20.00
Lunch \$25		\$25.00				\$25.00
Dinner \$30	\$30.00	\$30.00				\$60.00
<b>Other Meals (Receipts Required)</b>						\$0.00
<b>Incidentals (\$10 per overnight stay)</b>	\$10.00					\$10.00
<b>Taxi/Parking/Tolls (Receipts Required)</b>	\$16.00					\$16.00
<b>Total Amount Being Claimed</b>	\$232.78	\$211.78	\$0.00	\$0.00	\$0.00	<b>\$444.55</b>

**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      YB

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

Claimant Signature: Yvonne Boudreau

Date Submitted: Oct 23, 2017

Travel Approved by Supervisor: Heinrich

GL Code: \_\_\_\_\_

Goods Rec'd. Date.....	Initial.....	<u>A</u>
Prices Checked.....		<u>A</u>
Add. & Ext. Checked.....		<u>A</u>
Approval for Payment.....		<u>A</u>
Discount Date.....		
Paid by Cheque No.....		
Distribution: Acc't. No. <u>10 212 2120 7121 30</u>		

"Preapproval"

SCHEDULE "B"



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

TRAVEL EXPENSE CLAIM Rate \$0.4289

Name of Claimant: Yvonne Boudreau
Destination: Halifax
Purpose of Travel: AMANS Municipal Website Venture Event
Departure Date/Time: October 19th / noon
Return Date/Time: October 20th / 7:30pm

Approval to Travel [Signature] Date:

Table with columns: Description, Day 1, Day 2, Day 3, Day 4, Day 5, Total. Rows include Mileage, Accommodation, Meals, and Total Amount Being Claimed.

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%

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 30 days after return. Claimant Signature: Date: Travel Approved by Supervisor: GL Code:

# Municipal Website Venture Workshop

## Agenda

October 20<sup>th</sup>, Four Points Sheraton

Cost: Free for Partners | \$45 for Non-Partners

*We are delighted that Mark Peck, Department of Municipal Affairs is joining us to moderate and facilitate this session*

9:00am – **Welcome - Setting the Stage: How did the MWV get started?**

9:20 am – **Website Content Workshop: Part I**

**Emily Amos**, Emily Amos is a content strategist and web writer,  
WordSavvy <http://www.wordsavvy.ca/>

During this workshop, we'll develop a clear understanding of the various audience groups that use your website. To do this, we'll create a persona to represent each of your primary audience groups (and maybe a few secondary groups). A persona is a fictional character created to represent a group of people. When creating these fictional characters, we'll consider things like age, occupation, family status, educational background, literacy level, computer literacy, and more . Once we know who we're talking to, then we'll figure out what each audience group is coming to the website to accomplish. Are they looking for a piece of information? Do they need to download something? Do they want to sign up for something? We'll pull together a list of the top 5 tasks that each audience group is coming to the website to accomplish. After the session is complete, Emily will take the personas and top tasks you've created and put them in a PDF that you can use for future reference when working on your sites.

**Note: Part 2: Web writing and editing will be held on December 7th** and will delve deeper on how people read on the web, understanding and writing for your target audience, helping the audience accomplish their top tasks, web writing best practices.

10:30 a.m. – Morning Break

10:45 a.m. **Persona Development and Top Tasks continued**

12:00 Lunch

12:45 -2:30 p.m. **Moving Forward– A Facilitated Discussion**

Following a brief presentation on how the use technology is changing the municipal world facilitated discussions will take place on the following topics:

- How are municipalities evolving with changing citizen expectations?
- What is the continued role of the MWV?
- How does it stay relevant?
- Should there be consistency with respect what information is on municipal websites?

- Posting of municipal expenses? Should there be a standard location/format?
- Is there an initiative/App that you would like to have but don't?
- We'll look at some interesting examples of new features that some Nova Scotia municipalities have launched.

2:30 – 3:00 pm – Accessibility Legislation and public websites

3:00pm – Wrap up and Adjourn

**Questions for participants – to be emailed to Andrea [ajeffer@amans.ca](mailto:ajeffer@amans.ca) by October 18<sup>th</sup> 2017**

1. What are the main challenges you face with your website?
2. What would you like to improve on your site?
3. Who are the different groups of people who use your site?
4. What are the top tasks that each group comes to your site to accomplish?
5. What are the top 10 to 20 questions people ask when they call your municipality?
6. Is there anything in particular you'd like me to cover during the workshop?

WELCOME TO FOUNDATION PLACE  
TIME OF EXPIRY

**10/20/2017**  
**06:00 PM**

THANK YOU FOR SUPPORTING YOUR WATERFRONT  
WATERFRONT DEVELOPMENT CORPORATION LIMITED  
P. 902-422-6591 F. 902-422-7582 EMAIL: PARK@WDCL.CA  
[WWW.MY-WATERFRONT.CA](http://WWW.MY-WATERFRONT.CA)

Entry: 10/20/2017  
08:13 AM

Fee Paid: \$ 16.00  
HST: \$ 2.09  
HST # 105591721RT

RECEIPT No:  
659280

LICENSE PLATE:  
EJY875

12165

SCHEDULE "B"



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

TRAVEL EXPENSE CLAIM Rate \$0.4289

Name of Claimant: Yvonne Boudreau
Destination: Truro, NS
Purpose of Travel: AMA Fall Conference
Departure Date/Time: Tuesday, September 26, 2017 - 12:00 noon
Return Date/Time: Friday, September 29, 2017 - 4:00 pm

Approval to Travel (Kevin Dignart) Date: Oct 2/2017

Table with 8 columns: Description, Day 1, Day 2, Day 3, Day 4, Day 5, Total. Rows include Total Mileage, Total Cost of Mileage, Accommodation, Meals, and Total Amount Being Claimed (\$386.23).

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 YB N/A
\*Special Diet! Do not eat certain meats.

All claims are to be submitted not later than 30 days after return. Claimant Signature: Yvonne Boudreau, Date: Oct 2/17, Travel Approved by Supervisor: Kevin Dignart, GL Code:

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 2130 212130

SCHEDULE "B"

Pre-Approval



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

**TRAVEL EXPENSE CLAIM** Rate **\$0.4289**

<b>Name of Claimant:</b>	Yvonne Boudreau
<b>Destination:</b>	Truro, NS
<b>Purpose of Travel:</b>	AMA Fall Conference
<b>Departure Date/Time:</b>	Tuesday, September 26th, 2017 - 12:00 PM
<b>Return Date/Time:</b>	Friday, September 29th, 2017 - 4:00 PM

**Approval to Travel** *Kevin Dignart* **Date:** *Sept 22.17*

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
<b>Total Mileage (# of Km):</b> 0.00						0.00
<b>Total Cost of Mileage:</b> \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Accommodation/Hotel Name:</b>						\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
<b>Meals:</b> 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
<b>Total Amount Being Claimed</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>

**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 \_\_\_\_\_

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**All claims are to be submitted not later than 30 days after return.**

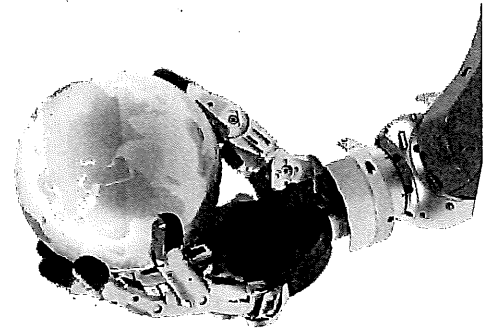
Claimant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Travel Approved by Supervisor: \_\_\_\_\_

GL Code: \_\_\_\_\_

# IT'S A NEW WORLD: CATCHING UP TO THE FUTURE



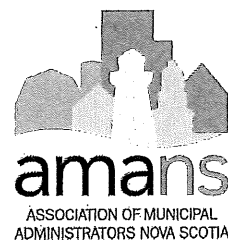
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*Hosted by the Colchester, East Hants & Pictou  
Regions*

## AMANS Fall Conference 2017

### Promotional Program

At the Holiday Inn, in Truro NS



# CONFERENCE DETAILS

## PRE CONFERENCE DAY

TUESDAY SEPTEMBER 26<sup>TH</sup>

**MFO Session 11:00am – 4:30pm**

(Maple/Aspen Room)

*Please register for this session prior to attending*

**CAO Session 3:00pm – 5:00pm**

(Birch Room)

**Registration 7:00pm – 10:00pm**

(Lower Lobby of Holiday Inn)

**Opening Reception 7:00pm – 10:00pm**

(Marigold Cultural Centre)

Join your municipal colleagues for a sampling of food & drinks provided by local vendors. The Marigold Cultural Centre is a short 5 min walk from the Holiday Inn.



## CONFERENCE DAY 1

WEDNESDAY SEPTEMBER 27<sup>TH</sup>

**Early Bird Draws 8:00am – 8:30am**

(Lower Level of Conference Centre)

*If you have early bird prizes to give away please email [ajeffs@amans.ca](mailto:ajeffs@amans.ca)*

**Opening Ceremonies 8:30am – 9:00am**

(Elm & Oak Room)

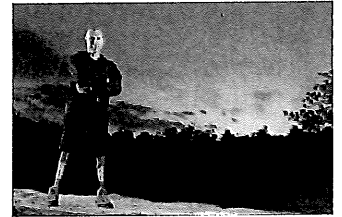
At our Opening Ceremonies, there will be a smudging ceremony from the Mi'kmaq community.

**The Power of Perception 9:00am – 10:30am**

(Elm & Oak Room)

*Presented by Warren Macdonald*

How do we begin to shift our perception on change? If we can't see where it is we need to go, what are our chances of getting there? If your team can't see where you're going, what are the chances they will get on board? In navigating change, and overcoming the challenges that come with it, we need to address the foundation; the root cause of why we often get stuck or disengaged and that is how we perceive change in the first place.



In this inspirational keynote session, we are joined by Warren Macdonald, who is dedicated to shifting the world's perception. Warren's life boundaries were redefined in April 1997 when a freak-accident, in Australia, required him to undergo the amputation of both legs at mid-thigh. This keynote is designed for you to hit the *reset* on how your team sees their role in your municipality. The key takeaways of this presentation will include: understanding the right mindset, how perception is the most important factor in limiting or improving our performance, and specific techniques to help break through the barriers that limit us.

**Navigating the New Waters**

11:00am – 12:00pm

(Elm & Oak Room)

Does it sometimes feel like you are working in a fishbowl? Is the public eye constantly watching you? As citizens become more and more engaged in their communities, there is also a growing interest in what municipal elected officials and staff are doing. This is coupled with an increased expectation for more accountability and transparency. How do we work effectively while balancing the new demands of citizens for open transparent government? How do we ensure we are doing what are both legally and morally right?



This session will discuss these new citizen expectations and how we can navigate in these new waters.

### **New Legal Realities for Municipalities**

1:00pm – 2:00pm

(Elm & Oak Room)

*Presented by Marc Dunning, Wickwire Holm and Charles Thompson, Burchell MacDougall*

The legal realities for municipalities are changing as our communities grow and the needs of our citizens' change. Legal issues such as enforcing by-law convictions and dealing with defunct societies are just some of the recent trends municipalities are facing. You may find it difficult in your municipality to deal with persons convicted of by-law offenses who refuse to pay the fine; or perhaps there is a playground owned by a local society that could benefit the municipality, but the society is becoming defunct. In this presentation, we will explore these new legal realities for municipalities using case examples. These examples will explore what happened, how it worked, and what options are available to your municipality.

### **Session Name: TBD**

2:00pm – 3:00pm

(Elm & Oak Room)

*Presented by: Nadine Wentzell, Workplace Drug & Alcohol Consultant*

...stay tuned for a description of this session. The highlights will include Marijuana in the workplace and employees' safety.

### **Coping & Resiliency in the Workplace**

3:15pm – 4:15pm

(Elm & Oak Room)

*Presented by Deirdre Kazi, Morneau Shepell Partner*

Having strong coping skills and resiliency to challenges in the workplace allow people to manage stress better. Often, we are bogged down in work and it is difficult to



recognize when we are stressed and pull ourselves back. With self-awareness and practice we can strengthen our coping skills and resiliency when facing challenges. In this workshop, you will learn the connection between stress, resiliency and coping. You will learn how to recognize the different types of stress we face and how they impact your total health. This workshop will provide real life examples on coping and how to build your resiliency. Most importantly, this workshop will provide you with resources available for support to cope with the growing pressures you may be facing.

### **Dinner at the Farmer's Market**

6:00pm – 8:30pm

(Truro's local Farmer's Market)

*Included with your registration*



Join your municipal colleagues for an event at the local farmer's market. There will be samples of food and drinks from local vendors.

## **CONFERENCE DAY 2**

**THURSDAY SEPTEMBER 28<sup>TH</sup>**

### **Early Bird Draws 8:00am – 8:30am**

(Lower Level of Conference Centre)

*If you have early bird prizes to give away please email [ajeffer@amans.ca](mailto:ajeffer@amans.ca)*

### **Session Name: TBD 8:30am – 10:00am**

(Elm & Oak Room)

*Presented by Tim Merry*

Tim Merry, an expert facilitator from Mahone Bay, has been working with the Association and the Province to help make change in Municipal Government. Tim's presentation will focus on the *change model*; a model that can be applied to any field during a time of change. Tim's background on the challenges municipal administrator's face in the time of change will be critical to help you feel energized and ready for the change ahead.

## **Succession Planning & Knowledge Transfer**

10:15am – 11:15am

Concurrent Session (Elm & Oak Room)

*Presented by Gerry Walsh*

Succession planning and knowledge transfer are crucial to the success of your municipality and its on-going development. The principles of succession planning can be applied at the senior management and director level. It is difficult, at times, to retain qualified employees and senior staff. Many challenges faced are geographic location, shifting demographics or even compensation levels. Using clear examples of both good and bad practices for succession planning and knowledge transfer, Gerry will help you understand and offer clear and practical advice on how to attract and retain employees. He will discuss the importance of developing your employees career while planning for succession at every level in your municipality.

## **The Case of Sharing Economy**

10:15am – 11:15am

Concurrent Session (Birch & Aspen Room)

*Presented by: Fred Morley, Chief Economist with Tourism Nova Scotia*

Occasionally new and disruptive technologies emerge that overturn the economic apple cart creating big opportunities and big challenges. Platform-based companies like Uber and AirBnB have become the fastest growing tech companies in the world by giving consumers exactly what they want, providing it faster, cheaper and in some cases, better. The pace of growth of these *sharing economy* platforms, their ubiquitous nature, and the unflinching support of consumers have made local regulation less and less relevant. This presentation will explore where pressures on government are emerging, how the rules have changed, where best practices are emerging and what's next for local governments in time of disruption.

## **AMA Updates and AGM 11:15am – 12:15pm**

(Elm & Oak Room)

Come learn what your Association has been working on, and join us for the Annual General Meeting.

## **Safety Services 1:15pm – 2:00pm**

(Elm & Oak Room)

Details about this session to follow...

## **Ransomware, Fraud & Security**

2:00pm – 3:00pm

Concurrent Session (Elm & Oak Room)

*Presented by Jay Redmond, IT*

*Director Town of Truro; John Pelley, Senior*

*Manager Scotiabank; and Peter Fraser, Senior*

*Account Executive Arthur J Gallagher*



A fast-growing menace can take your computer hostage wiping your critical files, and many are not prepared to defend themselves against such an attack. Incidents of ransomware have grown astronomically and the amounts demanded are on the upswing too. Municipalities are at risk of deception for unlawful gain. In this panel discussion, we will explore the pressures your municipality faces from ransomware and fraud, and what options are available if your municipality has become subject to an attack. This session will look at the risks associated with your options. It will discuss the precautions to take now to protect your municipality from financial loss and exposure, which are just a few of the many consequences of ransomware and fraud.

## **Contract Management**

2:00pm – 3:00pm

Concurrent Session (Birch & Aspen Room)

Municipalities are feeling the increased pressure from their councils to reduce costs and improve financial and operational performance. It can be difficult when awarding a contract to ensure they are satisfying your compliance. Contract management is required to monitor and manage all

risks and opportunities over the lifetime of the project. In this presentation we'll explore the life cycle of contract management. Many projects require and on-going review and relationship management. You will learn the foundations for successful and effective contract management. We will explore the contract management from start to finish providing essential tools to have while managing your contracts.

### **Inclusion and Awareness in your Community**

3:15pm – 4:15pm

(Elm & Oak Room)

Municipality's and their leaders can do more to be inclusive and aware of their employees and community members needs. Come hear about what projects other municipalities are working on to make their workplace and community more inclusive. Topics around policy, accessibility and poverty will be explored.



### **President's Reception & Banquet**

6:00pm – 9:00pm

Join us for the Banquet to celebrate your municipal colleagues on their years of long-service. The reception will begin at 6:00pm in the lower lobby of the conference centre, with the dinner beginning at 6:30pm.

## **CONFERENCE DAY 3**

**FRIDAY SEPTEMBER 29<sup>TH</sup>**

### **Early Bird Draws 8:00am – 8:30am**

(Lower Level of Conference Centre)

*If you have early bird prizes to give away please email [ajeffs@amans.ca](mailto:ajeffs@amans.ca)*

### **Social Networking Safety 8:30am – 10:00am**

(Elm & Oak Room)

*Presented by Paul Davis*

Paul Davis's focus has always been with schools (grade school and high school) speaking to both students and parents/educators. Because of his adult-only presentations he has been asked to speak to businesses and has created a presentation targeted to corporate social responsibility. The Social Networking Safety Presentation focuses on the responsibility of the employee as it relates to their activities online. Although accounts such as Facebook and others are created on a personal level (outside of work), the employee's conduct online must be placed at the forefront of responsibility. It is an attitude adjustment that once digested allows for a safer and more secure online experience, with little risk to the employee and their future.

### **Provincial Update 10:15am – 11:30am**

(Elm & Oak Room)

*Presented by DMA & Department of Justice*

Come hear an update from DMA and the Department of Justice. The Department of Justice will be discussing the new legislation around accessibility. Municipality's will be required to follow the new legislation. The Department of Justice will discuss what is required, and what you can do to prepare for this legislation change.

### **Grand Prize Draw 11:30am**

(Elm & Oak Room)

*Must be in attendance to win*

# REGISTRATION DETAILS

## Conference Registration

To register for the 2017 AMANS Fall Conference please use the below link

<https://www.civicinfo.bc.ca/event/2017/AMA-Fall>

**Refund Policy:** The deadline to cancel your registration is Friday September 8<sup>th</sup>, at 12:00 AST. There will be no refunds given after this date, although substitutions will be allowed. Cancellations must be received in writing prior to September 8<sup>th</sup> for a full refund.

## Registering at the Conference

Registration for the Fall Conference will be in the Lower Lobby of the Holiday Inn.

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*Tuesday September 26<sup>th</sup>: 7:00pm – 10:00pm*  
*Wednesday September 27<sup>th</sup>: 8:00am – 10:00am*  
*Thursday September 28<sup>th</sup>: 8:00am – 9:00am*

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<p><u>Early Bird Rates</u> Member: \$400 Non-Member: \$510 <b>Deadline for Early Bird is September 9<sup>th</sup></b></p>
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<p><u>Regular Rates</u> Member: \$500 Non-Member: \$610</p>
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## EARLY BIRD DRAWS

If your municipality is interested in donating some Early Bird Prizes please email [ajeffs@amans.ca](mailto:ajeffs@amans.ca). Early Bird Prizes will be collected at the Registration desk. Make sure your municipality's name is on the items, so we can properly recognize them.

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## ACCOMMODATIONS

The conference will take place at the Holiday Inn, in Truro. We have a block of rooms set aside for a rate of \$115 / night, which includes breakfast. You can call and reserve your room at the Holiday Inn at (902) 895-1651. You can also [use this link](#) by selecting the dates of September 26<sup>th</sup> – 29<sup>th</sup>.

For overflow, we have rooms available at the Comfort Inn, please call (902) 893-0330 and reference the Association of Municipal Administrators, Nova Scotia.



# Holiday Inn

10-02-17

Municipality of Richmond 2357 Hwy 206, PO Box 120 Arichat NS B0E 1A0 Canada Boudreau, Yvonne	Folio No. : 137046 A/R Number : 85 Group Code : AOM Company : Municipality of Richmond Membership No. : Invoice No. : 12023	Room No. : 131 Arrival : 09-26-17 Departure : 09-29-17 Conf. No. : 64660290 Rate Code : Page No. : 1 of 1
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Date	Description	Charges	Credits
09-26-17	Package Rate	115.00	
09-26-17	HST Tax	16.50	
09-27-17	Package Rate	115.00	
09-27-17	HST Tax	16.50	
09-28-17	Package Rate	115.00	
09-28-17	HST Tax	16.50	
<b>Total</b>		<b>394.50</b>	<b>0.00</b>
<b>Balance</b>		<b>394.50</b>	

**Guest Signature:** \_\_\_\_\_

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges: If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Goods Rec'd. Date	Oct 4 2017	Initial	AM
Prices Checked			
Add. & Ext. Checked			
Approval for Payment			HST 3
Discount Date			
Paid by Cheque No.			
Distribution: Acc't. No.	0 212 2120 212130		

Holiday Inn Conference Centre Truro  
 437 Prince Street  
 Truro, NS B2N 1E6  
 Telephone: (902) 895-1651 Fax: (902) 893-9455  
 HST # 863776738RT0005

**Association of Municipal Administrators, Nova Scotia**

1809 Barrington Street  
 Suite 1304  
 Halifax, Nova Scotia B3J 3K8

**INVOICE**

Invoice No.: 6418  
 Date: 04/10/2017  
 Page: 1  
 Re: Order No.

**Sold to:**  
 Municipality of the County of Richmond

**Business No.:** 12473 1324 RT0001

Quantity	Description	Tax	Unit Price	Amount
2	Fall Conference Registrations (member, early bird)	H	400.00	800.00
	H - HST 15%			120.00
	HST			
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>Goods Rec'd. Date: <u>Oct 4 2017</u> Initial: <u>MM</u></p> <p>Prices Checked..... <u>A</u></p> <p>Add. &amp; Ext. Checked..... <u>A</u></p> <p>Approval for Payment..... <u>A</u> HST - 3</p> <p>Discount Date.....</p> <p>Paid by Cheque No.....</p> <p>Distribution: Acc't. No. <u>10 212 2120 212-130</u></p> </div>				
Shipped By: _____ Tracking Number: _____			<b>Total Amount</b>	920.00
Comment: Yvonne Boudreau, Jason Martell				
Sold By: _____				

SCHEDULE "B"



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

TRAVEL EXPENSE CLAIM		Rate <b>\$0.4289</b>
Name of Claimant:	Louis Digout	
Destination:	Port Hawkesbury	
Purpose of Travel:	Attend UNSM meeting	
Departure Date/Time:	Oct. 16, 2017 11:30am	
Return Date/Time:	OCT 16, 2017 3pm	
Approval to Travel		Date:

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): <span style="float: right;">87.00</span>	87.00					87.00
Total Cost of Mileage: <span style="float: right;">\$37.31</span>	\$37.31	\$0.00	\$0.00	\$0.00	\$0.00	\$37.31
Accommodation/Hotel Name: <i>(Indicate if Direct Bill or Provide Receipt)</i>						\$0.00
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
<b>Total Amount Being Claimed</b>	<b>\$37.31</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$37.31</b>

**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 MD N/A \_\_\_\_\_

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

Claimant Signature: Louis Digout

Date Submitted: Oct 18, 2017

Travel Approved by Supervisor: Brian Marchand

GL Code: \_\_\_\_\_

Goods Rec'd. Date.....	Initial.....	<u>MD</u>
Prices Checked.....		<u>0</u>
Add. & Ext. Checked.....		<u>0</u>
Approval for Payment.....	<u>1573</u>	<u>0</u>
Discount Date.....		
Paid by Cheque No.....		
Distribution: Acc't. No.....	<u>10 212 2120 212130</u>	

**TO:** Mayors/Wardens, Councillors, All Units,  
**CC:** Chief Administrative Officers/Clerk-Treasurers, All Units  
**FR:** Lyle Goldberg, Manager, Member Relations  
**RE:** CANNABIS CONSULTATIONS

We've been asked by the Department of Municipal Affairs to forward the e-mail below to the UNSM Membership:

Recreational, or non-medical, cannabis is expected to be legal in Canada by July 2018. The federal government plans to pass legislation that sets a framework for legalizing recreational cannabis. Within this federal framework, provinces and territories must make their own rules and regulations for sale, possession and use.

Nova Scotia is working hard to get ready and to ensure our provincial policies and laws strike a balance between making this product legal and protecting the health and safety of Nova Scotians, especially children and youth.

The Province of Nova Scotia has launched a public consultation so Nova Scotians can have their say. This is a significant change for Canadians – and for our province. As we develop rules and regulations for Nova Scotia, it is important we hear from everyone.

The Department of Municipal Affairs understands and appreciates that this change will impact municipalities and we want to hold several regional workshops specific to municipalities to have open and candid conversations on this topic.

At this point, the Province does not have all the answers, but we will share as much information as we can and get your input in specific areas related to:

- Setting the legal age for sale, possession and use of cannabis at 19 years;
- Managing the sale through a provincially controlled entity, like the Nova Scotia Liquor Corporation;
- Establishing penalties for drug-impaired driving; and
- Limiting places recreational cannabis can be used.

In addition, we will be looking to gather any additional concerns, questions, and suggestions for further consideration.

To that end, we would like to invite you to attend one of 4 sessions planned for the week of October 16<sup>th</sup>:

- The Port Hawkesbury Civic Center on October 16, from 12-3;
- The Truro Holiday Inn on October 17, from 12-3;
- The Old Orchard Inn in Kings County on October 18, from 6-9; and

- White Point on October 19, from 12-3.

Staff from DMA, Justice and the Nova Scotia Health Authority, among others will be on hand to answer questions, and listen to your thoughts and concerns.

To Register for this event, please respond to Kath Zanth by Thursday October 12<sup>th</sup>.

We look forward to your participation. Your feedback will help shape Nova Scotia's approach to the legalization of cannabis to ensure responsible use and a well-regulated market.

Ron Dauphinee  
Municipal Advisor  
Department of Municipal Affairs  
1505 Barrington Street, Halifax, 14<sup>th</sup> Floor  
Office 902-424-2093  
Cell 902-478-5640

**unsm**

Phone: (902) 423-8331

Fax: (902) 425-5592

[www.unsm.ca](http://www.unsm.ca)

**PLEASE NOTE: If you do not want to receive communications from UNSM, please e-mail Tracy Verbeke at [tverbeke@unsm.ca](mailto:tverbeke@unsm.ca), and you will be removed from the mailing list.**

SCHEDULE "B"



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

<b>TRAVEL EXPENSE CLAIM</b>		<b>Rate \$0.4289</b>
Name of Claimant:	Louis Digout	
Destination:	Port Hawkesbury/Pt Tupper/Louisdale	
Purpose of Travel:	Greenhouse Project & review 3 sites	
Departure Date/Time:	Sept. 26 10:15am	
Return Date/Time:	Sept. 26 4pm	
Approval to Travel <span style="float: right;">Date:</span>		

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): <span style="float: right;">91.00</span>	91.00					91.00
Total Cost of Mileage: <span style="float: right;">\$39.03</span>	\$39.03	\$0.00	\$0.00	\$0.00	\$0.00	\$39.03
Accommodation/Hotel Name: <i>(Indicate if Direct Bill or Provide Receipt)</i>						\$0.00
Meals: Breakfast \$20						\$0.00
Lunch \$25						\$0.00
Dinner \$30						\$0.00
Other Meals (Receipts Required)	\$41.00					\$41.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
<b>Total Amount Being Claimed</b>	<b>\$80.03</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$80.03</b>

**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 M N/A \_\_\_\_\_  
coffee, food for 5, following site visits (Receipt attached - 41.02)

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

Claimant Signature: Louis Digout

Date Submitted: Oct. 18, 2017

Travel Approved by Supervisor: Dorian Marchand

GL Code: \_\_\_\_\_

Goods Rec'd. Date.....	Initial.....	<u>A</u>
Prices Checked.....		<u>A</u>
Add. & Ext. Checked.....		<u>A</u>
Approval for Payment.....	<u>HST 3</u>	<u>A</u>
Discount Date.....		
Paid by Cheque No.....		
Distribution: Acc't. No. <u>10 212 2120 21219</u>		

YOUR RECEIPT  
THANK YOU  
CALL AGAIN

REG 09-26-2017 11:01:16  
016  
1

1 MEAL	T1	\$7.99
1 MEAL	T1	\$10.99
1 MEAL	T1	\$5.49
1 BEVERAGE	T1	\$3.50
1 BEVERAGE	T1	\$1.75

TA1	\$29.72
TX1	\$4.46

TL	\$34.18
ROUND	-0.01
DEBIT	\$41.02
CG	\$6.85

RJS GREEN LIGHT COUNTR  
24 GRANDIQUE FERRY RD  
LOUISDALE, NS B0E 1V0

Merchant ID: 00000005561574  
Term ID: 09771162  
25460980014

### Purchase

VISA CREDIT

XXXXXXXXXXXX0904

AID: A0000000031010

Entry Method: Chip

Batch#: 000312

09/26/17

15:49:36

Ref#: 00062812485

Inv #: 007030 Appr Code: 00744F

Amount: \$ 34.18

Tip: \$ 6.84

Total: \$ 41.02

Customer Copy













SCHEDULE "B"



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

**TRAVEL EXPENSE CLAIM** Rate **\$0.4289**

Name of Claimant:	Carla Martell
Destination:	Halifax - 1496 Hollis Street
Purpose of Travel:	AMANS Municipal Website Venture Event
Departure Date/Time:	October 19th / noon
Return Date/Time:	October 20th / 7:30pm

Approval to Travel Chris Bourdeau Date: Oct 18 / 17

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): <span style="float: right;">636.00</span>	318.00	318.00				636.00
Total Cost of Mileage: <span style="float: right;">\$272.78</span>	\$136.39	\$136.39	\$0.00	\$0.00	\$0.00	\$272.78
Accommodation/Hotel Name: Prince George (Direct Bill) <small>(Indicate if Direct Bill or Provide Receipt)</small>						\$0.00
Meals: Breakfast \$20		20				20
Lunch \$25						\$0.00
Dinner \$30	30	30				60.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)	10					10.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
<b>Total Amount Being Claimed</b>	<u>176.39</u>	<u>186.39</u>	\$0.00	\$0.00	\$0.00	<u>362.78</u>

**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%

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

All claims are to be submitted not later than 30 days after return.

Claimant Signature: CMartell

Date: Oct 30/17

Travel Approved by Supervisor: Chris Bourdeau

GL Code: 10-242-3570-242110

Goods Rec'd. Date.....	Initial.....	<u>A</u>
Prices Checked.....		<u>A</u>
Add. & Ext. Checked.....		<u>A</u>
Approval for Payment.....		<u>A</u>
Discount Date.....		
Paid by Cheque No.....		
Distribution: Acc't. No. <u>10-242-3070-242</u>		<u>11</u>

## Municipal Website Venture Workshop

### Agenda

October 20<sup>th</sup>, Four Points Sheraton

Cost: Free for Partners | \$45 for Non-Partners

*We are delighted that Mark Peck, Department of Municipal Affairs is joining us to moderate and facilitate this session*

9:00am – **Welcome - Setting the Stage: How did the MWV get started?**

9:20 am – **Website Content Workshop: Part I**

**Emily Amos**, Emily Amos is a content strategist and web writer, WordSavvy

<http://www.wordsavvy.ca/>

During this workshop, we'll develop a clear understanding of the various audience groups that use your website. To do this, we'll create a persona to represent each of your primary audience groups (and maybe a few secondary groups). A persona is a fictional character created to represent a group of people. When creating these fictional characters, we'll consider things like age, occupation, family status, educational background, literacy level, computer literacy, and more . Once we know who we're talking to, then we'll figure out what each audience group is coming to the website to accomplish. Are they looking for a piece of information? Do they need to download something? Do they want to sign up for something? We'll pull together a list of the top 5 tasks that each audience group is coming to the website to accomplish. After the session is complete, Emily will take the personas and top tasks you've created and put them in a PDF that you can use for future reference when working on your sites.

**Note: Part 2: Web writing and editing will be held on December 7th** and will delve deeper on how people read on the web, understanding and writing for your target audience, helping the audience accomplish their top tasks, web writing best practices.

10:30 a.m. – Morning Break

10:45 a.m. **Persona Development and Top Tasks continued**

12:00 Lunch

12:45 -2:30 p.m. **Moving Forward– A Facilitated Discussion**

Following a brief presentation on how the use technology is changing the municipal world facilitated discussions will take place on the following topics:

- How are municipalities evolving with changing citizen expectations?
- What is the continued role of the MWV?
- How does it stay relevant?
- Should there be consistency with respect what information is on municipal websites?

- Posting of municipal expenses? Should there be a standard location/format?
- Is there an initiative/App that you would like to have but don't?
- We'll look at some interesting examples of new features that some Nova Scotia municipalities have launched.

2:30 – 3:00 pm – Accessibility Legislation and public websites

3:00pm – Wrap up and Adjourn

**Questions for participants – to be emailed to Andrea [ajeffer@amans.ca](mailto:ajeffer@amans.ca) by October 18<sup>th</sup> 2017**

1. What are the main challenges you face with your website?
2. What would you like to improve on your site?
3. Who are the different groups of people who use your site?
4. What are the top tasks that each group comes to your site to accomplish?
5. What are the top 10 to 20 questions people ask when they call your municipality?
6. Is there anything in particular you'd like me to cover during the workshop?



The Prince George Hotel  
HALIFAX

MUN. OF RICHMOND COUNTY  
ATTN: MS. YVONNE BOUDREAU  
PO BOX 120  
ARICHAT, NS B0E 1A0  
Canada

Room No. : 408  
Arrival : 10-19-17  
Departure : 10-20-17  
Folio No. : 135312  
Invoice No. : 8909  
Cashier No. : 232  
Conf. No. : 664305

**Martell, Carla**  
Company Name: Municipalities of Nova Scotia  
Group Name:  
AR No.: 0538

Date	Description	Charges	Credits
10-19-17	Room Charge	172.00	
10-19-17	HRM Room Levy	3.44	
10-19-17	HST Room	26.32	
10-19-17	Guest Self Parking	22.00	
10-19-17	HST Parking	3.30	

<b>Total Charges</b>	227.06	
<b>Total Credits</b>		0.00

GST Tax Total: \$

**Balance**

**227.06**

*Oct 30 - 17*

Goods Rec'd. Date.....	<i>Oct 30 - 17</i>	Initial.....	<i>MA</i>
Prices Checked.....			
Add. & Ext. Checked.....			
Approval for Payment.....			
Discount Date.....			
Paid by Cheque No.....			
Distribution: Acc't. No.....	<i>10 242 3020 24210</i>		

*HST 3*

SCHEDULE "B"



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

**TRAVEL EXPENSE CLAIM** Rate **\$0.4289**

Name of Claimant:	JASON MARTELL
Destination:	HALIFAX, NS
Purpose of Travel:	UNSM HEALTH BENEFITS COMMITTEE ANNUAL MEETING - MORNEAU SHEPELL
Departure Date/Time:	WEDNESDAY, OCTOBER 11TH, 2017 - 2PM
Return Date/Time:	THURSDAY, OCTOBER 12TH, 2017 - 9PM

Approval to Travel *See attached* Date: *9/22/17.*

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): <b>637.60</b>	318.80	318.80				637.60
Total Cost of Mileage: <b>\$273.47</b>	\$136.73	\$136.73	\$0.00	\$0.00	\$0.00	\$273.47
Accommodation/Hotel Name: <i>(Indicate if Direct Bill or Provide Receipt)</i>						\$0.00
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
<b>Total Amount Being Claimed</b>	<b>\$146.73</b>	<b>\$186.73</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$333.47</b>

**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 JK N/A \_\_\_\_\_

All claims are to be submitted not later than 30 days after return.

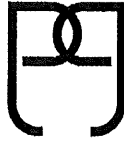
Claimant Signature: *Jason Martell*

Date: *10/16/17.*

Travel Approved by Supervisor: *Admin D. Gault*

GL Code: \_\_\_\_\_

Goods Rec'd. Date.....	Initial.....	<i>A</i>
Prices Checked.....		<i>A</i>
Add. & Ext. Checked.....		<i>A</i>
Approval for Payment.....		<i>A</i>
Discount Date.....		
Paid by Cheque No.....		
Distribution: Acct. No. <i>10 212 2130 212130</i>		



The Prince George Hotel  
HALIFAX

MUN. OF RICHMOND COUNTY  
ATTN: MS. YVONNE BOUDREAU  
PO BOX 120  
ARICHAT, NS B0E 1A0  
Canada

Room No. : 521  
Arrival : 10-11-17  
Departure : 10-12-17  
Folio No. : 134432  
Cashier No. : 194  
Conf. No. : 664243

Date	Description	Charges	Credits
10-11-17	Room Charge - <i>Jason Martell</i>	172.00	
10-11-17	HRM Room Levy	3.44	
10-11-17	HST Room	26.32	
10-11-17	Guest Self Parking	22.00	
10-11-17	HST Parking	3.30	
			227.06
<b>Total Charges</b>		<b>227.06</b>	
<b>Total Credits</b>			

Guest Signature: \_\_\_\_\_

Page No. 1 of 1

Goods Rec'd. Date.....	<i>01/30/17</i>	Initial.....	<i>MM</i>
Prices Checked.....			
Add. & Ext. Checked.....			
Approval for Payment.....			<i>HST 3</i>
Discount Date.....			
Paid by Cheque No.....			
Distribution: Acc't. No.....	<i>10 212 2120 21130</i>		

43427

SCHEDULE "B"



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

TRAVEL EXPENSE CLAIM Rate \$0.4289

Name of Claimant: JASON MARTELL
Destination: TRURO, NS
Purpose of Travel: AMA FALL CONFERENCE
Departure Date/Time: TUESDAY, SEPTEMBER 26TH, 2017 - 8 AM
Return Date/Time: FRIDAY, SEPTEMBER 29TH, 2017 - 5PM

Approval to Travel See attached. Date:

Table with 7 columns: Description, Day 1, Day 2, Day 3, Day 4, Day 5, Total. Rows include Total Mileage, Total Cost of Mileage, Accomodation/Hotel Name, Meals (Breakfast, Lunch, Dinner), Other Meals, Incidentals, Taxi/Parking/Tolls, and Total Amount Being Claimed (\$361.06).

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 JK N/A

All claims are to be submitted not later than 30 days after return. Claimant Signature: Jason Martell, Date: 10/5/17, Travel Approved by Supervisor: Louis Diquet, GL Code:

Goods Rec'd. Date.....Initial..... P
Prices Checked..... P
Add. & Ext. Checked..... JK P
Approval for Payment..... JK P
Discount Date.....
Paid by Cheque No..... 10212 2100 2/2130
Distribution: Acc't. No.....



MUNICIPALITY OF THE COUNTY OF RICHMOND  
TRAVEL EXPENSE CLAIM

Name of Claimant:	JASON MARTELL
Destination:	TRURO, NS
Purpose of Travel:	AMA FALL CONFERENCE
Departure Date/Time:	TUESDAY, SEPTEMBER 26TH, 2017 - 8AM
Return Date/Time:	FRIDAY, SEPTEMBER 29TH, 2017 - 5PM
Approval to Travel	<input checked="" type="checkbox"/> <i>Kevin D'Agostino</i> Date: <input checked="" type="checkbox"/> <i>Sept 22, 2017</i>

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Mileage: # of Km	0	0	0	0	0	0
Accommodation: Hotel Name: <i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast \$20						0
Lunch \$25						0
Dinner \$30						0
Other Meals (Receipts Required)						0
Incidentals (\$10 per overnight stay)						0
Taxi/Parking/Tolls (Receipts Required)						0
Total Amount Being Claimed						\$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 30 days after return.

Claimant Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Travel Approved by Supervisor: \_\_\_\_\_  
 GL Code: \_\_\_\_\_ HST Code: \_\_\_\_\_

**Municipal Finance Officer Session**  
**AMA Fall Session – September 26<sup>th</sup>**

Truro Holiday Inn

<b>Time:</b>	<b>Topic</b>	<b>Presenter</b>
11:00 – 11:30	<b>Update on the Financial Condition Indicator (FCI) 5 Year Review</b>	Kathy Cox-Brown Director of Municipal Finance and Operating Grants   DMA
11:30 – 12:00	<b>Navigating the New FIR &amp; SOE forms</b>	Bongsun Cho-MacDonald Financial Analyst   DMA
12:00 – 1:00	Lunch sponsored by Municipal Finance Corporation	
1:00 – 3:00	<b>Fierce Communication</b>  <i>To help with difficult conversations, attendees will learn to ignite productive dialog that resolves tough challenges and enriches relationships.</i>	Harriette Schumacher   Big Leap Leadership
3:00 – 3:15	Break	
3:15 – 4:00	<b>Municipal Finance Corporation Update</b>	Bob Audoux Manager Financial Services   MFC

# It's a New World: Catching Up to the Future



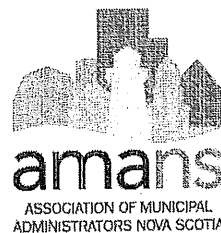
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*Hosted by the Colchester, East Hants & Pictou  
Regions*

## AMANS Fall Conference 2017

### Promotional Program

At the Holiday Inn, in Truro NS



# Tentative Conference Schedule

Time	Tuesday September 26th	Wednesday September 27th	Thursday September 28th	Friday September 29th
7:00 AM		Morning Fun Run	Morning Coffee Walk to Novel Tea	
8:00 AM		Early Bird Draws	Early Bird Draws	Early Bird Draws
8:15 AM		Opening Ceremonies		
8:30 AM			Tim Merry	Social Networking Safety with Paul Davis
9:00 AM		The Power of Perception with Warren MacDonald	Refreshment Break	Refreshment Break
9:30 AM			The Case of Sharing Economy	Provincial Update
10:00 AM		Refreshment Break		
10:15 AM			AMA AGM & Updates	Grand Prize Draw
10:30 AM		Navigating the New Waters		
10:45 AM			Lunch	
11:00 AM				
11:15 AM				
11:30 AM				
12:00 PM		Lunch		
12:15 PM				
12:30 PM				
1:00 PM				
1:15 PM				
1:30 PM	MFO Session	The New Legal Realities for Municipalities	Occupational Health & Safety – Culture, Climate and IRS	
1:45 PM				
2:00 PM		Managing Substance Abuse in the Workplace	Ransomware, Fraud and Security	Contract Management
2:30 PM			Refreshment Break	Refreshment Break
2:45 PM				
3:00 PM				
3:15 PM				
3:30 PM				
4:00 PM	CAO Session	Coping & Resiliency in the Workplace	Diversity and Inclusion in your Community	
4:15 PM		Exhibitor Viewing (Lower Lobby)		
4:30 PM		Reception (Maple & Aspen)		
5:00 PM				
5:30 PM			President's Reception	
6:00 PM		Offsite Activity at the Farmer's Market	President's Banquet	
6:30 PM				
7:00 PM				
7:30 PM				
8:00 PM	Registration (Holiday Inn)			
8:30 PM	Opening Reception (Marigold)			
9:30 PM				
10:30 PM				
			Hospitality Suite	

## Pre Conference Day Tuesday September 26<sup>th</sup>

**MFO Session 11:00am – 4:30pm**  
(Maple/Aspen Room)  
*Please register for this session prior to attending*

**CAO Session 3:00pm – 5:00pm**  
(Birch Room)

**Registration 7:00pm – 10:00pm**  
(Upper Lobby of Holiday Inn)

**Opening Reception 7:00pm – 10:00pm**  
(Marigold Cultural Centre)

Join your municipal colleagues for a sampling of food, drinks and live music provided by a local vendor. The Marigold Cultural Centre a short 5 min walk from the Holiday Inn.



is

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## Conference Day 1 Wednesday September 27<sup>th</sup>

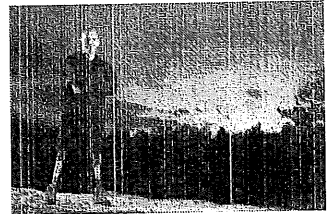
**Early Bird Draws 8:00am – 8:15am**  
(Lower Level of Conference Centre)  
*If you have early bird prizes to give away please email [ajeffer@amans.ca](mailto:ajeffer@amans.ca)*

**Opening Ceremonies 8:15am – 9:00am**  
(Elm & Oak Room)

At our Opening Ceremonies, there will be a smudging ceremony from the Mi' kmaq community and a toasting of libation from the African community group. The new Minister of Department of Municipal Affairs will also bring remarks.

**The Power of Perception 9:00am – 10:30am**  
(Elm & Oak Room)  
*Presented by Warren Macdonald*

How do we begin to shift our perception on change? If we can't see where it is we need to go, what are our chances of getting there? If your team can't see where you're going, what are the chances they will get on board? In navigating change, and overcoming the challenges that come with it, we need to address the foundation; the root cause of why we often get stuck or disengaged and that is how we perceive change in the first place.



In this inspirational keynote session, we are joined by Warren Macdonald, who is dedicated to shifting the world's perception. Warren's life boundaries were redefined in April 1997 when a freak-accident, in Australia, required him to undergo the amputation of both legs at mid-thigh. This keynote is designed for you to hit the *reset* on how your team sees their role in your municipality. The key takeaways of this presentation will include: understanding the right mindset, how perception is the most important factor in limiting or improving our performance, and specific techniques to help break through the barriers that limit us.

**Navigating the New Waters**  
11:00am – 12:00pm  
(Elm & Oak Room)

Does it sometimes feel like you are working in a fishbowl? Is the public eye constantly watching you? As citizens become more and more engaged in their communities, there is also a growing interest in what municipal elected officials and staff are doing. This is coupled with an increased expectation for more accountability and transparency. How do we work effectively while balancing the new demands of citizens for open



transparent government? How do we ensure we are doing what are both legally and morally right? This session will discuss these new citizen expectations and how we can navigate in these new waters.

### **New Legal Realities for Municipalities**

1:00pm – 2:00pm

(Elm & Oak Room)

*Presented by Marc Dunning, Wickwire Holm and Charles Thompson, Burchell MacDougall*

The legal realities for municipalities are changing as our communities grow and the needs of our citizens' change. Legal issues such as enforcing by-law convictions and dealing with defunct societies are just some of the recent trends municipalities are facing. You may find it difficult in your municipality to deal with persons convicted of by-law offenses who refuse to pay the fine; or perhaps there is a playground owned by a local society that could benefit the municipality, but the society is becoming defunct. In this presentation, we will explore these new legal realities for municipalities using case examples. These examples will explore what happened, how it worked, and what options are available to your municipality.

### **Managing Substance Abuse in the Workplace**

2:00pm – 3:00pm

(Elm & Oak Room)

*Presented by: Nadine Wentzell, Workplace Drug & Alcohol Consultant*

All employers want a healthy and safe workplace. Safety at work can be negatively impacted by many factors, not the least of which is substance abuse. While 10% of the population self-identifies as having an active addiction, the reality of use is much higher and presents a real and present concern in the workplace. With the availability of cannabis for medical purposes and with legalization of marijuana legislation around the corner, employers need to ensure proper policies and programs are in place to address workplace health and safety concerns. In this workshop Nadine will

identify key areas integral to addressing the critical issues of managing substance use and abuse in the workplace. We will cover key areas such as: integral role of custom policy, employer rights and responsibilities and the duty to accommodate. You will leave this session understanding the key elements required to address substance use and abuse in the workplace.

### **Coping & Resiliency in the Workplace**

3:15pm – 4:15pm

(Elm & Oak Room)

*Presented by Deirdre Kazi, Morneau Shepell Partner*



Having strong coping skills and resilience to challenges in the workplace allow people to manage stress better. Often, we are bogged down in work and it is difficult to recognize when we are stressed and pull ourselves back. With self-awareness and practice we can strengthen our coping skills and resilience when facing challenges. In this workshop, you will learn the connection between stress, resiliency and coping. You will learn how to recognize the different types of stress we face and how they impact your total health. This workshop will provide real life examples on coping and how to build your resiliency. Most importantly, this workshop will provide you with resources available for support to cope with the growing pressures you may be facing.

### **Reception 4:15pm – 6:00pm**

(Maple & Aspen Room)

*Sponsored by Frank Cowan Company*

There will be a reception prior to going to the dinner at the Farmer's Market. Join us for some appetizers and music while mingling with your municipal colleagues.

### **Dinner at the Farmer's Market**

6:00pm – 8:30pm

(Truro's local Farmer's Market)



*Included with your registration*

Join your municipal colleagues for an event at the local farmer's market. There will be samples of food and drinks from local vendors.

## Conference Day 2

Thursday September 28<sup>th</sup>

### **Early Bird Draws 8:00am – 8:30am**

(Lower Level of Conference Centre)

*If you have early bird prizes to give away please email [ajeffer@amans.ca](mailto:ajeffer@amans.ca)*

### **What Does It Take to Make Change Happen?**

8:30am – 10:00am

(Elm & Oak Room)

*Presented by Tim Merry*

What does it take to make change happen? More importantly, how do we lay foundations now, for the future, to manage demise? In this interactive session, expert facilitator Tim Merry will explore these questions. Come learn about a change model, The Two Loops Theory, and explore what people have done to make change happen. You will leave knowing what your role is in the face of change, how to get there.

### **How to Attract, Develop and Retain High Performing Talent in Municipal Government**

10:15am – 11:15am

Concurrent Session (Elm & Oak Room)

*Presented by Gerry Walsh*

Many municipalities struggle with poor hiring practices, outdated job descriptions and irregular performance reviews. As a result, they feel the pain of an unmotivated, disengaged workforce and have difficulty attracting and keeping high-performing employees. In this workshop, you will learn methods to identify, interview and select the best employees. You will learn how to establish clear performance goals and expectations, and ways to build individual career development plans for high potential employees. Come learn how to give

honest and specific feedback and understand how letting employees fail in a great way encourages innovative thinking. In this workshop, you'll leave knowing how to design your organization so that young people will see it as a great place to work.

### **The Case of Sharing Economy**

10:15am – 11:15am

Concurrent Session (Birch & Aspen Room)

*Presented by: Fred Morley, Chief Economist with Tourism Nova Scotia*

Occasionally new and disruptive technologies emerge that overturn the economic apple cart creating big opportunities and big challenges. Platform-based companies like Uber and AirBnB have become the fastest growing tech companies in the world by giving consumers exactly what they want, providing it faster, cheaper and in some cases, better. The pace of growth of these *sharing economy* platforms, their ubiquitous nature, and the unflinching support of consumers have made local regulation less and less relevant. This presentation will explore where pressures on government are emerging, how the rules have changed, where best practices are emerging and what's next for local governments in time of disruption.

### **AMA Updates and AGM 11:15am – 12:15pm**

(Elm & Oak Room)

Come learn what your Association has been working on, and join us for the Annual General Meeting.

### **Occupational Health & Safety – Culture, Climate and IRS 1:15pm – 2:00pm**

(Elm & Oak Room)

*Presented by Joe Treen, CRSP, HSP, and CHSC*

Occupational Health and Safety in the workplace is more than a three-ring binder full of safe work procedures. The terminology "Safe Culture", or "climate" is thrown around more and more. In fact,

you will see it listed as a primary root cause in recent major events, including Deep Water Horizon and Lac Magantic disasters. These simply are not things you develop and implement, rather something that is matured through commitment and perseverance. Safety excellence requires a cultural shift and throughout this presentation you will learn the difference between culture and climate. You will know how the principal of Internal Responsibility System (IRS) plays a critical role in climate within the workplace and learn the do's and don'ts of building a safe workplace climate.

### **Ransomware, Fraud & Security**

2:00pm – 3:00pm

Concurrent Session (Elm & Oak Room)

*Presented by Jay Redmond, IT Director Town of Truro; John Pelley, Senior Manager Scotiabank; and Darryl Wilson, Senior Account Executive, Arthur J Gallagher*

A fast-growing menace can take your computer hostage wiping your critical files, and many are not prepared to defend themselves against such an attack. Incidents of ransomware have grown astronomically and the amounts demanded are on the upswing too. Municipalities are at risk of deception for unlawful gain. In this panel discussion, we will explore the pressures your municipality faces from ransomware and fraud, and what options are available if your municipality has become subject to an attack. This session will look at the risks associated with your options. It will discuss the precautions to take now to protect your municipality from financial loss and exposure, which are just a few of the many consequences of ransomware and fraud.



### **Contract Management**

2:00pm – 3:00pm

Concurrent Session (Birch & Aspen Room)

*Presented by: Stephen Terry, HRM*

Municipalities are feeling the increased pressure from their councils to reduce costs and improve financial and operational performance. It can be difficult when awarding a contract to ensure they are satisfying your compliance. Contract management is required to monitor and manage all risks and opportunities over the lifetime of the project. In this presentation we'll explore the life cycle of contract management. Many projects require and on-going review and relationship management. You will learn the foundations for successful and effective contract management. We will explore the contract management from start to finish providing essential tools to have while managing your contracts.

### **Inclusion and Awareness in your Community**

3:15pm – 4:15pm

(Elm & Oak Room)

Municipality's and their leaders can do more to be inclusive and aware of their employees and community members needs. Come hear about what projects other municipalities are working on to make their workplace and community more inclusive. Topics around policy, accessibility and poverty will be explored.



### **President's Reception & Banquet**

6:00pm – 9:00pm

Join us for the Banquet to celebrate your municipal colleagues on their years of long-service. The reception will begin at 6:00pm in the lower lobby of the conference centre, with the dinner beginning at 6:30pm.

### **After Banquet Reception 9:00pm**

(Birch & Aspen Room)

*Sponsored by Thinkdox*

Join us for some live music during our after-banquet reception.

# Conference Day 3

## FRIDAY SEPTEMBER 29<sup>th</sup>

### **Early Bird Draws 8:00am – 8:30am**

(Lower Level of Conference Centre)

*If you have early bird prizes to give away please email [gjeffs@amans.ca](mailto:gjeffs@amans.ca)*

### **Social Networking Safety 8:30am – 10:00am**

(Elm & Oak Room)

*Presented by Paul Davis*

Paul Davis's focus has always been with schools (grade school and high school) speaking to both students and parents/educators. Because of his adult-only presentations he has been asked to speak to businesses and has created a presentation targeted to corporate social responsibility. The Social Networking Safety Presentation focuses on the responsibility of the employee as it relates to their activities online. Although accounts such as Facebook and others are created on a personal level (outside of work), the employee's conduct online must be placed at the forefront of responsibility. It is an attitude adjustment that once digested allows for a safer and more secure online experience, with little risk to the employee and their future.

### **Provincial Update 10:15am – 11:15am**

(Elm & Oak Room)

*Presented by Department of Municipal Affairs*

Come hear from the Province on topics such as: JMAT, Marijuana Legalization and Infrastructure Programs. It will discuss the Asset Management pilot project and Grants and Funding. Come see the organizational chart for the new changes.

### **Grand Prize Draw 11:15am**

(Elm & Oak Room)

*Sponsored by Frank Cowan & Company*

Must be in attendance to win.

# REGISTRATION DETAILS

## Conference Registration

To register for the 2017 AMANS Fall Conference please use the below link

<https://www.civicinfo.bc.ca/event/2017/AMA-Fall>

**Refund Policy:** The deadline to cancel your registration is Friday September 8<sup>th</sup>, at 12:00 AST. There will be no refunds given after this date, although substitutions will be allowed. Cancellations must be received in writing prior to September 8<sup>th</sup> for a full refund.

<b>Early Bird Rates</b> Member: \$400 Non-Member: \$510 Deadline for Early Bird is September 9 <sup>th</sup>
<b>Regular Rates</b> Member: \$500 Non-Member: \$610

## Registering at the Conference

Registration for the Fall Conference will be in the Lower Lobby of the Holiday Inn.

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Tuesday September 26<sup>th</sup>: 7:00pm – 10:00pm

Wednesday September 27<sup>th</sup>: 8:00am – 10:00am

Thursday September 28<sup>th</sup>: 8:00am – 9:00am

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## Early bird draws

If your municipality is interested in donating some Early Bird Prizes please email [ajeiffs@amans.ca](mailto:ajeiffs@amans.ca). Early Bird Prizes will be collected at the Registration desk. Make sure your municipality's name is on the items, so we can properly recognize them.

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## ACCOMODATIONS

The conference will take place at the Holiday Inn, in Truro. We have a block of rooms set aside for a rate of \$115 / night, which includes breakfast. You can call and reserve your room at the Holiday Inn at (902) 895-1651. You can also [use this link](#) by selecting the dates of September 26<sup>th</sup> – 29<sup>th</sup>.

For overflow, we have rooms available at the Comfort Inn, please call (902) 893-0330 and reference the Association of Municipal Administrators, Nova Scotia.



ARICHAT, NS TO HOLIDAY INN, TRURO, NS



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About 1,630 results (1.08 seconds)

### Holiday Inn® Truro - Free internet in every room - holidayinn.com

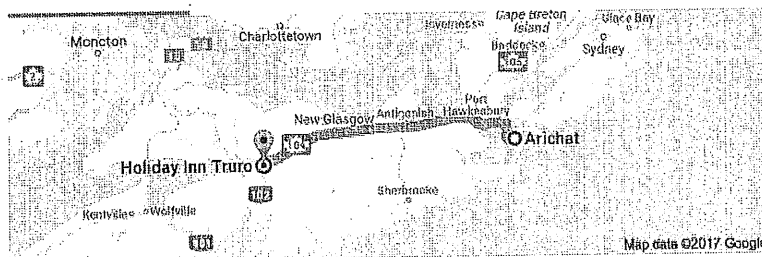
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Arichat, Nova Scotia

Holiday Inn Truro, 437 Prince St, Truro, NS B2N 1E6



2 h 26 min (216.9 km) via Trans-Canada Hwy/NS-104

[Directions](#)

### Holiday Inn Truro Hotel by IHG

<https://www.ihg.com> > Home > Holiday Inn® > Truro Hotels

Rating: 4.5 - 652 reviews

Experience our warm, East Coast hospitality the moment you arrive at the Holiday Inn Hotel & Conference Centre in Truro, Nova Scotia. Conveniently located in ...

Total Number of Rooms: 114 Number of Floors: 4

Number of Suites: 3

Missing: arichat

### Holiday Inn Truro: 2017 Pictures, Reviews, Prices & Deals | Expedia.ca

<https://www.expedia.ca> > ... > New Glasgow Hotels > Photos > Rooms > Amenities

Rating: 4.1 - 373 reviews

Results 1 - 10 of 374 - Book the Holiday Inn Truro - Situated in the business district, this eco-friendly hotel is within a 10-minute ... 437 Prince St Truro NS B2N1E6 ...

Missing: arichat

### Hotels in Arichat NS | YellowPages.ca™

<https://www.yellowpages.ca> > Travel & Lodging > Lodging > Hotels

Locate and compare Hotels in Arichat NS, Yellow Pages Local Listings. ... NB · Percé, QC · Sackville Parish, NB · Saint John, NB · Summerside, PE · Sydney, NS · Truro, NS · West Royalty, PE ... L'Auberge Acadienne Inn in Arichat is located in the most historical ..... Holiday Inn Sydney - Waterfront - Hotels - 1-877-654-0228.

### #152 - Holiday Inn, Sydney, NS - Archives Catalogue and Online ...

[findingaids.library.dal.ca/152-holiday-inn-sydney-nb](http://findingaids.library.dal.ca/152-holiday-inn-sydney-nb)

File MS-4-86, Box 110, Folder 4 - #152 - Holiday Inn, Sydney, NS ... File #211 - Nova Scotia Teachers College, Boiler Piping and Controls, Truro, NS · File #216 ...

### Hotels à Arichat NS | PagesJaunes.ca(MC)

[www.pagesjaunes.ca](http://www.pagesjaunes.ca) > Voyages et Logement > Logement > Hôtels

Sous la rubrique Hôtels à Arichat NS, des Pages Jaunes, découvrez et comparez rapidement les ... Holiday Inn Sydney - Waterfront - Hôtels - 1-877-654-0228.

### Line Cook Jobs in Nova Scotia | Indeed.com

<https://ca.indeed.com/Line-Cook-jobs-in-Nova-Scotia>

Jobs 1 - 10 of 80 - 80 Line Cook Job vacancies available in Nova Scotia on Indeed ... Line Cooks, and Prep Cook at our hotels "Holiday Inn & Suites. ... Thai Express is looking for friendly and



# Holiday Inn

10-02-17

<b>Municipality of Richmond</b> 2357 Hwy 206, PO Box 120 Arichat NS B0E 1A0 Canada	Folio No. : 137095 A/R Number : 85 Group Code : AOM Company : Municipality of Richmond Membership No. : Invoice No. : 12031	Room No. : 123 Arrival : 09-26-17 Departure : 09-29-17 Conf. No. : 64679060 Rate Code : Page No. : 1 of 1
Martell, Jason		

Date	Description	Charges	Credits
09-26-17	Package Rate	115.00	
09-26-17	HST Tax	16.50	
09-27-17	Package Rate	115.00	
09-27-17	HST Tax	16.50	
09-28-17	Package Rate	115.00	
09-28-17	HST Tax	16.50	
<b>Total</b>		<b>394.50</b>	<b>0.00</b>
<b>Balance</b>		<b>394.50</b>	

**Guest Signature:** \_\_\_\_\_

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Goods Rec'd. Date	Oct 4, 2017	Initial	MM
Prices Checked	.....		
Add. & Ext. Checked	.....		
Approval for Payment	.....		
Discount Date	.....		
Paid by Cheque No.	.....		
Distribution: Acc't. No.	.....		

Holiday Inn Conference Centre Truro  
437 Prince Street  
Truro, NS B2N 1E6  
Telephone: (902) 895-1651 Fax: (902) 893-9455  
HST # 863776738RT0005

**Association of Municipal Administrators, Nova Scotia**

1809 Barrington Street  
 Suite 1304  
 Halifax, Nova Scotia B3J 3K8

**INVOICE**

Invoice No.: 6418  
 Date: 04/10/2017

Page: 1  
 Re: Order No.

**Sold to:**  
 Municipality of the County of Richmond

Business No.: 12473 1324 RT0001

Quantity	Description	Tax	Unit Price	Amount
2	Fall Conference Registrations (member, early bird)	H	400.00	800.00
	H - HST 15% HST			120.00
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>Goods Rec'd. Date <u>Oct 4 2017</u> Initial <u>MM</u></p> <p>Prices Checked..... <u>A</u></p> <p>Add. &amp; Ext. Checked..... <u>A</u></p> <p>Approval for Payment..... <u>A</u> <span style="margin-left: 20px;">HST - 3</span></p> <p>Discount Date.....</p> <p>Paid by Cheque No.....</p> <p>Distribution: Acc't. No. <u>10 212 2120 212 130</u></p> </div>				
Shipped By: _____ Tracking Number: _____			<b>Total Amount</b>	<b>920.00</b>
Comment: Yvonne Boudreau, Jason Martell				
Sold By: _____				

SCHEDULE "B"



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

<b>TRAVEL EXPENSE CLAIM</b>		<b>Rate \$0.4289</b>
<b>Name of Claimant:</b>	Sharla Sampson	
<b>Destination:</b>	2 Locations : Uisge Ban Falls & the Baddeck Court House	
<b>Purpose of Travel:</b>	Active Cape Breton Communities	
<b>Departure Date/Time:</b>	23/10/2017 8:00	
<b>Return Date/Time:</b>	October 23, 2017	
<b>Approval to Travel</b>		<b>Date:</b> October 16, 2017

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
<b>Total Mileage (# of Km):</b> 264.30	264.30					264.30
<b>Total Cost of Mileage:</b> \$113.36	\$113.36	\$0.00	\$0.00	\$0.00	\$0.00	\$113.36
<b>Accommodation/Hotel Name:</b>						\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
<b>Meals:</b> Breakfast \$20						\$0.00
Lunch \$25	\$25.00					\$25.00
Dinner \$30						\$0.00
<b>Other Meals (Receipts Required)</b>						\$0.00
<b>Incidentals (\$10 per overnight stay)</b>						\$0.00
<b>Taxi/Parking/Tolls (Receipts Required)</b>						\$0.00
<b>Total Amount Being Claimed</b>	\$138.36	\$0.00	\$0.00	\$0.00	\$0.00	\$138.36

**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%

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: October 24, 2017

Travel Approved by Supervisor:

GL Code: 102704120 270130

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	
Add. & Ext. Checked.....	
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distribution Acc't. No.....	10 270 4120 270130



RE: Active Cape Breton Communities Meeting  
McKay, Wayne

to:

'jeanninefaye@eskasoni.ca', Mary Louise Andrea, Forsey, Erin,  
'lmsamson@richmondcounty.ca', cgillis@townofph.ca, 'jnicholas@potlotek.ca', 'Morley,  
Deano', 'terrancebernardmpal@gmail.com', 'aeيسان@cbrm.ns.ca',  
'wallacembernard@gmail.com', 'caclare@cbrm.ns.ca', 'Forrestall Vince', 'Davis, Paula',  
Jonathon Penny, Krista Devoe, Maxwell, Larry, 'Ashton, Aron', 'cmmacdonald@cbrm.ns.ca',  
'annalee.maceachern@invernesscounty.ca', Stephanie Johnstone-Laurette,  
'donna.macdonald@invernesscounty.ca', smombourquette@richmondcounty.ca  
18/10/2017 02:11 PM

Cc:

"Colleen A. Clare", "Ashton, Aron"

Hide Details

From: "McKay, Wayne" <Wayne.McKay@novascotia.ca> Sort List...

To: "'jeanninefaye@eskasoni.ca'" <jeanninefaye@eskasoni.ca>, "Mary Louise Andrea"  
<mlandrea@gnspe.ca>, "Forsey, Erin" <Erin.Forsey@nshealth.ca>,  
"'lmsamson@richmondcounty.ca'" <lmsamson@richmondcounty.ca>,  
"cgillis@townofph.ca" <cgillis@townofph.ca>, "'jnicholas@potlotek.ca'"  
<jnicholas@potlotek.ca>, "'Morley, Deano'" <dmorley@sportnovascotia.ca>,  
"'terrancebernardmpal@gmail.com'" <terrancebernardmpal@gmail.com>,  
"'aeيسان@cbrm.ns.ca'" <aeيسان@cbrm.ns.ca>, "'wallacembernard@gmail.com'"  
<wallacembernard@gmail.com>, "'caclare@cbrm.ns.ca'" <caclare@cbrm.ns.ca>, 'Forrestall  
Vince' <vince.forrestall@countyvictoria.ns.ca>, "'Davis, Paula'" <phcc@mac.com>,  
Jonathon Penny <jcpenny@cbrm.ns.ca>, Krista Devoe <kristadevoe@membertou.ca>,  
"Maxwell, Larry" <Larry.Maxwell@novascotia.ca>, "Ashton, Aron"  
<Aron.Ashton@cbdha.nshealth.ca>, "'cmmacdonald@cbrm.ns.ca'"  
<cmmacdonald@cbrm.ns.ca>, "'annalee.maceachern@invernesscounty.ca'"  
<annalee.maceachern@invernesscounty.ca>, Stephanie Johnstone-Laurette <stp-  
cb@ecologyaction.ca>, "'donna.macdonald@invernesscounty.ca'"  
<donna.macdonald@invernesscounty.ca>, "smombourquette@richmondcounty.ca"  
<smombourquette@richmondcounty.ca>

Cc: "Colleen A. Clare" <cacarey@cbrm.ns.ca>, "Ashton, Aron"  
<Aron.Ashton@nshealth.ca>

Hello everyone. For our meeting next Monday, we are going to start with a hike/meeting at Uisge Ban Falls in the morning. We will be there from 10-12. We will then move into Baddeck for lunch and will meet for the afternoon in the courthouse.

I have added a few things to the agenda below. I would like you to come ready to think and dream big for the region. See you there!

Wayne McKay  
Cape Breton Regional Physical Activity Consultant  
Office: (902) 563-3751  
Cell: (902) 574-1401  
wayne.mckay@novascotia.ca

-----Original Appointment-----

**From:** McKay, Wayne

**Sent:** Friday, September 29, 2017 10:47 AM

**To:** McKay, Wayne; 'jeanninefaye@eskasoni.ca'; Mary Louise Andrea; Forsey, Erin; 'lmsamson@richmondcounty.ca'; cgillis@townofph.ca; 'jnicholas@potlotek.ca'; 'Morley, Deano'; 'terrancebernardmpal@gmail.com'; 'aeeisan@cbrm.ns.ca'; 'wallacembernard@gmail.com'; 'caclare@cbrm.ns.ca'; 'Forrestall Vince'; 'Davis, Paula'; Jonathon Penny; Krista Devoe; Maxwell, Larry; 'Ashton, Aron'; 'cmmacdonald@cbrm.ns.ca'; 'annalee.maceachern@invernesscounty.ca'; Stephanie Johnstone-Laurette; 'donna.macdonald@invernesscounty.ca'; smombourquette@richmondcounty.ca

**Cc:** Colleen A. Clare; Ashton, Aron

**Subject:** Active Cape Breton Communities Meeting

**When:** Monday, October 23, 2017 10:00 AM-3:00 PM (UTC-04:00) Atlantic Time (Canada).

**Where:** Baddeck

Tentative agenda:

1. What's new? What's challenging? What's good? Brief updates from each partner.
2. Next steps with Walking Strategy.
3. Update on Shift strategy and other federal and provincial work.
4. Next steps with aquatics.
5. Connect update and feedback

6. Gender equity, poverty + who are we missing?  
If anyone would like to include any items on the agenda, please contact me. Generally, I see this meeting as an opportunity to re-connect after the summer and plan for the coming year.

\* added @ 2:11pm 10/10/2017



RE: Active Cape Breton Communities Meeting

McKay, Wayne

to:

'jeanninefaye@eskasoni.ca', 'Mary Louise Andrea', 'Forsey, Erin',  
'lmsamson@richmondcounty.ca', 'cgillis@townofph.ca', 'jnicholas@potlotek.ca', 'Morley,  
Deano', 'terrancebernardmpal@gmail.com', 'aeيسان@cbrm.ns.ca',  
'wallacembernard@gmail.com', 'caclare@cbrm.ns.ca', 'Forrestall Vince', 'Davis, Paula',  
'Jonathon Penny', 'Krista Devoe', Maxwell, Larry, 'Ashton, Aron',  
'cmmacdonald@cbrm.ns.ca', 'annalee.maceachern@invernesscounty.ca', 'Stephanie  
Johnstone-Laurette', 'donna.macdonald@invernesscounty.ca',  
'smombourquette@richmondcounty.ca'

18/10/2017 02:11 PM

Cc:

"Colleen A. Clare", "Ashton, Aron"

Hide Details

From: "McKay, Wayne" <Wayne.McKay@novascotia.ca> Sort List...

To: "jeanninefaye@eskasoni.ca" <jeanninefaye@eskasoni.ca>, "Mary Louise Andrea"  
<mlandrea@gnspe.ca>, "Forsey, Erin" <Erin.Forsey@nshealth.ca>,  
"lmsamson@richmondcounty.ca" <lmsamson@richmondcounty.ca>,  
"cgillis@townofph.ca" <cgillis@townofph.ca>, "jnicholas@potlotek.ca"  
<jnicholas@potlotek.ca>, "Morley, Deano" <dmorley@sportnovascotia.ca>,  
"terrancebernardmpal@gmail.com" <terrancebernardmpal@gmail.com>,  
"aeيسان@cbrm.ns.ca" <aeيسان@cbrm.ns.ca>, "wallacembernard@gmail.com"  
<wallacembernard@gmail.com>, "caclare@cbrm.ns.ca" <caclare@cbrm.ns.ca>, 'Forrestall  
Vince' <vince.forrestall@countyvictoria.ns.ca>, "Davis, Paula" <phcc@mac.com>,  
'Jonathon Penny' <jcpenny@cbrm.ns.ca>, 'Krista Devoe' <kristadevoe@membertou.ca>,  
"Maxwell, Larry" <Larry.Maxwell@novascotia.ca>, "Ashton, Aron"  
<Aron.Ashton@cbdha.nshealth.ca>, "cmmacdonald@cbrm.ns.ca"  
<cmmacdonald@cbrm.ns.ca>, "annalee.maceachern@invernesscounty.ca"  
<annalee.maceachern@invernesscounty.ca>, 'Stephanie Johnstone-Laurette' <stp-  
cb@ecologyaction.ca>, "donna.macdonald@invernesscounty.ca"  
<donna.macdonald@invernesscounty.ca>, "smombourquette@richmondcounty.ca"  
<smombourquette@richmondcounty.ca>  
Cc: "Colleen A. Clare" <cacarey@cbrm.ns.ca>, "Ashton, Aron"  
<Aron.Ashton@nshealth.ca>

#6 Apologies for another email. I forgot to add the following item to the agenda:

Gender equity, poverty and who are we missing?

Wayne McKay

Cape Breton Regional Physical Activity Consultant

Office: (902) 563-3751

Cell: (902) 574-1401

wayne.mckay@novascotia.ca

From: McKay, Wayne

Sent: Wednesday, October 18, 2017 1:55 PM

To: 'jeanninefaye@eskasoni.ca' <jeanninefaye@eskasoni.ca>; Mary Louise Andrea <mlandrea@gnspe.ca>;  
Forsey, Erin <Erin.Forsey@nshealth.ca>; lmsamson@richmondcounty.ca' <lmsamson@richmondcounty.ca>;  
cgillis@townofph.ca; jnicholas@potlotek.ca' <jnicholas@potlotek.ca>; 'Morley, Deano'

<dmorley@sportnovascotia.ca>; 'terrancebernardmpal@gmail.com' <terrancebernardmpal@gmail.com>;  
 'aeeisan@cbrm.ns.ca' <aeeisan@cbrm.ns.ca>; 'wallacembernard@gmail.com' <wallacembernard@gmail.com>;  
 'caclare@cbrm.ns.ca' <caclare@cbrm.ns.ca>; 'Forrestall Vince' <vince.forrestall@countyvictoria.ns.ca>; 'Davis,  
 Paula' <phcc@mac.com>; Jonathon Penny <jcpenny@cbrm.ns.ca>; Krista Devoe <kristadevoe@membertou.ca>;  
 Maxwell, Larry <Larry.Maxwell@novascotia.ca>; 'Ashton, Aron' <Aron.Ashton@cbdha.nshealth.ca>;  
 'cmmacdonald@cbrm.ns.ca' <cmmacdonald@cbrm.ns.ca>; 'annalee.maceachern@invernesscounty.ca'  
 <annalee.maceachern@invernesscounty.ca>; Stephanie Johnstone-Laurette <stp-cb@ecologyaction.ca>;  
 'donna.macdonald@invernesscounty.ca' <donna.macdonald@invernesscounty.ca>;  
 smombourquette@richmondcounty.ca  
**Cc:** Colleen A. Clare <cacarey@cbrm.ns.ca>; Ashton, Aron <Aron.Ashton@nshealth.ca>  
**Subject:** RE: Active Cape Breton Communities Meeting

Hello everyone. For our meeting next Monday, we are going to start with a hike/meeting at Uisge Ban Falls in the morning. We will be there from 10-12. We will then move into Baddeck for lunch and will meet for the afternoon in the courthouse.

I have added a few things to the agenda below. I would like you to come ready to think and dream big for the region. See you there!

Wayne McKay  
 Cape Breton Regional Physical Activity Consultant  
 Office: (902) 563-3751  
 Cell: (902) 574-1401  
[wayne.mckay@novascotia.ca](mailto:wayne.mckay@novascotia.ca)

-----Original Appointment-----

**From:** McKay, Wayne  
**Sent:** Friday, September 29, 2017 10:47 AM  
**To:** McKay, Wayne; 'jeanninefaye@eskasoni.ca'; Mary Louise Andrea; Forsey, Erin;  
 'lmsamson@richmondcounty.ca'; 'cgillis@townofph.ca'; 'jnicholas@potlotek.ca'; 'Morley, Deano';  
 'terrancebernardmpal@gmail.com'; 'aeeisan@cbrm.ns.ca'; 'wallacembernard@gmail.com';  
 'caclare@cbrm.ns.ca'; 'Forrestall Vince'; 'Davis, Paula'; Jonathon Penny; Krista Devoe; Maxwell, Larry; 'Ashton,  
 Aron'; 'cmmacdonald@cbrm.ns.ca'; 'annalee.maceachern@invernesscounty.ca'; Stephanie Johnstone-Laurette;  
 'donna.macdonald@invernesscounty.ca'; [smombourquette@richmondcounty.ca](mailto:smombourquette@richmondcounty.ca)  
**Cc:** Colleen A. Clare; Ashton, Aron  
**Subject:** Active Cape Breton Communities Meeting  
**When:** Monday, October 23, 2017 10:00 AM-3:00 PM (UTC-04:00) Atlantic Time (Canada).  
**Where:** Baddeck

Tentative agenda:

1. What's new? What's challenging? What's good? Brief updates from each partner.
2. Next steps with Walking Strategy.
3. Update on Shift strategy and other federal and provincial work.
4. Next steps with aquatics.
5. Connect update and feedback

If anyone would like to include any items on the agenda, please contact me. Generally, I see this meeting as an opportunity to re-connect after the summer and plan for the coming year.