



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

Planning Advisory / Heritage Committee Meeting

Tuesday, December 19th, 2023, 6:00 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) November 14th, 2023
4. Delegation: Wesley Martin, Re: Neighbourly Setbacks for Wind Farms in Richmond County
5. Submitted Requests for Review and Response, Re: Planning within Richmond County
6. Road Name Change, Re: Canns Point Road., Cannes Point Road Extension
7. Staff Report - Request to Purchase Municipal Property: PID 75142133 Levesconte Lane, River Bourgeois
8. Items Added to the Agenda
9. Questions/Answers
10. Next Meeting Date
11. Adjournment



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TRAVEL EXPENSE CLAIM Rate **\$0.5770**

Name of Claimant:	Ronalda Boudreau	
Destination:	NSCC, Port Hastings	
Purpose of Travel:		Set up a booth for Sports, Recreation and Active Living Services
Departure Date/Time:	24-Oct-23	
Return Date/Time:	24-Oct-23	

Approval to Travel Date: _____

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	90.00	0.00	0.00	0.00	0.00	90.00
Total Cost of Mileage:	\$51.93	\$0.00	\$0.00	\$0.00	\$0.00	\$51.93
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	\$51.93	\$0.00	\$0.00	\$0.00	\$0.00	\$51.93

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 RB N/A _____

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

Claimant Signature: Ronalda Boudreau

Date Submitted: 30-Oct-23

Travel Approved by Supervisor: [Signature]

GL Code: 10 270 4120 270180

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	
Add. & Ext. Checked.....	
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No. <u>102704120270180</u>	
Distribution Acct. No. <u>102704120270180</u>	

HST 3



Invitation to NSCC Strait Area Campus - Sports, Recreation, Physical Activity and Healthy Living Services
Scott, Tracy to: mfarrow@townofph.ca, cgillis@townofph.ca, jason.calder@invernesscounty.ca, charlotte.macdonald@invernesscounty.ca, recreation@antigonishcounty.ns.ca, recreation@townofmulgrave.ca, acleary@modg.ca, cbowie@modg.ca, jmyers@modg.ca, smury@richmondcounty.ca, ssampson@richmondcounty.ca, mpal@wagmatcook.com, larry@trimac.toyota.ca, bnsoul@jayb-s.com 2023-10-11 04:17 PM
Cc: "Rooyakkers,Donalda"

History:

This message has been forwarded.

Hi There,

I am reaching out from the Nova Scotia Community College Strait Area Campus & Nautical Institute, Port Hawkesbury.

As you know, we are one month into the 2023-2024 academic year, and we have noticed a growing interest in local sports, recreation, physical activity, and healthy living services.

Our diverse student population travel to the Strait Area Campus from all corners of the Quad Counties. Therefore, we are interested in having providers from across Guysborough, Antigonish, Richmond and Inverness Counties visit our campus to promote services and answer student questions/concerns.

If interested, we can set up a table/booth for you in our main lobby over the lunch break. Based on your availability, we are considering the following date:

- **Tuesday, October 24th from 11:30-1:30**

We look forward to hearing back from you.

Take care,

Tracy

Tracy Scott, BA, CCDP
Student Services Advisor

Nova Scotia Community College
Strait Area Campus
Mobile: (902) 631-3345 | Web: nsc.ca

After hours support:

- Good2Talk Post-Secondary Student Helpline is available 24/7 at 1-833-292-3698
- Crisis Text Line: text Good2TalkNS to 686868
- NS Mental Health & Addictions Central Intake: 1-855-922-1122
- Mental Health & Addictions Crisis Line: 1-888-429-8167
- Nova Scotia 211 (<http://ns.211.ca/>) helps people find services provided by community groups. They can help you find a service in your area should you wish to contact them.
- Eskasoni Mi'kmaw Crisis and Referral line 24/7: In English and Mi'kmaw 1-855-379-2099 (toll-free) or 902-379-2099

- If you are experiencing an emergency, call 911 or go to the closest hospital emergency department.
- For additional wellness resources check out [HealthymindsNS](#) or [NSCC Wellness and Counselling](#)

This communication (including any attachments) may contain privileged or confidential information of Nova Scotia Community College and is intended for a specific individual. If you are not the intended recipient, you should delete this communication, including any attachments without reading or saving them in any manner, and you are hereby notified that any disclosure, copying, or distribution of this communication, or the taking of any action based on it, is strictly prohibited.



Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim		Rate <u>\$0.5770</u>
Name of Claimant:	Shelley David	
Destination:	Digby Pines, NS	
Purpose of Travel:	AMANS Fall Conference	
Departure Date/Time:	Oct. 17, 2023 6: 30 am	
Return Date/Time:	Oct. 20, 2023 5: 15 pm	
Approval to Travel :		Date: September 21, 2023

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): 1030.80	515.40	0.00	0.00	515.40	0.00	1,030.80 ✓
Total Cost of Mileage: \$594.77	\$297.39	\$0.00	\$0.00	\$297.39	\$0.00	\$594.77 ✓
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt) PO# 7042</i>	Direct Bill	Direct Bill	Direct Bill			
Meals: Breakfast \$20	\$20.00	\$20.00	\$20.00	\$20.00		\$80.00 ✓
Lunch \$25	\$25.00			\$25.00		\$50.00 ✓
Dinner \$30	\$30.00					\$30.00 ✓
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	\$382.39	\$30.00	\$30.00	\$342.39	\$0.00	\$784.77 ✓

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 and 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 _____

Travelling with the Manager of Recreation.

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

Claimant Signature:

Date Submitted: Oct 25/23

Travel Approved by Supervisor:

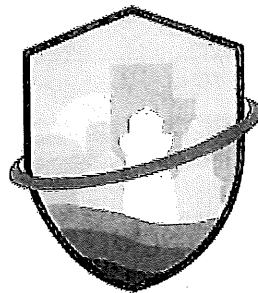
GL Code: _____

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	<u>8</u>
Add. & Ext. Checked.....	<u>9</u>
Approval for Payment.....	<u>9</u>
Discount Date.....	
Paid by Cheque No.....	
Distribution: Acct. No.....	<u>10-212-2120-212130</u>

HST3



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SAFEGUARDING
Our Future

October 17-20, 2023
Digby Pines | Digby, Nova Scotia

Don't Miss a Thing
Event Program

Pre Conference Day, Tuesday October 17

Wednesday October 18

Thursday October 19

Friday October 20

^

6:30 am - 7:30 am

Early Riser Walk/ Run- Unstructured

Digby Pines Hotel Lobby

We welcome you to start your day with some movement. Those who wish to get a walk/run in before the conference gets going can meet up in the lobby, or head off alone, for a self-guided outing. There will be no lead for this event so please familiarize yourself with your route before heading out.

8:15 am – 9:30 am

Registration

Digby Hall (Entrance Area)

Our friendly registration desk staff are here to assist with check-ins and address any questions or needs you might have.

8:15 am – 9:00 am

Early Bird Draws / Coffee

Salon Foyer and Digby Hall

Join us for a morning networking session and a chance to win some prizes from other municipalities. Grab a coffee, and take some time to visit with our vendors in Salon A & B. The Early Bird Draws will start at 8:45 am in Digby Hall.

Please note: While we'll provide light breakfast items, we strongly recommend having a nutritious breakfast before joining the conference.

9:00 am – 10:00 am

Keynote – Leaders Shape the Future

Digby Hall

Speaker: Harriette Schumacher, Master Certified Executive Coach

Leaders today face such rapidly escalating complexity, uncertainty, and market volatility that they must accelerate their development to stay competitive. Developing leaders who can navigate this complexity is now a strategic priority - and, if done well, a competitive advantage. Leaders set the agenda for the future. Their influence is so pervasive that our global future is intertwined with their development. We need better leaders at all levels - leaders who are dedicated to creating a thriving business - and our sustainable collective welfare at the same time. In this session, Harriette will share:

- Why Leadership Development matters now more than ever before
- The Promise of Leadership for a sustainable future
- Six Leadership Practices to increase leadership effectiveness

10:00 am – 10:45 am

AMA Updates and AGM

Digby Hall

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

10:45 am – 11:10 am

Networking Break/Viewing of Exhibits

Salon Foyer, Digby Hall, Garden Room

Don't miss out on the chance to connect with our vendors in the exhibitor area. Please note: We have set up numerous break stations to alleviate congestion. For attendees of session B3, we encourage you to take your break in the Churchill Lounge Foyer, following your visit to the exhibitor area, of course.

Concurrent B: Municipal Success Stories

Concurrent Sessions: (attend 1 of 3)

These concurrent sessions are designed to highlight the some accomplishments of various municipalities. During these sessions, you'll get to hear about real-life examples of municipal achievements, gaining valuable insights and strategies directly from our peers. From innovative solutions to successful collaborations, these stories will offer valuable takeaways and provide you with actionable ideas. Don't pass up the chance to discover the secrets behind their success and apply them to your own Municipality.

11:15 am – 12:15 pm

B1: Empowering Inclusive Communities: Navigating Accessibility Plans for Municipalities

Salon C

Speaker Panel:

- Elise Johnston, Accessibility & Inclusion Coordinator, Region of Queens Municipality
- Sharon Bristol, Director, Community Living, Town of Amherst
- Hannah MacDougall, Accessibility Program Specialist, Nova Scotia Accessibility Directorate, Department of Justice

This session showcases successful Accessibility Plans implemented by municipalities. Discover firsthand how these municipalities have successfully navigated the path toward inclusivity and gain valuable insights into their strategies and best practices. This session provides the tools, practical knowledge, and inspiration to drive positive change within your own Municipality.

11:15 am – 12:15 pm

B2: Unveiling Diverse Approaches in Municipal Strategic Planning

Digby Hall

Speaker Panel:

- Angélique LeBlanc, CEO Western Regional Enterprise Network
- Keith MacDonald, CAO Municipality of the County of Inverness

This session uncovers the power of a well-defined strategic plan in securing funding for diverse initiatives. Hear firsthand how municipalities crafted their strategic plans, utilizing unique approaches to achieve their objectives. Gain valuable insights into the art of strategic planning and learn how it can be tailored to attract funding for your projects.

This session is sponsored by:



11:15 am – 12:15 pm

B3: The Journey in Accessing Funding Streams

Garden Room

Speaker Panel:

- Jeff Gushue, CAO, Town of Yarmouth
- DeMario Dunkley, Project Engineer, Town of Yarmouth
- Alain Muise, CAO, Municipality of Argyle

This session will unlock the door to funding opportunities for your municipality. Hear the triumphs of municipalities and gain valuable insights into the art of grant writing and the strategies that led to their funding success.

12:15 pm – 1:00 pm

Exhibitor Lunch

Churchill's Lounge

During this luncheon, you have an opportunity to win some great prizes from our Exhibitors. Make sure your exhibitor passport is completed and turned in at the luncheon to be eligible for the draw.

1:00 pm – 2:00 pm

Housing and Homelessness

Digby Hall

Speaker: Max Chauvin, Director of Housing and Homelessness, Parks and Recreation, Halifax Regional Municipality.



Max will speak on recent developments, provide advice to addressing homelessness at the municipal level, and share details from the Frameworks for Addressing Homelessness. He will also discuss the provincial roles and responsibilities of housing and what role municipalities play in the coordination of provided services.

2:00 pm – 2:25 pm

Networking Break/Viewing of Exhibits

Salon Foyer, Digby Hall, Garden Room

Don't miss out on the chance to connect with our vendors in the exhibitor area. Please note: We have set up numerous break stations to alleviate congestion. For attendees of session C1, we encourage you to take your break in the Churchill Lounge Foyer, following your visit to the exhibitor area, of course. This refreshment break is sponsored by:



Concurrent C

Concurrent Sessions: (attend 1 of 3)

2:30 pm – 3:30 pm

C1: Local Government Budgeting with a Challenging Future in Mind

Garden Room

Speaker: Chris Morrill, Executive Director/CEO, Government Finance Officers Association

Chris will share the Government Finance Officers Association's latest research on "Rethinking Budgeting (<https://www.gfoa.org/rethinking-budgeting>)". This interactive session will provide you with ideas and to prepare a budget that better meets the increasing needs of your community supports organizational change, and builds citizen trust.



2:30 pm – 3:30 pm

C2: Fraud & Cybersecurity – Keeping Your Business Safe

Salon C

Speaker: Rob Knoblauch - VP Information Security & Control & Deputy CISO

Join us as we dive into tips to help you keep your business safe from fraud. Delegates will hear about common attacks, and explore best practices for protecting themselves and their municipality.

Sponsored by:



2:30 pm – 3:30 pm

C3: Putting Local Data at the Fingertips of Municipal Government

Digby Hall

Speaker: Danny Graham, Chief Engagement Officer (CEO), Engage Nova Scotia

Almost 13,000 Nova Scotians responded to a 230-question survey administered by Engage Nova Scotia in 2019, making it one of the largest single quality-of-life data sets anywhere. They have built ground-breaking new tools to help municipal leaders extract the findings of the survey at hyper-local and demographically intersectional levels. Danny Graham of Engage Nova Scotia will demonstrate a recent Nova Scotia case example of how this approach (broad and deep data, plus nimble tools) is informing municipal strategy, priorities and policy. He will also discuss the role of Nova Scotia municipalities in the next survey.

3:45 pm - 4:45 pm

TrailQuest Scavenger Hunt Adventure – Wellness Activity

more information coming soon

6:00 pm – 6:30 pm

Presidents Reception

Grand Lounge

AMANS President John MacKinnon invites all conference attendees to the President's Reception and Annual Banquet. A small reception preceding the President's Banquet will take place before the President's Banquet in the Grand Lounge.

6:30 pm – 8:30 pm

President's Banquet

Digby Hall

This will include a dinner and presentation of awards for long service, professional development, etc. This dinner is included with registration. There will be a cash bar available.
Note: Dress code is semi-formal.

8:30 pm – 11:30 pm

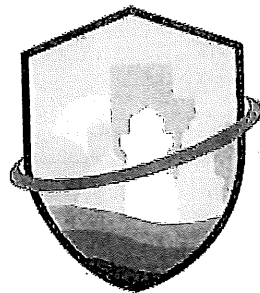
Hospitality Suite - Cottage 29

Executive Cottage

Join us in Cottage 29 for the after-banquet social event, that will be bartended by DMAH and sponsored by Thinkdox. A variety of local beverages, specialty drinks and non-alcoholic options will be available.



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8:30 am – 9:00 am

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Salon Foyer and Digby Hall

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9:00 am – 10:00 am

Negotiations in an Imperfect World

Digby Hall

Speaker: Jennifer Komar, Organizational Development Consultant, Nova Scotia Health

In this session, Jennifer will shed some light on how negotiation strategies and research can be effectively applied in various everyday interactions and relationships. Learn how to deal productively with conflicts and harness negotiation as a mechanism to generate innovative solutions to problems. Whether you encounter high-stakes negotiations or handle low-stress situations, understanding and effectively communicating your goals, as well as understanding the other person's objectives, are crucial. Jennifer will guide you through the art of creative problem-solving, enabling you to explore solutions that lead to "win-win" outcomes, benefiting all parties involved.

10:00 am – 10:15 am

Networking Break/Viewing of Exhibits

Salon Foyer and Digby Hall

While we take our last coffee break, swing by the back of Digby Hall to meet our closing keynote, Karen Dean. She's got some fantastic books up for grabs:

- We are Unbreakable - \$15 (tax included)
- Fierce and Fabulous: A Self-Love Journal - \$12 (tax included)

Note: Just a heads up, we're going old school - cash only!



10:15 am – 11:15 am

Closing Keynote: Raw. Real. Resilient.

Speaker: Karen Dean, inspirational speaker, best-selling author, entrepreneur and coach



Karen will share personal stories of her own Raw, Real and Resilient journey in life and business that will inspire audience members to find new ways to move ahead into the next chapter of their lives, surviving and thriving. Karen analyzes her resiliency through struggle and provides concrete strategies on how others can also find lessons in their own challenges and use them to become stronger, more resilient and more successful, professionally and personally.

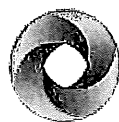
11:15 am

Closing Remarks and Grand Prize Draw

Digby Hall

Grand Prize: AirPods (3rd Generation) with MagSafe Charging Case 12.9-inch iPad Pro Wi-Fi + Cellular 256GB - Space Grey, with Apple Pencil (2nd Generation), Smart Keyboard Folio, and two year AppleCare+ Throw your badge in the Grand Prize Draw box for your chance to win. You must be in attendance to win.

Presenting Sponsor



Grant Thornton

(<https://www.grantthornton.ca/>)



(<https://www.novascotia.ca/>)

HALIFAX

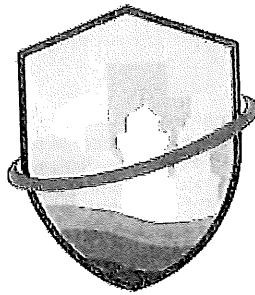
(<https://www.halifax.ca>)



(<https://www.strategicsteps.ca/>)



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Pre Conference Day, Tuesday October 17

~~Wednesday October 18~~

Thursday October 19

Friday October 20

8:15 am – 9:30 am

Registration

Digby Hall (Entrance Area)

Our friendly registration desk staff are here to assist with check-ins and address any questions or needs you might have.

8:15 am – 8:45 pm

Early Bird Draws / Coffee

Salon Foyer and Digby Hall

Join us for a morning networking session and a chance to win some prizes from other municipalities. Grab a coffee and take some time to visit with our vendors in Salon A & B. The Early Bird Draws will start at 8:30 am in Digby Hall .

Please note: While we'll provide light breakfast items, we strongly recommend having a nutritious breakfast before joining the conference.

8:45 am - 9:30 am

Opening Ceremonies / Welcoming Remarks

Digby Hall

- Remarks by Conference Chairs - Victoria Brooks, CAO, Municipality of the District of Yarmouth and Jenny Porter Municipal Clerk, Municipality of the District of Yarmouth.
- Remarks by AMANS President - John MacKinnon, Deputy CAO, Cape Breton Regional Municipality
- Greetings from Host Municipality - Linda Gregory, Warden of the Municipality of District of Digby
- Greetings from Host Sponsoring Town - Ben Cleveland, Mayor of the Town of Digby
- Greetings from the Province of Nova Scotia (tbc)
- Others to be added

9:30 am - 10:30 am

Opening Keynote – Serve to Lead: A fresh perspective to leadership

Digby Hall

Speaker: Phil Jewell, Leadership Disrupter

We're all leaders, no matter whether we hold an official leadership position or not, and no one ever passes the course that says "that's it, you're now a leader". We're all learning, all growing, all failing. In "Serve To Lead", Phil's shares his three most important leadership principles, two practical questions any leader should ask, and one thought to ponder. He will do this whilst recounting his times on patrol in the Wadi's and deserts of Afghanistan and the lessons he learned on the way; ones that had been introduced to him during his training and became embodied during some of the most intense challenges a leader can face. Subsequently becoming the

successfully transferred and applied them in his second leadership career outside the Army. Regardless of the industry or sector, Phil strongly believes his 3-2-1 principles can be, and should be, universally applied. This follows his motto: that leadership is leadership, and it starts with one's self, regardless of the industry or profession.

10:30 am – 10:50 am

Presenting Sponsor Presentation: Local threats in a global age – municipal responses to cyberthreats

Digby Hall

Speaker: Peter Morin, Principal, National Cybersecurity Leader

As communities continue to digitalize and interconnect essential services, they become attractive targets for cyber attackers. Municipal leaders face unprecedented challenges as they seek to protect their citizens by employing mitigation strategies, including comprehensive continuity and incident response plans. As we speed toward an increasingly connected future, protecting critical infrastructure from cyber threats will remain a top priority for leadership in the public sector.



Grant Thornton

10:50 am – 11:10 am

Networking Break/Viewing of Exhibits

Salon Foyer, Digby Hall, Garden Room

Don't miss out on the chance to connect with our vendors in the exhibitor area. Make sure to get your stamp card stamped for a shot at some great prizes during the exhibitor lunch on Thursday. Please note: we have set up numerous break stations to alleviate congestion. For attendees of session A1, we encourage you to take your break in the Churchill Foyer, following your visit to the exhibitor area, of course!

Concurrent A

11:15 am – 12:15 pm

A1: The Future of Recreation Facilities in Nova Scotia

Garden Room

Speakers: Jennie Greencorn, Executive Director of the Recreation Facility Association of Nova Scotia; Paul MacDonald, Manager of Facilities, Cape Breton Regional Municipality

This session
will provide a



comprehensive look into the current state of recreation facilities in our province, covering essential topics that shape the success and growth of these vital spaces:

- Employee Retention and Recruitment: Acquire valuable insights into effective tactics for enticing and keeping skilled personnel. Cultivate a motivated workforce that propels the triumph of your recreation facilities.
- Proactive Approaches for Part-Time/Seasonal Staff: Take proactive measures to preempt potential challenges and guarantee a seamless experience for your part-time and seasonal workforce. Foster an environment of harmony and productivity.
- Training and Advancement for Recreation Facility Staff: Explore innovative methods to invest in the professional development of your staff. Empower them to excel in their roles and deliver exceptional services.
- Managing Capital Expenses, Addressing Aging and Damaged Infrastructure: Navigate the complexities associated with aging and compromised infrastructure. Investigate pragmatic remedies for handling capital expenses, including essential upgrades.
- Integration of Recreation Facilities and Emergency Management (EMO): Examine the intersection of recreational facilities and Emergency Management Organizations (EMOs). Explore how these entities should be integrated into community emergency readiness strategies.

11:15 am – 12:15 pm

A2: Access and Privacy Essentials Navigating the Process and Tools for a Seamless Municipal Response

Salon C

Speaker: Carmen Stuart, Executive Director and Chief Privacy Officer, Office of the Information and Privacy Commissioner for Nova Scotia

This session consists of a presentation, interactive conversation and activities covering the basics of access and privacy legislation in Nova Scotia. Offering practical tools and time to practice, this session gives your Municipality a foundation for meeting its obligations to protect personal information.

This session is sponsored by:



11:15 am – 12:15 pm

A3: Natural Disasters - Lessons Learned and the Road to Recovery: Learn from Municipal Emergency Management Offices!

Digby Hall

Speaker Panel:

- Bruce MacDonald, Manager of Emergency Management, CBRM
- Dwayne Hunt, Fire Services Coordinator, Municipality of Barrington
- Shane Strong, Regional Emergency Management Coordinator, Yarmouth REMO
- Daniel Bryce, Senior Planner, DMAH

Don't miss this opportunity to enhance your preparedness and strengthen your municipal response to emergencies. Join us for a compelling session where you'll gain invaluable insights from municipal emergency management offices. Explore successful collaboration strategies, resource-sharing approaches, and how they safeguard assets during recent natural disasters. You will also learn about the municipal flood line mapping initiative that DMAH has been working on to develop possible maps for municipalities related to climate change. This initiative is intended to identify high-water sheds and better support municipalities in flood disaster situations.

12:15 pm - 1:00 pm

Wellness Luncheon

Churchill's Lounge

Sponsored by:



1:00 pm - 2:00 pm

Prioritize Your Mental Health: Self-Care

during High-Stress Situations

Digby Hall

Speakers: Kathryn Brooks, Mental Health Clinician, Nova Scotia Health; Member of NS Critical Incident Stress Management (CISM) response team
Livinus Numfor, Health Promotion Specialist

Join us for a crucial mental health focus on self-care during high-stress situations. Discover effective strategies and techniques to protect and nurture your well-being. Learn what self-care entails and how to implement it during challenging times.

2:00 pm - 2:25 pm

Networking Break/Viewing of Exhibits

Salon Foyer and Digby Hall

Don't miss out on the chance to connect with our vendors in the exhibitor area. Make sure to get your exhibitor card stamped for a shot at some great prizes during the luncheon tomorrow (Thursday at 12:15 pm). Please note: we have set up break stations in the Salon Foyer and Digby Hall to alleviate congestion.

2:30 pm - 4:00 pm

Provincial Update

Digby Hall

Come join us for updates from various Province of Nova Scotia departments on the following topics:

- Housing Programs and Nova Scotia Building Officials Association Update
- Department of Municipal Affairs and Housing Update
- Emergency Management Office - Staff update
- Opportunities for Collaboration on Radon
- Addressing social, climate, and economic issues through forestry

5:00 pm - 6:30 pm

Strolling Station Supper

Churchill's Lounge

You were required to register for this dinner beforehand in order to attend. Delegates who did not register will be responsible for their own dinner. In Churchill's Lounge, we'll be having a strolling station supper. The stations will feature a variety of options, including but not limited to, a poutine station, an assorted salad bar, a Mexican station, a maritime station and a dessert station. If you have registered, your name badge holds your dinner ticket to attend the strolling station supper! Your ticket must be presented to staff at the entrance of Churchill's Lounge.

Here's the scoop:

- Buffet stations will be set up not only in Churchill's

permitting, out on the patio.

- You can roam and explore all the stations or stick to your favorites.
- If it gets a bit cozy in Churchill's Lounge, we've got extra seating all set up in the garden room.

7:00 pm - 10:00 pm

Casino Night and Tide & Timbre

Grand Lounge

Join us for a Casino Night filled with fun, excitement, and charitable giving. Experience the thrill of casino games and feel good while doing so with all event proceeds being donated to a local charity. And that's not all – while you're enjoying the casino fun entertainment is provided by the fantastic local group, Tide & Timbre! Note: There is a \$20.00 door charge (cash only) so be sure to plan ahead to not miss out. Mark your calendar, bring your luck, and we hope to see you there for an evening of games, prizes, and top-notch entertainment! This event is sponsored by

Note: There is a \$20.00 door charge (cash only) so be sure to plan ahead to not miss out. Mark your calendar, bring your luck, and we hope to see you there for an evening of games, prizes, and top-notch entertainment!

This event is sponsored by:

iris | COMMUNICATIONS
& PUBLIC AFFAIRS

Presenting Sponsor



Grant Thornton

(<https://www.grantthornton.ca/>)



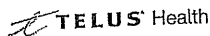
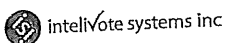
(<https://www.novascotia.ca/>)

HALIFAX

(<https://www.halifax.ca/>)

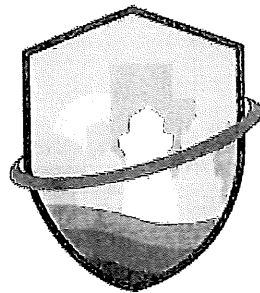


(<https://www.strategicsteps.ca/>)





(/)



SAFEGUARDING
Our Future

October 17-20, 2023
Digby Pines | Digby, Nova Scotia

Don't Miss a Thing

Event Program

Pre Conference Day, Tuesday October 17 Wednesday October 18

Thursday October 19 Friday October 20

12:30 pm – 3:00 pm

Municipal Finance Officer (MFO) Session: Workshop – Fraud and Risk Management

Digby Hall

Facilitators: Taylor Cameron, Senior Manager Internal Audit Risk and Compliance, KPMG; Tyler Reavell, Senior Manager, KPMG

Join us to take a clear look at what fraud is, how to prevent it where possible, to detect it quickly if it does happen, and to try to make sure it doesn't happen again. We will look at current fraud cases to learn how fraud happens, and what the red flags are. Then we will look at how to create or improve our control environment using risk control frameworks. Throughout the discussion, we will look at how ethics is the most potent antidote to fraud. Join us to learn:

- About fraud, the fraud triangle, fraud risk factors and warning signs, fraud prevention, and fraud's relationship to ethics
- Identify types of fraud being committed throughout organizations today
- Consider the impact of rapid change on the fraud environment
- Understanding the basics of risk assessment and how to use risk frameworks
- Recognize the role of personal and corporate ethical codes

Lunch will be held from 12:30 pm to 1:00 pm and will be sponsored by the Department of Finance and Treasury Board.



1:00 pm – 3:30 pm

The Power of Plain Language in Municipal Communications

Salon C

Facilitator: Erin Casey, Professional Communicator, Writer, and Editor

Due to the overwhelmingly positive feedback we received at the Spring Conference, we are bringing back the updated, full-length extended Plain Language workshop. This session is tailored to provide you with the essential skills for effective and inclusive communication. Join us for this hands-on learning experience, where you will learn the basics of plain language, discover why clear and accessible language is not just a matter of communication but an issue of equity and inclusion, and explore the key principles of plain language that will guide you in seamlessly incorporating it into your

daily communication. Through interactive exercises and engaging activities, you will have opportunities to practice and refine your plain language skills.

1:00 pm - 3:00 pm

Preparation for the 2024 Municipal Election: A Comprehensive Guide for the Year Ahead

Garden Room

Facilitator: Debbie Kavanaugh, Municipal Elections Officer, DMAH

As we head towards the 2024 Municipal Election, we understand the importance of being well-prepared. In response to numerous requests, we organized a session covering everything you need to know one year before the election. This session will provide valuable information and materials to aid municipalities in preparing for the election. Join us for this informative session and ensure that your Municipality is equipped with the knowledge and resources needed to make the 2024 Municipal Election a success.

3:30 pm - 5:00 pm

Building a Community of Practice: Supporting Equity, Diversity, and Inclusion (EDI) Strategies

Salon B

Facilitator: Natasha Jackson, Director/Executive Lead Community Engagement, DMAH

Join us for a dynamic and interactive session focused on Equity, Diversity, and Inclusion (EDI) strategies within municipalities. Through collaborative discussion and activities, participants will have the opportunity to showcase the innovative approaches and plans they are exploring or using, and ask questions. Workshop attendees will have a chance to gain valuable insights, practical ideas, and effective strategies that can be implemented in their respective municipalities to nurture more welcoming and inclusive communities. By the end of this session, the goal is to develop a framework for an EDI Community of Practice (CoP). Supported by the Province, the EDI CoP will be a safe and rich learning space where municipalities can openly share their current EDI initiatives, ask questions, explore solutions to challenges, and draw inspiration from one another's success stories.

3:30 pm - 5:00 pm

Empowering Municipalities: Enhancing Your Policies and Bylaws

Digby Hall

Facilitators: Nick Barr, Director, Governance & Advisory Services, DMAH; Iain MacLean, Municipal Clerk, Halifax Regional Municipality

This session will explore the legislative steps required to pass, amend, and repeal a by-law, and the Province's role in reviewing by-laws. In addition, a seasoned municipal policy professional will offer expert advice on policy development in the municipal sector. This engaging workshop will equip participants with practical knowledge and skills to strengthen municipal policy development processes, ensuring you are well-prepared for future actions.

3:30 pm - 5:00 pm

Unlock the Full Potential of Office 365

Salon C

Facilitator: Jay Redmond, Manager of IT, Town of Truro

Are you seeking to harness the full capabilities of Office 365 to enhance your efficiency and productivity? Office 365 has a comprehensive suite of applications that offer a wealth of tools to simplify and streamline your administrative tasks. This session will explore a range of available tools and demonstrate how to leverage them effectively excel (pardon my pun) in your role. Whether you're seeking to enhance communication, boost productivity, or streamline administrative processes, this session is tailored to address these unique needs.

Key highlights of the session include:

- An overview of essential Office 365 tools catered to municipal administrators
- Practical demonstrations on how to use these tools to optimize your daily tasks and workflows
- Tips and tricks to enhance collaboration and communication with your team and stakeholders
- Insights into managing data, budgets, and reports with ease using Excel and other Office 365 applications

3:30 pm - 6:30 pm

CAO Session

Garden 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. Appetizers will be served at 5:00 pm.

7:00 pm - 10:00 pm

Exhibitor Tradeshow

Salon A & B

While our exhibitors are busy setting up for the conference, be sure to take a stroll over to the tradeshow area in Salon A & B and give them a warm hello. Our exhibitors are also welcome to join us for the opening reception

7:00 pm – 9:00 pm

Registration Desk

Grand Lounge

Our friendly registration desk staff are here to assist with check-ins and address any questions or needs you might have. You can find them in the Grand Lounge until 9:00 pm.

7:00 pm - 10:00 pm

Opening Reception

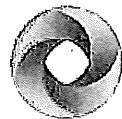
Grand Lounge

Catch up with your municipal colleagues and our Vendors over refreshments and light hors d'oeuvres. This is a great time to network and meet your counterparts within municipal government. Feel free to take advantage of the cash bar, where alcoholic and non-alcoholic drink options will also be available. One drink ticket for this event can be found in your conference badge.

This reception is sponsored by:



Presenting Sponsor



Grant Thornton

(<https://www.grantthornton.ca/>)



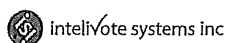
(<http://www.novascotia.ca/>)



(<https://www.halifax.ca>)



(<https://www.strategicsteps.ca/>)



(<http://www.intelivote.com/>)



(<https://www.telus.com/en/health>)



(<https://www.hubinternational.com/en->

Walmart

How did we do today?
Complete our short customer survey at
SURVEY.WALMART.CA



WIN!
1 of 3 \$1000
gift cards

Rules and regulations apply.
See contest rules for details.

STORE 3068
47 PAINT ST UNIT 17
PORT HAWKESBURY, NS
B9A 3J9

902-626-0964

ST# 03068 OP# 009048 TE# 48 TR# 03277
CRDBX 763796784680 \$4.98 J
CRDBX 763796784680 \$4.98 J
CRDBX 763796784680 \$4.98 J

SUBTOTAL \$14.94
HST 15.0000 % \$2.24
TOTAL \$17.18
DEBIT TEND \$17.18
CHANGE DUE \$0.00

TRANSACTION RECORD PURCHASE
\$17.18

ACCOUNT # **** * 0116 RF
RRN # 001001119
AUTH # 150820
TERMINAL ID WMTUP004247
00 APPROVED-THANK YOU

Interac
AID A0000002771010
TC 56F9C162148DDB18
*No Signature Required

11/27/23 15:07:55

GST/HST 137466199 RT 0001
QST 1016551356 TQ 0001
ITEMS SOLD 3

TC# 1778 8168 6643 6307 3619
11/27/23 15:08:01

Guardian

Sold To: SHELLEYDAVID

DESCRIPTION QTY UNIT PRICE TOTAL PRICE
ALINE CARDS 1 \$3.50 \$3.50 HPr
83411400770
Reg Price = \$6.99
Promo Savings = \$3.49

SUBTOTAL \$3.50
HST 15% \$0.53
TOTAL \$4.03
DEBIT \$4.03
CHANGE DUE \$0.00

REWARD STATUS
Loyalty Level : REWARDS
Current Points : 5442
Todays Points : 35
Bonus Points : 0
Total Points : 5477
Points Redeemed : 0
Net Points : 5477

YOU SAVED \$ 3.49

Items = 1

694502 Till# 1 TILL 12/05/2023 16:34:46
Current Balance: \$0.00

TRANSACTION RECORD

MID:23986398
TID:RJ2398639801

**** PURCHASE ****

2023-12-05 04:35 pm
Acct #: *****0116 RF
Acct Type: Card Type: DP
Trans #: 694502
Date: 12-05-2023 Time: 16:35:21
Auth #: 163533

RRN: 0010018470
Interac
A0000002771010

Amount: \$4.03

00 APPROVED - THANK YOU



RICHMOND VILLA BOARD MEETING

Wednesday December 6, 2023, 6:00 p.m.

Location: Richmond Villa

AGENDA

1. Call to Order
2. Items Added to the Agenda
3. Review of Minutes, Re:
 - a) September 28, 2023
4. Business Arising from the Minutes
5. CEO Report
6. Discuss Items Added to the Agenda
 - Housing
7. General Business
8. Adjournment



TRAVEL EXPENSE CLAIM		Rate \$0.5770
Name of Claimant:	Raymond Ferguson	
Destination:	Brookfield NS	
Purpose of Travel:	FSANS BOD	
Departure Date/Time:	Nov. 26, 2023	
Return Date/Time:	Nov. 26, 2023	
Approval to Travel		Date:

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	526.00	526.00	0.00	0.00	0.00	526.00
Total Cost of Mileage:	\$303.50	\$303.50	\$0.00	\$0.00	\$0.00	\$303.50
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	\$303.50	\$0.00	\$0.00	\$0.00	\$0.00	\$303.50

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 RF N/A _____

All claims are to be submitted not later than 60 days after return.	
Claimant Signature: <u>Raymond Ferguson</u>	Goods Rec'd. Date..... Initial.....
Date Submitted: <u>Nov 25 / 2023</u>	Prices Checked.....
Travel Approved by Supervisor: <u>[Signature]</u>	App. & Ext. Checked.....
GL Code:	Approval Payment.....
	Discount Date.....
	Paid by Cheque No.....
	Distribution Acct. No. <u>10-2293020-229 230</u>



FIRE SERVICE ASSOCIATION OF NOVA SCOTIA
BOARD OF DIRECTORS MEETING
Sunday, Nov. 26, 2023
10:00 am - 2:00 pm

1. Call to Order and Moment of Silence
2. Approval of Minutes – Sept 24, 2023
3. Business Arising from the Minutes
Additions to the Agenda
 - a) CBRFES IAFF Action
 - b) Prospective Research - Dalhousie University - Volunteer Firefighters – email Oct 29th
 - c) Annual Report 2023 - Standing Committee on Human Resources – email Oct 26th
 - d) Annual Membership Fee for 2024
 - e) Nova Scotia Firefighters School dues 2023
 - f) Security for Fire Marshals Office – Nick Power
 - g) Using flagging companies to block roads instead of fire depts– Nick Power
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

Oct 31/ 23

In county travel report for Sept/Oct 2023

Sept 11 - travel to PH – Design meeting with Dillon Engineering and Bearhead Energy

Meeting with T. Doyle, Jason MacMillan and Bearhead team including Darshi Jain, Ghislain Petrie and Dean Hart.

- travelled alone
- Left for PH at 1020 hrs
- 11 - 100
- returned to Richmond Co after the meeting.

Sept 29 – Solid Waste Facility Tour with Kevin

Left Arichat at 1030 to meet Kevin in Louisdale and then we travelled to Evanston/Whiteside

- Travelled alone
- Left for Louisdale at 1030 and finished the tour at 1230.

Oct 04 - travel to PH – Meeting with Terry at 10 and then NS Emergency Management Meeting at Civic Centre

- travelled alone
- Left for PH at 0920 hrs
- first meeting with terry was to discuss landrie lake pump house design feedback received from Everwind with the Dillon engineers. Meeting was from 10 – 11. We had lunch and continued to discuss options and then returned to civic centre for NSEMO meeting from 12 – 5 pm
- receipt for lunch is included in my report
- Left PH at 1715 hrs

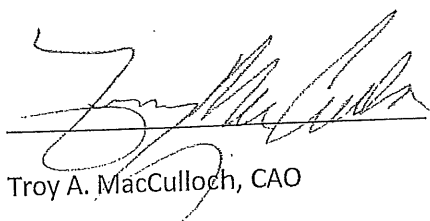
Oct 11 - travel to PH – Meeting with Bearhead at 10 and then CBREN meeting in Whycocomagh at noon

- travelled alone
- Left for PH at 0920 hrs
- first meeting with Bearhead was to discuss landrie lake pump house design feedback received from Dillon and Everwind engineers and see how it suited Bearhead. Meeting was from 10 – 11.

I then proceeded to travel to Whycomagh with Terry in my vehicle for the CB Ren meeting. Travel expense for Whycomagh is covered under an out of county expense form separately.

- lunch was provided

- returned to Arichat after the meeting at 2:30

A handwritten signature in black ink, appearing to read 'Troy A. MacCulloch', is written over a horizontal line.

Troy A. MacCulloch, CAO

Municipality of the County of Richmond

Papa's Pub & Eatery
714 REEVES ST UNIT 8
PT-HAWKESBURY, NS B9A 2S1
9026253270

Transaction 711463

Total CA\$40.66
Tip CA\$6.10
CREDIT CARD SALE CA\$46.76
VISA 7015

Retain this copy for statement
validation

04-Oct-2023 12:17:45PM
CA\$46.76 | Method: EMV
SCOTIABANK VISA
XXXXXXXXXXXX7015
TROY.MR MACCULLOCH
Reference ID: 327700570218
Auth ID: 475670
MID: *****7881
AID: A0000000031010
AthNtwkNm: VISA
PIN VERIFIED

Online: [https://clover.com/p/
FQC9WTBGJ2JDA](https://clover.com/p/FQC9WTBGJ2JDA)

Papa's Pub & Eatery
714 Reeves St.
Port Hawksbury Nova Scotia
Tel. (902)625-3270

10/04/23 12:15 PM
Server 1 NIKKI L.
Table 40 **Order #166628**

1 DOUBLE BCN CHZ BURGER	18.49
>ADD GRAVY \$.85	0.85
1 TRIPLE DECKER CLUB	16.99
2 COFFEE	5.98

Taxable:	42.31
Sub-total:	42.31
HST:	6.35

Total Due: 48.66

Signature: _____

Thank you and have a great day!

HST: 865334098RT

Troy & Terry
Oct. 4.
NSEMO Training Session



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:	Whycocomagh	
Purpose of Travel:	CB REN	
Departure Date/Time:	11-Oct	1100 hrs
Return Date/Time:	11-Oct	1430 hrs

Approval to Travel Normal Duties - therefore n/a Date:

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	150.00	150.00	0.00	0.00	0.00	150.00
Total Cost of Mileage:	\$86.55	\$0.00	\$0.00	\$0.00	\$0.00	\$86.55
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						\$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	\$86.55	\$0.00	\$0.00	\$0.00	\$0.00	\$86.55

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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 _____

X left from PH and travelled to Whycocomagh and then returned to St Peters at the end of the day

<p>All claims are to be submitted not later than 60 days after return.</p> <p>Claimant Signature: <u>[Signature]</u></p> <p>Date Submitted: <u>27.31.2023</u></p> <p>Travel Approved by Supervisor: <u>[Signature]</u></p> <p>GL Code: _____</p>	<p>Goods Rec'd. Date.....Initial.....</p> <p>Prices Checked.....</p> <p>Add. & Ext. Checked.....</p> <p>Approval for Payment.....</p> <p>Discount Date.....</p> <p>Paid by Cheque No.....</p> <p>Distribution Acct. No.....</p>
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Cape Breton REN Liaison Oversight Committee Meeting

Keltic Quay Boardroom @ Whycomagh

Wednesday, October, 2023

12:30 p.m.

Agenda

LAND ACKNOWLEDGMENT - *We respectfully acknowledge that we live and work in Unama'ki, the unceded and traditional territory of the Mi'kmaq people who have upheld their commitments to the treaties of Peace and Friendship since 1725.*

CONFLICT OF INTEREST – Any Member who is aware of a conflict of interest with any item on this agenda shall report it to the Chair prior to the commencement of this meeting. If, during the course of this meeting, a Member becomes aware of a conflict of interest, the Member should declare it to the Chair at the first opportunity.

1	Welcome and Land Acknowledgement	12:30	Keith MacDonald
2	Introductions	12:32	Keith MacDonald
3	Approval of Agenda	12:34	Keith MacDonald
4	Approval of Minutes	12:36	Keith MacDonald
5	Review of Financial Report	12:38	Keith MacDonald
6	Governance <ul style="list-style-type: none">• Reporting Templates – Inverness Example• Provincial Representation on the LOC	12:42	Tyler Mattheis Keith MacDonald
7	New Business <ul style="list-style-type: none">• 2024/25 intermunicipal/contribution agreements Update (NB – request for motion for approval in principal)	12:47	Tyler Mattheis Blayr Billard

	• Innovation / MIT REAP Update	12:52	Tyler Mattheis
	• REN Engagement in Housing/ONE Cape Breton	12:54	Tyler Mattheis
	• Causeway Rotary Status	12:57	Tyler Mattheis
	• Provincial Tools Review Update	12:59	Tyler Mattheis
	○ Joint REN CEO Report to Province		
8	Forward. Together. <i>Unama'ki-Cape Breton Economic & Population Growth Strategy</i>	1:05	Tyler Mattheis
9	Roundtable	1:21	Keith MacDonald
10	Next Meeting – Late February	1:28	Keith MacDonald
11	In Camera	1:29	Keith MacDonald
12	Adjournment	1:30	Keith MacDonald

Addendums (For Information)

23/24 Business Plan

(Approved by CB REN Board on July 12 2023)

CB REN Final Report

(Pending Approval by the CB REN Board on October 25 and then submission to the Department of Economic Development for the Province of Nova Scotia)

CB REN Provincial Report

(Pending Approval by the CB REN Board on October 25 and then submission to the Department of Economic Development for the Province of Nova Scotia)

Annual Nova Scotia REN Conference

(November 28 to 30)



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, ns	
Purpose of Travel:	AMANS Conference	
Departure Date/Time:	17-Oct	0900 Departure
Return Date/Time:	20-Oct	1100 Departure

Approval to Travel *Warden Mounbonyette* Date: *6th Oct 2013*

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total	
Total Mileage (# of Km):	749.00	344.00	20.00	20.00	365.00	0.00	749.00
Total Cost of Mileage:	\$432.17	\$198.49	\$11.54	\$11.54	\$210.61	\$0.00	\$432.17
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		\$20.00	\$20.00	\$20.00			\$60.00
Lunch \$25	\$25.00			\$25.00			\$50.00
Dinner \$30	\$30.00						\$30.00
Other Meals (Receipts Required)							\$0.00
Incidentals (\$10 per overnight stay)	\$10.00	\$10.00	\$10.00				\$30.00
Taxi/Parking/Tolls (Receipts Required)				\$15.00			\$15.00
Total Amount Being Claimed	\$263.49	\$41.54	\$41.54	\$270.61	\$0.00		\$617.17

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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: *Troy Macculloch*

Date Submitted: *24 Oct. 2013*

Travel Approved by Supervisor: *Warden Mounbonyette*

GL Code:

Goods Rec'd. Date.....	Initial.....
Pieces Checked.....	
Add. & Ext. Checked.....	
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distributor Rec'd. No. <i>2120212130</i>	

11573

AMANS October 20-23, 2023 Approval
Amanda Mombourquette to: Troy MacCulloch

2023-10-23 05:53 PM

History: This message has been replied to.

Hi Troy,
This is approval for you to attend AMANS in October.
Amanda

Digby Pines | Digby, Nova Scotia

Don't Miss a Thing

Event Program

Pre Conference Day, Tuesday October 17

Wednesday October 18

Thursday October 19

Friday October 20

12:30 pm – 3:00 pm **Municipal Finance Officer (MFO) Session:
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Digby Hall

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- Identify types of fraud being committed throughout

organizations today

- Consider the impact of rapid change on the fraud environment
- Understanding the basics of risk assessment and how to use risk frameworks
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Lunch will be held from 12:30 pm to 1:00 pm and will be sponsored by the Department of Finance and Treasury Board.



1:00 pm – 3:30 pm The Power of Plain Language in Municipal Communications

Salon C

Facilitator: Erin Casey, Professional Communicator, Writer, and Editor

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1:00 pm - 3:00 pm Preparation for the 2024 Municipal Election:

A Comprehensive Guide for the Year Ahead

Garden Room

Facilitator: Debbie Kavanaugh, Municipal Elections Officer,
DMAH

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Salon B

Facilitator: Natasha Jackson, Director/Executive Lead
Community Engagement, DMAH

Join us for a dynamic and interactive session focused on Equity, Diversity, and Inclusion (EDI) strategies within municipalities. Through collaborative discussion and activities, participants will have the opportunity to showcase the innovative approaches and plans they are exploring or using, and ask questions. Workshop attendees will have a chance to gain valuable insights, practical ideas, and effective strategies that can be implemented in their respective municipalities to nurture more welcoming and inclusive communities. By the end of this session, the goal is to develop a framework for an EDI Community of Practice (CoP). Supported by the Province, the EDI CoP will be a safe and rich learning space where municipalities can openly share their current EDI initiatives, ask questions, explore solutions to challenges, and draw inspiration from one another's success stories.

3:30 pm - 5:00 pm **Empowering Municipalities: Enhancing Your Policies and Bylaws**

Digby Hall

Facilitators: Nick Barr, Director, Governance & Advisory Services, DMAH; Iain MacLean, Municipal Clerk, Halifax Regional Municipality

This session will explore the legislative steps required to pass, amend, and repeal a by-law, and the Province's role in reviewing by-laws. In addition, a seasoned municipal policy professional will offer expert advice on policy development in the municipal sector. This engaging workshop will equip participants with practical knowledge and skills to strengthen municipal policy development processes, ensuring you are well-prepared for future actions.

3:30 pm - 5:00 pm **Unlock the Full Potential of Office 365**

Salon C

Facilitator: Jay Redmond, Manager of IT, Town of Truro

Are you seeking to harness the full capabilities of Office 365 to enhance your efficiency and productivity? Office 365 has a comprehensive suite of applications that offer a wealth of tools to simplify and streamline your administrative tasks. This session will explore a range of available tools and demonstrate how to leverage them effectively excel (pardon my pun) in your role. Whether you're seeking to enhance communication, boost productivity, or streamline administrative processes, this session is tailored to address these unique needs.

Key highlights of the session include:

- An overview of essential Office 365 tools catered to municipal administrators
- Practical demonstrations on how to use these tools to optimize your daily tasks and workflows
- Tips and tricks to enhance collaboration and communication with your team and stakeholders

- Insights into managing data, budgets, and reports with ease using Excel and other Office 365 applications

3:30 pm - 6:30 pm CAO Session

Garden 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. Appetizers will be served at 5:00 pm.

7:00 pm - 10:00 pm Exhibitor Tradeshow

Salon A & B

While our exhibitors are busy setting up for the conference, be sure to take a stroll over to the tradeshow area in Salon A & B and give them a warm hello. Our exhibitors are also welcome to join us for the opening reception

7:00 pm - 9:00 pm Registration Desk

Grand Lounge

Our friendly registration desk staff are here to assist with check-ins and address any questions or needs you might have. You can find them in the Grand Lounge until 9:00 pm.

7:00 pm - 10:00 pm Opening Reception

Grand Lounge

Catch up with your municipal colleagues and our Vendors over refreshments and light hors d'oeuvres. This is a great time to network and meet your counterparts within municipal government. Feel free to take advantage of the cash bar, where alcoholic and non-alcoholic drink options will also be available. One drink ticket for this event can be found in your

Digby Pines | Digby, Nova Scotia

Don't Miss a Thing Event Program

Pre Conference Day, Tuesday October 17

Wednesday October 18

Thursday October 19

Friday October 20

8:15 am – 9:30 am **Registration**

Digby Hall (Entrance Area)

Our friendly registration desk staff are here to assist with check-ins and address any questions or needs you might have.

8:15 am – 8:45 pm **Early Bird Draws / Coffee**

Salon Foyer and Digby Hall

Join us for a morning networking session and a chance to win some prizes from other municipalities. Grab a coffee and take some time to visit with our vendors in Salon A & B. The Early Bird Draws will start at 8:30 am in Digby Hall .

Please note: While we'll provide light breakfast items, we strongly recommend having a nutritious breakfast before joining the conference.

8:45 am - 9:30 am **Opening Ceremonies / Welcoming Remarks**

Digby Hall

- Remarks by Conference Chairs - Victoria Brooks, CAO, Municipality of the District of Yarmouth and Jenny Porter Municipal Clerk, Municipality of the District of Yarmouth.
- Remarks by AMANS President - John MacKinnon, Deputy CAO, Cape Breton Regional Municipality
- Greetings from Host Municipality - Linda Gregory, Warden of the Municipality of District of Digb
- Greetings from Host Sponsoring Town - Ben Cleveland, Mayor of the Town of Digby
- Greetings from the Province of Nova Scotia (tbc)
- Others to be added

9:30 am - 10:30 am **Opening Keynote – Serve to Lead: A fresh perspective to leadership**

Digby Hall

Speaker: Phil Jewell, Leadership Disrupter

We're all leaders, no matter whether we hold an official leadership position or not, and no one ever passes the course that says "that's it, you're now a leader". We're all learning, all growing, all failing. In "Serve To Lead", Phil's shares his three most important leadership principles, two practical questions any leader should ask, and one thought to ponder. He will do this whilst recounting his times on patrol in the Wadi's and deserts of Afghanistan and the lessons he learned on the way; ones that had been introduced to him during his training and became embodied during some of the most intense challenges a leader can face. Subsequently becoming the cornerstone of his leadership, he will share how he has successfully transferred and applied them in his second leadership career outside the Army. Regardless of the industry or sector, Phil strongly believes his 3-2-1 principles can be, and should be, universally applied. This follows his motto: that leadership is leadership, and it starts with one's self,

regardless of the industry or profession.

10:30 am – 10:50 am **Presenting Sponsor Presentation: Local threats in a global age – municipal responses to cyberthreats**

Digby Hall

Speaker: Peter Morin, Principal, National Cybersecurity Leader

As communities continue to digitalize and interconnect essential services, they become attractive targets for cyber attackers. Municipal leaders face unprecedented challenges as they seek to protect their citizens by employing mitigation strategies, including comprehensive continuity and incident response plans. As we speed toward an increasingly connected future, protecting critical infrastructure from cyber threats will remain a top priority for leadership in the public sector.



Grant Thornton

10:50 am – 11:10 am **Networking Break/Viewing of Exhibits**

Salon Foyer, Digby Hall, Garden Room

Don't miss out on the chance to connect with our vendors in the exhibitor area. Make sure to get your stamp card stamped for a shot at some great prizes during the exhibitor lunch on Thursday. Please note: we have set up numerous break stations to alleviate congestion. For attendees of session A1, we encourage you to take your break in the Churchill Foyer, following your visit to the exhibitor area, of course!

Concurrent A

11:15 am – 12:15 pm A1: The Future of Recreation Facilities in Nova Scotia

Garden Room

Speakers:

Jennie
Greencorn,
Executive
Director of
the



Recreation Facility Association of Nova Scotia; Paul
MacDonald, Manager of Facilities, Cape Breton Regional
Municipality

This session will provide a comprehensive look into the current state of recreation facilities in our province, covering essential topics that shape the success and growth of these vital spaces:

- Employee Retention and Recruitment: Acquire valuable insights into effective tactics for enticing and keeping skilled personnel. Cultivate a motivated workforce that propels the triumph of your recreation facilities.
- Proactive Approaches for Part-Time/Seasonal Staff: Take proactive measures to preempt potential challenges and guarantee a seamless experience for your part-time and seasonal workforce. Foster an environment of harmony and productivity.
- Training and Advancement for Recreation Facility Staff: Explore innovative methods to invest in the professional development of your staff. Empower them to excel in their roles and deliver exceptional services.
- Managing Capital Expenses, Addressing Aging and Damaged Infrastructure: Navigate the complexities associated with aging and compromised infrastructure. Investigate pragmatic remedies for handling capital expenses, including essential upgrades.

- Integration of Recreation Facilities and Emergency Management (EMO): Examine the intersection of recreational facilities and Emergency Management Organizations (EMOs). Explore how these entities should be integrated into community emergency readiness strategies.

11:15 am – 12:15 pm **A2: Access and Privacy Essentials
Navigating the Process and Tools for a
Seamless Municipal Response**

Salon C

Speaker: Carmen Stuart, Executive Director and Chief Privacy Officer, Office of the Information and Privacy Commissioner for Nova Scotia

This session consists of a presentation, interactive conversation and activities covering the basics of access and privacy legislation in Nova Scotia. Offering practical tools and time to practice, this session gives your Municipality a foundation for meeting its obligations to protect personal information.

This session is sponsored by:



11:15 am – 12:15 pm **A3: Natural Disasters - Lessons Learned and
the Road to Recovery: Learn from Municipal
Emergency Management Offices!**

Digby Hall

Speaker Panel:

- Bruce MacDonald, Manager of Emergency Management, CBRM

- Dwayne Hunt, Fire Services Coordinator, Municipality of Barrington
- Shane Strong, Regional Emergency Management Coordinator, Yarmouth REMO
- Daniel Bryce, Senior Planner, DMAH

Don't miss this opportunity to enhance your preparedness and strengthen your municipal response to emergencies. Join us for a compelling session where you'll gain invaluable insights from municipal emergency management offices. Explore successful collaboration strategies, resource-sharing approaches, and how they safeguard assets during recent natural disasters. You will also learn about the municipal flood line mapping initiative that DMAH has been working on to develop possible maps for municipalities related to climate change. This initiative is intended to identify high-water sheds and better support municipalities in flood disaster situations.

12:15 pm - 1:00 pm **Wellness Luncheon**

Churchill's Lounge

Sponsored by:



1:00 pm - 2:00 pm **Prioritize Your Mental Health: Self-Care during High-Stress Situations**

^

Digby Hall

Speakers: Kathryn Brooks, Mental Health Clinician, Nova Scotia Health; Member of NS Critical Incident Stress Management (CISM) response team
Livinus Numfor, Health Promotion Specialist

Join us for a crucial mental health focus on self-care during high-stress situations. Discover effective strategies and techniques to protect and nurture your well-being. Learn what self-care entails and how to implement it during challenging times.

2:00 pm - 2:25 pm Networking Break/Viewing of Exhibits

Salon Foyer and Digby Hall

Don't miss out on the chance to connect with our vendors in the exhibitor area. Make sure to get your exhibitor card stamped for a shot at some great prizes during the luncheon tomorrow (Thursday at 12:15 pm). Please note: we have set up break stations in the Salon Foyer and Digby Hall to alleviate congestion.

2:30 pm - 4:00 pm Provincial Update

Digby Hall

Come join us for updates from various Province of Nova Scotia departments on the following topics:

- Housing Programs and Nova Scotia Building Officials Association Update
- Department of Municipal Affairs and Housing Update
- Emergency Management Office - Staff update
- Opportunities for Collaboration on Radon
- Addressing social, climate, and economic issues through forestry

5:00 pm - 6:30 pm Strolling Station Supper

Churchill's Lounge

You were required to register for this dinner beforehand in order to attend. Delegates who did not register will be responsible for their own dinner. In Churchill's Lounge, we'll be having a strolling station supper. The stations will feature a variety of options, including but not limited to, a poutine station, an assorted salad bar, a Mexican station, a maritime station and a dessert station. If you have registered, your name badge holds your dinner ticket to attend the strolling station supper! Your ticket must be presented to staff at the entrance of Churchill's Lounge.

Here's the scoop:

- Buffet stations will be set up not only in Churchill's Lounge but also in the downstairs hallway and, weather permitting, out on the patio.
- You can roam and explore all the stations or stick to your favorites.
- If it gets a bit cozy in Churchill's Lounge, we've got extra seating all set up in the garden room.

7:00 pm - 10:00 pm Casino Night and Tide & Timbre

Grand Lounge

Join us for a Casino Night filled with fun, excitement, and charitable giving. Experience the thrill of casino games and feel good while doing so with all event proceeds being donated to a local charity. And that's not all – while you're enjoying the casino fun entertainment is provided by the fantastic local group, Tide & Timbre! Note: There is a \$20.00 door charge (cash only) so be sure to plan ahead to not miss out. Mark your calendar, bring your luck, and we hope to see you there for an evening of games, prizes, and top-notch entertainment! This event is sponsored by

Note: There is a \$20.00 door charge (cash only) so be sure to plan ahead to not miss out. Mark your calendar, bring your luck, and we hope to see you there for an evening of games, prizes, and top-notch entertainment!

Digby Pines | Digby, Nova Scotia

Don't Miss a Thing Event Program

Pre Conference Day, Tuesday October 17

Wednesday October 18

Thursday October 19

Friday October 20

6:30 am - 7:30 am **Early Riser Walk/ Run- Unstructured**

Digby Pines Hotel Lobby

We welcome you to start your day with some movement. Those who wish to get a walk/run in before the conference gets going can meet up in the lobby, or head off alone, for a self-guided outing. There will be no lead for this event so please familiarize yourself with your route before heading out.

8:15 am – 9:30 am **Registration**

Digby Hall (Entrance Area)

Our friendly registration desk staff are here to assist with check-ins and address any questions or needs you might have.

8:15 am – 9:00 am **Early Bird Draws / Coffee**

Salon Foyer and Digby Hall

Join us for a morning networking session and a chance to win some prizes from other municipalities. Grab a coffee, and take some time to visit with our vendors in Salon A & B. The Early Bird Draws will start at 8:45 am in Digby Hall.

Please note: While we'll provide light breakfast items, we strongly recommend having a nutritious breakfast before joining the conference.

9:00 am – 10:00 am Keynote – Leaders Shape the Future

Digby Hall

Speaker: Harriette Schumacher, Master Certified Executive Coach

Leaders today face such rapidly escalating complexity, uncertainty, and market volatility that they must accelerate their development to stay competitive. Developing leaders who can navigate this complexity is now a strategic priority - and, if done well, a competitive advantage. Leaders set the agenda for the future. Their influence is so pervasive that our global future is intertwined with their development. We need better leaders at all levels - leaders who are dedicated to creating a thriving business - and our sustainable collective welfare at the same time. In this session, Harriette will share:

- Why Leadership Development matters now more than ever before
- The Promise of Leadership for a sustainable future
- Six Leadership Practices to increase leadership effectiveness

10:00 am – 10:45 am AMA Updates and AGM

Digby Hall

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

10:45 am – 11:10 am Networking Break/Viewing of Exhibits



Salon Foyer, Digby Hall, Garden Room

Don't miss out on the chance to connect with our vendors in the exhibitor area. Please note: We have set up numerous break stations to alleviate congestion. For attendees of session B3, we encourage you to take your break in the Churchill Lounge Foyer, following your visit to the exhibitor area, of course.

Concurrent B: Municipal Success Stories

Concurrent Sessions: (attend 1 of 3)

These concurrent sessions are designed to highlight the some accomplishments of various municipalities. During these sessions, you'll get to hear about real-life examples of municipal achievements, gaining valuable insights and strategies directly from our peers. From innovative solutions to successful collaborations, these stories will offer valuable takeaways and provide you with actionable ideas. Don't pass up the chance to discover the secrets behind their success and apply them to your own Municipality.

11:15 am – 12:15 pm B1: Empowering Inclusive Communities: Navigating Accessibility Plans for Municipalities

Salon C

Speaker Panel:

- Elise Johnston, Accessibility & Inclusion Coordinator, Region of Queens Municipality
- Sharon Bristol, Director, Community Living, Town of Amherst
- Hannah MacDougall, Accessibility Program Specialist, Nova Scotia Accessibility Directorate, Department of Justice

This session showcases successful Accessibility Plans implemented by municipalities. Discover firsthand how these municipalities have successfully navigated the path toward

inclusivity and gain valuable insights into their strategies and best practices. This session provides the tools, practical knowledge, and inspiration to drive positive change within your own Municipality.

11:15 am – 12:15 pm **B2: Unveiling Diverse Approaches in
Municipal Strategic Planning**

Digby Hall

Speaker Panel:

- Angélique LeBlanc, CEO Western Regional Enterprise Network
- Keith MacDonald, CAO Municipality of the County of Inverness

This session uncovers the power of a well-defined strategic plan in securing funding for diverse initiatives. Hear firsthand how municipalities crafted their strategic plans, utilizing unique approaches to achieve their objectives. Gain valuable insights into the art of strategic planning and learn how it can be tailored to attract funding for your projects.

This session is sponsored by:



11:15 am – 12:15 pm **B3: The Journey in Accessing Funding Streams**

Garden Room

Speaker Panel:

- Jeff Gushue, CAO, Town of Yarmouth
- DeMario Dunkley, Project Engineer, Town of Yarmouth
- Alain Muise, CAO, Municipality of Argyle

This session will unlock the door to funding opportunities for your municipality. Hear the triumphs of municipalities and gain valuable insights into the art of grant writing and the strategies that led to their funding success.

12:15 pm – 1:00 pm **Exhibitor Lunch**

Churchill's Lounge

During this luncheon, you have an opportunity to win some great prizes from our Exhibitors. Make sure your exhibitor passport is completed and turned in at the luncheon to be eligible for the draw.

1:00 pm – 2:00 pm **Housing and Homelessness**

Digby Hall

Speaker: Max Chauvin, Director of Housing and Homelessness, Parks and Recreation, Halifax Regional Municipality.



Max will speak on recent developments, provide advice to addressing homelessness at the municipal level, and share details from the Frameworks for Addressing Homelessness. He will also discuss the provincial roles and responsibilities of housing and what role municipalities play in the coordination of provided services.

2:00 pm – 2:25 pm **Networking Break/Viewing of Exhibits**

Salon Foyer, Digby Hall, Garden Room

Don't miss out on the chance to connect with our vendors in the exhibitor area. Please note: We have set up numerous break stations to alleviate congestion. For attendees of session C1, we encourage you to take your break in the Churchill Lounge Foyer, following your visit to the exhibitor area, of course. This refreshment break is sponsored by:



Concurrent C

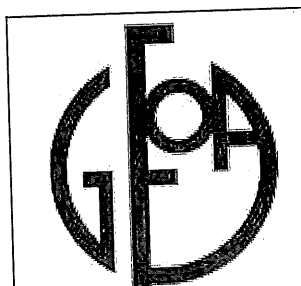
Concurrent Sessions: (attend 1 of 3)

2:30 pm – 3:30 pm **C1: Local Government Budgeting with a Challenging Future in Mind**

Garden Room

Speaker: Chris Morrill, Executive Director/CEO, Government Finance Officers Association

Chris will share the Government Finance Officers Association's latest research on "Rethinking Budgeting (<https://www.gfoa.org/rethinking-budgeting>)". This interactive session will provide you with ideas and to prepare a budget that better meets the increasing needs of your community supports organizational change, and builds citizen trust.



2:30 pm – 3:30 pm **C2: Fraud & Cybersecurity – Keeping Your Business Safe**

Salon C

Speaker: Rob Knoblauch - VP Information Security & Control & Deputy CISO

Join us as we dive into tips to help you keep your business safe from fraud. Delegates will hear about common attacks, and explore best practices for protecting themselves and their municipality.

Sponsored by:



Kinetic GPO

2:30 pm – 3:30 pm **C3: Putting Local Data at the Fingertips of Municipal Government**

Digby Hall

Speaker: Danny Graham, Chief Engagement Officer (CEO), Engage Nova Scotia

Almost 13,000 Nova Scotians responded to a 230-question survey administered by Engage Nova Scotia in 2019, making it one of the largest single quality-of-life data sets anywhere. They have built ground-breaking new tools to help municipal leaders extract the findings of the survey at hyper-local and demographically intersectional levels. Danny Graham of Engage Nova Scotia will demonstrate a recent Nova Scotia case example of how this approach (broad and deep data, plus nimble tools) is informing municipal strategy, priorities and policy. He will also discuss the role of Nova Scotia municipalities in the next survey.

3:45 pm - 4:45 pm **TrailQuest Scavenger Hunt Adventure – Wellness Activity**

more information coming soon

6:00 pm – 6:30 pm Presidents Reception

Grand Lounge

AMANS President John MacKinnon invites all conference attendees to the President's Reception and Annual Banquet. A small reception preceding the President's Banquet will take place before the President's Banquet in the Grand Lounge.

6:30 pm – 8:30 pm President's Banquet

Digby Hall

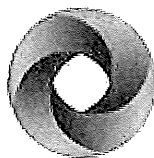
This will include a dinner and presentation of awards for long service, professional development, etc. This dinner is included with registration. There will be a cash bar available. Note: Dress code is semi-formal.

8:30 pm – 11:30 pm Hospitality Suite - Cottage 29

Executive Cottage

Join us in Cottage 29 for the after-banquet social event, that will be bartended by DMAH and sponsored by Thinkdox. A variety of local beverages, specialty drinks and non-alcoholic options will be available.

Presenting Sponsor



Grant Thornton

(<https://www.grantthornton.ca/>)

Digby Pines | Digby, Nova Scotia

Don't Miss a Thing Event Program

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8:30 am – 9:00 am **Early Bird Draws / Coffee**

Salon Foyer and Digby Hall

Join us for our last morning networking session and a chance to win some prizes from other municipalities. Grab a coffee, and take some time to visit with our vendors in Salon A & B. The Early Bird Draws will start at 8:45 am in Digby Hall. Please note: While we'll provide light breakfast items, we strongly recommend having a nutritious breakfast before joining the conference.

9:00 am – 10:00 am **Negotiations in an Imperfect World**

Digby Hall

Speaker: Jennifer Komar, Organizational Development Consultant, Nova Scotia Health

In this session, Jennifer will shed some light on how negotiation strategies and research can be effectively applied in various everyday interactions and relationships. Learn how

to deal productively with conflicts and harness negotiation as a mechanism to generate innovative solutions to problems. Whether you encounter high-stakes negotiations or handle low-stress situations, understanding and effectively communicating your goals, as well as understanding the other person's objectives, are crucial. Jennifer will guide you through the art of creative problem-solving, enabling you to explore solutions that lead to "win-win" outcomes, benefiting all parties involved.

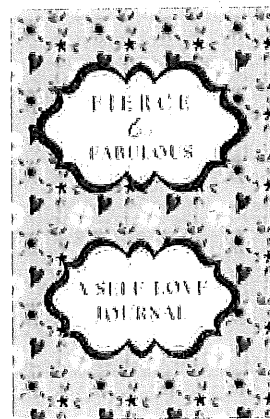
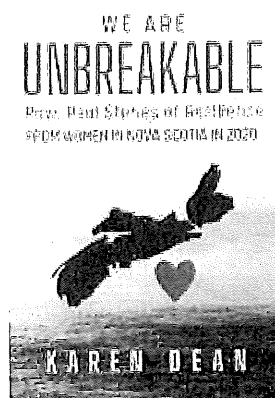
10:00 am – 10:15 am **Networking Break/Viewing of Exhibits**

Salon Foyer and Digby Hall

While we take our last coffee break, swing by the back of Digby Hall to meet our closing keynote, Karen Dean. She's got some fantastic books up for grabs:

- We are Unbreakable - \$15 (tax included)
- Fierce and Fabulous: A Self-Love Journal - \$12 (tax included)

Note: Just a heads up, we're going old school - cash only!




10:15 am – 11:15 am **Closing Keynote: Raw. Real. Resilient.**

Digby Hall

Speaker: Karen Dean, inspirational speaker, best-selling author, entrepreneur and coach

Karen will share personal stories of her own Raw, Real and Resilient

\$15.00 Digby Pines
to dockside boats
Cady


DIGBY CAB



*Servicing Digby & Surrounding Area
Parcel Delivery*

245-6162



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

TRAVEL EXPENSE CLAIM			Rate <u>\$0.5770</u>
Name of Claimant:	troy macculloch		
Destination:	Baddeck		
Purpose of Travel:	CB Inestor Summit		
Departure Date/Time:	26-Oct	0700 hrs	
Return Date/Time:	27-Oct	10 for a meeting in PH	
Approval to Travel Warden Mombourquette		Date: Aug 01	

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	215.00 ✓	121.00	94.00	0.00	0.00	215.00
Total Cost of Mileage:	\$124.06 ✓	\$69.82	\$54.24	\$0.00	\$0.00	\$124.06
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						\$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	\$89.82	\$54.24	\$0.00	\$0.00	\$0.00	\$144.06

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

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

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

Claimant Signature: <u>Troy Macculloch</u> Date Submitted: <u>31 Oct, 2023</u> Travel Approved by Supervisor: <u>[Signature]</u> GL Code: _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Goods Rec'd. Date.....</td> <td>Initial.....</td> </tr> <tr> <td>Prices Checked.....</td> <td>8</td> </tr> <tr> <td>Add. & Ext. Checked.....</td> <td>8</td> </tr> <tr> <td>Approval for Payment.....</td> <td></td> </tr> <tr> <td>Discount Date.....</td> <td></td> </tr> <tr> <td>Paid by Cheque No.....</td> <td></td> </tr> <tr> <td>Distribution: Acct. No.....</td> <td>19-212-2120-212130</td> </tr> </table>	Goods Rec'd. Date.....	Initial.....	Prices Checked.....	8	Add. & Ext. Checked.....	8	Approval for Payment.....		Discount Date.....		Paid by Cheque No.....		Distribution: Acct. No.....	19-212-2120-212130
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Distribution: Acct. No.....	19-212-2120-212130														

Re: Fw: Registration Now Open for the 2023 Cape Breton Partnership Investor Summit

Amanda Mombourquette to: Troy MacCulloch

2023-08-01 04:38 PM

Cc Shelley David

Your travel is approved.
Thanks!
A

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

To: Amanda Mombourquette/Richmond@Richmond

From: Troy MacCulloch/Richmond

Date: 08/01/2023 04:37PM

Cc: Shelley David/Richmond@Richmond

Subject: Re: Fw: Registration Now Open for the 2023 Cape Breton Partnership Investor Summit

Thank you and likewise I would seek your approval for my travel to this event.

Yours is approved and Shelley will take care of the arrangements from here

T

Sent from my iPhone using HCL Verse

On Aug 1, 2023, 9:13:57 AM, amombourquette@richmondcounty.ca wrote:

From: amombourquette@richmondcounty.ca

To: CAO@richmondcounty.ca

Cc: clerk@richmondcounty.ca

Date: Aug 1, 2023, 9:13:57 AM

Subject: Fw: Registration Now Open for the 2023 Cape Breton Partnership Investor Summit

Hi Troy,

I'm seeking approval to travel to this event.

Once approved, could Shelley or someone use the County card to book me a ticket and room?

Thanks so much!

Amanda

P.S. working on sending the comms stuff to you today, Shelley!

-----Forwarded by Amanda Mombourquette/Richmond on 08/01/2023 09:09AM -----

From: "info - Cape Breton Partnership" <info@capebretonpartnership.com>

Date: 08/01/2023 08:50AM

Subject: Registration Now Open for the 2023 Cape Breton Partnership Investor Summit

Good morning Cape Breton Partnership Investors,

CAPE BRETON PARTNERSHIP
**INVESTOR
SUMMIT**
THURSDAY, OCTOBER 26, 2023

Presenting Sponsor



AGENDA

8:00 AM - Registration & Networking

9:00 AM - Welcomes & Introductions

9:25 AM - Morning Energizer

9:55 AM - Partnership Update

10:15 AM - Nutrition Break

10:35 AM - Innovation & Investment Panel

12:00 PM - Lunch

12:45 PM - Keynote Speaker

2:10 PM - Nutrition Break

2:30 PM - Local Successes Panel

3:50 PM - Closing Remarks

5:00 PM - Networking Reception

6:00 PM - Gala Dinner

6:00 PM - Economic Impact Awards

Thanks to **Tapnbe** - a proudly local Unama'ki - Cape Breton business,
for powering the 2023 Investor Summit QR Code!



Cape Breton
Partnership

Dec 14, 2023

In county travel report for Nov/Dec 2023

Nov 6 - travel to PH – Interviews for Landrie Lake Project Manager
Meeting with T. Doyle and Erin MacEachern at the Civic centre with 3 applicants

- travelled alone
- Left for PH at 0800
- interviews from 0900 – 1400 hrs
- returned to Richmond Co after the meeting for Bylaw and Policy and COW Meeting

Nov 23 – travel to PH – EDPC Board Meeting in the Civic Centre meeting room
Left Arichat at 1215

- Travelled alone
- EDPC Board Meeting from 1300 - 1400
- Meet with NRR/NSPW upstairs in ToPH meeting room regarding transfer of assets at Little River Reservoir. 1430 -1500
- Returned to Arichat at 1530 hrs.

Nov 28 - travel to L'Ardoise – Meeting with B. Martell re St Peters Library Lease

- travelled with Dir. S. Mury
- Left for L'Ardoise at 1400
- meeting was to discuss lease for St Peters Library extension
- 1500- 1630
- returned to St Peters after the meeting.

Dec 5 - travel to PH – Meeting with John Bain and Noah Landry regarding numerous land sales and process development

- travelled alone

- Left for PH at 0820 hrs

- meeting was from 0900 – 1100 hrs at EDPC office in the Civic Centre

- returned to Arichat after the meeting before noon.

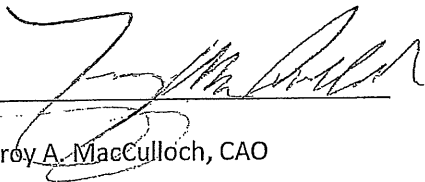
Dec11 - travel to PH – Met with Terry Doyle and Martin Thomsen and two applicants for Monday

- travelled alone

- Left for PH at 0820 hrs

- interview was 0900 – 1100 hrs

- returned to Arichat after the meeting before noon for the afternoon virtual meeting from 1300 – 1500.



Troy A. MacCulloch, CAO

Municipality of the County of Richmond



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

TRAVEL EXPENSE CLAIM Rate **\$0.5770**

Name of Claimant:	troy macculloch	
Destination:	Halifax	
Purpose of Travel:	NSFM Fall Conf	
Departure Date/Time:	07-Nov	10:00 AM
Return Date/Time:	10-Nov	11:15 AM <i>2:30 pm</i>

Approval to Travel **Warden Mombourquette** Date: **July 11, 2023**

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total	
Total Mileage (# of Km):	514.00	325.60	0.00	0.00	188.40	0.00	514.00
Total Cost of Mileage:	\$296.58	\$187.87	\$0.00	\$0.00	\$108.71	\$0.00	\$296.58
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		\$20.00	\$20.00	\$20.00			\$60.00
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	\$10.00				\$30.00
Taxi/Parking/Tolls (Receipts Required)							\$0.00
Total Amount Being Claimed	\$252.87	\$60.00	\$30.00	\$153.71	\$0.00		\$496.58

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:	<i>Troy Macculloch</i>	Cheque Rec'd. Date.....	Initial.....
Date Submitted:	14-Nov	Prices Checked.....	<i>ES</i>
Travel Approved by Supervisor:	<i>Warden Mombourquette</i>	Add. & Ext. Checked.....	<i>ES</i>
GL Code:		Approval for Payment.....	
		Discount Date.....	
		Paid by Cheque No.....	
		Distribution Acc.....	10-212 2120 212130

MSF3

Re: Fw: Re: NSFM Fall Conference November 7-10, 2023 Amanda Mombourquette to Troy
MacCulloch 2023-11-24 11:27 AM
Thanks Troy!

This is the written approval for your travel to NSFM. Please attach to your claim before it goes online. :)

Amanda

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

To: Amanda Mombourquette/Richmond@Richmond
From: Troy MacCulloch/Richmond
Date: 11/23/2023 04:39PM
Subject: Re: Fw: Re: NSFM Fall Conference November 7-10, 2023

Hi Warden,

If you could do the same for me please - this is your written approval to reflect our conversation of July 11 when our bookings were discussed and confirmed for travel with the Municipal Clerk.

Thanks,

Troy

THE MUNICIPALITY OF RICHMOND
LA MUNICIPALITE DE RICHMOND



Troy MacCulloch, CMML, FSAScot
Chief Administrative Officer

Phone: 902.226.3970
Mobile: 902.631.4120
Email: cao@richmondcounty.ca

2357 Hwy 206, P.O. Box 120
Arichat, NS B0E 1A0

www.richmondcounty.ca

* Amanda Mombourquette---2023-11-23 03:13:40 PM---Hi Troy, I can't find the written copy of the travel approval for this. I feel when the notificatio

From: Amanda Mombourquette/Richmond
To: Troy MacCulloch/Richmond@Richmond
Date: 2023-11-23 03:13 PM
Subject: Fw: Re: NSFM Fall Conference November 7-10, 2023

Hi Troy,

I can't find the written copy of the travel approval for this. I feel when the notification comes from staff or they book for us, the approval is implied. But could you please reply with a formal approval so I'm in full compliance with the policy?

NSFM Fall Conference

Home Sessions Exhibitors Sponsors Register Now Accommodations Venue

Westin Hotel, Halifax

Event Agenda

Tuesday	Wednesday	Thursday	Friday
7 Nov	8 Nov	9 Nov	10 Nov

List Format

Date and time are shown in Canada/Atlantic

Coat Check, Mezzanine MEDAVIE

November 7, 2023
12:00 PM - 8:00 PM

Registration Desk Hours

Sponsored by Medavie

The friendly staff at the registration desk are available to check you in and answer any questions/needs you may have.



Atlantic Ballroom Plenary

November 7, 2023
1:00 PM - 5:00 PM

Member meeting on policing


This is a pre-event session that is not a formal part of the conference.

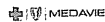
Event Agenda

Tuesday	Wednesday	Thursday	Friday
7 Nov	8 Nov	9 Nov	10 Nov

List Format

Date and time are shown in Canada/Atlantic

 Coat Check, Mezzanine



November 8, 2023
7:45 AM - 5:15 PM


Registration Desk Hours

sponsored by Medavie

The friendly staff at the registration desk are here to help you with any questions/needs.

Please Note: The desk will be closed during the luncheons.



 Atlantic Ballroom Plenary

November 8, 2023
8:15 AM - 9:30 AM

Opening Session

- Remarks by Conference Chair - Mayor Carolyn Bolivar-Getson, Municipality of the District of Lunenburg
- Greetings from Host Municipality - Mayor Mike Savage, HRM
- Remarks by NSFAM President - Mayor Brenda Chisholm-Beaton, Town of Port Hawkesbury
- Greetings from the Honourable John Lohr, Minister of Dept of Municipal Affairs & Housing
- Greetings from President, AMANS
- Greetings from Presenting Sponsor - Peter Gregg, President & CEO, Nova

Show More



Peter Gregg
President & CEO, Nova Scotia Power



Brenda Chisholm-Beaton
Mayor, Town of Port Hawkesbury

Show More



November 8, 2023

9:30 AM - 10:30 AM

Atlantic Ballroom

Plenary



Keynote: Local Governments are leading the world in innovation - but don't tell the provinces or they might wake up!

Sponsored by CUPE NS

David Miller is the former Mayor of Toronto (2003-2010) and is currently the Managing Director of the C40 Centre for City Climate Policy and Economy. In his time as the Toronto Mayor he was widely admired for the innovative policies and actions implemented by Mayor and council - on the environment and climate change; transit; social inclusion; positive and successful relationships with suburbs and regional

towns large and small, and more. Mayor Miller regularly delivers keynotes at international events and will join us this year to speak to lessons he learned from his 16 years in local politics as a City Councillor and Mayor. From building public support for innovative policies, like addressing climate change, to dealing with our "friends" at

Show More



David Miller

Managing Director, C40 Centre for City Climate Policy and Economy | Former Mayor
City of Toronto



Mezzanine & Commonwealth B



November 8, 2023

10:30 AM - 11:00 AM

Networking Break/Viewing of Exhibits

Sponsored by Divert Nova Scotia

This is a great opportunity to visit our vendors in the exhibit areas. Be sure to get your stamp card stamped to be eligible for the Grand Prize Draw!



Harbour Suites, Lower Level

Concurrent

November 8, 2023

11:00 AM - 12:00 PM

Supply, Preservation & Affordability: Nova Scotia's Provincial Housing Programs

Department of Municipal Affairs and Housing

The province recognizes and values the role of municipalities in addressing the housing crisis. At this session, staff from the Department of Municipal Affairs and Housing will provide an overview of various housing programs available to support development and citizen needs. Staff will also discuss ways the department can support municipalities when interacting with the federal government to pursue housing solutions.



Michelle Waye

Executive Director, Housing Programs and Services, Department of Municipal Affairs and Housing



Atlantic Ballroom

Concurrent

November 8, 2023

11:00 AM - 12:00 PM

The Impact of the Province's Population Growth Strategy

A panel discussion

Nova Scotia has surpassed one million people – a record since July 2021. The provincial government has identified economic growth as a key priority and has set a target to double the population by 2060. Join panel members, the Honourable Jill Balsler, Minister of Labour, Skills and Immigration, David Miller, former Mayor of Toronto and Halifax Mayor Mike Savage, as they discuss the impacts of this economic strategy and how it will impact Nova Scotia's municipalities.



David Miller

Managing Director, C40 Centre for City Climate Policy and Economy | Former Mayor City of Toronto



Honourable Jill Balsler

Minister of Labour, Skills and Immigration, Province of Nova Scotia

Show More



Commonwealth A Luncheon



November 8, 2023
12:10 PM - 1:10 PM

Delegates' Luncheon

Sponsored by Finance and Treasury Board - Municipal Finance Division



Atlantic Ballroom Plenary

November 8, 2023
1:25 PM - 1:45 PM

Remarks by NSFM CEO Juanita Spencer



Juanita Spencer
CEO, Nova Scotia Federation of Municipalities

Atlantic Ballroom Plenary

November 8, 2023
1:45 PM - 2:45 PM

Always a 'work in progress' - the Provincial-Municipal Relationship: Lessons from Ontario

The relationship between provincial and municipal governments in Canada is always

important but inherently unequal. Municipalities remain 'creatures of the province' in constitutional and financial terms. Municipalities are also crucial to meeting many provincial objectives, which today includes increasing the supply of affordable housing. Municipalities today face ever-widening responsibilities and increased public expectations, despite their limited financial resources, including operating 60% of Canada's public infrastructure on less than 10 cents of each Canadian tax dollar.

Ontario municipalities have been through a succession of fiscal and program reforms

Show More



Michael Fenn

Former Ontario Deputy Minister and municipal CAO

Mississauga - on conf. call for handshake table water utility



Mezzanine & Commonwealth B



November 8, 2023

2:45 PM - 3:15 PM

Networking Break/Viewing of Exhibits

Sponsored by Divert NS

This is a great opportunity to visit our vendors in the exhibit areas. Be sure to get your stamp card stamped to be eligible for the Grand Prize Draw!



Commonwealth A Networking

November 8, 2023

3:15 PM - 5:15 PM

Conversation Series: Networking Tables

The Conversation Series is your opportunity to network with your fellow municipal colleagues through short, informal, discussions on various topics such as: Climate Change Mitigation Projects, Asset Management, Municipal Finance, Municipal Consolidation, Active Transportation, Roads, etc. We are inviting members to have conversations rotating through several different tables, each with a different topic of discussion. Tables will change at 20-minute intervals. Deputy Ministers and senior staff from the province have been invited to sit at various tables and the NSFM Board will facilitate some of the discussions.

[Home](#)

[Schedule](#)

902-423-8331

[Speakers](#)

info@nsfm.ca

[Sessions](#)

NSFM 2023 Fall Conference

[Exhibitors](#)

November 7, 2023 - November 10, 2023

[Sponsors](#)

[Register](#)

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Raising the
Bar
On Local Leadership


Event Agenda

Tuesday	Wednesday	Thursday	Friday
7 Nov	8 Nov	9 Nov	10 Nov

List Format

Date and time are shown in Canada/Atlantic



 Westin Lobby

Interactive Activity


November 9, 2023

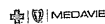
6:30 AM - 7:15 AM

Early Morning Walk

Weather Permitting

Join Rebecca Kolstee of AMANS on a harbourfront walk to start your day. Please join Rebecca in the Westin Lobby by 6:25 a.m.

 Coat Check, Mezzanine



November 9, 2023

7:45 AM - 5:00 PM

Registration Desk Hours

Sponsored by Medavie

The friendly staff at the registration desk are here to help you with any questions/needs.

Please Note: The desk will be closed during the luncheons.



November 9, 2023
8:40 AM - 9:00 AM

Atlantic Ballroom Plenary

Federation of Canadian Municipalities Update



Scott Pearce
President, Federation of Canadian Municipalities

November 9, 2023
9:00 AM - 9:30 AM

Atlantic Ballroom Plenary

Honourable John Lohr, Minister of Municipal Affairs and Housing

On behalf of Premier Houston



Honourable John Lohr
Minister, Department of Municipal Affairs and Housing

November 9, 2023
9:30 AM - 10:30 AM

Atlantic Ballroom Panel

Provincial Ministers' Panel



Mezzanine & Commonwealth B

Networking



November 9, 2023
10:30 AM - 11:00 AM

Networking Break/Viewing of Exhibits

Sponsored by Canoe Procurement Group

This is a great opportunity to visit our vendors in the exhibit areas. Be sure to get your stamp card stamped to be eligible for the Grand Prize Draw!



canoe
procurement group of canada

Atlantic Ballroom

AGM

November 9, 2023
11:00 AM - 12:00 PM

Annual General Meeting

- Presentation of NSFM Audited Statements
- Motion re Dues
- Board Election Results
- Incoming President Remarks
- NSFM Member Services Update

✓ Commonwealth A

Luncheon



November 9, 2023
12:00 PM - 1:00 PM

Delegates' Luncheon

Sponsored by Intact Public Entities



✓ Atlantic Ballroom

Plenary

November 9, 2023
1:15 PM - 1:45 PM

Honourable Zach Churchill

Leader of the Nova Scotia Liberal Party



Honourable Zach Churchill
Leader of the Liberal Party of Nova Scotia



✓ Commonwealth A

Interactive Activity

November 9, 2023
1:50 PM - 2:45 PM

Light it up!

Live Game Show

✓ Get Set for Classic TV Game Shows Meets Nova Scotia Charm! Hey, game show enthusiasts and thrill-seekers! Brace yourselves for an exhilarating adventure like no other – welcome to "Light It Up"! This is a combination of legendary TV game shows

from the good ol' days with the captivating essence of Nova Scotia, Canada. If you've ever wished you could be a contestant on "Survivor" "Wheel of Fortune," "Jeopardy," — now's your chance? Your dream is about to come true! Immerse yourself in the electrifying world of game shows, where you'll be part of the action and excitement.

Game Show Trivia: Test your game show expertise with brain-teasing questions that'll keep you on your toes. Prizes and ultimate bragging rights await the ultimate

Show More



Tyler Hayden CSP



Mezzanine & Commonwealth B

Networking



November 9, 2023

2:45 PM - 3:15 PM

Networking Break/Viewing of Exhibits

Sponsored by Canoe Procurement Group

✓ This is a great opportunity to visit our vendors in the exhibit areas. Be sure to get your stamp card stamped to be eligible for the Grand Prize Draw!



canoe
procurement group of canada

Atlantic Ballroom

Plenary

November 9, 2023

3:15 PM - 3:45 PM

✓ Honourable Claudia Chender

Leader of the Nova Scotia New Democratic Party



Honourable Claudia Chender
Leader of the Nova Scotia New Democratic Party

Atlantic Ballroom

Concurrent

November 9, 2023
3:45 PM - 4:45 PM

Bridges Within and Between: Strengthening Municipal Connections with Equity-Seeking Communities

Many municipalities experience a sense of "stuckness" and aren't sure how to progress in (or even start) their equity, diversity, and inclusion efforts. This session aims to change that by delving into essential postures and practices that municipalities can immediately practice in order to forge stronger and meaningful connections with equity-seeking communities, engage in authentic dialogue and meaningful change, and build a more equitable community for all residents.



Dr. Willow Anderson
Founder and Principal Consultant, Social Fabric Institute Inc.

Harbour Suites, Lower Level

Concurrent

November 9, 2023
3:45 PM - 4:45 PM

Natural Infrastructure for Municipalities

Green infrastructure, natural infrastructure, nature-based solutions: no matter what you call it municipalities are increasingly incorporating nature into public works as an alternative approach to infrastructure. How viable is this? Is it cost effective? Does it offer greater resiliency in our changing climate? The first presentation will be about urban forests and the climate change mitigation and adaptation services trees can

provide. The second presentation will be about a cost-benefit analysis framework and decision-making tool for municipalities to support decision-making and implementation of nature-based solutions to coastal erosion, stormwater surges, and inland flooding. A question-and-answer period will follow, in which municipal leaders can inquire as to how these techniques and tools can be applied in their communities.



Lilian Barraclough

Research and Knowledge Initiative Project Coordinator, New Brunswick Environmental Network



Peter N. Duinker, PhD

Sylveritas Ltd.


 Mezzanine

Networking

November 9, 2023

6:15 PM - 7:00 PM

Reception

 Commonwealth A



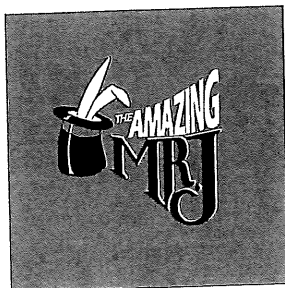
November 9, 2023

7:00 PM - 9:30 PM

Banquet

Sponsored by CN

Enjoy a delicious meal followed by a performance by The Amazing Mr. J!



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Speakers

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Sessions

NSFM 2023 Fall Conference

Exhibitors

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Sponsors

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Event Agenda

Tuesday 7 Nov Wednesday 8 Nov Thursday 9 Nov Friday 10 Nov

[List](#) [Format](#)

Date and time are shown in Canada/Atlantic

 Coat Check, Mezzanine




November 10, 2023
7:45 AM - 11:00 AM

Registration Desk Hours

Sponsored by Medavie



 Harbour Suites, Lower Level Plenary



November 10, 2023
8:00 AM - 8:55 AM

Raising the Bar: Safety Leadership for Municipal Success

Sponsored Session: Construction Safety Nova Scotia

Join MJ MacDonald, CEO, Construction Safety Nova Scotia as she speaks to the


roles and responsibilities of municipalities in both capital project oversight, as well as operational areas of accountability. She'll also discuss the benefits of safety systems and management as a strategic priority, safety culture and mental health from a safety perspective.



Show More



MJ MacDonald
CEO, Construction Safety Nova Scotia

 Commonwealth A

Concurrent

November 10, 2023

9:00 AM - 10:00 AM

Rising to the Challenge: Building Resilience & De-escalation Skills

During this interactive training session, attendees will be taught concepts and tactics regarding how to handle a situation as an elected official. The session will cover how to deal with a disruption in a council meeting or public event, general one on one public confrontations, and active threat/lockdown steps. Attendees will leave with new tools to implement, and feeling more confident when confronted with these stressful situations .



Chris O'Brien
Principal-President, Ridgeback Security Inc.



Atlantic Ballroom Concurrent

November 10, 2023
9:00 AM - 10:00 AM

Emergency Preparedness - Lessons Learned

Nova Scotia has been hit by multiple disasters over the past couple of years, having a huge impact on our communities. Join panel members as they discuss lessons learned and future preventative measures.

Provincial Emergency Measures Office

EMO will look at providing an overview of the Nova Scotia Emergency Management Office, its mandate, and the National Alert Ready System and how it is used across the province. Attendees will also learn about NSEMO's emergency management training and exercising priorities as it relates to enhancing emergency preparedness

Show More



BL **Bill Lawlor**
Atlantic Director of Strategic and Government Relations, Canadian Red Cross

JM **Jason Mew**
Director, Incident Management Division, Nova Scotia Emergency Management Office

Show More



Atlantic Ballroom Plenary



November 10, 2023
10:05 AM - 11:00 AM

Presenting Sponsor: Nova Scotia Power

A Fireside Chat with President & CEO Peter Gregg

Nova Scotia Power provides 95% of the generation, transmission and distribution of electrical power to approximately 540,000 residential, commercial and industrial customers across Nova Scotia. The company is focused on new technologies to enhance customer service and reliability, reduce emissions and add renewable energy. Nova Scotia Power has over 2000 employees.



Peter Gregg
President & CEO, Nova Scotia Power

Atlantic Ballroom Plenary

November 10, 2023
11:00 AM - 12:00 PM

Municipal Success Stories

Our municipalities have developed many great programs and services for their communities. Join our panel as we explore the following three successful initiatives:

Seek Wilderness Accommodations - Town of Truro

Seek Wilderness Accommodations offers unique, experiential accommodations right on Victoria Park, Truro. Seek encourages people to explore Victoria Park, the Town of Truro, Colchester County, as well as the Northern Region, as it's strategically located in the "Hub" of Nova Scotia. Seek is a privately owned business, but was built in strategic partnership with the Town of Truro and with the support of ACOA to help

Show More



Councillor Alison Graham
Town of Truro



Deputy Warden Nicole Albright
Municipality of the District of Argyle

Show More





Atlantic Ballroom

Plenary

November 10, 2023
12:00 PM - 12:10 PM

Draws and Closing

X Be sure to stick around for the Grand Prize Draw! Two nights stay at the Westin Hotel.

Your ballot is your completely stamped exhibitor card.

You must be present to win.

**THE WESTIN
NOVA SCOTIAN**

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Schedule

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Speakers

info@nsfm.ca

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NSFM 2023 Fall Conference

Exhibitors

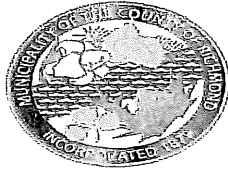
November 7, 2023 - November 10, 2023

Sponsors

Register

Accommodations

Venue



THE MUNICIPALITY
OF THE COUNTY OF

LA MUNICIPALITÉ
DU COMTE DE

RICHMOND

NAME: Steve Marcellus

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

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
04-Oct-23	NSEMO Emergency Preparedness Workshop, St. Peter's Village Meeting, New RCMP Sgt. Meeting	153.6	
06-Oct-23	Canadian Legion 150 (Arichat) Comfort Centre meeting	10.8	
10-Oct-23	EMO Storage unit for generator Contract work access - Cummins Diesel	42.4	

Totals: 206.80 ✓ \$0.00

Rate: \$0.5770

Total Mileage (\$): \$119.32

Total Expenses Claimed: **\$119.32**

ACCOUNT #:	10-229-3030-229270 - EMO	CHEQUE #:	
SIGNATURE:		AMOUNT:	
APPROVED:		DATE PAID:	
DATE SUBMITTED:	NOV 2, 2023	INITIAL:	

17513

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	
Add. & Ext. Checked.....	
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distribution: Acc't. No.....	10-229-3030-229270

November 2nd, 2023

EMO - In county travel report for October:

October 4th, 2023

- NSEMO Emergency preparedness workshop – Port Hawkesbury

October 6th, 2023

- Canadian Legion 150 Meeting (comfort centre items)

October 10th, 2023

- EMO Storage unit for generator contract work - Cummins

Steve Marcellus - ESC
Municipality of Richmond County



THE MUNICIPALITY
OF THE COUNTY OF

LA MUNICIPALITÉ
DU COMTÉ DE

RICHMOND

NAME: Steve Marcellus

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

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
06-Oct-23	St. Peter's VFD 60th Anniversary and Ladies Auxiliary 40th Anniversary - County Representative	93.1	
19-Oct-23	Intact Insurance - VFD site and building inspections for group policy renewal - Richmond County VFD's	204.7	

Totals: 297.80 ✓ \$0.00
 Rate: \$0.5770
 Total Mileage (\$): \$171.83

Total Expenses Claimed: **\$171.83**

ACCOUNT #:	10-229-3020-229230 - Fire Services	CHEQUE #:	
SIGNATURE:		AMOUNT:	
APPROVED:		DATE PAID:	
DATE SUBMITTED:	NOV 2, 2023	INITIAL:	

HST

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	
Add. & Ext. Checked.....	
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No. 10-229-3020-229230	
Distribution Acc't. No.	

November 1st, 2023

Fire Services - In county travel report for October:

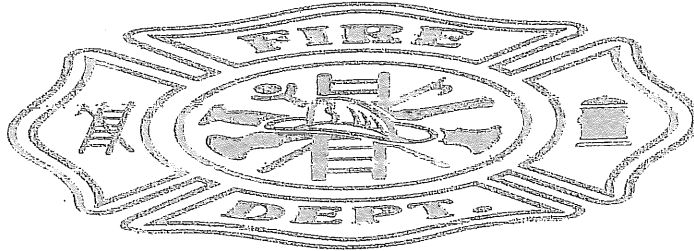
October 6th, 2023

- St. Peter's VFD 60th Anniversary, Ladies Auxiliary 40th Anniversary

October 19th, 2023

- Intact Insurance VFD site and building inspections for group policy renewal – Ron Boudreau

Steve Marcellus - ESC
Municipality of Richmond County



*The St. Peter's Fire Department
&
Ladies Auxiliary*

Cordially invites you to

*60th Anniversary of the St. Peter's
Fire Department*

&

*40th Anniversary of the St. Peter's
Fire Department Ladies Auxiliary*

*October 7th, 2023
at the St. Peter's Lions Hall
Cocktail 6:00pm*

Dinner and presentation of Medals 7:00pm

To RSVP email stpetersfire@seaside.ns.ca

RSVP Deadline September 18, 2023



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:	Tracadie VFD - Monastery, NS	
Purpose of Travel:	TransCAER training	
Departure Date/Time:	October 16th, 2023	
Return Date/Time:	October 16th, 2023	
Approval to Travel		Date:

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	121.30	121.30	0.00	0.00	0.00	121.30
Total Cost of Mileage:	\$69.99	\$69.99	\$0.00	\$0.00	\$0.00	\$69.99
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	\$69.99	\$0.00	\$0.00	\$0.00	\$0.00	\$69.99

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: <u>[Signature]</u>	Goods Rec'd. Date.....Initial..... <u>SM</u>
Date Submitted: <u>OCT 23 2023</u>	Prices Checked..... <u>9</u>
Travel Approved by Supervisor: <u>[Signature]</u>	Add. & Ext. Checked..... <u>9</u>
GL Code: <u>10-229-3030-229270</u>	Approval for Payment.....
	Discount Date.....
	Paid by Cheque No.....
	Distribution Acct. No. <u>10-229-3050-229270</u>



RE: 2023 Transcaer Activities Nova Scotia RAC and CBNS Railway John Bourque to 'emo@richmondcounty.ca', 'DWestlake@colchester.ca', 'coordinator@remopc.ca', 'chris_grover@outlook.com', 'Ross White', 'Blaise MacDonald' 2023-09-07 12:14 PM
Cc "Justin Smith", "Amber Watters", "Jean Pierre Couture"

All,

Further more to my initial email, here is a little more information from JP Couture, A DG Specialist with the Railway Association of Canada.

The safety of our communities is paramount to Cape Breton & Nova Scotia Railway. We recognize the important responsibility we have to protect the safety of communities when transporting dangerous goods and have implemented comprehensive initiatives to protect safety and minimize risk. Each year hundreds of thousands of dangerous goods carloads are moved by train. More than 99.99% reach their destination without a release caused by an accident. If an incident does occur, CB&NS has the people, training, technology, and resources needed to take prompt action. We believe that an effective emergency response to incidents begins with planning and preparation, which is why we work closely with our communities to ensure they are also prepared.

With that in mind, CB&NS supported by the Railway Association of Canada would like to make you aware of the following applications and programs that are available to your community.:

AskRail mobile application

The AskRail application is a free safety tool that provides responders immediate access to accurate, timely data about what type of dangerous goods a railcar is carrying. AskRail provides the user with the ability to view the contents of the entire train, emergency response guidebook information for the hazardous materials, emergency response contact information for the railroads and more. The app is available to every member of the response organization, and can be installed on most mobile devices. AskRail **is a backup** resource if information from the train conductor or train consist is not available.

Reports of Dangerous Goods Transported Through your Community

The railways in Canada worked in collaboration with Transport Canada and the Federation of Canadian Municipalities to develop ***Protective Direction 36***, a process which streamlines the way reports of dangerous goods traffic are communicated to municipalities. These reports provide valuable information for use in emergency planning.

The following is how the process works:

- Designate an Emergency Planning Officer (EPO) for your municipality. The contact information for this person must then be sent to CANUTEC, the Canadian Transport Emergency Center
- CANUTEC sends the list of registered EPOs for each municipality to the railways
- The railways provide the reports of dangerous goods transported through your municipality

Emergency Response Training and Exercises (TransCAER®)

As a member of TransCAER® (***T***ransportation ***C***ommunity ***A***wareness and ***E***mergency ***R***esponse), CB&NS and all other member railways of the RAC are committed to helping the communities along our network with their preparedness efforts, offering assistance for emergency response planning, training and exercises.

This training takes many forms, depending on the response organization's needs, from classroom sessions on dangerous goods awareness and railway emergency response, to hands-on training with props such as tank cars especially modified (CCPX 911) for training purposes and trailers with built-in tank car valves and fittings.

Topics of discussion:

- Railway operations



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:	Havre-Boucher (S) TRACADIE FIRE HALL MONASTERY	
Purpose of Travel:	TransCAER training	
Departure Date/Time:	October 16th, 2023	
Return Date/Time:	October 16th, 2023	
Approval to Travel <i>[Signature]</i>		Date: 03 Oct.

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						\$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



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:	CBRM	
Purpose of Travel:	ICS 400 Course	
Departure Date/Time:	October 23rd, 2023	
Return Date/Time:	October 25th, 2023	
Approval to Travel		Date:

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): 429.10	152.10	88.30	188.70	0.00	0.00	429.10 ✓
Total Cost of Mileage: \$247.59	\$87.76	\$50.95	\$108.88	\$0.00	\$0.00	\$247.59 ✓
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			\$40.00 ✓
Lunch \$25		\$25.00	\$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	\$127.76	\$135.95	\$183.88	\$0.00	\$0.00	\$447.59 ✓

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:	OCT 31, 2023
Travel Approved by Supervisor:	
GL Code:	10-229-3030-229270

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	SM
Add. & Ext. Checked.....	SM
Approval for Payment.....	SM
Discount Date.....	
Paid by Cheque No.....	
Distribution Acct. No.....	10229 3030 229270

HST3



ICS 400 course, Oct 24th and 25th, 2023 Bruce E. MacDonald to Bruce E. MacDonald
2023-10-10 09:41 AM

2 Attachments



NERS.pdf ICS-400_Student_Reference_Notes_Print_2019.pdf

Hello all,

Attached are the student reference notes for the two-day ICS 400 course.

Location: Glace Bay Miners Forum Community Room, 151 Lower N St, Glace Bay, NS B1A 6B4
Time: 8:30 pm to 4:30 pm (Tuesday Oct 24th and Wednesday 25th, 2023)

Requirements:

1. **Lunch:** Attendees will be responsible for their own lunch. There will be a break for lunch for 1:00 hr. at approximately noon.
2. **Parking:** Parking is available at the Miners Forum location.
3. **Attendance:** Students are required to complete both days of the course and must sign-in each day upon arrival.
4. **Participation:** A portion of our course will involve group work. Participants will be divided into groups with representatives from outside their own organization during group activities.
5. **Student Materials:** Student reference notes are attached to this email. Please review these notes and it is recommended that you print a copy for your reference during the course.
6. **Course Completion:** There will be a quiz at the end of the course.

Bruce

Bruce MacDonald
Manager of Emergency Management
Cape Breton Regional Municipality
Cell: 902-574-3895
bemacdonald@cbrm.ns.ca



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:	CBRM	
Purpose of Travel:	ICS 400 Course	
Departure Date/Time:	October 23rd, 2023	
Return Date/Time:	October 25th, 2023	
Approval to Travel <i>FM</i>		Date: <i>Oct. 03</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						\$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



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:	Keltic Lodge - Ingonish, NS	
Purpose of Travel:	FIONA Response and Recovery Session UNSM	
Departure Date/Time:	October 26th, 2023 0600	
Return Date/Time:	October 27th, 2023 1930	
Approval to Travel		Date:

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total	
Total Mileage (# of Km):	360.20	180.10	180.10	0.00	0.00	0.00	360.20 ✓
Total Cost of Mileage:	\$207.84	\$103.92	\$103.92	\$0.00	\$0.00	\$0.00	\$207.84 ✓
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 ✓
Other Meals (Receipts Required)							\$0.00
Incidentals (\$10 per overnight stay)	\$10.00						\$10.00 ✓
Taxi/Parking/Tolls (Receipts Required)							\$0.00
Total Amount Being Claimed	\$113.92	\$133.92	\$0.00	\$0.00	\$0.00	\$0.00	\$247.84

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: SM

Date Submitted: OCT 31, 2023

Travel Approved by Supervisor: [Signature]

GL Code: 10-2293030229270

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

Prices Checked.....SM

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

Approval for Payment.....SM

Discount Date.....

Paid by Cheque No.....

Distribution Account No. 10-2293030229270



POST FIONA CONFERENCE

AGENDA

9AM - OPENING PRAYER

**930AM - BOB ROBICHAUD
WHAT FIONA WAS**

1030AM - BREAK

1045AM - FUEL ISSUES

1145AM - LUNCH

1PM - VOLUNTEERS

2PM - BREAK

230PM - WISH LIST



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:	Keltic Lodge - Ingonish, NS
Purpose of Travel:	FIONA Response and Recovery Session UNSM
Departure Date/Time:	October 25th, 2023
Return Date/Time:	October 27th, 2023
Approval to Travel	Date: <i>Oct. 28</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	0.00
Total Cost of Mileage: \$0.00	\$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						\$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