



THE MUNICIPALITY OF THE CITY OF RICHMOND

NAME: Allophie R. Kubi

PERIOD COVERED:

FROM: Jan 8/19

TO: Jan 9/19

DATE: PARTICULARS: MILEAGE (KM): OTHER EXPENSES:

Jan 8/19 Came in to check Zamboni would not run. 25

Jan 9/19 Came in to Repair Zamboni made two trips one in morning one in evening 50

Jan 9/19 Worked from 9 till 2 then 7 till 8 1 Meal

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

HST 1

Totals: 20.00

Rate: 50.4708 0.4415

Total Mileage (\$): 33.11

Total Expenses Claimed: 53.11

ACCOUNT #:	10-270-4150-270480	CHEQUE #:	
SIGNATURE:	<u>Allophie R. Kubi</u>	AMOUNT:	
APPROVED:	<u>Chris Goodman</u>	DATE PAID:	
		INITIAL:	

Municipality of the County of Richmond - December 2018		
Meetings Held:		67 kms
Date:	Meeting:	Gilbert Boucher
December-19-18	COW	1
Total # of Meetings Attended:		1
x kms/trip (return):		67
Total Mileage (kms):		67
Rate		0.4415
Total Owed		\$29.58

Municipality of the County of Richmond - January 2019		
Meetings Held:		67 kms
Date:	Meeting:	Gilbert Boucher
January-09-19	Strategic Planning	1
January-14-19	COW	1
January-17-19	Funding Announcement	
January-21-19	Audit Committee	1
January 28, 2019	Council	1
Total # of Meetings Attended:		4
x kms/trip (return):		67
Total Mileage (kms):		268
Rate		0.4415
Total Owed		\$118.32



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

29.58  
118.32



10 210 2110 210130

# SCHEDULE "B"



THE MUNICIPALITY OF THE COUNTY OF  
LA MUNICIPALITÉ DU COMITÉ 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>	295 Commercial Street, Middleton
<b>Purpose of Travel:</b>	NSFM Workshop on Integrating Climate Considerations in Asset Management
<b>Departure Date/Time:</b>	January 23, 2019 - 12:00 PM
<b>Return Date/Time:</b>	January 24, 2019 - 7:00 PM <span style="margin-left: 20px;">3pm.</span>
<b>Approval to Travel</b>	<input checked="" type="checkbox"/> Date: <u>Jan. 15 / 2019</u>

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Mileage: # of Km	378	500	0	0	0	387.64
Accommodation: Direct Bill Hotel Name: <u>Old Orchard Inn</u> <small>(Indicate if Direct Bill or Provide Receipt)</small>						0.00
Meals: Breakfast \$20	/	20				20
Lunch \$25	/	25				25
Dinner \$30	30	/				30
Other Meals (Receipts Required)						0.00
Incidentals (\$10 per overnight stay)	10					10
Taxi/Parking/Tolls (Receipts Required)						0.00
<b>Total Amount Being Claimed</b>						<b>472.64</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

\*Workshop cancelled at the last minute due to a traffic accident that caused widespread power outages in the area and the proposed venue.

<b>All claims are to be submitted not later than 30 days after return.</b>	
Claimant Signature:	
Date:	<u>Jan 25 / 19</u>
Travel Approved by Supervisor:	<input checked="" type="checkbox"/>
GL Code:	<u>10-242-3070-242110</u>

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	
Add. & Ext. Checked.....	
Approval for Payment.....	H5F
Discount Date.....	
Paid by Cheque No.....	
Distribution: Acc't. No. <u>10-242-3070-242110</u>	

Old Orchard Inn (Exit 11, Hwy 101)  
 153 Greenwich Road South  
 Greenwich, NS B4P 2R2  
 Tel: 902-542-5751

Page No. 1

Guest Name: Chris Boudreau  
 Municipality of Richmond County  
 619 Capha Ronde  
 Arichat, NS B0E1A0 CAN

Room #: 310  
 Folio#: R63E23 - 2  
 Group #:  
 Guests: 1  
 Clerk:

#241

Arrive: 01/23/19 Time: 04:30 PM Depart: 01/24/19 Time: 08:31:01 Stat: FOL

Date	Description	Reference	Comment	Charges	Credits
01/23/19	ROOM CHARGE	310		\$115.00	
01/23/19	HST R103985529	310t	HARMONIZED SALES TAX	\$17.25	

Folio Balance: \$132.25

Guest Signature: Chris Boudreau

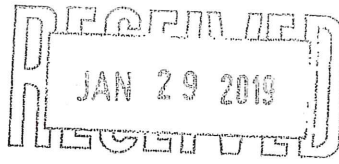


Invoice R63E23  
 Terms Net 30 days  
 2% per month on  
 Outstanding Accounts

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. <u>10 242 3080 242 210</u>		

HST 3

Old Orchard Inn  
 153 Greenwich Road South  
 RR # 2  
 Wolfville, Nova Scotia, CN B4P 2R2  
 902-542-5751



# Statement

<b>Date</b>
01/25/2019
<b>Account Number</b>
241

MUNICIPALITY OF RICHMOND CO.  
 P. O. Box 120  
 ARICHAT, NS B0E 1A0 CAN

Tran. Date	Reference	Type	Description	Totals
01/24/2019	R6LS5FHACT201	Night Audit Transfer	Boudreau, Chris Rm: 310	\$132.25

Goods Rec'd. Date.....	Initial <i>CB</i>
Prices Checked.....	<i>A</i>
Add. & Ext. Checked.....	<i>A</i>
Approval for Payment.....	<i>A</i>
Discount Date.....	<i>HSF</i>
Paid by Cheque No.....	<i>3</i>
Distribution. Acc't	<i>10 242 3080 242210</i>

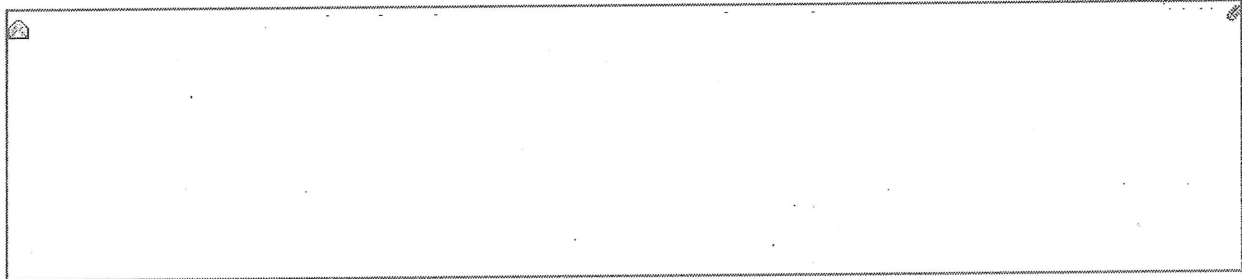
Current	Over 30	Over 60	Over 90	Over 120	Account Balance
\$132.25	\$0.00	\$0.00	\$0.00	\$0.00	\$132.25



**A Reminder to Register for NSFMS Workshop on Integrating Climate Considerations into Asset Management Planning in Middleton -- Action Required -- Please Register by January 21, 2019**

Debbie Nielsen to: AMA Maritime List Serve  
Please respond to "AMA Maritime List Serve"

14/01/2019 04:22 PM



This email was forwarded via the AMANS listserv. If you reply to this message it will be sent to all members.

To reply privately to the sender - please delete the amans@lists.gov.ns.ca email from the To:.

Make sure you only have the person you wish to see the message in the To: email address.

To: AMA's Members

Re: A Reminder to Register for NSFMS Workshop on Integrating Climate Considerations into Asset Management Planning\*\*

Date: Thursday, January 24, 9:30 am - 3:00 pm

Snow Date: Thursday, January 31 (in case we need to reschedule due to weather)

Location: NSCC Campus, 295 Commercial Street, Middleton

Cost: \$115 (includes all workshop materials, refreshments and lunch)

Registration Deadline: Monday, January 21, 2019

Who Should Attend: Decision makers, administrative and technical staff, and elected officials

Workshop Overview: The purpose of this workshop is to help municipalities incorporate climate risks into their asset management planning practices. NSFMS is working with a local group - ClimAction Services - to offer the workshop, which is aimed at enhancing local asset management practices by providing municipalities with the information and tools they need to include climate considerations into their long-term infrastructure planning. Doing so will help position municipalities to take the necessary steps to proactively adapt their assets to climate risks.

Topics to be Covered Include:

\* How Your MCCAP Can Inform Asset Management Planning: How to utilize the results of your Municipal Climate Change Action Plan (MCCAP) to inform climate change integration into asset management

\* Asset Management and Climate Change Considerations: What is asset

management? Why is important for municipalities to incorporate change considerations into their asset management planning efforts?

\* Tools to Integrate Climate Change Consideration into Asset Management Planning: A variety of tools, approaches and methods will be provided to help inform the development of asset management frameworks that help ensure infrastructure is resilient to our changing climate.

\* A Proposed Process for Integrating Climate Change Considerations into Asset Management Planning: A six-step approach will be presented for discussion and refinement.

Registration Information:

The registration deadline is Monday, January 21. To reserve a spot, please contact NSFM at [info@nsfm.ca](mailto:info@nsfm.ca). When you register, please let us know if you have any dietary restrictions and we will do our best to accommodate you.

If you would like more information about the workshop, please contact Debbie at NSFM (902.423.8312 or [dnielsen@nsfm.ca](mailto:dnielsen@nsfm.ca)).

\*\* Please Note: This is the new date for the workshop that was originally scheduled for Nov. 28th.

[This workshop is offered through the Municipal Asset Management Program which is delivered by the Federation of Canadian Municipalities and funded by the Government of Canada.]

--

Debbie Nielsen | Infrastructure & Sustainability Officer  
NOVA SCOTIA FEDERATION OF MUNICIPALITIES

t +1.902.423.8312

[nsfm.ca](https://nsfm.ca/) | [facebook](https://www.facebook.com/nsfedmuni) | [twitter](https://www.twitter.com/nsfedmuni) | [linkedin](https://www.linkedin.com/company/nsfedmuni/) <  
<https://www.instagram.com/nsfedmuni>>

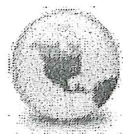
[/var/folders/r1/qc01ynh15l99cnf28lmpwz0000gn/T/com.microsoft.Outlook/Content.MSO/CAACCB90.tmp]

---

You are currently subscribed to amans as: [caboudreau@richmondcounty.ca](mailto:caboudreau@richmondcounty.ca)  
To unsubscribe send a blank email to  
[leave-641685-4953831.844c82e511bcd143e454eeb25383a3a3@lists.gov.ns.ca](mailto:leave-641685-4953831.844c82e511bcd143e454eeb25383a3a3@lists.gov.ns.ca)

--





WORKSHOP CANCELLED--NO POWER AT NSCC

NSFM Info

to:

Tracy Verbeke

24/01/2019 08:44 AM

Hide Details

From: "NSFM Info" <Info@nsfm.ca>

To: "Tracy Verbeke" <TVerbeke@nsfm.ca>

Due to an accident there is no power at NSCC and therefore they are not allowing anyone into the building.

Sorry for the short notice, but it literally has just happened. We will be rescheduling to go with our snow-date of **January 31<sup>st</sup>, 2019.**

More to follow.

--

**NOVA SCOTIA FEDERATION OF MUNICIPALITIES**

t +1.902.423.8331

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



NOVA SCOTIA FEDERATION  
OF MUNICIPALITIES

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

---

If this email is spam, report it to [www.OnlyMyEmail.com](http://www.OnlyMyEmail.com)

# 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>	PH Civic Centre
<b>Purpose of Travel:</b>	Consultation - Minimum Planning Standards
<b>Departure Date/Time:</b>	January 21, 2019 - 12:00 PM
<b>Return Date/Time:</b>	January 21, 2019 - 5:00 PM
<b>Approval to Travel</b>	<div style="display: flex; justify-content: space-between; align-items: center;"> <span><i>[Signature]</i></span> <span>Date: <u>January 21 / 19</u></span> </div>

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Mileage: # of Km	86.0	0	0	0	0	37.97 - 0.00
Accommodation: Direct Bill Hotel Name: <i>(Indicate if Direct Bill or Provide Receipt)</i>						0.00
Meals: Breakfast \$20						0.00
Lunch \$25						0.00
Dinner \$30						0.00
Other Meals (Receipts Required)						0.00
Incidentals (\$10 per overnight stay)						0.00
Taxi/Parking/Tolls (Receipts Required)						0.00
<b>Total Amount Being Claimed</b>						<b>\$37.97 - 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 CB N/A

---



---



---

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

Claimant Signature: *Chris Boudreau*

Date: January 21 / 19

Travel Approved by Supervisor: *[Signature]*

GL Code: 10-249-3070-242110

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

***MINIMUM PLANNING REQUIREMENTS***

**REGIONAL MEETING**

**JANUARY 2019**

1. Introductions

2. Presentation by DMA

3. *Workshop:*

What minimum content requirements do you think municipalities should have to follow?

Supporting materials:

- Potential minimum contents list for Municipal Planning Strategy and Land Use By-law
- Section 214 of existing *Municipal Government Act*

4. Further discussion

We've been asked by Department of Municipal Affairs to send the following e-mail to our Membership:

Bus: 902.424.7918  
Fax: 902.424.0821  
E-mail: Gordon.Smith@novascotia.ca

Floor 14 North, Maritime Centre  
1505 Barrington Street  
PO Box 216  
Halifax, NS B3J 2M4

Department of Municipal Affairs



### Notice of Consultations re: Minimum Planning Standards

The Department of Municipal Affairs would like to invite you to consultation sessions relating to minimum planning standards to be held across the Province during the week of January 21<sup>st</sup>, 2019. Municipal Affairs is engaging with municipal partners on the development of planning regulations stemming from changes to the *Municipal Government Act* as enabled through Bill 58, passed in the Fall of 2018.

Changes to the planning framework in the Province will affect all municipalities to varying degrees, and we are eager to receive input from you. The Department is consulting on regulations that will outline requirements for:

1. how the Statements of Provincial Interest are addressed;
2. how municipalities engage with their neighbouring municipalities about planning issues;
3. minimum content requirements for planning documents; and
4. having municipalities provide a description of any changes they have made to the Provincial Subdivision Regulations through the enactment of their own subdivision by-law.

These sessions will be held as follows:

- Port Hawkesbury Civic Centre, Port Hawkesbury: Monday, January 21<sup>st</sup>
- Holiday Inn, Truro: Tuesday, January 22<sup>nd</sup>
- Old Orchard Inn, Wolfville: Wednesday, January 23<sup>rd</sup>
- The Best Western, Liverpool: Thursday, January 24<sup>th</sup>
- The Rodd, Yarmouth: Friday, January 25<sup>th</sup>

All sessions will be held from 1:00 p.m. to 4:30 p.m., and light refreshments will be provided.

Information received at these sessions will be used to shape the regulatory framework for

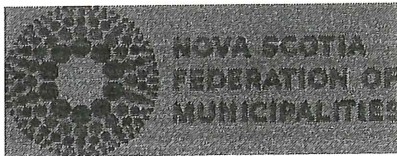
municipal planning in Nova Scotia. Please consider attending a session with any relevant staff, including municipal councillors, planners, public works directors, development officers, etc.

To register for a session, please **RSVP by Friday, January 11<sup>th</sup>** to [Kathy.Zanth@novascotia.ca](mailto:Kathy.Zanth@novascotia.ca), being sure to indicate the regional session you plan to attend, along with any special requirements. An agenda will be sent out prior to the date.

Should you have any questions related to planning, please feel free to contact me.

We look forward to seeing you at one of these sessions.

Yours truly,  
*(original signed)*  
Gordon Smith  
Provincial Director of Planning



Phone: (902) 423-8331

Fax: (902) 425-5592

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

Better government. Stronger communities.

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



If this email is spam, report it to [www.OnlyMyEmail.com](http://www.OnlyMyEmail.com) image005.emz image007.emz image009.emz



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

NAME: Chris Boudreau

PERIOD COVERED: January 1, 2019 to January 31, 2019

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
10-Jan-19	Travel from home to office for Strategic Planning Meeting	28	
14-Jan-19	Travel from home to office for special meeting and Committee of the Whole meeting.	28	
16-Jan-19	Travel from office to Louisdale WTP for commissioning meeting.	34	
21-Jan-19	Travel from home to office for By-Law Committee Meeting.	28	
28-Jan-19	Travel from home to office for Council Meeting	28	

Totals: 146.00 \$0.00

Rate: \$0.4415

Total Mileage (\$): \$64.46

Total Expenses Claimed: **\$64.46**

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

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

15T 3





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

TRAVEL EXPENSE CLAIM		Rate <b>\$0.4415</b>
Name of Claimant:	Yvonne Boudreau	
Destination:	Wagmatcook	
Purpose of Travel:	Cape Breton Partnership meeting	
Departure Date/Time:	January 24, 2019 at 10 AM	
Return Date/Time:	January 24, 2019 at 4 PM	
Approval to Travel		Date: January 23, 2019

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	238.00	238.00				238.00
Total Cost of Mileage:	\$105.08	\$0.00	\$0.00	\$0.00	\$0.00	\$105.08
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>	\$105.08	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$105.08</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 \_\_\_\_\_

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

Claimant Signature: Yvonne Boudreau

Date Submitted: Jan 25, 2019

Travel Approved by Supervisor:

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>10212 2120 2/21</u>		30



Communications Conversation with the Cape Breton Partnership  
Jeremy Martell

to:  
yboudreau@richmondcounty.ca

11/01/2019 04:22 PM

Hide Details

From: "Jeremy Martell" <jeremy@capebretonpartnership.com>

To: "yboudreau@richmondcounty.ca" <yboudreau@richmondcounty.ca>

History: This message has been replied to and forwarded.

Hi Yvonne,

It is no secret that Cape Breton has been faced with economic hardships for the past number of years, but we at the Cape Breton Partnership see a new sense of optimism and collaboration is sweeping Cape Breton. As communicators in some of the largest organizations on the Island, we are responsible for telling these stories of change and renewal. We at the Cape Breton Partnership, with our Creative Island initiative, want to work with our colleagues and learn from each other. Increased regional cooperation will be an important factor for moving Cape Breton / Unama'ki forward and we can't do it without you!

To that end, the Cape Breton Partnership invites you to join us for a conversation with our colleagues who fill Communications roles with local Municipalities, First Nations Communities, and educational institutions. This session will be an opportunity to network with local colleagues and to learn more about the Cape Breton Partnership's programs and initiatives, its communications team, collaborative opportunities, and what resources the Partnership can offer to you.

This session will be held from 12:00–2:30pm, Thursday January 24, at the Wagmatcook Culture & Heritage Centre (10765 Highway 105, Wagmatcook, NS). Please RSVP to [jeremy@capebretonpartnership.com](mailto:jeremy@capebretonpartnership.com) by January 18 with your availability to attend and any dietary requirements.

We look forward to having you join us, and hope to see you on January 24th!

**Jeremy Martell, BPR**

Communications Coordinator

Cape Breton Partnership - Cape Breton Regional Enterprise Network

(c) 902-631-5442

(e) [jeremy@capebretonpartnership.com](mailto:jeremy@capebretonpartnership.com)

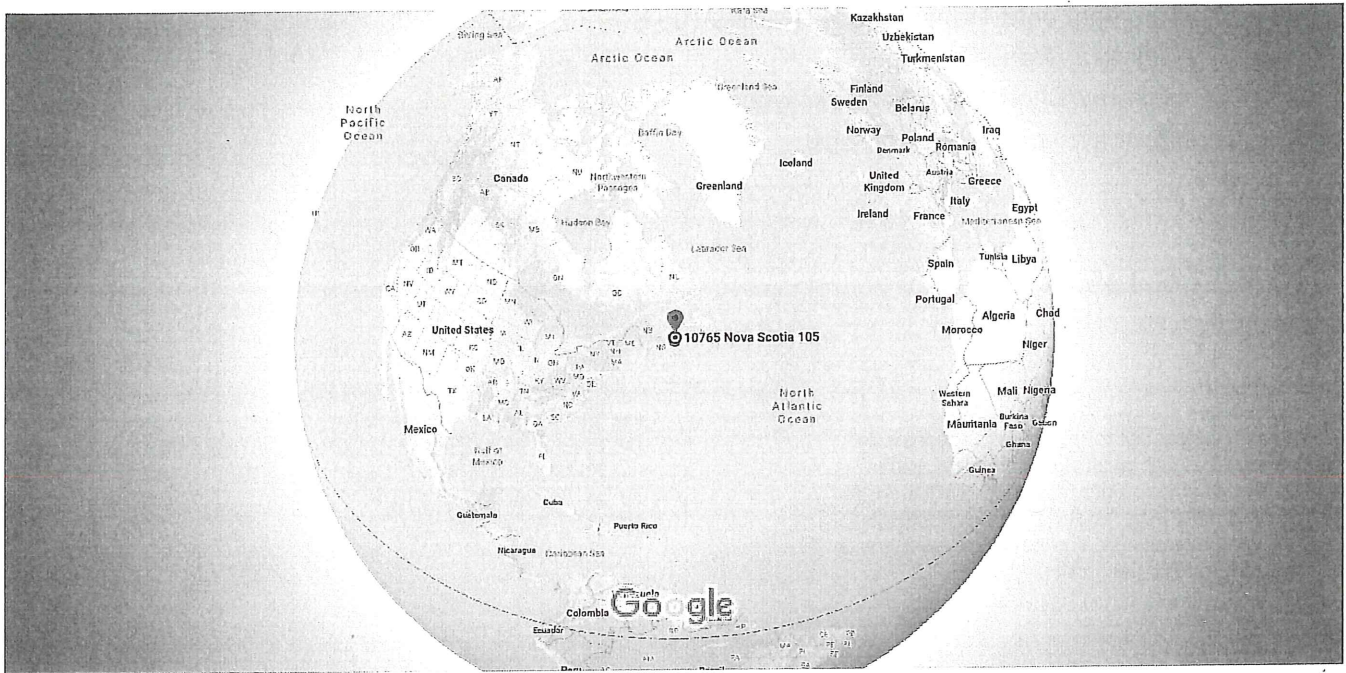
---

If this email is spam, report it to [www.OnlyMyEmail.com](http://www.OnlyMyEmail.com)

Google Maps

2357 NS-206, Arichat, NS B0E 1A0 to 10765 NS-105, Nova Scotia B0E 3N0

Drive 119 km, 1 h 24 min



Map data ©2019 Google, INEGI 1000 km

### 2357 NS-206

Arichat, NS B0E 1A0

#### Get on NS-104 in Richmond, Subd. A from NS-206 W

- 15 min (17.6 km)
- ↑ 1. Head west on NS-206 W toward Bouchers Ln  
-----12.0 km
- ↶ 2. Turn left onto Fleur-de-lis Trail/NS-320 W (signs for Louisdale/NS-104)  
-----5.2 km
- ↶ 3. Turn left onto the NS-104 W ramp to Port Hawkesbury/Canso Causeway  
-----400 m

#### Follow NS-104 to Trans-Canada Hwy/NS-105 E

- 1 h 7 min (101 km)
- ↶ 4. Merge onto NS-104  
-----22.7 km
- ↶ 5. Keep right at the fork, follow signs for NS-4 W/Port Hawkesbury/Canso Causeway and merge onto NS-4 W  
-----2.1 km





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

<b>Name of Claimant:</b>	Yvonne Boudreau
<b>Destination:</b>	Port Hawkesbury
<b>Purpose of Travel:</b>	Advocate Printing Meeting
<b>Departure Date/Time:</b>	<del>8:45 AM</del> Jan 17/19 - 8:45
<b>Return Date/Time:</b>	January 0, 1900 Jan 17/19 - 10:45
<b>Approval to Travel</b>	<i>[Signature]</i> Date: Jan. 16 / 2019

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
USB Sticks						\$29.76
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>\$69.50</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 YB

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

Claimant Signature: *[Signature]*

Date Submitted: *[Signature]*

Travel Approved by Supervisor: *[Signature]*

GL Code:

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

10 212 2120 212130 \$ 39.74  
 10 212 2160 212340 29.76



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

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

Name of Claimant:	Daniel Bowen	
Destination:	Sydney	
Purpose of Travel:	Training.	
Departure Date/Time:	6:45am Dec 4 & 5	
Return Date/Time:	6:00pm Dec 4 & 5	
Approval to Travel	Chris Scuddeon	Date: Dec 3/18

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	0.00	0.00	0.00	0.00	0.00	0.00
Total Cost of Mileage:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Accommodation/Hotel Name:						
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast \$20						
Lunch \$25	\$25	\$25				\$50
Dinner \$30						
Other Meals (Receipts Required)						
Incidentals (\$10 per overnight stay)						
Taxi/Parking/Tolls (Receipts Required)						
<b>Total Amount Being Claimed</b>	25	25				<b>\$50</b>

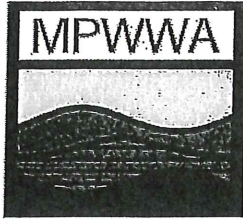
**Written Travel Report - Policy Requirements (Section 1.3.ii)**  
 Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel. Please indicate if the 80%

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

Dec 4, 2018 - Operational Math

Dec 5, 2018 - Basic Computers

All claims are to be submitted not later than 60 days after return.	
Claimant Signature:	
Date Submitted:	Dec 20/18
Travel Approved by Supervisor:	Chris Scuddeon
GL Code:	10.242.3080-242210
Goods Rec'd. Date.....	Initial..... 2
Prices Checked.....	0
Add. & Ext. Checked.....	0
Approval for Payment.....	0
Discount Date.....	
Paid by Cheque No.....	
Distribution: Acc't. No. 10.242.3080.242	210



## Basic Computers for Water & Wastewater Operators

This course is approved for operator certification renewal  
CEU value of 0.6

**December 5, 2018 – Sydney, NS**

**Prerequisite** - Participants should have a computer with Microsoft Office on it (if not contact Brian at [www.awws.ca](http://www.awws.ca)) and will work in teams to practice what is presented.

Topics covered but not limited to, will include:

**Navigating your computer & Basic Office Applications.** Participants will work together in groups to practice points presented.

**Running Programs** - Organizing and Finding your files, Finding files and folders

**Microsoft Word** - Using Word to write a report, Create professional documents, Formatting your report to highlight your important points. Using Templates

**Microsoft Excel** - What's excel and how can it help me. Creating a saving a spreadsheet. Working within a spreadsheet – what's a cell and can I move it. Basic Formula's – let excel calculate it for you. Conditional Formatting – let excel highlight it when it matters. Create worksheets with a visual punch using basic charts.

**Basic E-mail** - Using Outlook to keep you organized. Sending reports via e-mail. Add a report or important documents to your meeting scheduled in your calendar

Presented by:

**Andrew Mooney** received a BSc in Biology and Chemistry from Mount Saint Vincent University, a BA in English, as well as an MITE (Master's in Information Technology Education) from Dalhousie University. In 2006 Andrew earned his degree in business with an MBA (Masters in Business Administration). Andrew also has a MCP (Microsoft Certified Professional) designation in Visual Basic and is a Sun Certified Java Programmer. Andrew has spent over 15 years in industry as a software developer working for American Express, Disney, Office Depot, NCCI (National Council on Compensation Insurance), MDVIP.com, Royal Caribbean and ASPSoft to name a few. As a very passionate person who enjoys learning he has balanced his learning with significant industry experience and welcomes the opportunity to share some of his "lessons learned". Andrew is also a faculty member employed with Nova Scotia Community College (NSCC)

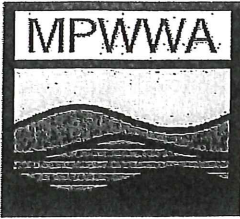
Andrew Mooney

Co-ordinated and assisted by **Brian A. Hazlett** who is a certified operator and has 40 years of professional experience in the operation and management of various distribution, collection, and treatment systems for drinking water and wastewater.

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

Centre 200  
481 George St, Sydney, NS

8:30am- 4:30pm,  
Lunch "**On Your Own**" 12:00- 1:00, Refreshment breaks supplied



# Operational Math Course

\*\* This course is approved for operator certification renewal and has a CEU value of: 0.6

**December 4, 2018 – Sydney, NS**

## **COURSE DESCRIPTION:**

This course is designed to refresh operators with their math skills. It will carry on from where the “Basic Math Course” left off and go further in depth with the math involved for operators in the level II or higher. It will however start at the basics and progress through the more complex math problems that the operator could expect to use or see on certification exams.

Some of the key areas that this course will focus on but not limited to are;

- Common conversions – Where and Why we use them and their applications.
- Calculations for Volume, Flows, Chemical Dosing, Process Controls, Laboratory Work,
- Trench Work, Pumping Stations, Detention Times, Exam Writing Techniques etc.

## **Instructed by Timothy Hiltz**

**Timothy** is a Water Resources Technologist and holds a Class IV Water Treatment Certification and a Class III Water Distribution Certification from the Nova Scotia Department of Environment. Timothy has over 18 years of experience in source water protection, water treatment and water distribution. He has developed a strong working knowledge of monitoring and analysis requirements, in the Maritimes.

**Brian Hazlett** will be coordinating and will also be adding input from his experience. Brian has 40 years of professional experience in the operation and management of various distribution, collection, and treatment systems for drinking water and wastewater and is certified in all four fields.

## **COURSE LOCATION & TIME:**

Centre 200  
481 George St. Sydney, NS

8:30am- 4:30pm,  
Lunch “*On Your Own*” 12:00- 1:00, Refreshment breaks supplied

## **CONTACT INFORMATION:**

Registration can be made by faxing or mailing the registration form. For further information, please contact Clara Shea at 902-434-8874.

Municipality of the County of Richmond - December 2018		
Meetings Held:		10 km
Date:	Meeting:	James Goyetche
December-19-18	COW	1
Total # of Meetings Attended:		1
x kms/trip (return):		10
Total Mileage (kms):		10
Rate		0.4415
Total Owed		\$4.42


Municipality of the County of Richmond - January 2019		
Meetings Held:		10 km
Date:	Meeting:	James Goyetche
January-09-19	Strategic Planning	1
January-14-19	COW	1
January-17-19	Funding Announcement	1
January-21-19	Audit Committee	1
January 28, 2019	Council	1
Total # of Meetings Attended:		5
x kms/trip (return):		10
Total Mileage (kms):		50
Rate		0.4415
Total Owed		\$22.08

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

HST 3

4.42

22.08







**TRAVEL EXPENSE CLAIM**

Rate **\$0.4415**

Name of Claimant:	Kent MacIntyre
Destination:	Guysborough County Office
Purpose of Travel:	Meeting Municipal Affairs Dept. Officials and CAOs'
Departure Date/Time:	2018-12-11
Return Date/Time:	December 11, 2018

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

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): <b>208.00</b>	208.00					208.00
Total Cost of Mileage: <b>\$0.44</b>	\$91.83	\$0.00	\$0.00	\$0.00	\$0.00	\$91.83
Accommodation/Hotel Name: <i>(Indicate if Direct Bill or Provide Receipt)</i>						\$0.00
Meals: Breakfast \$20						\$0.00
Lunch \$25						\$0.00
Dinner \$30						\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
<b>Total Amount Being Claimed</b>	<b>\$91.83</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$91.83</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 KM N/A \_\_\_\_\_

*Discussion re: municipal assistance and resources available to help <sup>with</sup> other municipalities.  
Share*

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

Claimant Signature: Kent MacIntyre


Date Submitted: January 27/2019

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</u>		<u>30</u>



**Re: Meeting - Travel**   
jason maclean to: Kent MacIntyre

2018-12-09 03:07 PM

Hi Kent, yes for sure.

Have a great week and I will see you on Wednesday.

Jason

Kent MacIntyre

Warden; Out of county travel approval:

09/12/2018 02:57:57 PM

From: Kent MacIntyre/Richmond  
To: Jason MacLean/Richmond@Richmond  
Date: 09/12/2018 02:57 PM  
Subject: Meeting - Travel

---

Warden;

Out of county travel approval:

1- Tuesday - Meeting Municipal Affairs officials and CAOs in Guysborough County office.

2- Thursday - EDPC meeting in PH.

3- Friday - Regional CAOs' meeting in Antigonish.

Regards; Kent

Sent from my iPhone



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

<b>TRAVEL EXPENSE CLAIM</b>		<b>Rate \$0.4415</b>
<b>Name of Claimant:</b>	Kent MacIntyre	
<b>Destination:</b>	Municipality of Antigonish County Office	
<b>Purpose of Travel:</b>	CAO Regional Meeting	
<b>Departure Date/Time:</b>	14. December 2018	
<b>Return Date/Time:</b>	14. Dec. 2018	
<b>Approval to Travel</b> <i>attached</i> <span style="float: right;"><b>Date:</b></span>		

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
<b>Total Mileage (# of Km):</b> 200.00	200.00	0.00	0.00			200.00
<b>Total Cost of Mileage:</b> \$0.44	\$88.30	\$0.00	\$0.00	\$0.00	\$0.00	\$88.30
<b>Accommodation/Hotel Name:</b> Whitepoint Resort <i>(Indicate if Direct Bill or Provide Receipt)</i>						\$0.00
<b>Meals:</b> Breakfast \$20	\$0.00	\$0.00	\$0.00			\$0.00
Lunch \$25	\$0.00	\$0.00	\$0.00			\$0.00
Dinner \$30	\$0.00	\$0.00	\$0.00			\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)	\$0.00	\$0.00				\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
<b>Total Amount Being Claimed</b>	\$88.30	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$88.30</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

attendance threshold has been met

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

*Regular, regional CAO meeting.*

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

Claimant Signature: *Kent MacIntyre*

Date Submitted: *January 22/2019*

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. <i>10 212 2120 212</i>	<i>13</i>



**Re: Meeting - Travel**  
jason maclean to: Kent MacIntyre

2018-12-09 03:07 PM

Hi Kent, yes for sure.

Have a great week and I will see you on Wednesday.

Jason

Kent MacIntyre      Warden; Out of county travel approval:      09/12/2018 02:57:57 PM

From: Kent MacIntyre/Richmond  
To: Jason MacLean/Richmond@Richmond  
Date: 09/12/2018 02:57 PM  
Subject: Meeting - Travel

Warden;

Out of county travel approval:

- 1- Tuesday - Meeting Municipal Affairs officials and CAOs in Guysborough County office.
- 2- Thursday - EDPC meeting in PH.
- 3- Friday - Regional CAOs' meeting in Antigonish.

Regards; Kent

Sent from my iPhone

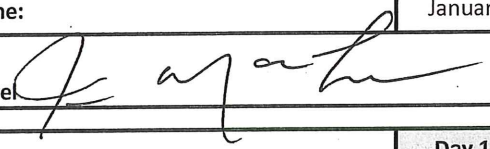




THE MUNICIPALITY OF THE COUNTY OF RICHMOND  
 LA MUNICIPALITÉ DU COMTÉ DE RICHMOND

**TRAVEL EXPENSE CLAIM**

Rate **\$0.4415**

Name of Claimant:	Kent MacIntyre
Destination:	PH Civic Centre
Purpose of Travel:	EDPC Budget Meeting
Departure Date/Time:	2019-01-03
Return Date/Time:	January 3, 2019
Approval to Travel	 2019-01-03

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	87.00					87.00
Total Cost of Mileage:	\$38.41	\$0.00	\$0.00	\$0.00	\$0.00	\$38.41
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>	\$38.41	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$38.41</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 \_\_\_\_\_

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

Claimant Signature: 

Date Submitted: January 4/2019

Travel Approved by Supervisor: 


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>10 212 2120 212</u>		130

HST 3

130



**Re: Out of County travel**   
jason maclean to: Kent MacIntyre

2019-01-03 11:18 PM

Hi Kent, yes of course.

Jason

Kent MacIntyre	Warden; Meeting in PH (EDPC budget) today.	03/01/2019 08:27:01 AM
----------------	--	------------------------

From: Kent MacIntyre/Richmond  
To: Jason MacLean/Richmond@Richmond  
Date: 03/01/2019 08:27 AM  
Subject: Out of County travel

---

Warden;

Meeting in PH (EDPC budget) today.  
Travel permission required.

Regards; Kent

Sent from my iPhone



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

**TRAVEL EXPENSE CLAIM**

Rate **\$0.4415**

Name of Claimant:	Kent MacIntyre
Destination:	Civic Centre – Port Hawkesbury
Purpose of Travel:	EDPC Board meeting
Departure Date/Time:	2019-01-10
Return Date/Time:	January 10, 2019

Approval to Travel *attached* Date:

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): <b>87.00</b>	87.00					87.00
Total Cost of Mileage: <b>\$0.44</b>		\$0.00	\$0.00	\$0.00	\$0.00	
Accommodation/Hotel Name: <i>(Indicate if Direct Bill or Provide Receipt)</i>						\$0.00
Meals: Breakfast \$20						\$0.00
Lunch \$25						\$0.00
Dinner \$30						\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
<b>Total Amount Being Claimed</b>	<b>\$38.41</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$38.41</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 *KM* N/A \_\_\_\_\_

*Budget meeting.*

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

Claimant Signature: *Kent MacIntyre*

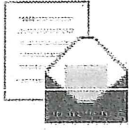
Date Submitted: *Jan. 10 / 2019*

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

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

Goods Rec'd. Date.....	Initial.....	<i>D</i>
Prices Checked.....		<i>D</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>		

*H51 3*



**To:** Kent MacIntyre/Richmond@Richmond,  
**Cc:**  
**Bcc:**  
**Subject:** Re: Out of County travel  
**From:** jason maclean/Richmond - Thursday 2019-01-03 11:18 PM

Hi Kent, yes of course.

Jason

Kent MacIntyre	Warden; Meeting in PH (EDPC budget) today.	03/01/2019 08:27:01 AM
----------------	--	------------------------

**From:** Kent MacIntyre/Richmond  
**To:** Jason MacLean/Richmond@Richmond  
**Date:** 03/01/2019 08:27 AM  
**Subject:** Out of County travel

---

Warden;

Meeting in PH (EDPC budget) today.  
Travel permission required.

Regards; Kent

Sent from my iPhone



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

**TRAVEL EXPENSE CLAIM**

Rate **\$0.4415**

Name of Claimant:	Kent MacIntyre
Destination:	Halifax, NS
Purpose of Travel:	Meeting with ACOA and Parks Canada
Departure Date/Time:	2019-01-11
Return Date/Time:	January 11, 2019

Approval to Travel *[Signature]* Date: *January 22, 2019*

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): <b>628.00</b>	628.00					628.00
Total Cost of Mileage: <b>\$0.44</b>	\$277.26	\$0.00	\$0.00	\$0.00	\$0.00	\$277.26
Accommodation/Hotel Name: <i>(Indicate if Direct Bill or Provide Receipt)</i>						\$0.00
Meals: Breakfast \$20						\$0.00
Lunch \$25						\$0.00
Dinner \$30						\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
<b>Total Amount Being Claimed</b>	<b>\$277.26</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$277.26</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 \_\_\_\_\_

*Discussion and presentation re: ST. Peter's Canal development and potential funding options.*

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

Claimant Signature: *[Signature]*  
 Date Submitted: *January 22/2019*  
 Travel Approved by Supervisor: *[Signature]*  
 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>10.212.2120.2121.30</i>	<i>3</i>



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

**TRAVEL EXPENSE CLAIM**

Rate \$0.4415

Name of Claimant:	Kent MacIntyre
Destination:	Port Hawkesbury Civic Centre
Purpose of Travel:	Meeting Dept. Municipal Affairs – Municipal Land use
Departure Date/Time:	2019-01-21
Return Date/Time:	January 21, 2019

Approval to Travel *[Signature]* Date: *January 21, 2019*

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): <b>87.00</b>	87.00					87.00
Total Cost of Mileage: <b>\$0.44</b>	\$38.41	\$0.00	\$0.00	\$0.00	\$0.00	\$38.41
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>	\$38.41	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$38.41</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 *KM* N/A \_\_\_\_\_

*Discussion re: Municipal planning and land use.*  
*: Bill 58*

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

Claimant Signature: *[Signature]*

Date Submitted: *January 22 / 2019*

Travel Approved by Supervisor: *[Signature]*

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 2121</i>		<i>3 2</i>



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

TRAVEL EXPENSE CLAIM		Rate <u>\$0.4415</u>
Name of Claimant:	Kent MacIntyre	
Destination:	Halifax NS, Westin Hotel	
Purpose of Travel:	AMANS Board meeting and Meeting DMA	
Departure Date/Time:	23-Jan-19	
Return Date/Time:	January 24, 2019	
Approval to Travel <u>ATTACHED</u> Date: _____		

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): <span style="float: right;">630.00</span>	315.00	315.00				630.00
Total Cost of Mileage: <span style="float: right;">\$0.44</span>	\$139.07	\$139.07	\$0.00	\$0.00	\$0.00	\$278.15
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>	\$139.07	\$139.07	\$0.00	\$0.00	\$0.00	<b>\$278.15</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 KM N/A \_\_\_\_\_

*Regular scheduled Board meeting.*

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

Claimant Signature: Kent MacIntyre

Date Submitted: January 28/2019

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 2120 212</u>		<u>130</u>

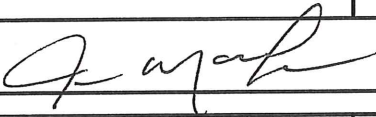


THE MUNICIPALITY OF THE COUNTY OF RICHMOND  
 LA MUNICIPALITÉ DU COMTE DE RICHMOND

**TRAVEL EXPENSE CLAIM**

Rate **\$0.4415**

<b>Name of Claimant:</b>	Kent MacIntyre
<b>Destination:</b>	Halifax, NS
<b>Purpose of Travel:</b>	AMANS – Board of Directors Meeting
<b>Departure Date/Time:</b>	2019-01-24
<b>Return Date/Time:</b>	January 24, 2019

Approval to Travel  Date: January 22, 2019


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

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

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

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

*Regular Board meeting.*

All claims are to be submitted not later than 60 days after return.	
Claimant Signature:	
Date Submitted:	<u>January 28/2019</u>
Travel Approved by Supervisor:	
GL Code:	



**AGENDA PACKAGE**  
 Thursday, January 24, 2019  
 11:00 a.m.  
 Westin Hotel, Halifax

Main Office  
 T (902) 423-2215  
 W [www.amans.ca](http://www.amans.ca)

**AMANS Mission**

*A professional association of current and future municipal government managers and administrators dedicated to excellence in municipal government through education, objective advice and networking.*

**AMANS Vision**

*Municipal government is the place to work – where you can make a difference supporting strong local government in Nova Scotia’s communities.*

	Item	Approx. Time
✓ 1.	Welcome, Introductions and Call to Order	11:00
✓ 2.	Approval of Agenda (additions) - <i>Alain</i>	
✓ 3.	3.1 Minutes – <i>Alain</i> ✓ Approval of the Minutes of the October 18, 2018 meeting (Appendix I, Page 8) 3.2 Business Arising from the Minutes-Alain a. <b>President Expenses</b> -At the last meeting staff was asked to include this in a revised expense policy. This policy will be vetted through the AMA Audit Committee before it is brought to the AMA Board for approval.	
✓ 4.	<b>Appointment of MPA Student Representative</b> <b>6.1 Board Appointments</b> <u>(a) Appoint of NSFM Board Member</u> Section 5.3 (D) of the AMA By-laws states: D) NSFM Representative: A member of NSFM Board of Directors may be appointed by the Association Board on the recommendation of the NSFM Board to serve on the AMANS Board as a full voting member. An alternate may also be appointed to attend meetings in his/her absence.  <b>Action:</b> Motion to appoint NSFM Past-President <u>Geoff Stewart</u> to the AMA Board. ✓  <u>(b) Appointment to the Board: Dalhousie School of Public Administration Student</u>  The AMA By-laws allow for a student in Dalhousie University’s Masters in Public Administration Program to serve on the AMA Board of Directors.  The Director of the School of Public Administration, Dalhousie University has recommended <b>Francesca Patten</b> as the student rep for appointment to the AMA Board for the 2018/19 year. ✓  <b>Action:</b> Motion to appoint <u>Francesca Patten</u> to the AMA Board.	

<p>✓ 5.</p>	<p><b>Library Funding</b></p> <p><b>5.1 Background:</b> Representatives from Communities, Culture and Heritage will join the meeting to discuss a new library funding model. See Attached letter to President Muise from Tracey Taweel, Deputy Minister, Communities, Culture and Heritage <b>(Appendix II, Page 14)</b></p> <p><b>Action:</b> Information and Discussion</p> <p style="text-align: right;"><i>Emily Pond.</i></p>	<p><b>11:10-11:35</b> <b>(30 minutes)</b></p>
<p>6.</p>	<p><b>Conversation with Mark Peck, Executive Director, DMA</b></p> <p><b>Background:</b> Mark will join the meeting to give an update on the activities of DMA and answer questions of the AMA Board.</p> <p><b>Action:</b> Information and discussion</p>	<p><b>11:35-11:55</b> <b>(20 minutes)</b></p>
<p>7.</p>	<p><b>Board Orientation: Review of Roles and Responsibilities and Internal Controls - Alain</b></p> <p>President Alain Muise will give an overview of the roles and responsibilities of Board members. This will also include an overview of the organization's internal controls.</p>	<p><b>11:55-12:25</b> <b>(30 minutes)</b></p>
<p>8.</p>	<p><b>Working Lunch</b></p>	<p><b>12:25-12:35</b></p>
<p>9.</p>	<p><b>Board Priorities - All</b></p> <p><b>Background:</b> At the beginning of 2018 the AMA Board developed its priorities. Attached is a document outlining what those priorities were and the progress made to date. <b>(Appendix III, page 15)</b></p> <p><b>9.1 Municipal Modernization-Alain</b></p> <p><b>Background:</b> Municipal Modernization is currently one of AMA's top priorities. Over the last year, the municipal modernization core team (AMA, DMA, NSF and change leaders Tuesday Ryan-Hart and Tim Merry) worked to develop a plan for the next five years. A focus group session with businesses, universities and other stakeholders was held on May 8th, 2018. Tuesday Ryan-Hart and Tim Merry have been assisting with the municipal modernization development process. The term Municipal Modernization has been gaining a great deal of momentum with several regions talking about what it might mean for them. The issue was discussed at the June AMA Board meeting with the Board emphasizing the importance of developing a communication strategy on modernization. CAOs from the Rural Municipality of Portage la Prairie, MB and City of Portage la Prairie attended the AMA Conference to share their success story of sharing revenue. While modernization is in the Minister's mandate there is not political support at the cabinet level for wide-sweeping change. This has caused the Modernization team to refocus its energies. President Muise will speak to this.</p> <p><b>Action:</b> Discussion and agreement to proceed with the work on the model.</p>	<p><b>12:35-1:10</b></p>

**9.2 CAP – Marie, Kim, John**

**Background:** Capped Assessment is both an NSFM and AMANS priority. Some headway has been made with respect to a phaseout of the program and the need for change seems to be gathering momentum. The Realtors Group has met with NSFM and AMANS on several occasions and support the phaseout of the CAP. The Municipality of the District of East Hants and CBRM had a very favorable meeting with Minister Porter this month. Additionally, the January 16<sup>th</sup> edition of the Chronicle Herald quoted Minister Porter as saying:

*While he's not in a position to share what legislation is coming forward in the house of assembly's spring session, Porter said priorities the department has include revamping the Municipal Government Act and looking at changes to the Capped Assessment Program (CAP), which establishes a ceiling on what the amounts residential property assessments can increase annually. "There's been a lot of talk about the unfairness of it, so maybe there is a better formula," said Porter.*

To increase the chance of success, it is critical to have an advocacy and communications strategy for a phaseout program for the CAP. While there has been an informal group meeting on the CAP, it needs to be formalized. Striking a Cap Phaseout Steering Committee to develop and coordinate an advocacy strategy would ensure that there is consistent and appropriate messaging on the issue and develop and provide education and communications material on the issue. It would offer a knowledgeable voice with designated authority to speak about the CAP and a possible phaseout program with special interest groups such as CARP or the Realtors Groups. The Committee would be a partnership between AMANS and NSFM and would be accountable to the NSFM Board. Its mandate would be to lead the Cap Phase Out initiative. This would include the following activities:

1. Develop and execute a communications and engagement strategy that focuses on stakeholder engagement and education;
2. Facilitate and/or prepare and present materials for meetings with Provincial representatives
3. Prepare public education campaign materials which could also be used by municipalities
4. Designate a media spokesperson
5. Be available to meet with and/or make presentations to key stakeholder groups

**Recommendations:**

6. That AMANS write to the NSFM supporting the creation of a "Cap Phase Out Steering Committee" in partnership with the AMANS.


**9.3 Other Priorities**




See Appendix III for update on additional priorities, page 15

**Action:** Discussion with respect to AMA Priorities for the coming year.

Impact upon  
MRC?



	<p><i>For Information NSFM Priorities include:</i></p> <ul style="list-style-type: none"> <li>• CAP</li> <li>• Extended Producer Responsibility</li> <li>• Municipal Funding</li> <li>• Municipal Modernization</li> <li>• Roads</li> </ul> <p><i>NSFM Statements of Municipal Concern include:</i></p> <ul style="list-style-type: none"> <li>• Municipal Responsibilities</li> <li>• Policing</li> <li>• Surplus Schools</li> <li>• Sustainability and Infrastructure Support Funding</li> </ul> <p>Association of Municipal Administrators of NS January 18, 2019</p> <p>Dear Janice,</p> <p>The Nova Scotia Joint Municipal Fire Service Committee recommends that the Association of Municipal Administrators of Nova Scotia develop a model fire service registration policy. The NSJMFSC believes such a policy from AMANS would standardize the registration of fire services process and provide more meaningful data to the municipalities and the fire service.</p> <p>NSJMFSC requests AMANS to create and distribute a model fire service registration policy for municipal units. Thanking you in advance for such a positive initiative.</p> <p>Respectively,</p> <p>Rod Nielsen    Chairperson</p>	
10.	<p><b>Communications Group</b></p> <p><b>Background:</b> As municipal government continues to grow in complexity and citizen expectations continue to rise, AMA has been receiving more and more requests for communications resources such as sessions on communication and public engagement at conferences. A growing number of municipalities have been hiring Communications Professionals and, in some cases, those in these new positions are navigating in new waters. A number of municipal communications professionals have contacted the AMA to inquire if there is an opportunity, through AMA, for them to connect with each other. They believe there would be a great deal of benefit for municipal communications' professionals to connect with others in similar positions in municipalities to share ideas and best practices with respect to all facets of communication in the public realm. This could also present an opportunity for AMA to tap into a group of people with communications expertise for advice and guidance on AMA projects. It is an area of expertise that is often lacking on many of AMA's projects.</p>	1:10-1:20

	<p>Additionally, this group could also assist those municipalities that don't have dedicated positions by providing best practices, tips and perhaps putting on sessions at AMA conferences.</p> <p><b>Recommendations:</b></p> <ol style="list-style-type: none"> <li>1. That the AMA assist this group to connect with each other by: <ol style="list-style-type: none"> <li>a. Setting up a list serve for them to share common issues and problems</li> <li>b. Facilitating regular teleconference calls with the group to discuss issues</li> </ol> </li> <li>2. That an AMA Communications Committee be struck with a mandate to: <ol style="list-style-type: none"> <li>a. Provide resources and/or education to municipalities to help them with communicating to their community and the media</li> <li>b. Act as a Communications Advisor to the AMA on certain projects</li> </ol> </li> </ol> <p><b>Financial Impact to AMA:</b> Minimal amount for the teleconference service.</p> <p><b>Staff Resources:</b> There would be some staff resources required to set up teleconferences and meetings, however this would probably be offset by the value gained. This would be monitored.</p> <p><b>Action:</b> Discussion on the above recommendations.</p>	
<p>11.</p>	<p><b>One Fire Service Dispatch</b></p> <p><b>Background:</b> President Muise has received a letter from District of Barrington (<b>Appendix IV, page 22</b>) to inform the AMA that Council supported a resolution of the Fire Services Association of NS requesting an open discussion with AMANS and NSFM DMA and Internal Services regarding the establishment of one fire dispatch service for NS, excluding HRM and CBRM.</p> <p><b>Action:</b> Discussion and decision on how to respond.</p>	<p>1:20-1:30</p> <p style="text-align: center; vertical-align: middle;">  </p>
<p>12.</p>	<p><b>Committee Appointments</b></p> <p><b>a) Spring Conference Chair</b></p> <p>The Spring Conference chair is typically appointed at the AGM in the Fall, however, this year it was left to the Board to appoint the Chair. The Pictou region would like to put the name of Nicole Battist, Town of Pictou forward for Board appointment as Chair of the Spring Conference.</p> <p><b>Recommendation:</b> Appoint Nicole Battist as Spring Conference Chair</p> <p>A Call for Expressions of Interest for members was sent out for the Spring and Fall Conference Planning Committees.</p> <p><b>b) Spring Conference Planning Committee</b></p> <ul style="list-style-type: none"> <li>• Carolyn MacIntosh, Municipality of Pictou</li> <li>• Susan Higdon, Town of Stellarton</li> <li>• Kelly Rice, Town of Westville</li> </ul>	<p>1:30-1:35</p> <p style="text-align: center; vertical-align: middle;">  </p>

- Ron Dauphinee, Department of Municipal Affairs
- Lisa Macdonald, Town of New Glasgow
- Cathy MacGillivray, Town of Trenton
- Kelly Sloan, Town of New Glasgow

**Brief Note of information:** Kim Livingston, Senior Manager with Grant Thornton also put her name forward. Kim is a Corporate Member of AMANS. The current committee selection policy states that vendors are disqualified from serving on AMA Committees as there may be occasions when there causes a conflict of interest. AMA will inform Kim of this policy but the Committee may want to engage her to help with other aspects of the Conference.

**Recommendation:** Appoint all members to the committee

**c) Fall Conference Planning Committee, chaired by Leslie Brinton, Town of Digby (appointed at AGM)**

- Victoria Brooks, Municipality of Yarmouth
- Darlene LeBlanc, Municipality of Yarmouth
- Ginette Cheff, Municipality of Clare
- Jeff Sunderland, Municipality of Digby
- Cora Lee McBride, Municipality of Digby
- Jane Pryor, Halifax Regional Municipality
- Jeff Gushue, Town of Yarmouth
- Tom Ossinger, Town of Digby
- Ahmad Shahwan, Department of Municipal Affairs
- David Hopkins, County of Annapolis

**Recommendation:** Appoint all members to the committee

**d) MFC Committee Appointment (Appendix V, page 23)**




The term of the AMANS representative on the Nova Scotia Municipal Finance Corporation Board of Directors will be expiring on June 30, 2019. Whereas all of the MFC's Directors are appointed by the Governor-in-Council at the request of the Minister of DMA, it is necessary that an Order-in-Council naming the future Directors, be in place by that date so the corporation can carry out those functions requiring Board approval, therefore, a call for expressions of interested was recently sent to members.

The following members have put their name forward.

- **Kenzie Mcneil**, MIB, Senior Financial Consultant, Finance and Asset Management, HRM

**e) Municipal Elections Review Advisory Committee-Janice (Appendix VI, page 24)**

A call for expressions of interest was put issued for members to serve on the MERAC. The purpose of the Committee (MERAC) is to make recommendations for Government's

	<p>consideration with respect to municipal and Conseil Scolaire Acadien Provincial (CSAP) elections and to ensure any subsequent changes to election processes or legislation are reflected in the Nova Scotia Municipal Elections Handbook.</p> <p>The following members have put their name forward:</p> <ul style="list-style-type: none"> <li>• Deborah Campbell, Municipal Clerk, CBRM</li> <li>• Kevin Ajoon, Municipal Clerk, HRM</li> <li>• Kelly Sloan, Executive Assistant and Returning Officer, Town of New Glasgow</li> <li>• Amanda Shupe, Executive Assistant to the CAO, Town of Bridgewater</li> <li>• Pam Doucet, Director of Community Development, Municipality of Clare</li> </ul>	
	<p><b>Note:</b> AMA can appoint up to six members to the Committee with one being from HRM, one from CBRM, up to two town representatives and two rural representatives.</p>	
<p>13.</p>	<p><b>Summary Offense Tickets – Mike Dolter</b>  <b>Municipalities may issue Summary Offense Tickets</b></p> <p>Currently, municipalities lack effective enforcement and collection tools to collect fines for by-law infractions and therefore many fines often remain uncollected.</p> <p><b>Discussion:</b> Are there other tools that could help municipalities collect fines e.g. writs on real estate or personal property, connection to motor vehicles or garnishing wages.</p> <p><b>Action:</b> Is the issue one that AMA would like to explore more?</p> <p><i>contract?</i></p>	<p>1:35-1:45</p> 
<p>14.</p>	<p><b>Updates:</b></p> <p>14.1 NSFM Update – Geoff/Marie ✓</p> <p>14.2 Deed Transfer Tax - Alain ✓</p> <p>14.3 CAO/CEO Forum-Janice ✓</p> <p><b>Background:</b> Over the past few years, attendance at the CAO/CEO Forum has been dwindling. Last year we talked about not continuing with the event whereas it may have run its course. However, we decided to give it one more year and the price was dropped. Attendance last year was low again.</p> <p><b>Recommendation:</b> That the CAO/CEO Forum not be run in the 2018-2019 year.</p> <p><b>Financial Impact:</b> The CAO Forum contributed \$4300 to the AMA's bottom line last year. This would have to be replaced by another money-making event.</p>	<p>1:45-2:00</p> 
<p>15.</p>	<p><b>Board Meeting Dates for the Coming year</b></p> <ul style="list-style-type: none"> <li>• February 21st – Face-to-Face (extended full-day session)</li> <li>• March 22-Teleconference</li> <li>• April 11 – Face-to-Face</li> </ul>	<p>2:00-2:05</p>

	<ul style="list-style-type: none"><li>• May 24 – Teleconference</li><li>• June 12 – Face-to-Face (Spring Conference – New Glasgow)</li><li>• July 18 – Teleconference</li><li>• September 13 – Face-to-Face</li></ul>	
16.	Adjourn	2:05 <i>3hr 5 min.</i>



The Prince George Hotel  
HALIFAX

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

Room No. : 510  
Arrival : 01-23-19  
Departure : 01-24-19  
Folio No. :  
Invoice No. : 11820  
Cashier No. : 58  
Conf. No. : 995390

**MacIntyre, Kent**  
Company Name: Municipalities of Nova Scotia  
Group Name:  
AR No.: 0538

Date	Description	Charges	Credits
01-23-19	Room Charge	129.00	
01-23-19	HRM Room Levy	2.58	
01-23-19	HST Room	19.74	
01-23-19	Guest Self Parking	24.00	
01-23-19	HST Parking	3.60	
<b>Total Charges</b>		<b>178.92</b>	
<b>Total Credits</b>			<b>0.00</b>
<b>GST Tax Total: \$</b>			
<b>Balance</b>			<b>178.92</b>

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 21 2 2120 212	130

*[Handwritten signature]*  
HSF 3



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

**TRAVEL EXPENSE CLAIM** Rate \$0.4415

<b>Name of Claimant:</b>	Kent MacIntyre
<b>Destination:</b>	Pt. Tupper Industrial park - BearHead Boardroom
<b>Purpose of Travel:</b>	Meeting Headland Cultivation
<b>Departure Date/Time:</b>	25-Jan-19
<b>Return Date/Time:</b>	January 25, 2019

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

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
<b>Total Mileage (# of Km):</b> 87.00	87.00					87.00
<b>Total Cost of Mileage:</b> \$0.44	\$38.41	\$0.00	\$0.00	\$0.00	\$0.00	\$38.41
<b>Accommodation/Hotel Name:</b> <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>	\$38.41	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$38.41</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 KM N/A \_\_\_\_\_

Progress update - Headland Cultivation Co. (CEO)

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

Claimant Signature: Kent MacIntyre

Date Submitted: January 28/2019

Travel Approved by Supervisor: [Signature]

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

Goods Rec'd. Date.....	Initial.....	
Prices Checked.....		R
Add. & Ext. Checked.....		R
Approval for Payment.....		R
Discount Date.....		
Paid by Cheque No.....		
Distribution: Acc't. No. <u>10.2122/20.212</u>		132



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

**TRAVEL EXPENSE CLAIM**

Rate **\$0.4415**

<b>Name of Claimant:</b>	Kent MacIntyre
<b>Destination:</b>	Pt. Tupper Industrial Park – BearHead Boardroom
<b>Purpose of Travel:</b>	Meeting Headland Cultivation Co. - CEO and VP
<b>Departure Date/Time:</b>	2019-01-25
<b>Return Date/Time:</b>	January 25, 2019

Approval to Travel *[Signature]* Date: *January 22, 2019*

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
<b>Total Mileage (# of Km):</b>						0.00
<b>Total Cost of Mileage:</b>		\$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 *KM* N/A \_\_\_\_\_

*Progress update from Headland Cultivation CEO.*

<b>All claims are to be submitted not later than 60 days after return.</b>	
Claimant Signature:	<i>[Signature]</i>
Date Submitted:	<i>January 28, 2019</i>
Travel Approved by Supervisor:	
GL Code:	



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

NAME: Jason MacLean

PERIOD COVERED:

FROM: December 5, 2018 TO: January 28, 2019

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
Dec. 5	Fire Services - St. Peter's Fire Hall	18.00	
Dec. 12	Meeting with CAO and Jeff Stanley - Municipal Office (3:30)	67.00	
Dec. 12	Canal 150 Meeting - Potlotek Community Hall (6:30)	35.00	
Jan. 3	Canal 150 - St. Peters Village Commision	18.00	
Jan. 4	Meeting with CAO re. Strategic Plan - Municipal Office	67.00	
Jan. 10	Strategic Plan - Municipal Office	67.00	
Jan. 14	Special Council/COW - Municipal Office	67.00	
Jan. 17	Funding Announcement - Municipal Office	67.00	
Jan. 21	By-Law Committee - Municipal Office	67.00	
Jan. 22	Meeting with CAO re. FCM - Municipal Office	67.00	
Jan. 23	Fire Services - St. Peter's Fire Hall	18.00	
Jan. 28	Regular Council - Municipal Office	67.00	

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, 2100, 210 110

HST 3

Totals: 625.00 \$0.00  
 Rate: \$0.4415  
 Total Mileage (\$): \$275.93

Total Expenses Claimed: **\$275.93**

ACCOUNT #:		CHEQUE #:	
SIGNATURE:		AMOUNT:	
APPROVED:		DATE PAID:	
Date:	January 28, 2019	INITIAL:	



MUNICIPALITY OF THE COUNTY OF RICHMOND  
 TRAVEL EXPENSE CLAIM

Name of Claimant:	Brian Marchand
Destination:	Membertou Trade & Convention
Purpose of Travel:	CB Local Immigration Partnership
Departure Date/Time:	Dec 11-2018 - 7:30 AM
Return Date/Time:	Dec 11-2018 - 2:00 PM
Approval to Travel	Jason Maclean <sup>As per</sup> <sub>email</sub> Date: Dec 4/18

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Mileage: # of Km 218 KM	\$ 96.25					\$ 96.25
Accommodation: Hotel Name: Inverary Inn <i>(Indicate if Direct Bill or Provide Receipt)</i>						\$ -
Meals: Breakfast \$20						\$ -
Lunch \$25	\$ 25.00					\$ 25.00
Dinner \$30						\$ -
Other Meals (Receipts Required)						\$ -
Incidentals (\$10 per overnight stay)						\$ -
Taxi/Parking/Tolls (Receipts Required)						\$ -
Total Amount Being Claimed	\$ 121.25	\$ -	\$ -	\$ -	\$ -	\$ 121.25

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:	<u>Brian Marchand</u>
Date:	<u>Dec 13 - 2018</u>
Travel Approved by Supervisor:	<u>[Signature]</u>
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>10 210 2110 210130</u>		

HSE 3



**CBLIP Council**

**Meeting #6: Year End**

December 11, 2018

10:00 am – 12:30pm

Muin Room, Membertou Trade & Convention Centre

**Purpose:**

**For CBLIP Council Members to:**

- Receive updates and provide feedback on CBLIP progress and activities
- Elect new CBLIP co-chair
- CBLIP Update event debrief and discussion
- Receive debrief from LIP Coordinator on Pathways 2 Prosperity Conference
- Review first draft of CBLIP Strategy and provide feedback and edits
- Celebrate a successful 2018 for CBLIP

Time	Topic
9:45 am	Arrival and Refreshments
10:00 am	Welcome & Check In
10:10 am	Updates from program coordinator <ul style="list-style-type: none"> <li>• Membership Update</li> <li>• Immigrant Advisory Table</li> <li>• Pathways 2 Prosperity Conference debrief</li> </ul>
10:30 am	Immigration Summit Review
10:45 am	Language Working Group Update
10:55 am	Break
11:05 am	Co-chair election
11:10 am	Immigration Update (Carla)
11:30 am	Farmer's Daughter Project
11:40 am	International Student Project
12:00 pm	Lunch and guest speaker
12:30 pm	Closing

Funded by:

Financé par :



Immigration, Refugees  
and Citizenship Canada

Immigration, Réfugiés  
et Citoyenneté Canada



From: jmaclean@richmondcounty.ca  
Subject: Re: Follow up Think Tank Meeting  
Date: Dec 4, 2018 at 9:53:26 PM  
To: Brian brianmarchand@hotmail.com

---

Hi Brian, yes for sure.

Jason

From: "Brian" <brianmarchand@hotmail.com>  
To: "Jason MacLean" <jmaclean@richmondcounty.ca>  
Date: 04/12/2018 09:59 AM  
Subject: Follow up Think Tank Meeting

---

Looking for permission to attend the follow up meeting to the Oct 24th Think Tank Meeting in Port Hawkesbury.

Thanks.

Brian

--

If this email is spam, please report it to

[https://support.onlymyemail.com/view/report\\_spam/](https://support.onlymyemail.com/view/report_spam/)

MjgwNzYwOjIxMzQ2NzU2Mjc6am1hY2x1YW5AcmljaG1vbmRjb3VudHkuY2E6ZGVsaXZlcmVk





MUNICIPALITY OF THE COUNTY OF RICHMOND  
TRAVEL EXPENSE CLAIM

Name of Claimant:	Brian Marchand
Destination:	Port Hawkesbury PHCC
Purpose of Travel:	Meeting to Discuss Housing Issues
Departure Date/Time:	Jan 16-2019 - 9:00 AM
Return Date/Time:	Jan 16-2019 - 12:45 PM
Approval to Travel	<i>attached</i> 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

Meeting with Celeste, Town of Port Hawkesbury & others to discuss Affordable Housing Conference

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

Claimant Signature: Brian Marchand

Date: Jan 21 - 2019

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. 10 2102110 210130

From: jmaclean@richmondcounty.ca  
Subject: Re: Housing Meeting  
Date: Jan 16, 2019 at 7:58:05 AM  
To: Brian brianmarchand@hotmail.com

---

Sorry I didn't get to this last night. Yes for sure.

Jason

From: "Brian" <brianmarchand@hotmail.com>  
To: "Jason MacLean" <jmaclean@richmondcounty.ca>  
Date: 15/01/2019 11:31 PM  
Subject: Housing Meeting

---

Looking for permission to attend the housing meeting in Port Hawkesbury on January 16-2019 from 10am to noon with Celeste.

Thanks.

Brian

--  
If this email is spam, please report it to  
[https://support.onlymyemail.com/view/report\\_spam/MjgwNzYwOjIxNDY3NzY3NzA6am1hY2x1YW5AcmljaG1vbmRjb3VudHkuY2E6ZGVsaXZlcmVk](https://support.onlymyemail.com/view/report_spam/MjgwNzYwOjIxNDY3NzY3NzA6am1hY2x1YW5AcmljaG1vbmRjb3VudHkuY2E6ZGVsaXZlcmVk)



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:	Center 200
Purpose of Travel:	Affordable Housing & Homelessness
Departure Date/Time:	Jan 21-2019 - 6:30 AM
Return Date/Time:	Jan 21-2019 - 4:45 PM
Approval to Travel	<i>attached</i> Date:

Description	Day 1	Day 2					Total
Mileage: # of Km 212 KM	\$ 93.60						\$ 93.60
Accommodation: Hotel Name: Lord Nelson <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	\$ 93.60						\$ 93.60

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: Jan 21-2019

Travel Approved by Supervisor: [Signature]

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

Goods Rec'd. Date.....	Initial.....	<u>P</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>10 210 2110 2101 30</u>		

*[Handwritten mark]*

From: jmaclean@richmondcounty.ca  
Subject: Re: Fwd: You are Invited: Research to Action Conference: Housing  
and Homelessness in CBRM  
Date: Dec 23, 2018 at 9:50:25 PM  
To: Brian brianmarchand@hotmail.com

---

Hi Brian, yes for sure.

Jason

From: "Brian" <brianmarchand@hotmail.com>  
To: "Jason MacLean" <jmaclean@richmondcounty.ca>  
Date: 20/12/2018 08:33 AM  
Subject: Fwd: You are Invited: Research to Action Conference: Housing and Homelessness in CBRM

---

Looking for permission to attend below?

Thanks.

Brian

Begin forwarded message:

**From:** "Gotell, Celeste" <Celeste.Gotell@nshealth.ca>  
**Date:** December 20, 2018 at 8:24:37 AM AST  
**To:** Brenda Chisholm-Beaton <bchisholmbeaton@townofph.ca>, Brian Marchand <brianmarchand@hotmail.com>, Claire Doyle <clairedoyle@hotmail.ca>, "Gillis, Beth" <Beth.Gillis@nshealth.ca>, "Gotell, Celeste" <Celeste.Gotell@nshealth.ca>, "Jason MacLean (Jason.MacLean@srce.ca)" <Jason.MacLean@srce.ca>, Jim Wilson <jim.n.wilson@rcmp-grc.gc.ca>, "Keith Nicholson (knicholson@newdawn.ca)" <knicholson@newdawn.ca>, Kent MacIntyre <kmacintyre@richmondcounty.ca>, "LeBlanc, Danielle (MHS)"

# RESEARCH TO ACTION

Affordable Housing  
& Homelessness  
in CBRM

## You're Invited!

*Join the discussion to help move  
local research on housing and  
homelessness to action.*

January 21, 2019

8:30AM - 3:30PM

Centre 200-Concourse  
Sydney, NS

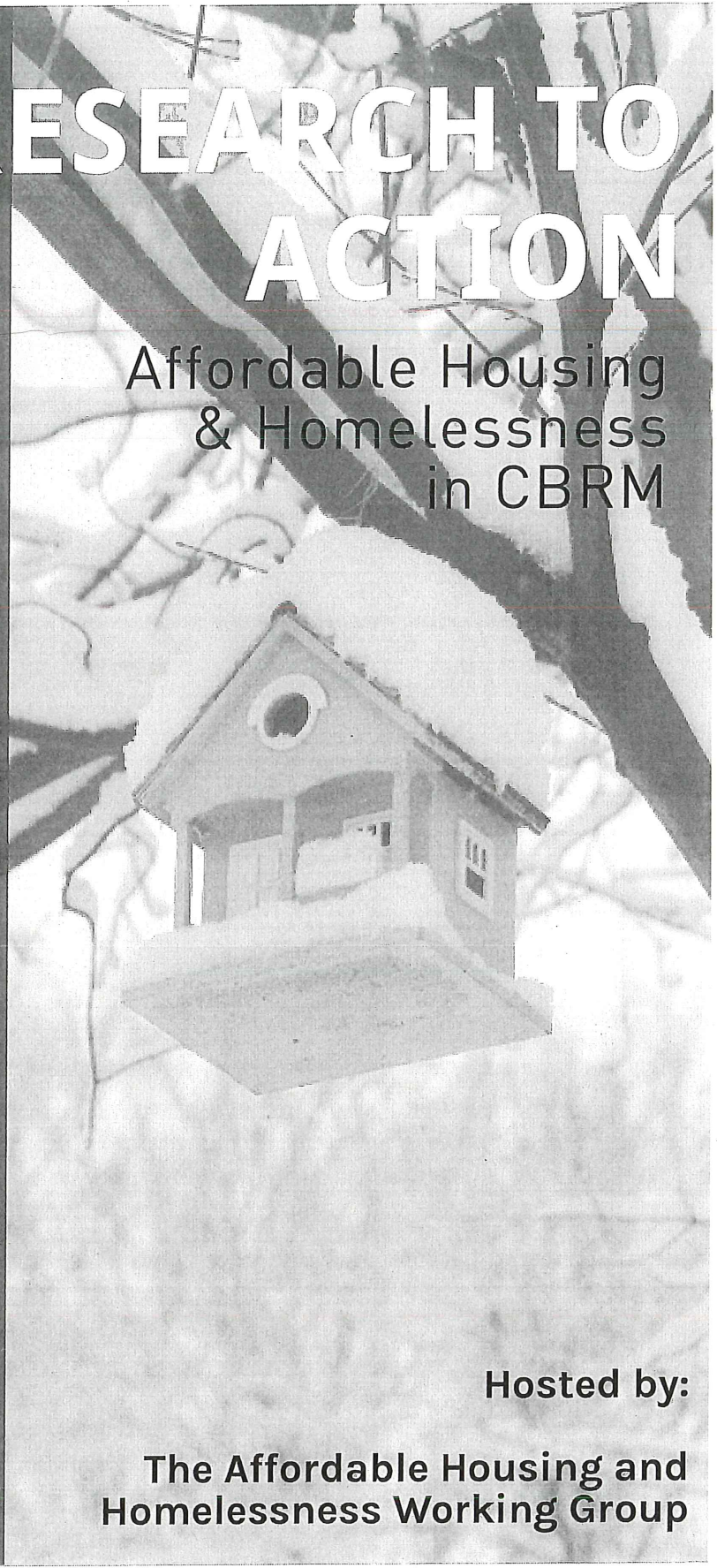
In lieu of a registration fee, please  
consider a donation to the  
Community Homelessness  
Shelter

Lunch will be provided

**RSVP to Sandra Lahey by  
January 10th at  
[Sandra.Lahey@nshealth.ca](mailto:Sandra.Lahey@nshealth.ca)**

**Hosted by:**

**The Affordable Housing and  
Homelessness Working Group**





MUNICIPALITY OF THE COUNTY OF RICHMOND  
TRAVEL EXPENSE CLAIM

Name of Claimant:	Brian Marchand
Destination:	Port Hawkesbury PHCC
Purpose of Travel:	SAT Board Meeting
Departure Date/Time:	Jan 30-2019 - 8:30AM
Return Date/Time:	Jan 30-2019 - 11:30AM
Approval to Travel	<i>attached</i> 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: Jan 31-2019

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>10 210 2110 210</u>		<u>130</u>

From: jmaclean@richmondcounty.ca  
Subject: Re: SAT meeting  
Date: Jan 20, 2019 at 6:16:57 PM  
To: Brian brianmarchand@hotmail.com

---

Hi Brian, yes for sure.

Jason

From: "Brian" <brianmarchand@hotmail.com>  
To: "Jason MacLean" <jmaclean@richmondcounty.ca>  
Date: 18/01/2019 06:40 PM  
Subject: SAT meeting

---

Looking for permission to attend the SAT board meeting on Jan 30-2019 in Port Hawkesbury.

Thanks.

Brian

--  
If this email is spam, please report it to  
[https://support.onlymyemail.com/view/report\\_spam/  
MjgwNzYwOjIxNDc0ODEzNjk6am1hY2x1YW5AcmljaG1vbmlRjb3VudHkuY2E6ZGVsaXZ1cmVk](https://support.onlymyemail.com/view/report_spam/MjgwNzYwOjIxNDc0ODEzNjk6am1hY2x1YW5AcmljaG1vbmlRjb3VudHkuY2E6ZGVsaXZ1cmVk)



**Strait Area Transit Board Meeting**


**January 30th, 2019, Arts & Crafts Room**


**Agenda**

- 1) Call to order
- 2) Approval of Agenda
- 3) In Camera (if required)
- 4) Minutes
- 5) Manager's Report
- 6) Vehicle Report
- 7) Financial Report
- 8) CTAP
- 9) Business Plan
- 10) Victoria County Update
  
- 11) Additional items: a  
                                  b  
                                  c  
                                  d
- 12) Adjournment

**Next meeting:**



Municipality of the County of Richmond - December 2018		
Meetings Held:		14 km
Date:	Meeting:	Alvin Martell
December-19-18	COW	1
Total # of Meetings Attended:		1
x kms/trip (return):		14
Total Mileage (kms):		14
Rate		0.4415
Total Owed		\$6.18

Municipality of the County of Richmond - January 2019		
Meetings Held:		14 km
Date:	Meeting:	Alvin Martell
January-09-19	Strategic Planning	1
January-14-19	COW	1
January-17-19	Funding Announcement	1
January-21-19	Audit Committee	0
January 28, 2019	Council	1
Total # of Meetings Attended:		4
x kms/trip (return):		14
Total Mileage (kms):		56
Rate		0.4415
Total Owed		\$24.72

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

HST 3

6.18  
24.72





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

**NAME:** Carla Martell

**PERIOD COVERED:** January 2019

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
January 11, 2019	Travel to Louisdale Arena & Rolling Phones Port Hawkesbury	86.00	
January 19, 2019	Travel to St. Peter's - Fire Services Meeting	71.00	

Checks Rec'd. Date..... Initial *A*  
 Preios Checked..... *A*  
 Add. & Ext. Checked..... *A*  
 Approval for Payment.....  
 Discount Date.....  
 Paid by Choque No. *10 242 3070 242110*  
 Distribution: Acc't. No.

Totals: 157.00 \$0.00  
 Rate: \$0.4415  
 Total Mileage (\$): \$69.32

**Total Expenses Claimed:** \$69.32

ACCOUNT #:	<i>10.242.3070.242110</i>	CHEQUE #:	
SIGNATURE:	<i>Carla Martell</i>	AMOUNT:	
APPROVED:	<i>Mrs. Bruden</i>	DATE PAID:	
DATE SUBMITTED:	<i>Feb 10 / 19</i>	INITIAL:	