















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:	The Municipality of the District of Guysborough
Purpose of Travel:	Training Esend and Customer Maintenance
Departure Date/Time:	August 16, 2023 - 8:00AM
Return Date/Time:	August 16, 2023 - 4:00PM

Approval to Travel *[Signature]* Date: August 3, 2023

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	176.00	0.00	0.00	0.00	0.00	0.00
Total Cost of Mileage:	\$101.55	\$0.00	\$0.00	\$0.00	\$0.00	\$101.55
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
<b>Total Amount Being Claimed</b>	<b>\$126.55</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$126.55</b>

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

I confirm that I attended 80% or more of the conference I attended: Initial JK N/A \_\_\_\_\_  
 Attended training in Guysborough on Esend and Customer Maintenance.

Goods Rec'd. Date.....	Initial <u>JK</u>
Prices Checked.....	<u>JK</u>
Add. & Ext. Checked.....	<u>JK</u>
Approval for Payment.....	<u>JK</u>
Discount Date.....	
Paid by Cheque No.....	
Distribution: Acc't. No. <u>10312 2120 212130</u>	

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

Claimant Signature: *Kathleen Jeffrey*

Date Submitted: *August 26, 2023*

Travel Approved by Supervisor: *[Signature]*

GL Code:

From: "Shawn Andrews" <sandrews@modg.ca>  
To: "kjeffrey@richmondcounty.ca" <kjeffrey@richmondcounty.ca>  
Date: 10/08/2023 01:15 PM  
Subject: RE: Citrix Upgrade Required

---

Yes, should work for me.

Shawn Andrews  
Municipality of the District of Guysborough  
Deputy Chief Administrative Officer  
PO Box 79, 33 Pleasant Street  
Guysborough, NS  
B0H 1N0  
Phone: 902 533 3705 x.231  
Cell: 902 870 2304  
Fax: 902 533 2749

**From:** kjeffrey@richmondcounty.ca <kjeffrey@richmondcounty.ca>  
**Sent:** Thursday, August 10, 2023 12:55 PM  
**To:** Shawn Andrews <sandrews@modg.ca>  
**Subject:** RE: Citrix Upgrade Required

Hi Shawn, We wanted to know if you were available on Wednesday, August 16th @ 10:00AM for you to help us with ebilling ? Sincerely, Kathleen Kathleen Jeffrey  
Manager of Accounting and Finance Municipa

Caution! This message was sent from outside your organization.

sophospsmartbannerend  
Hi Shawn,

We wanted to know if you were available on Wednesday, August 16th @ 10:00AM for you to help us with ebilling ?

Sincerely,

Kathleen



**TRAVEL EXPENSE CLAIM** Rate \$0.5770

Name of Claimant:	André LeBlanc	Water / Wastewater Operator.
Destination:	Stukko, NS	Glengarry Best Western.
Purpose of Travel:	Training	ARWWA Semoday
Departure Date/Time:	Sept 11/23	5:30 pm.
Return Date/Time:	Sept 15/23	8:00 pm.
Approval to Travel		Date: Aug 30, 2023

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	444	222	222			444
Total Cost of Mileage:	\$256.19					256.19
Accommodation/Hotel Name:	Glengarry Best Western					
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast \$20						
Lunch \$25						
Dinner \$30		30				30
Other Meals (Receipts Required)						
Incidentals (\$10 per overnight stay)		10				10
Taxi/Parking/Tolls (Receipts Required)						
<b>Total Amount Being Claimed</b>						<b>296.19</b>

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

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

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

(see attached)

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

Claimant Signature: AL

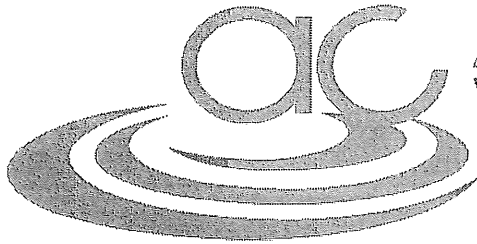
Date Submitted: Sept 25, 2023

Travel Approved by Supervisor: Chris Scudrum

GL Code: 10242 3080 242210

MS13

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	3
Add. & Ext. Checked.....	3
Approval for Payment.....	3
Discount Date.....	
Paid by Cheque No.....	
Distribution Acct. No.....	10242 3080 242210



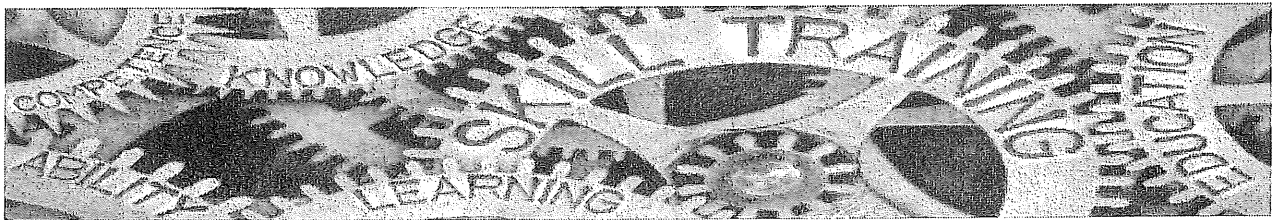
**ATLANTIC CANADA  
WATER & WASTEWATER ASSOCIATION**

American Water Works Association  
Atlantic Canada Section



**1<sup>st</sup> Annual Maritimes Demo Day (Sept. 12, 2023):**

***DON'T DELAY LIMITED SEATS AVAILABLE!***



The ACWWA and ABEA companies are thrilled to welcome you to our first annual hands-on DEMO DAY training and learning event. During the DEMO DAY event you will have up close and hands on training on equipment theory, performance, applications and basic maintenance/set-up. This event will be of particular interest for water/wastewater operators, supervisors and managers!

September 12, 2023

**EVENT SCHEDULE:**

- **Day 1 (8:00 AM-5:30 PM)**
  - o Continental Breakfast at 7:30 AM
  - o Room A – Hands-on Gorman Rupp: Pumps (Jeremy Gillis)
  - o 20-minute Coffee/Tea and Snack Break
  - o Room B – Hands-on Flowstar: Pump maintenance (Ryan McCashon) progressive cavity & rotary lobe
  - o 45-minute lunch break
  - o Room C – Hands-on Omnitech: Level metering (Ryan Lanigan) radar, ultrasonic, pressure
  - o 20-minute Coffee/Tea and Snack Break
  - o Room D – Hands-on Blue & White Pumps: (Bruce Bdinka) Peristaltic/diaphragm dosing pumps
  - o Final review and survey/feedback

Time	GR Pumps Room A	Flowstar Room B	Omnitech Room C	Blue & White Room D
08:00-10:00	Group A	Group D	Group C	Group B
10:20-12:20	Group B	Group A	Group D	Group C
13:10-15:10	Group C	Group B	Group A	Group D
15:30-17:30	Group D	Group C	Group B	Group A

**EDUCATION CREDITS:**

ACWWA will be evaluating for CEU credits based on specific modules and this event may be eligible for up to 0.8 CEU's or 8 contact hours.

**LOCATION:** Best Western Truro 150 Willow St. Truro, NS 902-893-4311

**1<sup>st</sup> Annual Maritimes Demo Day (Sept. 12, 2023):**

Name	André LeBlanc		
Company	Municipality of Richmond		
Company Mailing Address	P.O. Box 120, 2357 Highway 206		
City, Province	Arichat, NS	Postal Code	B0E1A0
Phone	9026311002	Email	aleblanc@richmondcounty.ca
ACWWA Membership #	00444740	WEF Membership #	

If no membership number is listed, you will be invoiced as a non-member. See pricing below.

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

Course:  $\$300.00 + \$45.00 \text{ HST (15\%)} = \$345.00$

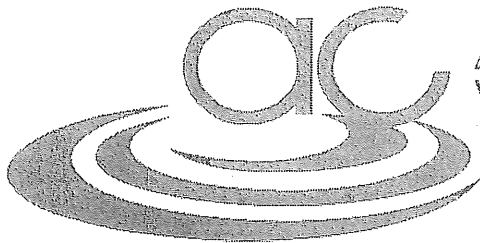
**Fee for Non – Members**

Course:  $\$350.00 + \$52.50 \text{ HST (15\%)} = \$402.50$

Invoices will be sent to the address listed above.  
PO number to be included on the invoice  
Payment can be made by Visa, Master Card or cheque.

Card Holder's Name			
Credit Card Number		Expiry	
Signature			
Email address for credit card receipt			

Cheques should be made payable to:  
**ACWWA**  
PO Box 28141 · Dartmouth, NS · B2W 6E2  
Phone 902-434-6002 Fax 902-435-7796



**ATLANTIC CANADA  
WATER & WASTEWATER ASSOCIATION**

American Water Works Association  
Atlantic Canada Section



## 1<sup>st</sup> Annual Maritimes Demo Day (Sept. 12, 2023):

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  - o Room D – Hands-on Blue & White Pumps: (Bruce Bdinka) Peristaltic/diaphragm dosing pumps
  - o Final review and survey/feedback

Time	GR Pumps Room A	Flowstar Room B	Omnitech Room C	Blue & White Room D
08:00-10:00	Group A	Group D	Group C	Group B
10:20-12:20	Group B	Group A	Group D	Group C
13:10-15:10	Group C	Group B	Group A	Group D
15:30-17:30	Group D	Group C	Group B	Group A

**EDUCATION CREDITS:**

ACWWA will be evaluating for CEU credits based on specific modules and this event may be eligible for up to 0.8 CEU's or 8 contact hours.

**LOCATION:** Best Western Truro 150 Willow St. Truro, NS 902-893-4311

**1<sup>st</sup> Annual Maritimes Demo Day (Sept. 12, 2023):**

Name	André LeBlanc		
Company	Municipality of Richmond		
Company Mailing Address	P.O. Box 120, 2357 Highway 206		
City, Province	Arichat, NS	Postal Code	B0E1A0
Phone	9026311002	Email	aleblanc@richmondcounty.ca
ACWWA Membership #	00444740	WEF Membership #	

If no membership number is listed, you will be invoiced as a non-member. See pricing below.  
**Fee for ACWWA or WEF Members & Employees of UTILITY Members**  
Course:  $\$300.00 + \$45.00 \text{ HST (15\%)} = \$345.00$   
**Fee for Non – Members**  
Course:  $\$350.00 + \$52.50 \text{ HST (15\%)} = \$402.50$

Invoices will be sent to the address listed above.  
PO number to be included on the invoice  
Payment can be made by Visa, Master Card or cheque.

Card Holder's Name			
Credit Card Number		Expiry	
Signature			
Email address for credit card receipt			

Cheques should be made payable to:  
**ACWWA**  
PO Box 28141 · Dartmouth, NS · B2W 6E2  
Phone 902-434-6002 Fax 902-435-7796



**Re: Fw: Demo Day & Hotel**  
Shelley David to: Carla Martell  
Cc: Andre LeBlanc

08/30/2023 09:22 AM

Hi Carla,

I have booked a room for André as follows:

**Best Western Truro 150 Willow St. Truro, NS 902-893-4311**

Check in: September 11, 2023

Check out: September 12, 2023

Confirmation # 102449822

Kind regards,

Shelley

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



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Carla Martell

Hi Shelley Andre Leblanc needs a room at the B...

29/08/2023 11:35:27 AM

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From: Carla Martell/Richmond  
To: Shelley David/Richmond@Richmond  
Cc: Andre LeBlanc/Richmond@Richmond  
Date: 29/08/2023 11:35 AM  
Subject: Fw: Demo Day & Hotel

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Hi Shelley

Andre Leblanc needs a room at the Best Western - Glengarry in Truro for the night of September 11, 2023.

Best Western Truro 150 Willow St. Truro, NS 902-893-4311

Thanks  
Carla

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

----- Forwarded by Carla Martell/Richmond on 08/29/2023 11:33 AM -----

From: Andre LeBlanc/Richmond  
To: Carla Martell/Richmond@Richmond  
Date: 08/29/2023 11:29 AM  
Subject: Demo Day & Hotel

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Carla:

Could you please complete the attached form? I completed the parts I know.

I will also need a room at the Best Western - Glengarry - Truro, NS for the night of September 11, 2023 the seminars start at 8am on September 12, 2023.

Thank you.

André J. LeBlanc, Water Treatment Operator  
Department of Public Works  
Municipality of the County of Richmond  
2357 Highway 206  
Arichat, NS, B0E 1A0  
Work: (902) 631-2982  
Fax: (902) 226-0060[attachment "MaritimesDemoDayForm.pdf" deleted by Shelley David/Richmond]



July 12, 2023

In county travel report for June 2023

June 13 - travel to Louisdale – Meeting with Resident, SREC Rep and Kevin Pardy (MCOR water operator)

- Re : Removal of Easement on property
- travelled alone
- Left Louisdale at 1300 hrs
- 1330 - 1350
- returned to Arichat after the meeting

June 22 - 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

June 22 - travel to La Picasse – Business Dinner with Doug Griffiths, by CB Partnership, Bearhead and MCOR

- Travelled alone
- Left for La Picasse at 1630
- Event from 1700 til 2200

June 23 - travel to Louisdale – Community building Event at Lions Club in Louisdale – With Doug Griffiths and MCOR

- Travelled alone
- Left for Louisdale at 0730
- Event ran from 0830 til 1300
- Travel was one way

June 27 - travel to PH – Travelled to Civic Centre to Pick up Terry D and Jason M and then proceeded to Unity Drive to inspect the damaged Culvert as well as a proposed utility easement for NS Power.

Returned to Civic Centre

Lunch

Left Civic Centre to travel to Little River Reservoir to walk the site with Terry D and Jason M.

Returned to Civic Ctr for Joint meeting of our Industrial Park with the ToPH.

Returned to St Peters after the meeting

June 28 - travel to PH – Strait of Canso Tour with Invest NS and NRR

- travelled alone

- Left for PH at 1400 hrs

- 1500 – 1800 hrs

- Left PH for St Peters for Police Advisory Meeting

Finished Police Advisory at 1945 hrs

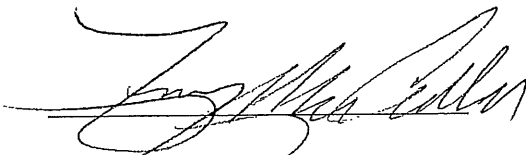
June 29<sup>th</sup> – Travel to Dundee Resort

- Superport Days June 29<sup>th</sup> and 30<sup>th</sup>

- Travelled alone

Arrived 29<sup>th</sup> at 1115 and left on the 30<sup>th</sup> before noon.

- Travel covers from Arichat to Dundee on the 29<sup>th</sup> and from Dundee to Louisdale on the 30<sup>th</sup>.



Troy A. MacCulloch, CAO

Municipality of the County of Richmond



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

INVOICE DETAILS

Invoice from: Troy MacCulloch

Date: June 27 and June 28

Amount: \$20.00 and \$30.00

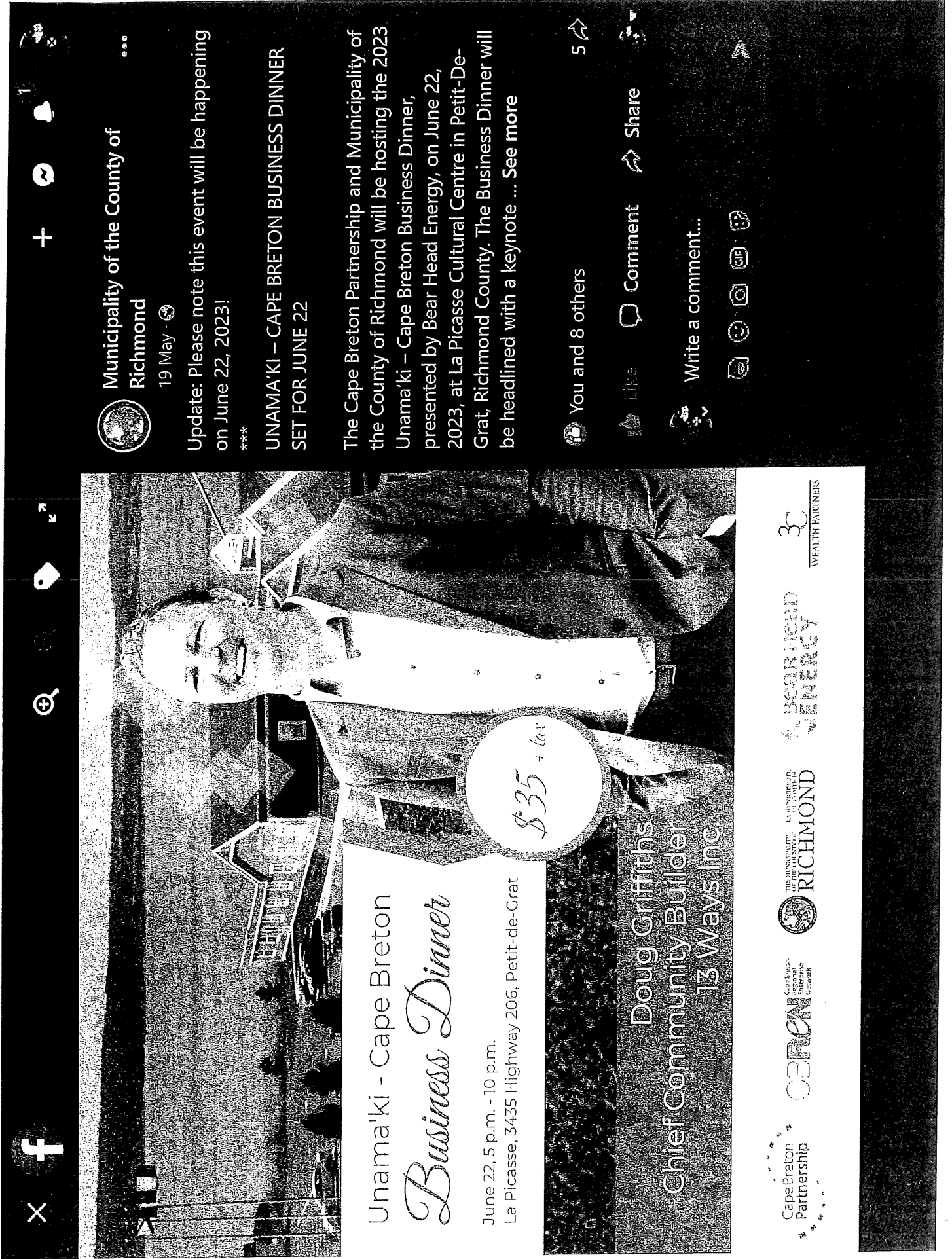
Purpose of Expense:

Meal on June 27 due to meetings in PH - Lunch  
Meal on June 28 due to meetings in PH and Then St Peters on either side of Supper time. - Dinner

Other:

\_\_\_\_\_  
DIRECTOR'S APPROVAL

  
\_\_\_\_\_  
CAO APPROVAL





Sept 06, 2023

In county travel report for July/August 2023

July 12 - travel to PH – Powerline Easements – 2 in the joint industrial park and one in Richmond County.

Meeting with T. Doyle and Marc Dunning.

- travelled alone
- Left for PH at 1400 hrs
- 1430 – 1530 HRS
- returned to Richmond Co after the meeting for a 1600 meeting.

July 18 - travel to PH – Travelled to PH Civic Centre for Start up Meeting with Dillon Engineering – Scope is reinstatement of the Little River Water line and Pumping. Morning with them and Everwind and afternoon with them and Bear Head.

- Travelled alone
- Left for a PH at 0820 and returned at 1500 hrs.

July 25 - travel to PH – Offshore Wind Proposal in the Shannon Studio - Seabreeze/Brezo Energy

- travelled alone
- Left for PH at 1020 hrs
- meeting from 11 - 1200
- Left PH at 1300 hrs

August 11 - travel to Point Michaud – Work was being completed on our new storage building at the site. Still more work to be completed in the Fall.

- travelled alone
- Left for Point Michaud from St Peter's
- 0800 - 0900 hrs
- arrived at the Arichat office at 0930.

August 15 - travel to PH – Working meeting to complete ACOA and NRR Application with Martin and Terry

- travelled alone
- Left for PH at 1020 hrs
- 1100 - 1200 hrs
- Left 1200 noon

August 17 - travel to PH – Travelled to PH Civic Centre for Engagement Meeting with Dillon Engineering. Terry, Troy Jason. Darren McLean and Kyle MacIntyre from Dillon. Concept Meeting.

- Travelled alone
- Left for PH at 0900
- Meeting from 0930 - 1100
- Returned to the office for noon.

August 23 - travel to PH – Travelled to PH - Unity Drive in our Joint Industrial Park. Review the status of the damage to one of our Culverts and also to determine options for the HEO Project to map out where they could practice this year that would benefit our Park. Terry, Troy and Jason M.

- Travelled alone
- Left for PH at 1230
- Meeting from 1300 - 1400
- Returned to the office for 1500 hrs



Troy A. MacCulloch, CAO

Municipality of the County of Richmond



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

NAME: Steve Marcellus

PERIOD COVERED: July 1, 2023 to July 31, 2023

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
05-Jul-23	Meeting with Paul Stackhouse - Dundee Resort on Emergency Management and area response, Bridge Construction follow up Cape George area - Resident concerns regarding access and notifications from County	132.4	
25-Jul-23	Landfill for EHS Defib check	24.8	
28-Jul-23	EMO Storage Unit - Generator testing	42.1	

Totals: 199.30 ✓ \$0.00

Rate: \$0.5113 0.5770

Total Mileage (\$): \$101.90 115

Total Expenses Claimed: \$101.90 115.00

CHANGLED  
 AUG 8/2023

ACCOUNT #:	10-242-3070-242110	CHEQUE #:	
SIGNATURE:		AMOUNT:	
APPROVED:		DATE PAID:	
DATE SUBMITTED:	AUG 8/2023	INITIAL:	

115.00

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	8
Add. & Ext. Checked.....	8
Approval for Payment.....	8
Discount Date.....	
Paid by Choque No.....	
Distribution: Acc't. No.....	

10 229 3050 229270

August 6<sup>th</sup>, 2023

In county travel report for June:

July 5<sup>th</sup>, 2023,

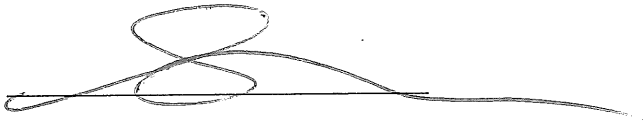
- Meeting Dundee Resort – Emergency measures for area and responses
- Follow up to resident concerns regarding bridge repair in Cape George area – access and notification issues.

July 25<sup>th</sup>, 2023

- EHS registered defibrillator monthly check (Municipal Building and Landfill

July 28<sup>th</sup>, 2023

- Monthly Generator testing

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Steve Marcellus - ESC

Municipality of Richmond County



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

NAME: Steve Marcellus

PERIOD COVERED: August 1, 2023 to August 31, 2023

DATE:	PARTICULARS:	MILEAGE (KM)	OTHER EXPENSES:
09-Aug-23	Generator pick up St. George's Channel	56.4	
10-Aug-23	Monthly generator testing - EMO storage	43.2	
18-Aug-23	Monthly defibrillator check for EHS	32.8	
23-Aug-23	Portable pump pick up from Babin's, EMO storage unit, Burning follow up - Crichton Island (heavy white smoke blowing northeast)	83.2	
25-Aug-23	EMO Storage, Babin's for portable pump, Water plant archat	63.8	
28-Aug-23	EMO storage generator repair, St. Anne's - storage issue, hardware pick up	143.6	
31-Aug-23	Comfort Centre meetings and signing of agreements	243.8	

Totals: 666.80 ✓ \$0.00

Rate: \$0.5770

Total Mileage (\$): \$384.74

Total Expenses Claimed: **\$384.74**

ACCOUNT #:	10-229-3030-229270 - EMO	CHEQUE #:	
SIGNATURE:		AMOUNT:	
APPROVED:		DATE PAID:	
DATE SUBMITTED:		INITIAL:	

MS 3

Goods Rec'd. Date.....Initial.....	2
Prices Checked.....	8
Add. & Ext. Checked.....	9
Approval for Payment.....	9
Discount Date.....	
Paid by Cheque No.....	
Distribution: Acct. No. 10-229-3030	229270

September 5<sup>th</sup>, 2023

In county travel report for August:

August 9<sup>th</sup>, 2023,

- Back up generator pick up St. George's Channel hall

August 10<sup>th</sup>, 2023

- Back up generator monthly testing – EMO storage unit

August 18<sup>th</sup>, 2023

- Monthly EHS registered defibrillator monthly check (Municipal Building and Landfill)

August 23<sup>rd</sup>, 2023

- EMO storage unit - portable pump pick up from Babin's, Brush fire burning follow up on Crichton Island

August 25<sup>th</sup>, 2023

- EMO storage unit – portable pump to water treatment plant, generator storage (2 generators being returned)

August 28<sup>th</sup>, 2023

- EMO storage unit – generator repair (battery, wheels and handles), St. Anne's regarding municipal storage items and evacuation needs, hardware supply pick up

August 31<sup>st</sup>, 2023

- Comfort Centre meetings for signed agreements
  - Fouchu Development Association Community Hall
  - Framboise Community Centre
  - L'Ardoise CommunityHall
  - St. Peter's Lions Club
  - St. Peter's VFD



Steve Marcellus - ESC

Municipality of Richmond County



THE MUNICIPALITY  
OF THE COUNTY OF

LA MUNICIPALITÉ  
DU COMTÉ DE

# RICHMOND

NAME: Steve Marcellus

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

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
05-Sep-23	SAMAA meeting at Port Hawkesbury VFD	48.2	
08-Sep-23	SRCE School visits (Ecole Beau-Port, Felix Marchand, Richmond Academy)	42.6	

Totals: 90.80 ✓ \$0.00

Rate: \$0.5770

Total Mileage (\$): \$52.39

Total Expenses Claimed: **\$52.39**

ACCOUNT #:	10-229-3020-229230 - Fire Services	CHEQUE #:	
SIGNATURE:		AMOUNT:	
APPROVED:		DATE PAID:	
DATE SUBMITTED:		INITIAL:	

MST 3

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

229230

October 3rd, 2023

Fire Services In county travel report for September:

September 5<sup>th</sup>, 2023

- SAMAA Meeting @ Port Hawkesbury VFD

September 8<sup>th</sup>, 2023

- SREC School Visits – Fire safety

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a horizontal line that tapers to the right.

Steve Marcellus - ESC

Municipality of Richmond County



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

NAME: Steve Marcellus

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

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
01-Sep-23	Comfort Centre meetings and signing of agreements	221.7	
05-Sep-23	Comfort Centre meetings and signing of agreements	93.2	
07-Sep-23	Comfort Centre meetings and signing of agreements	97.6	
11-Sep-23	SRH Emergency Planning Meeting	53.8	
12-Sep-23	L'Ardoise Community Centre planning meeting	103.5	
14-Sep-23	EMO Storage to pick up generator for servicing	38.3	
15-Sep-23	EMO Storage to give supplies to L'Ardoise Community Hall - Cots and blankets - H. O'Connell	38.3	
27-Sep-23	Seniors Emergency Preparedness Discussion - The Fleur De Lis Senior's Club @ St. Louis Parish Hall	43.8	
27-Sep-23	Fire Protection Services Meeting - St. Peter's Fire Hall	73.6	

Totals: 763.80 ✓ \$0.00

Rate: \$0.5770

Total Mileage (\$): \$440.71

Total Expenses Claimed: **\$440.71**

ACCOUNT #:	10-229-3030-229270 - EMO	CHEQUE #:	
SIGNATURE:		AMOUNT:	
APPROVED:		DATE PAID:	
DATE SUBMITTED:		INITIAL:	

HST 3

Goods Rec'd. Date.....	Initial.....	JS
Prices Checked.....		JS
Add. & Ext. Checked.....		JS
Approval for Payment.....		JS
Discount Date.....		
Paid by Cheque No.....		
Distribution: Acct. No.....	10 229 3030	229270

October 3<sup>rd</sup>, 2023

In county travel report for September:

September 1<sup>st</sup>, 2023

- Comfort Centre meetings for signed agreements
  - District 10 (Red Islands) VFD/Community Hall
  - Loch Lomond VFD/Community Hall
  - Grand River VFD/Community Hall
  - St. Louis Parish Hall
  - Riverdale Community Centre

September 5<sup>th</sup>, 2023

- Comfort Centre meetings for signed agreements
  - D'Escousse Civic Improvement Hall
  - Janvrin's Island Community Hall
  - Louisdale VFD

September 7<sup>th</sup>, 2023

- Comfort Centre meetings for signed agreements
  - Little Anse Social Interaction Hall
  - Petit De Grat Credit Union for signing of Rocky Bay Irish Club
  - Acaidiaville Community Centre
  - St. Peter's for L'Ardoise VFD signing.

September 11<sup>th</sup>, 2023

- SRH Emergency Planning meeting

September 12<sup>th</sup>, 2023

- L'Ardoise Community Centre Comfort Centre planning meeting

September 14<sup>th</sup>, 2023

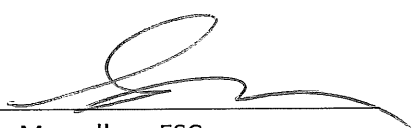
- EMO Generator pick up for servicing.

September 15<sup>th</sup>, 2023

- EMO Storage for supplies - L'Ardoise Community Hall (Harold O'Connell)

September 27<sup>th</sup>, 2023

- Seniors Emergency Preparedness Discussion – St. Louis Parish Hall – Fleur De Lis Senior's Club
- Fire Protection Services Meeting – St. Peter's VFD



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Steve Marcellus - ESC

Municipality of Richmond County



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:	On-Water Exercise
Departure Date/Time:	September 7, 2023 / 0700
Return Date/Time:	September 7, 2023 / 1430

Approval to Travel  Date: Sept. 06, 2023

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): <u>84.20</u>	84.20	0.00	0.00	0.00	0.00	84.20
Total Cost of Mileage: <b>\$48.58</b>	\$48.58	\$0.00	\$0.00	\$0.00	\$0.00	\$48.58 ✓
Accommodation/Hotel Name: Inn on Prince	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Indicate if Direct Bill or Provide Receipt)						
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
<b>Total Amount Being Claimed</b>	<b>\$68.58</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$68.58</b>

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

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

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

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

Claimant Signature: 

Date Submitted: SEPT 7th / 2023

Travel Approved by Supervisor: 

GL Code: 10-2293030229270

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

Prices Checked..... SM

Add. & Ext. Checked..... SM

Approval for Payment.....

Discount Date.....

Paid by Cheque No.....

Distribution: Acct. No. 10-229-3030-229-270

HST3

On September 6, 2022, a 46,400 DWT self-unloading dry bulk carrier, MV Mercury, is enroute to its destination via the Strait of Canso, to load crushed stone at the local Quarry. The MV Mercury is a double hull, self-unloading bulk carrier suitable for carrying dry bulk cargo such as coal, iron ore, salt, and crushed stone.

At 0600hrs the MV Mercury runs its bilge pumps and releases product in the Strait of Canso. A crew member sees a sheen trailing the vessel and reports this to the Master. At 0615hrs the master has ordered the crew to cease running the bilge pumps until a survey can be conducted. At 0620 hrs, the chief engineer reports that between 25-35 tons of Oily Wastewater has been released. The captain then calls the Canadian Emergency Spill number to report the spill. At 0630hrs, the PTMSC 24hr emergency contact operator received a call from the ship owner of the MV Mercury. PTMSC is requested to respond as appropriate to contain, recover, and mitigate any potential impacts.

Weather: Actual

Water Temp: Actual

Tides: Canned

Wind: Canned

Location: Strait of Canso

Product: Mix of Marine Diesel, and Engine Oil

Quantity of Product Released: 25 Tons









<b>TRAVEL EXPENSE CLAIM</b>		Rate <u>\$0.5770</u>
Name of Claimant:	Amanda Mombourquette	
Destination:	Halifax	
Purpose of Travel:	British High Commission	(Hydrogen)
Departure Date/Time:	Sept 6 / 5pm	
Return Date/Time:	Sept 7 / 9pm	
Approval to Travel: Sept 5 & 12		Date: September 12, 2023

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	644.00	322.00	322.00	0.00	0.00	644.00
Total Cost of Mileage:	\$371.59	\$185.79	\$185.79	\$0.00	\$0.00	\$371.59
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
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
<b>Total Amount Being Claimed</b>	\$215.79	\$230.79	\$0.00	\$0.00	\$0.00	<b>\$446.59</b>

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

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

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

This was travel at the invitation of the British Deputy High Commissioner to Canada (see attached).

The purpose was to discuss potential hydrogen projects and collaboration with the UK.

Representatives attending included provincial, industry, and the Atlantic Policy Congress.

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

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

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

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

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

September 12, 2023

\_\_\_\_\_

\_\_\_\_\_

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

HST 3



British  
High Commission  
Ottawa

Office of the Deputy High Commissioner  
Dave Prodger  
80 Elgin Street  
Ottawa, ON  
K1P 5K7

Tel: 613-364-6102  
Fax: 613-567-8045  
<https://www.gov.uk>

August 30, 2023

Dear Amanda Mombourquette,

As the British Deputy High Commissioner to Canada, I wish to invite you to a roundtable discussion on Nova Scotia's offshore wind and hydrogen opportunities, on board a visiting Royal Navy ship during Halifax International Fleet Week. Please see the details below:

- **Date: Thursday, September 7, 2023.**
- **Time: 9:00 am – 10:30 am**
- **Address: Downtown Halifax area - exact location will follow closer to the date**

Kindly RSVP to Demilade Fayemiwo: [Demilade.Fayemiwo@fcdo.gov.uk](mailto:Demilade.Fayemiwo@fcdo.gov.uk) by 31 August, 2023, including a short bio with your name, photograph, position and your interests in offshore wind and hydrogen. **Please note that Government Photo I.D. will be required on arrival.**

Yours sincerely,

A handwritten signature in black ink that reads "Dave Prodger".

Dave Prodger,

Deputy High Commissioner

**From:** Troy MacCulloch/Richmond  
**To:** Amanda Mombourquette/Richmond@Richmond

---

**Date:** Tuesday, September 12, 2023 05:52PM  
**Subject:** Re: Fw: Re: FW: Invitation to roundtable with British High Commission

History: ✦ This message has been replied to.

---

Approved for travel.

Troy

Sent from my iPhone using HCL Verse

---

On Sep 12, 2023, 5:51:41 PM, [amombourquette@richmondcounty.ca](mailto:amombourquette@richmondcounty.ca) wrote:

**From:** [amombourquette@richmondcounty.ca](mailto:amombourquette@richmondcounty.ca)  
**To:** CAO@richmondcounty.ca  
**Cc:**  
**Date:** Sep 12, 2023, 5:51:41 PM  
**Subject:** Fw: Re: FW: Invitation to roundtable with British High Commission

---

Hi Troy,

Could you please review the trip request below and approve when you have a chance? Shelley had replied with the booking, so I assumed it was good to go. But I should probably have the formal "ok" from you too. :)

Thanks!

Amanda

-----Forwarded by Amanda Mombourquette/Richmond on 09/12/2023 05:50PM -----

**To:** Amanda Mombourquette/Richmond@Richmond  
**From:** Shelley David/Richmond  
**Date:** 09/05/2023 09:03AM  
**Subject:** Re: FW: Invitation to roundtable with British High Commission

Hi Amanda,

**Re: Round Table Discussion**

You are booked at the **Barrington Hotel, 1875 Barrington St., 902-429-7410**

**Check in:** Wednesday, Sept. 6 @ 3:00 pm

**Check out:** Thurs. Sept. 7 @ 11:00 am

Confirmation Number: **806768779**

**Re: Rules of Order and Meeting Processes**

**You are booked for the October 14th session** in Port Hawkesbury.

**Location:** Port Hawkesbury Civic Centre - 9:00 am - 3:30 pm

A meeting invite from Rebecca Kolestee will follow shortly.

Shelley

Shelley David  
Municipal Clerk, Communications Officer  
Municipality of the County of Richmond  
2357 Hwy 206, PO Box 120  
Arichat, NS  
BOE 1A0  
PH: (902) 226-3971  
FAX: (902) 226-1510  
[clerk@richmondcounty.ca](mailto:clerk@richmondcounty.ca)



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Amanda Mombourquette---05/09/2023 08:28:59 AM---Not really - just on the Halifax side, and close to downtown. Wherever we can get a decent price -

From: Amanda Mombourquette/Richmond  
To: Shelley David/Richmond@Richmond  
Date: 05/09/2023 08:28 AM  
Subject: Re: FW: Invitation to roundtable with British High Commission

Not really - just on the Halifax side, and close to downtown. Wherever we can get a decent price - if there's still such a thing. :)

-----Shelley David/Richmond wrote: -----  
To: Amanda Mombourquette/Richmond@Richmond  
From: Shelley David/Richmond  
Date: 09/05/2023 08:25AM  
Subject: Re: FW: Invitation to roundtable with British High Commission

Good morning Amanda,

Do you have a particular place you want to stay at?

Shelley

Shelley David  
Municipal Clerk, Communications Officer  
Municipality of the County of Richmond  
2357 Hwy 206, PO Box 120  
Arichat, NS  
BOE 1A0  
PH:(902) 226-3971  
FAX: (902) 226-1510  
[clerk@richmondcounty.ca](mailto:clerk@richmondcounty.ca)



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Amanda Mombourquette---04/09/2023 09:10:09 PM---Hi folks, I plan to attend this meeting on Thursday. Would it be possible to get a room for Wednesd

From: Amanda Mombourquette/Richmond  
To: Shelley David/Richmond@Richmond  
Cc: Troy MacCulloch/Richmond@Richmond  
Date: 04/09/2023 09:10 PM  
Subject: FW: Invitation to roundtable with British High Commission

Hi folks,

I plan to attend this meeting on Thursday. Would it be possible to get a room for Wednesday night? I know it's short notice so just let me know.

Also, I'd like to register for this session in Port Hawkesbury on October 14. <https://nsfm.ca/rules-of-order-meeting-processes-in-person-workshops.html>

I know we've had a workshop, but I'd like to learn more about Chris' recommendations for best practice meetings now that we've put some of this into action at our Council. :)

Thanks!

Amanda

-----Forwarded by Amanda Mombourquette/Richmond on 09/04/2023 09:08PM -----  
To: "[amombourquette@richmondcounty.ca](mailto:amombourquette@richmondcounty.ca)" <[amombourquette@richmondcounty.ca](mailto:amombourquette@richmondcounty.ca)>  
From: "Mombourquette,Amanda" <[Amanda.Mombourquette@nscc.ca](mailto:Amanda.Mombourquette@nscc.ca)>  
Date: 09/04/2023 09:04PM  
Subject: FW: Invitation to roundtable with British High Commission

(See attached file: *Invitation to Roundtable with DHC \_ Amanda Mombourquette.pdf*)

**From:** Demilade Fayemiwo <[Demilade.Fayemiwo@fcdo.gov.uk](mailto:Demilade.Fayemiwo@fcdo.gov.uk)>  
**Sent:** Wednesday, August 30, 2023 9:34 AM  
**To:** Mombourquette, Amanda <[Amanda.Mombourquette@nsc.ca](mailto:Amanda.Mombourquette@nsc.ca)>  
**Subject:** Invitation to roundtable with British High Commission

**CAUTION:** This message was sent from **outside the organization**. Please **do not click links or open attachments** unless you recognize the source of this email and know the content is safe.

---

Dear Amanda Mombourquette,

As a representative of the Strait of Canso, the Deputy High Commissioner from the British High Commission would like to invite you to a roundtable discussion on UK-NS collaboration on board a visiting Royal Navy ship in Halifax on 7 September 2023. Please see attached an official invitation. We would like confirmation of your attendance by midday, Thursday August 31.

Should you be unable to attend, please let us know if a representative from your organisation will attend in your stead.

Regards,  
**Demilade Fayemiwo** (She/Her)

Senior Climate Policy Advisor, Climate and Energy Team  
British High Commission Ottawa | 80 Elgin Street | Ottawa, Ontario, Canada | K1P 5K7  
Mobile: +1 343-998-6973 | Email: [demilade.fayemiwo@fcdo.gov.uk](mailto:demilade.fayemiwo@fcdo.gov.uk)

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This email is intended for the addressee(s) only: All messages sent and received by the Foreign, Commonwealth & Development Office may be monitored in line with relevant [UK legislation](#)[attachment "Invitation to Roundtable with DHC Amanda Mombourquette.pdf" deleted by Shelley David/Richmond].



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

NAME: Shannon Mury

PERIOD COVERED:

FROM: June 1, 2023 TO: July 31, 2023

DATE:	PARTICULARS:	MILEAGE (KM):
June 7, 2023	Arichat to Louisdale re: Imagine the Possibilities	38.00
June 8, 2023	Rec Advisory Committee Meeting, Louisdale	38.00
June 21, 2023	Rec Building re Summer Programming Prep	38.00
June 21, 2023	La Picasse re: NSW Open House	10.22
June 27, 2023	Point Michaud re: Rec Programming Setup & Mobi Mats installation; BBQ prep	123.70
June 28, 2023	VIC re Summer BBQ Delivery	83.92
July 12, 2023	Arena re: Advertising	30.20
July 18, 2023	Meeting at La Picasse	10.22
July 20, 2023	Point Michaud re Site Visit, VIC re printer support, Pick up gift certificates re Pt Michaud Sandcastle.	112.80
July 31, 2023	Point Michaud re Installation of mobi mat	112.80

Goods Rec'd. Date.....Initial..... *SM* *HSCS*  
 Prices Checked.....  
 Add. & Ext. Checked.....  
 Approval for Payment.....  
 Discount Date.....  
 Paid by Cheque No. *10-270-4120*  
 Distribution: Acct. No. *270170*

Totals: 597.86  
 Rate: \$0.5770  
 Total Mileage (\$): \$344.97

Total Expenses Claimed: \$344.97

ACCOUNT #:	10-270-4120-270170	CHEQUE #:
SIGNATURE:	<i>Shannon Mury</i>	AMOUNT:
APPROVED:	<i>[Signature]</i>	DATE PAID:
DATE SUBMITTED:	01-Jun-23	INITIAL:



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

NAME: Shannon Mury

PERIOD COVERED:

FROM: <sup>Aug</sup> June 1, 2023 TO: <sup>Sept</sup> July 31, 2023

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
August 2, 2023	Arichat to Louisdale re: Bike Rodeo & Arena Site Visit	38.00	
August 24, 2023	Rec Building re: Mobi Rollers	30.20	
August 26, 2023	Anne Sampson Building re: Program Registration	55.40	
August 28, 2023	Rona, Landfill, WA Water Treatment Plant, Co-op	25.00	
August 28, 2023	Arichat to Arena re Mobi Mats	38.00	
Sept 5, 2023	Arena Site Visit	30.20	
Sept 13, 2023	Arena re: RCCN Meeting	30.20	
Sept 14, 2023	Arena re: Engagment Workshop/Meeting, Landry Brother re: supplies & Charles Forest Coop re Supplies	40.40	
Sept 15, 2023	Arena re: Engagement Workshop	30.20	
Sept 19, 2023	NSSC re: CORAH Announcement	91.40	
Sept 20, 2023	Arena re: Site visit	30.20	
Sept 21, 2023	River Bourgeois & St. Peter's re: Registrations Kids Art I & II; Line Dancing	70.40	
Sept 26, 2023	St. Peter's & Louisdale re: Registration (Chair Yoga) and arena site visit	78.00	
Sept 26, 2023	River Bourgeois re: Gentle Yoga	55.70	

Goods Rec'd. Date.....	Initial.....	HSE		
Prices Checked.....				
Add. & Ext. Checked.....			Totals:	643.30 ✓ \$0.00
Approval for Payment.....			Rate:	\$0.5770
Discount Date.....			Total Mileage (\$):	\$371.18
Paid by Cheque No. 10370400270170				
Distribution Acct. No. 7				

Total Expenses Claimed: **\$371.18**


ACCOUNT #:	10-270-4120-270170	CHEQUE #:	
SIGNATURE:	<i>Shannon Mury</i>	AMOUNT:	
APPROVED:	<i>[Signature]</i>	DATE PAID:	
DATE SUBMITTED:	September 29, 2023	INITIAL:	



**TRAVEL EXPENSE CLAIM**

Rate **\$0.5770**

Name of Claimant:	Shannon Mury
Destination:	NSSC - Strait Area Campus, Port Hasting, NS
Purpose of Travel:	CORAH Advocay Meeting
Departure Date/Time:	Sept 8, 2023 9:30am
Return Date/Time:	Sept 8, 2023 1:15pm

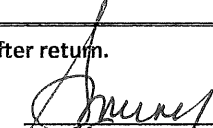
Approval to Travel  Date: 06 Sept 2023

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	91.40	0.00	0.00	0.00	0.00	91.40
Total Cost of Mileage:	\$52.74	\$0.00	\$0.00	\$0.00	\$0.00	\$52.74
Accomodation/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
<b>Total Amount Being Claimed</b>	<b>\$77.74</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$77.74</b>

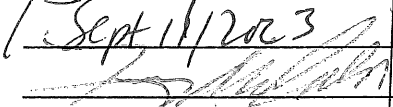
**Written Travel Report - Policy Requirements (Section 1:3.ii)**  
 Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel. Please indicate if the 80% attendance threshold has been met

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

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

Claimant Signature: 

Date Submitted: Sept 11/2023

Travel Approved by Supervisor: 

GL Code: 10-270-4120-270170

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	
Acc. & Ext. Checked.....	
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distribution Acct. No.....	10-270-4120-270170

HST3



**AGENDA**  
**CORAH Advisory Committee Meeting**  
Friday September 8, 2023  
10:30am-12pm  
NSCC Strait Campus 226 Reeves Street  
Classroom #209

---

Item	Description	Lead	Time
1	<b>Welcome and introductions</b> -What motivated you to accept this Advisory invitation? (be it personal/ professional etc.)	Michele MacPhee & Linda Ouellette	15 minutes
2	<b>CORAH Overview</b> - Centre of Rural Aging and Health & Provincial CORAH announcement @NSCC Strait Campus	Michele MacPhee	15 minutes
3	<b>Older Adult / Community Engagement</b> What is underway or has already been completed? -What gaps have we identified collectively?	Dorothy Barnard, Shannon Mury, Michelle Farrow	20 minutes
4	<b>CORAH Programming Brainstorm</b> -What would you like to see CORAH offering?	Everyone	10 minutes
5	<b>Community Champions</b> -Helping to promote CORAH to those older adults in our region.	Everyone	10 minutes
6	<b>Next steps/ Questions &amp; Answers</b>		



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

**TRAVEL EXPENSE CLAIM**

Rate **\$0.5770**

Name of Claimant:	Shannon Mury
Destination:	Halifax (Cedar Event Centre, 111 Clayton Park Dr, Halifax, NS B3M 1M3)
Purpose of Travel:	Provincial Volunteer Banquet
Departure Date/Time:	Sunday Sept 24, 2023 4:30pm
Return Date/Time:	Monday Sept 25, 2023 8:00pm

Approval to Travel

Date: **September 11, 2023**

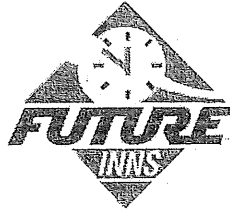
Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	310.00	315.00	0.00	0.00	0.00	625.00
Total Cost of Mileage:	\$178.87	\$181.76	\$0.00	\$0.00	\$0.00	\$360.63
Accommodation/Hotel Name:	\$170.09	\$0.00	\$0.00	\$0.00	\$0.00	\$170.09
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
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)	\$10.00					\$10.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
<b>Total Amount Being Claimed</b>	<b>\$358.96</b>	<b>\$256.76</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$615.72</b>

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

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

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

All claims are to be submitted not later than 60 days after return.		HST?	
Claimant Signature:	<u>Shannon Mury</u>	Goods Rec'd. Date.....	Initial.....
Date Submitted:	<u>Sept 27/2023</u>	Prices Checked.....	
Travel Approved by Supervisor:	<u>[Signature]</u>	Add. & Ext. Checked.....	
GL Code:	10-270-4120-270170	Approval for Payment.....	
		Discount Date.....	
		Paid by Cheque No.....	
		Distribution: Acc'y No.....	<u>10-270-4120-270170</u>



FUTURE INNS HALIFAX

Shannon Mury  
2357 Highway 206  
Afton Station NS B0H 1A0  
Canada

Company Name: Government Employee  
Group Name:

Room No. : 325  
Arrival : 09/24/23  
Departure : 09/25/23  
Folio No. :  
Conf. No. : 102515937  
PO No. :  
Custom Ref. :

Date	Description	Charges	Credits
09/24/23	Government Employee - Offical Government ID Required	145.00	
09/24/23	Marketing Levy	2.90	
09/24/23	HST - Room Tax	22.19	
		Total Charges	170.09
		Total Credits	0.00
		Balance	170.09

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

# Nova Scotia Provincial Volunteer Awards, 2023

## General Admission

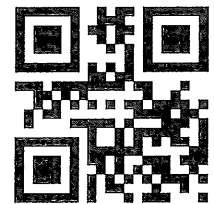
Cedar Event Centre, 111 Clayton Park Drive, Halifax, NS B3M 1M3, Canada

Monday, 25 September 2023 from 12:30 p.m. to 3:30 p.m. (AT)

Free Order

### Order Information

Order #7691163259. Ordered by Shannon Mury on 12 September 2023 12:04 PM



769116325912608151939001

### Order Questions:

Please identify which band, municipality or town you are representing  
Municipality to the County of Richmond



**TRAVEL EXPENSE CLAIM**

Rate \$0.5770

Name of Claimant:	Robert Phillips	
Destination:	Bridgewater	
Purpose of Travel:	NSAPG conference	Police governance
Departure Date/Time:	Sept. 13, 2023 1:00pm	
Return Date/Time:	Sept. 15, 2023 4:30pm	

Approval to Travel *[Signature]* Date: *Sept. 12, 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	\$0.00	\$0.00	\$25.00			\$25.00 ✓
Dinner \$30	\$30.00	\$0.00	\$0.00			\$30.00 ✓
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
<b>Total Amount Being Claimed</b>	<b>\$40.00</b>	<b>\$10.00</b>	<b>\$25.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$75.00</b>

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

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

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

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

Claimant Signature: *Robert Phillips*

Date Submitted: *Sept 18, 2023*

Travel Approved by Supervisor: *[Signature]*

GL Code:

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	<i>g</i>
Add. & Ext. Checked.....	<i>g</i>
Approval for Payment.....	<i>g</i>
Discount Date.....	
Paid by Cheque No.....	
Dist: <i>10 212 2170 212400</i>	

*H-13*

Sept 25/23

Troy,

Amanda approved for both

Brent + Bob to travel for

the conference on Sept 10th

via email.

SD



**FALL CONFERENCE**  
**SEPTEMBER 13-15, 2023**  
**Best Western, Bridgewater**



WEDNESDAY SEPTEMBER 13 <sup>TH</sup>	THURSDAY SEPTEMBER 14 <sup>TH</sup>	FRIDAY SEPTEMBER 15 <sup>TH</sup>
<p><b>1 PM – Golf Tournament</b> (Osprey Ridge)</p> <p>-BBQ onsite at end of play</p> <p><b>7 PM – Registration/ Trade Show Open</b></p> <p><b>7 PM – Meet and Greet</b></p>	<p><b>7 AM – Registration Opens</b>  <b>7:30 AM – Breakfast</b>  <b>8 AM – Trade Show Opens</b></p> <p><b>8:30 AM–4:30 PM – Plenary Sessions</b>            (Exact times &amp; order of sessions TBD)            (Lunch &amp; Nutrition Breaks will be provided)</p> <p><b>0830 AM Opening Remarks – Presidents -NSCPA &amp; NSAPG</b>            Greetings by Minister of Justice, Brad Johns, Mayor David Mitchell, Town of Bridgewater &amp; Mayor Carolyn Bolivar-Getson, MODL.</p> <p><b>DOJ – Updates – DM Candace Thomas, AOP, Guns &amp; Gangs funding, Standards, etc.</b></p> <p><b>10:30 AM Nutrition Break-Sponsored by CN Police</b></p> <p><b>11:00 AM 11:30 AM -Inspector Pierre Bergeron, CN Police, Rail Investigative Protocols</b></p> <p><b>11:30 AM- 12:00 PM Jeff Minten Executive Director Atlantic Police Academy recruiting, cadets, class size</b></p> <p><b>12:00 PM- 1:00 PM LUNCH</b></p> <p><b>1:00 PM – 2:230-PM Chief Gary Forward NB Chiefs &amp; CO DeAnna Hill RCMP NB</b>            Speaking on Integrated Enforcement Unit</p> <p><b>2:30PM- 3:00 M Break -sponsored by GM</b></p> <p><b>3:00PM -3:45 Chris Taylor (USA ATF) Presentation</b>            Integrated Ballistics Identification System (IBIS)</p> <p><b>3:45PM 4:15PM Presentation by Charlene Poranganel -Onstar</b>            Safety and Security Services for Police, Fire and EMS            Investigational Aid</p> <p><b>4:15PM- 4:30PM MADD</b></p> <p><b>Gala Dinner</b>  <b>6 PM – Reception</b>  <b>7 PM – Dinner</b>  <b>Guest Speaker: Alphonse McNeil</b></p>	<p><b>8:00 AM – Breakfast</b></p> <p><b>8:30 AM – 945am</b>            1. Josh Bates-HRM Presentation on MCC &amp; Governance            2. Training Opportunities NSAPG David Walker &amp; DoJ &amp; CAPG Jennifer Malloy            3. MCC Report Update Hayley Crichton DoJ</p> <p><b>10:00 AM Break</b></p> <p><b>10:00 AM-end of day</b>  <b>Boards Split for individual meetings.</b></p> <p><b>10:00AM-11:00AM</b>  <b>NS Chief's discussion various topics (Agenda to come)</b></p> <p><b>11:00AM-?</b>  <b>NS Chief's Business Meeting</b></p>





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

**BY-LAW / POLICY COMMITTEE MEETING**

Tuesday, June 6<sup>th</sup>, 2023, 6:00 p.m.  
Council Chambers

AGENDA

1. Call to Order
2. Approval of Agenda
  - a) Item added to the Agenda – CCBF Policy, Re: Discussion
3. Review of Minutes
  - a) May 23, 2023
4. By-Law / Policy, Re:
  - a) Vending By-Law – First Draft
  - b) Vending Fee Policy – First Draft
  - c) RCMP Advisory Board – First Draft
  - d) Heritage By-Law – First Draft
5. By-Law/Policy Working List/ Schedule
  - a) Review Current Schedule
  - b) Fall Schedule Discussion
6. Recommend to the Council (If Required)
7. Adjournment



THE MUNICIPALITY  
OF THE COUNTY OF

LA MUNICIPALITÉ  
DU COMTÉ DE

**RICHMOND**

## RECREATION ADVISORY COMMITTEE MEETING

### AGENDA

**Date:** June 8, 2023

**Time:** 7:00 pm

**Location:** Richmond Arena Boardroom/Virtual

1. Call to Order
2. Items added to agenda
3. Approval of agenda
4. Review of Minutes: March 9, 2023
5. Update from Recreation Department
  - a. Rec Plan
  - b. Summer Programming
  - c. Programming Recommendations
  - d. Other
6. Meeting Schedule
7. Items Added
8. Round Table
9. Next Meeting
10. Adjournment

Community Meeting  
Johnstown  
June 13<sup>th</sup>, 2023

a) Purpose of meeting

I was asked to attend a meeting with a few members of the community to get clarification on a few concerns they wanted to bring forward.

b) Date of meeting

June 13<sup>th</sup>, 2023

c) Place of meeting

The meeting took place in the upstairs of the Johnstown Fire hall.

d) Start and end time of meeting

The meeting began at 7pm and concluded between 730 and 8pm as I recall

e) Persons present at the meeting

- Former councillor Gail Johnson
- Louise Campbell
- Fire Chief Scott Magdy
- Julie and Leroy Jesso

f) brief statement of discussions held

For the most part some members of the community were wanting information regarding how the possibility of a single rate fire levy may affect them. We also discussed plans for the new community centre/Fire hall they are planning to build. Some road concerns were also brought up so that I could relay them to the department of transportation.



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

**Planning Advisory / Heritage Committee Meeting**

Thursday, June 15, 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) May 30<sup>th</sup>, 2023
4. Staff Reports, re:
  - a) Rezoning of the former Walter Fougere/WREC, 19 School Road, Evanston – Updated
5. Items Added to the Agenda
6. Questions/Answers
7. Next Meeting Date
8. Adjournment



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

TRAVEL EXPENSE CLAIM		Rate <u>\$0.5770</u>
Name of Claimant:	Brent Sampson	
Destination:	Bridgewater	
Purpose of Travel:	NSAPG conference	Police Governance
Departure Date/Time:	Sept.13/2023 1:00pm	
Return Date/Time:	Sept.15/2023 4:30pm	
Approval to Travel		Date:

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	409.00	0.00	409.00	0.00	0.00	818.00 ✓
Total Cost of Mileage:	\$235.99	\$0.00	\$235.99	\$0.00	\$0.00	\$471.99 ✓
Accommodation/Hotel Name	Best Western Plus					\$0.00
Meals: Breakfast \$20	\$0.00	\$0.00	\$0.00			\$0.00
Lunch \$25	\$0.00	\$0.00	\$25.00			\$25.00 ✓
Dinner \$30	\$30.00	\$0.00	\$0.00			\$30.00 ✓
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
<b>Total Amount Being Claimed</b>	<b>\$275.99</b>	<b>\$10.00</b>	<b>\$260.99</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$546.99</b> ✓

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

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

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

Claimant Signature: Brent Sampson

Date Submitted: Sept 19th / 2023

Travel Approved by Supervisor: [Signature]

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

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

Prices Checked..... 9

Add. & Ext. Checked..... 9

Approval for Payment..... BS

Discount Date.....

Paid by Cheque No.....

Distribution: Acc't No. 18 210 2110 31015



**FALL CONFERENCE**  
**SEPTEMBER 13-15, 2023**  
**Best Western, Bridgewater**



WEDNESDAY SEPTEMBER 13 <sup>TH</sup>	THURSDAY SEPTEMBER 14 <sup>TH</sup>	FRIDAY SEPTEMBER 15 <sup>TH</sup>
<p><b>1 PM – Golf Tournament</b> (Osprey Ridge)</p> <p>-BBQ onsite at end of play</p> <p><b>7 PM – Registration/ Trade Show Open</b></p> <p><b>7 PM – Meet and Greet</b></p>	<p><b>7 AM – Registration Opens</b>  <b>7:30 AM – Breakfast</b>  <b>8 AM – Trade Show Opens</b></p> <p><b>8:30 AM–4:30 PM – Plenary Sessions</b>            (Exact times &amp; order of sessions TBD)            (Lunch &amp; Nutrition Breaks will be provided)</p> <p><b>0830 AM Opening Remarks – Presidents -NSCPA &amp; NSAPG</b>            Greetings by Minister of Justice, Brad Johns, Mayor David Mitchell, Town of Bridgewater &amp; Mayor Carolyn Bolivar-Getson, MODL.</p> <p><b>DOJ – Updates – DM Candace Thomas, AOP, Guns &amp; Gangs funding, Standards, etc.</b></p> <p><b>10:30 AM Nutrition Break-Sponsored by CN Police</b></p> <p><b>11:00 AM 11:30 AM -Inspector Pierre Bergeron, CN Police.</b>            Rail Investigative Protocols</p> <p><b>11:30 AM- 12:00 PM Jeff Minten Executive Director Atlantic Police Academy</b> recruiting, cadets, class size</p> <p><b>12:00 PM- 1:00 PM LUNCH</b></p> <p><b>1:00 PM – 2:230-PM Chief Gary Forward NB Chiefs &amp; CO DeAnna Hill RCMP NB</b>            Speaking on Integrated Enforcement Unit</p> <p><b>2:30PM- 3:00 M Break -sponsored by GM</b></p> <p><b>3:00PM -3:45 Chris Taylor (USA ATF) Presentation</b>            Integrated Ballistics Identification System (IBIS)</p> <p><b>3:45PM 4:15PM Presentation by Charlene Poranganel -Onstar</b>            Safety and Security Services for Police, Fire and EMS            Investigational Aid</p> <p><b>4:15PM- 4:30PM MADD</b></p> <p><b>Gala Dinner</b>  <b>6 PM – Reception</b>  <b>7 PM – Dinner</b>  <b>Guest Speaker: Alphonse McNeil</b></p>	<p><b>8:00 AM – Breakfast</b></p> <p><b>8:30 AM – 945am</b>            1.Josh Bates-HRM Presentation on MCC &amp; Governance            2. Training Opportunities            NSAPG David Walker &amp; DoJ &amp; CAPG Jennifer Malloy            3.MCC Report Update Hayley Crichton DoJ</p> <p><b>10:00 AM Break</b></p> <p><b>10:00 AM-end of day</b>  <b>Boards Split for individual meetings.</b></p> <p><b>10:00AM-11:00AM</b>  <b>NS Chief's discussion various topics (Agenda to come)</b></p> <p><b>11:00AM-?</b>  <b>NS Chief's Business Meeting</b></p>

Amanda

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

To: Amanda Mombourquette/Richmond@Richmond

From: Brent Sampson/Richmond

Date: 09/10/2023 04:34PM

Cc: Troy MacCulloch/Richmond@Richmond

Subject: Fw: Fall Police Governance Conference - September 13 -15

Hi Amanda

I know we had previously spoken about this but I wasn't sure if i had ever made a formal request to attend this conference. In case I hadn't I will make the request at this time for myself as well as Mr. Robert Phillips who is a citizen member of the committee.

Brent Sampson  
Councillor District 5  
Richmond County

----- Forwarded by Brent Sampson/Richmond on 2023-09-10 04:28 PM -----

From: Shelley David/Richmond

To: Brent Sampson/Richmond@Richmond, "Robert Phillips" <[rcphillips10@hotmail.com](mailto:rcphillips10@hotmail.com)>

Date: 2023-09-01 02:42 PM

Subject: Fall Police Governance Conference - September 13 -15

Good afternoon,

- Conference Registration has been prepaid.
- Rooms will be charged to the Municipal Credit Card.
- Municipal Travel Expense Form is used to claim approved expenses that are not placed on the Municipal Credit card (attached)
- NSAPG - Fall Conference Agenda (attached)
- You are staying at the:  
**Bridgewater Best Western, 527 Highway 10 Exit 12, Bridgewater, Nova Scotia, 902-530-0101**

**Check in 3:00 pm: Wednesday, September 13** \*\*\*early morning travel required for golf

**Check out 11:00 am: Friday, September 15**

**Room Reservation # 184824 (Brent)**

**Room Reservation # 184825 (Bob)**

- If you need to contact me while you are away my work cell # 902-631-5929

Kind regards,

Shelley

Shelley David  
Municipal Clerk, Communications Officer  
Municipality of the County of Richmond  
2357 Hwy 206, PO Box 120







TRAVEL EXPENSE CLAIM			Rate <u>\$0.5770</u>
Name of Claimant:	Sharla Sampson		
Destination:	Digby Pines Golf Resort & Spa	103 Shore Rd, Digby, NS	
Purpose of Travel:	Recreation Nova Scotia Conference	Recreation Nova Scotia Awards Banquet	
Departure Date/Time:	Wednesday, October 11, 2023	8:30:00 AM	
Return Date/Time:	Thursday, October 12, 2023	4:00:00 PM	
Approval to Travel	Sept 26 / 2023		Date: <i>[Signature]</i>

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	539.00	539.00		0.00	0.00	1,078.00
Total Cost of Mileage:	\$311.00	\$311.00	\$0.00	\$0.00	\$0.00	\$622.01
Accommodation/Hotel Name:	Digby Pines Golf Resort & Spa		\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>	direct billed	direct billed				
Meals: Breakfast \$20		\$20.00				\$20.00
Lunch \$25	\$25.00	\$25.00				\$50.00
Dinner \$30						\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)	\$10.00					\$10.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
<b>Total Amount Being Claimed</b>	\$346.00	\$356.00	\$0.00	\$0.00	\$0.00	\$702.01

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

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

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

*\* Went into Dartmouth crossing by to get halloween treats*

All claims are to be submitted not later than 60 days after return.	
Claimant Signature:	<i>Sharla Sampson</i> Friday, October 13, 2023
Date Submitted:	
Travel Approved by Supervisor:	<i>[Signature]</i>
GL Code:	102704120270130

*HST?*

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	9
Add. & Ext. Checked.....	9
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distribution: Acc. No.....	270130

Conference Program

**Municipal Affairs and Housing - Andrea Hyslop, Senior Policy Analyst - Association of Municipal Administrators Nova Scotia, Accessibility Coordinator**

Overview of Accessibility Capacity Building Program including the partnership that was developed between the province and AMANS and how AMANS is helping municipalities to build accessibility capacity.

**Justice/Accessibility Directorate - Maddi Adams, Senior Policy Analyst and Lead for Built Environment**

Overview of status of the Built Environment standard including contents of the standard, timing of enactment, and implications for the recreation sector.

**Communities, Culture, Tourism and Heritage - Paul Tingley, Recreation Consultant**

Accessibility grant opportunities through CCTH.

**Natural Resource and Renewables - Tara Crandlemere, Director of Parks and Outreach**

Presenting on current work advancing accessibility of parks, beaches campsites, including success stories and learnings around how your DNRR is making provincial recreation infrastructure accessible.

**3:15pm - 5:15pm Academic/Research Symposium with Dr. Mary Sweatman, Dr. Karen Gallant, & Jessica Spooner**

Through this interactive session, we will be exploring the intersections between practice and research, sharing research that connects to current issues in our field, and discussing the opportunities and challenges with community-university partnerships working on actionable research.

**4:00pm Hike the Hills Wellness Opportunity!**

859 Culloden Road, Digby

**5:30pm - 6:30pm Networking Social**

House 29, Digby Pines  
Looking for something to do before the banquet? House 29 will be open with yard games and an opportunity to chat about all of the great things learned during day one!

What to wear/bring: outdoor-appropriate clothing, your A-games!

**6:30pm - 11:00pm**

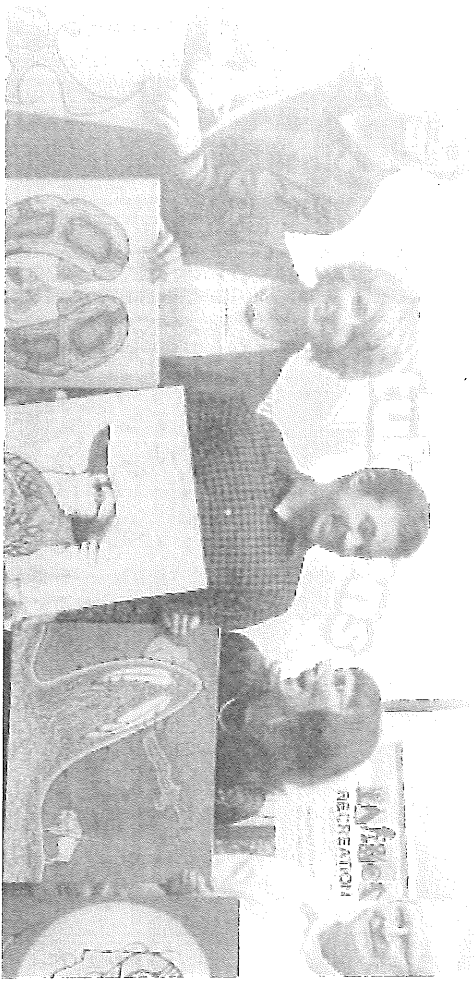
**RMS Banquet, Awards Ceremony & the Recreation Auction**

Upper Hall  
Recreation hosted by South Shore

A celebration of recreation professionals and the sector across Nova Scotia! The one time a year we all get to come together and brag, I mean, be very proud, of all of the work that we do as individuals and recreation professionals in Nova Scotia. Celebrating our accomplishments is as important as accomplishing them!

Recreation is a fundraiser that helps support the conference and serves as an opportunity to see what other regions and areas in NS have to showcase and offer. Live and silent auction items available during the banquet.

What to wear/bring: semi-formal dress; cash bar available



Healthier Futures Through Recreation