



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

NAME: Ronald Boudreau

PERIOD COVERED:

FROM: April 1, 2023 TO: April 14, 2023

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
April 3, 2023	Registration for Gentle Yoga in St. Peter's at 10:00 am	71.00	
April 4, 2023	Registration for Chair Yoga St. Peter's at 10:00 am	71.00	
April 4, 2023	Registration in L'Ardoise at 1:00 pm for yoga and in St. Peter's at 2:00 pm for line dancing	94.00	
April 4, 2023	Registration in Louisdale at 4:00 pm, 5:00 pm and 6:00 pm for Violin lessons, 6:30 pm for line dancing and in Lower River for Shuffleboard at 7:30 pm	83.00	
April 4, 2023	Meal - overtime from 4:00 pm - 8:00 pm		\$20.00
April 5, 2023	Registration for Yoga in St. Peter's at 10:00 am	71.00	
April 5, 2023	Registration for yoga in Red Islands at 1:30 pm	118.00	
April 6, 2023	Registration in Lower River for line dancing at 2:00 pm, stopped at the arena to drop off supplies, registration in River Bourgeois for Art Classes at 4:30 pm and 6:30 pm, and St. Peter's for PiYo Live at 6:00pm	120.00	
April 6, 2023	Meal - overtime from 4:00 pm - 7:15 pm		\$20.00
April 11, 2023	Registration in Louisdale for LEGO build at 4:00 pm, dance at 5:00 pm, 5:45 pm and 6:30 pm	50.00	
April 11, 2023	Meal - overtime from 4:00 pm - 7:00 pm		\$20.00
April 12, 2023	Registration for dance in Louisdale at 4:00 pm, 4:30 pm and 5:15 pm	50.00	
April 13, 2023	Registration for Tumblebugs, Gymnastics and dance in Louisdale from 4:00 pm to 6:15pm, REC ADV Meeting in Louisdale at 7:00 pm	50.00	
April 13, 2023	Meal - overtime from 4:00 pm - 8:30 pm		\$20.00
April 14, 2023	Registration for Chair Yoga in Lower River at 10:00 am	62.00	

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

Totals:	840.00	\$80.00
Rate:	\$0.5770	
Total Mileage (\$):	\$484.68	
Total Expenses Claimed:	\$564.68	

ACCOUNT #:	10 270 4120 270180	CHEQUE #:	
SIGNATURE:	Ronald Boudreau	AMOUNT:	
APPROVED:	[Signature]	DATE PAID:	
DATE SUBMITTED:	April 26, 2023	INITIAL:	



THE MUNICIPALITY OF THE COUNTY OF RICHMOND
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TRAVEL EXPENSE CLAIM Rate \$0.5770

Name of Claimant:	Shaun Boudreau	
Destination:	Safety Check, 270 Stable Dr, Sydney	
Purpose of Travel:	Confined Space Rescue Course	
Departure Date/Time:	June 21/23	6:15am
Return Date/Time:	June 21/23	3:00pm

Approval to Travel *Chris Boudreau* Date: *June 19 23*

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

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%

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: *[Signature]*

Date Submitted: *June 28/23*

Travel Approved by Supervisor: *June 28/23*

GL Code: *10242 3080 242210*

Goods Rec'd. Date.....	Initial.....	<i>SB</i>
Prices Checked.....		<i>SB</i>
Add. & Ext. Checked.....		<i>SB</i>
Approval for Payment.....		<i>SB</i>
Discount Date.....		
Paid by Cheque No.....		
Distribution Acct No.....	<i>10242 3080 242210</i>	

HSTB



Re: Confined Space Rescue Jennifer Fahey to: cmartell@richmondcounty.ca 06/07/2023
04:20 PM
From: "Jennifer Fahey" <jhead@safetycheck.ca>
To: "cmartell@richmondcounty.ca" <cmartell@richmondcounty.ca>

Hey Carla,
Great!! 8:30am start, please wear work boots. Address is 270 Stable Drive, Sydney
Thanks
Jenn

[Get Outlook for iOS](#)

From: cmartell@richmondcounty.ca <cmartell@richmondcounty.ca>
Sent: Wednesday, June 7, 2023 2:18:15 PM
To: Jennifer Fahey <jhead@safetycheck.ca>
Subject: RE: Confined Space Rescue

Hi Jenn
We will be sending 2 (maybe 3) to your facility on June 21st. Let me know the particulars.

Thanks so much
Carla

Carla Martell
Public Works - Department Administrator
Municipality of the County of Richmond
Phone: (902) 226-0586

From: "Jennifer Fahey" <jhead@safetycheck.ca>
To: "cmartell@richmondcounty.ca" <cmartell@richmondcounty.ca>
Date: 06/06/2023 11:00 AM
Subject: RE: Confined Space Rescue

Hey Carla,

I have Wednesday, June 21st available.

Did you want to come here or someone to come to you?

Thanks
Jenn

Jennifer Fahey
Office Manager
Safety Check Inspections Ltd.
Tel: 902-562-6110



THE MUNICIPALITY
OF THE COUNTY OF

LA MUNICIPALITÉ
DU COMTÉ DE

RICHMOND

POLICE ADVISORY BOARD MEETING

April 26, 2023, 6:00 p.m.

St. Peter's RCMP Detachment

AGENDA

1. Call to order
2. Items Added to the Agenda
3. Review of Minutes – February 28, 2023
4. Policing Report, Re: Richmond County Stats
5. Update Re: ATV Activity on Roadways
6. Items Added to the Agenda
7. Questions or Concerns
8. Next Meeting Date
9. Adjournment



RICHMOND VILLA BOARD MEETING

Wednesday May 17, 2023, 6:00 p.m.

Location: Richmond Villa, St. Peter's

AGENDA

1. Call to Order
2. Items Added to the Agenda
3. Review of Minutes, Re:
 - a) March 22, 2023
4. Business Arising from the Minutes
5. CEO Report
6. Discuss Items Added to the Agenda
 - Housing
 - Power Mobility Device Policy
7. General Business
8. Adjournment



TRAVEL EXPENSE CLAIM Rate \$0.5770

Name of Claimant:	Shelley David
Destination:	Truro, NS
Purpose of Travel:	AMANS Spring Conference
Departure Date/Time:	14/06/2023 11:30
Return Date/Time:	16/06/2023 15:00

Approval to Travel Date: Apr. 13, 2023

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	0.00	0.00	0.00	0.00	0.00	0.00
Total Cost of Mileage:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast \$20	\$0.00	\$0.00	\$0.00			\$0.00
Lunch \$25	\$25.00	\$0.00	\$25.00			\$50.00
Dinner \$30	\$30.00	\$30.00	0			\$60.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)	\$10.00	\$10.00	\$0.00			\$20.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$65.00	\$40.00	\$25.00	\$0.00	\$0.00	\$130.00

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 SD N/A _____

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

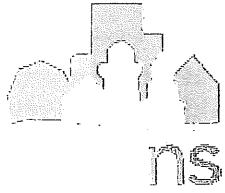
Claimant Signature: Shelley David

Date Submitted: June 19, 2023

Travel Approved by Supervisor:

GL Code: _____

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	<u>8</u>
Add. & Ext. Checked.....	<u>8</u>
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distribution: Acct. No.....	<u>10762 2120 212130</u>



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Schedule

Don't Miss a Thing Event Program

Pre Conference Day, Wednesday June 14

Thursday June 15

Friday June 16

2:00 pm – 4:00 pm **Municipal Finance Officer (MFO) Session *Registration Required**

Elm and Oak Room

Workshop – Professional Ethics in Uncertain Times

The risk of fraud and unethical behaviour increases during times of significant change or uncertainty. For professional accountants, the risk landscape is multi-dimensional and continually evolving. This course invites professional accountants to consider the pressures they may experience, unconscious bias and psychological traps that may increase the risk of

unethical behaviour, as well as the components of fraud, ethical intelligence, and trust. We conclude with strategies leaders and organizations may use to support and encourage ethical behaviour.

Key Learning Outcomes:

- Explore the components of the evolving multi-dimensional risk landscape and consider them in the context of your work.
- Consider unconscious biases and potential psychological traps with the goal of identifying common traps and biases in the context of accountancy.
- Identify strategies accountants and leaders may use to help mitigate the risk of fraud and unethical behaviour.

About your speaker:



We are pleased to have Maureen Gillis, CPA from Gillis & Associates. Maureen facilitates adult learning on topics related to ethics, leadership, human resources, success, and human behaviour. She has taught for various universities, and trained members of professional organizations for more than a decade. With professional accounting experience in different sectors, formal training in adult learning, and experience in human resource management, Maureen knits together research and practicality to provide sessions that support the ongoing development of professionals and leaders.

Refreshments will be sponsored by the Department of Finance and Treasury Board.

2:00 pm – 4:00 pm IT Session: Introduction to Microsoft InTune *Registration Required

Aspen Room

Facilitator: Jay Redmond, IT Manager, Town of Truro

This session will provide a brief overview of Microsoft InTune, Microsoft's cloud-based endpoint management solution. Used by the Town of Truro, this session will be facilitated by the town's IT manager who will highlight ways to maximize this program within your municipality. This session will also cover conditional access, device management, BitLocker drive encryption, Windows update control and Defender antivirus.

2:00 pm - 4:00 pm **Accessibility Foundations Training *Registration Required**

Maple Room

Facilitators: Rep from Nova Scotia Accessibility Directorate; Holly MacLellan (she/her), Municipal Accessibility Support Coordinator, AMANS

By participating in this 2-hour interactive workshop, participants will be able to:

- Define disability, types of disabilities, accessibility, and the prevalence of disability in Nova Scotia
- Explain the importance of the Nova Scotia Accessibility Act
- Understand the impact of the Accessibility Act on Prescribed Public Sector Bodies (PPSBs)
- Provide examples of barriers and ableism and their impacts on persons with disabilities

Outline practices to support persons with disabilities to meaningfully participate in community, work, and play

Developed by the Nova Scotia Accessibility Directorate



2:00 pm - 4:00 pm **Municipal Government 101 *Registration Required**

Birch Room

Facilitator: Department of Municipal Affairs and Housing (DMAH)

This session will provide an overview of the Municipal Government within the Province of Nova Scotia, the types of municipal units, and highlight their extensive responsibilities. We will explore issues such as governance, legal frameworks and spend time addressing the questions you have always wanted to ask.

Sponsored by



4:30 pm – 6:30 pm **Chief Administrator Officer's Session (CAO*)**

Birch Room

*FOR CAO'S ONLY

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This session is an opportunity for CAOs of each municipality to get together, have candid conversations, and strategize about the issues impacting them, their municipality, and their regions. Light snacks will be provided.

7:00 pm – 8:30 pm **Registration**

Lower Lobby

Please visit the registration desk to check in for the conference.

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

Elm and Oak Room

Kindly sponsored by Broker Link Insurance and Arthur J. Gallagher, join your municipal colleagues for some finger food and live music from a local Band: No Boundaries with Darcy Doucette and John LaForge in the Elm and Oak. In your badge, you will find one complimentary drink ticket.

Sponsored by



Insurance Risk Management Consulting





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Schedule

Don't Miss a Thing Event Program

Pre Conference Day, Wednesday June 14

Thursday June 15

Friday June 16

7:00 am – 8:00 am **Early Risers' Club: Guided Walk/Run**

Meet in the Hotel Lobby

Kick the conference off with an early morning walk or run with other delegates. and a stop at Novel Tea (<https://goo.gl/maps/QdEGzK95TqZeHR5XA>) Everyone is welcome.

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8:30 am – 8:45 am Registration, Early Bird Draws, Exhibitor Viewing & Coffee

Lower Lobby

Grab a cup of Joe and a refreshment to get you moving before the conference sessions start. If you're lucky, your name may be called to win some donated prizes!



Refreshments sponsored by



8:45 am – 9:10 am Opening Ceremonies

Elm and Oak Room

Join us at the opening ceremonies for greetings from Mayor Bill Mills, Town of Truro; Mayor Christine Blair, Municipality of the County of Colchester; Chief Robert Gloade, Millbrook First Nations. Regrets sent from Warden Eleanor Roulston from the Municipality of East Hants.

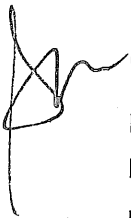


9:10 am – 10:10 am Opening Keynote: Breaking Through Adversity with the Resilience Roadmap

Elm and Oak Room

Presented by: Mark Black, Heart and Double-Lung Transplant Recipient – turned – 4-Time Marathon Runner, Author, Coach and Speaker

Mark will provide a framework for success despite the odds and provides a powerful dose of inspiration and excuse-eliminating motivation. Using his life story of battling a life-threatening disease, surviving a Heart & Double-Lung Transplant, and recovering to run 4 marathons.



Mark will show you that you are limited more by perceptions than circumstances. But it goes far beyond emotions or attitude. This keynote will provide a powerful experience and leave you with practical takeaways they can implement in your municipality the following day.

10:10 am – 10:30 am Refreshment Break: Networking and Meeting the Exhibitors

Lower Lobby

A short break before the first concurrent session block. Enjoy a coffee, visit the exhibitor booths, and catch-up with some friends. ^



Sponsored by



10:30 am – 11:30 am Concurrent Session A1: Legal Updates and Developments

Elm and Oak Room

Speaker: Noella Martin, KC Partner, Burchell, Wickwire, Bryson Lawyers

The legal trends for municipalities are inevitably changing. In this session, we are joined by Noella Martin from Burchell, Wickwire, Bryson Lawyers, who will share some insight on the emerging legal issues in Municipal Government – including what we have learned through collective bargaining, legislation addressing medical notes and the impact on attendance management, as well as other significant developments.

10:30 am – 11:30 am Concurrent Session A2: Public Procurement 101

Birch Room

Speaker: Edwina Renaux, Purchasing Officer/Finance, Town of Truro

No matter the size of your municipality, public procurement rules, and regulations must be followed. Whether or not your municipality has a designated procurement specialist, understanding the basics of public procurement is important. Join the Town of Truro in an interactive session highlighting some best practices and basic processes around procurement, followed by a question and answer period. You will also leave this session with templates you can work with.

Sponsored by:



10:30 am – 11:30 am Concurrent Session A3: Using Plain Language in Municipal Communications

Maple Room

Speaker: Erin Casey (she/they), Professional Communicator, Writer, and Editor

Come learn the basics of plain language in this hands-on workshop, including:

- what clear and accessible language is, and why it's an issue of equity and inclusion
- who benefits from plain language

A handwritten signature in black ink, appearing to be "Erin Casey".

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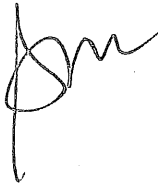
- the key principles of plain language
- how you can start incorporating plain language into your everyday communication

Come ready to practice and have fun!

11:35 am – 12:15 pm AMANS Power Session

Elm and Oak Room

Presented by: Jeff Bishop, Executive Director, AMANS



This is a wonderful opportunity to learn what's going on with your Association. Come hear the latest project updates and learn about the new initiatives AMANS is taking on this year.

12:15 pm – 1:00 pm Wellness Luncheon

Elm and Oak Room

Sponsored by:




1:00 pm – 2:00 pm Concurrent Session B1: Navigating Employee Support Systems

Birch Room

Presented by Mary Morris, Executive Director, Employer Advisor Nova Scotia Society; Krista Heslop, Section Manager, Desjardins Insurance and Moderated by Janine McInnis, Associate Vice President, HUB International Ontario Limited



Understanding and navigating the system from an employer perspective. How do employers work with the Workers Compensation Board, especially municipalities without designated Human Resources support systems? In this session, Desjardins will discuss the importance of intervening early to reduce the disability impact and duration of absence.

1:00 pm – 2:00 pm Concurrent Session B2: Assurance for Your Insurance

Elm and Oak Room

Presented by: Mark MacDonald, Vice President, Account Executive, Aon Risk Solutions; Joey D. Palov; Partner, Cox & Palmer; Joel Plater, Chief Risk Officer and Manager of Risk and Insurance Services, Halifax Regional Municipality

Not every municipality has an insurance specialist on staff. This leaves Municipalities to rely on advice from brokers and legal advisors; but in discussions on insurance coverage, sometimes your broker says, "ask legal" and legal says "ask our broker". How do we know when we have the 'right' coverage from a risk management perspective? On this panel, we'll hear from municipal staff, broker/insurer, and legal advisor perspectives on how to weigh the risks when assessing your municipal insurance coverage.

1:00 pm – 2:00 pm Concurrent Session B3: Succession Planning: Advice on Transitioning to a Senior Leadership Role

Maple Room

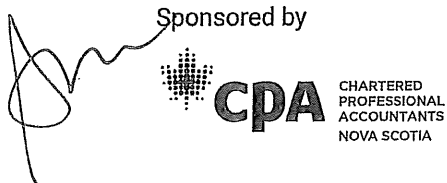
Presented by: Kim Ramsay, CAO, Municipality of East Hants

This session will focus on preparing employees for career advancement in municipal government. Kim will discuss how to have a forward-thinking planning lens and how to make informed, intentional decisions to prepare yourself for a leadership role.

2:00 pm – 2:15 pm Short Networking Break

Lower Lobby

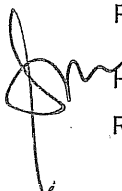
A short break after the concurrent session block. Enjoy a coffee, visit the exhibitor booths and catch up with a friend.



2:15 pm – 3:15 pm What Does Truth and Reconciliation Mean For Your Municipality?

Elm and Oak Room

Presenter: Heather Stevens, Manager, Millbrook Cultural & Heritage Centre



Heather will speak from the heart as she shares her stories and wisdom around Truth and Reconciliation and what it means for municipalities and the Indigenous communities we serve.

3:45 pm – 5:00 pm **Off-site Activity: Tour the Millbrook Cultural and Heritage Centre (\$15.00)**

4:00 pm – 5:15 pm **Relax and Enjoy Local Craft Beer at the Truro Brewing Company (Own Expense)**

4:00 pm – 5:15 pm **Bike or Walk**

6:00 pm – 8:00 pm **Off-Site Dinner, Entertainment, and Tour of the Rath Eastlink Community Centre**

Transportation will be provided for this event: Registration in advance is required.

The cost to attend is \$35

Join your municipal colleagues for a buffet meal, entertainment by Jackie Putnam and a tour of the RECC Facility. Transportation will be provided



Sponsored by



8:30 pm

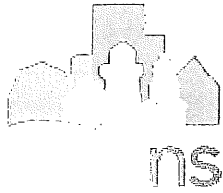
Hospitality Suite Sponsored Event

Upper Lobby Area (Maple/Aspen/Birch Rooms)

Following the Rath Eastlink Community Centre Dinner, there will be a hospitality suite. Enjoy some live music by the Island Boys, a beverage, and reconnect with some colleagues and enjoy a beverage.

Sponsored by





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Schedule

Don't Miss a Thing

Event Program

Pre Conference Day, Wednesday June 14

Thursday June 15

Friday June 16

7:00 am – 8:00 am **Early Risers' Club: Guided Walk/Run**

Meet in the Hotel Lobby

Kick the conference off with an early morning walk or run with other delegates, and a stop at Novel Tea (<https://goo.gl/maps/QdEGzK95TqZeHR5XA>) Everyone is welcome.



8:45 am – 9:00 am **Early Bird Draws, Exhibitor Viewing & Coffee**

Lower Lobby

Grab a cup of Joe and a refreshment to get your day moving. If you're lucky, your name may be called to win some donated prizes!

Refreshments sponsored by



BURCHELL WICKWIRE BRYSON LLP
lawyers | avocats

9:00 am – 10:00 am **Provincial Update**

Elm and Oak Room

Come join the conversation with the Department of Municipal Affairs and Housing (DMAH). This session will feature updates by DMAH on current issues as well as information from Education and Early Childhood Development and Environment and Climate Change on matters impacting municipalities.



10:00 am – 10:15 am **Tradeshow Refreshment Break**

Lower Lobby

A short break before the wrap up the conference with a panel presentation and our closing keynote presentation.



Sponsored by

**Burchell
MacDougall**
LAWYERS LLP

10:15 am – 11:15 am **Municipal Success Stories: Innovations in Employee Retention and Attraction**

Elm and Oak Room

Presented by Kim Ramsay, CAO, Municipality of East Hants; Rob Frost, Deputy CAO, Municipality of the County of Kings



Real-life stories from Municipalities how they manage their employees through modern-day retention and attraction practices:

- Municipality of East Hants: Employee Satisfaction and Culture
Kim will present their Employee satisfaction survey and talk about the value of doing employee surveys, what East Hants has learned, and why they received such great scores. Kim will also highlight the importance of first impressions and how their brand impacts attraction and recruitment.
- Municipality of the County of Kings: Diversity and Employee Wellness Practices
Rob will talk about the many things Kings is doing to attract and retain employees, including Diversity and Employee Wellness practices, and how these initiatives can have positive impacts but still need to constantly evolve to meet the requirements of a workforce

11:15 am – 12:15 pm Closing Keynote: Courageous Conversations

Elm and Oak Room

Presented by Ann Divine, CEO and founder of Ashanti Leadership and Development Services Inc. and co-founder of Ashanti Leadership Academy

Our people are our most valued resource. It is where the individuals we employ, are encouraged to bring their authentic and best self and to feel they are welcome and belong. Their opinions are valued, and they are recognized for their unique perspectives. As a result, our business is thriving, productive, progressive, and successful. This is our ultimate goal. Yet, in today's ever changing and unprecedented times, both employers and employees are being challenged. Studies have shown that many employees are not happy, and they struggle with being fully engaged in the workplace for a variety of reasons; these can be defined by their race, gender, sexual orientation, cultural and religious values, persons with disabilities and most recently mental health challenges because of the impact of the pandemic.

Courageous Conversations may be new to some, but some communities would argue that they have always had such conversations but were dismissed, or avoided. To have such conversations and win over those who have felt dismissed, individuals must be prepared to face challenges to the privileged and powerful. They are encouraged to build meaningful and trusting relationships.



12:15 pm

Closing Ceremony & Grand Prize Draw

Elm and Oak Room

Throw your badge in for a chance to win a Grand Prize. You must be in attendance to win.



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THE MUNICIPALITY
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RICHMOND

Police Advisory Board Meeting

June 28, 2023, 6:00 p.m.

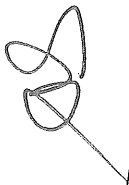
St. Peter's RCMP Detachment

Agenda

1. Call to order
2. Items Added to the Agenda
3. Review of Minutes – April 26, 2023
4. Policing Report, Re: Richmond County Stats
5. NS Chiefs of Police Association & NS Association of Police Governance Fall Conference 2023
6. Police Advisory Board Compliance
 - a) Police Advisory Board By-Law
 - b) Provincial Representative
7. Items Added to the Agenda
8. Questions or Concerns
9. Next Meeting Date
10. Adjournment

Agenda

THURSDAY JUNE 29



11:00AM - 12:00NOON

Registration
UPPER FOYER, MAIN LODGE

12:00NOON

Keynote Luncheon
The Honourable Tim Houston
Premier of Nova Scotia

1:30PM - 4:30PM

Industry Presentations
EverWind Fuels
Trent Vichle
Simply Blue
Greg Bliss
Port Hawkesbury Paper
Geoff Clarke
BearHead Energy | Northland
Paul Maclean
David Zekveld
Signal Gold
Paul McNeill
Maritime Launch Services
Sarah Mclean

7:00PM

Steak and Lobster Banquet

8:30PM

Evening Reception

FRIDAY JUNE 30

7:00AM

Buffet opens
MAIN DINING ROOM

Pre-selected tee-times
(sign-up sheet at registration desk)

Golf at Dundee

KEYNOTE LUNCHEON



The Honourable
Tim Houston
Premier of Nova Scotia

Tim Houston is Nova Scotia's 30th Premier.

Born in Halifax, Nova Scotia, Tim was raised in a military family and grew up on military bases in Summerside, PEI, Trenton, Ontario and Comox, British Columbia before the family ultimately returned to Nova Scotia for his father's retirement posting to Shearwater.

First and foremost, Tim is a dad. He and his wife, Carol, have been married for 26 years and have two children, Paget and Zachary.

Tim attended Saint Mary's University where he obtained a Bachelor of Commerce. He then earned his Chartered Accountant designation in Halifax. After graduation, he and Carol moved to Bermuda where he worked with both Deloitte and in the reinsurance industry. In 2007, knowing that they wanted to raise their children closer to their extended family, Carol and Tim returned to Nova Scotia and have lived in Pictou County ever since.

On November 2, 2020, Tim was awarded his profession's highest mark of distinction, the Fellow (FCPA) designation, by Chartered Professional Accountants of Nova Scotia.

Tim's love of this province and its people — and discussions in hockey rinks — sparked his interest in politics. He successfully sought the Pictou East PC nomination in 2012 and was first elected to the Nova Scotia House of Assembly in the 2013 provincial election. He was re-elected in 2017 and again in 2021. In 2018, Tim was elected Leader of the PC Party of Nova Scotia.

Tim was sworn in as premier on August 31, 2021.

Tim also serves as Minister of Intergovernmental Affairs and Trade.



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

TRAVEL EXPENSE CLAIM Rate **\$0.5770**

Name of Claimant:	Wayne Doyle	
Destination:	Halifax	
Purpose of Travel:	Ice Making Course	
Departure Date/Time:	June 20, 2023	
Return Date/Time:	June 22, 2023	

Approval to Travel *Amur* Date: *March 20/2023*

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total	
Total Mileage (# of Km):	750.00	372.00	26.00	352.00	0.00	0.00	750.00
Total Cost of Mileage:	\$432.75	\$214.64	\$15.00	\$203.10	\$0.00	\$0.00	\$432.75
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>							
Meals: Breakfast \$20						\$0.00	
Lunch \$25						\$0.00	
Dinner \$30	\$30.00	\$30.00	\$30.00			\$90.00	
Other Meals (Receipts Required)						\$0.00	
Incidentals (\$10 per overnight stay)	\$10.00	\$10.00	\$10.00			\$30.00	
Taxi/Parking/Tolls (Receipts Required)						\$0.00	
Total Amount Being Claimed	\$254.64	\$55.00	\$243.10	\$0.00	\$0.00	\$552.75	

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.

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

Claimant Signature: *Wayne Doyle*

Date Submitted: July 4, 2023

Travel Approved by Supervisor: *Amur*

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/ Acct. No.....	

HST 1



Recreation Facility
Association
of Nova Scotia

Supporting you - from the ground up



ARENA LEVEL 1 & ICE MAINTENANCE COURSE SCHEDULE

WED. JUNE 21st, 2023

8:30am – 9:30am - Classroom

- *Surface Preparation & White Paint
- *Whitewashing Equipment
- *Paint Migration

9:30am – 12:00am – On Ice

- *Hands On - Painting Ice White-
- *Sealing White Paint

12:00pm – 1:00pm – Lunch (provided)

1:00pm – 1:30pm - Classroom

- *Measuring of Ice Surface for Line Installation.

1:30pm – 4:30:pm- Practical

- *Measuring & Installation of Lines, Circles, Creases, Logos, Etc.

THURS. JUNE 22nd, 2023

8:30am – 9:30am - Classroom

- *Basic Refrigeration
- *Plant Tour
- *Ice Maintenance Practical & Theory

10:00am – 12:00pm – On-Ice

- *Measuring Ice Thickness
- *View of Header Trench
- *Ice Edgers

12:00pm – 1:00pm – Lunch (provided)

1:00pm – 4:30pm – Presentation

Zamboni Presentation:
Everette Tucker from Saunders Equipment Limited

PLEASE NOTE:

- Start time is **8:30am**.
- Schedule is flexible to allow for questions/practical skills.
- There will be morning and afternoon breaks.
- Bring notepad and pen.



TRAVEL EXPENSE CLAIM

Rate **\$0.5770**

Name of Claimant:	Evan Fougere	
Destination:	Safety Check, 270 Stable Dr, Sydney	
Purpose of Travel:	Confined Space Rescue Course	
Departure Date/Time:	June 21/23	6:15am
Return Date/Time:	June 21/23	3:00pm
Approval to Travel	<i>Chris Breeden</i>	Date: <i>June 19/23</i>

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

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%

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

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

Claimant Signature: *Evan Fougere*

Date Submitted: *June 26/2023*

Travel Approved by Supervisor: *Chris Breeden*

GL Code: *10242 4000 242450*

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	<i>8</i>
Add. & Ext. Checked.....	<i>8</i>
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.	
Distri	

10242 4000 242450



Re: Confined Space Rescue Jennifer Fahey to: cmartell@richmondcounty.ca 06/07/2023
04:20 PM
From: "Jennifer Fahey" <jhead@safetycheck.ca>
To: "cmartell@richmondcounty.ca" <cmartell@richmondcounty.ca>

Hey Carla,
Great!! 8:30am start, please wear work boots. Address is 270 Stable Drive, Sydney
Thanks
Jenn

Get [Outlook for iOS](#)

From: cmartell@richmondcounty.ca <cmartell@richmondcounty.ca>
Sent: Wednesday, June 7, 2023 2:18:15 PM
To: Jennifer Fahey <jhead@safetycheck.ca>
Subject: RE: Confined Space Rescue

Hi Jenn
We will be sending 2 (maybe 3) to your facility on June 21st. Let me know the particulars.

Thanks so much
Carla

Carla Martell
Public Works - Department Administrator
Municipality of the County of Richmond
Phone: (902) 226-0586

From: "Jennifer Fahey" <jhead@safetycheck.ca>
To: "cmartell@richmondcounty.ca" <cmartell@richmondcounty.ca>
Date: 06/06/2023 11:00 AM
Subject: RE: Confined Space Rescue

Hey Carla,

I have Wednesday, June 21st available.

Did you want to come here or someone to come to you?

Thanks
Jenn

Jennifer Fahey
Office Manager
Safety Check Inspections Ltd.
Tel: 902-562-6110



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

TRAVEL EXPENSE CLAIM Rate \$0.5770

Name of Claimant:	Kathleen Jeffrey	
Destination:	Truro, NS	
Purpose of Travel:	Mental Health Workshop	
Departure Date/Time:	May 25/23	
Return Date/Time:	May 25/23	

Approval to Travel: Jason Antee Date: May 1st/23.

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

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 JK N/A _____

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

Claimant Signature: Kathleen Jeffrey

Date Submitted: June 12, 2023

Travel Approved by Supervisor: Jason Antee

GL Code: _____

Goods Rec'd. Date.....Initial..... JK

Prices Checked..... JK

Add. & Ext. Checked..... JK

Approval for Payment.....

Discount Date.....

Paid by Cheque No.

Distribution Acc't No. 60 212 2120 212130

MSI 3



LOCATION UPDATE: Registered for Mental Health Training - Employee Session, tomorrow (May 25th at 10:00 - 12:00).

Rebecca Kolstee

to:

24/05/2023 03:02 PM

Cc:

"Tammy Hamlin", "Kelly McCarthy"

Hide Details

From: "Rebecca Kolstee" <RKolstee@amans.ca>

To:

Cc: "Tammy Hamlin" <thamlin@truro.ca>, "Kelly McCarthy" <kgrattomccarthy@colchester.ca>

Good Afternoon,

You are registered to attend the **Mental Health Training - Employee Session, tomorrow (May 25th) from 10:00am – 12:00pm**. Below are some key details about the session:

- **Location:** Town of Truro Council Chambers: 695 Prince Street, 3rd Floor.
- The session will start promptly at 10:00 am.
- Please bring paper and something to write with

If you have any questions, please do not hesitate to call or text me at 902-240-1857.

Thanks,
Rebecca

Rebecca Kolstee | Manager of Wellness and Professional Development Programs

Association of Municipal Administrators, NS

rkolstee@amans.ca | (902) 240-1857

1304-1809 Barrington St. Halifax, NS

www.amans.ca | www.nsmunicipalwellness.ca

pronouns: she/her

AMANS Spring Conference

Building

June 14-16, 2023



Inn on Prince Hotel

Truro, Nova Scotia

[Click here to learn more](#)



Course - AMANS Mental Health

Kathleen Jeffrey to: Jason Martell, Clint Samson, Anne
McNamara, Kristina Kean

2023-04-20 04:06 PM

Good Afternoon,

Please take a look at the email below from Rebecca Kolstee. This is a great opportunity to educate ourselves on mental health and reducing the stigma surrounding mental health in the workplace. If you are interested in participating in the course, please let me know.

Good Morning Everyone,

In partnership with Ridgeback Security, the Association of Municipal Administrators, Nova Scotia (AMANS) is offering in-person mental health training sessions. There are two-course offerings, one for senior leaders and managers and one for employees. **Each course is an interactive and engaging 2-hour session designed to address and promote mental health and reduce the stigma of mental illness in the workplace.** Session Goals:

- Reduce the stigma of mental health problems and illnesses
- Promote mental health in the workplace
- Reconceptualize how employees/managers think and talk about mental health and mental illness
- management to learn to better provide their teams with mental resilience support

Employee Session (2-hour session)*

*Open to all municipal employees

- May 25 from 10:00 – 12:00 Location: Room A, Douglas Street Recreation Centre, 40 Douglas Street
- May 25 from 1:00 – 3:00 Location: Room A, Douglas Street Recreation Centre, 40 Douglas Street

Learning Objectives:

- Open discussion on mental health includes instructor experience and audience situation specific discussion.
- Help employees identify poor mental health in themselves and others
- Optimizing performance
- The mental health continuum stages and the BIG 4+
 - goal settings
 - tactical breathing
 - visualization
 - self talk
- Recognizing signs and symptoms with yourself and others.
- Adverse/ traumatizing events acceptance and recovery.

Management Session (2-hour session)*

These sessions are only open to the following municipalities

- **Municipality of the County of Colchester Managers:** May 24 from 10:00am – 12:00pm. Location: Municipality of the County of Colchester Council Chambers
- **Town of Truro Managers:** May 24 from 1:00pm -3:00pm. Location: Town of Truro Council Chambers (695 Prince Street, 3rd Floor)

Learning Objectives:

- Open discussion on mental health includes instructor experience and audience situation-specific discussion.
- Stress and performance spectrum
- Optimizing performance from your team
- How managers can address employee mental health at each stage along the Mental Health Continuum Model
- Learn to better provide their teams with mental resilience support
- Roles of leaders
- Principles of Leadership
- Fostering a health work environment
- Steps after an adverse event and AD HOC incident reviews
- The management Sense, Shield, Support Model

Registration Costs:

	AMA Member	AMA Non-member
Manager Session	\$125	\$150
Employee Session	\$90	\$117

Register Here

Thanks
Rebecca

Rebecca Kolstee
Manager, Wellness and Professional Development Programs
Association of Municipal Administrators, NS
T: (902)240-1857

Have a great day!

Kathleen

Kathleen Jeffrey
Manager of Accounting and Finance
Municipality of the County of Richmond 2357 Hwy 206 PO Box 120
Arichat, NS B0E 1A0 T902.226.3983 F902.226.0295
www.richmondcounty.ca

May 29, 2023

In county travel report for Apr 01 – May 29 2023

Apr 04 - travel to PH – Landrie Lake Board Meeting WITH Cllr's Diggdon and Samson

- travelled alone
- Left for PH at 1420 hrs
- 1500 – 1600 HRS
- returned to Richmond Co after the meeting

Apr 05 - travel to PH – Site Visit and Tour with Everwind Fuels – Along with Warden and EMO Marcellus

- Travelled alone
- Left for Point Tupper at 1430 hrs
- Left Point Tupper at 1630 hrs
- On way travel for this visit.

Apr 13 - travel to Louisdale – CB Partnership Jobfair at the Lions Club

- Travelled alone
- Left for Louisdale at 1130
- Returned to Arichat at 1300 hrs

Apr 20 - travel to PH – Landrie Lake Legal - with Marc Dunning (lawyer) – T. Doyle, E. MacEachern

- travelled alone
- Left for PH at 1500 hrs
- 1500 – 1600 hrs
- returned to Richmond Co after the meeting

May 12 - travel to PH – Meeting with BioResources, Northern Pulp and TopH

- travelled alone
- Left for PH at 1420 hrs
- 1500 – 1630 hrs
- travel was one way

May 18 - travel to PH – Unity Drive Disaster Funding Application with T. Doyle and Jason MacMillan

- travelled alone
- Left for PH at 1430 hrs
- travel was one way

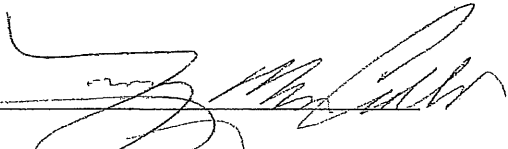
May 23 - travel to PH – Landrie Lake Legal - Easements - with Marc Dunning (lawyer) – T. Doyle, E. MacEachern

- travelled alone
- Left for PH at 1000 hrs
- 1030-1130 hrs
- returned to Richmond Co after the meeting for noon

May 25 - travel to PH – Landrie Lake Legal - Negotiations with Proponents and re-alignment of Port Malcolm and

Bear Head Island Road with Prov of NS, DoE and Justice – T. Doyle, E. MacEachern

- travelled alone
- Left for PH at 1230 hrs
- 1300 -1400 hrs
- returned to Richmond Co after the meeting for resident meeting at 1500 hrs at the office.



Troy A. MacCulloch, CAO

Municipality of the County of Richmond



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

TRAVEL EXPENSE CLAIM Rate \$0.5770

Name of Claimant:	troy macculloch
Destination:	Digby
Purpose of Travel:	NSFM
Departure Date/Time:	0900, 03 May, 2023
Return Date/Time:	1500, 05 May, 2023

Approval to Travel by Warden Date: 16 Mar 2023

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): 890.40	536.00	0.00	354.40	0.00	0.00	890.40
Total Cost of Mileage: \$513.76	\$309.27	\$0.00	\$204.49	\$0.00	\$0.00	\$513.76
Accommodation/Hotel Name: <i>Nisby Pines</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast \$20		\$20.00	\$20.00			\$40.00
Lunch \$25	\$25.00		\$25.00			\$50.00
Dinner \$30	\$30.00	\$30.00				\$60.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)	\$10.00	\$10.00				\$20.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$374.27	\$60.00	\$249.49	\$0.00	\$0.00	\$683.76

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 TM N/A _____

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

Claimant Signature: _____

Date Submitted: _____

Travel Approved by Supervisor: _____

GL Code: _____

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

Prices Checked.....

Ad. & Ext. Checked.....

Approval for Payment..... JK

Discount Date.....

Paid by Cheque No.....

Distribution: Acc't No. 102522120212130

Approved

Re: NSFM Spring Conference Program & Registration Amanda Mombourquette to Troy MacCulloch
2023-03-16 08:49 AM
Cc Shelley David

History:
This message has been forwarded.
Approved!

Amanda Mombourquette

From: Troy MacCulloch <CAO@richmondcounty.ca>
Sent: Thursday, March 16, 2023 8:36:34 AM
To: Amanda Mombourquette <amombourquette@richmondcounty.ca>
Cc: Shelley David <clerk@richmondcounty.ca>
Subject: Re: Fw: NSFM Spring Conference Program & Registration

approved and likewise, can you approve mine?

thanks

troy

Troy A. MacCulloch, CMMML, FSAScot
Chief Administrative Officer
Municipality of the County of Richmond
2357 Hwy 206 PO Box 120
Arichat, NS B0E 1A0
T 902.226.3970 F 902.226.1510



Amanda Mombourquette---2023-03-15 04:48:02 PM---Looks like registration is now open for this. I think we only had room reservations done to this po

From: Amanda Mombourquette/Richmond
To: Troy MacCulloch/Richmond@Richmond, Shelley David/Richmond@Richmond
Date: 2023-03-15 04:48 PM
Subject: Fw: NSFM Spring Conference Program & Registration

Looks like registration is now open for this. I think we only had room reservations done to this point right?

Troy - could you officially approve this travel?

Thanks!



DIGBY PINES
Golf Resort and Spa

NSFM

Digby Pines Golf Resort and Spa

103 Shore Road
Digby, NS B0V 1A0

Tel. 1-800-667-4637, Fax. 1-902-245-6133

VISA

INVOICE

26111

Friday, May 05, 2023

Macculloch, Troy
Mun County Of Richmond
R, NM B0E1A0

Arrival Date **May 03, 2023**
Departure Date **May 05, 2023**
of Nights **2**

Room No. **318**
Adults **1**
Sub Folio **A**

Group: NS Federation Of Municipalities

Folio Items	Item Description	Price	Qty	Discount	Ext. Price
Wednesday, May 03, 2023					
	Room Charge				139.00
Thursday, May 04, 2023					
	Room Charge				139.00
Subtotal					278.00
Digby Marketing & Promotions Levy					4.00
HST					42.30

Payment Details

Payment	Notes	Date	Amount
VISA 1900		05-May-2023	324.30

Total	\$ 324.30
Payments	\$ 324.30
Balance	\$ 0.00

Thank you for choosing Digby Pines Golf Resort and Spa: Nova Scotia's Iconic Resort.

At Digby Pines Golf Resort and Spa, whispers of yesterday mingle with the promise of a today just waiting to be discovered.

Looking for a new investment opportunity? Head over to <https://villageatthepines.ca/> to learn more about Digby Pines Vacation Homes and Condos.

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

🔍 Search

Search by session titles or session locations. Dates and Times shown in Canada/Atlantic.

Wednesday, May 3, 2023

📍 Lobby of Digby Hall

2:00 PM - 8:00 PM

Registration Desk Hours

📍 Grande Lounge Reception

7:00 PM - 7:30 PM

First Timers Meet & Greet with Board

Is this your first event? Have you had a chance to speak with one of the NSFM Board members before? During this half hour reception NSFM board members will be on hand to welcome you to the event.

📍 Grande Lounge Reception

7:30 PM - 9:00 PM

Meet & Greet

Thursday, May 4, 2023

📍 Lobby of Digby Hall

8:00 AM - 5:00 PM

Registration Desk Hours

Digby Hall Plenary

8:30 AM - 8:50 AM

Opening

- NSFM President's Report - Mayor Brenda Chisholm-Beaton, Town of Port Hawksbury
- NSFM CEO Report - Juanita Spencer



Juanita Spencer

Chief Executive Officer, Nova Scotia Federation of Municipalities



Mayor Brenda Chisholm-Beaton

President, Nova Scotia Federation of Municipalities

Digby Hall Plenary

8:50 AM - 9:50 AM

Keynote: Putting Local Data at the Fingertips of Municipal Governments

Danny Graham - CEO, Engage Nova Scotia

In 2019 almost 13,000 Nova Scotians responded to a 230-question Quality of Life Survey administered by Engage Nova Scotia, in cooperation with the Canadian Index of Wellbeing. With Dalhousie University Faculty of Computer...

Show More



Danny Graham

CEO, Engage Nova Scotia

Digby Hall Plenary

9:50 AM - 10:30 AM

Honourable John Lohr

Minister, Department of Municipal Affairs and Housing, Province of Nova Scotia



Honourable John Lohr

Minister, Department of Municipal Affairs and Housing



Digby Hall Break

10:30 AM - 10:50 AM

Networking Break

Digby Hall Plenary

10:50 AM - 12:00 PM

Success Stories

Devour! Studios - Town of Wolfville

A former apple warehouse at the centre of the Town of Wolfville will become the hub of film and food activity. For...

Show More



Councillor Gillian Yorke
Town of Kentville



Mayor Amanda Mombourquette
Municipality of the County of Richmond

Show More



Churchill's Dining Room - Main Hotel Luncheon COX & PALMER

12:10 PM - 1:10 PM

Delegates' Luncheon

Sponsored by Cox & Palmer

COX & PALMER



Digby Hall Plenary

1:30 PM - 2:30 PM

Local Leadership in Climate Action Projects

Showcasing innovative municipal climate action projects in Nova Scotia municipalities. The presenters will outline how they made this happen in their communities and how to acquire the funding to do so....

Show More




Councillor Russell Borden Jr.
Town of New Glasgow

KB

Kevin Bekkers
Director of Resource Sustainability, Department of Agriculture

Show More



 Digby Hall | Plenary

2:30 PM - 3:15 PM

Changes

Join NSFM President Chisholm-Beaton and CEO Juanita Spencer as they outline what the recent NSFM By-Law changes mean for the future of the organization.




Juanita Spencer
Chief Executive Officer, Nova Scotia Federation of Municipalities




Mayor Brenda Chisholm-Beaton
President, Nova Scotia Federation of Municipalities



 Digby Hall | Break

3:15 PM - 3:35 PM

Networking Break

 Salon A - Lower Level, Digby Hall | Concurrent

3:35 PM - 4:50 PM

Update on the Code of Conduct

Since 2008, NSFM has helped municipalities establish standards of ethical conduct with a model Code of Conduct. These standards help to ensure high levels of responsibility, respect, and public trust in local government. A common criticism of this model Code of Conduct is that it lacks "teeth", as there is no enforcement mechanism to

Show More



Mayor Brenda Chisholm-Beaton
President, Nova Scotia Federation of Municipalities

Digby Hall

Concurrent

3:35 PM - 4:50 PM

How to Conduct an Effective CAO Performance Review

Many municipal councils need help with doing the performance evaluation of their CAO. A poorly defined process, a lack of clarity about performance expectations, the absence of expertise among Councillors, and a general...

Show More



Gerald Walsh
President and Founder, Gerald Walsh Associates



Grand Lounge - Main Hotel

7:30 PM - 9:30 PM

Casino Night & Entertainment

Hosted by the Town of Digby, District of Clare, District of Yarmouth

Experience the hospitality of the hosting municipalities during a great night of casino fun with the proceeds going to charity. The casino is being run by the Digby Fire Department....

Friday, May 5, 2023

Show More



Lobby of Digby Hall

8:45 AM - 10:00 AM

Registration Desk Hours

Digby Hall

Plenary

9:15 AM - 11:00 AM

Municipal Perspectives: A Conversation

New for Spring 2023, delegates are invited to engage with a panel of members in leadership positions across the province. Despite having many members across the province in different positions in terms of population, size,

[Show More](#)



Mayor Abraham Zebian
West Hants Regional Municipality



Mayor Carolyn Bolivar-Getson
Municipality of the District of Lunenburg

[Show More](#)



[Digby Hall](#)

[Plenary](#)

11:00 AM - 11:10 AM

Conference Wrap-Up & Prize Draws

It's time for Prizes! **YOU MUST BE PRESENT TO WIN.**

...

Put your badge in the prize box at the front of the room and get a chance to win a \$50 Amazon Gift card!

[Show More](#)



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902-423-8331

[Speakers](#)

info@nsfm.ca

[Sessions](#)

NSFM 2023 Spring Conference

[Accommodation](#)

May 3, 2023 - May 5, 2023

[Sponsors](#)

[Register](#)



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

TRAVEL EXPENSE CLAIM Rate \$0.5770

Name of Claimant:	Troy MacCulloch
Destination:	Truro
Purpose of Travel:	AMANS Conference
Departure Date/Time:	1130, 14 June, 2023
Return Date/Time:	1400, 16 June, 2023

Approval to Travel See attached Date: 13 April, 2023

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total	
Total Mileage (# of Km):	322.00	238.00	19.00	65.00	0.00	0.00	322.00
Total Cost of Mileage:	\$185.79	\$137.33	\$10.96	\$37.51	\$0.00	\$0.00	\$185.79
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>							
Meals: Breakfast \$20						\$0.00	
Lunch \$25	\$25.00		\$25.00			\$50.00	
Dinner \$30	\$30.00	\$30.00				\$60.00	
Other Meals (Receipts Required)						\$0.00	
Incidentals (\$10 per overnight stay)	\$10.00	\$10.00				\$20.00	
Taxi/Parking/Tolls (Receipts Required)						\$0.00	
Total Amount Being Claimed	\$202.33	\$50.96	\$62.51	\$0.00	\$0.00	\$315.79	

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 T.M. N/A _____

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

Claimant Signature: Troy MacCulloch

Date Submitted: 20 June, 23

Travel Approved by Supervisor: [Signature]

GL Code: _____

Goods Rec'd. Date.....Initial.....[Signature]

Prices Checked.....[Signature]

Add. & Ext. Checked.....

Approval for Payment.....

Discount Date.....

Paid by Cheque No.....

Distribution Acct No 10 212 2120 2121 20

HSTJ

Re: Travel Approval for AMANS June 14 -16 Amanda Mombourquette to Troy MacCulloch 2023-04-13 02:03 PM

History: This message has been replied to.

Approved!

-----Troy MacCulloch/Richmond wrote: -----

To: Amanda Mombourquette/Richmond@Richmond
From: Troy MacCulloch/Richmond
Date: 04/13/2023 01:49PM
Subject: Travel Approval for AMANS June 14 -16

Afternoon Warden

I am seeking approval to travel to Truro for the AMANS Conference in June,

Thanks,

Troy



Troy A. MacCulloch, CMML, FSAScot
Chief Administrative Officer
Municipality of the County of Richmond
2357 Hwy 206 PO Box 120
Arichat, NS B0E 1A0
T 902.226.3970 F 902.226.1510



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

Agenda at-a-Glance

With the help of the 2023 Spring Conference committee, we have put together the following agenda. Please note the agenda is subject to change. A detailed agenda will be available in May on our Spring Conference webpage: amans.ca/2023-spring-conference.html

Wednesday, June 14	Sessions and Speakers
2:00 – 4:00 pm	Municipal Finance Officer Session (MFO) A detailed MFO session will be released closer to the date.
2:00 – 4:00 pm	IT Session: Introduction to Microsoft InTune Facilitator: Jay Redmond, IT Manager, Town of Truro A brief overview of the features of Microsoft InTune being used by the Town of Truro. We will cover conditional access, device management, BitLocker drive encryption, Windows update control, and Defender antivirus.
2:00 – 4:00 pm 	Municipal Government 101 Facilitator: Department of Municipal Affairs and Housing (DMAH) This session will provide an overview of Municipal Government within the Province of Nova Scotia, the types of municipal units, and highlight their extensive responsibilities. We will explore issues such as governance, legal frameworks and spend time addressing the questions you have always wanted to ask.
2:00 – 4:00 pm	Accessibility Foundations Training (Developed by the Nova Scotia Accessibility Directorate) Facilitators: Laura Beth MacPherson (she/her), Senior Policy Analyst, Nova Scotia Accessibility Directorate; Holly MacLellan (she/her), Municipal Accessibility Support Coordinator, AMANS By participating in this 2-hour interactive workshop, participants will be able to: <ul style="list-style-type: none"> • Define disability, types of disabilities, accessibility, and the prevalence of disability in Nova Scotia • Explain the importance of the Nova Scotia Accessibility Act • Understand the impact of the Accessibility Act on Prescribed Public Sector Bodies (PPSBs) • Provide examples of barriers and ableism and their impacts on persons with disabilities • Outline practices to support persons with disabilities to meaningfully participate in community, work, and play
4:30 – 6:30 pm 	CAO Session This session is an opportunity for CAOs, Clerk, and Treasurers of each municipality to get together and have candid conversations about issues impacting them, their municipality, or their region. Light snacks will be provided.
7:00 – 10:00 pm	Opening Reception



12:15– 1:00 pm	Break - Luncheon (sponsored by Hub International and Telus Health)
1:00– 2:00 pm JM	<p>B1: HR Stream: Navigating Employee Support Systems Panelist: Mary Morris, Executive Director, Employer Advisor Nova Scotia Society; Krista Heslop, Section Manager, Desjardins Insurance.</p> <p>Understanding and navigating the system from an employer perspective. How do employers work with the WCB Board, especially municipalities who do not have designated Human Resources support systems. Desjardins will discuss the opportunities available with the Group Insurance's early assistance program and how to prevent disabilities.</p> <p>B2: Assurance for your Insurance Panelist: TBD</p> <p>Not every municipality has an insurance specialist on staff. This leaves Municipalities to rely on advice from brokers and legal advisors; but in discussions on insurance coverage, sometimes your broker says, "ask legal" and legal says "ask our broker". How do we know when we have the 'right' coverage from a risk management perspective? On this panel, we'll hear from municipal staff, broker/insurer, and legal advisor perspectives on how to weigh the risks when assessing your municipal insurance coverage.</p> <p>B3: Succession planning: Advice on Transitioning to a Senior Leadership Role Speaker: Kim Ramsay, CAO, Municipality of East Hants</p> <p>This session will focus on preparing employees for career advancement in municipal government. Kim will discuss how to have a forward-thinking planning lens and how to make informed, intentional decisions to prepare yourself for a leadership role.</p>
2:00 – 2:15 pm	Break - Networking
2:15 – 3:15 pm JM	<p>What Does Truth and Reconciliation Mean For Your Municipality? Speaker: TBD</p> <p>What's working and next steps, a reflection on how Truth and Reconciliation Calls to Action can help your municipality and the Indigenous communities you serve.</p>
4:00 – 5:30 pm /	<p>Off-Site Activities (Optional)</p> <p>C1: Tour the <u>Millbrook Cultural and Heritage Centre</u> (\$15.00) C2: Relax and Enjoy Local Craft Beer at the <u>Truro Brewing Company</u> (Own Expense) C3: Bike or Walk "The Railyard" in Victoria Park (BYO Bike) (Free)</p>
6:00 – 8:00 pm JM	<p>Thursday Evening Casual Night Out at the Rath Eastlink Community Centre (Optional)</p> <p>Join your municipal colleagues for a buffet meal, drinks, live entertainment, and a tour of the facility (\$ 35.00 + HST).</p>
8:30 pm (approximately) JM	Hospitality Suite and Live Music – Inn on Prince

Friday, June 16	Sessions and Speakers
7:00– 8:00 am	Early Risers' Club: Guided Walk/Run
8:45– 9:00 am TM	Networking and early bird draws
9:00– 10:00 am TM	<p>Provincial Update</p> <p>Come join the conversation with the Department of Municipal Affairs and Housing (DMAH). This session will feature updates by DMAH on current issues as well as information from Education and Early Childhood Development and Environment and Climate Change on matters impacting municipalities.</p>
10:00– 10:15 am	Break - Networking
10:15– 11:15 am TM	<p>Municipal Success Stories: Innovations in Employee Retention and Attraction</p> <p>Panelist: Kim Ramsay, CAO, Municipality of East Hants; Rob Frost, Deputy CAO, Municipality of the County of Kings</p> <p>Real-life stories from Municipalities how they manage their employees through modern-day retention and attraction practices:</p> <ul style="list-style-type: none"> • Municipality of East Hants: Employee Satisfaction and Culture • Municipality of the County of Kings: Diversity and Employee Wellness Practices
11:15– 12:15 pm TM	<p>Closing Keynote: Courageous Conversations</p> <p>Speaker: Ann Divine, CEO and founder of Ashanti Leadership and Development Services Inc. and co-founder of Ashanti Leadership Academy</p> <p>Our people are our most valued resource. It is where the individuals we employ, are encouraged to bring their authentic and best self and to feel they are welcome and belong. Their opinions are values, and they are recognized for their unique perspectives. As a result, our business is thriving, productive, progressive, and successful. This is our ultimate goal. Yet, in today's ever changing and unprecedented times, both employers and employees are being challenged. Studies have shown that many employees are not happy, and they struggle with being fully engaged in the workplace for a variety of reasons, these can be defined by their race, gender, sexual orientation, cultural and religious values, persons with disabilities and most recently mental health challenges because of the impact of the pandemic.</p> <p>Courageous Conversations may be new to some, but some communities would argue that they have always had such conversations but were dismissed, avoided. To have such conversations and win over those who have felt dismissed, individuals must be prepared to face challenges to the privileged and powerful. They are encouraged to build meaningful and trusting relationships.</p>
12:15 pm TM	Wrap-Up and Grand Prize Draw

CV



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

NAME: Steve Marcellus

PERIOD COVERED: April 1, 2023 to April 30, 2023

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
05-Apr-23	Meeting at EverWind with Troy	95.8	
11-Apr-23	Meeting at SRH and Loch Lomond VFD	218.8	
13-Apr-23	Meeting at St. Anne's Home, Generator Storage and Louisdale Grass Fire	44.2	

Totals: 358.80 \$0.00

Rate: \$0.5770

Total Mileage (\$): \$207.03

Total Expenses Claimed: \$207.03

ACCOUNT #:	10-242-3070-242110	CHEQUE #:	
SIGNATURE:		AMOUNT:	
APPROVED:		DATE PAID:	
DATE SUBMITTED:		INITIAL:	

H5F3

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

10 229 3030 229270

May 6th, 2023

In county travel report for April:

April 5th, 2023,

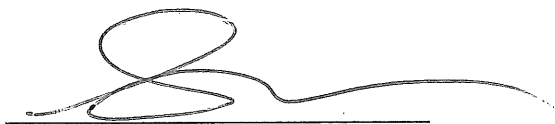
- Meeting at Everwind with Troy and Warden Mombourquette.

April 11th, 2023,

- Meeting at SRH and Loch Lomond VFD

April 13th, 2023,

- Meeting with St. Anne's Home, Travel to EMO Storage unit for monthly generator check as well as Louisdale grass fire.

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a horizontal line that extends to the right and then curves upwards.

Steve Marcellus - ESC

Municipality of Richmond County

Jun 6th, 2023

In county travel report for May:

May 9th, 2023,

- Loch Lomond VFD AGM Meeting

May 15th, 2023,

- Landfill to pick up generator and deliver to Loch Lomond VFD for use, storage and instructions to maintain.

May 17th, 2023,

- Landfill and arena to gather defibrillator information for registration with EHS.

May 18th, 2023,

- Landfill and arena to remove all expired items from defibrillators and replace with current stock, gather inventory for Carla.

May 24th, 2023,

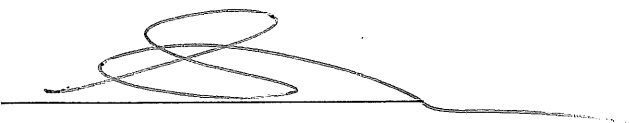
- Fire Protection Services meeting at St. Peter's VFD.

May 29th, 2023,

- EDPC meeting in Port Hawkesbury – mapping and area information for fire planning.

May 31st, 2023,

- EMO storage – water pump testing.



Steve Marcellus - ESC

Municipality of Richmond County



TRAVEL EXPENSE CLAIM

Rate **\$0.5770**

Name of Claimant:	Steve Marcellus
Destination:	Brookfield, NS
Purpose of Travel:	FSANS Board of Directors Meeting
Departure Date/Time:	May 28th, 2023
Return Date/Time:	May 28th, 2023

Approval to Travel  Date: 29 May 2023

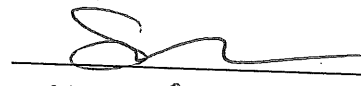
Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): 439.70	439.70	0.00	0.00	0.00	0.00	439.70
Total Cost of Mileage: \$253.71	\$253.71	\$0.00	\$0.00	\$0.00	\$0.00	\$253.71
Accommodation/Hotel Name: Inn on Prince <i>(Indicate if Direct Bill or Provide Receipt)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Meals: Breakfast \$20	\$20.00					\$20.00
Lunch \$25	\$25.00					\$25.00
Dinner \$30	\$30.00					\$30.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$328.71	\$0.00	\$0.00	\$0.00	\$0.00	\$328.71

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

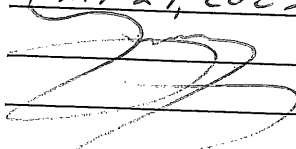
Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel. Please indicate if the 80% attendance threshold has been met.

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

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

Claimant Signature: 

Date Submitted: MAY 29, 2023

Travel Approved by Supervisor: 

GL Code: _____

MSFS

Goods Rec'd. Date.....Initial.....	g
Prices Checked.....	g
Add. & Ext. Checked.....	g
Approval for Payment.....	g
Discount Date.....	
Paid by Cheque No.....	
Distribution Acct. No.....	10 229 3030 229271

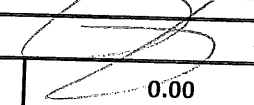


TRAVEL EXPENSE CLAIM

Rate **\$0.5770**

Name of Claimant:	Steve Marcellus
Destination:	Brookfield, NS
Purpose of Travel:	FSANS Board of Directors Meeting
Departure Date/Time:	May 28th, 2023
Return Date/Time:	May 28th, 2023

Approval to Travel  Date: 17 May 2023

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: Inn on Prince	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast \$20						\$0.00
Lunch \$25						\$0.00
Dinner \$30						\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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

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

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

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

Claimant Signature: _____

Date Submitted: _____

Travel Approved by Supervisor: _____

GL Code: _____



FIRE SERVICE ASSOCIATION OF NOVA SCOTIA

BOARD OF DIRECTORS MEETING

Sunday, May 28, 2023

9:00 am - 2:00 pm

1. Call to Order and Moment of Silence
2. Approval of Minutes –March 26, 2023
3. Business Arising from the Minutes
Additions to the Agenda
 - a) Smith's Cove Fire Department – Nick Power
 - b) Governance Survey
4. Review of Action Items List
5. Executive Reports
6. County Reports
7. Administrative Assistant's Report
8. Committee Reports
 - a. By-Laws
 - b. Finance
 - c. Conference
 - d. Insurance Levy
 - e. TIR
 - f. Resolutions
 - g. Standards
 - h. Dispatch
 - i. Provincial Safety Communications Advisory
 - j. CISM
 - k. Health & Wellness
 - l. Accreditation Board
 - m. Nova Scotia Firefighters School
 - n. Medical First Responders
 - o. Director to CAFC
 - p. Director to MFCA
 - q. DNR
 - r. Fire Marshal
 - s. Fire Service Advisory Committee
 - t. Governance
 - u. Communications
9. Joint Municipal Fire Service Review
10. Correspondence
11. Adjournment



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

NAME: Steve Marcellus

PERIOD COVERED: June 1, 2023 to June 30, 2023

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
06-Jun-23	Follow up water pump testing with Delbert at Shannon Lake, delivery to Babin's for certification	42.8	
	SAMAA meeting at Port Hawkesbury VFD	48.2	
09-Jun-23	Meeting with Janvrin's Island Community Hall and area	56.2	
12-Jun-23	Meeting at Strait Richmond Hospital - Emergency Planning - Evacuations	66.7	
20-Jun-23	Meeting at Loch Lomond VFD with Public Safety Mobile Field Communications - Reception issue	218.8	
22-Jun-23	Meeting with Phillip Jennex (Grampus Inc.) Emergency Management planning (PHK)	104.3	
23-Jun-23	Meeting with Bill MacDonald (Canso Dispatch/Highland Mobile) - District 5 reception	93.2	
30-Jun-23	Meeting St. Peter's RCMP	78.8	

Totals: 709.00 ✓ \$0.00

Rate: \$0.5770

Total Mileage (\$): \$409.09

Total Expenses Claimed: **\$409.09**

ACCOUNT #:	10-242-3070-242110	CHEQUE #:	
SIGNATURE:		AMOUNT:	
APPROVED:		DATE PAID:	
DATE SUBMITTED:	July 6, 2023	INITIAL:	

HST 3

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

10 229 2030 2 29270

July 6th, 2023

In county travel report for June:

June 6th, 2023,

- Portable water pump testing with Delbert at Shannon Lake, Babin's for repair/certification
- SAMAA Meeting at Port Hawkesbury VFD

June 9th, 2023,

- Meeting at Janvrin's Island Community Hall with board members for comfort centre discussion

June 12th, 2023,

- Meeting at Strait Richmond Hospital regarding Emergency Evacuations (Wildfires)

June 20th, 2023,

- Meeting at Loch Lomond VFD with Public Safety Mobile Field Communications regarding reception issues in the area

June 22nd, 2023,

- Meeting with Phillip Jennex regarding Emergency Management Planning and communications

June 23rd, 2023,

- Meeting with Bill MacDonald Canso Dispatch/Highland Mobile Radio regarding District 5 reception and equipment issues

June 30th, 2023,

- Meeting with RCMP at St. Peter's Detachment



Steve Marcellus - ESC

Municipality of Richmond County



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

TRAVEL EXPENSE CLAIM		Rate <u>\$0.5770</u>
Name of Claimant:	Steve Marcellus	
Destination:	462 Main Street, Mulgrave, NS PTMSC Response Centre	
Purpose of Travel:	Tier II Management Tabletop Exercise Directive	
Departure Date/Time:	June 14, 2023 / 0700	
Return Date/Time:	June 14, 2023 / 1700	
Approval to Travel		Date:

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): 118.00	118.00	0.00	0.00	0.00	0.00	118.00
Total Cost of Mileage: \$68.09	\$68.09	\$0.00	\$0.00	\$0.00	\$0.00	\$68.09
Accommodation/Hotel Name: Inn on Prince	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast \$20	\$20.00					\$20.00
Lunch \$25						\$0.00
Dinner \$30						\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$88.09	\$0.00	\$0.00	\$0.00	\$0.00	\$88.09

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 SM N/A _____

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

Claimant Signature: [Signature]

Date Submitted: JUN 21, 2023

Travel Approved by Supervisor: [Signature]

GL Code: 10-2293030229270

HST 3

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

102293030229270



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

TRAVEL EXPENSE CLAIM

Rate **\$0.5770**

Name of Claimant:	Steve Marcellus
Destination:	462 Main Street, Mulgrave, NS PTMSC Response Centre
Purpose of Travel:	Tier II Management Tabletop Exercise Directive
Departure Date/Time:	June 14, 2023 / 0700
Return Date/Time:	June 14, 2023 / 1700

Approval to Travel  Date: June 12, 2023

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

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

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

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

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

Claimant Signature: _____

Date Submitted: _____

Travel Approved by Supervisor: _____

GL Code: 10-2293030229270

Point Tupper Marine Services Co.

*Tier II, Management Tabletop
Exercise Directive*

[June 14th, 2023]

13.2 Location of Response Center and Site Access

Attendees should bring government ID in case of security at Primary Access to Site. Secondary Entrance will be open if there is no security at Primary Access Point – this will allow you to avoid traffic and construction at the Marine Port.

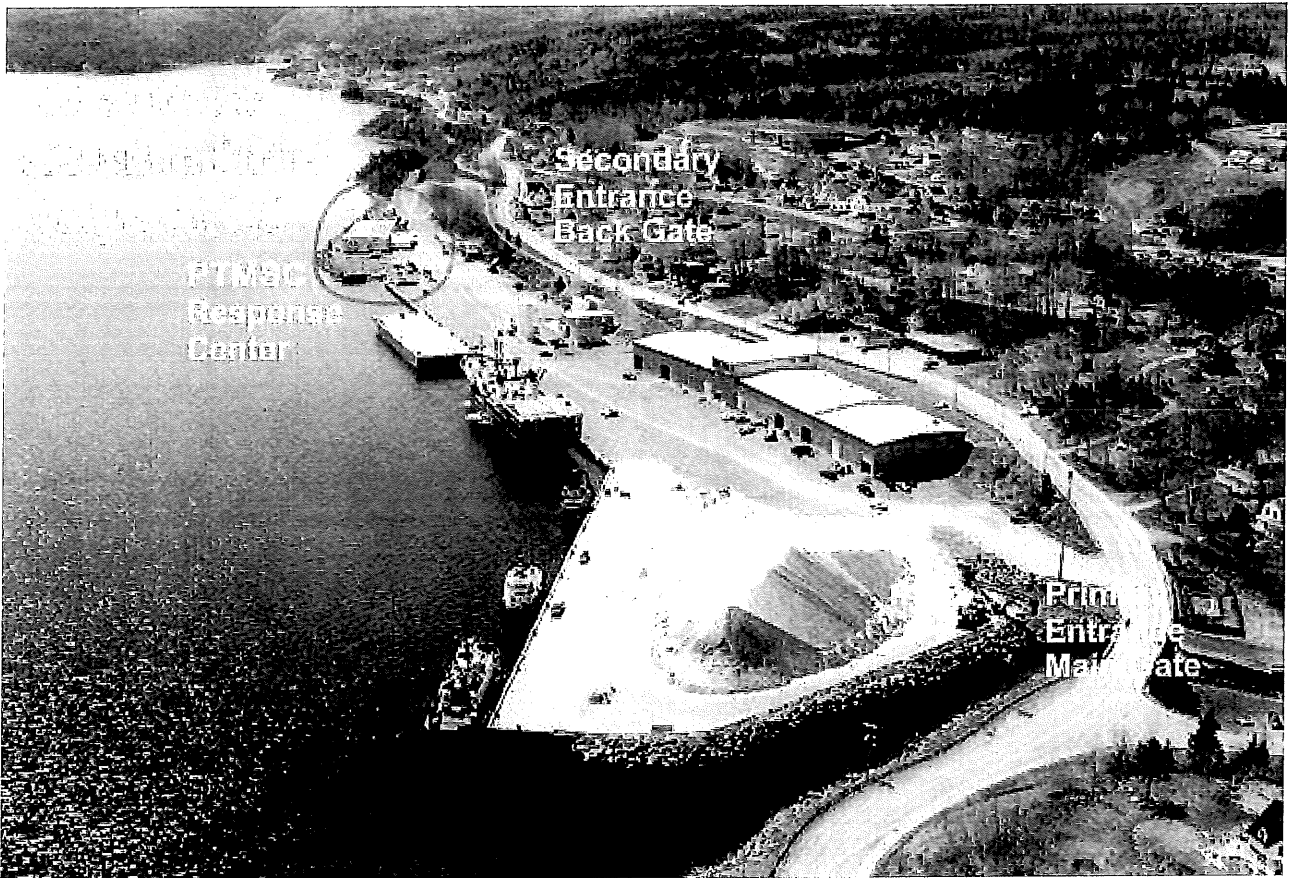


TABLE OF CONTENTS

	Introduction	1
Section 1.0	Exercise Scenario Development	1
Section 2.0	Exercise Goals	1
Section 3.0	Exercise Evaluation Objectives	2
	Table 3.1 Management Exercise Objectives	3
Section 4.0	Response Team Structure/Participating Personnel	4
	Table 4.1 Response Team Organization Structure	4
	Table 4.2 Participating Agencies and Organizations	6
Section 5.0	Exercise Agenda (June 14th, 2023)	7
	Table 5.1 Agenda Action Items	7
Section 6.0	Exercise Scenario (June 14th, 2023)	8
Section 7.0	Contingency Plans/Guidance Documents	8
Section 8.0	Reporting Groups	9
Section 9.0	Personal Protective Equipment Requirements	9
Section 10.0	Exercise Control	9
	10.1 Exercise Control Objectives	9
	10.2 Exercise Control Inputs/Response of Inputs	9
	10.3 Debrief Report (Critique)	9
Section 11.0	Reporting Locations	10
	11.1 Facility Access/Security	10
	11.2 Command/General Staff Personnel	10
	11.3 Remote/Virtual Attendance	10
Section 12.0	Participant Evaluation Form	11
Section 13.0	PTMSC Response Center	12
	13.1 Building Floor Plan	12
	13.2 Location of Response Center and Site Access	13

POINT TUPPER MARINE SERVICES CO.

SECTION 12 PARTICIPANT EVALUATION FORM

Please forward to Documentation upon completion.

This form is intended to capture your observations on how the exercise was conducted and controlled by PTMSC. Based on your observations throughout the exercise please comment on the areas below. If applicable, please correspond your comments to the objectives outlined in the directive, but do not be limited in your responses. Personnel may also choose to complete digitally, the "Incident Critique" form in the IAP software as their evaluation notes.

Name (please print) _____ Role _____

1. **Were the exercise objectives, as identified in the directive, accomplished? If yes, please identify.** _____

2. **Did the facility meet your requirements?** _____

3. **Did the briefing/de-brief support the exercise process?** _____

4. **What overall recommendations do you have?** _____

5. **Please identify areas(s) that you feel require improvement (list).** _____

6. **How you feel these can best be accomplished?** _____

7. **List the areas that you feel went well; try to relate your response to the objectives whenever possible. If you noticed some other function doing something particularly well, it is okay to give them credit here.** _____

POINT TUPPER MARINE SERVICES CO.

SECTION 3.0 EXERCISE EVALUATION OBJECTIVES

**Please reference Table 3.1, Page 3, for Exercise Objectives Details*

Management Objectives:

- 3.1.1 Activation
- 3.1.2 Situational Analysis
- 3.1.3 Strategy Development
- 3.1.4 Site Safety
- 3.1.5 Communications
- 3.1.6 Incident Management

POINT TUPPER MARINE SERVICES CO.

SECTION 8 REPORTING GROUPS

Command & General Staff, Observers, Evaluators, and Agencies Personnel

Members of the command/general staff will be required to report to the *PTMSC Command Post* located at Response Building #4, 462 Main Street, Mulgrave, Nova Scotia by 0800 hours June 14th, 2023.

All participating Command, General Staff, Observers, Evaluators, and Agencies Personnel will have access to our online Teams meetings (if joining remotely), and IAP web-based software. The initial exercise/safety briefing will begin at 0815 hours June 14th, 2023.

The ICS Meeting Agenda will run on a time scheduled basis and those personnel required to attend will be sent invitations to join.

SECTION 9 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

Any personnel who are entering a work area outside the administration area, shall wear standard PPE while on our work site. Standard PPE while on our operational areas includes CSA approved hardhat, gloves, FRC coveralls, safety boots, and eye protection.

SECTION 10.0 EXERCISE CONTROL

10.1 Exercise Control Objectives

1. To ensure response activities stay on track with the established exercise objectives. Please reference *Management Objectives Table 3.1* for further explanation of exercise objectives.
2. To provide exercise players with necessary prompts/inputs to close the loop on situational events.
3. All inputs and responses are to be documented on the Input Control Sheet and forwarded to the Documentation Unit Leader before the end of the exercise.

10.2 Exercise Control Inputs/Response of Inputs

1. Controllers will confirm decisions and directions with the *Control Team Leader* before advising exercise participants.
2. Controllers will document all decisions; directions and answers provided to exercise players on the script utilizing the *Input Control Forms*.
3. Controllers will maintain the wall version of the *Input Control Log*, to maintain an up-to-date account of all inputs and responses for controllers to reference.
4. Controllers are encouraged to discuss issues and pass along information to keep other controllers up to date.

10.3 Debrief Report (Critique)

POINT TUPPER MARINE SERVICES CO.

SECTION 6.0 EXERCISE SCENARIO (JUNE 14, 2023)

An Offshore Supply Vessel (OSV) "Boston" departed Mulgrave, NS, and grounded on Jerseyman Island, south of Arichat, Nova Scotia, Richmond County.

Information received by Ship Owner to PTMSC.

The Offshore Supply Vessel (OSV) Boston" was travelling south of Isle Madame enroute to its destination when it lost power and navigation, and grounded on Jerseyman Island south of Arichat, Richmond County, Nova Scotia.

Information received by Ship Owner to PTMSC @ 0530, the PTMSC 24hr emergency contact operator received a call from the Ship Owner regarding grounding off Arichat, Nova Scotia. The OSV "Boston" has become grounded on Jerseyman Island south of the town of Arichat at position -45.49471N, -61.05110W. It was recorded at the time of departure from Mulgrave, NS, the vessel had a total of 1,000 tonnes of Marine Diesel in its holding tanks. It was reported by the ship's crew that 200 tonnes were released on impact and the release continues. Product can be seen leaking into the ocean as a large portion of the hull has been ruptured and the holding tanks have been damaged. All eight crew members were able to safely abandon ship. PTMSC was then contacted by the captain of the "Boston" to respond as appropriate to contain and mitigate any potential impacts.

Spill Location: -45.49471N, -61.05110W (Division D – Isle Madame Area)

Product Released: Marine Diesel (200+ Tonnes)

Total at Risk: 1,000 Tonnes

Wind and Weather: Canned

Water Temp: Actual

Tides: Actual

SECTION 7 CONTINGENCY PLANS/GUIDANCE DOCUMENTS

The following contingency plans, guidance documents, and support documents will be available, in the Command Post, located at 462 Main Street, Mulgrave. Digital versions with the (D) symbol can be found in the ICS software under Pre-loaded Documents.

1. PTMSC Oil Spill Response Plan 2022-2025 Edition (D) (Hard Copy in Command/Training Room).
2. PTMSC Seven (7) Area Response Plans: Port Hawkesbury, Guysborough, Canso, Goldboro, Ecum Secum, St. Peters to Cape Gabarus, and Isle Madame.
3. PTMSC Planning Manuals for Dispersants, In Situ Burning, Vessel Salvage, Vessel of Opportunity, Waste Remediation, and Wildlife Response. (D)
4. ECRC Oil Spill Response Plan.
5. CCG National Marine Spills Contingency Plan.
6. North America Emergency Response Guide.
7. GAR Mapping Reference Booklet. (D)

POINT TUPPER MARINE SERVICES CO.

Table 3.1 Management Objectives

Management Objectives	
<i>Participants in this exercise are asked to carry out all the actions they would normally perform, given a simulated marine pollution incident...</i>	
Objectives 3.1.1 Activation	...notify, alert, mobilize, and organize the necessary personnel and equipment resources to respond to a pollution incident.
Objectives 3.1.2 Situational Analysis	...assess the severity and likely consequences based on the source, type, amount, behavior and potential impacts of marine pollution incident and its ability to define the critical issues and determine the appropriate level of response.
Objectives 3.1.3 Strategy Development	...develop the appropriate response objectives, strategies, and action plan for mobilizing the resources required to execute the response. Identify, prioritize, and maximize protection of environmentally sensitive areas.
Objectives 3.1.4 Site Safety	...provide guidance on potential hazards to response personnel conducting work at the spill and clean-up sites. Develop the appropriate response strategy and action plan for mobilizing the resources required to execute the response.
Objectives 3.1.5 Communications	...establish and maintain effective communication links among the command center, field operations, and key stakeholders. Keep Stakeholders & Public Informed of Response Activities.
Objectives 3.1.6 Incident Management	...direct, coordinate and control a marine response operation within an Incident Command System ("ICS") response management structure. Control at or near the Source. Initiate Contain & Recover operations of spilled material (including temporary storage/waste management).

POINT TUPPER MARINE SERVICES CO.

Controllers are requested to provide a written report encompassing the following components:

1. What went well?
2. What could be improved upon?
3. What should be done differently? Add something? Take something away? Etc.
4. Overall impression of the exercise; facilities, equipment, personnel, procedures?
5. Control Team Leader will consolidate all reports generated by the controllers and present at the debriefing session.

SECTION 11 REPORTING LOCATIONS

11.1 Facility Access/Security

All participating and visiting personnel are requested to sign in at the front desk at the Mulgrave Terminal located at 462 Main Street, Mulgrave, Nova Scotia for sign in. Please be advised, all participants and visitors are requested to have on their person, a valid photo identification to ensure access to the facility. All personnel accessing the Mulgrave Dock may be requested to provide photo identification at the gated security entrance to the Superport Marine Terminal.

11.2 Command/General Staff Personnel

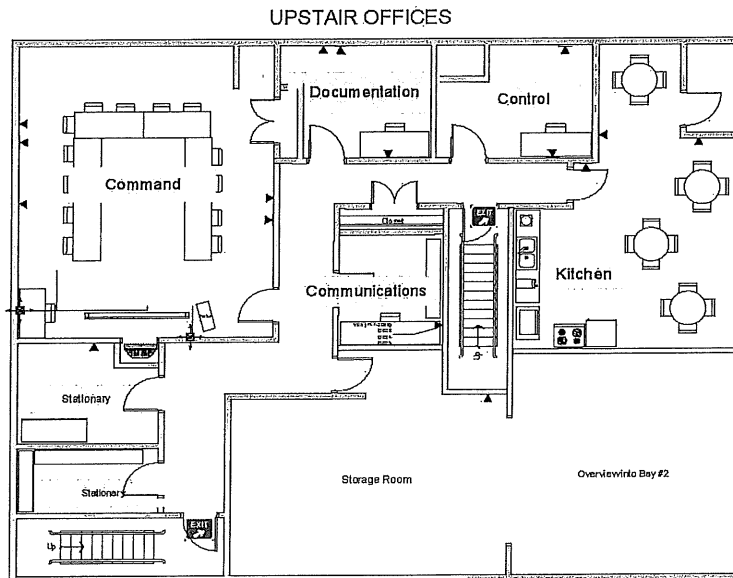
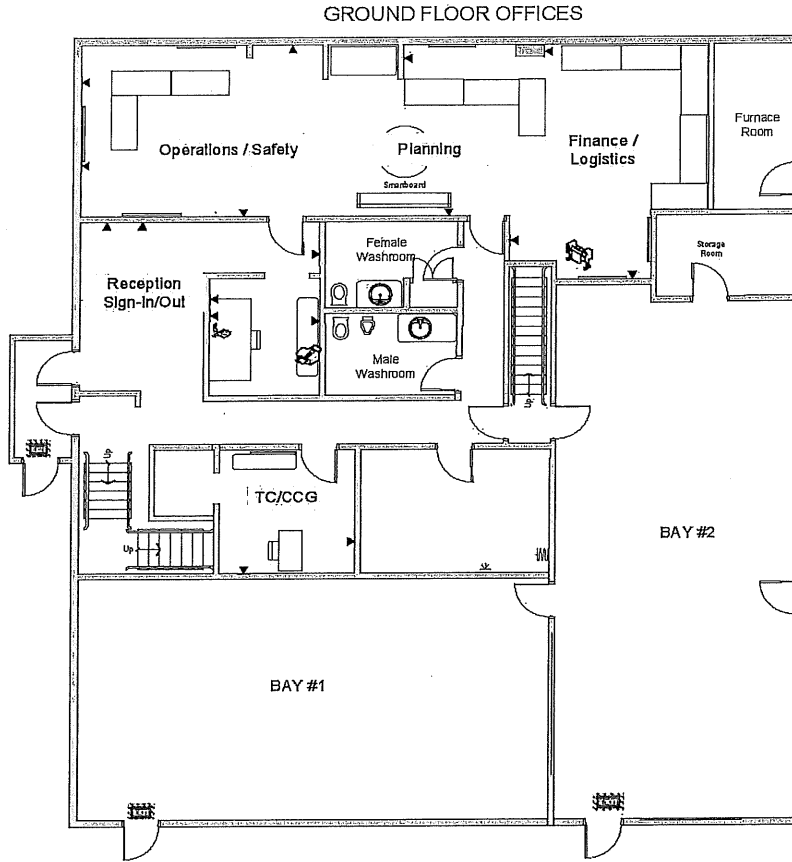
All command/general staff and observers/evaluators will be required to report to the *PTMSC Command Room for Initial Briefing* at 0800.

11.3 Remote/Virtual Attendance

Those personnel who are working virtually please use the MS Teams link. For personnel using the IAP software please login using your email credentials beforehand (see attached instructions) and make sure your able to successfully access the software – please note there are no visible exercises/tests shown upon login – this will be created the day of the exercise. Any personnel experiencing difficulties logging in or accessing MS Teams or IAP software please contact one of PTMS staff to assist. Participants will be able to join at 8:00am to attend/view the Initial Briefing, Breakout Sessions, and Planned Meetings in MS Teams.

SECTION 13 PTMSC RESPONSE CENTER

13.1 Building Floor Plan



POINT TUPPER MARINE SERVICES CO.

INTRODUCTION

Point Tupper Marine Services Co. (PTMSC) is a Nova Scotia corporation with primary offices located at Point Tupper, Richmond County, Nova Scotia, Canada. PTMSC is a Transport Canada certified Response Organization (RO) and a means for vessels calling at the Strait of Canso to meet their regulatory requirements outlined by Part XV of the Canada Shipping Act 2001.

SECTION 1.0 EXERCISE SCENARIO DEVELOPMENT

The Tier II Management Tabletop Exercise will be part of a series of annual exercises that will be held during the PTMSC certification period. This long-term exercise format will allow PTMSC to evaluate the key management and operational components of our response programs within the context of the National Exercise Program (NEP).

The NEP refers to the Canadian Coast Guard National Marine Spill Response Exercise Program and is intended for use by both the private and public sectors. The guiding principles of the NEP are the framework of the PTMSC management and operational exercise program. These NEP principles include:

1. Community & stakeholder approach to exercising.
2. Continuous and progressive development of all response preparedness programs.
3. Structured exercise planning, documentation, and evaluation.

Participants in this exercise are asked to carry out all the duties they would normally perform within the ICS structure, for a real event. All the Tier II management response functions will be completed within the one (1) day timeframe of the exercise and meet the key events outlined under Section 5 Exercise Agenda.

Section 2.0 EXERCISE GOALS

Evaluate the ability of the PTMSC management team, to conduct and document the initial response actions for a marine pollution incident affecting the marine environment within the Point Tupper Area of Response, with the potential of escalating to a 1,000-ton incident (Tier II).

POINT TUPPER MARINE SERVICES CO.

May 25th, 2023

Dear Exercise Participant:

The primary goal of **PTMSC's June 14th, 2023, Tier II Management Tabletop Exercise** is to evaluate our response management capabilities utilizing the National Interagency Incident Management System (NIIMS). The objective is to exercise the working relationships and linkages between industry and government representatives to meet established response priorities and objectives for a defined scenario. This exercise will include the involvement of PTMSC's management team, as well as the involvement of the local and/or regional response community members within our GAR.

The exercise will also include exercise evaluation personnel. Exercise evaluations focus on key functions such as personnel, procedures, equipment, and facilities preparedness. Where identified, recommended corrective actions will be evaluated and completed during our annual review process.

Please remember your participation and subsequent input will provide us with valuable information and feedback we require to further develop and meet our obligations under the Canada Shipping Act 2001.

At this time, we would like to extend our appreciation for your participation and hope you will find the transpiring events during the exercise both challenging and rewarding. Please keep in mind the importance of the role you're assigned, as each participant is essential to this year's success.

Respectfully,



Mr. David Hart, Manager
Point Tupper Marine Services Co.



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

TRAVEL EXPENSE CLAIM Rate **\$0.5770**

Name of Claimant:		Anne McNamara
Destination:		695 Prince St, Truro, NS
Purpose of Travel:		Mental Health Training
Departure Date/Time:		May 25, 2023 (7:30am)
Return Date/Time:		May 25, 2023 (3:30pm)

Approval to Travel *James Cartier* Date: 5/1/23

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	376.00	376.00	0.00	0.00	0.00	376.00
Total Cost of Mileage:	\$216.95	\$216.95	\$0.00	\$0.00	\$0.00	\$216.95
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast \$20						\$0.00
Lunch \$25	\$25.00					\$25.00
Dinner \$30						\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$241.95	\$0.00	\$0.00	\$0.00	\$0.00	\$241.95

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 AMC N/A _____

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

Claimant Signature: *Anne McNamara*

Date Submitted: May 26, 2023

Travel Approved by Supervisor: *James Cartier*

GL Code: _____

MSF

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	9
Add. & Ext. Checked.....	9
Approval for Payment.....	9
Discount Date.....	
Paid by Cheque No.....	
Distribution: Acct No.....	60-2-12 2120 212170



LOCATION UPDATE: Registered for Mental Health Training - Employee Session, tomorrow (May 25th at 10:00 - 12:00). Rebecca Kolstee to: 2023-05-24 03:02 PM
Cc: "Tammy Hamlin", "Kelly McCarthy"

Good Afternoon,

You are registered to attend the **Mental Health Training - Employee Session, tomorrow (May 25th) from 10:00am – 12:00pm**. Below are some key details about the session:

- **Location:** Town of Truro Council Chambers: 695 Prince Street, 3rd Floor.
- The session will start promptly at 10:00 am.
- Please bring paper and something to write with

If you have any questions, please do not hesitate to call or text me at 902-240-1857.

Thanks,
Rebecca

Rebecca Kolstee | Manager of Wellness and Professional Development Programs

Association of Municipal Administrators, NS

rkolstee@amans.ca | (902) 240-1857

1304-1809 Barrington St. Halifax, NS

www.amans.ca | www.nsmunicipalwellness.ca

pronouns: she/her

AMANS Spring Conference

Building

June 14-16, 2023

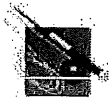
BLOCKS

for Success

Inn on Prince Hotel

Truro, Nova Scotia

[Click here to learn more](#)



Course - AMANS Mental Health

Kathleen Jeffrey to: Jason Martell, Clint Samson, Anne
McNamara, Kristina Kean

2023-04-20 04:06 PM

Good Afternoon,

Please take a look at the email below from Rebecca Kolstee. This is a great opportunity to educate ourselves on mental health and reducing the stigma surrounding mental health in the workplace. If you are interested in participating in the course, please let me know.

Good Morning Everyone,

In partnership with Ridgeback Security, the Association of Municipal Administrators, Nova Scotia (AMANS) is offering in-person mental health training sessions. There are two-course offerings, one for senior leaders and managers and one for employees. **Each course is an interactive and engaging 2-hour session designed to address and promote mental health and reduce the stigma of mental illness in the workplace.** Session Goals:

- Reduce the stigma of mental health problems and illnesses
- Promote mental health in the workplace
- Reconceptualize how employees/managers think and talk about mental health and mental illness
- management to learn to better provide their teams with mental resilience support

Employee Session (2-hour session)*

*Open to all municipal employees

- May 25 from 10:00 – 12:00 Location: Room A, Douglas Street Recreation Centre, 40 Douglas Street
- May 25 from 1:00 – 3:00 Location: Room A, Douglas Street Recreation Centre, 40 Douglas Street

Learning Objectives:

- Open discussion on mental health includes instructor experience and audience situation specific discussion.
- Help employees identify poor mental health in themselves and others
- Optimizing performance
- The mental health continuum stages and the BIG 4+
 - goal settings
 - tactical breathing
 - visualization
 - self talk
- Recognizing signs and symptoms with yourself and others.
- Adverse/ traumatizing events acceptance and recovery.

Management Session (2-hour session)*

*These sessions are only open to the following municipalities

- **Municipality of the County of Colchester Managers:** May 24 from 10:00am – 12:00pm. Location: Municipality of the County of Colchester Council Chambers
- **Town of Truro Managers:** May 24 from 1:00pm -3:00pm. Location: Town of Truro Council Chambers (695 Prince Street, 3rd Floor)

Learning Objectives:

- Open discussion on mental health includes instructor experience and audience situation-specific discussion.
- Stress and performance spectrum
- Optimizing performance from your team
- How managers can address employee mental health at each stage along the Mental Health Continuum Model
- Learn to better provide their teams with mental resilience support
- Roles of leaders
- Principles of Leadership
- Fostering a health work environment
- Steps after an adverse event and AD HOC incident reviews
- The management Sense, Shield, Support Model

Registration Costs:

	AMA Member	AMA Non-member
Manager Session	\$125	\$150
Employee Session	\$90	\$117

Register Here

Thanks
Rebecca

Rebecca Kolstee
Manager, Wellness and Professional Development Programs
Association of Municipal Administrators, NS
T: (902)240-1857

Have a great day!

Kathleen

Kathleen Jeffrey
Manager of Accounting and Finance
Municipality of the County of Richmond 2357 Hwy 206 PO Box 120
Arichat, NS B0E 1A0 T902.226.3983 F902.226.0295
www.richmondcounty.ca



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

TRAVEL EXPENSE CLAIM

Rate **\$0.5770**

Name of Claimant:	Donald B. Martell
Destination:	Halifax
Purpose of Travel:	Ice Making Course
Departure Date/Time:	June 20, 2023
Return Date/Time:	June 22, 2023

Approval to Travel *[Signature]* Date: *March 21/2023*

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	0.00	0.00	0.00	0.00	0.00	0.00
Total Cost of Mileage:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast \$20						\$0.00
Lunch \$25						\$0.00
Dinner \$30	\$30.00	\$30.00	\$30.00			\$90.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)	\$10.00	\$10.00	\$10.00			\$30.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$40.00	\$40.00	\$40.00	\$0.00	\$0.00	\$120.00

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%

I confirm that I attended 80% or more of the conference I attended: Initial D.B.M.

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

Claimant Signature: *Donald B. Martell*

Date Submitted: July 4, 2023

Travel Approved by Supervisor: *[Signature]*

GL Code: 10/270 4150 270480

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	<i>[Initial]</i>
Add. & Ext. Checked.....	<i>[Initial]</i>
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distribution Acc't No.....	<i>102704150270480</i>

11571



Recreation Facility
Association
of Nova Scotia

Supporting you - from the ground up



ARENA LEVEL 1 & ICE MAINTENANCE COURSE SCHEDULE

WED. JUNE 21st, 2023

8:30am – 9:30am - Classroom

- *Surface Preparation & White Paint
- *Whitewashing Equipment
- *Paint Migration

9:30am – 12:00am – On Ice

- *Hands On - Painting Ice White-
- *Sealing White Paint

12:00pm – 1:00pm – Lunch (provided)

1:00pm – 1:30pm - Classroom

- *Measuring of Ice Surface for Line Installation.

1:30pm – 4:30:pm- Practical

- *Measuring & Installation of Lines, Circles, Creases, Logos, Etc.

THURS. JUNE 22nd, 2023

8:30am – 9:30am - Classroom

- *Basic Refrigeration
- *Plant Tour
- *Ice Maintenance Practical & Theory

10:00am – 12:00pm – On-Ice

- *Measuring Ice Thickness
- *View of Header Trench
- *Ice Edgers

12:00pm – 1:00pm – Lunch (provided)

1:00pm – 4:30pm – Presentation

Zamboni Presentation:
Everette Tucker from Saunders Equipment Limited

PLEASE NOTE:

- Start time is **8:30am**.
- Schedule is flexible to allow for questions/practical skills.
- There will be morning and afternoon breaks.
- Bring notepad and pen.



TRAVEL EXPENSE CLAIM Rate \$0.5770

Name of Claimant:	Shannon Mury
Destination:	Emera Centre, North Sydney
Purpose of Travel:	Project Mgmt Training
Departure Date/Time:	10-May-23
Return Date/Time:	12-May-23

Approval to Travel Date: March 13, 2023

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	118.64	39.32	157.96	0.00	0.00	315.92
Total Cost of Mileage:	\$68.46	\$22.69	\$91.14	\$0.00	\$0.00	\$182.29
Accommodation/Hotel Name:	\$40.00	\$40.00	\$0.00	\$0.00	\$0.00	\$80.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast \$20		\$20.00	\$20.00			\$40.00
Lunch \$25		\$25.00	\$25.00			\$50.00
Dinner \$30	\$30.00	\$30.00				\$60.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)	\$10.00	\$10.00				\$20.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$148.46	\$147.69	\$136.14	\$0.00	\$0.00	\$432.29

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 SM N/A

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

Claimant Signature:

Date Submitted: 15-May-23

Travel Approved by Supervisor:

GL Code: 10-270-4420-270170

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	
Add. & Ext. Checked.....	
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distribution: Acc't No.....	10-370-4120-270170

HST?

Introduction to Project Management

Housekeeping Items

Introductions

Objectives Exercise

Course Content (and flow of the two days)

- Overview
- Project Initiating Processes
- Project Planning Processes
- Project Executing Processes
- Project Monitoring and Controlling Processes
- Project Closing Processes

From: "Kerr, Lydia" <Lydia.Kerr@novascotia.ca>
To: "Kerr, Lydia" <Lydia.Kerr@novascotia.ca>
Date: 2023/02/14 11:28 AM
Subject: Intro to Project Management Course- May 11th & 12th

Good Morning,

See details for upcoming project management course below:

Dates: May 11th & 12th, 2023 9:00am-4:00pm both days

Facilitator: Mike Musial

Location: Emera Centre, Scotiabank Meeting Room

175 King Street, North Sydney, NS

Cost: \$250.00

Introduction to Project Management focuses on tools and techniques that are recognized by the Project Management Institute. This course is a two-day active-learning experience open to participants working with or interested in projects, planning, strategy, organizational development, change management, etc.

Participants will become familiar with the specific project management processes applicable to their current or future projects. Participants will have exposure to active learning, promoting team building while building a tool kit to use in future work activities.

For more information or to register, please contact: Lydia.kerr@novascotia.ca, (902)574-3037

Feel free to share with anyone you think you might be interested.

Thanks,

Lydia Kerr
Physical Activity Consultant-Cape Breton Region
Department of Communities, Culture, Tourism & Heritage
Communities, Sport & Recreation Division
c. 902-574-3037



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

TRAVEL EXPENSE CLAIM Rate \$0.5770

Name of Claimant:	Shannon Mury
Destination:	Truro, NS
Purpose of Travel:	AMANS Spring Conference
Departure Date/Time:	June 14, 2023 11:30 am
Return Date/Time:	June 16, 2023 3:00 pm

Approval to Travel  Date: Apr 13, 2023

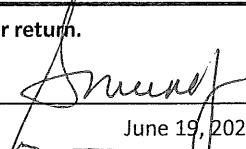
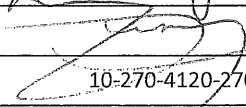
Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	230.00	10.00	237.00	0.00	0.00	477.00
Total Cost of Mileage:	\$132.71	\$5.77	\$136.75	\$0.00	\$0.00	\$275.23
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast \$20	\$0.00	\$0.00	\$0.00			\$0.00
Lunch \$25	\$25.00	\$0.00	\$25.00			\$50.00
Dinner \$30	\$30.00	\$30.00	\$0.00			\$60.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)	\$10.00	\$10.00	\$0.00			\$20.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$197.71	\$45.77	\$161.75	\$0.00	\$0.00	\$405.23

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

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

* The Municipal Clerk travelled with me. I went out to get office supplies for the office.

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

Claimant Signature:		Goods Rec'd. Date.....Initial.....	<u>SM</u>
Date Submitted:	June 19, 2023	Prices Checked.....	<u>SM</u>
Travel Approved by Supervisor:		Add. & Ext. Checked.....	<u>SM</u>
GL Code:	10-270-4120-270170	Approval for Payment.....	<u>SM</u>
		Discount Date.....	
		Paid by Cheque No.....	<u>102704120270170</u>
		Distribution: Acct. No.....	<u>102704120270170</u>

MS73



(/)

Schedule

Don't Miss a Thing

Event Program

Pre Conference Day, Wednesday June 14

Thursday June 15

Friday June 16

2:00 pm – 4:00 pm **Municipal Finance Officer (MFO) Session *Registration Required**

Elm and Oak Room

Workshop – Professional Ethics in Uncertain Times

The risk of fraud and unethical behaviour increases during times of significant change or uncertainty. For professional accountants, the risk landscape is multi-dimensional and continually evolving. This course invites professional accountants to consider the pressures they may experience, unconscious bias and psychological traps that may increase the risk of

unethical behaviour, as well as the components of fraud, ethical intelligence, and trust. We conclude with strategies leaders and organizations may use to support and encourage ethical behaviour.

Key Learning Outcomes:

- Explore the components of the evolving multi-dimensional risk landscape and consider them in the context of your work.
- Consider unconscious biases and potential psychological traps with the goal of identifying common traps and biases in the context of accountancy.
- Identify strategies accountants and leaders may use to help mitigate the risk of fraud and unethical behaviour.

About your speaker:



We are pleased to have Maureen Gillis, CPA from Gillis & Associates. Maureen facilitates adult learning on topics related to ethics, leadership, human resources, success, and human behaviour. She has taught for various universities, and trained members of professional organizations for more than a decade. With professional accounting experience in different sectors, formal training in adult learning, and experience in human resource management, Maureen knits together research and practicality to provide sessions that support the ongoing development of professionals and leaders.

Refreshments will be sponsored by the Department of Finance and Treasury Board.

2:00 pm – 4:00 pm IT Session: Introduction to Microsoft InTune *Registration Required

Aspen Room

Facilitator: Jay Redmond, IT Manager, Town of Truro

This session will provide a brief overview of Microsoft InTune, Microsoft's cloud-based endpoint management solution. Used by the Town of Truro, this session will be facilitated by the town's IT manager who will highlight ways to maximize this program within your municipality. This session will also cover conditional access, device management, BitLocker drive encryption, Windows update control and Defender antivirus.



2:00 pm - 4:00 pm **Accessibility Foundations Training *Registration Required**

Maple Room

Facilitators: Rep from Nova Scotia Accessibility Directorate; Holly MacLellan (she/her), Municipal Accessibility Support Coordinator, AMANS

By participating in this 2-hour interactive workshop, participants will be able to:

- Define disability, types of disabilities, accessibility, and the prevalence of disability in Nova Scotia
- Explain the importance of the Nova Scotia Accessibility Act
- Understand the impact of the Accessibility Act on Prescribed Public Sector Bodies (PPSBs)
- Provide examples of barriers and ableism and their impacts on persons with disabilities

Outline practices to support persons with disabilities to meaningfully participate in community, work, and play

Developed by the Nova Scotia Accessibility Directorate



2:00 pm - 4:00 pm **Municipal Government 101 *Registration Required**

Birch Room

Facilitator: Department of Municipal Affairs and Housing (DMAH)

This session will provide an overview of the Municipal Government within the Province of Nova Scotia, the types of municipal units, and highlight their extensive responsibilities. We will explore issues such as governance, legal frameworks and spend time addressing the questions you have always wanted to ask.

Sponsored by



4:30 pm - 6:30 pm **Chief Administrator Officer's Session (CAO*)**

Birch Room

*FOR CAO'S ONLY

^

This session is an opportunity for CAOs of each municipality to get together, have candid conversations, and strategize about the issues impacting them, their municipality, and their regions. Light snacks will be provided.

7:00 pm – 8:30 pm **Registration**

Lower Lobby

Please visit the registration desk to check in for the conference.

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

Elm and Oak Room

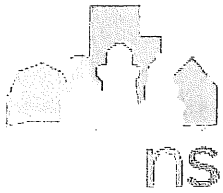
Kindly sponsored by Broker Link Insurance and Arthur J. Gallagher, join your municipal colleagues for some finger food and live music from a local Band: No Boundaries with Darcy Doucette and John LaForge in the Elm and Oak. In your badge, you will find one complimentary drink ticket.

Sponsored by



Insurance Risk Management Consulting





(/)

Schedule

Don't Miss a Thing Event Program

Pre Conference Day, Wednesday June 14

Thursday, June 15

Friday June 16

7:00 am – 8:00 am Early Risers' Club: Guided Walk/Run

Meet in the Hotel Lobby


Kick the conference off with an early morning walk or run with other delegates, and a stop at Novel Tea (<https://goo.gl/maps/QdEGzK95TqZeHR5XA>) Everyone is welcome.

^

8:30 am – 8:45 am Registration, Early Bird Draws, Exhibitor Viewing & Coffee

Lower Lobby

Grab a cup of Joe and a refreshment to get you moving before the conference sessions start. If you're lucky, your name may be called to win some donated prizes!



Refreshments sponsored by



8:45 am – 9:10 am Opening Ceremonies

Elm and Oak Room

Join us at the opening ceremonies for greetings from Mayor Bill Mills, Town of Truro; Mayor Christine Blair, Municipality of the County of Colchester; Chief Robert Gloade, Millbrook First Nations. Regrets sent from Warden Eleanor Roulston from the Municipality of East Hants.



9:10 am – 10:10 am Opening Keynote: Breaking Through Adversity with the Resilience Roadmap

Elm and Oak Room

Presented by: Mark Black, Heart and Double-Lung Transplant Recipient – turned – 4-Time Marathon Runner, Author, Coach and Speaker

Mark will provide a framework for success despite the odds and provides a powerful dose of inspiration and excuse-eliminating motivation. Using his life story of battling a life-threatening disease, surviving a Heart & Double-Lung Transplant, and recovering to run 4 marathons.

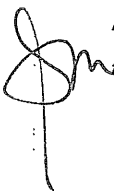


Mark will show you that you are limited more by perceptions than circumstances. But it goes far beyond emotions or attitude. This keynote will provide a powerful experience and leave you with practical takeaways they can implement in your municipality the following day.

10:10 am – 10:30 am Refreshment Break: Networking and Meeting the Exhibitors

Lower Lobby

A short break before the first concurrent session block. Enjoy a coffee, visit the exhibitor booths, and catch-up with some friends.



^

Sponsored by



10:30 am – 11:30 am **Concurrent Session A1: Legal Updates and Developments**

Elm and Oak Room

Speaker: Noella Martin, KC Partner, Burchell, Wickwire, Bryson Lawyers

The legal trends for municipalities are inevitably changing. In this session, we are joined by Noella Martin from Burchell, Wickwire, Bryson Lawyers, who will share some insight on the emerging legal issues in Municipal Government – including what we have learned through collective bargaining, legislation addressing medical notes and the impact on attendance management, as well as other significant developments.

10:30 am – 11:30 am **Concurrent Session A2: Public Procurement 101**

Birch Room

Speaker: Edwina Renaux, Purchasing Officer/Finance, Town of Truro

No matter the size of your municipality, public procurement rules, and regulations must be followed. Whether or not your municipality has a designated procurement specialist, understanding the basics of public procurement is important. Join the Town of Truro in an interactive session highlighting some best practices and basic processes around procurement, followed by a question and answer period. You will also leave this session with templates you can work with.

Sponsored by:



10:30 am – 11:30 am **Concurrent Session A3: Using Plain Language in Municipal Communications**

Maple Room

Speaker: Erin Casey (she/they), Professional Communicator, Writer, and Editor

Come learn the basics of plain language in this hands-on workshop, including:

- what clear and accessible language is, and why it's an issue of equity and inclusion
- who benefits from plain language

A handwritten signature in black ink, appearing to be "Erin Casey".

^

- the key principles of plain language
- how you can start incorporating plain language into your everyday communication

Come ready to practice and have fun!

11:35 am – 12:15 pm AMANS Power Session

Elm and Oak Room

Presented by: Jeff Bishop, Executive Director, AMANS



This is a wonderful opportunity to learn what's going on with your Association. Come hear the latest project updates and learn about the new initiatives AMANS is taking on this year.

12:15 pm – 1:00 pm Wellness Luncheon

Elm and Oak Room

Sponsored by:




1:00 pm – 2:00 pm Concurrent Session B1: Navigating Employee Support Systems

Birch Room

Presented by Mary Morris, Executive Director, Employer Advisor Nova Scotia Society; Krista Heslop, Section Manager, Desjardins Insurance and Moderated by Janine McInnis, Associate Vice President, HUB International Ontario Limited



Understanding and navigating the system from an employer perspective. How do employers work with the Workers Compensation Board, especially municipalities without designated Human Resources support systems? In this session, Desjardins will discuss the importance of intervening early to reduce the disability impact and duration of absence.

1:00 pm – 2:00 pm Concurrent Session B2: Assurance for Your Insurance

Elm and Oak Room

Presented by: Mark MacDonald, Vice President, Account Executive, Aon Risk Solutions; Joey D. Palov; Partner, Cox & Palmer; Joel Plater, Chief Risk Officer and Manager of Risk and Insurance Services, Halifax Regional Municipality

Not every municipality has an insurance specialist on staff. This leaves Municipalities to rely on advice from brokers and legal advisors; but in discussions on insurance coverage, sometimes your broker says, "ask legal" and legal says "ask our broker". How do we know when we have the 'right' coverage from a risk management perspective? On this panel, we'll hear from municipal staff, broker/insurer, and legal advisor perspectives on how to weigh the risks when assessing your municipal insurance coverage.

1:00 pm – 2:00 pm Concurrent Session B3: Succession Planning: Advice on Transitioning to a Senior Leadership Role

Maple Room

Presented by: Kim Ramsay, CAO, Municipality of East Hants

This session will focus on preparing employees for career advancement in municipal government. Kim will discuss how to have a forward-thinking planning lens and how to make informed, intentional decisions to prepare yourself for a leadership role.

2:00 pm – 2:15 pm Short Networking Break

Lower Lobby

A short break after the concurrent session block. Enjoy a coffee, visit the exhibitor booths and catch up with a friend.

Sponsored by



2:15 pm – 3:15 pm What Does Truth and Reconciliation Mean For Your Municipality?

Elm and Oak Room

Presenter: Heather Stevens, Manager, Millbrook Cultural & Heritage Centre

A stylized signature in black ink, consisting of a large loop followed by a vertical line.

Heather will speak from the heart as she shares her stories and wisdom around Truth and Reconciliation and what it means for municipalities and the Indigenous communities we serve.

3:45 pm – 5:00 pm **Off-site Activity: Tour the Millbrook Cultural and Heritage Centre (\$15.00)**

4:00 pm – 5:15 pm **Relax and Enjoy Local Craft Beer at the Truro Brewing Company (Own Expense)**

4:00 pm – 5:15 pm **Bike or Walk**

6:00 pm – 8:00 pm **Off-Site Dinner, Entertainment, and Tour of the Rath Eastlink Community Centre**

Transportation will be provided for this event: Registration in advance is required.

The cost to attend is \$35

Join your municipal colleagues for a buffet meal, entertainment by Jackie Putnam and a tour of the RECC Facility. Transportation will be provided



Sponsored by



8:30 pm

Hospitality Suite Sponsored Event

Upper Lobby Area (Maple/Aspen/Birch Rooms)

Following the Rath Eastlink Community Centre Dinner, there will be a hospitality suite. Enjoy some live music by the Island Boys, a beverage, and reconnect with some colleagues and enjoy a beverage.

Sponsored by





(/)

Schedule

Don't Miss a Thing

Event Program

Pre Conference Day, Wednesday June 14

Thursday June 15

Friday June 16

7:00 am – 8:00 am Early Risers' Club: Guided Walk/Run

Meet in the Hotel Lobby

Kick the conference off with an early morning walk or run with other delegates, and a stop at Novel Tea (<https://goo.gl/maps/QdEGzK95TqZeHR5XA>) Everyone is welcome.



8:45 am – 9:00 am **Early Bird Draws, Exhibitor Viewing & Coffee**

Lower Lobby

Grab a cup of Joe and a refreshment to get your day moving. If you're lucky, your name may be called to win some donated prizes!



Refreshments sponsored by

BURCHELL WICKWIRE BRYSON LLP
lawyers | avocats

9:00 am – 10:00 am **Provincial Update**

Elm and Oak Room

Come join the conversation with the Department of Municipal Affairs and Housing (DMAH). This session will feature updates by DMAH on current issues as well as information from Education and Early Childhood Development and Environment and Climate Change on matters impacting municipalities.



10:00 am – 10:15 am **Tradeshow Refreshment Break**

Lower Lobby

A short break before the wrap up the conference with a panel presentation and our closing keynote presentation.



Sponsored by

Burchell
MacDougall
LAWYERS LLP

10:15 am – 11:15 am **Municipal Success Stories: Innovations in Employee Retention and Attraction**

Elm and Oak Room

Presented by Kim Ramsay, CAO, Municipality of East Hants; Rob Frost, Deputy CAO, Municipality of the County of Kings



Real-life stories from Municipalities how they manage their employees through modern-day retention and attraction practices:

- Municipality of East Hants: Employee Satisfaction and Culture
Kim will present their Employee satisfaction survey and talk about the value of doing employee surveys, what East Hants has learned, and why they received such great scores. Kim will also highlight the importance of first impressions and how their brand impacts attraction and recruitment.
- Municipality of the County of Kings: Diversity and Employee Wellness Practices
Rob will talk about the many things Kings is doing to attract and retain employees, including Diversity and Employee Wellness practices, and how these initiatives can have positive impacts but still need to constantly evolve to meet the requirements of a workforce

11:15 am – 12:15 pm **Closing Keynote: Courageous Conversations**

Elm and Oak Room

Presented by Ann Divine, CEO and founder of Ashanti Leadership and Development Services Inc. and co-founder of Ashanti Leadership Academy

Our people are our most valued resource. It is where the individuals we employ, are encouraged to bring their authentic and best self and to feel they are welcome and belong. Their opinions are valued, and they are recognized for their unique perspectives. As a result, our business is thriving, productive, progressive, and successful. This is our ultimate goal. Yet, in today's ever changing and unprecedented times, both employers and employees are being challenged. Studies have shown that many employees are not happy, and they struggle with being fully engaged in the workplace for a variety of reasons; these can be defined by their race, gender, sexual orientation, cultural and religious values, persons with disabilities and most recently mental health challenges because of the impact of the pandemic.

Courageous Conversations may be new to some, but some communities would argue that they have always had such conversations but were dismissed, or avoided. To have such conversations and win over those who have felt dismissed, individuals must be prepared to face challenges to the privileged and powerful. They are encouraged to build meaningful and trusting relationships.

12:15 pm

Closing Ceremony & Grand Prize Draw

Elm and Oak Room

Throw your badge in for a chance to win a Grand Prize. You must be in attendance to win. ^



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

NAME: Brent Sampson (Deputy Warden)

PERIOD COVERED:

FROM: April 11, 2023

TO: June 1, 2023

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
April 11 th , 2023	COW Meeting	102.00	N/A
April 24 th , 2023	Regular Council Meeting	102.00	N/A
April 25, 2023	Planning Advisory/Heritage committee	102.00	N/A
May 8 th , 2023	COW Meeting	102.00	N/A
May 11 th , 2023	Budget Meeting	102.00	N/A
May 15 th , 2023	Budget Meeting	102.00	N/A
May 16 th , 2023	Budget Meeting	102.00	N/A
May 23 rd , 2023	Regular Council Meeting	102.00	N/A
May 30 th , 2023	Audit Committee	102.00	N/A
June 1 st , 2023	Special Meeting	102.00	N/A

HST 3

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

Totals: 1020.00 \$0.00

Rate: \$0.5770

Total Mileage (\$): \$588.54

Total Expenses Claimed: \$588.54

ACCOUNT #:		CHEQUE #:	
SIGNATURE:	<i>[Signature]</i>	AMOUNT:	
APPROVED:	<i>[Signature]</i>	DATE PAID:	
DATE SUBMITTED:	June 1 st , 2023	INITIAL:	



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

PLANNING ADVISORY / HERITAGE COMMITTEE MEETING

Tuesday, April 25, 2023, 7:00 p.m.

Council Chambers

AGENDA

1. Call to order
2. Items Added to the Agenda (Approval of the Agenda)
3. Review of Minutes re:
 - a) March 21, 2023
4. Staff Reports, re:
 - a) Recreational Vehicles (Isle Madame)
 - b) Wind Turbine Overlay Zone (Map to Follow)
 - c) Inclusionary Zoning (Tentative)
5. Discussion, Re: Heritage Plaques Quotes & Samples
6. Request for Information - Update
 - a) Planning Process
7. Items Added to the Agenda
8. Questions/Answers
9. Next Meeting Date
10. Adjournment



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

TRAVEL EXPENSE CLAIM		Rate \$0.5770
Name of Claimant:	Brent Sampson	
Destination:	Digby Pines Resort	
Purpose of Travel:	NSFM Spring conference	
Departure Date/Time:	May 3 rd , 2023, 8:30am	
Return Date/Time:	May 5 th , 2023, 6:00pm	
Approval to Travel : Attached email		
Date: April 4 th		

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total	
Total Mileage (# of Km):	994.00	462.00	0.00	532.00	0.00	0.00	994.00
Total Cost of Mileage:	\$573.54	\$266.57	\$0.00	\$306.96	\$0.00	\$0.00	\$573.54
Accommodation/Hotel Name	Digby Pines Resort		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Direct Bill 25</i>							
Meals: Breakfast \$20		\$20.00	\$20.00				\$40.00
Lunch \$25	\$25.00	N/A	\$25.00				\$50.00
Dinner \$30	30.00	30.00	\$30.00				90.00
Other Meals (Receipts Required)							\$0.00
Incidentals (\$10 per overnight stay)	\$10.00	\$10.00					\$20.00
Taxi/Parking/Tolls (Receipts Required)							\$0.00
Total Amount Being Claimed	\$301.57	\$60.00	\$381.96	\$0.00	\$0.00		\$743.54 773.54

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 B.S. N/A _____

HST 3

<p>All claims are to be submitted not later than 60 days after return.</p> <p>Claimant Signature: <u>Brent Sampson</u></p> <p>Date Submitted: <u>May 5th, 2023</u></p> <p>Travel Approved by Supervisor: <u>[Signature]</u></p> <p>GL Code: _____</p>	<p>Goods Rec'd. Date.....Initial..... <u>BS</u></p> <p>Prices Checked..... <u>BS</u></p> <p>Add. & Ext. Checked..... <u>BS</u></p> <p>Approval for Payment..... <u>BS</u></p> <p>Discount Date.....</p> <p>Paid by Cheque No. <u>10210210130</u></p> <p>Distribution: Acct No.....</p>
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\$773.54

Re: Fw: NSFM Spring Conference Program & Registration Amanda Mombourquette to Brent Sampson 2023-04-04 11:31 AM

History: This message has been replied to.

Hi Brent,

Approved.

Amanda

-----Brent Sampson/Richmond wrote: -----

To: Amanda Mombourquette/Richmond@Richmond
From: Brent Sampson/Richmond
Date: 03/31/2023 09:06AM
Subject: Fw: NSFM Spring Conference Program & Registration

Hi Amanda

I'm interested in attending the spring NSFM conference and therefore would like to seek approval from yourself as Warden to attend.

Brent Sampson
Councillor District 5
Richmond County

----- Forwarded by Brent Sampson/Richmond on 2023-03-31 08:58 AM -----

From: "NSFM Communications" <communications@nsfm.ca>
To: "NSFM Info" <Info@nsfm.ca>
Date: 2023-03-15 04:12 PM
Subject: NSFM Spring Conference Program & Registration

EXCEEDING THE VISION

NSFM Spring Conference May 3-5, 2023 - Digby, NS



The 2023 NSFM Spring Conference will take

place from May 3rd – 5th at the Digby Pines Resort.

[CLICK HERE](#) to access the conference website. The full program, registration and accommodation details are found on the site.

Don't miss out on the early bird registration fee! The Planning Committee has put together a very exciting and informative program that you will not want to miss.

REGISTRATION FEES:	Before April 10 th , 2023	April 10 th , 2023 and after
Member	\$ 450 + hst	\$ 500 + hst
Non-Member	\$ 500 + hst	\$ 550 + hst
Each registrant will be charged a \$5 Carbon Surcharge Fee		

🔍 Search

Search by session titles or session locations. Dates and Times shown in Canada/Atlantic.

Wednesday, May 3, 2023

📍 Lobby of Digby Hall

2:00 PM - 8:00 PM

Registration Desk Hours

📍 Grande Lounge Reception

7:00 PM - 7:30 PM

First Timers Meet & Greet with Board


Is this your first event? Have you had a chance to speak with one of the NSFM Board members before? During this half hour reception NSFM board members will be on hand to welcome you to the event.

📍 Grande Lounge Reception

7:30 PM - 9:00 PM

Meet & Greet

Thursday, May 4, 2023

 Lobby of Digby Hall

8:00 AM - 5:00 PM

Registration Desk Hours

 Digby Hall  Plenary

8:30 AM - 8:50 AM

Opening

- NSFM President's Report - Mayor Brenda Chisholm-Beaton, Town of Port Hawksbury
- NSFM CEO Report - Juanita Spencer





Juanita Spencer

Chief Executive Officer, Nova Scotia Federation of Municipalities



Mayor Brenda Chisholm-Beaton

President, Nova Scotia Federation of Municipalities

 Digby Hall  Plenary

8:50 AM - 9:50 AM

Keynote: Putting Local Data at the Fingertips of Municipal Governments


Danny Graham - CEO, Engage Nova Scotia

In 2019 almost 13,000 Nova Scotians responded to a 230-question Quality of Life Survey administered by Engage Nova Scotia, in cooperation with the Canadian Index of...

Show More



Danny Graham
CEO, Engage Nova Scotia

 Digby Hall

Plenary

9:50 AM - 10:30 AM


Honourable John Lohr

Minister, Department of Municipal Affairs and Housing, Province of Nova Scotia



Honourable John Lohr
Minister, Department of Municipal Affairs and Housing



 Digby Hall

Break

10:30 AM - 10:50 AM

Networking Break

 Digby Hall

Plenary

10:50 AM - 12:00 PM

Success Stories

Devour! Studios - Town of Wolfville

A former apple warehouse at the centre of the Town of Wolfville will become the hub of...

Show More




Councillor Gillian Yorke
Town of Kentville



Mayor Amanda Mombourquette
Municipality of the County of Richmond

Show More



 Churchill's Dining Room - Main Hotel

Luncheon

COX & PALMER


12:10 PM - 1:10 PM

Delegates' Luncheon

Sponsored by Cox & Palmer

COX & PALMER



 Digby Hall

Plenary

1:30 PM - 2:30 PM

Local Leadership in Climate Action Projects

Showcasing innovative municipal climate action projects in Nova Scotia municipalities. The presenters will outline how they made this happen in their communities and how to... acquire the funding to do so.

Show More






Councillor Russell Borden Jr.
Town of New Glasgow

KB

Kevin Bekkers
Director of Resource Sustainability, Department of Agriculture

Show More



 Digby Hall

Plenary

2:30 PM - 3:15 PM

Moving NSFM Forward - Orientation on NSFM's By-Law Changes

Join NSFM President Chisholm-Beaton and CEO Juanita Spencer as they outline what the recent NSFM By-Law changes mean for the future of the organization.




Juanita Spencer
Chief Executive Officer, Nova Scotia Federation of Municipalities



Mayor Brenda Chisholm-Beaton
President, Nova Scotia Federation of Municipalities




 Digby Hall

Break

3:15 PM - 3:35 PM

Networking Break

 Salon A - Lower Level, Digby Hall

Concurrent

3:35 PM - 4:50 PM

Update on the Code of Conduct

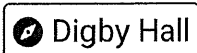
Since 2008, NSFM has helped municipalities establish standards of ethical conduct with a model Code of Conduct. These standards help to ensure high levels of responsibility, respect, and public trust in local government. A common criticism of this model Code of

Show More



Mayor Brenda Chisholm-Beaton

President, Nova Scotia Federation of Municipalities



Concurrent

3:35 PM - 4:50 PM

How to Conduct an Effective CAO Performance Review

Many municipal councils need help with doing the performance evaluation of their CAO. A poorly defined process, a lack of clarity about performance expectations, the absenc...

Show More



Gerald Walsh

President and Founder, Gerald Walsh Associates



Grand Lounge - Main Hotel


7:30 PM - 9:30 PM

Casino Night & Entertainment

Hosted by the Town of Digby, District of Clare, District of Yarmouth

Experience the hospitality of the hosting municipalities during a great night of casino fun with the proceeds going to charity. The casino is being run by the Digby Fire Department...

Friday, May 5, 2023

 Lobby of Digby Hall

8:45 AM - 10:00 AM

Registration Desk Hours

 Digby Hall

Plenary

9:15 AM - 11:00 AM

Municipal Perspectives: A Conversation

New for Spring 2023, delegates are invited to engage with a panel of members in leadership positions across the province. Despite having many members across the

Show More




Mayor Abraham Zebian
West Hants Regional Municipality



Mayor Carolyn Bolivar-Getson
Municipality of the District of Lunenburg

Show More



 Digby Hall

Plenary

11:00 AM - 11:10 AM

Conference Wrap-Up & Prize Draws

It's time for Prizes! **YOU MUST BE PRESENT TO WIN.**

...

Put your badge in the prize box at the front of the room and get a chance to win a \$50

Show More



[Home](#)

[Schedule](#)

902-423-8331

[Speakers](#)

info@nsfm.ca

[Sessions](#)

NSFM 2023 Spring Conference

[Accommodation](#)

May 3, 2023 - May 5, 2023

[Sponsors](#)

[Register](#)

Powered By Pheedloop



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

NAME: Melanie Sampson

PERIOD COVERED:

FROM: April 11, 2023 TO: June 6, 2023

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
April 11, 2023	Arichat/Louisdale – By-Law Policy followed by COW	43.00	
April 14, 2023	Arichat/Port Hawkesbury – SAT Meeting	64.00	
April 24, 2023	Arichat/Louisdale – Public Hearing followed by Regular Council	43.00	
April 25, 2023	Arichat/Louisdale – PAC	43.00	
May 8, 2023	Arichat/Louisdale – By-Law Policy followed by COW	43.00	
May 15, 2023	Arichat/Louisdale – Budget Workshop	43.00	
May 16, 2023	Arichat/Louisdale – Budget Workshop	43.00	
May 30, 2023	Arichat/Louisdale – Audit Committee followed by PAC	43.00	
June 1, 2023	Arichat/Louisdale – Special Meeting	43.00	
June 6, 2023	Arichat/Louisdale – By-Law Policy	43.00	
	<i>HST 3</i>		

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

Totals: 451.00 ✓ \$0.00
 Rate: \$0.5770
 Total Mileage (\$): \$260.23

Total Expenses Claimed: **\$260.23**

ACCOUNT #:		CHEQUE #:	
SIGNATURE:		AMOUNT:	
APPROVED:		DATE PAID:	
DATE SUBMITTED:	2023-06-06	INITIAL:	

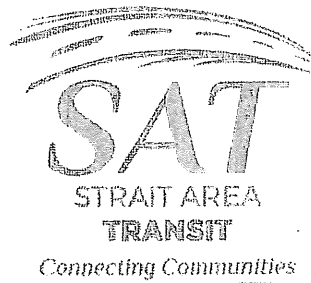


Strait Area Transit Special Board Meeting

April 14, 2023 / 9a.m.

Agenda

- 1) Call to Order
- 2) Security Confirmation
- 3) Additions to the Agenda
- 4) Approval of the Agenda
- 5) Approval of Minutes:
 - a. March 17, 2023
 - b. March 29, 2023
- 6) SAT Policy Update
- 7) Motion to Move In Camera
 - a. Personnel
 - b. Property
- 8) Motion to Move from In Camera
- 9) Motions from In Camera Session
- 10) Next Meeting
- 11) Adjournment



Strait Area Transit Board Meeting

May 11 / 2023

9:00am Boardroom/Virtually

Agenda

- 1) Call to Order
- 2) Security Confirmation
- 3) Additions to the Agenda
- 4) Approval of the Agenda
- 5) Motion to Move In-Camera
 - a. Contractual
 - b. Personnel
 - c. Property
- 6) Motion to Move Out of In-Camera
- 7) Approval of Minutes
- 8) Business Arising from the Minutes
- 9) SAT Policy Update
- 10) VCT Transit
- 11) Motions from In-Camera Session
- 12) Next Meeting
- 13) Adjournment



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

Council/Staff Budget Workshop

May 15, 2023, 6:00 p.m.
Council Chambers

Agenda

1. Call to order
2. Five Year Capital Investment Plan – March 31, 2024
3. Adjournment



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

Council/Staff Budget Workshop

May 16, 2023, 9:00 a.m.
Council Chambers

Agenda

1. Call to order
2. 2023- 2024 Budgets
 - a) Operating Budget 2023 -2024
 - b) Water Budget 2023/ 2024
 - c) Sewer Budget 2023-2024
3. Adjournment



THE MUNICIPALITY
OF THE COUNTY OF

LA MUNICIPALITÉ
DU COMTÉ DE

RICHMOND

Audit Committee Meeting
Tuesday, May 30, 2023, 6:00 P.M.
Council Chambers

Agenda

1. Call to order
2. Review of Minutes: November 17, 2022
3. Audit Strategy – Year Ended March 31, 2023
4. Question and Answer Period
5. Adjournment



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

TRAVEL EXPENSE CLAIM

Rate **\$0.5770**

Name of Claimant:	Sharla Sampson	
Destination:	Port of Sydney	90 Esplanade
Purpose of Travel:	MPAL Meeting	ACF Update/Overview and MPAL Planning and Reporting Tool Overview
Departure Date/Time:	Thursday, April 13	10:00:00 AM
Return Date/Time:	Thursday, April 13	2:00:00 PM

Approval to Travel *[Signature]* Date: *March 17 2023*

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	250.00		0.00	0.00	0.00	250.00
Total Cost of Mileage:	\$144.25	\$0.00	\$0.00	\$0.00	\$0.00	\$144.25
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast \$20						\$0.00
Lunch \$25						\$0.00
Dinner \$30						\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$144.25	\$0.00	\$0.00	\$0.00	\$0.00	\$144.25

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 *SS* N/A _____

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

Claimant Signature: *Sharla Sampson*

Date Submitted: *April 15 2023*

Travel Approved by Supervisor: *[Signature]*

GL Code: *10/2704120 270130*

Goods Rec'd. Date.....Initial *SS*

Prices Checked.....*SS*

Add. & Ext. Checked.....*SS*

Approval for Payment.....

Discount Date.....

Paid by Cheque No.....

Distribution No. *102704120 27013*

MPAL MEETING AGENDA

Location: Kavanugh Room
Port of Sydney
90 Esplanade, Sydney, NS

Date: 13 April 2023

Time: 10:00am- 3:00pm

Agenda Items

- 10:00am – 10:30am** Welcome/ Icebreaker Activity
- 10:30am – 11:30am** Active Communities Fund Application Overview
-Mock ACF proposal presentation with a focus on sustainability, evaluation, and budget portions of application process
- 11:30am – 12:30pm** MPAL Planning & Reporting Tool Overview
-Group review of the tool. Discuss role of supervisor and finance department. Will provide opportunity to discuss challenges
- 12:30pm – 1:00pm** *Lunch*
- 1:00pm – 2:00pm** Active Transportation “Check-in”
-Current and future AT goal sharing
- *2-3pm possible group walk/ activity*

Additional information

Will provide brief update on PAPE details & determine location of next in-person MPAL meeting.



TRAVEL EXPENSE CLAIM Rate **\$0.5770**

Name of Claimant:	Sharla Sampson	
Destination:	Dartmouth	Micmac Amateur Aquatic Club, 192 Prince Albert Road, Dartmouth
Purpose of Travel:	PAPE	Aging Under the Influence of Movement
Departure Date/Time:	Monday, April 17	2:00 PM
Return Date/Time:	Wednesday, April 19	3:00 PM

Approval to Travel *[Signature]* Date: **March 23, 2023**

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	638.00	319.00	319.00	0.00	0.00	638.00
Total Cost of Mileage:	\$368.13	\$184.06	\$0.00	\$184.06	\$0.00	\$368.13
Accommodation/Hotel Name:	Hamton Inn & Suites by Hill	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Indicate if Direct Bill or Provide Receipt)	direct billed	direct billed				
Meals: Breakfast \$20						\$0.00
Lunch \$25						\$0.00
Dinner \$30	\$30.00	\$30.00	\$30.00			\$90.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)	\$10.00	\$10.00				\$20.00
Taxi/Parking/Tolls (Receipts Required)		\$30.75	\$14.17			\$44.92
Total Amount Being Claimed	\$224.06	\$70.75	\$228.23	\$0.00	\$0.00	\$523.05

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 SS N/A

agenda attached

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

Claimant Signature: *[Signature: Sharla Sampson]*

Date Submitted: 20-Apr-23

Travel Approved by Supervisor: *[Signature]*

GL Code: 10270 4120 270130

Goods Rec'd. Date.....Initial... SS

Prices Checked..... SS

Add. & Ext. Checked..... SS

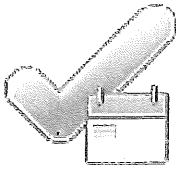
Approval for Payment..... SS

Discount Date.....

Paid by Cheque No.....

Distribution No. 10270 4120 270130

11553



MPAL meeting

2023/04/18 Tue 10:00 AM – 11:30 AM

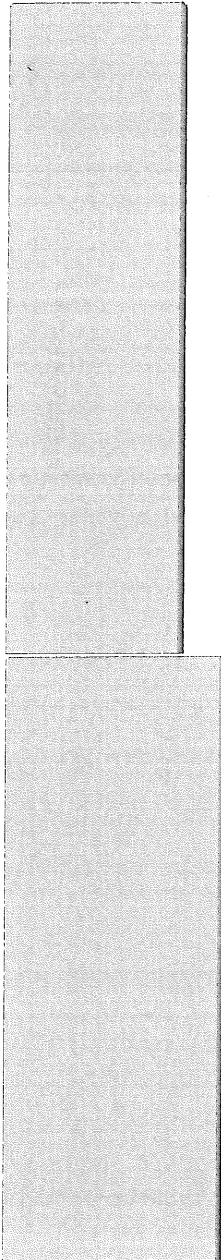
Attendance is **required** for sharla mombourquette

Chair: **Colleen.Strickland@novascotia.ca**

Location: **Micmac Amateur Aquatic Club, 192 Prince Albert Road, Dartmouth**

Required:

Michelle.MacDougall@novascotia.ca, Elaine.Shelton@novascotia.ca,
Elisabeth.Bailey@novascotia.ca, Lydia.Kerr@novascotia.ca, Cathy.LeBlanc@novascotia.ca,
Eric.Lumsden@novascotia.ca, Jessica.Seward@novascotia.ca,



**Physical Activity Practitioner Exchange (PAPE)
Aging Under the Influence of Movement
April 18 and 19, 2023**

Day One
11:30am

Welcome

11:45am

Aging Demographic: Implications and Opportunities

Dr. Robert Strang, Chief Medical Officer of Health, Department of Health and Wellness

12:30pm

Lunch and Movement

1:30pm

Movement and Dementia

Dr. Kenneth Rockwood, Professor of Geriatric Medicine, Community Health and Epidemiology, Dalhousie University (Zoom)

2:30pm

Physical Activity and Aging in Nova Scotia

Elaine Shelton, Manager of Physical Activity, Communities, Culture, Tourism and Heritage)

Elisabeth Bailey, Regional Physical Activity Consultant, Recreation Nova Scotia

What do we know about physical activity and the aging population in this province? Let's have a conversation about related considerations for encouraging movement.

3:10pm

Break

3:30pm

Why do I walk? Experiences and perceptions of walking group participants.

Catherine Dreesbeck, Program Manager, Hike Nova Scotia

Dr. Kim Plaxton and Colin McCrae, Nova Scotia Walks Leaders

4:00pm

Meeting Less Active Adults Where They Are

Abby Brothers, Trails Consultant, Communities, Culture, Tourism and Heritage (former Regional Physical Activity Consultant)

A story of a social group who were inspired to incorporate movement into their regular meetings.

4:30pm

Adjourn

**Physical Activity Practitioner Exchange (PAPE)
Aging Under the Influence of Movement
April 18 and 19, 2023**

**Day Two
8:30am**

Light Snacks

9:00am

Welcome

9:15am

Access by Design

Maddi Adams and Laura Beth MacPherson, Senior Policy Analysts, Nova Scotia Accessibility Directorate, Department of Justice

An opportunity to learn about the initiative overall, the status, as well as implications for the local built environment and movement.

10:00am

Age Friendly Built Environment Considerations

Elisabeth Bailey, Regional Physical Activity Consultant, Recreation Nova Scotia

Join Elisabeth in discussion about age friendly considerations and by participating in local outdoor built environment observation and reflection.

10:40am

Break

10:55am

Canadian Parks and Recreation Association Neighborhood Tactical Guide

Dr. Troy Glover, Professor and Chair of the Department of Recreation, University of Waterloo (Zoom)

This sneak preview will feature sample guide content that can be used to encourage movement in neighborhoods.

11:30am

Neighborhood Movement Groups

Ellen Kehr, Former Organization Lead, Blue Zones Project – Albert Lea (Zoom)

Ellen will provide an overview of the process her community used to engage 800 (of 17,000 town residents) in neighborhood walking groups.

Day Two Continued

12:00pm

Lunch and Movement

1:00pm

Supporting the Aging Population to Move More

Joel d'Entremont, Municipal Physical Activity Leader, Barrington
Regional Physical Activity Consultants

Let's share experiences and ideas to inspire each other! Participants can choose three conversations to participate in. Topics include:

1. Gardening
2. Movement and culture
3. Indoor walking
4. Workplaces
5. Other creative ideas to connect with aging adults (e.g. churches, pharmacies, service organizations, healthcare etc.)

2:10

Bringing Community Gardens Home

Christena Dykstra, Mi'kmaw Physical Activity Leader, Millbrook

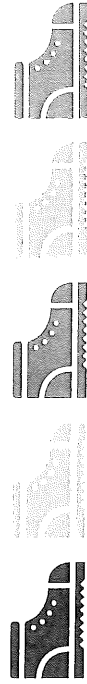
Christena Dykstra will describe an innovative project she is working on that will provide centralized and home-based opportunities to move through gardening, while contributing to food security

2:30

Wrap Up

3:00pm

Adjourn



Gmail



sharlasampson@gmail.com <sharlasampson@gmail.com>

Your Wednesday morning trip with Uber

1 message

Uber Receipts <noreply@uber.com>
To: sharlasampson@gmail.com

Wed, Apr 19, 2023 at 9:01 AM

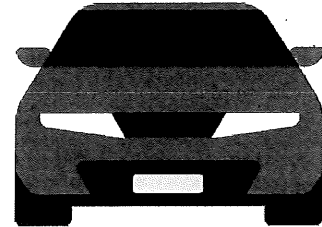
Uber

Total CA\$14.56

April 19, 2023

Thanks for riding, Sharla

We hope you enjoyed your ride
this morning.



Total

CA\$14.56

Trip fare	CA\$11.63
-----------	-----------

Subtotal	CA\$11.63
----------	-----------

Booking Fee 	CA\$1.03
---	----------

HST	CA\$1.90
-----	----------

Payments

Mastercard ••••7360

CA\$14.56



4/19/23 9:00 AM

A temporary hold of CA\$14.56 was placed on your payment method ** 7360. This is not a charge and will be removed. It should disappear from your bank statement shortly.** [Learn More](#)

Visit the trip page for more information, including invoices (where available)

[Switch Payment Method](#)

[Download PDF](#)

You rode with Ritik

5.00 ★ Rating



Has passed a multi-step safety screen

Rate or tip

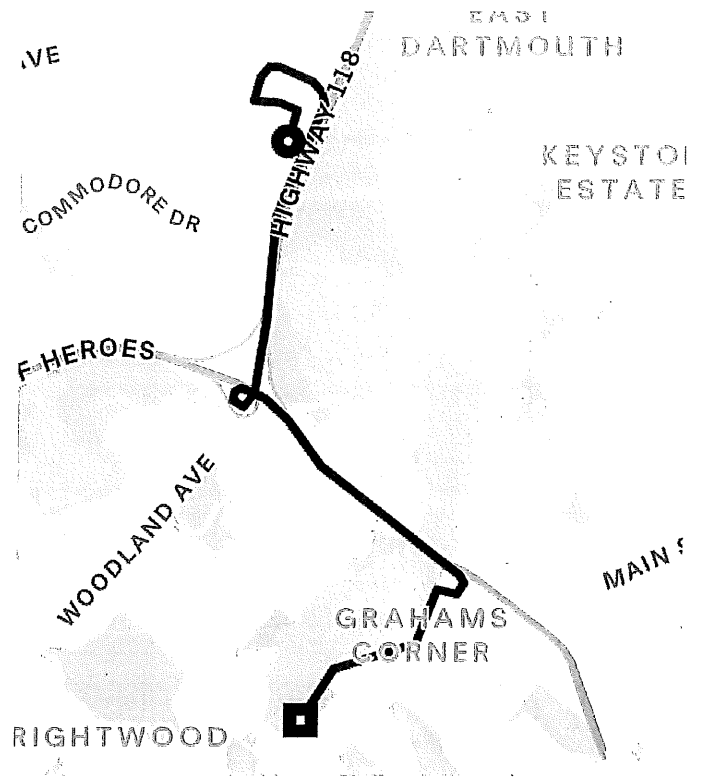


Every rideshare trip in Halifax is insured for a covered auto accident by Economical Insurance.

[Learn more >](#)

UberX 6.17 kilometers | 7 min

- 8:53 AM
65 Cromarty Dr, Dartmouth,
NS B3B 0G2, CA
- 9:00 AM
192 Prince Albert Rd,
Dartmouth, NS B2Y 1M8, CA



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66 Wellington Street West Suite
5300

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Your Tuesday afternoon trip with Uber

1 message

Uber Receipts <noreply@uber.com>
To: sharlasampson@gmail.com

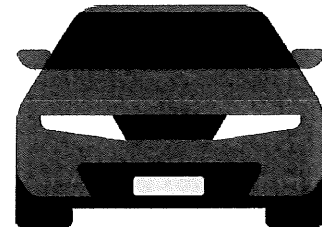
Tue, Apr 18, 2023 at 12:49 PM

Uber

Total CA\$16.19
April 18, 2023


Thanks for riding, Sharla

We hope you enjoyed your ride
this afternoon.



Total

CA\$16.19

Trip fare	CA\$13.00
Subtotal	CA\$13.00
Booking Fee 	CA\$1.08
HST	CA\$2.11

Payments

Mastercard ••••7360

CA\$16.19



4/18/23 12:48 PM

A temporary hold of CA\$16.19 was placed on your payment method ** 7360. This is not a charge and will be removed. It should disappear from your bank statement shortly. [Learn More](#)**

Visit the trip page for more information, including invoices (where available)

[Switch Payment Method](#)

[Download PDF](#)

You rode with Kuldeep

4.95 ★ Rating



Has passed a multi-step safety screen

Rate or tip

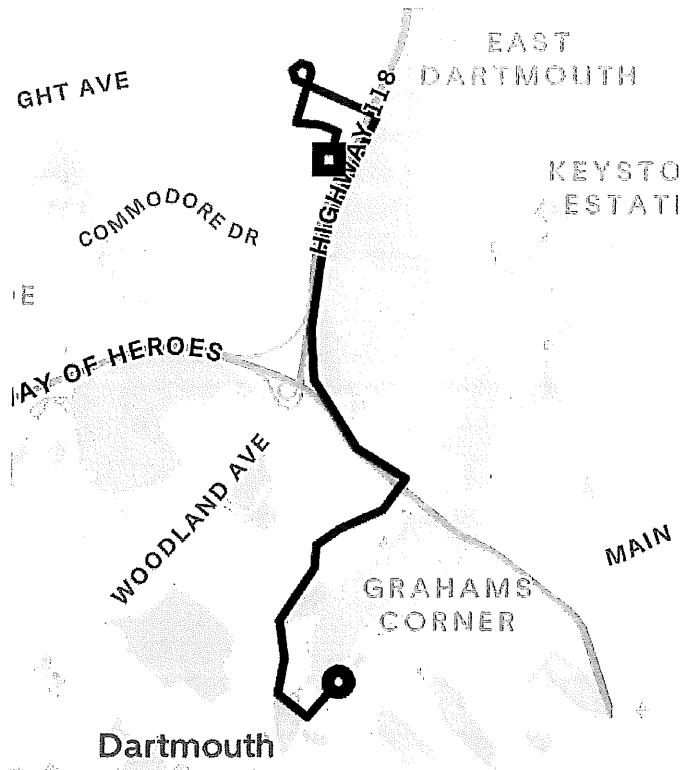


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[Learn more >](#)

UberX 6.54 kilometers | 9 min

- 12:39 PM
192 Prince Albert Rd,
Dartmouth, NS B2Y 1M8, CA
- 12:48 PM
65 Cromarty Dr, Dartmouth,
NS B3B 0G2, CA



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66 Wellington Street West Suite
5300

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Your Tuesday morning trip with Uber

1 message

Uber Receipts <noreply@uber.com>
To: sharlasampson@gmail.com

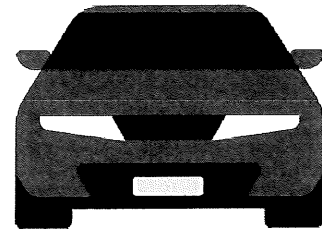
Tue, Apr 18, 2023 at 9:47 AM

Uber

Total CA\$14.17
April 18, 2023

Thanks for riding, Sharla

We hope you enjoyed your ride
this morning.



Total

CA\$14.17

Trip fare	CA\$11.29
Subtotal	CA\$11.29
Booking Fee 	CA\$1.03
HST	CA\$1.85

Payments

Mastercard ••••7360

CA\$14.17



4/18/23 9:47 AM

A temporary hold of CA\$14.17 was placed on your payment method ** 7360. This is not a charge and will be removed. It should disappear from your bank statement shortly. [Learn More](#)**

Visit the trip page for more information, including invoices (where available)

[Switch Payment Method](#)

[Download PDF](#)

You rode with MARWAN

4.85★ Rating



Has passed a multi-step safety screen

Rate or tip

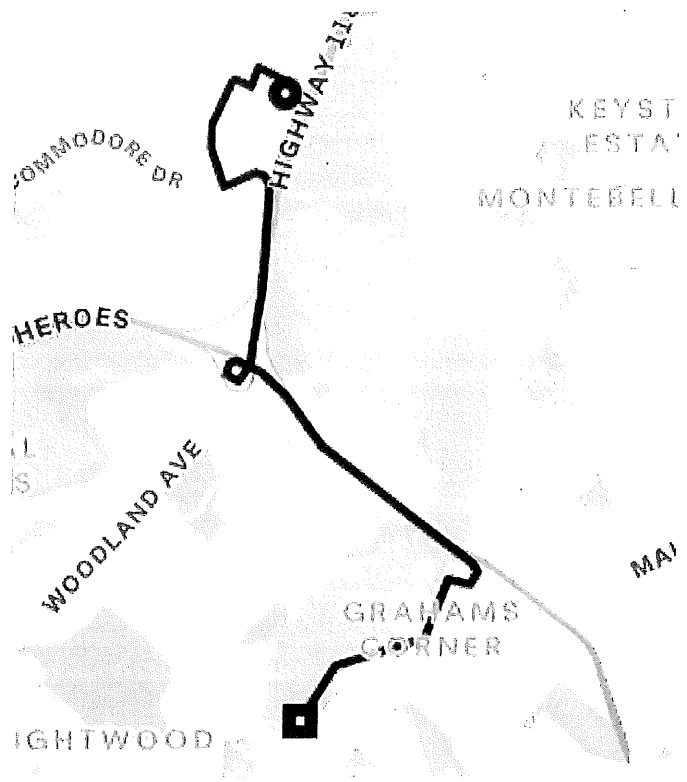


Every rideshare trip in Halifax is insured for a covered auto accident by Economical Insurance.

[Learn more >](#)

UberX 5.68 kilometers | 8 min

- 9:38 AM
65 Cromarty Dr, Dartmouth,
NS B3B 0G2, CA
- 9:46 AM
192 Prince Albert Rd,
Dartmouth, NS B2Y 1M8, CA



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66 Wellington Street West Suite
5300

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.



HAMPTON INN & SUITES HALIFAX/DARTMOUTH
 65 CROMARTY DRIVE
 DARTMOUTH, NS B3B0G2
 Canada
 TELEPHONE 902-406-7700 • FAX 902-406-7702
 Reservations
 www.hilton.com or 1 800 HILTONS

Sampson, Sharla
 2902 HIGHWAY 206
 ARICHAT NS B0E1A0
 CANADA

Room No: 416/SXQL
 Arrival Date: 4/17/2023 12:12:00 PM
 Departure Date: 4/19/2023 11:37:00 AM
 Adult/Child: 2/0
 Cashier ID: ABHULLAR11
 Room Rate: 202.75
 AL:
 HH # 1342571971 SILVER
 VAT #
 Folio No/Che 540008 A

Confirmation Number: 94464330

HAMPTON INN & SUITES HALIFAX/DARTMOUTH 4/19/2023 11:37:00 AM

DATE	DESCRIPTION	Cashier ID	Transaction ID	GUEST CHARGES	CREDIT	BALANCE
4/17/2023	GUEST ROOM	APATEL36 4	1570593	\$202.75		
4/17/2023	HRM MKT LEVY	APATEL36 4	1570593	\$4.06		
4/17/2023	HST - ROOM TAX	APATEL36 4	1570593	\$31.02		
4/18/2023	GUEST ROOM	APATEL36 4	1570893	\$222.15		
4/18/2023	HRM MKT LEVY	APATEL36 4	1570893	\$4.44		
4/18/2023	HST - ROOM TAX	APATEL36 4	1570893	\$33.99		
4/19/2023	VS *1900	ABHULLA R11	1571066		(\$498.41)	
BALANCE						\$0.00

EXPENSE REPORT SUMMARY

	4/17/2023	4/18/2023	STAY TOTAL
ROOM AND TAX	\$237.83	\$260.58	\$498.41
DAILY TOTAL	\$237.83	\$260.58	\$498.41
F&B TAX		\$0.00	\$0.00
HST		\$0.00	\$0.00
Total Invoice Amount		\$424.90	\$73.51

Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 6,500+ hotels and resorts in 119 countries, please visit Honors.com

CREDIT CARD DETAIL

APPR CODE	046562	MERCHANT ID	810000034836
CARD NUMBER	VS *1900	EXP DATE	05/26
TRANSACTION ID	1571066	TRANS TYPE	Sale



TRAVEL EXPENSE CLAIM

Rate **\$0.5770**

Name of Claimant:	Sharla Sampson	
Destination:	Emera Centre Northside	175 King St, North Sydney
Purpose of Travel:	PAPE	Aging Under the Influence of Movement
Departure Date/Time:	Thursday, May 11, 2023	9:00:00 AM
Return Date/Time:	Friday, May 12, 2023	4:00:00 PM

Approval to Travel

Amuy

Date: February 13, 2023

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	273.00	273.00		0.00	0.00	546.00
Total Cost of Mileage:	\$315.04	\$157.52	\$157.52	\$0.00	\$0.00	\$315.04
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast \$20	\$20.00	\$20.00				\$40.00
Lunch \$25	\$25.00	\$25.00				\$50.00
Dinner \$30						\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$202.52	\$202.52	\$0.00	\$0.00	\$0.00	\$405.04

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 *SS* N/A _____

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

Claimant Signature: *Sharla Sampson*

Date Submitted: 15-May-23

Travel Approved by Supervisor: *Amuy*

GL Code: 10 270 4120 270130

Goods Rec'd. Date.....Initial..... *SS*

Prices Checked..... *SS*

Add. & Ext. Checked..... *SS*

Approval for Payment..... *SS*

Discount Date.....

Paid by Cheque No. *10 270 4120 270130*

Distribution: Acct. No. *10 270 4120 270130*

Introduction to Project Management

Housekeeping Items

Introductions

Objectives Exercise

Course Content (and flow of the two days)

- Overview
- Project Initiating Processes
- Project Planning Processes
- Project Executing Processes
- Project Monitoring and Controlling Processes
- Project Closing Processes

From: "Kerr, Lydia" <Lydia.Kerr@novascotia.ca>
To: "Kerr, Lydia" <Lydia.Kerr@novascotia.ca>
Date: 2023/02/14 11:28 AM
Subject: Intro to Project Management Course- May 11th & 12th

Good Morning,

See details for upcoming project management course below:

Dates: May 11th & 12th, 2023 9:00am-4:00pm both days

Facilitator: Mike Musial

Location: Emera Centre, Scotiabank Meeting Room

175 King Street, North Sydney, NS

Cost: \$250.00

Introduction to Project Management focuses on tools and techniques that are recognized by the Project Management Institute. This course is a two-day active-learning experience open to participants working with or interested in projects, planning, strategy, organizational development, change management, etc.

Participants will become familiar with the specific project management processes applicable to their current or future projects. Participants will have exposure to active learning, promoting team building while building a tool kit to use in future work activities.

For more information or to register, please contact: Lydia.kerr@novascotia.ca, (902)574-3037

Feel free to share with anyone you think you might be interested.

Thanks,

Lydia Kerr
Physical Activity Consultant-Cape Breton Region
Department of Communities, Culture, Tourism & Heritage
Communities, Sport & Recreation Division
c. 902-574-3037

