



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

**TRAVEL EXPENSE CLAIM**

Rate \$0.44/5

Name of Claimant:	Rene Babin
Destination:	New Glasgow, Pictou County Wellness Centre
Purpose of Travel:	Basic Arena Refrigeration Course
Departure Date/Time:	April <sup>16</sup> <del>15</del> 2018 1 PM
Return Date/Time:	April <sup>16</sup> <del>15</del> 2018 6:30 PM
Approval to Travel	<i>Chris Souddean</i> Date: Feb 26/18

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total	
Total Mileage (# of Km):	342.00	162.00	6.00	6.00	6.00	162.00	342.00
Total Cost of Mileage:	\$150.99	\$71.52	\$2.65	\$2.65	\$2.65	\$71.52	\$150.99
Accommodation/Hotel Name	Travelodge Suites					\$0.00	
<i>Direct Billed</i>							
Meals: Breakfast \$20.		\$20.00	\$20.00	\$20.00	\$20.00	\$80.00	
Lunch \$25						\$0.00	
Dinner \$30	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$150.00	
Other Meals (Receipts Required)						\$0.00	
Incidentals (\$10 per overnight stay)	\$10.00	\$10.00	\$10.00	\$10.00		\$40.00	
Taxi/Parking/Tolls (Receipts Required)						\$0.00	
<b>Total Amount Being Claimed</b>	\$111.52	\$62.65	\$62.65	\$62.65	\$121.52	<b>\$420.99</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%

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

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

Claimant Signature: *Rene Babin*

Date Submitted: *April 22/18*

Travel Approved by Supervisor: *Chris Souddean*

GL Code: *10.270.4150.270480*

Goods Rec'd. Date.....	Initial.....	A
Prices Checked.....		A
Add. & Ext. Checked.....		A
Approval for Payment.....		A
Discount Date.....		
Paid by Cheque No.....		
Distribution: Acc't. No. <i>10.270.4150.270</i>		<i>480</i>



**Recreation Facility Association of Nova Scotia**

Supporting you - from the ground up



**Building Community Since 1947**

Recreation Facility Association of Nova Scotia (RFA NS) in partnership with the Ontario Recreation Facilities Association (ORFA)

### Basic Arena Refrigeration Course

Monday, April 16 to Thursday, April 19, 2018

8:30 am to 4:30 pm

Pictou County Wellness Centre

2756 Westville Road

New Glasgow, Nova Scotia

**Course Instructor:** Graham Nesbitt, RRFA, CIT, CARPT

Graham is ORFA's Coordinator, Training and Development responsible for the delivery of a variety of ORFA courses across the province: Graham has been employed in the arena and recreation facilities business in various capacities for 35 years and has also been painting ice for over 25 years for many rinks in his local area.

**Hotel:** Travelodge Suites

700 Westville Rd, New Glasgow

Rate: \$109.00 +HST (Single Occupancy)

Quote: **Recreation Facility Association**

Cut off date for rate: April 22, 2018

RENE BABIN  
Name

RICHMOND ARENA  
Facility

2357 HWY 206 BOX 120  
Address

ARICHAAT NS BOE 1A0  
City Province PC

902 226 2400  
Phone

902 226-0060  
Fax

Chastell@richmondcounty.ca  
Email

**Registration Fee**

- \$850.00+ tax\*
- \$1,000.00 + tax\*

RFA NS Member  
Not a Member

*(Richmond County)*

\*Tax at 15%

**Registration Fee**

Is enclosed.

Please Invoice me: PO # 3210

Visa/MC

Card # \_\_\_\_\_ Exp: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: *René Babin*

**To register return form to:**  
**Recreation Facility Association of Nova Scotia**  
 Mail: 5516 Spring Garden Road, 4th Floor  
 Halifax, NS B3J 1G6  
 Fax: 902-425-5606  
 Email: rfans@sportnovascotia.ca

**For More Information:** Please contact the RFA NS at (902) 425-5450 x 330 or email: rfans@sportnovascotia.ca

42706



**Recreation Facility Association of Nova Scotia**  
 5516 Spring Garden Road, 4th Floor  
 Halifax, Nova Scotia B3J 1G6

**INVOICE**

Invoice No.: 2758  
 Date: 02/23/2018  
 Ship Date:  
 Page: 1  
 Re: Order No.:

**Sold to:**  
 Municipality of the County of Richmond  
 Laurier Samson  
 2357 Highway 206  
 P.O. Box 120  
 Arichat, NS B0E 1A0

**Ship to:**  
 Municipality of the County of Richmond  
 Laurier Samson  
 2357 Highway 206  
 P.O. Box 120  
 Arichat, NS B0E 1A0

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	
Tax & Ext. Checked.....	
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distribution: Acc't. No. 10-270-415-2740	

Business No.:

Item No.	Unit	Quantity	Description	Tax	Base Price	Disc %	Unit Price	Amount
		2	Basic Arena Refrigeration Course - April 2018		850.00		850.00	1,700.00
			Rene Babin & Wayne Doyle Tax		255.00		255.00	255.00
			Subtotal:					1,955.00
Shipped By: _____ Tracking Number: _____							Total Amount	1,955.00
Comment: PO 3210							Amount Paid	0.00
Sold By: _____							Amount Owing	1,955.00

Municipality of the County of Richmond - March 2018		
Meetings Held:		67 kms
Date:	Meeting:	Gilbert Boucher
March-06-18	PAC	1
March-07-18	Policy	1
March-12-18	Headland Cultivation	1
March-20-18	Budget	1
March 26, 2018	Council	1
March 27, 2018	Physician	0
Total # of Meetings Attended:		5
x kms/trip (return):		67
Total Mileage (kms):		335
Rate		4289
Total Owed		143.63

*[Handwritten signature]*

*[Handwritten signature]*

Goods Rec'd. Date.....	Initial.....	A
Prices Checked.....		A
Add. & Ext. Checked.....		A
Approval for Payment.....		A
Discount Date.....		
Paid by Cheque No.....		
Distribution: Acc't. No.....	10 210 2110 210130	

HST 3



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

NAME: Chris Boudreau

PERIOD COVERED: April 1, 2018 to April 30, 2018

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
10-Apr-18	Travel to Louisdale WTP for Construction Meeting	34	
25-Apr-18	Tavel from office to Weset Arichat and L'Ardoise for former landfill inspections with consultant	104	
27-Apr-18	Travel from home to office for budget meeting.	28	

Goods Rec'd. Date..... Initial.....  
 Prices Checked.....  
 Add. & Ext. Checked.....  
 Approval for Payment.....  
 Discount Date.....  
 Paid by Cheque No. ....  
 Distribution: Acc't. No. 10-242-3070-242-110

HST 3

Totals: 166.00 \$0.00

Rate: .4415

Total Mileage (\$): \$ 73.29

Total Expenses Claimed: 73.29

ACCOUNT #:	10-242-3070-242110	CHEQUE #:	
SIGNATURE:	<i>Chris Boudreau</i>	AMOUNT:	
APPROVED:	<i>RM [Signature]</i>	DATE PAID:	
	May 1, 2018	INITIAL:	

**SCHEDULE "B"**



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

<b>OF THE COUNTY OF RICHMOND</b>	<b>MUNICIPALITY TRAVEL</b>
<b>EXPENSE CLAIM</b>	

<b>Name of Claimant:</b>	Chris Boudreau
<b>Destination:</b>	15 Commerce Court, Elmsdale
<b>Purpose of Travel:</b>	Nova Scotia Solid Waste Directors and Managers Meeting (NSSWMD)
<b>Departure Date/Time:</b>	April 13, 2018 - 6:30 AM
<b>Return Date/Time:</b>	April 13, 2018 - 4:30 PM
<b>Approval to Travel</b>	<b>Date:</b> April 6/2018

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
<b>Mileage: # of Km</b>	398	0	0	0	0	175.72 <del>170.70</del>
<b>Accommodation: Direct Bill</b> <b>Hotel Name:</b> <i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast \$20	20					20 <del>0.00</del>
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>\$195.72</b> <del>170.70</del>

**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 CB    N/A

<b>All claims are to be submitted not later than 30 days after return.</b>	
Claimant Signature:	
Date:	April 6, 2018
Travel Approved by Supervisor:	
GL Code:	10.242.3070.242110

Goods Rec'd. Date.....	Initial.....	A
Prices Checked.....		A
Add. & Ext. Checked.....		A
Approval for Payment.....		A
Discount Date.....		
Paid by Cheque No.....		
Distribution: Acc't. No. 10.242.3070.242110		1451 3



April Meeting Notice - Managers/Directors Committee  
Andrea Trask

to:

'Christa Rafuse', Bruce Avery, Bruce Forest, Cameron Whiteway, Chris Boudreau, Earle Cameron, Eric Corkum, Francis Campbell, Garrett Beaton, Glendon Ring, 'Gus Green', Jann McFarlane, jeffm@vwrn.com, Jessica Rushton, Ken Redden, Matt Keliher (kelihem@halifax.ca), Rob Dauphinee, Robert Orr, Ross Maybee, Scott Leblanc, Siew Secord, srayworth@cjsma.ns.ca, waste@westhants.ca, Wayne Wamboldt  
03/04/2018 11:57 AM

Hide Details

From: "Andrea Trask" <atrask@easthants.ca> Sort List...

To: "Christa Rafuse" <crafuse@chester.ca>, "Bruce Avery" <bavery@modg.ca>, "Bruce Forest" <bforest@chester.ca>, "Cameron Whiteway" <propertyservice@ns.aliantzinc.ca>, "Chris Boudreau" <caboudreau@richmondcounty.ca>, "Earle Cameron" <ecameron@pcwastemgmt.com>, "Eric Corkum" <ecorkum@lrcrc.ca>, "Francis Campbell" <fxcampbell@cbrn.ns.ca>, "Garrett Beaton" <garrett.beaton@invernesscounty.ca>, "Glendon Ring" <manager@ycwastepark.ca>, "Gus Green" <gus@wastecheck.ca>, "Jann McFarlane" <jmcfarlane@colchester.ca>, "jeffm@vwrn.com" <jeffm@vwrn.com>, "Jessica Rushton" <jrushton@colchester.ca>, "Ken Redden" <kenr@vwrn.com>, "Matt Keliher (kelihem@halifax.ca)" <kelihem@halifax.ca>, "Rob Dauphinee" <robert.dauphinee@countyvictoria.ns.ca>, "Robert Orr" <orrr@halifax.ca>, "Ross Maybee" <rossm@vwrn.com>, "Scott Leblanc" <sleblanc@regionofqueens.com>, "Siew Secord" <Siew.Secord@mjsb.ca>, "srayworth@cjsma.ns.ca" <srayworth@cjsma.ns.ca>, "waste@westhants.ca" <waste@westhants.ca>, "Wayne Wamboldt" <wwamboldt@colchester.ca>

Hello everyone,

Thank you to those that voted on the best meeting date. Below are the meeting location details. Please RSVP so that lunch can be ordered for the correct number of people (along with any food sensitivities/allergies).

Date: Friday April 13<sup>th</sup>  
Time: 10:00 a.m.  
Location: Lloyd E. Matheson Centre 15 Commerce Court, Elmsdale  
Room 168 Maitland Township Room (main floor – check in at the Finance Dept for access)  
Free parking available

Agenda will be circulated later this week. If you have a specific topic you would like to request please send along.

Andrea



Andrea Trask, Manager of Solid Waste  
Municipality of East Hants  
(902) 883-7098 x 104  
[www.easthants.ca](http://www.easthants.ca)



Sign up today for curbside collection reminders and alerts via text, email, twitter, or phone.

[www.easthants.ca/solid-waste](http://www.easthants.ca/solid-waste)

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

NAME: Chris Boudreau

PERIOD COVERED: March 1, 2018 to March 31, 2018

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
06-Mar-18	Travel to Evanston School for building tour.	58	
07-Mar-18	Travel to Office for Policy Committee Meeting	28	
12-Mar-18	Travel to WMF for site inspection.	18	
20-Mar-18	Budget Meeting @ Municipal Office	28	
26-Mar-18	Travel to Louisdale for WTP for Construction Meeting	34	
26-Mar-18	Travel to Office for Council Meeting	28	

Goods Rec'd. Date..... Initial..... A  
 Prices Checked..... A  
 Add. & Ext. Checked..... A  
 Approval for Payment.....  
 Discount Date.....  
 Paid by Cheque No. 10 242 3070 242110  
 Distribution: Acc't. No. 10 242 3070 242110

HST 3

Totals: 194.00 \$0.00  
 Rate: \$0.4289  
 Total Mileage (\$): \$83.21

Total Expenses Claimed: **\$83.21**

ACCOUNT #:	10-242-3070-242110	CHEQUE #:	
SIGNATURE:	<i>Chris Boudreau</i>	AMOUNT:	
APPROVED:	<i>[Signature]</i>	DATE PAID:	
		INITIAL:	



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

TRAVEL EXPENSE CLAIM		Rate <u>\$0.4415</u>
Name of Claimant:	Ronalda Boudreau	
Destination:	Port Hawkesbury, NS	
Purpose of Travel:	To purchase supplies at Dollarama for Art Classes	
Departure Date/Time:	May 2, 2018/8:30:00 AM	
Return Date/Time:	May 2, 2018/10:30:00 AM	
Approval to Travel		Date: May 2, 2018

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): <span style="float: right;">90.00</span>	90.00					90.00
Total Cost of Mileage: <span style="float: right;">\$39.74</span>	\$39.74	\$0.00	\$0.00	\$0.00	\$0.00	\$39.74
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>	\$39.74	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$39.74</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%

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

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

Claimant Signature: Ronalda Boudreau

Date Submitted: May 2/18

Travel Approved by Supervisor:

GL Code: 102704120270180

Goods Rec'd. Date.....	Initial.....	<u>0</u>
Prices Checked.....		<u>0</u>
Add. & Ext. Checked.....		<u>0</u>
Approval for Payment.....	HST <u>3</u>	<u>0</u>
Discount Date.....		
Paid by Cheque No.....		
Distribution: Acc't. No. <u>102704120270180</u>		



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

**TRAVEL EXPENSE CLAIM** Rate \$0.4415

<b>Name of Claimant:</b>	Ronalda Boudreau
<b>Destination:</b>	Port Hawkesbury, NS
<b>Purpose of Travel:</b>	Attended 2018 Fierce Feminine Leadership with Eleanor Beaton
<b>Departure Date/Time:</b>	16/04/2017 /10:30:00 AM
<b>Return Date/Time:</b>	16/04/2017 /14:30:00 PM

Approval to Travel Date: April 16, 2018

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
<b>Total Mileage (# of Km):</b> 90.00	90.00					90.00
<b>Total Cost of Mileage:</b> \$39.74	\$39.74	\$0.00	\$0.00	\$0.00	\$0.00	\$39.74
<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>	\$39.74	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$39.74</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%

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Claimant Signature: Ronalda Boudreau

Date Submitted: 04/17/18

Travel Approved by Supervisor:

GL Code: 10 270 4120 270180

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>102704120</u>	<u>270180</u>	<u>0</u>

HSI  
3

To: info@straitareachamber.ca

Date: 04/11/2018 03:13 PM

Subject: Re: Confirmation: 2018 Fierce Feminine Leadership with Eleanor Beaton - Port Hawke



Thanks,

Yvonne Boudreau  
Municipal Clerk, Communications & Administrative Officer  
Municipality of the County of Richmond  
2357 Hwy 206, PO Box 120  
Arichat, NS  
B0E 1A0  
PH:(902) 226-3971  
FAX: (902) 226-1510  
yboudreau@richmondcounty.ca

From: info@straitareachamber.ca

To: yboudreau@richmondcounty.ca

Date: 11/04/2018 01:46 PM

Subject: Confirmation: 2018 Fierce Feminine Leadership with Eleanor Beaton - Port Hawke

### Registration Confirmation

Your registration for 2018 Fierce Feminine Leadership with Eleanor Beaton - Port Hawkesbury has been received.  
Confirmation Number: e.2982.6.37  
Primary Contact: Yvonne Boudreau

[Add to Calendar](#)

[Edit Registration](#)

Summary			
Item	Description	Quantity	Total Amt
2018 Women in Leadership - Eleanor Beaton	Yvonne Boudreau	1	\$10.00
2018 Women in Leadership - Eleanor Beaton	Sharla Sampson	1	\$10.00
2018 Women in Leadership - Eleanor Beaton	Ronalda Boudreau	1	\$10.00

[REDACTED]	
[REDACTED]	
[REDACTED]	
Total:	\$60.00

**2018 Fierce Feminine Leadership with Eleanor Beaton - Port Hawkesbury**  
Eleanor Beaton, Fierce Feminine Leadership  
Wonder Women Event Series!

Join Eleanor for a talk on women in leadership roles in business, community and families. With a focus on investing in yourself and building confidence, Eleanor will share her experiences on how to channel your inner Wonder Woman. #getfierce #wonderwomen

- Date: 16 April, 2018
- Time: 11:30 AM - 01:30 PM ADT
- Website: <http://www.straitareachamber.ca>
- Location: Maritime Inn, Hawkesbury Room
- Contact: 902-625-1588 or [membership@straitareachamber.ca](mailto:membership@straitareachamber.ca)
- Email: [membership@straitareachamber.ca](mailto:membership@straitareachamber.ca)
- Date/Time Details: 11:30am - 1:30pm
- Fees/Admission: \$10 per person

[Click Here for More Information](#)  
[Add to Calendar](#)

Thank you!  
Strait Area Chamber of Commerce

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

NAME: Ronalda Boudreau

PERIOD COVERED: March 26, 2018 to April 25th

FROM:

TO:

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
March 26, 2018	Registration in River Bourgeois for a Senior's class with Jessica Samson	64.00	
March 27, 2018	Registration at FMEC for a boot camp class with Jessica Samson	36.00	
March 28, 2018	Registration at FMEC for Traditional Indian Yoga & Meditation with Ann Marie Powers	36.00	
April 3, 2018	Gentle Yoga 55+ registration at the Bonnie Brae	71.00	
April 3, 2018	Floor Yoga Registration at FMEC	36.00	
April 4, 2018	Registration for Senior Yoga in Lower River	62.00	
April 5, 2018	Gentle Yoga 55+ registration at the St. Peter's Fire Hall	71.00	
April 7, 2018	Beginner Yoga Registration at the St. Peter's Fire Hall with Diana Mercer	71.00	
April 10, 2018	Decorating the hall for Volunteer Recongition Banquet	22.00	
April 11, 2018	Decorating the hall for Volunteer Recongition Banquet	22.00	
April 12, 2018	Preparation at the hall in D'Escousse - 2 times	44.00	
April 13, 2018	Clean up at D'Escousse Hall	22.00	
April 14, 2018	Registration for Sound Bath with Singing Bowls & Hapi Drum at Richmond Education Centre	36.00	
April 16, 2018	Registration for Boot Camp at D'Escousse Hall	22.00	
April 17, 2018	Registration for Beginner Yoga with Michele MacPhee in St. Peter's	71.00	
<b>Totals:</b>		686.00	\$0.00

Goods Rec'd. Date.....  
 Prices Checked.....  
 Add. & Ext. Checked.....  
 Approval for Payment.....  
 Discount Date.....  
 Paid by Cheque No. 10 270 4120 270180  
 Distribution: Acc't. No. ....

Rate: \$0.4415  
 Total Mileage (\$): \$302.87

Total Expenses Claimed: **\$302.87**

10 270 4120 270180

ACCOUNT #:	Ronalda Boudreau	CHEQUE #:	
SIGNATURE:	<i>[Signature]</i>	AMOUNT:	
APPROVED:		DATE PAID:	
DATE SUBMITTED:	04/25/18	INITIAL:	



18562



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

TRAVEL EXPENSE CLAIM Rate \$0.4289

Name of Claimant: Shaun Boudreau
Destination: CBCL, 1489 Hollis St. Halifax, NS
Purpose of Travel: Water Distribution Level I & II Course
Departure Date/Time: March 19, 2018
Return Date/Time: March 23, 2018

Approval to Travel: Chris Boudreau Date: Feb 16 / 18

Table with 7 columns: Description, Day 1, Day 2, Day 3, Day 4, Day 5, Total. Rows include Total Mileage (630 Km), Total Cost of Mileage (\$270.21), Accomodation/Hotel Name (Four Points Sheraton), Meals (Breakfast \$20, Lunch \$25, Dinner \$30), Other Meals, Incidentals (\$10 per overnight stay), Taxi/Parking/Tolls, and Total Amount Being Claimed (\$640.21).

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 SB N/A

All claims are to be submitted not later than 60 days after return. Claimant Signature: Shaun Boudreau Date Submitted: March 26 / 2018 Travel Approved by Supervisor: Chris Boudreau GL Code: 30-285.6050, 284250

Goods Rec'd. Date: Initial: P Prices Checked: P Add. & Ext. Checked: P Approval for Payment: P Discount Date: Paid by Cheque No.: Distribution: Acc't No. 30-285.6050, 284250

Please fax or mail this form, at least 2 weeks prior to the course.  
Registrations can also be made on the ACWWA webpage at www.acwwa.ca

**Water Distribution Halifax, NS March 20-23, 2018**

Name: Shaun Boudreau  
Organization: Municipality of County of Richmond  
Mailing Address: Box 12  
City, Province: ARICAHT NS Postal Code: BOE 1A0  
Phone: 902 226-2400 Email: Cmartell@richmondcounty.ca

ACWWA Membership No: APPLIED FOR WEF Membership No: \_\_\_\_\_  
If no membership number is listed, you will be invoiced as a non-member. See pricing below.

**Fee for ACWWA or WEF Members & Employees of UTILITY Members**

Course:  $\$895.00 + \$134.25 \text{ HST (15\%)} = \$1029.25$

**Fee for Non - Members**

Course:  $\$975.00 + \$146.25 \text{ HST (15\%)} = \$1121.25$

Fees include coffee breaks each day, but not meals.

Invoices will be sent to the address listed above.

PO number to be included on the invoice 3208 ATTN: CARLA

Payment can be made by Visa, Master Card or cheque.

Card Holder's Name \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Expiry \_\_\_\_\_

Signature \_\_\_\_\_

Email address for credit card receipt \_\_\_\_\_

**Please check below if you would like to purchase additional materials.**



**AWWA Water Operator Field Guide**

**Your Price: \$65.00**

Yes \_\_\_\_\_



**Operator Certification Study Guide**

**Your Price: \$ 85.00**

Yes \_\_\_\_\_

Cheques should be made payable to:

**ACWWA**

PO Box 28141 · Dartmouth, NS · B2W 6E2

Phone 902-434-6002 Fax 902-435-7796



## ***Water Distribution***

### ***Level I & II***

***March 20-23, 2018***

***Halifax, NS***

#### **COURSE SUMMARY:**

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

It will provide a basic knowledge of water distribution practices and focuses on the practical aspects of system construction, operation and maintenance.

The intermediate portion will expand on the basic topics by providing an advanced appreciation of water distribution practices and focuses on the practical aspects of construction, operation and maintenance of water distribution.

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

#### **COURSE FORMAT:**

This course is four days in length. Course manual and other material will be sent to the training facility for each attendee.

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

#### **REGISTRATION INFORMATION:**

Registration can be made by faxing or mailing the registration form on the reverse of this page, or online at [www.acwwa.ca](http://www.acwwa.ca). For further information, please contact ACWWA Section Office at 902-434-6002.


#### **COURSE LOCATION & TIME:**

Registration is at 8:30m at:

CBCL  
1489 Hollis St  
Halifax, NS

**FOUR  
POINTS**  
BY SHERATON

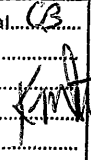
Four Points Halifax  
1496 Hollis Street  
Halifax, NS B3J 3Z1  
Tel: 902 423 4444  
Fax: 902 423 2327

Municipality Of Richmond  
Po Box 120  
Arichat, NS B0E1A0  
Canada  
Attn: 

Page Number 1  
AR Account 7866  
Invoice Number 19362  
Invoice Date 03-26-2018

INVOICE

Date	Description	Charge	Credit	Balance
26-MAR-18	658809/Folio ***Boudreau, Shaun 4023			
19-MAR-18	Room Charge - Governm	129.00		
19-MAR-18	HRM Marketing Levy	2.58		
19-MAR-18	HST	19.35		
19-MAR-18	Levy HST	0.39		
20-MAR-18	Room Charge - Governm	129.00		
20-MAR-18	HRM Marketing Levy	2.58		
20-MAR-18	HST	19.35		
20-MAR-18	Levy HST	0.39		
21-MAR-18	Room Charge - Governm	129.00		
21-MAR-18	HRM Marketing Levy	2.58		
21-MAR-18	HST	19.35		
21-MAR-18	Levy HST	0.39		
22-MAR-18	Room Charge - Governm	129.00		
22-MAR-18	HRM Marketing Levy	2.58		
22-MAR-18	HST	19.35		
22-MAR-18	Levy HST	0.39		
		605.28		605.28
	Total Value Added Tax 7%	0.00		

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

Current	Over 30	Over 60	Over 90	Balance
605.28				605.28



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

**TRAVEL EXPENSE CLAIM** Rate **\$0.4415**

<b>Name of Claimant:</b>	Yvonne Boudreau
<b>Destination:</b>	Port Hawkesbury
<b>Purpose of Travel:</b>	2018 Fierce Feminine Leadership
<b>Departure Date/Time:</b>	10:30 AM <span style="margin-left: 20px;">04/16/18</span>
<b>Return Date/Time:</b>	2:00:00 PM <span style="margin-left: 20px;">04/16/18</span>
<b>Approval to Travel</b>	<b>Date:</b> April 12 / 2018

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
<b>Total Mileage (# of Km):</b> <span style="margin-left: 20px;">0.00</span>						0.00
<b>Total Cost of Mileage:</b> <span style="margin-left: 20px;">\$0.00</span>	\$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	\$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 \_\_\_\_\_

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

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

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

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

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



**TRAVEL EXPENSE CLAIM**

Rate **\$0.4415**

Name of Claimant:	Yvonne Boudreau
Destination:	Port Hawkesbury
Purpose of Travel:	2018 Fierce Feminine Leadership
Departure Date/Time:	10:30 AM <i>Apr 16/18</i>
Return Date/Time:	2:00:00 PM <i>Apr 16/18</i>
Approval to Travel	<i>[Signature]</i> Date:

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	90.00	90.00				90.00
Total Cost of Mileage:	\$39.74	\$39.74	\$0.00	\$0.00	\$0.00	\$39.74
Accommodation/Hotel Name:						\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast \$20						\$0.00
Lunch \$25	\$25.00					\$25.00
Dinner \$30						\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
<b>Total Amount Being Claimed</b>	\$64.74	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$64.74</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* N/A

<b>All claims are to be submitted not later than 60 days after return.</b>	
Claimant Signature:	<i>Yvonne Boudreau</i>
Date Submitted:	<i>Apr 16/18</i>
Travel Approved by Supervisor:	<i>[Signature]</i>
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: Acc't. No. <i>10 212 2120 21213</i>	<i>HSR 3</i>



## 2018 Fierce Feminine Leadership with Eleanor Beaton - Port Hawkesbury

April 16, 2018 @ 11:30 AM - 1:30 PM (ADT (Atlantic Daylight Time))

Your registration has been successfully submitted.

### Order Confirmation

A confirmation email was sent to Yvonne Boudreau <yboudreau@richmondcounty.ca>.

Thank You!

Strait Area Chamber of Commerce

Close



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

<b>TRAVEL EXPENSE CLAIM</b>		Rate <b>\$0.4289</b>
Name of Claimant:	Yvonne Boudreau	
Destination:	Antigonish	
Purpose of Travel:	Group of Nine Meeting	
Departure Date/Time:	<del>March 22nd</del> @ 8 am    April 6 <sup>th</sup> /18    Rescheduled	
Return Date/Time:	March 22nd @ 4 pm    April 6 /18	
Approval to Travel	<span style="float: right;">Date: Mar. 14/2018</span>	

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	0.00					0.00
Total Cost of Mileage:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Accommodation/Hotel Name:						\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast \$20						\$0.00
Lunch \$25						\$0.00
Dinner \$30						\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
<b>Total Amount Being Claimed</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<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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<b>All claims are to be submitted not later than 60 days after return.</b>	
Claimant Signature:	_____
Date Submitted:	_____
Travel Approved by Supervisor:	_____
GL Code:	_____



<b>TRAVEL EXPENSE CLAIM</b>		<b>Rate \$0.4415</b>
<b>Name of Claimant:</b>	Yvonne Boudreau	
<b>Destination:</b>	Antigonish	
<b>Purpose of Travel:</b>	Group of Nine Meeting	
<b>Departure Date/Time:</b>	8:00 AM	
<b>Return Date/Time:</b>	3:30:00 PM	
<b>Approval to Travel</b>		<b>Date:</b>

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
<b>Total Mileage (# of Km):</b> 202.60	202.60					202.60
<b>Total Cost of Mileage:</b> \$89.45	\$89.45	\$0.00	\$0.00	\$0.00	\$0.00	\$89.45
<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	Y					\$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>	\$114.45	\$0.00	\$0.00	\$0.00	\$0.00	\$114.45

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

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

Claimant Signature: Yvonne Boudreau

Date Submitted: July 7/18

Travel Approved by Supervisor: [Signature]

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

Goods Rec'd. Date.....	Initial.....	<u>A</u>
Prices Checked.....		<u>A</u>
Add. & Ext. Checked.....	<u>1/3/18</u>	<u>A</u>
Approval for Payment.....		<u>A</u>
Discount Date.....		
Paid by Cheque No.....		
Distribution: Acc't. No. <u>10 212 2120 212130</u>		

# Group of Nine Defining Project Scope

April 6, 2018



## AGENDA

*Diamond Update - Tanya Tibbo*

- Check-in: IT inventory, any early feedback
- IT Inventory: purpose to determine the deliverables of this project
- **Scope: define scope of the project is the goal of today's work**
- Name the project
- Project Coordinator
- Check-in before we leave: have we captured everything
- Next steps
- Next meeting





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

**TRAVEL EXPENSE CLAIM** Rate ~~\$0~~ \$15

Name of Claimant:	Wayne Doyle
Destination:	New Glasgow, Pictou County Wellness Centre
Purpose of Travel:	Basic Arena Refrigeration Course
Departure Date/Time:	April <del>15</del> <u>16</u> 2018 <u>1 PM</u>
Return Date/Time:	April <del>19</del> <u>20</u> 2018 <u>6:30 PM</u>

Approval to Travel Chris Boudreau Date: Feb 26/18

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	0.00					
Total Cost of Mileage:	\$0.00					
Accommodation/Hotel Name	Travelodge Suites					
<i>Direct Billed</i>						
Meals: Breakfast \$20		\$20.00	\$20.00	\$20.00	\$20.00	\$80.00
Lunch \$25						
Dinner \$30	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$150.00
Other Meals (Receipts Required)						
Incidentals (\$10 per overnight stay)	\$10.00	\$10.00	\$10.00	\$10.00		\$40.00
Taxi/Parking/Tolls (Receipts Required)						
<b>Total Amount Being Claimed</b>	\$40.00	\$60.00	\$60.00	\$60.00	\$50.00	<b>\$270.00</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%

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

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

Claimant Signature: Wayne Doyle

Date Submitted: April 23/2018

Travel Approved by Supervisor: Chris Boudreau

GL Code: 10-270-4150-270480

Goods Rec'd. Date.....	Initial.....	
Prices Checked.....		
Add. & Ext. Checked.....		
Approval for Payment.....		
Discount Date.....		
Paid by Cheque No.....		
Distribution: Acc't. No. <u>10-270-4150-270480</u>		



**Recreation Facility  
Association  
of Nova Scotia**

*Supporting you—from the ground up*



**Ontario  
Recreation  
Facilities  
Association**

**Building Community Since 1947**

Recreation Facility Association of Nova Scotia (RFA NS) in partnership with the Ontario Recreation Facilities Association (ORFA)

**Basic Arena Refrigeration Course**

Monday, April 16 to Thursday, April 19, 2018

8:30 am to 4:30 pm

Pictou County Wellness Centre

2756 Westville Road

New Glasgow, Nova Scotia

**Course Instructor:** Graham Nesbitt, RRFA, CIT, CARPT

Graham is ORFA's Coordinator, Training and Development responsible for the delivery of a variety of ORFA courses across the province. Graham has been employed in the arena and recreation facilities business in various capacities for 35 years and has also been painting ice for over 25 years for many rinks in his local area.

**Hotel:** Travelodge Suites

700 Westville Rd, New Glasgow

Rate: \$109.00 +HST (Single Occupancy)

Quote: **Recreation Facility Association**

Cut off date for rate: April 22, 2018

WAYNE DOYLE  
Name

RICHMOND ARENA  
Facility

2357 HWY 206 BOX 120  
Address

ARICHAAT NS BOE 1A0  
City Province PC

902 226-2400  
Phone

902 226-0060  
Fax

cmartell@richmondcounty.ca  
Email

**Registration Fee**

- \$850.00+ tax\*
- \$1,000.00 + tax\*

RFA NS Member (Richmond County)  
Not a Member

\*Tax at 15%

**Registration Fee**

Is enclosed.

Please Invoice me: PO # 3210

Visa/MC

Card # \_\_\_\_\_ Exp: \_\_\_\_\_

Name on Card: \_\_\_\_\_

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

**To register return form to:  
Recreation Facility Association of Nova Scotia**

Mail: 5516 Spring Garden Road, 4th Floor

Halifax, NS B3J 1G6

Fax: 902-425-5606

Email: rfans@sportnovascotia.ca

**For More Information:** Please contact the RFA NS at (902) 425-5450 x 330 or  
email: rfans@sportnovascotia.ca

42706



# Recreation Facility Association of Nova Scotia

5516 Spring Garden Road, 4th Floor  
Halifax, Nova Scotia B3J 1G6

## INVOICE

Invoice No.: 2758  
Date: 02/23/2018  
Ship Date:  
Page: 1  
Re: Order No.

Sold to:

Municipality of the County of Richmond  
Laurier Samson  
2357 Highway 206  
P.O. Box 120  
Arichat, NS B0E 1A0

Ship to:

Municipality of the County of Richmond  
Laurier Samson  
2357 Highway 206  
P.O. Box 120  
Arichat, NS B0E 1A0

Goods Rec'd. Date.....	Initial <i>RS</i>
Prices Checked.....	<i>B</i>
Inc. & Ext. Checked.....	<i>B</i>
Approval for Payment.....	<i>B</i>
Discount Date.....	
Paid by Cheque No.....	
Distribution: Acc't. No. <i>10-270-4150-270180</i>	

*HST*  
*1*

Business No.:

Item No.	Unit	Quantity	Description	Tax	Base Price	Disc %	Unit Price	Amount
		2	Basic Arena Refrigeration Course - April 2018		850.00		850.00	1,700.00
			Rene Babin & Wayne Doyle Tax		255.00		255.00	255.00
			Subtotal:					1,955.00
Shipped By: _____ Tracking Number: _____							Total Amount	1,955.00
Comment: PO 3210							Amount Paid	0.00
Sold By: _____							Amount Owing	1,955.00

Municipality of the County of Richmond - March 2018		
Meetings Held:		10 km
Date:	Meeting:	James Goyetche
March-06-18	PAC	0
March-07-18	Policy	1
March-12-18	Headland Cultivation	1
March-20-18	Budget	1
March 26, 2018	Council	1
March 27, 2018	Physician	0
Total # of Meetings Attended:		4
x kms/trip (return):		10
Total Mileage (kms):		40
Rate		4289
Total Owed		17.16

*Kim Goyetche*

Goods Rec'd. Date.....	Initial.....	A
Prices Checked.....		A
Add. & Ext. Checked.....		A
Approval for Payment.....		A
Discount Date.....		
Paid by Cheque No.....		
Distribution: Acc't. No.....	10 210 210 210	30

HST 3



# Holiday Inn

04-23-18

<b>Municipality of Richmond</b> 2357 Hwy 206, PO Box 120 Arichat NS B0E 1A0 Canada  Goyetche, James	Folio No.	: 144653	Room No.	: 406
	A/R Number	: 85	Arrival	: 04-19-18
	Group Code	: AMZ	Departure	: 04-20-18
	Company	: Richmond County Municipality	Conf. No.	: 66044388
	Membership No.	:	Rate Code	:
Invoice No.	: 12622	Page No.	: 1 of 1	

Date	Description	Charges	Credits
04-19-18	*Accommodation	119.00	
04-19-18	HST Tax	17.85	
04-20-18	Bistro on Prince - Room Charge Room# 406 : CHECK# 2013	32.03	
		<b>Total</b>	<b>168.88</b>
		<b>Balance</b>	<b>168.88</b>

*To be reimbursed on a future claim*  
*DM*

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

I have received the goods and / or services in the amount shown hereon. 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.....	Initial.....	<i>D</i>
Prices Checked.....		<i>P</i>
Add. & Ext. Checked.....		
Approval for Payment.....		<i>P. K. Goyetche</i>
Discount Date.....		
Paid by Cheque No.....		
Distribution: Acc't. No. <i>10 210 2100 210 130</i>		

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







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

TRAVEL EXPENSE CLAIM		Rate <b>\$0.4415</b>
Name of Claimant:	Kent MacIntyre	
Destination:	Truro	
Purpose of Travel:	Attend CAO-CEO Forum (UNSM & AMA) and Code of Conduct Session	
Departure Date/Time:	19-Apr-18 <b>9:30 AM</b>	
Return Date/Time:	April 20, 2018 <b>3:30 PM</b>	
Approval to Travel	Date:	

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): <b>434.00</b>						0.00
Total Cost of Mileage: <b>\$0.4415</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ <b>191.61</b>
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>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ <b>191.61</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 *[Signature]* N/A \_\_\_\_\_

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

Claimant Signature: *[Signature]*

Date Submitted: April 23/2018

Travel Approved by Supervisor: Brian 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>A</u>
Discount Date.....		
Paid by Cheque No.....		
Distribution: Acc't. No. <u>102122120212</u>		<u>130</u>

HSI  
3



# Holiday Inn

04-23-18

<b>Municipality of Richmond</b> 2357 Hwy 206, PO Box 120 Arichat NS B0E 1A0 Canada	Folio No. : 144664 A/R Number : 85 Group Code : AMZ Company : Richmond County Municipality Membership No. : Invoice No. : 12625	Room No. : 211 Arrival : 04-19-18 Departure : 04-20-18 Conf. No. : 60210370 Rate Code : Page No. : 1 of 1
MacIntyre, Kent		

Date	Description	Charges	Credits
04-19-18	*Accommodation	119.00	
04-19-18	HST Tax	17.85	
<b>Total</b>		<b>136.85</b>	<b>0.00</b>
<b>Balance</b>		<b>136.85</b>	

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

I have received the goods and / or services in the amount shown hereon. 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.....	Initial.....	A
Prices Checked.....		A
Add. & Ext. Checked.....		
Approval for Payment.....		<i>[Signature]</i>
Discount Date.....		
Paid by Cheque No.....		
Distribution: Acc't. No. 10.2.1.2.2.120.2.12.130		HST 3

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

# Walking the Relationship Tightrope



CAO/CEO Forum | Holiday Inn, Truro NS | April 19-20, 2018

Offered by the Association of Municipal Administrators of Nova Scotia and the Union of Nova Scotia Municipalities.

“Trust can be like walking a tightrope with an invisible net” – Blodwen Hudon. As a leader you have difficult landscapes to navigate with a small margin of error, the right amount of tension, and the right mind set. A large part of creating effective relationships is trust. When we create relationships, we build stronger and more effective communities through shared values to achieve our goals. The CAO/CEO Forum on April 19-20, 2018, will provide the leaders of municipal government the best practices and skills to balance their relationships. Topics include: conflict resolution, developing political acumen and building critical relationships.

**Who Should Attend:** The event is open to CAOs, Deputy CAOs, Mayors, Deputy Mayors, Wardens, Deputy Wardens, Clerks, and Village Commissioner Chairs

**Cost:** The cost for the CAO/CEO Forum is \$300 per person (plus HST). After April 5<sup>th</sup> the fees go up to \$365. Your municipality will be billed for the event. Cancellations before April 5<sup>th</sup> can be made in writing to Tracy Verbeke at the UNSM office at [tverbeke@unsm.ca](mailto:tverbeke@unsm.ca) with no charge. Cancellations after April 5<sup>th</sup>, 2018, will be subject to the full registration fee.

**Hotel:** A block of rooms is being held by the Association of Municipal Administrators at the Holiday Inn, in Truro. [Use this link to reserve your room](#) or call (902) 895-1651 and reference AMANS to receive our group rate.

**To Register:** Please email Tracy Verbeke at the UNSM office [tverbeke@unsm.ca](mailto:tverbeke@unsm.ca) and indicate who you are registering, with any dietary restrictions to accommodate.

# Walking the Relationship Tightrope

## Thursday April 19<sup>th</sup>, 2018

4:30 p.m. – 6:00 p.m.

### Hot Topics for Municipalities

We should not underestimate the power of having all municipal leaders from Nova Scotia in one room. In this round-table discussion it is your chance to bring forward your municipality's current trends, hot topics and relevant issues to have a candid, robust discussion. There will be a few munchies to enjoy during the discussion.

6:00 p.m.

### Dinner on Your Own

Carry the conversation from the previous session, *Hot Topics for Municipalities*, into your conversations over dinner with other municipal leaders in the Province.

## Friday April 20<sup>th</sup>, 2018

8:45 a.m. – 9:00 a.m.

### Opening Remarks

9:00 a.m. – 10:30 a.m.

### The Balance: What Makes Effective Relationships

*Speaker: Peter Spurway, Sr. Associate Peak Experiences Consulting*

Relationships are what make the world go 'round. To do your job well, you need effective relationships. Effective relationships advance situations by moving forward towards a shared goal; and achieving shared goals build stronger more effective communities through shared values. When we develop effective relationships, we create an avenue for innovative and creative change. In this workshop participants will learn what defines an effective relationship, why effective relationships are important, and the key components of an effective relationship.

10:30 a.m. – 10:45 a.m.

### Morning Break

10:45 a.m. – 12:15 p.m.

### The Walk: How to Develop and Sustain Relationships

*Speaker: Peter Spurway, Sr. Associate Peak Experiences Consulting*

Understanding the key components of effective relationships is only one aspect of building stronger and better communities. The importance of developing and sustaining effective relationships into the future cannot be overlooked. Human beings are naturally social creatures, we crave friendship and positive interactions. With the key components of effective relationships already defined, you will learn who to create effective relationships with and the importance of them during rises and falls. Peter will explore how to develop political acumen, which factors shape relationship decision making, and how you can leverage these into creating a culture of service in your municipality.

12:15 p.m. – 1:00 p.m.

Lunch

1:00 p.m. – 3:30 p.m.

The Talk: Having Constructive Conversations

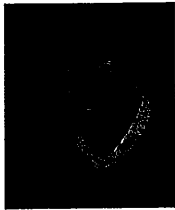
*Speakers: Michelle Fitzgerald, Senior Consultant and Jennifer Barry, Practice Leader from Knightsbridge Robertson Surette*

Understanding the mindset that creates, or avoids, conflict is helpful to building and sustaining effective relationships. In times of conflict, it is important to explore the mindset shift needed to develop a more productive way forward. This workshop will give you the skills to address conflict as municipal leaders and leverage differences to achieve the best performance. You will leave with tangible strategies to navigate through conflict to enhance your relationships and be able to manage your overall workplan on time and within budget.

3:30 p.m.

Closing Remarks

## Speakers Bio



**Peter Spurway** – Sr. Associate, Peak Experiences Consulting

A lifelong Maritimer, born and raised in Fredericton, Peter has lived and worked in Halifax for the past 35 years. Having spent time on several boards and commissions, including Chair and Member of the Board of Directors on the Halifax Partnership, Halifax's economic development agency, as well as his innovative creation of *The Stanfield Way*, a globally recognized community culture development program at the region's largest airport. In 2017 Peter launched his book *Peter Spurway's Practical, Powerful, and Effective Guide to Media Relations*. With decades of experience, his extensive background brings practical and effective techniques to life that can be used across the leadership communications spectrum.



**Michelle Fitzgerald** – Senior Consultant, Knightsbridge Robertson Surette

Michelle has focused on organizational change, strategy, facilitation, team effectiveness and engagement throughout her 20-year career. As a trusted advisor to many business leaders, she brings a pragmatic approach to helping clients introduce organizational and cultural change. Her advice is grounded in years of operational experience. Michelle has a passion for helping teams create alignment around business strategy and ways of working to sustain high performance. As an engaged community leader, Michelle is a member of the board for Junior Achievement of Nova Scotia and Family SOS. She is also a former Big Sister and board member of Big Brothers Big Sisters of Greater Halifax. Michelle brings a unique perspective in organizational health and believes that organizational health is key driver of business success.



**Jennifer Berry** – Practice Leader, Knightsbridge Robertson Surette

A proven leader and highly engaged community leader with over 20 years of progressive experience in a variety of business environments, Jennifer is highly skilled in working with clients to assess business challenges, uncover needs and secure strategic solutions. Before joining Knightsbridge Robertson Surette, Jennifer owned her own consulting business providing sales and business development strategy consulting and training to entrepreneurs and their teams. Previously, Jennifer was Manager of Business Development for Nova Scotia Community College, where she worked with businesses and government to deliver complex learning solutions and upskill the local workforce. Prior to this, she was Director of Business Development and Director of Strategic Business Innovations with a multinational manufacturer of Omega-3 nutritional supplements. There she led business development on a global scale.



CODE OF CONDUCT WORKSHOP—April 19th, 2018--Action Required: Register by April 13  
UNSM Info to: Tracy Verbeke 2018-03-22 01:50 PM  
From: "UNSM Info" <Info@unsm.ca>  
To: "Tracy Verbeke" <TVerbeke@unsm.ca>  
History:

This message has been replied to and forwarded.

TO: Mayors/Wardens, Councillors, All Units  
CC: Chief Administrative Officers/Clerk-Treasurers, All Units  
FR: Betty MacDonald, Executive Director, UNSM  
RE: CODE OF CONDUCT WORKSHOP—April 19<sup>th</sup>, 2018

# Code of Conduct Workshop



**Thursday, April 19<sup>th</sup>**  
1:00 p.m. – 4:00 p.m.

**Rath Eastlink Community Centre, Truro**

All UNSM members are invited to an interactive workshop Thursday, April 19, to discuss key elements in a code of conduct for municipal elected officials. The workshop will provide information on the current situation in Nova Scotia and in other jurisdictions in Canada. Key principles, applicable behaviours and possible sanctions will be explored. The feedback received throughout the workshop will help shape the development of a more robust code of conduct.

There is no fee for this session, however, we do need people to register in order to have appropriate seating and catering. Please **register** by emailing [tverbeke@unsm.ca](mailto:tverbeke@unsm.ca) by April 13<sup>th</sup>.

A detailed agenda will be forwarded closer to the date.

Thank you to the County of Colchester for hosting.

**Reminder: CEO/CAO FORUM - For Mayors/Wardens, Deputy Mayors/Wardens, CAOS & Deputy CAOS**  
– just a reminder that the CEO/CAO Forum will be held directly following this Code of Conduct Workshop – 4:30 p.m. at the Holiday Inn, Truro (see our website for registration details)

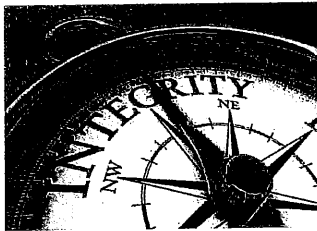
**unsm**

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.**



**Code of Conduct Workshop  
April 19, 2018  
Rath Eastlink Community Centre  
Millbook Room  
Truro, Nova Scotia**

**Special Thanks to Colchester County for hosting this event.**

- |             |   |
|-------------|---|
| 1:00 – 1:15 | Welcome and Introductions, Geoff Stewart  |
| 1:15 - 1:45 | Overview of Codes of Conduct: David Atchison, Policy Analyst, AMANS <ul style="list-style-type: none"><li>• Why is this issue important?</li><li>• What is a code of conduct?</li><li>• What remedies are currently available?</li><li>• How has the code of conduct been implemented in other jurisdictions?</li><li>• What are some possible options for providing investigative and penalty functions?</li></ul> |
| 1:45 – 2:10 | Discussion Question: What behaviours do you want to ensure are included in the Code of Conduct, which ones are you most concerned about.  |
| 2:10 – 2:30 | Report back to group  |
| 2:30 – 2:45 | Break   |
| 2:45 – 3:15 | Discussion Question: A behaviour will be assigned to each table, with a question as to what would be the appropriate sanctions or ways to address this behaviour.   |
| 3:15 -3:45  | Report Back to Group  |
| 3:45 – 4:00 | Summary of what we heard, next steps  |



**TRAVEL EXPENSE CLAIM** Rate \$0.4415

Name of Claimant:	Kent MacIntyre
Destination:	Halifax
Purpose of Travel:	Saltscapes Expo
Departure Date/Time:	22-Apr-18 <b>8:00 AM</b>
Return Date/Time:	April 22, 2018 <b>6:00 PM</b>

Approval to Travel see attached Date: \_\_\_\_\_

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	632.00					0.00
Total Cost of Mileage:	\$0.4415	\$0.00	\$0.00	\$0.00	\$0.00	\$279.03
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)						\$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>\$279.03</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 [Signature] N/A \_\_\_\_\_

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

Claimant Signature: [Signature]


Date Submitted: April 23/2018

Travel Approved by Supervisor: [Signature]

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

Goods Rec'd. Date.....	Initial.....	
Prices Checked.....		
Add. & Ext. Checked.....		
Approval for Payment.....		
Discount Date.....		
Paid by Cheque No.....		
Distribution: Acc't. No. <u>10.212.212.0.212</u>		<u>130</u>



**Re: Travel permission**   
Brian Marchand to: Kent MacIntyre

2018-04-13 07:57 AM

Yes, u can go.

-----Kent MacIntyre/Richmond@Richmond wrote: -----

=====  
To: Brian Marchand/Richmond@Richmond  
From: Kent MacIntyre/Richmond@Richmond  
Date: 04/12/2018 04:14PM  
Subject: Travel permission  
=====

Warden;

Need permission to attend Saltscapes Expo on Saturday, April 21, 2018 in Halifax. (This is not an overnight stay).

Kent

Steps of insects  
... water  
... artists in New Brunswick  
... Maine connect through  
... art—and their isolation

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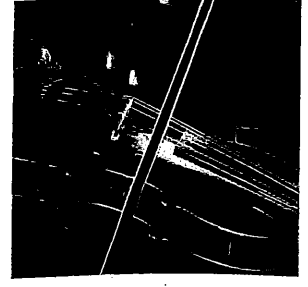
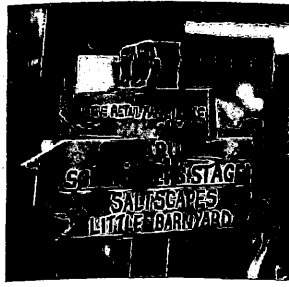
St. Peter's





# 2018 Official Program

*includes A-Z exhibitor details, stage highlights and 2018 floor plan!*



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[www.saltscapes.com/expo](http://www.saltscapes.com/expo)



## 2018 Exhibitors

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www.novascotia4h.ca

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www.spryfieldmarket.ca

### A TWIST OF IRON #182

South Bar NS  
www.atwistofiron.com

### ACADIA UNIVERSITY DESTINATION ACADIA #203

Wolfville NS  
www.destination.acadia.ca

### ADT SECURITY SERVICES #193

Dartmouth NS  
www.adt.ca

### AERUS #188

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www.beyondaerus.com

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Halifax NS  
www.afishonado.ca

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Lower Onslow NS  
www.allforknot.ca

### ANTIGONISH VISITOR INFORMATION CENTRE #711

Antigonish NS  
www.visitantigonish.ca

### AQUACULTURE ASSOCIATION OF NOVA SCOTIA #911

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### ARBOR MEMORIAL INC. (OAKRIDGE & DARTMOUTH) #176

Middle Sackville NS  
www.arbormemorial.ca

### ARBOR PLANT HEALTH CARE #187

Grand Lake NS  
www.arbornovascotia.com

### AROMA MAYA COFFEE #170

North River NS  
www.aromamaya.ca

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www.artburn.net

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### ATLANTIC PEWTER #124

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www.atlanticpewter.net

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www.atlantictours.com / www.viarail.ca

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www.avondalesky.com

### B&B COUNTRY INNS ASSOC OF PEI #500

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www.bandbpei.com

### BALDWIN'S NURSERIES #198

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www.baldwinnurseries.ca

### BARBARA LYNN'S GIFTS #175

Halifax NS

### BARRELLING TIDE DISTILLERY #903

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www.barrellingtidedistillery.com

### BAY FERRIES LIMITED #206

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www.ferries.ca

### BEARLOOM TEDDIES #128

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www.bearloomteddies.com

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www.bedfordorthotics.ca

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Westport NS  
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www.atlantic.caa.ca

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**MARINER CRUISES WHALE &  
SEABIRD TOURS #608**  
Westport NS  
www.novascotiawhalewatching.ca

**MARY KAY COSMETICS #152**  
Lower Sackville NS  
www.marykay.ca/jappleby

**MASTER INDIAN SPICE #923**  
Fredericton NB  
www.masterindian.com

**MCCULLOCH HERITAGE CENTRE #710**  
Pictou NS  
www.mccullochcentre.ca

**MEADOWBROOK MEAT MARKET #902**  
Somerset NS  
www.meadowbrookmeatmarket.com

**MIRAMICHI - ATLANTIC CANADA'S  
GREAT OUTDOORS #103**  
Miramichi NB  
www.discovermiramichi.com

**MONAT GLOBAL #142**  
Bedford NS  
www.dalene.mymonat.com

**MOOSE CREEK CO. #126**  
Moose Creek ON  
www.facebook.com/moosecreekco

**MUNICIPALITE DE CLARE #602**  
Little Brook NS  
www.baiesaintemarie.ca

**MUNICIPALITY OF CHESTER #606**

Chester NS  
www.chester.ca

**MUNICIPALITY OF CUMBERLAND COUNTY #209**

Amherst NS  
www.cumberlandcounty.ns.ca

**MUNICIPALITY OF THE DISTRICT OF BARRINGTON #603**

Barrington NS  
www.barringtonmunicipality.com

**MUNICIPALITY OF THE DISTRICT OF GUYSBOROUGH #701**

Guysborough NS  
www.modg.ca

**MUNICIPALITY OF THE DISTRICT OF LUNENBURG #613**

Bridgewater NS  
www.lunenburgregion.ca

**MUNICIPALITY OF THE DISTRICT OF ST. MARYS #704**

Sherbrooke NS  
www.saint-marys.ca

**MUNICIPALITY OF WEST HANTS #215**

Windsor NS  
www.westhants.ca

**MUWIN ESTATE WINERY / BULWARK CIDER #902**

New Ross NS  
www.bulwarkcider.com

**MY HOME APPAREL #112**

Truro NS  
www.myhomeapparel.com

**NATURE CONSERVANCY OF CANADA #916**

Halifax NS  
www.natureconservancy.ca

**NEW SCOTLAND CANDLE COMPANY #117**

Port Williams NS  
www.newscotlandcandles.com

**NEW SCOTLAND CLOTHING COMPANY #113**

Dartmouth NS  
www.newscotlandclothing.ca

**NINE LOCKS BREWING #925**

Dartmouth NS  
www.ninelocksbrewing.ca

**NOBLE GRAPE #931**

Dartmouth NS  
www.noblegrape.ca

**NORTHUMBERLAND FERRIES LIMITED #500**

Charlottetown PE  
www.ferries.ca

**NOW DIGITAL #136**

Halifax NS  
www.nowdigital.ca

**NS INTERIOR DECORATOR'S ASSOC. #150**

Halifax NS  
www.nsid.ca

**NS SIGNATURE RESORTS (LISCOMBE LODGE / DIGBY PINES) #702**

NS  
www.signatureresorts.com

**OAK ISLAND RESORT & CONFERENCE CENTRE #607**

Western Shore NS  
www.atlanticoakisland.com

**OCEAN SALES GROUP LTD #169 & #183**

Calgary AB  
www.oceansales.ca

**OCEANSTONE SEASIDE RESORT #609**

Indian Harbour NS  
www.oceanstoneresort.com

**ORIGINAL ENERGY SALES #165**

Edmonton AB

**PARKS CANADA - KOUCHIBOUQUAC NATIONAL PARK #109**

Kouchibouguac NB  
www.pc.gc.ca/kouchibouguac

**PARKS CANADA - MAINLAND NS #216**

Halifax NS  
www.parkscanada.gc.pc.ca

**PARKS CANADA - SIGNAL HILL HISTORIC SITE #400**

St. John's NL  
www.pc.gc.ca/signalhill

**PEI ARTS & HERITAGE TRAIL #600**

Charlottetown PE  
www.artsandheritagepei.com

**PEI WOODEN SPOON COMPANY #157**

Summerside PE  
www.sites.google.com/site/peiwoodenspoonandsewing

**PLANTERS RIDGE WINERY #903**

Port Williams NS  
www.plantersridge.ca

**PRUVIT #144**

Lahave NS  
www.healthyhealing.pruvitnow.com

**RANDY MUGFORD DESIGN #933**

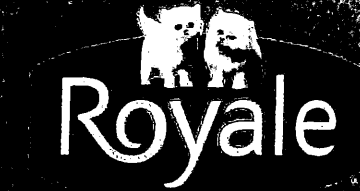
Portugese Cove NS  
www.randymugford.com

**REDNECK CREATION #116**

Dartmouth NS  
www.redneckcreations.com

**REGION OF QUEENS MUNICIPALITY #614**


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www.rescuedoffeeco.com

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SPEEDWAY #712**

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www.riversidespeedway.ca

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INTERNATIONAL PARK #105**

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www.fdr.net

**ROSS FARM MUSEUM #612**

New Ross NS  
www.rossfarm.novascotia.com

**RUSSELL & SONS TORSHEE #156**

Bedford NS  
www.torshee.ca

**SAINTE FAMILLE WINERY #215**

Falmouth NS  
www.st-famille.com

**SALTSCAPES IDEAS & INSPIRATION  
STAGE #1004**

Bedford NS  
www.saltscapes.com

**SALTSCAPES GENERAL STORE /  
SUBSCRIPTIONS #946**

Bedford NS  
www.saltscapes.com

**SCARED CROW PRODUCTIONS #121**

Bridgewater NS  
www.adventuresofnicky.com

**SCHOOLHOUSE BREWERY #903**

Windsor NS  
www.schoolhousebrewery.ca

**SEAWEED SOAP COMPANY #118**

Chester NS  
www.seaweedssoapcompany.com

**SECOND DIMENSION  
INTERNATIONAL LTD. #199**

Toronto ON

**SELECT NOVA SCOTIA #909 & #914**

Truro NS  
www.selectnovascotia.ca

**SERENITY FOODS #115**

Miramichi NB  
www.serenityfoods.com

**SHEDIAC / CAP-PELE TOURISM #104**

Cap-Pele NB  
www.cap-pele.com

**SHELBURNE COUNTY  
TOURISM ASSOC. #604**

Shelburne NS  
www.discovershelburnecounty.com

**SHERBROOKE VILLAGE #703**

Sherbrooke NS  
www.sherbrookevillage.novascotia.ca

**SHIVANI'S KITCHEN #932**

Halifax NS  
www.shivaniskitchen.ca

**SHY GIRAFFE #114**

Timberlea NS  
www.shygiraffe.com

**SLEEP THERAPEUTICS #168**

Lower Sackville NS  
www.sleeptherapeutics.ca

**SOBER ISLAND BREWING  
COMPANY #706**

Sheet Harbour NS  
www.soberislandbrewing.ca

**SOBEYS - SELECT NOVA SCOTIA  
STAGE #1000**

**SPA SPRINGS MINERAL WATER  
CO LTD. #902**

Middleton NS  
www.spa-springs.com

**SPAY DAY HRM SOCIETY #162**

Halifax NS  
www.spaydaynovascotia.wordpress.com

**STEINHART DISTILLERY LIMITED #937**

Arisaig NS  
www.steinhardtillery.com

**STELLARIA HERBALS - SALTSCAPES  
CRAFT COLLECTIVE #146**

Halifax NS  
www.spryfieldmarket.ca

**STILL FIRED DISTILLERIES INC. #904**

Annapolis Royal NS  
www.stillfiredistilleries.com

**SUBARU BALLOT AREA #947**

**SUBARU CANADA #940**

Halifax NS  
www.subaru.ca

**SUBARU SONGWRITERS CAFE  
STAGE #1002**

Halifax NS

**SUBARU SONGWRITERS CENTRE  
STAGE #1001**

Halifax NS

**SUN-MAR CORPORATION #190**

Burlington ON  
www.sun-mar.com

**SWEDETHINGS #158**

Calgary AB  
www.swedethings.ca

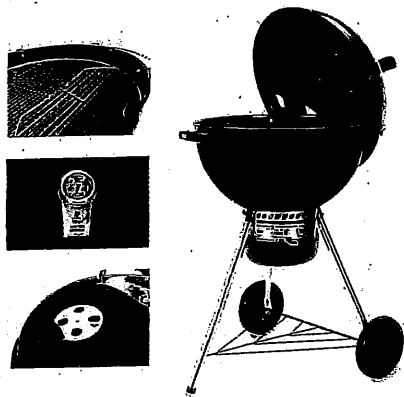
**TANGLED GARDEN #143**

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www.tangledgardenherbs.ca

**TAPROOT FARMS #943**

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# weber



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Ph. (902) 798-3222

### TASTE OF NOVA SCOTIA #901

Halifax NS  
[www.tasteofnovascotia.ca](http://www.tasteofnovascotia.ca)

### TASTE OF NOVA SCOTIA CULINARY STAGE #900

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

### THE CAKE LADY #907

Hubbards NS  
[www.cakeladyingrid.com](http://www.cakeladyingrid.com)

### THE LAUGHING PEAR SOAP CO #132

Lower Sackville NS  
[www.laughingpearsoap.ca](http://www.laughingpearsoap.ca)

### THE LINKS AT BRUNELLO #204

Timberlea NS  
[www.thelinksatbrunello.com](http://www.thelinksatbrunello.com)

### THE LUNENBURG MAKERY #135

Lunenburg NS  
[www.lunenburgmakery.ca](http://www.lunenburgmakery.ca)

### THE PORK SHOP #904

Denmark NS  
[www.theporkshop.ca](http://www.theporkshop.ca)

### THE QUARTERDECK BEACHSIDE VILLAS & GRILL #904

Summerville Beach NS  
[www.quarterdeck.ca](http://www.quarterdeck.ca)

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Dartmouth NS  
[www.thesnoreshop.ca](http://www.thesnoreshop.ca)

### THE TRAIL SHOP #944

Halifax NS  
[www.thetrailshop.ca](http://www.thetrailshop.ca)

### TOURISM MONCTON #102

Moncton NB  
[www.moncton.ca](http://www.moncton.ca)

### TOURISM PRINCE EDWARD ISLAND #500

Charlottetown PE  
[www.tourismpel.com](http://www.tourismpel.com)

### TOURISM SOUTH WEST #400

Port Aux Basques NL  
[www.tourismsouthwest.ca](http://www.tourismsouthwest.ca)

### TOURISME ILES DE LA MADELEINE #501

Cap-aux-Meules QC  
[www.tourismeilesdelamadeleine.com](http://www.tourismeilesdelamadeleine.com)

### TOURISME SAINT-PIERRE ET MIQUELON #406

Saint-Pierre  
[www.spm-tourisme.fr](http://www.spm-tourisme.fr)

### TOWN OF BAY ROBERTS #400

Bay Roberts NL  
[www.bayroberts.ca](http://www.bayroberts.ca)

### TOWN OF GRAND FALLS-WINDSOR, NL #400

Grand Falls-Windsor NL  
[www.grandfallswindsor.com](http://www.grandfallswindsor.com)

### TOWN OF NEW GLASGOW #708

New Glasgow NS  
[www.newglasgow.ca](http://www.newglasgow.ca)

### TOWN OF PICTOU #709

Pictou NS  
[www.townofpictou.ca](http://www.townofpictou.ca)

### TOWN OF SACKVILLE #108

Sackville NB  
[www.sackville.com](http://www.sackville.com)

### TOWN OF TRURO #186

Truro NS  
[www.truro.ca](http://www.truro.ca)

### TOWN OF WINDSOR #215

Windsor NS  
[www.town.windsor.ns.ca](http://www.town.windsor.ns.ca)

### TRACIE'S CHAINSAW CARVINGS #177

Weymouth NS  
[www.facebook.com/tracie.dugas](http://www.facebook.com/tracie.dugas)

### ULTIMATE BATHROOM RENOVATIONS #194

Dartmouth NS  
[www.ultimatebathroom.ca](http://www.ultimatebathroom.ca)

### UNICORN RESTORATION LTD. (BATH FITTER) #179

Dartmouth NS  
[www.bathfitterofnovascotia.com](http://www.bathfitterofnovascotia.com)

### URSAN MEADERY #922

Kentville NS  
[www.ursan.ca](http://www.ursan.ca)

### VALLEY FLAXFLOUR #908

Middleton NS  
[www.flaxflour.com](http://www.flaxflour.com)

### VIKING TRAIL TOURISM #400

St. Anthony NL  
[www.vikingtrail.org/](http://www.vikingtrail.org/)

### VOXX LIFE #147

Kentville NS  
[www.voxxlife.com/miller](http://www.voxxlife.com/miller)

### WAYFARERS' ALE LTD #921

Port Williams NS  
[www.wayfarersale.ca](http://www.wayfarersale.ca)

### WHITE POINT BEACH RESORT #615

White Point NS  
[www.whitepoint.com](http://www.whitepoint.com)

### WILD BLUEBERRY PRODUCERS ASSOC OF NS #939

Debert NS  
[www.nswildblueberries.com](http://www.nswildblueberries.com)

### YARMOUTH & ACADIAN SHORES TOURISM ASSOC #207

Hebron NS  
[www.yarmouthandacadianshores.com](http://www.yarmouthandacadianshores.com)


Municipality of the County of Richmond - March 2018		
Meetings Held:		67 kms
Date:	Meeting:	Jason MacLean
March-06-18	PAC	0
March-07-18	Policy	1
March-12-18	Headland Cultivation	1
March-20-18	Budget	1
March 26, 2018	Council	1
March 27, 2018	Physician	1
Total # of Meetings Attended:		5
x kms/trip (return):		67
Total Mileage (kms):		335
Rate		0.4289
Total Owed		143.681

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	
Add. & Ext. Checked.....	
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distribution: Acc't. No. 10 210 2110 2101 30	

*Handwritten signature*

143.681



**Re: March Travel**   
jason maclean to: Yvonne Boudreau

26/04/2018 03:51 PM

Hi Yvonne, looks good.

Thanks.

Jason


Yvonne Boudreau Hi Jason, Sorry to bother you. Hope things are...

24/04/2018 09:24:06 AM

From: Yvonne Boudreau/Richmond  
To: Jason MacLean/Richmond@Richmond  
Date: 24/04/2018 09:24 AM  
Subject: March Travel

---

Hi Jason,

 Just thought you might want to reply that the attached travel is good to go for payment.

Thanks,

Yvonne Boudreau  
Municipal Clerk, Communications & Administrative Officer  
Municipality of the County of Richmond  
2357 Hwy 206, PO Box 120  
Arichat, NS  
B0E 1A0  
PH:(902) 226-3971  
FAX: (902) 226-1510  
yboudreau@richmondcounty.ca

----- Forwarded by Yvonne Boudreau/Richmond on 24/04/2018 09:23 AM -----

From: ricoh@county.richmond.ns.ca  
To: "Yvonne Boudreau" <yboudreau@richmondcounty.ca>  
Date: 24/04/2018 09:02 AM  
Subject: Ricoh Scanned Document

---

This E-mail was sent from "RNP002673A93E00" (MP C4503).

Scan Date: 04.24.2018 08:57:47 (-0400)  
Queries to: ricoh@county.richmond.ns.ca

[attachment "20180424085747235.pdf" deleted by jason maclean/Richmond]



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

MUNICIPALITY OF THE COUNTY OF RICHMOND  
TRAVEL EXPENSE CLAIM

Name of Claimant:	Brian Marchand
Destination:	Port Hawkesbury Civic Center
Purpose of Travel:	PHP Opening Ceremonies
Departure Date/Time:	Mar 10-2018 - 11:30 PM
Return Date/Time:	Mar 10-2018 - 2:30 PM
Approval to Travel	<i>[Signature]</i> Date: Mar. 9/2018

Description	Day 1						Total
Mileage: # of Km 56 KM	\$ 24.02						\$ 24.02
Accommodation: Hotel Name: <i>(Indicate if Direct Bill or Provide Receipt)</i>							\$ -
Meals: Breakfast \$20							\$ -
Lunch \$25							\$ -
Dinner \$30							\$ -
Other Meals (Receipts Required)							\$ -
Incidentals (\$10 per overnight stay)							\$ -
Taxi/Parking/Tolls (Receipts Required)							\$ -
Total Amount Being Claimed	\$ 24.02						\$ 24.02

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 BM N/A

OPENING SPEECH.

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

Claimant Signature: Brian Marchand

Date: April 13-2018

Travel Approved by Supervisor: [Signature]

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

Goods Rec'd. Date.....	Initial.....	<u>B</u>
Prices Checked.....		<u>B</u>
Add. & Ext. Checked.....		<u>B</u>
Approval for Payment.....		<u>B</u>
Discount Date.....		
Paid by Cheque No.....		
Distribution: Acc't. No. <u>10 210 2100 210</u>		<u>100</u>

H513

## Re: PHP tournament

kmacintyre@richmondcounty.ca

Fri 2018-03-09 8:14 PM

To: Brian <brianmarchand@hotmail.com>;

Yes.

Kent

Sent from my iPhone using IBM Verse

---

On Mar 9, 2018, 8:13:16 PM, brianmarchand@hotmail.com wrote:

From: brianmarchand@hotmail.com  
To: kmacintyre@richmondcounty.ca  
Cc:  
Date: Mar 9, 2018, 8:13:16 PM  
Subject: PHP tournament

In need of permission to attend PHP Opening Ceremonies in Port Hawkesbury.  
Thanks.  
Brian



**MUNICIPALITY OF THE COUNTY OF RICHMOND  
 TRAVEL EXPENSE CLAIM**

<b>Name of Claimant:</b>	Brian Marchand
<b>Destination:</b>	CBU Boardmore Theatre
<b>Purpose of Travel:</b>	Cape Breton University Installation of Dave Dingwall
<b>Departure Date/Time:</b>	April 6-2018 - 11:00 AM
<b>Return Date/Time:</b>	April 6-2018 -7:30 PM
<b>Approval to Travel</b>	<b>Date:</b>

Description	Day 1						Total
Mileage: # of Km    280 KM	\$ 123.62						\$ 123.62
Accommodation: Hotel Name: <i>(Indicate if Direct Bill or Provide Receipt)</i>							\$ -
Meals: Breakfast    \$20							\$ -
Lunch        \$25	\$ 25.00						\$ 25.00
Dinner        \$30	\$ 30.00						\$ 30.00
Other Meals (Receipts Required)							\$ -
Incidentals (\$10 per overnight stay)							\$ -
Taxi/Parking/Tolls (Receipts Required)							\$ -
<b>Total Amount Being Claimed</b>	\$ 178.62						\$ 178.62

**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 BM    N/A

Extra Kms to Pickup DW Goyette

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

Claimant Signature: Brian Marchand

Date: April 16, 2018

Travel Approved by Supervisor: [Signature]

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

2

Goods Rec'd. Date.....	Initial.....	<u>0</u>
Prices Checked.....		<u>0</u>
Add. & Ext. Checked.....		<u>0</u>
Approval for Payment.....		<u>0</u> HST 3
Discount Date.....		
Paid by Cheque No.....		
Distribution: Acc't. No. <u>10 210 2100 210</u>		<u>100</u>

From: kmacintyre@richmondcounty.ca  
Subject: Re: David Dingwall  
Date: Apr 5, 2018 at 11:51:37 AM  
To: Brian brianmarchand@hotmail.com

Yes.

kent

From: "Brian" <brianmarchand@hotmail.com>  
To: "Kent MacIntyre" <kmacintyre@richmondcounty.ca>  
Date: 2018-04-05 10:47 AM  
Subject: David Dingwall

---

Need permission to attend the installation of Dave Dingwall in Sydney.

Thanks.

Brian



Installation of

**The Honourable  
David C. Dingwall, P.C., Q.C., ICD.D**

*as President & Vice-Chancellor of Cape Breton University*

**FRIDAY, APRIL 6, 2018**

Boardmore Theatre, Cape Breton University  
1250 Grand Lake Road, Sydney, Nova Scotia

For more information contact:

**Sonya MacDonald (902) 563-1271 | [installation@cbu.ca](mailto:installation@cbu.ca)**



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

MUNICIPALITY OF THE COUNTY OF RICHMOND  
 TRAVEL EXPENSE CLAIM

Name of Claimant:	Brian Marchand
Destination:	ROC Building
Purpose of Travel:	ROC Grand Opening
Departure Date/Time:	April 13-2018 - 9:30 AM
Return Date/Time:	April 13-2018 - 1:30 PM
Approval to Travel	Date:

Description	Day 1						Total
Mileage: # of Km 56 KM	\$ 24.72						\$ 24.72
Accommodation: Hotel Name: <i>(Indicate if Direct Bill or Provide Receipt)</i>							\$ -
Meals: Breakfast \$20							\$ -
Lunch \$25							\$ -
Dinner \$30							\$ -
Other Meals (Receipts Required)							\$ -
Incidentals (\$10 per overnight stay)							\$ -
Taxi/Parking/Tolls (Receipts Required)							\$ -
Total Amount Being Claimed	\$ 24.72						\$ 24.72

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 BM N/A

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

Claimant Signature: Brian Marchand

Date: April 13 2018

Travel Approved by Supervisor: [Signature]

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

Goods Rec'd. Date.....	Initial.....	A
Prices Checked.....		A
Add. & Ext. Checked.....		A
Approval for Payment.....		A
Discount Date.....		
Paid by Cheque No.....		
Distribution: Acc't. No. <u>10 210 2100 2101</u>		00

HSF 3



**ROC  
SOCIETY**  
*Grand Opening*

*You are cordially invited  
to our grand opening  
in celebration of our new and  
improved location*

*Date: April 13<sup>th</sup>, 2018*

*Time: 10:00 am*

*Location: 3 MacQuarrie Drive Extension*

From: kmacintyre@richmondcounty.ca  
Subject: Re: ROC Grand Opening  
Date: Apr 12, 2018 at 4:11:18 PM  
To: Brian brianmarchand@hotmail.com

Yes.

Kent

From: "Brian" <brianmarchand@hotmail.com>  
To: "Kent MacIntyre" <kmacintyre@richmondcounty.ca>  
Date: 2018-04-12 03:55 PM  
Subject: ROC Grand Opening

---

Need permission to attend the ROC Grand Opening in Port Hawkesbury of Friday April 13th.

Thanks.

Brian





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

MUNICIPALITY OF THE COUNTY OF RICHMOND  
TRAVEL EXPENSE CLAIM

Name of Claimant:	Brian Marchand
Destination:	Westin - Halifax
Purpose of Travel:	Provincial Volunteer Awards
Departure Date/Time:	April 8-2018 - 1:00 PM
Return Date/Time:	April 9-2018 - 8:00 PM
Approval to Travel	<i>[Signature]</i> Date: April 8, 2018

Description	Day 1	Day 2					Total
Mileage: # of Km 616 KM	\$ 135.98	\$135.98					\$ 271.96
Accommodation: Hotel Name: Westin <i>(Indicate if Direct Bill or Provide Receipt)</i>		\$ 168.45					\$ 168.45
Meals: Breakfast \$20		\$ 20.00					\$ 20.00
Lunch \$25							\$ -
Dinner \$30		\$ 30.00					\$ 30.00
Other Meals (Receipts Required)	\$ 64.60						\$ 64.60
Incidentals (\$10 per overnight stay)	\$ 10.00						\$ 10.00
Taxi/Parking/Tolls (Receipts Required)	\$ 1.00						\$ 1.00
Total Amount Being Claimed	\$ 211.58						\$ 566.01

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 BM N/A


All claims are to be submitted not later than 30 days after return.	
Claimant Signature:	<i>Brian Marchand</i>
Date:	April 16, 2018
Travel Approved by Supervisor:	<i>[Signature]</i>
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: Acc't. No. 10, 210, 2100, 210		110

From: Brian [brianmarchand@hotmail.com](mailto:brianmarchand@hotmail.com)  
Subject: Re: Provincial Volunteer Awards  
Date: Apr 15, 2018 at 11:41:11 PM  
To: [brianmarchand@hotmail.com](mailto:brianmarchand@hotmail.com)

On Apr 8, 2018, at 2:22 PM, "[kmacintyre@richmondcounty.ca](mailto:kmacintyre@richmondcounty.ca)"  
<[kmacintyre@richmondcounty.ca](mailto:kmacintyre@richmondcounty.ca)> wrote:

Yes. Should be a great event.

Glad you are attending, it's good for the volunteer and Richmond County.

Kent

Sent from my iPhone using IBM Verse

On Apr 8, 2018, 2:19:42 PM, [brianmarchand@hotmail.com](mailto:brianmarchand@hotmail.com) wrote:

From: [brianmarchand@hotmail.com](mailto:brianmarchand@hotmail.com)

To: [kmacintyre@richmondcounty.ca](mailto:kmacintyre@richmondcounty.ca)

Cc:

Date: Apr 8, 2018, 2:19:42 PM

Subject: Provincial Volunteer Awards

Need permission to attend the provincial volunteer awards ceremony in  
Halifax on Monday.

Thanks.

Brian

Westin Nova Scotian  
 1181 Hollis Street  
 Halifax, NS B3H 2P6  
 Canada  
 Tel: 902 421-1000 Fax: 902 422-9465



Mr Brian Marchand  
 483 HIGHWAY 320  
 LOUISDALE, NS, B0E 1V0  
 Canada

Page Number : 1 Invoice Nbr : 448318  
 Guest Number : 1006940  
 Folio ID : A  
 Arrive Date : 08-APR-18 17:22  
 Depart Date : 09-APR-18  
 No. Of Guest : 1  
 Room Number : 319  
 Club Account : SPG - A0920

Tax Invoice

Tax ID : 899994933RT0001  
 Westin Nova Scotian APR-09-2018 12:10 JGARDEN

Date	Reference	Description	Amount	
08-APR-18	RT319	Guest Self Parking	20.00	
08-APR-18	RT319	HST Tax 15% Parking	3.00	
08-APR-18	RT319	Room Charge	124.00	
08-APR-18	RT319	HRM Levy 2.0%	2.48	
08-APR-18	RT319	HST Tax - Room 15%	18.97	
09-APR-18	VI	Visa-0331		-168.45

\*\*\*For Authorization Purpose Only\*\*\*

xxxxxx0331

Date	Code	Authorized
08-APR-18	067433	50
09-APR-18	008409	118.45

Approve EMV Receipt for VI - 0331: PIN Verified  
 TC:3F8B8ED7A84F3721 TVR:0080008000 AID:A0000000031010  
 Application Label:Visa Credit

\*\* Total 168.45 -168.45  
 \*\*\* Balance 0.00

Continued on the next page

the westin nova scotian  
hst# 899994933RT  
0182 Table 101 #Party 3  
LOGAN T SVCK: 4 18:47 04/08/18

roy's lounge

3 Fish & Chips

Sub Total: 54.00  
Tax HST: 8.10  
Sub Total: 62.10  
04/08 21:22 TOTAL: 62.10

tip: 2.50

total: 64.60

Print name: \_\_\_\_\_ room #: \_\_\_\_\_

signature: \_\_\_\_\_

**please pay server**  
gratuities are not included  
join us for sunday brunch  
for reservations go to  
www.elementschottis.ca  
or call 902 496-7960

ROY'S LOUNGE  
181 HOLLIS STREET  
HALIFAX, NS B3H2P6  
9024967960

**SALE**

Server # 000408  
MID: 5926875  
TID: 001  
Batch #: 248  
04/08/18  
REF#: 00000016  
APPR CODE: 077784  
VISA  
\*\*\*\*\*0331  
Chip  
\*\*/\*\*

**AMOUNT**  
TIP \$62.10  
TOTAL \$64.60

APPROVED

Visa Credit  
AID: A0000000031010  
TVR: 00 80 00 80 00  
TS: F8 00

BY ENTERING A VERIFIED PIN, CARDHOLDER AGREES  
TO PAY ISSUER SUCH TOTAL IN ACCORDANCE WITH  
ISSUER'S AGREEMENT WITH CARDHOLDER  
IN ACCORDANCE WITH ISSUER'S  
AGREEMENT WITH CARDHOLDER

THANK YOU/MERCI  
CUSTOMER COPY

Halifax-Dartmouth  
Bridge Commission

A. Murray Mackay  
Lane: 14 Collector: 00329  
Sun 8 Apr 2018 17:01:35  
TOLL RECEIPT  
CLASS 1  
TOTAL PAID: \$1.00

# Program

Emcee: Joel Jacobson - Freelance Journalist

---

**11:00am RECEPTION**

---

**11:30am OPENING REMARKS**

---

**12:00pm LUNCHEON**

---

**ENTREE**

Oven Roasted Chicken Breast with BBQ Demi Glaze Topped with Buttermilk Fried Crispy Onions finished with Pineapple Salsa, Herb Mashed Potato and Medley of Vegetables

**VEGETARIAN OPTION**

Vegetarian Timbale Curried Split Pea, Portobello Mushroom, Spinach, Tofu and Chinese Eggplant

**DESSERT**

Flourless Chocolate Decadence with Macerated Nova Scotia Berries and Raspberry Coulis  
Starbucks Coffee and Tazo Tea

---

**1:00pm-4:00pm AWARD CEREMONY**

---

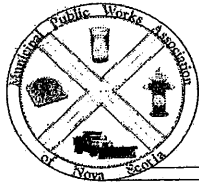
Presented by The Honourable Arthur J. LeBlanc, ONS, QC, Lieutenant Governor of Nova Scotia, The Honourable Stephen McNeil, Premier of Nova Scotia, and The Honourable Leo Glavine, Minister of Communities, Culture & Heritage

**Family Volunteer Award**  
**Youth Volunteer Award**  
**Volunteer Representative Awards**

---

**4:00pm CLOSING REMARKS**

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# Municipal Public Works Association of Nova Scotia

## MPWANS Spring Conference 2018

The Town of Amherst is hosting the Spring Conference for the Municipal Public Works Association of Nova Scotia (MPWANS). The conference will be held at the Community Credit Union Business Innovation Centre (5 Ratchford St) on May 23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup> of 2018.

### REGISTRATION

Conference Registration Fee is \$100.00:

Cheque by mail  Payment on arrival

Please make cheques payable to:

Town of Amherst

PO Box 516

Amherst, NS

B4H 4A1

Memo/For: "MPWANS Spring 2018"

Phone: (902) 667-3335

Fax: (902) 667-2208

abourgeois@amherst.ca

**PLEASE REGISTER BY FRIDAY, MAY 04, 2018**

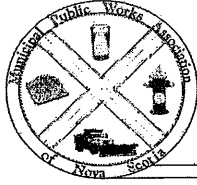
Name/Title: Chris Boudreau, P.Eng – Director of Public Works / Municipal Engineer.		
Municipality/Town: Municipality of the County of Richmond		
Phone: 902-226-3988	Fax: 902-226-0060	Email: caboudreau@richmondcounty.ca
MPWANS member <input checked="" type="checkbox"/>	CPWA member <input type="checkbox"/>	
Banquet: please choose one(1)	Hip of Beef <input checked="" type="checkbox"/>	Turkey <input type="checkbox"/> Vegetarian Stir fry <input type="checkbox"/>
Dietary Concerns or Food Allergy:		

### ACCOMODATIONS

A block of rooms have been reserved at the Super 8 Hotel, but space is limited, attendees are encouraged to reserve rooms as soon as possible. Attendees are responsible to book their own accommodations. Please mention that you are attending the MPWANS Conference when booking. You can contact Super 8 Amherst, 40 Lord Amherst Drive, Amherst Nova Scotia B4H 4W6. Telephone : 1-902-660-8888  
<http://www.super8amherst.com/>

### ACTIVITIES

Golf at Amherst GCC - Wednesday	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	MPWANS Tee times Checked .....	Initial <b>CB</b>
Tour of WWTP / Reservoir Wednesday (meet at hotel 1 pm)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Bring your own PPE boots/vest Checked .....	<b>D</b>
		Approval for Payment .....	<b>HS</b>
		Discount Date .....	<b>2</b>
		Paid by Cheque No. ....	<b>10-242-3070</b>
		Distribution Acc't. No. ....	<b>242111</b>



# Municipal Public Works Association of Nova Scotia

---

## Golf:

All those planning to attend the golf, there will be transportation leaving at 11:15am from the Super 8 Hotel and returning after the round.

If you do not require transportation, feel free to take your own vehicle to the course.

Amherst Golf and Country Club:

487 John Black Rd, Amherst, NS

Tele: (902) 667-1911

<http://www.amherstgolfclub.com/>

## Presenting Bodies:

### Suppliers

-For the organizations that are presenting, the MPWANS requires that the all the attendees register.

-All presenting bodies must register at \$100/head minus one (1).

-Suppliers will be required to present on Thursday. They may attend all functions other than the Friday portion of the conference, as it is our business section of the conference.

### Governing/Regulatory

-Governing/Regulatory bodies are permitted to present on either Thursday or Friday, and attend all functions of the conference.

-No Registration fee required



Municipality of the County of Richmond - March 2018		
Meetings Held:		14 km
Date:	Meeting:	Alvin Martell
March-06-18	PAC	0
March-07-18	Policy	1
March-12-18	Headland Cultivation	1
March-20-18	Budget	1
March 26, 2018	Council	1
March 27, 2018	Physician	1
Total # of Meetings Attended:		5
x kms/trip (return):		14
Total Mileage (kms):		70
Rate		.4289
Total Owed		\$ 30.02

*Alvin Martell*  
*Kentley*

Goods Rec'd. Date.....	Initial.....	P
Prices Checked.....		P
Add. & Ext. Checked.....		P
Approval for Payment.....		P
Discount Date.....		
Paid by Cheque No.....		
Distribution: Acc't. No.	10 210 210 210	130

HST 3





<b>TRAVEL EXPENSE CLAIM</b>		Rate <u>\$0.4415</u>
Name of Claimant:	Donald Blair Martell	
Destination:	New Glasgow, Pictou-County Wellness Centre	
Purpose of Travel:	Basic Arena Refrigeration Course	
Departure Date/Time:	April <del>15</del> <sup>16</sup> 2018 1PM	
Return Date/Time:	April <del>15</del> <sup>16</sup> 2018 6:30PM	
Approval to Travel <i>Chris Boerleece</i>		Date: Feb 13, 2018

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total	
Total Mileage (# of Km):	358.00	170.00	6.00	6.00	6.00	170.00	358.00
Total Cost of Mileage:	\$158.06	\$75.06	\$2.65	\$2.65	\$2.65	\$75.06	\$158.06
Accommodation/Hotel Name	Travelodge Suites					\$0.00	
<i>Direct Billed</i>							
Meals: Breakfast \$20		\$20.00	\$20.00	\$20.00	\$20.00	\$80.00	
Lunch \$25						\$0.00	
Dinner \$30	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$150.00	
Other Meals (Receipts Required)						\$0.00	
Incidentals (\$10 per overnight stay)	\$10.00	\$10.00	\$10.00	\$10.00		\$40.00	
Taxi/Parking/Tolls (Receipts Required)						\$0.00	
<b>Total Amount Being Claimed</b>	\$115.06	\$62.65	\$62.65	\$62.65	\$125.06	<b>\$428.06</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%

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

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

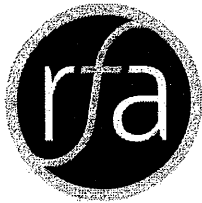
Claimant Signature: Donald B. Martell

Date Submitted: Apr 23, 2018

Travel Approved by Supervisor: Chris Boerleece

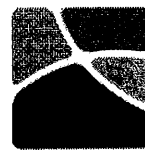
GL Code: 10-270-4150-270480

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>10 270 4150 270480</u>		



**Recreation Facility Association  
of Nova Scotia**

*Supporting you - from the ground up*



**orfa**

**Ontario  
Recreation  
Facilities  
Association**

**Building Community Since 1947**

Recreation Facility Association of Nova Scotia (RFA NS) in partnership with the Ontario Recreation Facilities Association (ORFA)

**Basic Arena Refrigeration Course**

Monday, April 16 to Thursday, April 19, 2018

8:30 am to 4:30 pm

Pictou County Wellness Centre

2756 Westville Road

New Glasgow, Nova Scotia

**Course Instructor:** Graham Nesbitt, RRFA, CIT, CARPT

Graham is ORFA's Coordinator, Training and Development responsible for the delivery of a variety of ORFA courses across the province. Graham has been employed in the arena and recreation facilities business in various capacities for 35 years and has also been painting ice for over 25 years for many rinks in his local area.

**Hotel:** Travelodge Suites

700 Westville Rd, New Glasgow

Rate: \$109.00 +HST (Single Occupancy)

Quote: **Recreation Facility Association**

Cut off date for rate: April 22, 2018

DONALD BLAIR MARTELL  
Name

RICHMOND ARENA  
Facility

2357 HIGHWAY 206 BOX 120  
Address

ARICHAT NS BOE 1A0  
City Province PC

902 226-2400  
Phone

902 226-0060  
Fax

cmartell@richmondcounty.ca  
Email

**Registration Fee**

- \$850.00+ tax\*
- \$1,000.00 + tax\*

RFA NS Member (RICHMOND COUNTY)  
Not a Member

\*Tax at 15%

**Registration Fee**

- Is enclosed.
- Please Invoice me: PO # DBMARTELL ATTN: CARLA
- Visa/MC

Card # \_\_\_\_\_ Exp: \_\_\_\_\_

Name on Card: \_\_\_\_\_

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

**To register return form to:**  
**Recreation Facility Association of Nova Scotia**  
 Mail: 5516 Spring Garden Road, 4th Floor  
 Halifax, NS B3J 1G6  
 Fax: 902-425-5606  
 Email: rfans@sportnovascotia.ca

**For More Information:** Please contact the RFA NS at (902) 425-5450 x 330 or  
 email: rfans@sportnovascotia.ca



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

**TRAVEL EXPENSE CLAIM** Rate **\$0.4415**

Name of Claimant:	JASON MARTELL
Destination:	PORT HAWKESBURY, NS
Purpose of Travel:	AIRPORT MONTHLY MEETING, AT REQUEST OF CAO
Departure Date/Time:	APRIL 17TH, 2018 - 1PM
Return Date/Time:	APRIL 17TH, 2018 - 3PM

Approval to Travel *Kim Joly* Date: 4/16/18

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): <span style="float: right;">90.00</span>	90.00					90.00
Total Cost of Mileage: <span style="float: right;">\$39.74</span>	\$39.74	\$0.00	\$0.00	\$0.00	\$0.00	\$39.74
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>	\$39.74	\$0.00	\$0.00	\$0.00	\$0.00	\$39.74

**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 \_\_\_\_\_  
 AGENDA ATTACHED.

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

Claimant Signature: *Jason Martell*

Date Submitted: 4/25/18

Travel Approved by Supervisor: *Kim Joly*

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 2121 30</u>		



**Fw: AgendaPkg\_AirportCommMtg\_Apr17\_2018**  
Kent MacIntyre to: Jason Martell

16/04/2018 01:32 PM

---

History: This message has been replied to.

Jason;

Would you be able to attend on my behalf tomorrow? If so, let's discuss agenda.

Regards; Kent

----- Forwarded by Kent MacIntyre/Richmond on 2018-04-16 01:19 PM -----

From: "Dawna MacDonald" <dmacdonald@townofph.ca>  
To: "Brenda Chisholm-Beaton" <bchisholmbeaton@townofph.ca>, "Brian Marchand" <bmarchand@richmondcounty.ca>, "Clr John Dowling- Inv Co." <johndowling543@hotmail.com>, "DW Alfred Poirier" <yds801@bellaliant.net>, "Ellen Murphy" <ellen.murphy@invernesscounty.ca>, "Erin MacEachen" <emaceachen@townofph.ca>, "Gordie Snook" <gsnook@townofph.ca>, "Keith MacDonald" <keith.macdonald@invernesscounty.ca>, "Kent MacIntyre" <kmacintyre@richmondcounty.ca>, "Misty MacDonald - ESREN" <mmacdonald@esren.ca>, "Roy MacLean" <roy.maclean@invernesscounty.ca>, "Tanya Tibbo" <tanya.tibbo@invernesscounty.ca>, "Terry Doyle" <tdoyle@townofph.ca>, "Trevor Boudreau" <tboudreau@townofph.ca>, "Yvonne Boudreau" <yboudreau@richmondcounty.ca>  
Cc: "Trevor Boudreau" <tboudreau@townofph.ca>, "Terry Doyle" <tdoyle@townofph.ca>  
Date: 2018-04-16 01:03 PM  
Subject: AgendaPkg\_AirportCommMtg\_Apr17\_2018

---

Good afternoon,

On behalf of the Chair and Terry, please find attached the agenda package for the meeting tomorrow at 1:00pm in the Boardroom.

Regards,  
Dawna

---

*Port Hawkesbury*

Dawna MacDonald, BA  
Communications & Administrative Officer  
Town of Port Hawkesbury  
606 Reeves Street, Unit 1  
Port Hawkesbury, Nova Scotia B9A 2R7

Tel: 902-625-7893  
Fax: 902-625-0040  
Email: [dmacdonald@townofph.ca](mailto:dmacdonald@townofph.ca)  
[www.townofporthawkesbury.ca](http://www.townofporthawkesbury.ca)

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AgendaPkg\_AirportCommitteeMtg\_Apr17\_2018.pdf

# Airport Committee Meeting

Date: Tuesday, April 17, 2018

Time: 1:00 p.m.

Location: Boardroom, PHCC

## AGENDA

1. Meeting Call to Order
2. Additions to / Approval of Agenda
3. Approval of Minutes – March 13, 2017
4. Business Arising from the Minutes ✓
  - i. Mold Remediation – Update
5. Finance Report and Budget (*revenue sources (amounts)*)
6. Snow Removal Contract
7. Airport Committee Governance
  - i. Committee Structure
  - ii. Terms of Reference
8. Capital Improvements
  - i. ACOA Application - Update
9. Approved Additions
10. Next Meeting Date
11. Adjournment

*Audit  
Operations?  
Growth ✓*

*1577  
1000  
800  
~~2300~~  
2377*



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

**TRAVEL EXPENSE CLAIM** Rate \$0.4415

<b>Name of Claimant:</b>	JASON MARTELL
<b>Destination:</b>	SYDNEY, NS
<b>Purpose of Travel:</b>	CAPE BRETON-STRAIT AREA REGIONAL MEETING. DCBA MEETING
<b>Departure Date/Time:</b>	APRIL 30TH, 2018 - 8AM
<b>Return Date/Time:</b>	APRIL 30TH, 2018 - 4PM
<b>Approval to Travel</b>	<i>[Signature]</i> Date: <u>April 27 / 2018</u>

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
<b>Total Mileage (# of Km):</b> 245.00	245.00					245.00
<b>Total Cost of Mileage:</b> \$108.17	\$108.17	\$0.00	\$0.00	\$0.00	\$0.00	\$108.17
<b>Accommodation/Hotel Name:</b>						\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						\$0.00
<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>	\$108.17	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$108.17</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 60 days after return.**

Claimant Signature: *[Signature]*

Date Submitted: May 17 2018

Travel Approved by Supervisor: *[Signature]*

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 2121 30</u>		

## Cape Breton - Strait Area Regional Meeting Agenda

Monday, April 30, 2018

10:00 a.m. – 2:00 p.m.

CBRM Community Room, Ground Floor of City Hall

320 Esplanade, Sydney

Agenda Item	Time Allotted	Presented by:	Action Required
Welcome from Host Unit	10:00 -10:05	Mayor Cecil Clarke, CBRM	Information
Greetings from UNSM	10:05 -10:10	Councillor Geoff Stewart, UNSM President	Information
Introductions	10:10 -10:15	Meeting Participants	Information
Priorities & Resolutions Process	10:15 -11:00	Betty MacDonald, Executive Director, UNSM	Information & Input
Round Table Discussion & Regional Issues	11:00 – 12:00	Meeting Participants	Input
LUNCH	12:00 -12:45		
Round Table Discussion Continued	12:45 – 1:30	Meeting Participants	Input
UNSM Updates on Major Initiatives Gas Tax Fund and Asset Management - <i>Appendix A</i> Upcoming UNSM Events - <i>Appendix B</i>	1:30 – 1:45	Betty MacDonald, and Debbie Nielsen, UNSM	Information
Evaluation and Adjournment	1:45 -2:00	Meeting Participants	Feedback/Input

### Joining the Meeting by Conference Call

For those of you unable to join the Regional Meeting in person, below is the information to join by conference call:

**Dial-in Number:** 1 877 394-5901

**Access Code:** 2926756

**Please Note:** Although it is UNSM's intention to allow members to join the meeting by conference call, past experience has taught us that sometimes the on-site technology does not work. However, we will do everything we can to make it possible.



ARICHAT, NS TO SYDNEY, NS



Sign in

All Maps Images Shopping News More

Settings



Like using Google?

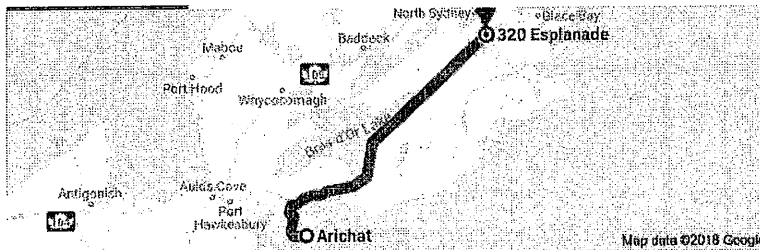
Switch your settings to always search with Google

About 106,000 results (0.43 seconds)

NO THANKS YES

Arichat, Nova Scotia

320 Esplanade Sydney, NS



1 h 38 min (122.5 km) via NS-4 E

Directions

Distance between Arichat, Nova Scotia and Sydney, Nova Scotia

www.distancecanada.com/arichat\_novascolia\_and\_sydney\_novascolia/ Distance between Arichat and Sydney in miles and kilometers. Driving distance and how to go from Arichat, Nova Scotia to Sydney, Nova Scotia. 76 miles / 123 km, Driving time? 1 hour 39 mins.

Distance between West Arichat, NS and Sydney, NS

https://www.distance-cities.com/ca/distance-west-arichat-ns-to-sydney-ns Distance between West Arichat and Sydney in miles and kilometers. Driving distance and how to go from West Arichat, Nova Scotia to Sydney, Nova Scotia. How long does it takes to arrive.

Distance between Sydney, NS and Arichat, NS

https://www.distance-cities.com/ca/distance-sydney-ns-to-arichat-ns Apr 28, 2017 - Distance between Sydney and Arichat in miles and kilometers. Driving distance and how to go from Sydney, Nova Scotia to Arichat, Nova Scotia. How long does it takes to arrive.

Distance between Arichat, NS and North Sydney, NS

https://www.distance-cities.com/ca/distance-arichat-ns-to-north-sydney-ns Distance between Arichat and North Sydney in miles and kilometers. Driving distance and how to go from Arichat, Nova Scotia to North Sydney, Nova Scotia. How long does it takes to arrive.

Arichat – Cape Breton Island, Nova Scotia

https://www.cbisland.com/community/arichat/ 29th Richmond County Winter Festival 2018. Region: Fleur-De-Lis, Marconi Trail, Metro CB Community: Arichat. Date: January 1st - January 31st. Richmond County will be hosting winter festivals, events, and activities beginning in January 2018. For more information, please visit our website www.richmondcounty.ca A list ...

Isle Madame – Cape Breton Island, Nova Scotia

https://www.cbisland.com/community/isle-madame/ Guiding Lights of Isle Madame. Region: Fleur-De-Lis, Marconi Trail, Metro CB Community: Isle Madame. Nova Scotia is home to the largest number of lighthouses in Canada, but none are more historic or picturesque than those of Isle Madame. This guided driving and walking tour shines a light on our history and ge.

Home | C.H. Boudreau Funeral Home - Proudly Serving Arichat Nova ...

chboudreau.com/ Our web site was created to assist those who are anticipating or have experienced the death of a loved one. We hope the information and links provide.

Jobs in Arichat, NS | CareerBeacon.com

https://www.careerbeacon.com/search/jobs-in-arichat-ns





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St Peters Fire Hall, 22 Toulouse St, St  
131 Anchor Rd, Louisdale, NS B0E 1V0

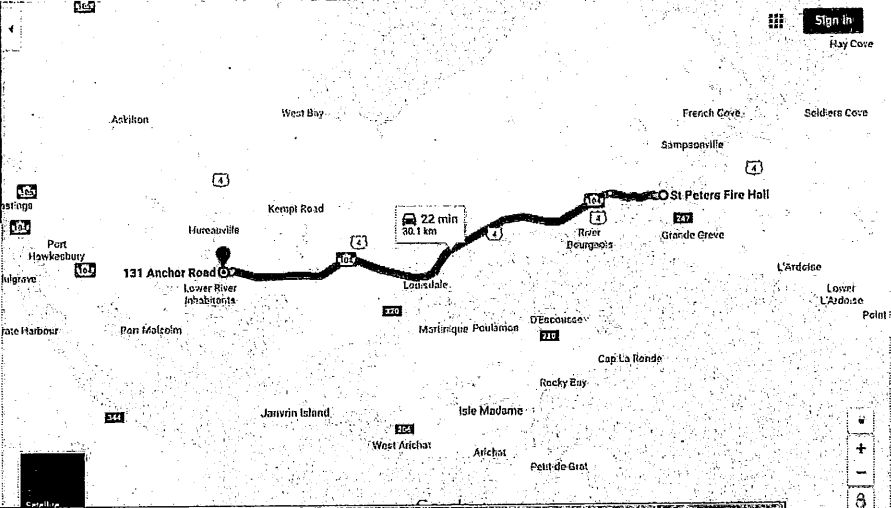
22 min  
30.1 km

via NS-104  
Fastest route, the usual traffic

Send directions to your phone

via NS-104  
Fastest route, the usual traffic

DETAILS



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# 2018 Fierce Feminine Leadership with Eleanor Beaton - St. Peter's

April 16, 2018 @ 6:30 PM - 8:30 PM (ADT (Atlantic Daylight Time))

Your registration has been successfully submitted.

## Order Confirmation

A confirmation email was sent to Yvonne Boudreau <yboudreau@richmondcounty.ca>.

Thank You!

Strait Area Chamber of Commerce

Close

*Kathleen  
Anne*