







Schedule 'B' In County Travel and Expense Claim Form

<b>NAME:</b> Ronalda Boudreau																												
<b>PERIOD COVERED:</b> October 2024																												
<b>FROM:</b> October 1, 2024		<b>TO:</b> October 31, 2024																										
DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:																									
October 1, 2024	Registration for zumba in Louisdale	45.00																										
October 2, 2024	Registration for adult sewing class in West Arichat	19.00																										
October 3, 2024	Registration for mat pilates with magic rings class in Janvrin's Island	41.00																										
October 7, 2024	Registration for gentle yoga in St. Peter's	71.00																										
October 7, 2024	Registration for chair yoga in River Bourgeois	62.00																										
October 8, 2024	Registration for chair yoga in St. Peter's	71.00																										
October 8, 2024	Registration for chair yoga in Louisdale	40.00																										
October 8, 2024	Registration for amish knot rug class in River Bourgeois	71.00																										
October 9, 2024	Registration for chair fitness in Louisdale, gentle yoga in St. Peter's, chair fitness in Lower River	105.00																										
October 9, 2024	Registration for chair yoga in Red Islands	120.00																										
October 10, 2024	Registration for chair yoga in St. Peter's	71.00																										
October 19, 2024	Registration for music through play and guitar lessons in Louisdale	45.00																										
October 19, 2024	Meal allowance		\$20.00																									
October 19, 2024	Registration for youth rec hockey in Louisdale	45.00																										
October 20, 2024	Registration for scottish dancing in St. Peter's	80.00																										
October 20, 2024	Registration for tae kwon do in Louisdale	45.00																										
October 20, 2024	Meal allowance		\$20.00																									
October 21, 2024	Registration for learn to skate in St. Peter	45.00																										
<table border="1"> <tr> <td>Goods Rec'd. Date.....</td> <td>Initial.....</td> <td><i>HS</i></td> </tr> <tr> <td>Prices Checked.....</td> <td><i>HS</i></td> <td></td> </tr> <tr> <td>Add. &amp; Ext. Checked.....</td> <td><i>HS</i></td> <td></td> </tr> </table>		Goods Rec'd. Date.....	Initial.....	<i>HS</i>	Prices Checked.....	<i>HS</i>		Add. & Ext. Checked.....	<i>HS</i>		<table border="1"> <tr> <td>Totals:</td> <td>976.00</td> <td>✓</td> <td>\$40.00</td> </tr> <tr> <td>Rate:</td> <td>\$0.5838</td> <td></td> <td></td> </tr> <tr> <td>Total Mileage (\$):</td> <td>\$569.79</td> <td>✓</td> <td></td> </tr> <tr> <td>Total Expenses Claimed:</td> <td>\$609.79</td> <td></td> <td></td> </tr> </table>		Totals:	976.00	✓	\$40.00	Rate:	\$0.5838			Total Mileage (\$):	\$569.79	✓		Total Expenses Claimed:	\$609.79		
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Paid by Cheque No.....	<i>102704120270130</i>																											
Distribution: Recd. No.....	<i>102704120270130</i>																											
ACCOUNT #:	10 270 4120 270130	CHEQUE #:																										
SIGNATURE:	<i>Ronalda Boudreau</i>	AMOUNT:																										
APPROVED:	<i>[Signature]</i>	DATE PAID:																										
DATE SUBMITTED:	31-Oct-24																											



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

Travel and Expense Claim			Rate <u>\$0.5838</u>
Name of Claimant:	Ronaïda Boudreau		
Destination:	Charles V Keating Centre, Antigonish, NS		
Purpose of Travel:	Recreation Nova Scotia Conference		
Departure Date/Time:	16-Oct-24	1:00 PM	
Return Date/Time:	18-Oct-24	1:45 PM	
Approval to Travel:	Date:		

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total	
Total Mileage (# of Km):	211.00	105.00	3.00	103.00	0.00	0.00	211.00
Total Cost of Mileage:	\$123.18	\$61.30	\$1.75	\$60.13	\$0.00	\$0.00	\$123.18
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>							
Meals: Breakfast	\$20						\$0.00
Lunch	\$25		\$25.00				\$25.00
Dinner	\$30	\$30.00					\$30.00
Other Meals (Receipts Required)							\$0.00
Incidentals (\$10 per overnight stay)	\$10.00	\$10.00					\$20.00
Taxi/Parking/Tolls (Receipts Required)							\$0.00
<b>Total Amount Being Claimed</b>	\$71.30	\$41.75	\$85.13	\$0.00	\$0.00		<b>\$198.18</b>

Written Travel Report - Policy Requirements (Section 4. b i)

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 RB N/A \_\_\_\_\_

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

Claimant Signature: Ronaïda Boudreau

Date Submitted: 21-Oct-24

Travel Approved by Supervisor: [Signature]

GL Code: 10 270 4120 270130

Goods Rec'd. Date.....	Initial <u>RB</u>
Prices Checked.....	<u>RB</u>
Add. & Ext. Checked.....	
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No. ....	<u>4120 270 130</u>
Distribution Acct. No. ....	

*HST*

**Subject:** RNS Conference, Antigonish, Oct 16-18th, 2024  
**Date:** Wednesday, September 4, 2024 at 3:55:46 PM Atlantic Daylight Saving Time  
**From:** Shannon Mury  
**To:** Sharla Sampson, Ronalda Boudreau  
**Attachments:** image001.jpg

Hi Sharla and Ronalda,

If your schedule permits, please register for the RNS Conference which is scheduled to take place in Antigonish from Oct 16-18<sup>th</sup>, 2024.  
Rooms have been booked for you at the MicroTel, Antigonish.

Thank you,

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



**Shannon Mury**  
Director  
Department of Community Development & Recreation  
Tel: 902.226.3981  
Cell: 902.631.4245  
Email: [shannon.mury@richmondcounty.ca](mailto:shannon.mury@richmondcounty.ca)  
2357 Highway 206, Arichat, NS B0E 1A0  
[www.richmondcounty.ca](http://www.richmondcounty.ca)

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## Schedule at a Glance

### Wednesday - October 16, 2024

Pre-Conference (Separate Ticket Options)

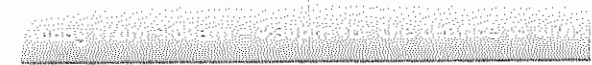
9:30am - 4:00pm	<b>CPRA Day</b> StFX Keating Centre Conference Rooms
6:00pm - 8:00pm	<b>Awards Ceremony</b> StFX Keating Centre Conference Rooms
9:00pm - 11:00pm	<b>Grant Potter Memorial Hockey Game &amp; Social</b> Antigonish Arena

### Thursday - October 17, 2024

9:30am - 11:00am	<b>Opening Ceremony and Keynote: Jonathan Foster</b> StFX Keating Centre Conference Rooms
11:10am - 12:00pm	<b>Session Set #1: Three to choose from</b> <u>Conference Room A:</u> Intro to Asset Based Community Development - Part One <u>Conference Room B:</u> You Belong Here - Successful Retention Strategies <u>Conference Room C:</u> Climate Change & Recreation - Bridging Research, Policy, & Community Action
12:00pm - 1:00pm	Lunch
1:00pm - 1:50pm	<b>Session Set #2: Three to choose from</b> <u>Conference Room A:</u> Intro to Asset Based Community Development - Part Two <u>Conference Room B:</u> Empowering Rural Communities - Using an Asset & Trauma-Informed Approach to Enhancing Recreation Programs <u>Conference Room C:</u> Listening to Inform Action - Tips on Engaging Persons with Lived Experience in Creating Barrier-Free Communities

### Thursday - October 17, 2024, CONTINUED

2:00pm - 2:50pm	<b>Session Set #3: Three to choose from</b> <u>Conference Room A:</u> Burnout & Boundaries <u>Conference Room B:</u> Questions about Insurance Coverage? We Have Answers <u>Conference Room C:</u> Learning on the Move - Active Transportation in Antigonish
3:00pm - 4:00pm	<b>RNS Strategic Planning Session</b> StFX Keating Centre Conference Rooms
4:30pm - 6:30pm	<b>Burgers &amp; Brews Social</b> (Separate Ticket Option) Half Coked Brewery
8:30pm - 11:30pm	<b>Regional Games</b> StFX Turf (Aux Gym as Backup)



### Friday - October 18, 2024

7:00am - 7:30am	<b>Self-directed Movement Opportunity</b>
9:00am - 10:30am	<b>Breakfast &amp; RNS Annual General Meeting</b> StFX Keating Centre Conference Rooms
10:30am - 11:30am	<b>The Crucial Role of Recreation Facilities &amp; Staff in Emergency Response</b> StFX Keating Centre Conference Rooms
11:30am	<b>Closing</b>

Nutrition breaks will be provided throughout the conference!

Healthier Futures Through Recreation



Celebrating 25 years







## **Fire Protection Services Committee Meeting**

**November 27, 2024 @ 1900hrs - St. Peter's VFD**

### **Agenda**

- 1. Call to Order**
- 2. Review and approval of the June minutes.**
- 3. Old Business**
  - a. Boat Launch
  - b. Dry hydrants – Motion – presented to council and approved – Draft SOP change
  - c. Fire Services
    - i. Equipment purchases – IMVFD pumper
    - ii. Asset Lists – AI
    - iii. Fire Department Reporting - AI
    - iv. Fire Services Review Document – Motion
    - v. TOR/New meeting guidelines following County structure
  - d. Training courses
  - e. MEMPC Representatives – need two from this committee.
  - f. Communication?
  - g. Levy payments (outstanding issues)
  - h. NS Guard update
- 4. New business**
  - a. Follow up on the motions from last meeting
  - b. NSFS
  - c. VVPR
  - d. Voyent Alert!
  - e. Insurance renewal
  - f. Committee Structure
- 5. Items that were added to the agenda.**
- 6. Round Table**
- 7. Next meeting date – TBD**
- 8. Adjournment**



Schedule 'B' In County Travel and Expense Claim Form

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

NAME: Shelley David

PERIOD COVERED:

FROM: December 18, 2024

December 18, 2024

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

December 18, 2024	RCMP Advisory Board meeting, office to St. Peter's RCMP Detachment and return	72.80	
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*M503*

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

Totals: 72.80 \$0.00

Rate: \$0.5838

Total Mileage (\$): \$42.50

Total Expenses Claimed: \$42.50

ACCOUNT #:	CHEQUE #:
SIGNATURE: <i>Shelley David</i>	AMOUNT:
APPROVED: <i>[Signature]</i>	DATE PAID:
DATE SUBMITTED: 06-Jan-25	INITIAL:

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



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

**RCMP Advisory Board Meeting**

December 18, 2024, 6:00 p.m.

St. Peter's RCMP Detachment

**Agenda**

1. Call to Order
2. Introductions
3. Election of Chair
4. Election of Vice Chair
5. Items Added/Approval of Agenda
6. Review of Minutes – June 12<sup>th</sup>, 2024
7. Business Arising from the Minutes
8. Policing Report, Re: Richmond County Stats
9. NS Chief of Police Association & NS Association of Police  
Governance Conference Overview
10. Voyent Alert
11. Correspondence
  - a) Action Required
    - i. Sgt. Mike Lidstone, Re: Nova Scotia Crime Stoppers
  - b) Information Only
    - i. 2023 RCMP Web-Based Annual Year in Review
12. Items Added to the Agenda
13. Questions or Concerns
14. Next Meeting Date (March 19, 2025)
15. Adjournment



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

Travel and Expense Claim		Rate <u>\$0.5838</u>
Name of Claimant:	Tyler Fougere	
Destination:	Meti Atlantic 301 Alexandra St, Sydney NS B1S 2E8	
Purpose of Travel:	Trenching & Excavating Course	
Departure Date/Time:	Nov 12, 24 / 7:00am	
Return Date/Time:	Nov 12, 24 / 4:00pm	
Approval to Travel :		Date:

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

Written Travel Report - Policy Requirements (Section 4. b i)

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 TF N/A \_\_\_\_\_

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

Claimant Signature: Tyler Fougere

Date Submitted: Nov 16, 2025

Travel Approved by Supervisor: Miss Beaudin

GL Code: 10242 3080 242210

1813

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



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

Travel and Expense Claim		Rate <u>\$0.5838</u>
Name of Claimant:	Tyler Fougere	
Destination:	Meti Atlantic 301 Alexandra St, Sydney NS B1S 2E8	
Purpose of Travel:	Trenching & Excavating Course	
Departure Date/Time:	Nov 12, 24 / 7:00am	
Return Date/Time:	Nov 12, 24 / 4:00pm	
Approval to Travel: <i>Chris Broadbent</i>		Date: <i>Nov 8/24</i>

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):						
Total Cost of Mileage:						
Accommodation/Hotel/Planner:						
(Indicate if Hotel Bill is Prepaid/Postpaid)						
Rentals: Car/Truck						
Gas						
Dinner						
Other Meals (If costs required)						
Incidental (If Prepaid/Postpaid, etc.)						
Travel/Agency/Fees (If applicable)						
Total amount being claimed						

Written Travel Report - Policy requirements: This is required.

Items: Double check the receipt, a receipt for a purchase of a meal is required. If you cannot find a receipt, you must not include it in the claim. Attach a receipt for all expenses.

I confirm that I attended the course on the dates indicated and that the expenses claimed are correct.

All claims are to be submitted not later than 30 days after the date of the claim.

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

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

Print Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

## Carla Martell

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**From:** Suzin Burchell <suzinburchell@metiatlantic.com>  
**Sent:** October 21, 2024 4:45 PM  
**To:** Carla Martell  
**Subject:** Re: Trenching & Excavating

Hello Carla,

We will book three seats for you for Nov 12th.

I will let you know if we have something coming up earlier. Also, this course will start at 9:30 am for this date.

Kind Regards,

Suzin Burchell,  
*Operations Director*



**MARITIME ENVIRONMENTAL TRAINING INSTITUTE (METI)**  
**A Career College Providing Certified Training for Today's Industries... C**  
301 Alexandra Street, Sydney, NS B1S 2E8  
Phone: 902-539-9766 • 877-800-6384



**YOUNG DRIVERS CAPE BRETON**  
301 Alexandra Street, Sydney, NS B1S 2E8  
Phone: (902) 562-5359

Website METI: [www.metiatlantic.com](http://www.metiatlantic.com)

Website YD: [www.yd.com/locations/ns/sydney](http://www.yd.com/locations/ns/sydney)

Follow us: METI [Facebook](#) & YD [Facebook](#)

**[Click here to take a video tour of METI](#)**

On Mon, Oct 21, 2024 at 3:37 PM Carla Martell <[Carla.Martell@richmondcounty.ca](mailto:Carla.Martell@richmondcounty.ca)> wrote:

Hi Suzin

I have 3 staff members who need to take the Trenching and Excavating course.

I see one planned for

November 12, 2024 @ 8:30 am – 12:00 pm or earlier if something comes up.

Can we register: Tyler Fougere, Justin MacDonald, Evan Fougere?

Thanks

Carla

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Carla Martell

Public Works - Department Administrator

Municipality of the County of Richmond

Phone: (902) 226-0586

Maritime Environmental Training Institute  
 301 Alexandra Street  
 Sydney NS B1S 2E8  
 (902) 539-9766  
 suzinburchell@metiatlantic.com  
 www.metiatlantic.com

# Invoice



BILL TO:
Municipality of the County of Richmond 2357 Highway 206 P.O. Box 120 B0E 1A0

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
06095872B	10/12/2024	\$300.00	09/01/2025	Net 30	

DATE	ACTIVITY	DESCRIPTION	TAX	QTY	RATE	AMOUNT
	Excavating & Trenching	November 12/24 Tyler Fougere, Justin MacDonald, Evan Fougere Contact - Carla Martell	E	3	100.00	300.00

Prices represent the total cost as we do not charge tax on training because we are an educational institution.

SUBTOTAL	300.00
TOTAL	300.00
BALANCE DUE	<b>\$300.00</b>

METI is locally owned and operated and proud to be serving Cape Breton since 1991.

Thank you for choosing METI.


Payment accepted by cash, company cheque, credit card or e-transfer. For e-transfer, use training@metiatlantic.com (auto deposit) and include the invoice number.

Please pay within 30 days of invoice day.

# TRENCHING & EXCAVATING AWARENESS (AM)

HOME / TRENCHING & EXCAVATING AWARENESS (AM)

WHEN: November 12, 2024 @ 8:30 am – 12:00 pm  Repeats

 Calendar

If you are working on a work site that has either trenches or excavations, you need METI's Trenching & Excavating Awareness.

*To visit the Trenching & Excavating Awareness Training page click here*





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

<b>Travel and Expense Claim</b>		<b>Rate \$0.5838</b>
Name of Claimant:	Lois Landry	
Destination:	Halifax Convention Centre, Halifax Nova Scotia	
Purpose of Travel:	New Councillor Orientation Training	
Departure Date/Time:	Nov. 4, 2024 - 7:00 am	
Return Date/Time:	Nov. 5, 2024 - 7:00 pm	
Approval to Travel :CAO via email from Clerk <span style="float: right;">01-Nov-24</span>		

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): <span style="float: right;">604.00</span>	302.00	302.00	0.00	0.00	0.00	604.00
Total Cost of Mileage: <span style="float: right;">\$352.62</span>	\$176.31	\$176.31	\$0.00	\$0.00	\$0.00	\$352.62
Accommodation/Hotel Name: Sutton Hotel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt): Direct bill</i>						
Meals: Breakfast <span style="float: right;">\$20</span>	\$20.00	\$20.00				\$40.00
Lunch <span style="float: right;">\$25</span>						\$0.00
Dinner <span style="float: right;">\$30</span>	\$30.00	\$30.00				\$60.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)	\$10.00					\$10.00
Taxi/Parking/Tolls (Receipts Required)						<del>\$0.00</del>
<b>Total Amount Being Claimed</b>	<b>\$236.31</b>	<b>\$226.31</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$462.62</b>

Written Travel Report - Policy Requirements (Section 4. b i)

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 LL N/A \_\_\_\_\_

Agenda attached: Orientation for new councillors

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

Claimant Signature: Lois Landry

Date Submitted: Dec 4, 2024

Travel Approved by Supervisor: [Signature]

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

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	SS
Add. & Ext. Checked.....	SS
Approval for Payment.....	A
Discount Date.....	
Paid by Cheque No.....	
Distribution Acct. No.....	11310 2100 210110

HST 3

**From:** Shelley David <[Clerk@richmondcounty.ca](mailto:Clerk@richmondcounty.ca)>  
**Sent:** October 29, 2024 8:37 AM  
**To:** Lois Landry <[lois@loislandry.ca](mailto:lois@loislandry.ca)>  
**Cc:** Troy MacCulloch <[CAO@richmondcounty.ca](mailto:CAO@richmondcounty.ca)>  
**Subject:** RE: Registration Question - Municipal Affairs Orientation & NSFM

Good morning,

Attached is the agenda for the training session.

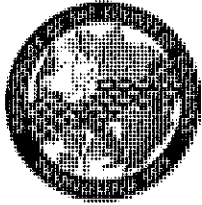
I have a room reserved for November 4<sup>th</sup> and 5<sup>th</sup>. ( check in on the 4<sup>th</sup> and check out on the 6<sup>th</sup>)

Please confirm how many nights you wish to stay.

Thank you,

Shelley

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



**Shelley David**  
Municipal Clerk / Communications Officer

Phone: 902.226.3971  
Mobile: 902.631.5929  
Email: [clerk@richmondcounty.ca](mailto:clerk@richmondcounty.ca)

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

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

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**From:** Lois Landry <[lois@loislandry.ca](mailto:lois@loislandry.ca)>  
**Sent:** October 28, 2024 7:31 PM  
**To:** Shelley David <[Clerk@richmondcounty.ca](mailto:Clerk@richmondcounty.ca)>  
**Cc:** Troy MacCulloch <[CAO@richmondcounty.ca](mailto:CAO@richmondcounty.ca)>  
**Subject:** Re: Registration Question - Municipal Affairs Orientation & NSFM

Hi

None. Thanks.

Do you have a schedule for the orientation event?

Thanks  
Lois  
Sent from my iPhone

On Oct 28, 2024, at 1:49 PM, Shelley David <[Clerk@richmondcounty.ca](mailto:Clerk@richmondcounty.ca)> wrote:

Good afternoon Lois,

I will be registering you for the council orientation in Halifax (November 4-5) and the NSFM Conference (November 26-29).

Do you have any dietary restrictions or accessibility requirements?

Thank you,

Shelley

<image001.jpg>

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# New Councillor Orientation Training

November 4 – 5, 2024

Halifax Convention Centre



## Schedule At-A-Glance

<b>Monday November 4, 2024</b>		
11:00 a.m. – 11:30 a.m.	Welcome and Introductions	
11:30 a.m. – 12:30 p.m.	Lay of the Municipal Land <i>Lunch will be served</i>	
12:30 p.m. – 2:00 p.m.	Building a Foundation on the Municipal Framework	
2:00 p.m. – 2:15 p.m.	Session Break	
2:15 p.m. – 3:30 p.m.	Leadership Panel: “Welcome to the Gig”	
3:30 p.m. – 4:30 p.m.	Code of Conduct Accessibility and Anti-Racism Planning	
4:30 p.m. – 6:00 p.m.	Networking Reception	

<b>Tuesday November 5, 2024</b>		
8:30 a.m. – 9:45 a.m.	Keynote Session	
9:45 a.m. – 10:30 a.m.	Concurrent Session: A) Managing Expectations with the Public  B) How Your Municipal Solicitor Supports the Work of Council	
10:30 a.m. – 10:45 a.m.	Session Break	
10:45 a.m. – 12:00 p.m.	Introduction to Rules of Order	
12:00 p.m. – 1:00 p.m.	Lunch	
1:00 p.m. – 1:30 p.m.	Performance Management of the CAO	
1:30 p.m. – 2:15 p.m.	Introduction to Strategic Planning	
2:15 p.m. – 3:30 p.m.	Table Topics: Open Discussion (World Café)	
3:30 p.m.	Closing Remarks	

## **Conference Session Descriptions**

**Monday November 4, 2024**

**11:00 a.m. – 11:30 a.m.**

### **Welcome and Introductions**

New Councillor Orientation will begin with a message from the Deputy Minister of the Department of Municipal Affairs and Housing.

**11:30 a.m. – 12:30 p.m.**

### **Lay of the Municipal Land**

This session will introduce the municipal elected official role in Nova Scotia and highlight the journey and importance of municipal service. You will hear from the Nova Scotia Federation of Municipalities (NSFM) President of the importance of working together and how the NSFM will be able to support you in your role as an elected official.

**12:30 p.m. – 2:00 p.m.**

### **Building a Foundation on the Municipal Framework**

Before being hired for a position there is a job description available outlining a reporting structure, roles and responsibilities, and skills required. There is no job description for municipal elected officials. In this session you will learn about governance structures, roles and responsibilities, and how municipal governments operate in Nova Scotia. The information provided during this session will provide you with an understanding of the

structures you will operate within as a municipal elected official and define the role of staff in your municipality.

**2:00 p.m. – 2:15 p.m.**

### **Session Break**

**2:15 p.m. – 3:30 p.m.**

### **Leadership Panel: “Welcome to the Gig”**

Get inspired with this moderated panel discussion with a stellar line up of municipal elected official leaders who have served their communities over the years. Speakers will share their candid experience as a first-time elected official and answer your burning questions you have about being an elected official sitting around the council table. Questions will explore tips and tricks on being an effective leader in the role and making a difference. We all have a first day at something, what better way to get prepared for the next four years than hearing from experienced leaders in municipal government.

**3:30 p.m. – 4:30 p.m.**

### **Code of Conduct, Accessibility and Anti-Racism Planning**

Did you know that municipalities are legislatively required to adhere to the Code of Conduct as prescribed in regulation in October and update an accessibility and develop an anti-racism plan by April 1, 2025? In this session you will receive the foundational information as it relates to the

code of conduct framework, and the requirements for municipalities to plan for accessibility and anti-racism.

**4:30 p.m. – 6:00 p.m.**

### **Networking Reception**

Join us for a networking reception. This is a great opportunity to meet provincial officials, organizations, and your counterparts across municipalities in Nova Scotia. Building relationships is not about transactions, it is about making connections.

**Tuesday November 5, 2024**

**8:30 a.m. – 9:45 a.m.**

### **Keynote Presentation**

**9:45 a.m. – 10:30 a.m.**

### **Concurrent Session A: Managing Expectations with the Public**

The needs and interests of our communities are ever evolving. In a world centered around social media, it can feel like everyone is a critic. This can make the role of an elected official challenging by trying to manage expectations. This session will explore strategies and tips on how you, as a now elected public figure, can manage public and citizen expectations. Input and feedback can make your community better, and you will need help in making it come to fruition.

### **Concurrent Session B: How Your Municipal Solicitor Supports the Work of Council**

Municipal solicitors are essential to supporting municipalities on a daily basis. Whether its reviewing by-laws, contracts, or providing legal advice to council when considering decisions, the municipal solicitor has the municipality's best interest when making decisions. In this session, you will learn how the municipal solicitor supports you and your fellow councillors work around the council table.

**10:30 a.m. – 10:45 a.m.**

### **Session Break**

**10:45 a.m. – 12:00 p.m.**

### **Introduction to Rules of Order**

When sitting at a council table, there are specific rules and formalities all individuals are required to adhere to. The rules set decorum, which if followed can result in a well-run and efficient meeting – the opposite is also true. Rules of order takes time and practice to master, in this session we will explore the introductory fundamentals. The Association of Municipal Administrators, of Nova Scotia (AMANS) offer a full day session on Rules of Order, that we recommend you follow up this introductory session with to continue to master your skills.

**12:00 p.m. – 1:00 p.m.**

### **Lunch**

**1:00 p.m. – 1:30 p.m.**

### **Performance Management of the CAO**

Did you know that council only has one employee – the Chief Administrative Officer (CAO). Council is responsible for the performance management of their employee. Thankfully, there are resources out there to be able to support you on this endeavour. The Canadian Association of Municipal Administrators (CAMA) developed a CAO Performance Management Toolkit that can be utilized by all municipalities. This session will explore these toolkits and strategies you can use while fulfilling your responsibilities as council.

**1:30 p.m. – 2:00 p.m.**

### **Introduction to Strategic Planning**

Over the next 4 years, around the council table you will be juggling competing priorities with fiscal constraints. A strategic plan is a successful tool you can utilize to become a mastery of the jugglery. Without a strategic plan, you may find it challenging to be able to focus your priorities. If councils only meet once a month, over four years, that's approximately 48 meetings to make a difference. This session will

showcase the importance of strategic planning and emphasize that the Department of Municipal Affairs and Housing, Governance and Advisory Services Team, offers you free strategic planning workshops for your municipality. This session will help you avoid the old adage of "when everything is a priority, nothing is a priority".

**2:00 p.m. – 2:15 p.m.**

### **Session Break**

**2:15 p.m. – 3:30 p.m.**

### **Table Topics: Open Discussion (World Café)**

In this session, you get to set the agenda of topics you would like to hear about or talk about. Topics should focus on strategies and outcomes that can assist elected officials in being successful over the next 4 years.

**3:30 p.m.**

### **Closing Remarks**



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

<b>Travel and Expense Claim</b>		<b>Rate <u>\$0.5838</u></b>
Name of Claimant:	Lois Landry	
Destination:	Westin Hotel, Halifax Nova Scotia	
Purpose of Travel:	NSFM Fall Conference	
Departure Date/Time:	Nov. 26, 2024 - 3:00 pm	
Return Date/Time:	Nov. 29, 2024 - 2:30 pm	
Approval to Travel :CAO via email from Clerk <span style="float: right;">01-Nov-24</span>		

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	630.00	315.00	0.00	315.00	0.00	630.00
Total Cost of Mileage:	\$367.79	\$183.90	\$0.00	\$183.90	\$0.00	\$367.79
Accommodation/Hotel Name:	Sutton Hotel					
<i>(Indicate if Direct Bill or Provide Receipt): Direct bill</i>						
Meals: Breakfast	\$20	\$20.00	\$20.00	\$20.00		\$60.00
Lunch	\$25			\$25.00		\$25.00
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
<b>Total Amount Being Claimed</b>	\$223.90	\$60.00	\$30.00	\$228.90	\$0.00	<b>\$542.79</b>

Written Travel Report - Policy Requirements (Section 4. b i)

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 LL N/A \_\_\_\_\_

Conference website: <https://site.pheedloop.com/event/nsfmfall2024conf/schedule>

Conference is one of two held annually hosted by Nova Scotia Federation of Municipalities. Brings elected municipal officials together to cover plethora of topics related to municipal governments.

Note: Lunch provided at conference on day 2 and 3. Dinner provided on day 3. Hotel and Parking Direct Billed

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

Claimant Signature: <u>LLandry</u> Date Submitted: <u>Dec 4, 2024</u> Travel Approved by Supervisor: <u>[Signature]</u> GL Code: _____	Goods Rec'd. Date.....Initial... Prices Checked..... Add. & Ext. Checked..... Approval for Payment..... Discount Date..... Paid by Cheque No. <u>102102100210110</u> Distribution: Acc'y
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11/23

## Lois Landry

---

**From:** Troy MacCulloch  
**Sent:** November 13, 2024 11:26 AM  
**To:** Lois Landry  
**Subject:** RE: Approval request

You are approved – enjoy the conference and elections.

Safe travels Warden,

Troy

THE MUNICIPALITY OF RICHMOND  
LE MUNICIPALITÉ DE RICHMOND



**Troy MacCulloch, CMML, FSAScot**  
Chief Administrative Officer

Phone: 902.226.3970  
Mobile: 902.631.4120  
Email: [cao@richmondcounty.ca](mailto:cao@richmondcounty.ca)

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

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

**From:** Lois Landry <[Lois.Landry@richmondcounty.ca](mailto:Lois.Landry@richmondcounty.ca)>  
**Sent:** November 13, 2024 11:23 AM  
**To:** Troy MacCulloch <[CAO@richmondcounty.ca](mailto:CAO@richmondcounty.ca)>  
**Subject:** Approval request

Hello,

Could I get approval to travel to the NSFM conference at the end of this month, please?

<https://site.pheedloop.com/event/nsfmfall2024conf/home>

Let me know if you require anything else.

Thanks,

Lois

# NSFM 2024 Fall Conference

## Nova Scotia Federation of Municipalities

November 26, 2024 - November 29, 2024

Westin Nova Scotian Hotel, Halifax, Nova Scotia

[Register Now](#)

🔍 Search by session title

## Tuesday, November 26, 2024

### Registration Desk

[View Details →](#)

🕒 November 26, 1:00 PM – 7:00 PM

📍 Commonwealth Foyer

### Welcome Reception for Newly Elected Officials

[View Details →](#)

🕒 November 26, 7:00 PM – 7:30 PM

📍 Commonwealth Ballroom

Reception

### Meet & Greet Reception

[View Details →](#)

🕒 November 26, 7:30 PM – 8:30 PM

📍 Commonwealth Ballroom

Reception

# Wednesday, November 27, 2024

## Registration Desk Hours

[View Details →](#)

🕒 November 27, 8:00 AM - 5:00 PM

📍 Commonwealth Foyer

## Conference Opening

[View Details →](#)

🕒 November 27, 8:30 AM - 9:30 AM

📍 Atlantic Ballroom

Plenary

## Speakers



**Carolyn Bolivar-Getson**  
President, Nova Scotia Federation of Municipalities



**Juanita Spencer**  
CEO, Nova Scotia Federation of Municipalities



**Dave Pickles**  
Chief Operating Officer, Nova Scotia Power



**Mayor Andy Fillmore**  
Halifax Regional Municipality



**Kim Ramsay**  
President, Association of Municipal Administrators, NS

## Keynote Address – Innovation and Realism – Jon Montgomery

[View Details →](#)

🕒 November 27, 9:30 AM – 10:30 AM

📍 Atlantic Ballroom

Plenary

### Speakers



**Jon Montgomery**

Host of the Amazing Race Canada, Olympic Gold Medalist

## Networking Break/Viewing of Exhibits

[View Details →](#)

🕒 November 27, 10:30 AM – 11:00 AM

📍 Mezzanine & Commonwealth B

## Shaping Nova Scotia's Energy Future

[View Details →](#)

🕒 November 27, 11:00 AM – 12:00 PM

📍 Atlantic Ballroom

Panel

### Speakers



**Mark Sidebottom**

Chief Clean Energy Officer, Nova Scotia Power



**Amanda Mombourquette**

Councillor, Municipality of the County of Richmond



**Mayor Mike Trinacty**

Town of Berwick

## Delegates' Luncheon

[View Details →](#)

🕒 November 27, 12:10 PM – 1:10 PM

📍 Commonwealth Ballroom

Luncheon

## Exploring Policing Models and Municipal Roles in Nova Scotia

[View Details →](#)

🕒 November 27, 1:30 PM – 2:30 PM

📍 Atlantic Ballroom

Concurrent

Panel

### Speakers



**David Mitchell**

Mayor, Town of Bridgewater



**Fraser Patterson**

Councillor, Municipality of the County of Victoria



**Wesley Petite**

Policy Advisor, Nova Scotia Federation of Municipalities

## How the NSFM Benefits Program Supports Elected Officials and Municipal Employees

[View Details →](#)

🕒 November 27, 1:30 PM – 2:30 PM

📍 Harbour Suites, Lower Level

Concurrent

### Speakers



**Cheryl Kane**

Senior Vice-President, HUB International



**Janine McInnis**

Associate Vice-President, HUB International

## Networking Break/Viewing of Exhibits

[View Details →](#)

🕒 November 27, 2:30 PM – 3:00 PM

📍 Mezzanine & Commonwealth B

## Conversation Series: Networking Tables

[View Details →](#)

🕒 November 27, 3:00 PM – 5:00 PM

📍 Commonwealth Ballroom

Networking Tables

## Sing-along Social Night

[View Details →](#)

🕒 November 27, 8:00 PM - 11:00 PM

# Thursday, November 28, 2024

## Registration Desk Hours

[View Details →](#)

🕒 November 28, 7:45 AM - 5:00 PM

📍 Mezzanine & Commonwealth B

## Federation of Canadian Municipalities Update

[View Details →](#)

🕒 November 28, 9:00 AM - 9:15 AM

📍 Atlantic Ballroom

### Speakers



**Councillor Tim Tierney**

First Vice-President, Federation of Canadian Municipalities

## Out of the Frying Pan Into the Flood: Re-thinking the Impacts of Disasters to Create Future Resilience

[View Details →](#)

🕒 November 28, 9:15 AM - 10:15 AM

📍 Atlantic Ballroom

Plenary

### Speakers



**Tracy Eso**

Risk Assessment & Solutions Manager, Intact Public Entities

## Networking Break/Viewing of Exhibits

[View Details →](#)

🕒 November 28, 10:15 AM - 10:45 AM

📍 Mezzanine & Commonwealth B

## Sponsored Session - CN

[View Details →](#)

🕒 November 28, 10:45 AM - 11:45 AM

📍 Harbour Suites, Lower Level

Concurrent

### Speakers



**Hoang Tran**

Senior Director Regulatory and Passenger Operations, CN



**Thomas Bateman**

Manager of Public Affairs, CN

## A Welcoming, Inclusive Community Approach to Change: Advancing Equity in Municipalities with Plans to Dismantle Racism and Hate, and Support Accessibility

[View Details →](#)

🕒 November 28, 10:45 AM - 11:45 AM

📍 Atlantic Ballroom

Concurrent

### Speakers



**Julie Glaser**

Manager, Equity, Anti-Racism and Accessibility Programs, Association of Municipal Administrators, NS



**Roxanne Pereira**

Municipal Accessibility, Equity and Anti-Racism Program Coordinator, Association of Municipal Administrators, NS

## Delegates' Luncheon

[View Details →](#)

🕒 November 28, 12:00 PM - 1:00 PM

📍 Commonwealth Ballroom

Luncheon

## Annual General Meeting

[View Details →](#)

🕒 November 28, 1:15 PM - 3:15 PM

📍 Atlantic Ballroom

Plenary

### Speakers



**Juanita Spencer**

CEO, Nova Scotia Federation of Municipalities

## Networking Break/Viewing of Exhibits

[View Details →](#)

🕒 November 28, 3:15 PM - 3:45 PM

📍 Mezzanine & Commonwealth B

## Good Governance

[View Details →](#)

🕒 November 28, 3:45 PM - 4:45 PM

📍 Harbour Suites, Lower Level

Concurrent

### Speakers



**Craig Pollett**

Strategic Steps

## Grant Application Strategies for Elected Officials: Tools for Success

[View Details →](#)

🕒 November 28, 3:45 PM - 4:45 PM

📍 Atlantic Ballroom

Concurrent

### Speakers



**Lucy MacLeod**

Fund Navigator, Nova Scotia Federation of Municipalities

## Reception

[View Details →](#)

🕒 November 28, 6:15 PM - 7:00 PM

📍 Mezzanine

## Banquet

[View Details →](#)

🕒 November 28, 7:00 PM - 9:30 PM

📍 Commonwealth Ballroom

Banquet

# Friday, November 29, 2024

## Registration Desk Hours

[View Details →](#)

🕒 November 29, 7:45 AM - 10:00 AM

📍 Commonwealth Foyer

## Morning Coffee

[View Details →](#)

🕒 November 29, 7:45 AM - 10:00 AM

📍 Mezzanine

## Ensuring Safe Workplaces: Why Municipalities Need a Robust Safety System

[View Details →](#)

🕒 November 29, 8:00 AM - 8:55 AM

📍 Harbour Suites, Lower Level

Plenary

### Speakers



**MJ MacDonald**

CEO, Construction Safety Nova Scotia

## Cybersecurity in Action: Practical Strategies for Elected Officials

[View Details →](#)

🕒 November 29, 9:00 AM - 9:55 AM

📍 Commonwealth Ballroom

Concurrent

### Speakers



**Laura Franks**

COO, Solopreneur IT Support and Security Services Inc.



**Stephen Franks**

CEO, Solopreneur IT Support and Security Services Inc.

## Making Meetings Matter: A Practical Guide to Robert's Rules of Order

[View Details →](#)

🕒 November 29, 9:00 AM - 9:55 AM

📍 Atlantic Ballroom

Concurrent

### Speakers



**Don Graves**

Consultant, Montana Consulting

### Sponsors

## Partnering with the Community – Presenting Sponsor Nova Scotia Power

[View Details →](#)

Powered by ProcutLoop

🕒 November 29, 10:00 AM - 10:30 AM

📍 Atlantic Ballroom

Plenary

### Speakers

CL

**Chris Lanteigne**

Director of Customer Care, Nova Scotia Power

MD

**Matt Drover**

Senior Director, Energy Delivery, Nova Scotia Power

EC

**Ed Cullinan**

Senior Manager, E-Mobility and Residential Electrician, Nova Scotia Power

EM

**Emily MacNeil**

Senior Manager Government Relations, Nova Scotia Power

## Update on Coastal Land Use

[View Details →](#)

🕒 November 29, 10:30 AM - 11:00 AM

📍 Atlantic Ballroom

Plenary

### Speakers



**Gordon Smith**

Coastal Land Use Planning Coordinator, Nova Scotia Federation of Municipalities

## Draws and Closing

[View Details →](#)

🕒 November 29, 11:00 AM - 11:15 AM

📍 Atlantic Ballroom

Plenary



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

Travel and Expense Claim		Rate <u>\$0.5838</u>
Name of Claimant:	Lois Landry	
Destination:	Halifax Convention Centre, Halifax Nova Scotia	
Purpose of Travel:	Halifax Chamber Event with Prime Minister	
Departure Date/Time:	December 9, 2024 - 10:	
Return Date/Time:	December 9, 2024 - 7:3	
Approval to Travel :CAO via email <span style="float: right;">2024-December 8</span>		

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): <span style="float: right;">604.00</span>	604.00	0.00	0.00	0.00	0.00	604.00 ✓
Total Cost of Mileage: <span style="float: right;">\$352.62</span>	\$352.62	\$0.00	\$0.00	\$0.00	\$0.00	\$352.62 ✓
Accommodation/Hotel Name: <i>(Indicate if Direct Bill or Provide Receipt):</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Meals: Breakfast <span style="float: right;">\$20</span>	\$0.00					\$0.00
Lunch <span style="float: right;">\$25</span>	\$25.00					\$25.00 ✓
Dinner <span style="float: right;">\$30</span>	\$30.00					\$30.00 ✓
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)	\$0.00					\$0.00
Taxi/Parking/Tolls (Receipts Required)	\$15.00					\$15.00
<b>Total Amount Being Claimed</b>	<b>\$422.62</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$422.62</b>

**Written Travel Report - Policy Requirements (Section 4. b i)**

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 LR N/A \_\_\_\_\_

Halifax Chamber of Commerce Event with PM. Invited by Everwind to be guest. Registration fee not required.

<p><b>All claims are to be submitted not later than 60 days after return.</b></p> <p>Claimant Signature: <u>Lois Landry</u></p> <p>Date Submitted: <u>Dec 12/24</u></p> <p>Travel Approved by Supervisor: <u>[Signature]</u></p> <p>GL Code: _____</p>	Goods Rec'd. Date.....Initial..... <u>9</u>
	Prices Checked..... <u>9</u>
	Add. & Ext. Checked..... <u>9</u>
	Approval for Payment..... <u>9</u>
	Discount Date.....
	Paid by Cheque No.....

Distribution/Check No. 10 210 2100 210110

1873

## Lois Landry

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**From:** Troy MacCulloch  
**Sent:** December 8, 2024 2:13 PM  
**To:** Lois Landry  
**Subject:** Re: Permission to travel

Approved and safe travels. If weather worsens, accommodations are approved as well.

Troy.

Get [Outlook for iOS](#)

---

**From:** Lois Landry <Lois.Landry@richmondcounty.ca>  
**Sent:** Sunday, December 8, 2024 2:09:05 PM  
**To:** Troy MacCulloch <CAO@richmondcounty.ca>  
**Subject:** Permission to travel

Hello,

I am requesting permission to travel to Halifax to the event as outlined below. It takes place from 3:00 to 4:30 at the convention centre. I will drive up and back on the same day, so accommodations are not required.

Thanks  
Lois

## **Registration Information**

### **Conversation with the Prime Minister**

**Date:** December 9, 2024

**Location:** Location and timing will be communicated to attendees prior to the event.

**Date/Time Details:** Monday,  
December 9, 2024

Afternoon - Exact timing to be announced prior to the event.

# Events

[HOME](#) / [EVENTS](#)



## Conversation with the Prime Minister ↩

**\*REGISTRATION IS NOW CLOSED\***

### Conversation with the Prime Minister Fireside chat with Prime Minister Justin Trudeau

The Halifax Chamber of Commerce is pleased to host Prime Minister Justin Trudeau for a members-only event.

The Prime Minister will deliver brief remarks and then be joined on stage by Patrick Sullivan, President and CEO of the Halifax Chamber, for a Q&A and fireside chat to discuss topics of interest to our members and Nova Scotians.

Conversation with the Prime Minister

SET A REMINDER

#### Event Sponsors

EverWind Fuels

#### Date and Time

Monday, December 9, 2024

Afternoon - Exact timing to be announced prior to the event.

#### Location

Location and timing will be communicated to attendees prior to the event.

#### Fees/Admission

\$49.95 Member Ticket

\$499.95 Member Table of 10

#### Website

<http://halifaxchamber.com/events>

#### Contact Information

Sondra Thomson, Event Manager

[Send Email](#)



#### The Right Honourable Justin Trudeau Prime Minister of Canada

Justin Trudeau (born December 25, 1971) is Canada's 23rd Prime Minister and the proud father of Xavier, Ella-Grace, and Hadrien.

Justin's vision of Canada is a country where everyone has a real and fair chance to succeed. His experiences as a teacher, father, leader, and advocate for youth have shaped his dedication to Canadians – and his commitment to make Canada a

place where everyone has the opportunities they need to thrive.

The oldest of three boys, Justin grew up with the profound influence of his father, Pierre Elliott Trudeau, and his mother, Margaret Trudeau. He was raised speaking both French and English and has family roots in both Eastern and Western Canada. This background helped spark his passion for public service and shaped his conviction that diversity is Canada's strength.

**Travel to  
Croatia in  
2025!**

Justin studied literature at McGill University, graduating with a Bachelor of Arts (B.A.) in 1994. He went on to complete the University of British Columbia's education program, and spent several years teaching French, math, and other subjects in Vancouver. Teaching allowed him to make a positive impact in the lives of young people. He remains committed to hearing the voices of young Canadians, from the classroom to Parliament Hill.

Before entering politics, Justin served as the Chair of Kotimavik, on the board of the Canadian Avalanche Foundation, and as an advocate for young people and the environment. As a speaker at events and conferences around the country, he encouraged young people to engage with the issues important to them and participate as active citizens. These experiences made it increasingly clear to him that the issues young Canadians care about – education, the environment, and their generation's economic prospects – needed a stronger voice.

Justin entered politics to make change that would better serve all Canadians. In 2007, he built a community-based, grassroots campaign to win the Liberal Party nomination in the Montréal riding of Papineau. He was elected in 2008, and re-elected in 2011, 2015, 2019, and 2021.

Justin was elected Leader of the Liberal Party in April 2013. His leadership campaign focused on building a new, truly national movement of progressive Canadians, bringing hundreds of thousands of Canadians into politics, most for the first time. He worked closely with his team to build a plan to create jobs, grow the economy, protect the environment, and strengthen the middle class. With Justin's leadership, the Liberal plan emphasized fair economic opportunity for everyone, respect for and promotion of freedom and diversity, and a more democratic government that truly represents Canadians.

On October 19, 2015, Justin led his party to victory, winning a majority government with seats in every province and territory across the country. He was sworn in on November 4, 2015. On October 21, 2019, he led the Liberal Party to re-election, earning a second mandate from Canadians. On September 20, 2021, Justin once again led the party to re-election, earning a third mandate to govern from Canadians.

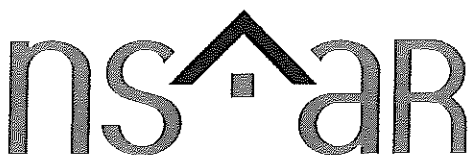
As Prime Minister, Justin leads a government that works hard every day to continue moving Canada forward. His team is focused on creating good middle-class jobs, making life more affordable, keeping Canada's communities safe, fighting climate change, and moving forward on reconciliation with Indigenous Peoples. A proud feminist, Justin appointed Canada's first gender-balanced Cabinet.

## Thank you to our Partners

### Advocate Partner



### Host Partner



NOVA SCOTIA ASSOCIATION  
OF REALTORS®

**Travel to  
Croatia in  
2025!**

**Scotia Square**

HST# 807612072 RT0001

**Payment Receipt**

Station name: Mall POF

Entry: 2024-12-09, 1:32 p.m.

Payment: 2024-12-09, 4:22 p.

Card no.: 184724110307754060

Due: CAD 15.00

Tariff: CAD 15.00

Reduction: CAD 0.00

Paid with: CAD 15.00

VISA PURCHASE  
AMOUNT \$15.00

Card #: \*\*\*\*\*8500  
Date: 2024/12/09 Time: 16:22:17  
Ref. #: 662260050017290600 H  
Auth. #: 06517I

VISA CREDIT  
A0000000031010  
TVR: 0000000000 TSI: 0000

027 Approved - Thank You 01

- IMPORTANT - Retain this copy  
for your records

\*\*\* CUSTOMER COPY \*\*\*



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

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

Travel and Expense Claim		Rate <u>\$0.5838</u>
Name of Claimant:	troy macculloch	
Destination:	Baddeck	
Purpose of Travel:	CB Partnership - Investor Summit & AGM	
Departure Date/Time:	1000 Wed Oct 23, 2024	
Return Date/Time:	0900 Fri Oct 25, 2024	
Approval to Travel : attached		Date: 07 Oct, 2024

Description	Day 1	Day 2	Day 3	Day 5	Total	
Total Mileage (# of Km):	220.00	124.00	0.00	96.00	0.00	220.00
Total Cost of Mileage:	\$72.39	\$0.00	\$56.04	\$0.00	\$0.00	\$128.44
Accomodatlon/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast	\$20					\$0.00
Lunch	\$25	\$25.00				\$25.00
Dinner	\$30					\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)	\$10.00	\$10.00				\$20.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
<b>Total Amount Being Claimed</b>	<b>\$107.39</b>	<b>\$10.00</b>	<b>\$56.04</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$173.44</b>

Written Travel Report - Policy Requirements (Section 4. b i)

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 TM N/A \_\_\_\_\_

*HSB*

Goods Rec d. Date.....Initial.....	S
Prices Checked.....	S
Add. & Ext. Checked.....	a
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distribution: Acc' No.....	10212 2120 21213e

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

Claimant Signature: \_\_\_\_\_  
 Date Submitted: 28 Oct 2024  
 Travel Approved by Supervisor: \_\_\_\_\_  
 GL Code: \_\_\_\_\_

## Troy MacCulloch

---

**From:** Amanda Mombourquette  
**Sent:** October 7, 2024 2:03 PM  
**To:** Troy MacCulloch  
**Subject:** RE: permission to travel

Thanks!

---

**Amanda Mombourquette**  
**Warden, Richmond County**  
902-631-0690

**From:** Troy MacCulloch <CAO@richmondcounty.ca>  
**Sent:** October 7, 2024 2:02 PM  
**To:** Amanda Mombourquette <Amanda.Mombourquette@richmondcounty.ca>  
**Subject:** RE: permission to travel

Hi Warden,

You are approved for travel to the CB Summit 2024.

Troy

THE MUNICIPALITY OF RICHMOND  
LA MUNICIPALITÉ DE RICHMOND



**Troy MacCulloch, CMML, FSAScot**  
Chief Administrative Officer

**Phone:** 902.226.3970  
**Mobile:** 902.631.4120  
**Email:** [cao@richmondcounty.ca](mailto:cao@richmondcounty.ca)

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

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

**From:** Amanda Mombourquette <[Amanda.Mombourquette@richmondcounty.ca](mailto:Amanda.Mombourquette@richmondcounty.ca)>  
**Sent:** October 7, 2024 2:02 PM  
**To:** Troy MacCulloch <[CAO@richmondcounty.ca](mailto:CAO@richmondcounty.ca)>  
**Subject:** RE: permission to travel

Approved.

Could you please also approve my travel to the same?

Thanks!

Amanda

---

**Amanda Mombourquette**  
**Warden, Richmond County**  
902-631-0690

**From:** Troy MacCulloch <[CAO@richmondcounty.ca](mailto:CAO@richmondcounty.ca)>  
**Sent:** October 7, 2024 12:06 PM  
**To:** Amanda Mombourquette <[Amanda.Mombourquette@richmondcounty.ca](mailto:Amanda.Mombourquette@richmondcounty.ca)>  
**Subject:** permission to travel

Hi Warden,

Looking for permission to attend the 2024 CB Investor Summit on Oct 24 and 25<sup>th</sup>

Thanks

Troy

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



**Troy MacCulloch, CMML, FSAScot**  
Chief Administrative Officer

**Phone:** 902.226.3970  
**Mobile:** 902.631.4120  
**Email:** [cao@richmondcounty.ca](mailto:cao@richmondcounty.ca)

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

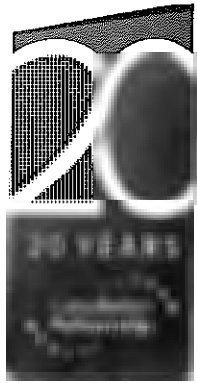
[www.richmondcounty.ca](http://www.richmondcounty.ca)

**Cape Breton Partnership**  
**2024 Annual General Meeting Agenda**

*Wednesday October 23rd, 2024*

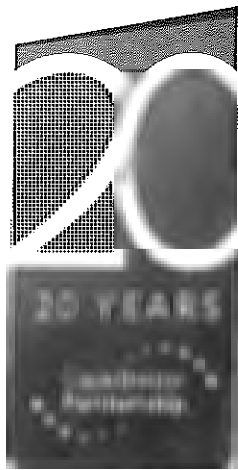
*1:30pm to 2:45pm*

*Inverary Resort, Baddeck*



Item No.	Item	Person Leading
1	CALL MEETING TO ORDER	Brian Purchase
2	WELCOME	
	2.1 Welcomes, Acknowledgments & Housekeeping	Brian Purchase
3	APPROVAL OF AGENDA	
	3.1 Motion to approve the 2024 AGM Agenda as presented	Brian Purchase
4	ROLL CALL	
	4.1 Roll call of all current Investors (members)	Brian Purchase
5	APPROVAL OF MINUTES	
	5.1 Approval of Minutes of preceding Annual Meeting of the Members of the Cape Breton Partnership (AGM).	Brian Purchase
6	PRESENTATION OF THE ANNUAL REPORT	
	6.1 2023/24 Year-In-Review	Tyler Mattheis
7	TREASURER'S REPORT	
	7.1 Motion to accept audited financial statements and appointment of auditors	Alisha Mombourquette
8	GOVERNANCE AND NOMINATING COMMITTEE	Brian Purchase
	8.1 Receiving report of Nominating Committee of the Board of Directors	Brian Purchase
9	ELECTIONS OF BOARD MEMBERS	
	9.1 Election of individuals to the Board of Directors	Brian Purchase
10	NEW INVESTORS	
	10.1 Acknowledgement and Welcome of new Investors of the Cape Breton Partnership.	Brian Purchase
11	NEW BUSINESS	Brian Purchase
12	ADJOURNMENT	Brian Purchase

# 2024 Cape Breton Partnership Investor Summit



## CAPE BRETON PARTNERSHIP INVESTOR SUMMIT

Presented by  Nova Scotia  
**POWER**  
An Emera Company

The Cape Breton Partnership is excited to host the annual **Cape Breton Partnership Investor Summit, presented by Nova Scotia Power, on October 24, 2024**, at the Inverary Resort on Baddeck Bay!

The Cape Breton Partnership's Investor Summit annually brings together over 150 business, community and government leaders from across Nova Scotia. Summit attendees will have the opportunity to network, collaborate, and discuss issues facing the local economy, and be able to provide input on building a strong economic future for Unama'ki – Cape Breton.

**We are excited to share that the 2024 Investor Summit is a sold-out event for the third year in a row!**

For further details on this year's Investor Summit, scroll down!

# Agenda



CAPE BRETON PARTNERSHIP  
INVESTOR  
SUMMIT

**9 a.m. Welcome and Introductions**



**MICHELLE SAMSON**  
Storyed Places Media



**MOLLY PIERRO**  
Wagmatcook First Nations

Presenting Sponsor



**9:30 a.m. Leadership Panel**



**CARLA ARSENAULT**  
NSCC Sydney  
Waterfront Campus



**KEITH MACDONALD**  
The Municipality of the  
County of Inverness



**TYLER MATTHEIS**  
Cape Breton Partnership

Sponsored by



**10:10 a.m. Cape Breton Partnership Update**

**10:20 a.m. Nutrition Break**

Sponsored by



**10:40 a.m. All in on Solutions Video Series**



**PAUL HARRINGTON**  
Cape Breton Capital Group

Sponsored by



**10:45 a.m. Small Business, Big Ideas Panel**



**DANIELLE JOHNSTON**  
Anchored Group



**DANIELLE PATTERSON**  
Anchored Group

Sponsored by



**WESLEY COLFORD**  
Highland Arts Theatre



**JEREMY WHITE**  
Big Spruce Brewing



**JEREMY CARROLL**  
Brela Homes

**11:50 a.m. All in on Solutions Video Series**



**PATRICIA MACNEIL**  
Coastal Business CBDC

Sponsored by



**11:55 a.m. Lunch**

**12:50 p.m. Fireside Chat with Arlene Dickinson**



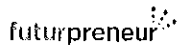
**ARLENE DICKINSON**  
"Dragon" on CBC's Dragon's Den, communications entrepreneur, and one of Canada's most successful businesswomen and investors.



**KELSEA MACNEIL**  
Membertou

# 1:55 p.m. Nutrition Break

Sponsored by



# 2:15 p.m. All in on Solutions Video Series



**HARMAN SINGH**  
Breton Ability Centre

Sponsored by



# 2:20 p.m. Big Things, Small Places Panel

Sponsored by



**KENDALL CLANCY**  
Cabot Cape Breton



**GEOFF CLARKE**  
Port Hawkesbury Paper



**JOSEPH BALAZ**  
Cape Smokey Holdings



**SHANNON LYNCH**  
Cape Breton Beverages  
Trans-Atlantic Preforms

# 3:20 p.m. All in on Solutions Video Series



**ADAM BATEMAN**  
BDC

Sponsored by



# 3:25 p.m. Closing Remarks

# 5:30 p.m. Gala Dinner Doors Open at 5 p.m.



**CHIEF TERRY PAUL**  
Memberton

Sponsored by



# 7 p.m. Economic Impact Awards

Sponsored by



# 8 p.m. Networking Reception

Sponsored by



# Thank you to our Sponsors

### Presenting Sponsor



### Champion Sponsors



### Changemaker Sponsors



### Evening Keynote Sponsor



### Networking Reception Sponsors



### Local Experience Sponsors



### Morning Leadership Sponsor



### Local Group Sponsors



### Collaboration Sponsors



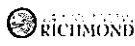
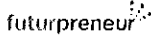
### Panel Sponsors



### Impact Awards Sponsor



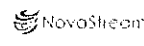
### Nutrition Break Sponsors



### Video Series Sponsor



### Supporter Sponsors



## For more information

For more information about the Cape Breton Partnership and the 2024 Investor Summit, visit the [Cape Breton Partnership online](https://capebretonpartnership.com), email [info@capebretonpartnership.com](mailto:info@capebretonpartnership.com) or call (902) 562-0122.

- [Home](#)
- [About Us](#)
- [Careers](#)
- [Our Investors](#)
- [Initiatives & Services](#)
- [Research & Reports](#)
- [Requests for Proposals](#)
- [Partnership News](#)
- [Upcoming Events](#)
- [Contact Us](#)

BECOME AN INVESTOR



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

Travel and Expense Claim			Rate <u>\$0.5838</u>
Name of Claimant:	troy macculloch		
Destination:	Halifax		
Purpose of Travel:	Netzero - Offshore Wind Conference		
Departure Date/Time:	0600 Mon Nov 18, 2024	from New Glasgow to Hfx	
Return Date/Time:	1300 Tues Nov 19, 2024	from Hfx to St Peter's	
Approval to Travel : attached		Date: 16 July, 2024	

Description	Day 1	Day 2	Day 3	Day 5	Total
Total Mileage (# of Km):	167.00	332.00	0.00	0.00	499.00 ✓
Total Cost of Mileage:	\$97.49	\$193.82	\$0.00	\$0.00	\$291.32 ✓
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>					
Meals: Breakfast	\$20	\$20.00			\$20.00 ✓
Lunch	\$25	\$25.00			\$25.00 ✓
Dinner	\$30	\$30.00			\$30.00 ✓
Other Meals (Receipts Required)					\$0.00
Incidentals (\$10 per overnight stay)	\$10.00				\$10.00 ✓
Taxi/Parking/Tolls (Receipts Required)	\$46.00				\$46.00 ✓
<b>Total Amount Being Claimed</b>	<b>\$183.49</b>	<b>\$238.82</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$422.32</b> ✓

Written Travel Report - Policy Requirements (Section 4. b i)

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 TJM N/A \_\_\_\_\_

*HST*

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

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

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

Date Submitted: 20 Nov 2024

Travel Approved by Supervisor: [Signature]

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

**Troy MacCulloch**

---

**From:** Amanda Mombourquette  
**Sent:** July 16, 2024 3:12 PM  
**To:** Troy MacCulloch  
**Subject:** RE: Registration is Open for Nova Scotia Offshore Wind R&D Conference

Approved!

---

**Amanda Mombourquette**  
**Warden, Richmond County**  
902-631-0690

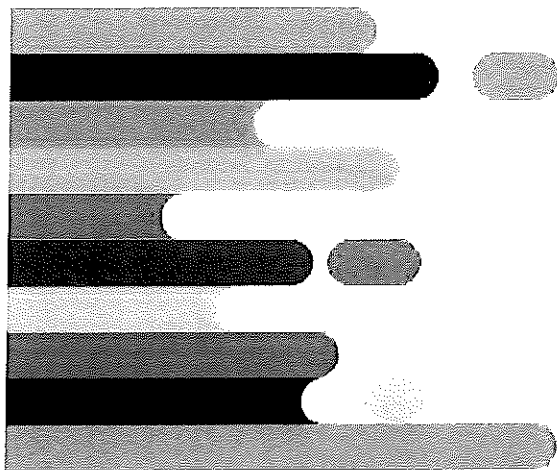
**From:** Troy MacCulloch <CAO@richmondcounty.ca>  
**Sent:** Tuesday, July 16, 2024 1:34 PM  
**To:** Amanda Mombourquette <Amanda.Mombourquette@richmondcounty.ca>  
**Subject:** FW: Registration is Open for Nova Scotia Offshore Wind R&D Conference

Hi Warden

I would like to attend this conference - May I get approval please and thanks?

troy

**From:** Net Zero Atlantic <info@netzeroatlantic.ca>  
**Sent:** Tuesday, July 16, 2024 9:36 AM  
**To:** Troy MacCulloch <CAO@richmondcounty.ca>  
**Subject:** Registration is Open for Nova Scotia Offshore Wind R&D Conference



**net-zero**  
atlantic

## Agenda at a Glance

### Nova Scotia Offshore Wind R&D Forum

Monday, November 18, 2024 (7:30AM – 6:00PM)

[Halifax Marriott Harbourfront Hotel](#)

- Registration (open all day)
- Buffer Breakfast
- Welcome & Opening Remarks
- Keynote Session: Anders Gronbech Jørgensen, Energinet
- Poster Presentations
- Concurrent Sessions (Technical / Environmental / Policy & Regulatory)
- Refreshment Break, Networking & Poster Viewing
- Concurrent Sessions (Technical / Environmental / Policy & Regulatory)
- Keynote Session: Graham Daborn, Acadia University
- Buffer Lunch & Networking
- Student Posters Award
- Concurrent Sessions (Technical / Environmental / Policy & Regulatory)
- Refreshment Break, Networking & Poster Viewing
- Concurrent Sessions (Technical / Environmental / Policy & Regulatory)
- Networking Reception

## Topics focusing on specific topics relevant today

Atlantic Offshore Wind R&D Forum will provide four streams of technical advancement: plenary sessions which will span offshore wind de



# STRAIT OF CANSO OFFSHORE WIND TASK FORCE

## Meeting Agenda

Tuesday, November 19, 2024

10:30am – 11:30am

In Person Harbourfront Marriott / Virtual

1. Welcome – Brenda & Amanda
2. Action Item Review
  - COMPLETE: Amanda will share Elisa's slide deck with TF members
  - COMPLETE: Amanda will share Shawna's slide deck with TF members
  - COMPLETE: Amanda will share Jennifer's slide deck with TF members
  - IN PROGRESS: Executive Committee to follow up with Federal Contacts: MPs, Senators, staff, etc
  - IN PROGRESS: Amanda & Brenda will schedule Paqtnkek consultation.
  - IN PROGRESS: Amanda will follow up with Elisa to organize an in-person workshop from MRC re: future trade missions for supply chain businesses in the Strait Area.
3. German Chamber of Commerce Delegation Update
4. NSCC Wind Turbine Technician Program Update
5. Green Cement Study (Cape Breton Partnership)
6. Upcoming Event: World Hydrogen (May 2025, Rotterdam)
7. Regional Offshore Assessment Update – Open Discussion
8. Member Roundtable Discussion

Next Meeting – January 14, 2025 at 2pm (AST)



HALIFAX MARRIOTT HARBOURFRONT

GUEST FOLIO

421 MACCULLOCH/T .00 11/19/24 12:00 51031  
 ROOM NAME RATE DEPART TIME ACCT#  
 NKNG 11/18/24 09:57  
 TYPE ARRIVE TIME  
 90

ROOM CLERK ADDRESS PAYMENT MBV#:

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
11/18	VALET	MP 40.00		
11/18	PRK TAX	MP 6.00	F	
11/19	VS CARD			\$46.00

TO BE SETTLED TO: VISA CURRENT BALANCE .00

THANK YOU FOR CHOOSING MARRIOTT! TO EXPEDITE YOUR CHECK-OUT,  
 PLEASE CALL THE FRONT DESK, OR PRESS "MENU" ON YOUR  
 TV REMOTE CONTROL TO ACCESS VIDEO CHECK-OUT.

DESCRIPTION		TAXED AMOUNT	TAX
A	15.45% HST	.00	.00
B	3% OCCUPANCY LEVY	.00	.00
C	15% HST	.00	.00
D	15% HST	.00	.00
E	15% INCLUDED HST	.00	.00
F	15% ADDED HST	.00	6.00
G	15% HST	.00	.00
H	15% PHONE TAX	.00	.00
	NET CHARGES	TAX 40.00	CREDITS 46.00
		6.00	.00

See our "Privacy & Cookie Statement" on Marriott.com

*Frank King*  
 Marriott



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 HALIFAX NS B3J3J5  
 902-421-1700 HST VENDOR # 822964748

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**County of Richmond**

2357 Hwy 206  
P.O. Box 120  
Arichat Nova Scotia B0E 1A0

**RECEIPT OF PAYMENT**

TROY MACCULLOCH  
RECORD DUPLICATE EXPS. CLAIMED  
TRAVEL/EXPS. NOV.19/24  
TAXI/PARKING/TOLLS  
\$46.00

Receipt Number: 601256  
Tax Number:  
Date: December 12, 2024  
Initials: KK

Type	Account / Ref. #	Description	Discount	Amount Paid	Balance Remaining
------	------------------	-------------	----------	-------------	-------------------

General	GL	GEN. ADMIN. - FULL-TIME SALARIE	N/A	\$ 46.00	N/A
---------	----	---------------------------------	-----	----------	-----

Subtotal: \$ 46.00

Taxes: \$ 0.00

Total Receipt: \$ 46.00

Debit: \$ 46.00

Total Amount Received: \$ 46.00

Rounding: \$ 0.00

Amount Returned: \$ 0.00



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

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

Travel and Expense Claim		Rate \$0.5838
Name of Claimant:	JUSTIN MACDONALD	
Destination:	SYDNEY	
Purpose of Travel:	TRAINING	
Departure Date/Time:	NOVEMBER 12TH	
Return Date/Time:		
Approval to Travel:	Date:	

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
(Indicate if Direct Bill or Provide Receipt)						
Meals: Breakfast	\$20					\$0.00
Lunch	\$25	\$25.00				\$25.00
Dinner	\$30					\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
<b>Total Amount Being Claimed</b>	<b>\$25.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25.00</b>

Written Travel Report - Policy Requirements (Section 4. b i)

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 JM N/A     

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

Claimant Signature: Justin MacDonald

Date Submitted: November 12th/24

Travel Approved by Supervisor: Mrs. [Signature]

GL Code: 10 242 4000 242450

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

Prices Checked.....J

Add. & Ext. Checked.....J

Approval for Payment.....J

Discount Date.....

Paid by Cheque No. 102424000242450

Dis. [unclear] No. 102424000242450

11513



THE MUNICIPALITY  
OF THE COUNTY OF

LA MUNICIPALITÉ  
DU COMTÉ DE

# RICHMOND

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

Travel and Expense Claim		Rate <u>\$0.5838</u>
Name of Claimant:	Justin MacDonald	
Destination:	Meti Atlantic 301 Alexandra St, Sydney NS B1S 2E8	
Purpose of Travel:	Trenching & Excavating Course	
Departure Date/Time:	Nov 12, 24 / 7:00am	
Return Date/Time:	Nov 12, 24 / 4:00pm	
Approval to Travel:	<i>John Boardman</i>	Date: <i>Nov 8/24</i>

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (to & from)						
Total Cost of Mileage						
Accommodation (total charges)						
Public Transport (total charges)						
Meals (Breakfast)						
Meals (Lunch)						
Meals (Dinner)						
Tolls (to & from)						
Gasoline (to & from)						
Hotel Charges (to & from)						
Total amount being claimed						

Written Travel Report - Publicly available at: [https://www.richmond.ca](#)

Please provide a copy of the report to the appropriate committee or council. The report should be submitted to the appropriate committee or council.

Number of days traveled: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

All claimants are hereby authorized to submit a claim for reimbursement of expenses incurred while on official business.	
Signature of Claimant:	_____
Date:	_____
Signature of Approver:	_____
Date:	_____

## Carla Martell

---

**From:** Suzin Burchell <suzinburchell@metiatlantic.com>  
**Sent:** October 21, 2024 4:45 PM  
**To:** Carla Martell  
**Subject:** Re: Trenching & Excavating

Hello Carla,

We will book three seats for you for Nov 12th.

I will let you know if we have something coming up earlier. Also, this course will start at 9:30 am for this date.

Kind Regards,

Suzin Burchell,  
*Operations Director*



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Phone: (902) 562-5359

Website METI: [www.metiatlantic.com](http://www.metiatlantic.com)

Website YD: [www.yd.com/locations/ns/sydney](http://www.yd.com/locations/ns/sydney)

Follow us: METI [Facebook](#) & YD [Facebook](#)

**[Click here to take a video tour of METI](#)**

On Mon, Oct 21, 2024 at 3:37 PM Carla Martell <[Carla.Martell@richmondcounty.ca](mailto:Carla.Martell@richmondcounty.ca)> wrote:

Hi Suzin

I have 3 staff members who need to take the Trenching and Excavating course.

I see one planned for

November 12, 2024 @ 8:30 am – 12:00 pm or earlier if something comes up.

Can we register: Tyler Fougere, Justin MacDonald, Evan Fougere?

Thanks

Carla

---

Carla Martell

Public Works - Department Administrator

Municipality of the County of Richmond

Phone: (902) 226-0586

**Maritime Environmental Training Institute**  
 301 Alexandra Street  
 Sydney NS B1S 2E8  
 (902) 539-9766  
 suzinburchell@metiatlantic.com  
 www.metiatlantic.com

# Invoice



BILL TO
Municipality of the County of Richmond 2357 Highway 206 P.O. Box 120 B0E 1A0

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
06095872B	10/12/2024	\$300.00	09/01/2025	Net 30	

DATE	ACTIVITY	DESCRIPTION	TAX	QTY	RATE	AMOUNT
	Excavating & Trenching	November 12/24 Tyler Fougere, Justin MacDonald, Evan Fougere Contact - Carla Martell	E	3	100.00	300.00

Prices represent the total cost as we do not charge tax on training because we are an educational institution.

SUBTOTAL	300.00
TOTAL	300.00
<b>BALANCE DUE</b>	<b>\$300.00</b>

METI is locally owned and operated and proud to be serving Cape Breton since 1991.

Thank you for choosing METI.


Payment accepted by cash, company cheque, credit card or e-transfer. For e-transfer, use training@metiatlantic.com (auto deposit) and include the invoice number.

Please pay within 30 days of invoice day.

# TRENCHING & EXCAVATING AWARENESS (AM)

HOME / TRENCHING & EXCAVATING AWARENESS (AM)

WHEN: November 12, 2024 @ 8:30 am – 12:00 pm  Repeats

 Calendar

If you are working on a work site that has either trenches or excavations, you need METI's Trenching & Excavating Awareness.

*To visit the [Trenching & Excavating Awareness Training](#) page click here*



THE MUNICIPALITY  
OF THE COUNTY OF

LA MUNICIPALITÉ  
DU COMTÉ DE

# RICHMOND

NAME: Steve Marcellus

PERIOD COVERED: September 1, 2024 to September 30, 2024

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
03-Sep-24	SAMAA Meeting Port Hastings	98.6	
04-Sep-24	Louisdale VFD EMO equipment drop off - ERG Guide	42.8	
25-Sep-24	FPSC Meeting at St. Peter's VFD	82.4	
27-Sep-24	Louisdale VFD New Air Filling Stn Review and documentation	42.8	

Totals: 266.60 ✓ \$0.00

Rate: \$0.5838

Total Mileage (\$): \$155.64

Total Expenses Claimed: **\$155.64**

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

HS13

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	9
Add. & Ext. Checked.....	9
Approval for Payment.....	9
Discount Date.....	
Paid by Cheque No. ....	
Distribution: Acct. No. ....	10-229-3020-229230

October 1<sup>st</sup>, 2024

Fire - In County travel report for September:

September 3<sup>rd</sup>, 2024,

- SAMAA Meeting at the Port Hastings VFD – 98.6 kms

September 4<sup>th</sup>, 2024,

- Louisdale VFD ERG drop off – 42.8 kms

September 25<sup>th</sup>, 2024,

- FPSC Meeting at the St. Peter's VFD – 82.4 kms

September 27<sup>th</sup>, 2024,

- Louisdale VFD New Air Filling Compressor review and documentation – 42.8 kms

Steve Marcellus - ESC

Municipality of Richmond County



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

**TRAVEL EXPENSE CLAIM** Rate \$0.5838

Name of Claimant:	Steve Marcellus
Destination:	Mulgrave, NS
Purpose of Travel:	PTMS Tier III Exercise
Departure Date/Time:	September 18, 2024 @ 0700
Return Date/Time:	September 18, 2024 @ 1700

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

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	82.70	82.70	0.00	0.00	0.00	82.70
Total Cost of Mileage:	\$48.28	\$0.00	\$0.00	\$0.00	\$0.00	\$48.28
Accommodation/Hotel Name: Inn on Prince <i>(Indicate if Direct Bill or Provide Receipt)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Meals: Breakfast \$20	\$20.00					\$20.00
Lunch \$25						\$0.00
Dinner \$30						\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
<b>Total Amount Being Claimed</b>	<b>\$68.28</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$68.28</b>

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HSR?

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

Claimant Signature: \_\_\_\_\_  
Date Submitted: Oct 4/2024  
Travel Approved by Supervisor: \_\_\_\_\_  
GL Code: 10-229-3030-229270 - EMO

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	
Add. & Ext. Checked.....	
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Dist. Route: Acc. No. <u>229270</u>	<u>229270</u>



**TRAVEL EXPENSE CLAIM**

Rate **\$0.5838**

Name of Claimant:	Steve Marcellus
Destination:	Mulgrave, NS
Purpose of Travel:	PTM5 Tier III Exercise
Departure Date/Time:	September 18, 2024 @ 0800
Return Date/Time:	September 18, 2024 @ 1700
Approval to Travel	<i>[Signature]</i> Date: 17 Sep 24

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	<del>82.70</del> (SM) (82.70)	0.00	0.00	0.00	0.00	<del>82.70</del> (SM)
Total Cost of Mileage:	<del>\$48.28</del> (SM) (SM) \$48.28	\$0.00	\$0.00	\$0.00	\$0.00	\$48.28 (SM)
Accommodation/Hotel Name: Inn on Prince (SM)	\$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
<b>Total Amount Being Claimed</b>	\$48.28	\$0.00	\$0.00	\$0.00	\$0.00	\$48.28

**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: 10-229-3030-229270 - EMO

**POINT TUPPER MARINE SERVICES LTD.**

**SECTION 5.0 EXERCISE AGENDA (SEPTEMBER 18, 2024)**

PTMSL's Tier III Exercise functions will be completed within the one (1) day period allotted for the exercise starting on Day 2 (Period 2), September 18, 2024. The IRIAP will be completed on September 17, 2024 in preparation for the main exercise that begins on Day 2 (Period 2). Key events for the Tier III Exercise should include the following:

- Incident Notification (Form 3.3.a & 3.3.b)
- Request for Confirmation of Services (Form 1-C)
- Notification/Mobilization of PTMSL Command & General Staff
- Initial Response Incident Action Plan Development, ICS 201 Series Forms
- Situations/Reporting/IAP Compliance
- Command/General Staff Meeting
- Tactics Meeting and Planning Meeting
- Execute Plan and Access Progress
- Incident Action Plan development and approval
- Exercise De-brief

*Table 5.1 Agenda Action Items*

<b>Period 1 - September 17, 2024 (Pre-Exercise)</b>		
<b>Time</b>	<b>Activity</b>	<b>Action By/Presenter(s)</b>
1200	Incident Occurs/Activation	FMO/Polluter/IC
1300	PTMSL Notification/Call Outs (Initial)	EverBridge
1315	IRIAP Development	Planning / Operations
1800	PTMSL Notification/Call Outs (NOP)	EverBridge
<b>Period 2 - September 18, 2024 (Tier III Exercise)</b>		
<b>Time</b>	<b>Activity</b>	<b>Action By/Presenter(s)</b>
0800	Meeting with FMO/Polluter	FMO/Polluter
0815	Pre-Exercise Safety Briefing	IC/All Sections
0830	IAP Development	Planning
0900	IC/UC Objectives Meeting	Command/Section Chiefs
1000	Command/General Staff Meeting	Command/Planning
1130	Lunch	All Sections
1300	Tactics Meeting	Ops.
TBA	Planning Meeting	Planning
1500	IAP Development (NOP)	Planning
TBA	Operations Briefing	Command/Ops
1600	Exercise Debrief	Command/Section Chiefs

## PTMS Tier III Exercise Sept 18th 2024 - Directive

Janelle Martell <janelle.martell@everwindfuels.com>

Mon 9/16/2024 6:13 PM

To: Janelle Martell <janelle.martell@everwindfuels.com>

📎 1 attachments (2 MB)

Tier III Exercise Directive September 18 2024.pdf;

Good Evening,

Please find attached the latest version of the Tier III Exercise Directive.

- Please note that changes will continue to be made leading up to the event as participants send feedback, and additional RSVP's are received.

If you have not already signed in to the IAP software, we encourage you to attempt the login process prior to the 18<sup>th</sup> to prevent any bottlenecks.

Please log in using the link below:

[IAP Software - Incident Action Plan | The Response Group \(responsegroupinc.com\)](#)

Select "Launch IAP"

Once inside the software, please note that the incident for the Sept 18<sup>th</sup> Exercise will only be created on the day of Activation.

The only available Incidents to choose from will be our most recent events from this year.

If you have any difficulties signing in, need a new user set-up, or need a password reset - I would be happy to help.

Thank you  
Janelle



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

**TRAVEL EXPENSE CLAIM** Rate **\$0.5838**

Name of Claimant:	Steve Marcellus
Destination:	Dartmouth, NS
Purpose of Travel:	NSEMO BEM Course and generator drop off for repair @ Cummins
Departure Date/Time:	October 2nd, 2024 @ 1000
Return Date/Time:	October 3rd, 2024 @ 2030

Approval to Travel Date:

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): <span style="float: right;">729.80</span>	353.90	375.90	0.00	0.00	0.00	729.80
Total Cost of Mileage: <span style="float: right;">\$426.06</span>	\$206.61	\$219.45	\$0.00	\$0.00	\$0.00	\$426.06
Accommodation/Hotel Name: <i>(Indicate if Direct Bill or Provide Receipt)</i>						\$0.00
Meals: Breakfast \$20		\$20.00				\$20.00
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
Taxi/Parking/Tolls (Receipts Required)						\$0.00
<b>Total Amount Being Claimed</b>	<b>\$271.61</b>	<b>\$294.45</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$566.06</b>

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

Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel. Please indicate if the 80% 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 4/2024

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

GL Code: 10-229-3030-229270

Goods Rec'd. Date.....	Initial <u>SM</u>
Prices Checked.....	<u>SM</u>
Add. & Ext. Checked.....	<u>SM</u>
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distribution: Acc't. No. <u>3030 229270</u>	

*H&T*



**TRAVEL EXPENSE CLAIM** Rate **\$0.5838**

Name of Claimant:	Steve Marcellus
Destination:	Dartmouth, NS
Purpose of Travel:	NSEMO BEM Course and generator drop off for repair @ Cummins
Departure Date/Time:	October 2nd, 2024 @ 1000
Return Date/Time:	October 3rd, 2024 @ 2030

Approval to Travel Date: 17 Sep 24

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

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

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

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

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<b>All claims are to be submitted not later than 60 days after return.</b>	
Claimant Signature:	_____
Date Submitted:	_____
Travel Approved by Supervisor:	_____
GL Code:	10-229-3020-229230

## Basic Emergency Management

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**TRAVEL EXPENSE CLAIM** Rate \$0.5838

Name of Claimant:	Steve Marcellus
Destination:	Brookfield, NS
Purpose of Travel:	FSANS Director's Meeting
Departure Date/Time:	October 6th, 2024 @ 0700
Return Date/Time:	October 6th, 2024 @ 1800

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

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	439.90	439.90	0.00	0.00	0.00	439.90
Total Cost of Mileage:	\$256.81	\$256.81	\$0.00	\$0.00	\$0.00	\$256.81
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	provided					\$0.00
Dinner \$30						\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
<b>Total Amount Being Claimed</b>	<b>\$276.81</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$276.81</b>

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

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

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

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

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

Date Submitted: 2024-10-07

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

GL Code: 10-229-3020-229230

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	_____
Add. & Ext. Checked.....	_____
Approval for Payment.....	_____
Discount Date.....	_____
Paid by Cheque No.....	_____
Distrib. Acct. No.....	<u>10-229-3020-229230</u>



**TRAVEL EXPENSE CLAIM**

Rate **\$0.5770**

Name of Claimant:	Steve Marcellus		
Destination:	Brookfield, NS		
Purpose of Travel:	FSANS Director's Meeting		
Departure Date/Time:	September 29th, 2024 @ 0730	OCT 6/24	} DATE CHANGE
Return Date/Time:	September 29th, 2024 @ 1800	OCT 6/24	

Approval to Travel  Date: Sept. 01/

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): <u>0.00</u>	0.00	0.00	0.00	0.00	0.00	0.00
Total Cost of Mileage: <u>\$0.00</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Accommodation/Hotel Name: <u>Inn on Prince</u> <u>\$14</u>	\$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
<b>Total Amount Being Claimed</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

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

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

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All claims are to be submitted not later than 60 days after return.	
Claimant Signature:	_____
Date Submitted:	_____
Travel Approved by Supervisor:	_____
GL Code:	10-229-3020-229230



**FIRE SERVICE ASSOCIATION OF NOVA SCOTIA**  
**BOARD OF DIRECTORS MEETING**  
**Sunday, October 6th, 2024 - Brookfield Fire Department**  
**10:00am - 2:00pm**

---

1. Call to Order and Moment of Silence
2. Approval of Minutes –May 26th, 2024
3. Business Arising from the Minutes  
Additions to the Agenda
  - a. NS Power presentation and question opportunity – Terry Canning
  - b. Nova Scotia Guard -Greg Jones
  - c. Governance Review (Letter from the Minister) – Greg Jones
  - d. Committee Assignments – Greg Jones
  - e. New FSANS Logo Design – Aug 20<sup>th</sup>
4. Review of Action Items List
5. Executive Reports
6. Administrative Assistants report
7. County Reports
8. Committee Reports
  - a. By-Laws
  - b. Finance
  - c. Conference
  - d. Insurance Levy
  - e. TIR
  - f. Resolutions
  - g. Standards
  - h. Dispatch
  - i. CISM
  - j. Health & Wellness
  - k. Accreditation Board
  - l. Nova Scotia Firefighters School
  - m. Medical First Responders
  - n. Director to CAFC
  - o. Director to MFCA
  - p. DNR
  - q. Fire Marshal
  - r. Fire Service Advisory Committee
  - s. Governance

t. Communications

u. Nominations

9. Joint Municipal Fire Service Review

10. Correspondence - Lunenburg Regional Fire and Emergency Services, July 8<sup>th</sup>

Email Alexa McDonough Lecture Invitation and sponsorship request, June 25<sup>th</sup>

Canadian Emergency Preparedness and Climate Adaption Convention, July 12<sup>th</sup>

Straight Area Mutual Aid Association

AA Munroe photo contest

Make a Wish Fundraiser – Greg Jones

Annual Report - Standing Committee on Human Resources

Adjournment



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

**TRAVEL EXPENSE CLAIM** Rate \$0.5838

Name of Claimant:	Steve Marcellus
Destination:	Victoria County Municipal Office Baddeck, NS
Purpose of Travel:	NSEMO TMR swap out (Cape Breton)
Departure Date/Time:	October 17th, 2024 @ 0830
Return Date/Time:	October 17th, 2024 @ 1600

Approval to Travel Date:

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): <span style="float: right;">243.70</span>	243.70	0.00	0.00	0.00	0.00	243.70
Total Cost of Mileage: <span style="float: right;">\$142.27</span>	\$142.27	\$0.00	\$0.00	\$0.00	\$0.00	\$142.27 ✓
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast \$20						\$0.00
Lunch \$25	\$25.00					\$25.00 ✓
Dinner \$30						\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
<b>Total Amount Being Claimed</b>	<b>\$167.27</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$167.27</b>

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

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

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

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

Claimant Signature: [Signature]

Date Submitted: OCT 18, 2024

Travel Approved by Supervisor: [Signature]

GL Code: 10-229-3030-229270

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	
Add. & Ext. Checked.....	
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No. <u>10-229-3030-229270</u>	
Distribution Acc. No. <u>10-229-3030-229270</u>	



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

**TRAVEL EXPENSE CLAIM** Rate **\$0.5838**

Name of Claimant:	Steve Marcellus
Destination:	Baddeck, NS
Purpose of Travel:	NSEMO TMR swap out (Cape Breton)
Departure Date/Time:	October 17th, 2024 @ 0830
Return Date/Time:	October 17th, 2024 @ 1600

Approval to Travel  Date: 17 Sep. 24

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
<b>Total Amount Being Claimed</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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

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

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

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All claims are to be submitted not later than 60 days after return.	
Claimant Signature:	_____
Date Submitted:	_____
Travel Approved by Supervisor:	_____
GL Code:	10-229-3030-229270

## Re: Municipal EMO TMR Swap & Training

Mitton, Andrew L <Andrew.Mitton@novascotia.ca>

Tue 9/3/2024 2:35 PM

To: Shane Strong <emc@munargyle.com>; Max Stulberger <maxs@munargyle.com>; Shelleena Thornton <sthornton@westhants.ca>; tburgess@westhants.ca <tburgess@westhants.ca>; 'curtis doucet' <curtisdoucet@hotmail.com>; councilloRussell@townofmulgrave.ca <councilloRussell@townofmulgrave.ca>; Lorne MacDonald <lornemac704@gmail.com>; Shelburne EMO <sceemo@municipalityofshelburne.ca>; Jadzia Rudolph <jadzia.rudolph@saint-marys.ca>; agrant@regionofqueens.com <agrant@regionofqueens.com>; Brian Hatt <brianhatt@eastlink.ca>; louisjlandry88@gmail.com <louisjlandry88@gmail.com>; Fewer, Dominic G <Dominic.Fewer@novascotia.ca>; Emo Saint-Marys <emo@saint-marys.ca>; brennan.mackay@saint-marys.ca <brennan.mackay@saint-marys.ca>; Doug.patterson@saint-marys.ca <Doug.patterson@saint-marys.ca>; sandrews@modg.ca <sandrews@modg.ca>; cbyard@easthants.ca <cbyard@easthants.ca>; Kelly Ash <kash@easthants.ca>; Mark Doucet <markdoucet75@gmail.com>  
Cc: MacLean, Kerry <Kerry.MacLean2@novascotia.ca>; Alex Musial <alex@mccihalifax.com>; Fisher, Scott D <Scott.Fisher@novascotia.ca>; Doherty, Ryan <Ryan.Doherty@novascotia.ca>; Mosdell, George E <George.Mosdell@novascotia.ca>; Thomson, Arielle <Arielle.Thomson@novascotia.ca>

📎 1 attachments (13 KB)

EMO Municipal Quantities.xlsx;

Hi Folks, I have had some questions regarding a few things.

Some of you have inquired on how many radios you have to swap. I have attached the list of radios for all Municipal EMO. You can filter by your municipalities to view the document a little easier.

The sessions below are for the portable swap and training only. You will be contacted individually to schedule any mobile or base swaps.

I have also had to change the date for the Region 1 session as it conflicts with our TMR Fourm in Halifax. Thanks to Lyle for the flexibility!

### Region 1 (All CB Island Municipalities)

October 17th 0900-1200

Victoria County Office - 495 Chebucto St Baddeck



Andrew Mitton | Project Manager  
Public Safety and Field Communications, SNS  
780 Windmill Road, 3<sup>rd</sup> Floor  
Dartmouth, NS B3B 1T3  
Tel: (902) 670-0481  
Email: [Andrew.Mitton@NovaScotia.ca](mailto:Andrew.Mitton@NovaScotia.ca)

---

From: Mitton, Andrew L <Andrew.Mitton@novascotia.ca>

Sent: Tuesday, September 3, 2024 10:57

To: Shane Strong <emc@munargyle.com>; Max Stulberger <maxs@munargyle.com>; Shelleena Thornton <sthornton@westhants.ca>; tburgess@westhants.ca <tburgess@westhants.ca>; 'curtis doucet' <curtisdoucet@hotmail.com>; councilloRussell@townofmulgrave.ca <councilloRussell@townofmulgrave.ca>; Lorne MacDonald <lornemac704@gmail.com>; Shelburne EMO <sceemo@municipalityofshelburne.ca>; Jadzia Rudolph <jadzia.rudolph@saint-marys.ca>; agrant@regionofqueens.com <agrant@regionofqueens.com>; Brian



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

**TRAVEL EXPENSE CLAIM** Rate **\$0.5838**

Name of Claimant:	Steve Marcellus
Destination:	Pier 21 Halifax, NS
Purpose of Travel:	PSFC Interoperability Forum
Departure Date/Time:	October 21st, 2024 @ 1200
Return Date/Time:	October 22nd, 2024 @ 2000

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

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total	
Total Mileage (# of Km):	597.60	298.80	298.80	0.00	0.00	0.00	597.60
Total Cost of Mileage:	\$348.88	\$174.44	\$174.44	\$0.00	\$0.00	\$0.00	\$348.88
Accommodation/Hotel Name: Four Points by Sheraton	\$265.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$265.48
<i>(Indicate if Direct Bill or Provide Receipt)</i>							
Meals: Breakfast \$20		Provided					\$0.00
Lunch \$25		Provided					\$0.00
Dinner \$30	\$30.00	\$30.00					\$60.00
Other Meals (Receipts Required)							\$0.00
Incidentals (\$10 per overnight stay)	\$10.00						\$10.00
Taxi/Parking/Tolls (Receipts Required)	\$12.00						\$12.00
<b>Total Amount Being Claimed</b>	<b>\$491.92</b>	<b>\$204.44</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$696.36</b>

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

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

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

All claims are to be submitted not later than 60 days after return. Claimant Signature: _____ Date Submitted: <u>Oct 23, 2024</u> Travel Approved by Supervisor: _____ GL Code: <u>10-229-3030-229270</u>	Goods Rec'd. Date.....Initial..... Prices Checked..... Add. & Ext. Checked..... Approval for Payment..... Discount Date..... Paid by Cheque No..... Distribution/Acc. No. <u>10329 3030 229270</u>
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THE MUNICIPALITY OF THE COUNTY OF RICHMOND  
 LA MUNICIPALITÉ DU COMTE DE RICHMOND

**TRAVEL EXPENSE CLAIM**

Rate **\$0.5838**

Name of Claimant:	Steve Marcellus
Destination:	Pier 21 Halifax, NS
Purpose of Travel:	PSFC Interoperability Forum
Departure Date/Time:	October 21st, 2024 @ 1200
Return Date/Time:	October 22nd, 2024 @ 2000
Approval to Travel	<i>[Signature]</i> Date: <b>OCT 18, 2024</b>

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
<b>Total Amount Being Claimed</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

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

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

<b>All claims are to be submitted not later than 60 days after return.</b>	
Claimant Signature:	_____
Date Submitted:	_____
Travel Approved by Supervisor:	_____
GL Code:	10-229-3030-229270

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



STEVEN MARCELLUS  
 Cape Breton, NS, B0E 1J0  
 Canada

Page Number : 1  
 Confirmation : 856592  
 Folio ID : A  
 21-OCT-24 18:57  
 22-OCT-24 07:12  
 1  
 3005  
 6244

Tax ID : 804893568RT0001

Four Points Ha YHZFP OCT-22-2024 07:12 ALECL440

Date	Reference	Description	Charge/Credit (CAD)
21-OCT-24	RT3005	Room Chrg - Govt./Military	195.00
21-OCT-24	RT3005	Room Tax	30.13
21-OCT-24	RT3005	Occupancy/Tourism Tax	5.85
21-OCT-24	RT3005	Guest Parking	30.00
21-OCT-24	RT3005	Parking HST	4.50
22-OCT-24	VI	Visa-0821	-265.48
		** Total Charge	265.48
		** Total Credit	-265.48
		** Total Value Added Tax 7%	0.00
		*** Balance	0.00

Please watch for our post-stay survey that will be emailed to you soon. We'd appreciate hearing your feedback regarding this visit.

Bring the Four Points sleep experience home with you. Visit [ShopFourPoints.com](http://ShopFourPoints.com). Visit [www.ShopFourPoints.com](http://www.ShopFourPoints.com).

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# Welcome to Halifax Port Authority

**HST# 120996095**

Transaction: 7:21 am

Issued: 2024-10-22 7:21 am

Purchase: 4478089

End of parking

\$12.00

**6:00 pm**

Final transaction

\*\*\*\*\*1508 MasterCard

2024-10-22

CAPITAL ONE

A000000041010 0000006000 E800

Plate number

AUTH #04136Z

**ETY6**

2024/10/22 06:21:37

VPO026090010011690 C

Pay station HPA 4/600700447

027 Approved 01

12.00

1641

00478642

TABEAU  
E VISIBLE

PLACER SUR LE TABLEAU  
DE BORD CE CÔTÉ VISIBLE

PLACER SUR LE TABLEAU  
DE BORD CE CÔTÉ VISIBLE

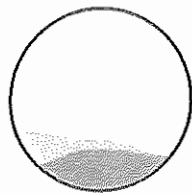
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DE BORD CE CÔTÉ VISIBLE

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DE BORD CE CÔ

# 2024 INTEROPERABILITY FORUM



## SPEAKERS



**Tullio Bregagnini**

Motorola



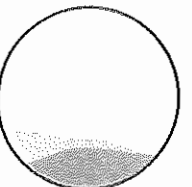
**Kara McCurdy**

Halifax Regional Fire and Emergency



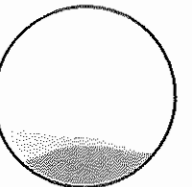
**Chris MacPherson**

Bell



**Wilf Mulder**

JVCKenwood Canada



**Bruce Grandy**

RADCOM

## AGENDA

### Morning Session

\*Hot Breakfast available at 8:00 am

9:00 am

- Welcome/Intro
- Minister: Opening Remarks
- PSFC New Department - Matt Boyle
- Motorola - Tullio Bregagnini
- HRES - Wildfire Vigilance 24/7 & HRFE Pilot Project - Kara McCurdy
- RADCOM - A New Brunswick Update - Bruce Grandy

### Morning Break

- Bell - Chris MacPherson
- Public Safety Field Communications - MCS Team
- Special Recognition

### Lunch and PSFC Vehicle Display

- JVCKenwood Canada - Wilf Mulder
- RapidSOS - Interoperability, Redundancy, and the value of additional data in Emergency Communications - Kate Pataran
- Ian MacKinnon Interoperability Award

### Afternoon Break

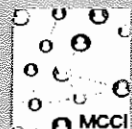


October 22, 2024  
8:00 am - 4:00 pm



Pier 21, 1055 Marginal Rd,  
Halifax - Chrysler  
Canada Pavilion

Thank you to this years sponsors



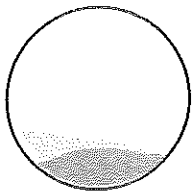
# 2024 INTEROPERABILITY FORUM



## SPEAKERS



**Kate Pataran**  
RapidSOS



**Neil Croke**  
Government of  
Newfoundland

## AGENDA

### Afternoon Session

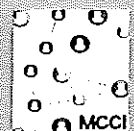
- Deputy Minister: Sandra MacKenzie
- NL Gov - Newfoundland and Labrador-  
Province-wide Radio System-Multi Agency  
Communications Centre - Neil Croke
- PSFC Updates - Matt Boyle, Jeff Moffat,  
Colleen Nesseth and Paul Maynard
- Prize Draw
- Thank You and Dismissal

## LET US KNOW WHAT YOU THINK!

We appreciate your participation in the 2024 Interoperability Forum. To enhance future experiences, we kindly ask you to take a moment to scan the QR code below and provide feedback.



Thank you to this years sponsors





THE MUNICIPALITY  
OF THE COUNTY OF

LA MUNICIPALITÉ  
DU COMTÉ DE

# RICHMOND

NAME: Steve Marcellus

PERIOD COVERED: October 1, 2024 to October 31, 2024

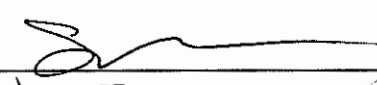
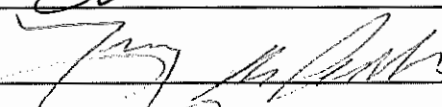
DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
04-Oct-24	STAC meeting at Red Islands VFD	64.7	
07-Oct-24	SRH Emergency Preparedness Meeting and meeting with Jonathan DeCoste - NS Health EPFM	78.3	
21-Oct-24	Emergency Preparedness Session #1 at Cape Breton Family Place - Louisdale	37	
28-Oct-24	Emergency Preparedness Session #2 at Cape Breton Family Place - Louisdale	37	

Totals: 217.00 ✓ \$0.00

Rate: \$0.5838

Total Mileage (\$): \$126.68

Total Expenses Claimed: **\$126.68**

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

#53

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

November 1<sup>st</sup>, 2024

EMO - In County travel report for October:

October 4<sup>th</sup>, 2024,

- STAC Meeting at District 10 VFD – 64.7 kms

October 7<sup>th</sup>, 2024,

- SRH Emergency Preparedness Meeting and Meeting with Jonathan DeCoste – NS Health EPFM – 78.3 kms.

October 21<sup>st</sup>, 2024,

- Emergency Preparedness Session # 1 for Cape Breton Family Place - Louisdale – 37 kms.

October 28<sup>th</sup>, 2024,

- Emergency Preparedness Session # 2 for Cape Breton Family Place - Louisdale – 37 kms.

Steve Marcellus - ESC

Municipality of Richmond County



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

NAME: Steve Marcellus

PERIOD COVERED: November 1, 2024 to November 30, 2024

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
01-Nov-24	Emergency Preparedness Session #3 at Potlotek Health Centre	106	
08-Nov-24	Emergency Preparedness Session #4 at Potlotek Health Centre	106	
12-Nov-24	Community Connections (NS 211) at Friend's United	67	
18-Nov-24	Emergency Preparedness Kits at Cape Breton Family Place	37	
20-Nov-24	Emergency preparedness Session at La Picasse	15	
21-Nov-24	SRH Evacuation Drill Exercise	75	

Totals: 406.00 \$0.00

Rate: \$0.5838

Total Mileage (\$): \$237.02

Total Expenses Claimed: \$237.02

ACCOUNT #:	10-229-3030-229270 - EMO	CHEQUE #:	
SIGNATURE:		AMOUNT:	
APPROVED:		DATE PAID:	
DATE SUBMITTED:	13 DEC 2024	INITIAL:	

118-3

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

December 1<sup>st</sup>, 2024

EMO - In County travel report for November:

November 1<sup>st</sup>, 2024,

- Emergency Preparedness Session # 3 for Cape Breton Family Place – Potlotek Health Centre – 106 kms.

November 8<sup>th</sup>, 2024,

- Emergency Preparedness Session # 4 for Cape Breton Family Place – Potlotek Health Centre – 106 kms.

November 12<sup>th</sup>, 2024,

- Community Connections (NS 211) Session – Friend’s United International Centre – 67 kms.

November 18<sup>th</sup>, 2024,

- Emergency Preparedness Kits at Cape Breton Family Place – 37 kms.

November 20<sup>th</sup>, 2024,

- Emergency Preparedness Session # 5 for Cape Breton Family Place – La Picasse Cultural Community Centre – 15 kms.

November 21<sup>st</sup>, 2024,

- SRH Evacuation Drill Exercise – SRH – 75 kms.

Steve Marcellus - ESC

Municipality of Richmond County



THE MUNICIPALITY  
OF THE COUNTY OF

LA MUNICIPALITÉ  
DU COMTÉ DE

# RICHMOND

NAME: Steve Marcellus

PERIOD COVERED: November 1, 2024 to November 30, 2024


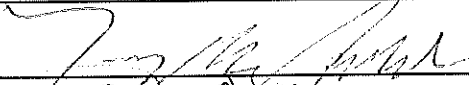
DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
27-Nov-24	FPSC Meeting St. Peter's VFD	83	

Totals: 83.00 \$0.00

Rate: \$0.5838

Total Mileage (\$): \$48.46

Total Expenses Claimed: \$48.46

ACCOUNT #:	10-229-3020-229230 - Fire Services	CHEQUE #:	
SIGNATURE:		AMOUNT:	
APPROVED:		DATE PAID:	
DATE SUBMITTED:	3 DEC 2024	INITIAL:	

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

11853

102292020227230

December 1<sup>st</sup>, 2024

Fire - In County travel report for November:

November 27<sup>th</sup>, 2024,

- FPSC Meeting – St. Peter's VFD – 83 kms.

Steve Marcellus - ESC

Municipality of Richmond County



**TRAVEL EXPENSE CLAIM**

Rate \$0.5838

Name of Claimant:	Steve Marcellus
Destination:	Dartmouth, NS
Purpose of Travel:	NSEMO FEMA Training Sessions
Departure Date/Time:	December 3rd, 2024 @ 1100
Return Date/Time:	December 6th, 2024 @ 0230

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

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): <b>887.00</b>	432.00	68.00	387.00	0.00	0.00	887.00 ✓
Total Cost of Mileage: <b>\$517.83</b>	\$252.20	\$39.70	\$225.93	\$0.00	\$0.00	\$517.83 ✓
Accommodation/Hotel Name: Best Western	\$188.34	\$188.34				\$376.68 ✓
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast \$20		\$20.00	\$20.00			\$40.00 ✓
Lunch \$25	\$25.00	\$25.00	\$25.00			\$75.00 ✓
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
<b>Total Amount Being Claimed</b>	<b>\$505.54</b>	<b>\$313.04</b>	<b>\$300.93</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,119.51</b>

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

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

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

Issue with reservation, needed to use personal credit card.

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

Claimant Signature: [Signature]

Date Submitted: December 9th, 2024

Travel Approved by Supervisor: [Signature]

GL Code: 10-229-3020-229230

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

Prices Checked.....SM

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

Approval for Payment.....SM

Discount Date.....

Paid by Cheque No.....

Distribution Acct. No. 3020-229230

HST 3



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

**TRAVEL EXPENSE CLAIM**

Rate **\$0.5838**

Name of Claimant:	Steve Marcellus
Destination:	Dartmouth, NS
Purpose of Travel:	NSEMO FEMA Training Sessions
Departure Date/Time:	December 3rd, 2024 @ 1200
Return Date/Time:	December 5th, 2024 @ 2100

Approval to Travel  Date: 15 Nov. 2024

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

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

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

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

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All claims are to be submitted not later than 60 days after return.	
Claimant Signature:	_____
Date Submitted:	_____
Travel Approved by Supervisor:	_____
GL Code:	10-229-3020-229230

RSVP Nov 19 for DEM hosted FEMA training sessions Dec 3-5 2024 - First Nations and Municipalities

From NSEMO Training <EMOTraining@novascotia.ca>  
Date Thu 11/7/2024 11:44 AM  
To NSEMO Training <EMOTraining@novascotia.ca>  
Cc MacDougall, Jim <Jim.MacDougall@novascotia.ca>; Mew, Jason C <Jason.Mew@novascotia.ca>

Good Day Everyone!

Who

Nova Scotia's Department of Emergency Management is hosting **FEMA coached training sessions for Municipal, First Nation, and Government personnel.**

What

The main subject of these training sessions will be:

- **THIRA/SPR (Threat and Hazard Identification and Risk Assessment [THIRA]/Stakeholder Preparedness Review [SPR]).**

There will also be training sessions on:

- **Coping with Extended Power Outages**
- **Developing a MYTEP (Multi Year Training and Exercise Plan) on a Limited Budget**
- **Donation and Volunteer Management**

There will be no exams in any of the sessions, however there will be group activities.

Where

The training sessions will be located at the **Delta Dartmouth Hotel, 240 Brownlow Ave, Dartmouth, NS B3B 1X6.**

Free parking is available. Coffee and snacks will be provided. Attendees will be responsible for their own travel, meals, and accommodations. There are numerous food options available within a 5-6 minute drive.

When

The **FEMA facilitated training sessions will take place December 3, 4, and 5.** Dec 3 will be targeted to government personnel, Dec 4 will be targeted to First Nation and Municipal personnel, Dec 5 will be open to any personnel from Dec 3 or 4 (first come first served)

	Dec 3 (Government personnel)	Dec 4 (Municipal and First Nation personnel)	Dec 5 (all audiences)
Morning (0900 start)	Threat and Hazard Identification and Risk Assessment Training (Government personnel)	Threat and Hazard Identification and Risk Assessment Training (Municipal and First Nation personnel)	Coping with Extended Power Outages (all audiences)
Afternoon (1630 end)			Multi Year Training and Exercise Plan with a Limited Budget (all audiences) Donation and Volunteer Management

Please confirm by Nov 19 whether or not you (or someone from your organization) will be attending. To confirm, please register using the below links:

- For Dec 4 THIRA session targeted to First Nation and Municipal personnel please register via <https://forms.microsoft.com/r/KrHDWWDMcA>
- For Dec 5 training sessions (see above calendar) open to any personnel who receive this invitation please register via <https://forms.microsoft.com/r/T2U2xbK55R>

We will be aiming for 24 attendees per day, and allowing 1 seat per organization (first come, first served). If there are seats remaining after Nov 19, we will circulate a notification on Nov 25 and organizations may have the opportunity to send extra personnel.

If there is a person in your organization who is better suited to receive/direct this invitation, please forward this invitation to them at your earliest convenience.

For questions and confirmations, please contact [emotraining@novascotia.ca](mailto:emotraining@novascotia.ca) and include "FEMA 2024" in the subject.

Best regards

Training and Exercise Branch  
Department of Emergency Management

Dartmouth Hotel & Suites

15 Spectacle Lake Dr  
Dartmouth, NS B3B 1X7



(902) 463-2000

reservations@bestwesterndartmouth.com

www.bestwestern.com

C/O 12/05/2024 08:06 AM Joban

Loyalty Club: 600663-78207-40009 BASE

Registered To:

Marcellus, Steven  
572 Lower River Road  
Cleveland, NS B0E 1J0

(902) 227-7779

Room # 301-A  
Conf # 449690  
Arrival 12/03/24  
Departure 12/05/24  
Room Type QQEX - 2 QUEENS  
Guests 1 / 0  
Payment Visa/Master  
Acct XXXX-XXXX-XXXX-1908

Posting Date	Oper	AcctCode	Description	From	Reference	Amount
12/03/24	Jackson	RC	ROOM CHRG REVENUE			\$159.00
12/03/24	Jackson	9	HRM MARKETING LEVY			\$4.77
12/03/24	Jackson	91	HST			\$23.85
12/03/24	Jackson	93	HST ON LEVY			\$0.72
12/04/24	Jackson	RC	ROOM CHRG REVENUE			\$159.00
12/04/24	Jackson	9	HRM MARKETING LEVY			\$4.77
12/04/24	Jackson	91	HST			\$23.85
12/04/24	Jackson	93	HST ON LEVY			\$0.72
12/05/24	Joban	VS	PAYMENT VISA		1908 - 04575Z	\$376.68-

APPLAB: CAPITAL AID: A0000000041010  
ONE

TVR: 0000008000

<b>Balance Due</b>	<b>\$0.00</b>
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The undersigned agrees to pay the amount indicated on the balance due portion of this invoice. If the charges are to be billed to a third party, the undersigned agrees to be liable for payment of the charges in the event that the indicated third party fails to pay for any part or the full amount of such charges.

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GST# 8503 24781 RT0001

Signature



THE MUNICIPALITY  
OF THE COUNTY OF

LA MUNICIPALITÉ  
DU COMTÉ DE

# RICHMOND

NAME: Steve Marcellus

PERIOD COVERED: December 1, 2024 to December 31, 2024

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
02-Dec-24	STAC Meeting (St. Georges Channel and Bonnie Brae Club St. Peter's)	106	
13-Dec-24	Red Cross Emergency Preparedness Session at Dr. Kingston Memorial Community Health Centre	112	
18-Dec-24	Municipal EHS AED checks	67	
24-Dec-24	Generator testing (Louisdale VFD and EMO Storage)	78	

Totals: 363.00 ✓ \$0.00

Rate: \$0.5838

Total Mileage (\$): \$211.92

Total Expenses Claimed: **\$211.92**

ACCOUNT #:	10-229-3030-229270 - EMO	CHEQUE #:	
SIGNATURE:		AMOUNT:	
APPROVED:		DATE PAID:	
DATE SUBMITTED:	Jan 27 2025	INITIAL:	

HSI 3

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

102293030229270

January 2<sup>nd</sup>, 2025

EMO - In County travel report for December:

December 2<sup>nd</sup>, 2024,

- STAC Meeting – 106 kms.

December 13<sup>th</sup>, 2024,

- Red Cross Emergency Preparedness Session at Dr. Kingston Memorial Community Health Centre – 112 kms.

December 18<sup>th</sup>, 2024,

- Municipal AED Checks for EHS – 67 kms.

December 24<sup>th</sup>, 2024,

- Generator Testing – 78 kms.

Steve Marcellus - ESC

Municipality of Richmond County



THE MUNICIPALITY  
OF THE COUNTY OF

LA MUNICIPALITÉ  
DU COMTÉ DE

# RICHMOND

NAME: Steve Marcellus

PERIOD COVERED: December 1, 2024 to December 31, 2024

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
09-Dec-24	VFD old TMR retrieval (St. Peter's. L'Ardoise, Louisdale)	142	
10-Dec-24	VFD old TMR retrieval (West Bay Road, Grand River, Framboise, Fourchu, Loch Lomond, District 10, Chapel Island, Isle Madame)	380	
11-Dec-24	Met with Loch Lomond Chief and Deputy Chief in St. Peter's to switch TMR chargers and discuss Isle Madame Truck for sale - Tender process	83	
12-Dec-24	St. Peter's VFD new dry hydrant flow testing - River Bourgeois	83	

Totals: 688.00 ✓ \$0.00

Rate: \$0.5838

Total Mileage (\$): \$401.65

Total Expenses Claimed: **\$401.65**

ACCOUNT #:	10-229-3020-229230 - Fire Services	CHEQUE #:	
SIGNATURE:		AMOUNT:	
APPROVED:		DATE PAID:	
DATE SUBMITTED:	JAN 2, 2025	INITIAL:	

1573

Goods Rec'd. Date.....	Initial.....	8
Prices Checked.....		8
Add. & Ext. Checked.....		9
Approval for Payment.....		9
Discount Date.....		
Paid by Cheque No.....		
Distribution: Acc'l No.....		10-229-3020-229230

January 2<sup>nd</sup>, 2025

Fire - In County travel report for December:

December 9<sup>th</sup>, 2024,

- Retrieved old TMR radios from our VFD's – **142 kms.**
  - Arichat to St. Peter's – 49 kms
  - St. Peter's to L'Ardoise – 23 kms
  - L'Ardoise to Louisdale – 46 kms
  - Louisdale to Municipal Building – 24 kms

December 10<sup>th</sup>, 2024,

- Retrieved old TMR radios from our VFD's – **380 kms.**
  - Arichat to West Bay Road – 49 kms
  - West Bay Road to Grand River – 79 kms
  - Grand River to Framboise – 46 kms
  - Framboise to Fourchu – 17 kms
  - Fourchu to Loch Lomond – 53 kms
  - Loch Lomond to District 10 – 37 kms
  - District 10 to Chapel Island – 23 kms
  - Chapel Island to Isle Madame – 73 kms
  - Isle Madame to Municipal Building – 3 kms

December 11<sup>th</sup>, 2024,

- Met with Loch Lomond Chief and Deputy Chief in St. Peter's to switch TMR chargers and discuss Isle Madame truck for sale – tender process – **83 kms.**

December 12<sup>th</sup>, 2024,

- Attended St. Peter's VFD training night as they were conducting pump practice using their new dry hydrant – **83 kms.**

Steve Marcellus - ESC  
Municipality of Richmond County



Schedule 'B' In County Travel and Expense Claim Form

NAME: Brian Marchand			
PERIOD COVERED:			
FROM: Oct 30 - 2024		Dec 16-2024	
DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
Oct 30-2024	Swearing in	35.00	
Oct 31-2024	COW / Org. meeting	35.00	
Nov 11-2024	Remembrance Day *	52.00	
Nov 12-2024	COW	35.00	
Nov 25-2024	Reg Council	35.00	
Dec 2-2024	COW	35.00	
Dec 9-2024	Port Hawkesbury (Landrie Lake Water Utility)	54.00	
Dec 16-2024	Reg Council	35.00	

Totals: 316.00 \$0.00

Rate: \$0.5838

Total Mileage (\$): \$184.48

Total Expenses Claimed: \$184.48

ACCOUNT #:	CHEQUE #:
SIGNATURE: Brian Marchand	AMOUNT:
APPROVED: [Signature]	DATE PAID:
DATE SUBMITTED:	INITIAL:

Brian Marchand

\* Whiteside West Bay Lunenburg } Attended each of these ceremonies on Nov. 11/24

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

10-210-2110-210130











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

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

<b>Travel and Expense Claim</b>		<b>Rate \$0.5838</b>
<b>Name of Claimant:</b>	Danielle Martell	
<b>Destination:</b>	The Inverary Resort - 368 Shore Rd, Baddeck, NS	
<b>Purpose of Travel:</b>	CBP Investor Summit	
<b>Departure Date/Time:</b>	24-Oct-24	7:00:00 AM
<b>Return Date/Time:</b>	25-Oct-24	12:30 PM
<b>Approval to Travel :</b>		

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
<b>Total Mileage (# of Km):</b> 236.00	118.00	118.00	0.00	0.00	0.00	236.00
<b>Total Cost of Mileage:</b> \$137.78	\$68.89	\$68.89	\$0.00	\$0.00	\$0.00	\$137.78
<b>Accommodation/Hotel Name:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
<b>Meals:</b> Breakfast \$20						\$0.00
Lunch \$25						\$0.00
Dinner \$30						\$0.00
<b>Other Meals (Receipts Required)</b>						\$0.00
<b>Incidentals (\$10 per overnight stay)</b>	\$10.00					\$10.00
<b>Taxi/Parking/Tolls (Receipts Required)</b>						\$0.00
<b>Total Amount Being Claimed</b>	\$78.89	\$68.89	\$0.00	\$0.00	\$0.00	\$147.78

**Written Travel Report - Policy Requirements (Section 4. b i)**

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.

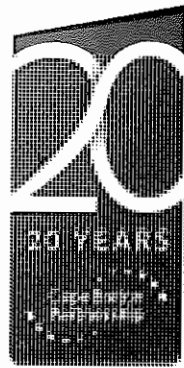
I confirm that I attended 80% or more of the conference I attended: Initial DM N/A \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

HSI3

<p><b>All claims are to be submitted not later than 60 days after return.</b></p> <p>Claimant Signature: <u>DM</u></p> <p>Date Submitted: <u>Oct 28/2024</u></p> <p>Travel Approved by Supervisor: <u>[Signature]</u></p> <p>GL Code: <u>10 2704 20 270130</u></p>	Goods Rec'd. Date.....Initial..... <u>DM</u>
	Prices Checked..... <u>DM</u>
	Add. & Ext. Checked..... <u>DM</u>
	Approval for Payment..... <u>DM</u>
	Discount Date.....
	Paid by Cheque No. <u>102704120270150</u>
Distribution Acc No. <u>102704120270150</u>	

# 2024 Cape Breton Partnership Investor Summit



## CAPE BRETON PARTNERSHIP INVESTOR SUMMIT

Presented by  Nova Scotia  
**POWER**  
An Emera Company

The Cape Breton Partnership is excited to host the annual **Cape Breton Partnership Investor Summit**, presented by **Nova Scotia Power**, on **October 24, 2024**, at the Inverary Resort on Baddeck Bay!

The Cape Breton Partnership's Investor Summit annually brings together over 150 business, community and government leaders from across Nova Scotia. Summit attendees will have the opportunity to network, collaborate, and discuss issues facing the local economy, and be able to provide input on building a strong economic future for Unama'ki – Cape Breton.

**We are excited to share that the 2024 Investor Summit is a sold-out event for the third year in a row!**

For further details on this year's Investor Summit, scroll down!

# Agenda



### 9 a.m. Welcome and Introductions



**MICHELLE SAMSON**  
Sterling Places Media



**MOLLY PIERRO**  
Wagmatcook First Nations

Presenting Sponsor



**CARLA ARSENAULT**  
NSCC Sydney  
Waterfront Campus



**KEITH MACDONALD**  
The Municipality of the  
County of Inverness



**TYLER MATTHEIS**  
Cape Breton Partnership

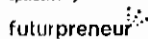
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### 10:10 a.m. Cape Breton Partnership Update

### 10:20 a.m. Nutrition Break

Sponsored by



**10:40 a.m.** All in on Solutions Video Series



**PAUL HARRINGTON**  
Cape Breton Capital Group



Sponsored by

**10:45 a.m.** Small Business, Big Ideas Panel



**DANIELLE JOHNSTON**  
Anchored Group



**DANIELLE PATTERSON**  
Anchored Group



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**WESLEY COLFORD**  
Highland Arts Theatre



**JEREMY WHITE**  
Big Spruce Brewing



**JEREMY CARROLL**  
Brela Homes

**11:50 a.m.** All in on Solutions Video Series



**PATRICIA MACNEIL**  
Coastal Business CBDC



Sponsored by

**11:55 a.m.** Lunch

**12:50 p.m.** Fireside Chat with Arlene Dickinson



**ARLENE DICKINSON**  
"Dragon" on CBC's Dragon's Den, communications entrepreneur, and one of Canada's most successful businesswomen and investors.



**KELSEA MACNEIL**  
Memberton

**1:55 p.m.** Nutrition Break

Sponsored by



**2:15 p.m.** All in on Solutions Video Series



**HARMAN SINGH**  
Breton Ability Centre



Sponsored by

**2:20 p.m.** Big Things, Small Places Panel



Sponsored by



**KENDALL CLANCY**  
Cabot Cape Breton



**GEOFF CLARKE**  
Port Hawkesbury Paper



**JOSEPH BALAZ**  
Cape Smokey Holdings



**SHANNON LYNCH**  
Cape Breton Beverages  
Trans-Atlantic Preforms

**3:20 p.m.** All in on Solutions Video Series



**ADAM BATEMAN**  
BDC



Sponsored by

**3:25 p.m.** Closing Remarks

**5:30 p.m.** Gala Dinner  
Doors Open at 5 p.m.



**CHIEF TERRY PAUL**  
Memberton



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**7 p.m.** Economic Impact Awards



Sponsored by

**8 p.m.** Networking Reception

Sponsored by



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Networking Reception Sponsors



Local Experience Sponsors



Morning Leadership Sponsor



Social Cruise Sponsor



Collaboration Sponsors



Panel Sponsors



Break Awards Sponsor



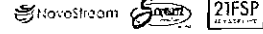
Workshop Break Sponsors



Workshop Sponsors



Supporter Sponsors



## For more information

For more information about the Cape Breton Partnership and the 2024 Investor Summit, visit the [Cape Breton Partnership](https://www.capebretonpartnership.com) online, email [info@capebretonpartnership.com](mailto:info@capebretonpartnership.com) or call (902) 562-0122.

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- Initiatives & Services
- Research & Reports
- Requests for Proposals
- Partnership News
- Upcoming Events
- Contact Us

BECOME AN INVESTOR

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**FW: Meal Options for Investor Summit**

---

From Shannon Mury <Shannon.Mury@richmondcounty.ca>  
Date Tue 13-Aug-2024 3:06 PM  
To Danielle Martell <cdspofficer@richmondcounty.ca>

Hi Danielle,

Can you let me know your meal choice for the Investor Summit please? I'll register us in this week or next.

Thank you,

Shannon Mury, Director  
Department of Community Development & Recreation  
902.226.3981

From: Shelley David <Clerk@richmondcounty.ca>  
Sent: Tuesday, August 13, 2024 2:48 PM  
To: Shannon Mury <Shannon.Mury@richmondcounty.ca>  
Subject: RE: Meal Options for Investor Summit

Hi Shannon,

These are the choices...yum yum

Stuffed Chicken - prosciutto and mozzarella stuffing, roasted tomato basil sauce  
Spinach and Cheese Cannelloni - with herb tomato sauce and seasonal vegetable

Shelley 😊

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



**Shelley David**  
Municipal Clerk / Communications Officer

Phone: 902.226.3971  
Mobile: 902.631.5929  
Email: [clerk@richmondcounty.ca](mailto:clerk@richmondcounty.ca)

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

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

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

**Travel and Expense Claim** Rate **\$0.5838**

Name of Claimant:	Danielle Martell		
Destination:	Gros Morne National Park, 38-42 Main St S, Rocky Harbour, NL A0K 4N0		
Purpose of Travel:	GMIST ACTivate Program		
Departure Date/Time:	02-Nov-24	10:00	
Return Date/Time:	08-Nov-24	3:30 PM	

Approval to Travel :

Description	Day 1	Day 2	Day 3	Day 4	Day 6	Total
Total Mileage (# of Km):			0.00	0.00	0.00	0.00
Total Cost of Mileage:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast	\$20					\$0.00
Lunch	\$25	\$25.00			\$25.00	\$50.00
Dinner	\$30	\$30.00				\$30.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)					\$60.00	\$60.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
<b>Total Amount Being Claimed</b>	\$55.00	\$0.00	\$0.00	\$0.00	\$85.00	<b>\$140.00</b>

Written Travel Report - Policy Requirements (Section 4. b i)

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 DM N/A \_\_\_\_\_

- \* Lodging , flights , and meals during the sessions were covered by the GMIST organization
- \* \$60 is noted for incidentals to account for the six days of travel as the table only allows for five days.
- \* No mileage is claimed due to carpooling.

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

Claimant Signature: [Signature]

Date Submitted: Nov 27, 2024

Travel Approved by Supervisor: [Signature]

GL Code: 10 270 4120 270 130

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



September 13, 2024

Congratulations! Your community has been selected to participate in ACTivate – Activating Community Tourism! ACTivate is another chapter on a very long journey that the Gros Morne Institute for Sustainable Tourism (GMIST) and its partners have been on over the past decade to understand how to support community development by coming alongside community leaders to enact change. To that end we want to make sure you understand what this program is and isn't about before committing yourself to the next five months.

### **ACTivate Overview**

We believe that each of our community members bring their own unique gifts and skills to any community that they are a part of. And within those skills and gifts is an opportunity to sustain and grow our communities. This program is focused on providing participants with the skills to understand how to bring those people together within a strength based and citizen led approach. Through this process we will be introducing the Asset Based Community-Led Development (ABCD) approach and allowing participants to apply it in a way of their choosing. This is done to recognize that not every community is the same and that to be effective, different approaches and engagement are necessary. This is not about creating specific destination plans but more about developing the skills so that you and your community members will be able to more fully approach things like tourism holistically as you move along in the community engagement/building process. Much of the focus within this program will be around testing out these skills and new processes by having you identify smaller scale opportunities within your communities/organizations that you can learn and apply these concepts to.

If any of that sounds confusing or you are unsure of the fit, please don't hesitate to reach out to us – our contact information is below.

### **Acceptance Package**

We have included a number of documents that we would like you to review as part of your acceptance. The first is a brief outline of the course with critical dates. While we will be providing a full syllabus prior to the start of the course, we would like for you to review this document to ensure that your cluster is able to commit to the online and in-person learning dates.

ACTivate uses a blended learning approach, so there are elements of online learning and in-person learning. The in-person session will take place in Rocky Harbour, Newfoundland and Labrador during the week of November 3. All participants should plan to arrive in Rocky Harbour on or before Sunday, November 3 at 1:30 pm. We will meet as a group in the afternoon and evening of November 3 for introductions and the program will run for four and a half days from Sunday, November 3 to Thursday, November 7, with participants departing on Friday, November 8. Like many regional/rural destinations we have been impacted with the elimination or reduction of flights. If you accept the offer to participate,

we encourage you to search out flight options immediately and book within next two weeks as flight options are limited. You may want to think about coming into Rocky Harbour on November 1 or 2 which would give you a bit of time to potentially explore Gros Morne National Park in advance of program start. Once the program begins, we will have full days of learning/collaborating and we will eat our meals together as a group. The closest airport to Rocky Harbour is Deer Lake Regional Airport. You may have to drive to a regional airport close to your home to facilitate easier flights. There are daily direct flights from Halifax to Deer Lake via Air Canada and from Moncton to Deer Lake via PAL Airlines.

The second piece we would like you to review is the participant Learning Charter. Each participant in your community cluster must agree and sign the charter in order to participate. You can review the Learning Charter and complete the form by clicking the following link: <https://form.jotform.com/grosmorne/activate-participant-charter>.

The third piece is a letter of support for in-kind contribution from your community cluster. We have been very fortunate to secure financial support to deliver this program but in order to do so we need to be able demonstrate in-kind (non-monetary) support from communities and organizations. Please review the attached letter template and you will see that we have calculated in-kind support using a formula where we set your contributions to that of a consultant at \$800/day with a target of 15-20 days of allocated work for a total of \$15,000. The time allocation used in the calculation is not meant to overwhelm you, it is simply an estimation of anticipated time spent over the next 5 months which will be comprised of in-person and online learning, engagement within your community, reading and interacting with your fellow participants. Please have each participant review and if you agree and are comfortable, please sign and return it to GMIST via [info@gmist.ca](mailto:info@gmist.ca). All participant names can be included on one document. While identifying these in-kind agreements are a requirement for our funding to deliver the program, if you feel the letter does not adequately represent you or your community, please just let us know. It will not impact your ability to participate.

### **Travel & Tuition Costs**

Upon completion of the course, each member of your cluster will receive a certificate from St. Francis Xavier University. During the onboarding session Coady/St. FX will speak to the accreditation and any transfer credits, etc. that are associated with it. GMIST will cover the full tuition amount for the certificate program. GMIST will cover large costs associated with the in-community learning (room rental, food, supplies). In addition, we have reserved and paid for five nights of accommodations at the Ocean View Hotel in Rocky Harbour from November 3 - 8, 2024. Given that the flights to and from Deer Lake Airport are limited, if you need to arrive on Saturday, November 2 in order to be in Rocky Harbour for the 1:30 pm start on Sunday we can cover the additional night, but please confirm the additional night with GMIST prior to booking your flights. If you would like to come in earlier or stay later, you will need to cover your own meal and accommodations costs for the extra nights. The Ocean View Hotel's nightly rate is \$169 + tax. While onsite for the program we will cover all meal costs for breakfast, lunch and supper starting at supper on Sunday, November 3. Any alcoholic beverages will need to be purchased by participants. We will be sending out a survey in advance of the in-person learning to gather information about any food allergies or restrictions that we need to be aware of.

We will also provide a reimbursement of up to \$1,000 to offset travel costs from your home airport to Rocky Harbour, NL. These costs typically include airfare, luggage fees and taxi fare from Deer Lake Airport to Rocky Harbour (return). We expect participants to be able to cover their own travel and associated costs from home to closest airport including taxi fare and/or parking fees. Please note that you will not

need a rental vehicle to get from the airport to Rocky Harbour and GMIST will not cover that expense. For those travelling from within Newfoundland and Labrador, we will reimburse mileage at the provincial travel rate. Each participant is responsible for making their own travel arrangements. Upon completion of the in-person portion of the program, we will provide you with a claim form that you will complete and submit back to GMIST, along with copies of receipts, and we will issue a cheque to cover those costs. The turn around time for issuing reimbursements is approximately two weeks.

Please note that we do not recommend bringing a friend or partner along with you to Rocky Harbour. We will be together as a group from early morning to evening and we will eat all of our meals together as a group. As November is outside of peak visitor season, there will be reduced access to attractions and restaurants so options for things to do are limited. We recommend that you use the in-person time to connect with your community cluster and to learn from the other communities who are participating.

### Learning Approach

ACTivate will be using a blended approach to learning so you will need access to a computer with a strong internet connection along with a video camera and audio for the online sessions. We expect each participant to be present with cameras on for the interactive components of the Zoom sessions. In addition, while onsite we will be asking you at times to put away cell phones and be present with the group. We understand that life happens but this is also good habit forming for many of us who work in this community space. We will also be utilizing an online platform called *Moodle* which will be a central online location for course resources, updates and assignments. This is a very user-friendly tool and an overview of how to log in and navigate through Moodle will be provided in early October.

### Next Steps

Please review all of the information in this acceptance package carefully and if you agree with what is outlined, please respond that you accept our offer by completing the signed charter and attaching the in-kind contribution agreement for the participants in your community cluster on or before **3:00 PM AST, Thursday, September 19, 2024**. We will need the confirmed names of your cluster (minimum of 3 / maximum of 5) to be confirmed by September 19 as well.

If you have any questions, please reach out to us at [info@gmist.ca](mailto:info@gmist.ca).

Regards,

Nora Fever  
Director of Programs & Innovation  
Gros Morne Institute for Sustainable Tourism  
[info@gmist.ca](mailto:info@gmist.ca)

## ACTivate 2024 Course Schedule

(subject to change)

Timeframe	Activities
September 2024	<ul style="list-style-type: none"> <li>• <b>September 20:</b> Communities must confirm participation and the 3-5 members of their cluster</li> <li>• <b>October 1 -8:</b> participants must sign into Moodle, an online learning platform which we will use for sharing resources, providing updates, and posting assignments</li> </ul>
October 2024	<ul style="list-style-type: none"> <li>• 2 Online Zoom Sessions:               <ul style="list-style-type: none"> <li>○ <b>October 9:</b> 10 am – 12 pm ADT: <i>Onboarding session</i></li> <li>○ <b>October 23:</b> 10 am – 12 pm ADT: <i>Introduction to ABCD</i></li> </ul> </li> </ul>
November 2024	<ul style="list-style-type: none"> <li>• <b>November 3-8:</b> In-person learning in Gros Morne               <ul style="list-style-type: none"> <li>○ 4.5 days of learning in Gros Morne National Park</li> <li>○ Identify a community initiative and develop a Plan of Action</li> </ul> </li> </ul>
December 2024	<ul style="list-style-type: none"> <li>• Begin implementation of Action Plan</li> <li>• <b>December 11:</b> 10 am – 12 pm ADT: Zoom Touchpoint /Peer Feedback Session</li> </ul>
January 2024	<ul style="list-style-type: none"> <li>• <b>January 22:</b> 10 am – 12 pm ADT: Zoom Touchpoint /Peer Feedback Session –</li> <li>• Submission of final reflection and Community Action Plan</li> <li>• <b>February 12:</b> 10 am – 12 pm: Online Graduation/Celebration</li> </ul>

*Note that a more detailed course syllabus will be provided in October.*



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

<b>Travel and Expense Claim</b>		<b>Rate \$0.5838</b>
Name of Claimant:	Danielle Martell	
Destination:	Old Orchard Inn - 153 Greenwich Rd S, Wolfville Ridge, NS B4P 2R2	
Purpose of Travel:	AMANS Municipal Equity and Anti-Racism Symposium	
Departure Date/Time:	19-Nov-24	10:35
Return Date/Time:	21-Nov-24	5:15 PM
Approval to Travel :		

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	40.50	0.00	26.70	0.00	0.00	67.20
Total Cost of Mileage:	\$23.64		\$15.59	\$0.00	\$0.00	\$39.23
Accommodation/Hotel Name: <i>(Indicate if Direct Bill or Provide Receipt)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Meals: Breakfast	\$20	\$20.00				\$20.00
Lunch	\$25	\$25.00				\$25.00
Dinner	\$30	\$30.00				\$30.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)	\$10.00	\$10.00				\$20.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
<b>Total Amount Being Claimed</b>	<b>\$88.64</b>	<b>\$30.00</b>	<b>\$15.59</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$134.23</b>

Written Travel Report - Policy Requirements (Section 4. b i)

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 DM N/A \_\_\_\_\_

Mileage only to and from Port Hawesbury, due to carpooling.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Claimant Signature: [Signature]

Date Submitted: Nov. 27 2024

Travel Approved by Supervisor: [Signature]

GL Code: 10/270 4120 270 260

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	[Signature]
Add. & Ext. Checked.....	[Signature]
Approval for Payment.....	[Signature]
Discount Date.....	
Paid by Cheque No.....	<u>102704120270260</u>
Distribution Acct. No.....	



• Home

Search

- Sign in
- Register



Home / Municipal Equity and Anti-Racism Symposium November 20 & 21

# Municipal Equity and Anti-Racism Symposium November 20 & 21



AMANS invites Municipalities and Villages to the Old Orchard Inn in Wolfville for a 2-day collaborative initiative to support the development of your Accessibility, Equity and Anti-Racism/Anti-Hate Plans to foster safe, welcoming, and inclusive communities where all Nova Scotians can thrive. This two-day symposium provides subject matter expertise, creates space for collaboration, and supports participants drafting their action plans. This event is designed to equip Equity Leads with knowledge and support to develop strategies tailored to your community's unique needs in combating hate and fostering inclusivity through your Municipality's Accessibility, Equity and Anti-Racism/Anti-Hate Plans.

Register through this link [here](#). Please complete the registration form by **November 8th** to help us reserve rooms at the [Old Orchard Inn](#).

**Location:** Old Orchard Inn, 153 Greenwich Rd S, Wolfville Ridge, NS B4P 2R2

**Cost:** It is free! AMANS will be covering the cost of the hotels and food. Equity Leads coming further than 250 km are invited to come the night of November 19<sup>th</sup> for an additional hotel night stay.

This session is funded by the Province of Nova Scotia's Office of Equity and Anti-Racism.

## **Municipal Equity and Anti-Racism Symposium Program**

### **Day 1: Wednesday November 20th, 2024**

8:30am: Registration and Welcome

10:00am – 10:10am: Welcome and Opening Remarks - David Campbell, Executive Director at [AMANS](#)

10:10am – 10:15am: Understanding Our Goals and Objectives with Julie Glaser and Roxanne Pereira, Municipal Equity, Anti-Racism & Accessibility Support Program, AMANS

10:15am – 12:15pm: [KAIROS Blanket Exercise](#) facilitated by Grace Campbell and Lorraine Whitman

The KAIROS Blanket Exercise (KBE) is an experiential teaching tool that explores the historic and contemporary relationship between Indigenous and non-Indigenous peoples in the land we now know as Canada. The purpose is to understand reconciliation through experiential education. Counsellors will be available on site if needed.

The Red Spruce Mental Health Centre is pleased to support the Municipal Equity and Anti-Racism Symposium. The Red Spruce is a cost-free mental health centre run through Acadia's graduate Counselling program. Two Red Spruce counselling interns will be available during the Blanket Exercise to provide trauma informed support to anyone who may find they are impacted by the activities and discussions of the KAIROS Blanket Exercise and would like to debrief with a trained counselling professional. Livia Peyton and Don Batstone, two graduate interns in their final weeks of practicum, will be on site until noon to offer free counselling and welcome the opportunity to support this group through their morning of experiential learning and reflection.

12:15pm – 1:15pm: Lunch at the Old Orchard Inn

1:15pm – 2:45pm: Session #1 Cultural Competencies & Intersectionality facilitated by Rena Kulczycki (they/them), [Wisdom2Action](#)

As municipalities in NS endeavour to address racism and hate in our communities, the development of effective strategies and policy depends on the insight and expertise of those directly impacted by these social realities. Engagement of community members with marginalized identities is vital, yet planning to do so in authentic, meaningful, and ethical ways can be riddled with uncertainties and setbacks for a myriad of reasons. Structures and processes that reinforce barriers, fragile relationships, historic actions that fuel reasonable mistrust, and consultation fatigue are a few.

This workshop will support participant's understanding of diversity, equity, and inclusion and the barriers experienced by individuals and communities based on their race, culture, ethnicity, sexual orientation, gender identity and expression, ability, age and more, and combinations thereof. Building on these concepts, we will identify and explore ways to ethically engage diverse communities in broader community engagement efforts for the development of anti-racism and anti-hate strategies.

2:45 pm – 3:00 pm: Nutrition Break

3:00 pm – 5:00 pm: Session #2: Building Plans for Meaningful Change facilitated by April Howe, [Crayon Strategies Inc](#)

Join April Howe in a working session focused on developing the essential components of your Municipality's Equity, and Anti-Racism and Accessibility Plans. This workshop is designed to demystify the core components necessary for building impactful and sustainable plans. Participants will gain practical insights into establishing foundational goals, understanding essential plan elements, and learning effective strategies to foster inclusivity. Join us to begin drafting tailored approaches that promote safe, welcoming, and inclusive communities across Nova Scotia.

5:00 pm: Break - Free time - go for a walk, swim, nap or network - the time is yours!

6:00 pm: Dinner at the Old Orchard Inn

7:30 pm - 9:00 pm: Fireside Storytelling & Open Mic hosted by Dr. Christina Flemming and Rose Folks in the Old Orchard Inn's Fireside Lounge

The Wednesday evening social event is Fireside Storytelling & Open Mic! You're invited to share a story, stand-up comedy, drag, song or interpretive dance - whatever secret or not so secret talent you've been harbouring, now's your chance to debut! We're here for it!

**Day 2: Thursday November 21st, 2024**

7:00 am - 9:00 am: Breakfast at the Old Orchard Inn

8:00 am - 9:00 am: De-stress with Accessible Yoga for Every Body with Shelly & Hannah Corkum in the Fireside Lounge at the Old Orchard Inn.

9:00 am - 10:00 am: Welcome and Intro to Keynote Speaker: Juanita Peters, Executive Director [Africville Museum](#)

10:00 am - 10:15 am: Nutrition Break

10:15 am - 12:00 pm: Session #3 Developing Anti-Hate Strategies for your Plans facilitated by Craig Upshaw, [H.E.D.I Consultants](#)

This session will be focussed on understanding the community, learning from the community, and growing alongside the community to build a better strategy to combat and dismantle hate in your communities. To gain better understanding of hate, this session will cover: definitions, hate crimes, the Criminal Code and section 718.2 (a)(i) CCC, statistics, and traumatic impact on communities and youth. We will also speak about the importance of reassurance, and how to build pro-active responses into your Plans. This is a heavy session - come with your questions, concerns, and know that we're all in this together.

12:00 pm - 1:00 pm: Lunch at the Old Orchard Inn

1:00 pm - 2:00 pm: Session #4 Informal to Formal Engagement Panel featuring Municipal and Community Equity Leads- **Livinus Numfor** from Municipality of the District of Yarmouth, **Fawn Logan-Young** from [Recreation Nova Scotia](#), **Corrie Melanson** from [Sea Change CoLab](#) and **Tammy Feltmate** from Municipality of the County of Antigonish.

This panel will offer invaluable insights into effective community engagement strategies. By studying and learning from jurisdictions that have successfully developed and implemented focused engagement approaches, we can identify best practices, and potential challenges to avoid. These insights provide a rich, contextual understanding of how different communities have navigated complex engagement landscapes, tailored their strategies to local needs, and built meaningful connections with diverse populations. Through collaborative knowledge sharing, and strategic adaptation, we can elevate our own engagement practices, drawing inspiration from the successes and learning from the experiences of others in community engagement.

2:00 pm - 2:15 pm: Nutrition Break - grab your snack and head to the World Cafe for one-to-one time for feedback on your Plans!

2:15 pm - 3:15 pm: Connection Cafe - Here's your chance to meet one-to-one with subject matter experts from our partners at the Province and the Community to seek feedback or ask questions that will help shape or support your Equity, Anti-Racism and Accessibility Plans. Come meet with **Grace Campbell** ([Office of L'nu Affairs](#)), **Luke Power** ([The Office of Equity and Anti-Racism](#)), **Laura Beth MacPherson** ([Accessibility Directorate](#)), Regional Project Administrative Officers from [African Nova Scotian Affairs](#), **Shruti Gola Taraschi-Carr** ([Nova Scotia Human Rights Commission](#)), **Craig Upshaw** ([H.E.D.I Consultants](#)), **Rena Kulczycki** ([Wisdom2Action](#)), **Fawn Logan-Young** ([Recreation Nova Scotia](#)) and **Xiaoyun Shen** ([Department of Labour, Skills and Immigration](#)). We will also have an Open Space table to meet with other Leads to discuss questions you've posted on our Open Space Discussion board throughout the 2-days. Accessible Communication/ Plain Language instructor **Erin Casey** will host a table to discuss Language for Inclusion and Belonging.

3:15 pm - 3:30 pm: Closing Remarks, Learnings and Next Steps by Natasha Jackson, Director/Executive Lead Community Engagement at [Department of Municipal Affairs and Housing](#)

### **Facilitators for KAIROS Blanket Exercise**

Lorraine Whitman ("Grandmother White Sea Turtle") is one of 14 siblings of the late Chief Joseph Peters and Elder Doris (Brooks) Peters and granddaughter of the late Chief Louis Peters of Bear River, member of Glooscap First Nation in Nova Scotia.

Lorraine worked for 23 years as a social development officer and as the Aboriginal Diabetes Initiative Coordinator for Glooscap First Nation. She served Glooscap First Nation as an elected councillor from 1997–2012, sat on the Board of Directors of the Confederacy of Mainland Mi'kmaq for more than 15 years, served as a health committee







**Travel Detail Report**

<b>Date:</b>	November 14, 2024
<b>Purpose:</b>	Strait Area Chamber Fall Awards Dinner
<b>Location:</b>	Port Hawkesbury Civic Centre
<b>Start Time:</b>	5:30pm
<b>End Time:</b>	8:30pm
<b>Persons Present:</b>	Cllr. Samson, CAO MacCulloch, staff, business community members
<b>Statement of Discussions:</b>	The 2024 Fall Gala Dinner & Awards featured a series of awards including presentations to the East Coast Credit Union (Jack Hartery Lifetime Achievement Award), Strait Area Safety Services Ltd (Safety Champion Award), Northumberland Heating and Air Conditioning (Club 25 Award) and Babin's Service Centre Limited (Club 50 Award).

<b>Date:</b>	
<b>Purpose:</b>	
<b>Location:</b>	
<b>Start Time:</b>	
<b>End Time:</b>	
<b>Persons Present:</b>	
<b>Statement of Discussions:</b>	

<b>Date:</b>	
<b>Purpose:</b>	
<b>Location:</b>	
<b>Start Time:</b>	
<b>End Time:</b>	
<b>Persons Present:</b>	
<b>Statement of Discussions:</b>	

<b>Date:</b>	
<b>Purpose:</b>	
<b>Location:</b>	
<b>Start Time:</b>	
<b>End Time:</b>	
<b>Persons Present:</b>	
<b>Statement of Discussions:</b>	

<b>Date:</b>	
<b>Purpose:</b>	
<b>Location:</b>	
<b>Start Time:</b>	
<b>End Time:</b>	
<b>Persons Present:</b>	
<b>Statement of Discussions:</b>	

**Travel Detail Report**



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

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

<b>Travel and Expense Claim</b>		<b>Rate \$0.5838</b>
Name of Claimant:	Amanda Mombourquette	
Destination:	Baddeck	
Purpose of Travel:	Cape Breton Partnership Annual General Meeting and Investor Summit	
Departure Date/Time:	<del>Aug 23</del> , 11:30am <i>Oct 23 7M ✓ CS</i>	
Return Date/Time:	<del>Aug 24</del> , 9am <i>Oct 26 7M ✓ CS 3 days</i>	
Approval to Travel : Email attached		Date: October 7, 2024

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	244.00	122.00	122.00	0.00	0.00	244.00
Total Cost of Mileage:	\$142.45	\$71.22	\$71.22	\$0.00	\$0.00	\$142.45
Accommodation Name: Inverary <i>(Indicate if Direct Bill or Provide Receipt)</i>	\$202.13	\$202.13	\$0.00	\$0.00	\$0.00	\$404.26
Meals: Breakfast	\$20					\$0.00
Lunch	\$25					\$0.00
Dinner	\$30					\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)	\$10.00	\$10.00				\$20.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
<b>Total Amount Being Claimed</b>	<b>\$283.35</b>	<b>\$283.35</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$566.71</b>

**Written Travel Report - Policy Requirements (Section 4. b i)**

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 AM N/A

<p><b>All claims are to be submitted not later than 60 days after return.</b></p>		<p>Goods Rec'd. Date.....Initial... <i>CS</i></p>
<p>Claimant Signature: <i>Amanda Mombourquette</i></p>	<p>Date Submitted: <u>October 29, 2024</u></p>	<p>Prices Checked..... <i>CS</i></p>
<p>Travel Approved by Supervisor: <i>[Signature]</i></p>	<p>GL Code: _____</p>	<p>Add. &amp; Ext. Checked..... <i>CS</i></p>
<p>Approval for Payment.....</p>		<p>Discount Date.....</p>
<p>Paid by Cheque No. _____</p>		<p>Distribution: Acc. No. <u>10 210 2100 21010</u></p>

Inverary Resort on Baddeck Bay  
P.O. Box 190  
368 Shore Road  
Baddeck, Nova Scotia  
B0E 1B0  
Telephone: 902 295 3500

Amanda Momberquette

Page # 1  
Res. # 453580  
Checked in Wed Oct 23/24 - 2:20pm  
Checked out Fri Oct 25/24 - 9:30am  
Nights 2  
Room Rate 171.95  
Promo Code  
Room 051

Group: Cape Breton Partnership

Date	Description	Reference	Charges	Credits
Oct23	Group overnight with breakfast		171.95	
Oct23	CB Island Marketing Levy		3.81	
Oct23	HST		26.37	
Oct24	Group overnight with breakfast		171.95	
Oct24	CB Island Marketing Levy		3.81	
Oct24	HST		26.37	
Oct25	PAID BY VISA L - Thank you	Momberquette**4426		404.26
			0.00	404.26
				404.26

*CS.*

For your convenience we have provided a copy of your invoice. Please see our Front Desk team for clarity on any and all charges, and please dial 0 when departing your room. Thank you for staying with us and please visit again!

Our H.S.T. # is 102520731

Charge Summary:

HST 52.74

*Visa*

*JM*

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

**From:** [Troy MacCulloch](#)  
**To:** [Amanda Mombourquette](#)  
**Subject:** RE: permission to travel  
**Date:** October 7, 2024 2:02:21 PM

---

Hi Warden,

You are approved for travel to the CB Summit 2024.

Troy

THE MUNICIPALITY OF RICHMOND  
LE VILLAGE DE RICHMOND



**Troy MacCulloch, CMML, FSAScot**  
Chief Administrative Officer

**Phone:** 902.226.3970  
**Mobile:** 902.631.4120  
**Email:** [cao@richmondcounty.ca](mailto:cao@richmondcounty.ca)

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

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

**From:** Amanda Mombourquette <[Amanda.Mombourquette@richmondcounty.ca](mailto:Amanda.Mombourquette@richmondcounty.ca)>  
**Sent:** October 7, 2024 2:02 PM  
**To:** Troy MacCulloch <[CAO@richmondcounty.ca](mailto:CAO@richmondcounty.ca)>  
**Subject:** RE: permission to travel

Approved.

Could you please also approve my travel to the same?

Thanks!

Amanda

---

**Amanda Mombourquette**  
**Warden, Richmond County**  
902-631-0690

**From:** Troy MacCulloch <[CAO@richmondcounty.ca](mailto:CAO@richmondcounty.ca)>  
**Sent:** October 7, 2024 12:06 PM

**To:** Amanda Mombourquette <[Amanda.Mombourquette@richmondcounty.ca](mailto:Amanda.Mombourquette@richmondcounty.ca)>

**Subject:** permission to travel

Hi Warden,

Looking for permission to attend the 2024 CB Investor Summit on Oct 24 and 25<sup>th</sup>

Thanks

Troy

THE MUNICIPALITY OF RICHMOND  
LA MUNICIPALITÉ DE RICHMOND  
**RICHMOND**



**Troy MacCulloch, CMML, FSAScot**

Chief Administrative Officer

Phone: 902.226.3970

Mobile: 902.631.4120

Email: [cao@richmondcounty.ca](mailto:cao@richmondcounty.ca)

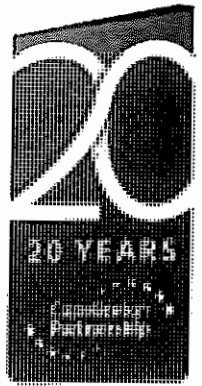
2357 Hwy 208, P.O. Box 120

Arichat, NS B0E 1A0

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

Cape Breton Partnership  
**2024 Annual General Meeting Agenda**

Wednesday October 23rd, 2024  
 1:30pm to 2:45pm  
 Inverary Resort, Baddeck



Item No.	Item	Person Leading
1	CALL MEETING TO ORDER	Brian Purchase
2	WELCOME	
	2.1 Welcomes, Acknowledgments & Housekeeping	Brian Purchase
3	APPROVAL OF AGENDA	
	3.1 Motion to approve the 2024 AGM Agenda as presented	Brian Purchase
4	ROLL CALL	
	4.1 Roll call of all current Investors (members)	Brian Purchase
5	APPROVAL OF MINUTES	
	5.1 Approval of Minutes of preceding Annual Meeting of the Members of the Cape Breton Partnership (AGM).	Brian Purchase
6	PRESENTATION OF THE ANNUAL REPORT	
	6.1 2023/24 Year-In-Review	Tyler Mattheis
7	TREASURER'S REPORT	
	7.1 Motion to accept audited financial statements and appointment of auditors	Alisha Mombourquette
8	GOVERNANCE AND NOMINATING COMMITTEE	Brian Purchase
	8.1 Receiving report of Nominating Committee of the Board of Directors	Brian Purchase
9	ELECTIONS OF BOARD MEMBERS	
	9.1 Election of individuals to the Board of Directors	Brian Purchase
10	NEW INVESTORS	
	10.1 Acknowledgement and Welcome of new Investors of the Cape Breton Partnership.	Brian Purchase
11	NEW BUSINESS	Brian Purchase
12	ADJOURNMENT	Brian Purchase

# 2024 Cape Breton Partnership Investor Summit



## CAPE BRETON PARTNERSHIP INVESTOR SUMMIT

Presented by



The Cape Breton Partnership is excited to host the annual **Cape Breton Partnership Investor Summit**, presented by **Nova Scotia Power**, on **October 24, 2024**, at the Inverary Resort on Baddeck Bay!

The Cape Breton Partnership's Investor Summit annually brings together over 150 business, community and government leaders from across Nova Scotia. Summit attendees will have the opportunity to network, collaborate, and discuss issues facing the local economy, and be able to provide input on building a strong economic future for Unama'ki – Cape Breton.

**We are excited to share that the 2024 Investor Summit is a sold-out event for the third year in a row!**

For further details on this year's Investor Summit, scroll down!

# Agenda



## CAPE BRETON PARTNERSHIP INVESTOR SUMMIT

**9 a.m. Welcome and Introductions**



**MICHELLE SAMSON**  
Stored Places Media



**MOLLY PIERRO**  
Wagmatcook First Nations

Presenting Sponsor



**9:30 a.m. Leadership Panel**



**CARLA ARSENAULT**  
NSCC Sydney  
Waterfront Campus



**KEITH MACDONALD**  
The Municipality of the  
County of Inverness



**TYLER MATTHEIS**  
Cape Breton Partnership

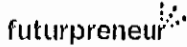
Sponsored by



**10:10 a.m. Cape Breton Partnership Update**

**10:20 a.m. Nutrition Break**

Sponsored by



**10:40 a.m. All in on Solutions Video Series**



**PAUL HARRINGTON**  
Cape Breton Capital Group

Sponsored by



**10:45 a.m. Small Business, Big Ideas Panel**



**DANIELLE JOHNSTON**  
Anchored Group



**DANIELLE PATTERSON**  
Anchored Group

Sponsored by



**WESLEY COLFORD**  
Highland Arts Theatre



**JEREMY WHITE**  
Big Spruce Brewing



**JEREMY CARROLL**  
Brela Homes

**11:50 a.m. All in on Solutions Video Series**



**PATRICIA MACNEIL**  
Coastal Business CBDC

Sponsored by



**11:55 a.m. Lunch**

**12:50 p.m. Fireside Chat with Arlene Dickinson**



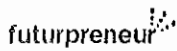
**ARLENE DICKINSON**  
"Dragon" on CBC's Dragon's Den, communications entrepreneur, and one of Canada's most successful businesswomen and investors.



**KELSEA MACNEIL**  
Memberton

# 1:55 p.m. Nutrition Break

Sponsored by



# 2:15 p.m. All in on Solutions Video Series



**HARMAN SINGH**  
Breton Ability Centre

Sponsored by



# 2:20 p.m. Big Things, Small Places Panel

Sponsored by



**KENDALL CLANCY**  
Cabot Cape Breton



**GEOFF CLARKE**  
Port Hawkesbury Paper



**JOSEPH BALAZ**  
Cape Smokey Holdings



**SHANNON LYNCH**  
Cape Breton Beverages  
Trans-Atlantic Preforms

# 3:20 p.m. All in on Solutions Video Series



**ADAM BATEMAN**  
BDC

Sponsored by



# 3:25 p.m. Closing Remarks

# 5:30 p.m. Gala Dinner Doors Open at 5 p.m.



**CHIEF TERRY PAUL**  
Memberton

Sponsored by



# 7 p.m. Economic Impact Awards

Sponsored by



# 8 p.m. Networking Reception

Sponsored by





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

Travel and Expense Claim		Rate <u>\$0.5838</u>
Name of Claimant:	Amanda Mombourquette	
Destination:	Halifax	
Purpose of Travel:	NSFM / DMAH Orientation	
Departure Date/Time:	Nov 4, 2024, 7am	
Return Date/Time:	Nov 5, 2024, 8pm	
Approval to Travel : CAO/Clerk Emails		Date: Oct 28/Nov 1, 2024

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): 636.00	318.00	318.00				636.00
Total Cost of Mileage: \$0.00						\$371.30
Accommodation/Hotel Name: Sutton <i>(Indicate if Direct Bill or Provide Receipt)</i>						\$0.00
Meals: Breakfast \$20	\$20.00					\$20.00
Lunch \$25						\$0.00
Dinner \$30	\$30.00	\$30.00				\$60.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)	\$10.00					\$10.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
<b>Total Amount Being Claimed</b>	<b>\$60.00</b>	<b>\$30.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$461.30</b>

Written Travel Report - Policy Requirements (Section 4. b i)

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 AM N/A     

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All claims are to be submitted not later than 60 days after return.		Goods Rec'd. Date.....Initial.....
Claimant Signature: <u>Amanda Mombourquette</u>	Date Submitted: <u>04-Dec-24</u>	Prices Checked.....
Travel Approved by Supervisor: <u>Handy</u>	GL Code: <u>    </u>	Add. & Ext. Checked.....
		Approval for Payment.....
		Discount Date.....
		Paid by Cheque No.....
		Distribution: Sect. No <u>210 2110 2101 30</u>

## Shelley David

---

**From:** Amanda Mombourquette  
**Sent:** October 29, 2024 8:39 AM  
**To:** Shelley David  
**Cc:** Troy MacCulloch  
**Subject:** Re: Welcome to and welcome back

Hi Shelley.

Yes that's right. Thanks!

Amanda

[Get Outlook for iOS](#)

---

**From:** Shelley David <Clerk@richmondcounty.ca>  
**Sent:** Tuesday, October 29, 2024 8:35:13 AM  
**To:** Amanda Mombourquette <Amanda.Mombourquette@richmondcounty.ca>  
**Cc:** Troy MacCulloch <CAO@richmondcounty.ca>  
**Subject:** RE: Welcome to and welcome back

Good morning,

Attached is the agenda for the training.

I understand that you require an overnight stay on November 4<sup>th</sup>, checking out on November 5<sup>th</sup>, please confirm.

Kind regards,

Shelley

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



**Shelley David**

Municipal Clerk / Communications Officer

Phone: 902.226.3971  
Mobile: 902.631.5929  
Email: [clerk@richmondcounty.ca](mailto:clerk@richmondcounty.ca)

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

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

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From: Amanda Mombourquette <Amanda.Mombourquette@richmondcounty.ca>  
Sent: October 28, 2024 2:33 PM  
To: Troy MacCulloch <CAO@richmondcounty.ca>  
Cc: Shelley David <Clerk@richmondcounty.ca>  
Subject: RE: Welcome to and welcome back

Hi there,  
My day on November 5 just opened up. Do we have an agenda yet for this training?

Thanks,

Amanda

---

**Amanda Mombourquette**  
**Warden, Richmond County**  
902-631-0690

From: Troy MacCulloch <CAO@richmondcounty.ca>  
Sent: October 21, 2024 3:10 PM  
To: Shawn Samson <Shawn.Samson@richmondcounty.ca>; Lois@loislandry.ca; Brian Marchand <brianmarchand@hotmail.com>; Amanda Mombourquette <Amanda.Mombourquette@richmondcounty.ca>; Brent Sampson <Brent.Sampson@richmondcounty.ca>  
Cc: Shelley David <Clerk@richmondcounty.ca>  
Subject: Welcome to and welcome back

Good afternoon Councillors-elect,

This is just a quick email to welcome you aboard and to highlight the activities for the next couple of weeks to get everyone up to speed.

**Oct 30<sup>th</sup> Swearing In Ceremony & Organizational Meeting of Council**

- 5:30 pm – Meet & Greet (Council & their family, staff, media)
- 6:00 pm – Swearing in with Justice Laurie Halfpenny MacQuarrie  
**\*\*\* ( Please respond to this email with your preference of “Swearing in” on a Bible or an affirmation “without the Bible”)**
- 6:30 pm – Organizational Meeting of Council ( Election of Warden and Deputy Warden – this meeting will be presided over by our Clerk until the Warden is elected from amongst you.)
- 7:00 pm – Photos, media
- probably bank on 3 hours for this event.

**Oct 31<sup>st</sup> Orientation & Organizational meeting returns from recess.**

- 10:00 am - 12 noon
- Organizational meeting returns from recess for Committee discussions and assignments – committee list is attached to this email – please review and start thinking about which ones you would like to be part of.
- Meet and greet with your Senior Management team – CAO, Directors of Fin, PW, and Rec as well as our Clerk.

## **Equipment**

We will be issuing equipment to two of you the night of Oct 30 – we need time to receive the equipment back, refresh, and clean it up for you both.

## **Upcoming Events**

Dates of events you have been booked into – we will require confirmation from all those attending and those opting out so arrangements can be altered if need be...

### **Nov 4 - 6**

Councillor Training by Municipal Affairs in Halifax - All 5 of you have been booked at this time for the event and the hotel rooms have been reserved at the new Sutton Place Hotel located directly across from the venue.

### **Nov 11**

Remembrance Day Ceremonies - Wreaths have been ordered for the various ceremonies and cenotaphs in the County. (Schedule to follow)

### **Nov 12**

By-Law/Policy Committee meeting followed by the first Committee of the Whole

### **Nov 14**

Chamber Gala in Port Hawkesbury – a table for 8 has been purchased already – please let us know if you will be attending on behalf of the Municipality

### **Nov 25**

Public Hearing followed by the first Council Meeting

### **Nov 26 – 29**

NSFM Conference in Halifax – we have booked 3 spots for now. More can be added, but for now we have A. Mombourquette and B Sampson attending

**Dec 07** – County Christmas Party at Bras D'or Lakes Inn

That's it for now, but on behalf of your admin team of Shelley and I, welcome aboard and let us know how we may assist with anything that arises.

Troy

THE MUNICIPALITY OF RICHMOND  
LA MUNICIPALITÉ DE RICHMOND



**Troy MacCulloch, CMML, FSAScot**  
Chief Administrative Officer

**Phone:** 902.226.3970

**Mobile:** 902.631.4120

**Email:** [cao@richmondcounty.ca](mailto:cao@richmondcounty.ca)

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

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

**From:** [Shelley David](#)  
**To:** [Amanda Mombourquette](#)  
**Cc:** [Troy MacCulloch](#)  
**Subject:** DMAH Orientation/Training - Hotel Information  
**Date:** November 1, 2024 9:03:58 AM

---

Good morning Amanda,

You will be staying at Sutton Place Hotel

**Confirmation Number:** 403293906

**Check-In:** November 4<sup>th</sup>

**Check Out:** November 5<sup>th</sup>

The room and hotel parking have been billed to the corporate card.

**Address:**

Sutton Place Hotel Halifax  
1700 Grafton Street, Halifax, NS, B3J 2C4  
902-9327548

Kind regards,

Shelley

THE MUNICIPAL CLERK OF THE COUNTY OF RICHMOND  
OFFICE OF THE CLERK OF THE COUNTY OF RICHMOND  
**RICHMOND**



**Shelley David**

Municipal Clerk / Communications Officer

Phone 902.226.3971

Mobile: 902.631.5929

Email [clerk@richmondcounty.ca](mailto:clerk@richmondcounty.ca)

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**From:** [Troy MacCulloch](#)  
**To:** [Amanda Mombourquette](#)  
**Subject:** FW: Agenda for the Orientation in Halifax - Nov 4 & 5  
**Date:** October 28, 2024 2:53:05 PM  
**Attachments:** [Promotional Program - New Councillor Orientation Training for Registration.pdf](#)

---

INCORPORATED 1784  
CLERK OF THE COUNTY OF RICHMOND



**Troy MacCulloch, CMML, FSAScOT**

*Chief Administrative Officer*

Phone: 902.226.3970  
Mobile: 902.631.4120  
Email: [cao@richmondcounty.ca](mailto:cao@richmondcounty.ca)

2857 Hwy 209, P.O. Box 120  
Anchet NS B9F 1A0

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

**From:** Shelley David <[Clerk@richmondcounty.ca](mailto:Clerk@richmondcounty.ca)>  
**Sent:** October 28, 2024 2:48 PM  
**To:** Troy MacCulloch <[CAO@richmondcounty.ca](mailto:CAO@richmondcounty.ca)>  
**Subject:** Agenda for the Orientation in Halifax - Nov 4 & 5

Hi Troy,

The program is attached. I currently have the rooms booked for November 4<sup>th</sup> and 5<sup>th</sup>.

Please let me know if she needs both nights.

Thank you,

Shelley



# New Councillor Orientation Training

November 4 – 5, 2024

Halifax Convention Centre

  
NOVA SCOTIA

## Schedule At-A-Glance

<b>Monday November 4, 2024</b>		
11:00 a.m. – 11:30 a.m.	Welcome and Introductions	
11:30 a.m. – 12:30 p.m.	Lay of the Municipal Land <i>Lunch will be served</i>	
12:30 p.m. – 2:00 p.m.	Building a Foundation on the Municipal Framework	
2:00 p.m. – 2:15 p.m.	Session Break	
2:15 p.m. – 3:30 p.m.	Leadership Panel: “Welcome to the Gig”	
3:30 p.m. – 4:30 p.m.	Code of Conduct Accessibility and Anti-Racism Planning	
4:30 p.m. – 6:00 p.m.	Networking Reception	

<b>Tuesday November 5, 2024</b>		
8:30 a.m. – 9:45 a.m.	Keynote Session	
9:45 a.m. – 10:30 a.m.	Concurrent Session: A) Managing Expectations with the Public  B) How Your Municipal Solicitor Supports the Work of Council	
10:30 a.m. – 10:45 a.m.	Session Break	
10:45 a.m. – 12:00 p.m.	Introduction to Rules of Order	
12:00 p.m. – 1:00 p.m.	Lunch	
1:00 p.m. – 1:30 p.m.	Performance Management of the CAO	
1:30 p.m. – 2:15 p.m.	Introduction to Strategic Planning	
2:15 p.m. – 3:30 p.m.	Table Topics: Open Discussion (World Café)	
3:30 p.m.	Closing Remarks	

## Conference Session Descriptions

Monday November 4, 2024

11:00 a.m. – 11:30 a.m.

### Welcome and Introductions

New Councillor Orientation will begin with a message from the Deputy Minister of the Department of Municipal Affairs and Housing.

11:30 a.m. – 12:30 p.m.

### Lay of the Municipal Land

This session will introduce the municipal elected official role in Nova Scotia and highlight the journey and importance of municipal service. You will hear from the Nova Scotia Federation of Municipalities (NSFM) President of the importance of working together and how the NSFM will be able to support you in your role as an elected official.

12:30 p.m. – 2:00 p.m.

### Building a Foundation on the Municipal Framework

Before being hired for a position there is a job description available outlining a reporting structure, roles and responsibilities, and skills required. There is no job description for municipal elected officials. In this session you will learn about governance structures, roles and responsibilities, and how municipal governments operate in Nova Scotia. The information provided during this session will provide you with an understanding of the

structures you will operate within as a municipal elected official and define the role of staff in your municipality.

2:00 p.m. – 2:15 p.m.

### Session Break

2:15 p.m. – 3:30 p.m.

### Leadership Panel: “Welcome to the Gig”

Get inspired with this moderated panel discussion with a stellar line up of municipal elected official leaders who have served their communities over the years. Speakers will share their candid experience as a first-time elected official and answer your burning questions you have about being an elected official sitting around the council table. Questions will explore tips and tricks on being an effective leader in the role and making a difference. We all have a first day at something, what better way to get prepared for the next four years than hearing from experienced leaders in municipal government.

3:30 p.m. – 4:30 p.m.

### Code of Conduct, Accessibility and Anti-Racism Planning

Did you know that municipalities are legislatively required to adhere to the Code of Conduct as prescribed in regulation in October and update an accessibility and develop an anti-racism plan by April 1, 2025? In this session you will receive the foundational information as it relates to the

code of conduct framework, and the requirements for municipalities to plan for accessibility and anti-racism.

4:30 p.m. – 6:00 p.m.  
Networking Reception

Join us for a networking reception. This is a great opportunity to meet provincial officials, organizations, and your counterparts across municipalities in Nova Scotia. Building relationships is not about transactions, it is about making connections.

Tuesday November 5, 2024

8:30 a.m. – 9:45 a.m.  
Keynote Presentation

9:45 a.m. – 10:30 a.m.  
Concurrent Session A: Managing Expectations with the Public

The needs and interests of our communities are ever evolving. In a world centered around social media, it can feel like everyone is a critic. This can make the role of an elected official challenging by trying to manage expectations. This session will explore strategies and tips on how you, as a now elected public figure, can manage public and citizen expectations. Input and feedback can make your community better, and you will need help in making it come to fruition.

Concurrent Session B: How Your Municipal Solicitor Supports the Work of Council

Municipal solicitors are essential to supporting municipalities on a daily basis. Whether its reviewing by-laws, contracts, or providing legal advice to council when considering decisions, the municipal solicitor has the municipality's best interest when making decisions. In this session, you will learn how the municipal solicitor supports you and your fellow councillors work around the council table.

10:30 a.m. – 10:45 a.m.  
Session Break

10:45 a.m. – 12:00 p.m.  
Introduction to Rules of Order

When sitting at a council table, there are specific rules and formalities all individuals are required to adhere to. The rules set decorum, which if followed can result in a well-run and efficient meeting – the opposite is also true. Rules of order takes time and practice to master, in this session we will explore the introductory fundamentals. The Association of Municipal Administrators, of Nova Scotia (AMANS) offer a full day session on Rules of Order, that we recommend you follow up this introductory session with to continue to master your skills.

12:00 p.m. – 1:00 p.m.  
Lunch

1:00 p.m. – 1:30 p.m.

### Performance Management of the CAO

Did you know that council only has one employee – the Chief Administrative Officer (CAO). Council is responsible for the performance management of their employee. Thankfully, there are resources out there to be able to support you on this endeavour. The Canadian Association of Municipal Administrators (CAMA) developed a CAO Performance Management Toolkit that can be utilized by all municipalities. This session will explore these toolkits and strategies you can use while fulfilling your responsibilities as council.

1:30 p.m. – 2:00 p.m.

### Introduction to Strategic Planning

Over the next 4 years, around the council table you will be juggling competing priorities with fiscal constraints. A strategic plan is a successful tool you can utilize to become a mastery of the jugglery. Without a strategic plan, you may find it challenging to be able to focus your priorities. If councils only meet once a month, over four years, that's approximately 48 meetings to make a difference. This session will

showcase the importance of strategic planning and emphasize that the Department of Municipal Affairs and Housing, Governance and Advisory Services Team, offers you free strategic planning workshops for your municipality. This session will help you avoid the old adage of "when everything is a priority, nothing is a priority".

2:00 p.m. – 2:15 p.m.

### Session Break

2:15 p.m. – 3:30 p.m.

### Table Topics: Open Discussion (World Café)

In this session, you get to set the agenda of topics you would like to hear about or talk about. Topics should focus on strategies and outcomes that can assist elected officials in being successful over the next 4 years.

3:30 p.m.

### Closing Remarks



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

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

Travel and Expense Claim		Rate \$0.5838
Name of Claimant:	Amanda Mombourquette	
Destination:	Halifax	
Purpose of Travel:	NSFM Fall Conference	
Departure Date/Time:	Nov 27, 2024, 5am	
Return Date/Time:	Nov 29, 2024, 7pm	
Approval to Travel : Warden email		Date: Nov 12, 2024

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total	
Total Mileage (# of Km):	638.00	319.00	0.00	319.00	0.00	0.00	638.00
Total Cost of Mileage:	\$372.46	\$186.23	\$0.00	\$186.23	\$0.00	\$0.00	\$372.46
Accommodation/Hotel Name: Westin NS <i>(Indicate if Direct Bill or Provide Receipt)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Meals: Breakfast	\$20	\$20.00	\$20.00	\$20.00			\$60.00
Lunch	\$25						\$0.00
Dinner	\$30	\$30.00					\$30.00
Other Meals (Receipts Required)				TM			\$0.00
Incidentals (\$10 per overnight stay)	\$10.00	\$10.00	\$10.00				\$30.00
Taxi/Parking/Tolls (Receipts Required)							\$0.00
<b>Total Amount Being Claimed</b>	\$246.23	\$30.00	\$216.23	\$0.00	\$0.00		\$492.46

Written Travel Report - Policy Requirements (Section 4. b i)

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 TM N/A \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

Date Submitted: 04-Dec-24

Travel Approved by Supervisor: Handy

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

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

Prices Checked.....

Add. & Ext. Checked.....

Approval for Payment.....

Discount Date.....

Paid by Cheque No.....

Disb. Rec't. No. 108103110710130

**From:** [Lois Landry](#)  
**To:** [Amanda Mombourquette](#)  
**Subject:** Re: NSFM Conference Travel Request  
**Date:** November 12, 2024 3:22:13 PM

---

Hello

Approved  
I saw the agenda and was glad to see you on it!

Thanks  
Lois

Get [Outlook for iOS](#)

---

**From:** Amanda Mombourquette <[Amanda.Mombourquette@richmondcounty.ca](mailto:Amanda.Mombourquette@richmondcounty.ca)>  
**Sent:** Tuesday, November 12, 2024 3:17:28 PM  
**To:** Lois Landry <[Lois.Landry@richmondcounty.ca](mailto:Lois.Landry@richmondcounty.ca)>  
**Subject:** NSFM Conference Travel Request

Hi Warden!

Could I get approval to travel to the NSFM conference at the end of this month, please?

<https://site.pheedloop.com/event/nsfmfall2024conf/horne>

Also, a heads up that I'm participating on a panel regarding energy on the 27<sup>th</sup>.  
<https://site.pheedloop.com/event/nsfmfall2024conf/sessions/SESXM3YIDKZN8YU3Z>

Thanks!

Amanda

---

**Amanda Mombourquette**  
**District 4 Councillor, Richmond County**  
902-631-0690  
@AmandaMomb  
[amanda.mombourquette@richmondcounty.ca](mailto:amanda.mombourquette@richmondcounty.ca)  
[www.richmondcounty.ca](http://www.richmondcounty.ca)  
<https://www.facebook.com/AmandaMombourquetteDistrict4Richmond/>  


# Event Schedule

TUESDAY

**Nov 26**

WEDNESDAY

**Nov 27**

THURSDAY

**Nov 28**

FRIDAY

**Nov 29**

🔍 Search by session title

## Registration Desk

[View Details →](#)

🕒 November 26, 1:00 PM - 7:00 PM    📍 Commonwealth Foyer

## Welcome Reception for Newly Elected Officials

[View Details →](#)

🕒 November 26, 7:00 PM - 7:30 PM    📍 Commonwealth Ballroom

Reception

## Meet & Greet Reception

[View Details →](#)

🕒 November 26, 7:30 PM - 8:30 PM    📍 Commonwealth Ballroom

Reception


# Event Schedule

TUESDAY  
**Nov 26**

WEDNESDAY  
**Nov 27**



THURSDAY  
**Nov 28**

FRIDAY  
**Nov 29**

 Search by session title



## Registration Desk Hours

[View Details →](#)

 November 27, 8:00 AM - 5:00 PM     Commonwealth Foyer

## Conference Opening

[View Details →](#)

 November 27, 8:30 AM - 9:30 AM     Atlantic Ballroom

Plenary

## Speakers



**Carolyn Bolivar-Getson**  
President, Nova Scotia Federation of Municipalities



**Juanita Spencer**  
CEO, Nova Scotia Federation of Municipalities



**Dave Pickles**  
Chief Operating Officer, Nova Scotia Power



**Mayor Andy Fillmore**  
Halifax Regional Municipality



**Kim Ramsay**  
President, Association of Municipal Administrators, NS

## Keynote Address - Innovation and Realism - Jon Montgomery

[View Details →](#)

🕒 November 27, 9:30 AM - 10:30 AM    📍 Atlantic Ballroom

Plenary

### Speakers



**Jon Montgomery**

Host of the Amazing Race Canada, Olympic Gold Medalist

## Networking Break/Viewing of Exhibits

[View Details →](#)

🕒 November 27, 10:30 AM - 11:00 AM    📍 Mezzanine & Commonwealth B

## Shaping Nova Scotia's Energy Future

[View Details →](#)

🕒 November 27, 11:00 AM - 12:00 PM    📍 Atlantic Ballroom

Panel

### Speakers



**Mark Sidebottam**

Chief Clean Energy Officer, Nova Scotia Power



**Amanda Mombourquette**

Councillor, Municipality of the County of Richmond



**Mayor Mike Trinacty**

Town of Berwick

## Delegates' Luncheon

[View Details →](#)

🕒 November 27, 12:10 PM - 1:10 PM    📍 Commonwealth Ballroom

Luncheon

## Exploring Policing Models and Municipal Roles in Nova Scotia

[View Details →](#)

🕒 November 27, 1:30 PM – 2:30 PM    📍 Atlantic Ballroom

Concurrent    Panel

### Speakers



**David Mitchell**  
Mayor, Town of Bridgewater



**Fraser Patterson**  
Councillor, Municipality of the County of Victoria



**Wesley Petite**  
Policy Advisor, Nova Scotia Federation of Municipalities

## How the NSFM Benefits Program Supports Elected Officials and Municipal Employees

[View Details →](#)

🕒 November 27, 1:30 PM – 2:30 PM    📍 Harbour Suites, Lower Level

Concurrent

### Speakers



**Cheryl Kane**  
Senior Vice-President, HUB International



**Janine McInnis**  
Associate Vice-President, HUB International

## Networking Break/Viewing of Exhibits

[View Details →](#)

🕒 November 27, 2:30 PM – 3:00 PM    📍 Mezzanine & Commonwealth B

## Conversation Series: Networking Tables

[View Details →](#)

🕒 November 27, 3:00 PM – 5:00 PM    📍 Commonwealth Ballroom

Networking Tables

## Sing-along Social Night

[View Details →](#)

🕒 November 27, 8:00 PM – 11:00 PM

# Event Schedule

TUESDAY

**Nov 26**

WEDNESDAY

**Nov 27**

THURSDAY

**Nov 28**

FRIDAY

**Nov 29**

## Registration Desk Hours

[View Details →](#)

🕒 November 28, 7:45 AM - 5:00 PM

📍 Mezzanine & Commonwealth B

## Federation of Canadian Municipalities Update

[View Details →](#)

🕒 November 28, 9:00 AM - 9:15 AM

📍 Atlantic Ballroom

### Speakers



**Councillor Tim Tierney**

First Vice-President, Federation of Canadian Municipalities

## Out of the Frying Pan Into the Flood: Re-thinking the Impacts of Disasters to Create Future Resilience

[View Details →](#)

🕒 November 28, 9:15 AM - 10:15 AM

📍 Atlantic Ballroom

Plenary

### Speakers



**Tracy Eso**

Risk Assessment & Solutions Manager, Intact Public Entities

### Networking Break/Viewing of Exhibits

[View Details →](#)

🕒 November 28, 10:15 AM - 10:45 AM

📍 Mezzanine & Commonwealth B

### Sponsored Session – CN

[View Details →](#)

🕒 November 28, 10:45 AM - 11:45 AM

📍 Harbour Suites, Lower Level

Concurrent

#### Speakers



**Hoang Tran**

Senior Director Regulatory and Passenger Operations, CN



**Thomas Bateman**

Manager of Public Affairs, CN

### A Welcoming, Inclusive Community Approach to Change: Advancing Equity in Municipalities with Plans to Dismantle Racism and Hate, and Support Accessibility [View Details →](#)

🕒 November 28, 10:45 AM - 11:45 AM

📍 Atlantic Ballroom

Concurrent

#### Speakers



**Julie Glaser**

Manager, Equity, Anti-Racism and Accessibility Programs, Association of Municipal Administrators, NS



**Roxanne Pereira**

Municipal Accessibility, Equity and Anti-Racism Program Coordinator, Association of Municipal Administrators, NS

### Delegates' Luncheon

[View Details →](#)

🕒 November 28, 12:00 PM - 1:00 PM

📍 Commonwealth Ballroom

Luncheon

## Annual General Meeting

[View Details →](#)

🕒 November 28, 1:15 PM – 3:15 PM    📍 Atlantic Ballroom

Plenary

### Speakers



**Juanita Spencer**  
CEO, Nova Scotia Federation of Municipalities

## Networking Break/Viewing of Exhibits

[View Details →](#)

🕒 November 28, 3:15 PM – 3:45 PM    📍 Mezzanine & Commonwealth B

## Good Governance

[View Details →](#)

🕒 November 28, 3:45 PM – 4:45 PM    📍 Harbour Suites, Lower Level

Concurrent

### Speakers



**Craig Pollett**  
Strategic Steps

## Grant Application Strategies for Elected Officials: Tools for Success

[View Details →](#)

🕒 November 28, 3:45 PM – 4:45 PM    📍 Atlantic Ballroom

Concurrent

### Speakers



**Lucy MacLeod**  
Fund Navigator, Nova Scotia Federation of Municipalities

## Reception

[View Details →](#)

🕒 November 28, 6:15 PM – 7:00 PM    📍 Mezzanine

## Update on Coastal Land Use

[View Details →](#)

🕒 November 29, 10:30 AM – 11:00 AM    📍 Atlantic Ballroom

Plenary

### Speakers



**Gordon Smith**

Coastal Land Use Planning Coordinator, Nova Scotia Federation of Municipalities

## Draws and Closing

[View Details →](#)

🕒 November 29, 11:00 AM – 11:15 AM    📍 Atlantic Ballroom

Plenary

[f](#) [@](#) [X](#) [in](#)

## Banquet

[View Details →](#)

🕒 November 28, 7:00 PM - 9:30 PM

📍 Commonwealth Ballroom

Banquet

1000  
1000  
1000  
1000



# Event Schedule

TUESDAY

**Nov 26**

WEDNESDAY

**Nov 27**

THURSDAY

**Nov 28**

FRIDAY

**Nov 29**

---

🔍 Search by session title

## Registration Desk Hours

[View Details →](#)

🕒 November 29, 7:45 AM - 10:00 AM

📍 Commonwealth Foyer

## Morning Coffee

[View Details →](#)

🕒 November 29, 7:45 AM - 10:00 AM

📍 Mezzanine

## Ensuring Safe Workplaces: Why Municipalities Need a Robust Safety System

[View Details →](#)

🕒 November 29, 8:00 AM - 8:55 AM

📍 Harbour Suites, Lower Level

Plenary

### Speakers



**MJ MacDonald**

CEO, Construction Safety Nova Scotia

## Cybersecurity in Action: Practical Strategies for Elected Officials

[View Details →](#)

🕒 November 29, 9:00 AM - 9:55 AM    📍 Commonwealth Ballroom

Concurrent

### Speakers



**Laura Franks**  
COO, Solopreneur IT Support and Security Services Inc.



**Stephen Franks**  
CEO, Solopreneur IT Support and Security Services Inc.

## Making Meetings Matter: A Practical Guide to Robert's Rules of Order

[View Details →](#)

🕒 November 29, 9:00 AM - 9:55 AM    📍 Atlantic Ballroom

Concurrent

### Speakers



**Don Graves**  
Consultant, Montona Consulting

## Partnering with the Community - Presenting Sponsor Nova Scotia Power

[View Details →](#)

🕒 November 29, 10:00 AM - 10:30 AM    📍 Atlantic Ballroom

Plenary

### Speakers



**Chris Lanteigne**  
Director of Customer Care, Nova Scotia Power



**Matt Drover**  
Senior Director, Energy Delivery, Nova Scotia Power



**Ed Cullinan**  
Senior Manager, E-Mobility and Residential Electrician, Nova Scotia Power



**Emily MacNeil**  
Senior Manager Government Relations, Nova Scotia Power



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

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

Travel and Expense Claim		Rate <u>\$0.5838</u>
Name of Claimant:	Amanda Mombourquette	
Destination:	Halifax	
Purpose of Travel:	Marine Renewables Canada Conference	
Departure Date/Time:	Nov 18, 2024, 5am	
Return Date/Time:	Nov 21, 2024, 11pm	
Approval to Travel : CAO email		Date: Jun 24, 2024

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total	
Total Mileage (# of Km):	636.00	318.00	0.00	0.00	318.00	0.00	636.00
Total Cost of Mileage:	\$371.30	\$185.65	\$0.00	\$0.00	\$185.65	\$0.00	\$371.30
Accommodation Name: Harbourfront Marriott	\$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						\$0.00
Dinner	\$30						\$0.00
Other Meals (Receipts Required)							\$0.00
Incidentals (\$10 per overnight stay)		\$10.00	\$10.00				\$20.00
Taxi/Parking/Tolls (Receipts Required)							\$0.00
<b>Total Amount Being Claimed</b>		\$185.65	\$30.00	\$30.00	\$205.65	\$0.00	<b>\$451.30</b>

Written Travel Report - Policy Requirements (Section 4. b i)

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 AM N/A \_\_\_\_\_

In addition to the MRC conference, I also attended the OSW R&D Forum on Nov 18 (no cost to municipality for registration or extra room night).

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	
Add. & Ext. Checked.....	
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distribution Acct.....	10 210 2110 210130

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

Claimant Signature: Amanda Mombourquette

Date Submitted: 04-Dec-24

Travel Approved by Supervisor: [Signature]

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

**From:** [Troy MacCulloch](#)  
**To:** [Amanda Mombourquette](#); [Shelley David](#)  
**Subject:** RE: MRC Conference - November 2024  
**Date:** June 24, 2024 6:17:26 PM

---

Yes, approved.

Thanks,

Troy

**From:** Amanda Mombourquette <[Amanda.Mombourquette@richmondcounty.ca](mailto:Amanda.Mombourquette@richmondcounty.ca)>  
**Sent:** Monday, June 24, 2024 5:58 PM  
**To:** Shelley David <[Clerk@richmondcounty.ca](mailto:Clerk@richmondcounty.ca)>; Troy MacCulloch <[CAO@richmondcounty.ca](mailto:CAO@richmondcounty.ca)>  
**Subject:** MRC Conference - November 2024

Hi there,

Troy – could I get approval to travel to Halifax for the MRC Conference from Nov 19 to 21?  
<https://marinerenewablesconference.ca/>

Shelley – I already registered and requested an invoice. Could I get a hotel for Nov 19 and 20 – the [Harbourfront Marriot](#) please.

Thanks!

Amanda

---

**Amanda Mombourquette**  
**Warden, Richmond County**  
**Councillor, District 4**  
902-631-0690  
@AmandaMomb  
[amombourquette@richmondcounty.ca](mailto:amombourquette@richmondcounty.ca)  
[www.richmondcounty.ca](http://www.richmondcounty.ca)  
<https://www.facebook.com/AmandaMombourquetteDistrict4Richmond/>





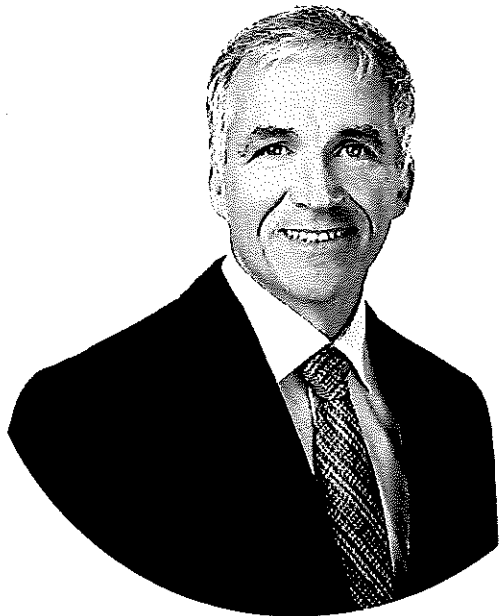
**NOVA SCOTIA  
OFFSHORE WIND  
R&D FORUM  
NOVEMBER 18, 2024**

**Program Guide**

# WELCOME!

“The foundation for a Canadian offshore wind industry is being assembled. The Accord Acts amendments have passed, so an experienced regulator is in place. The draft report of the Regional Assessment of Offshore Wind Development in Nova Scotia has been released for comment. Within it is a recognition of the importance of a collaborative R&D effort.

The timing for the Nova Scotia Offshore Wind R&D Forum is excellent. It’s our first opportunity for researchers and stakeholders to share what we know, and to discuss what we should learn to support a sustainable and inclusive offshore wind industry in Nova Scotia.



So, ask questions and contribute to conversations. Net Zero Atlantic is taking notes for what’s next.”

— Alisdair McLean,  
Chief Executive Officer  
Net Zero Atlantic

# THANK YOU TO OUR SPONSORS

We would like to thank our sponsors for supporting the Nova Scotia Offshore Wind R&D Forum.  
Your commitment to advancing offshore wind research and development plays a crucial role in shaping the future of the industry in Nova Scotia.



Atlantic Canada  
Opportunities  
Agency

Agence de  
promotion économique  
du Canada atlantique

Canada

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UNIVERSITY

OFFICE OF COMMERCIALIZATION  
AND INDUSTRY ENGAGEMENT

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Foundation  
Clean

Stanhope Simpson  
INSURANCE LTD.

wind  
an Open Access Journal by ICFP

DP ENERGY

Natural  
Forces

# LOCATION

Halifax Marriott  
Harbourfront Hotel  
1919 Upper Water St,  
Halifax, NS B3J 3J5



## Networking Reception

Join us for the Networking Reception outside  
the plenary session room from **4:30 to 6:00 PM** —  
stick around and connect with other delegates!

# CONTENTS


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Environmental .....	14
Policy & Regulatory .....	17
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Student Poster Presentations .....	19

# AGENDA AT A GLANCE

Nova Scotia Offshore Wind R&D Forum  
November 18, 2024  
Halifax Marriott Harbourfront Hotel

7:30 AM - 4:00 PM	Registration (open all day)
7:45 AM	Breakfast
8:00 AM - 8:25 AM	Welcome & Opening Remarks
8:25 AM - 8:50 AM	<i>Keynote Session:</i> Anders Grønbech Jørgensen, Energinet — “Hubs and Spokes as a Next Step in European Collaboration to Integrate Offshore Wind”
9:00 AM - 6:00 AM	Poster Presentations (open all day)
9:00 AM - 10:00 AM	Concurrent Sessions (Technical / Environmental / Policy & Regulatory)
10:00 AM - 10:30 AM	Refreshment Break, Networking & Poster Viewing
10:30 AM - 11:30 AM	Concurrent Sessions (Technical / Environmental / Policy & Regulatory)
11:40 AM - 12:30 PM	<i>Keynote Session:</i> Graham Daborn, Acadia University — “Regional Assessment Committee – The Offshore Wind Option for Nova Scotia”
12:30 PM - 1:30 PM	Buffet Lunch & Networking
1:30 PM - 1:40 PM	Student Posters Award
1:50 PM - 2:50 PM	Concurrent Sessions (Technical / Environmental / Policy & Regulatory)
2:50 PM - 3:15 PM	Refreshment Break, Networking & Poster Viewing
3:15 PM - 4:15 PM	Concurrent Sessions (Technical / Environmental / Policy & Regulatory)
4:30 PM - 6:00 PM	Networking Reception

# FORUM SCHEDULE

7:30 AM - 4:00 PM	Registration ( <i>open all day</i> )	Plenary Room			
7:45 AM	Buffet Breakfast	Plenary Room			
8:00 AM - 8:25 AM	<b>Welcome &amp; Opening Remarks</b> <ul style="list-style-type: none"> <li>Alisdair McLean, <i>Chief Executive Officer, Net Zero Atlantic</i></li> <li>Elder Ann LaBillois, <i>Elder in Residence, Dalhousie University</i></li> <li>Chuck Maillet, <i>Vice President Nova Scotia, Atlantic Canada Opportunities Agency</i></li> </ul>	Plenary Room			
8:25 AM - 8:50 AM	<b>Keynote Session: Hubs and Spokes as a Next Step in European Collaboration to Integrate Offshore Wind</b> <ul style="list-style-type: none"> <li>Anders Grønbech Jørgensen, <i>Energinet</i></li> </ul>	Plenary Room			
9:00 AM - 6:00 AM	Poster Presentations ( <i>open all day</i> )	Exhibition Area			
9:00 AM - 10:00 AM	<p><b>Concurrent Sessions</b></p>  <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 33%;"> <p><b>OFFSHORE WIND: GRID INTEGRATION</b></p> <p>Moderator: John Dalton, <i>Power Advisory LLC</i></p> <p>Speakers: Tershara Matthews, <i>WSP</i> Cornelis Plet, <i>DNV Energy Systems</i> Mahmoud Kiasari, <i>Dalhousie University</i></p> </td> <td style="vertical-align: top; width: 33%;"> <p><b>OFFSHORE WIND: EFFECTS ON MARINE LIFE</b></p> <p>Moderator: Anna Redden, <i>Acadia University</i></p> <p>Speakers: Kaus Raghukumar, <i>Integral Corp</i> Benjamin Williamson, <i>University of Highlands &amp; Islands</i> Caitlin McGarigal, <i>New Jersey Department of Environmental Protection</i> Andrew Gill, <i>Cefas</i></p> </td> <td style="vertical-align: top; width: 33%;"> <p><b>SUSTAINING THE SEASCAPES: CONSIDERATIONS FOR THE FISHERIES SECTOR</b></p> <p>Moderator: Kevin Stokesbury, <i>University of Massachusetts Dartmouth</i></p> <p>Speakers: Kevin Stokesbury, <i>University of Massachusetts Dartmouth</i> Kris Vascotto, <i>Nova Scotia Fisheries Alliance for Energy Engagement</i> Russell Dmytriw, <i>AWCL</i> Melissa Nevin, <i>Atlantic Policy Congress of First Nations Chiefs</i></p> </td> </tr> </table>	<p><b>OFFSHORE WIND: GRID INTEGRATION</b></p> <p>Moderator: John Dalton, <i>Power Advisory LLC</i></p> <p>Speakers: Tershara Matthews, <i>WSP</i> Cornelis Plet, <i>DNV Energy Systems</i> Mahmoud Kiasari, <i>Dalhousie University</i></p>	<p><b>OFFSHORE WIND: EFFECTS ON MARINE LIFE</b></p> <p>Moderator: Anna Redden, <i>Acadia University</i></p> <p>Speakers: Kaus Raghukumar, <i>Integral Corp</i> Benjamin Williamson, <i>University of Highlands &amp; Islands</i> Caitlin McGarigal, <i>New Jersey Department of Environmental Protection</i> Andrew Gill, <i>Cefas</i></p>	<p><b>SUSTAINING THE SEASCAPES: CONSIDERATIONS FOR THE FISHERIES SECTOR</b></p> <p>Moderator: Kevin Stokesbury, <i>University of Massachusetts Dartmouth</i></p> <p>Speakers: Kevin Stokesbury, <i>University of Massachusetts Dartmouth</i> Kris Vascotto, <i>Nova Scotia Fisheries Alliance for Energy Engagement</i> Russell Dmytriw, <i>AWCL</i> Melissa Nevin, <i>Atlantic Policy Congress of First Nations Chiefs</i></p>	
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10:00 AM - 10:30 AM	Refreshment Break, Networking & Poster Viewing	Exhibit Hall			

FORUM SCHEDULE

Concurrent Sessions			
	ENVIRONMENTAL SCIENCE ENVIRONMENTAL SCIENCE	EMERGING BEST PRACTICES IN EDUCATION & SOCIAL ACCEPTANCE	
10:30 AM - 11:30 AM	<p><b>METOCEAN DATA: COLLECTION AND USE</b></p> <p>Moderator: Thomas Levy, <i>Natural Resources Canada</i></p> <p>Speakers: Will Perrie, <i>Bedford Institute of Oceanography</i> Lukas Swan, <i>Dalhousie University</i></p>	<p><b>FROM COLLISION AVOIDANCE TO HABITAT IMPACT: ASSESSING THE POTENTIAL AFFECTS OF OFFSHORE WIND ON BIRD AND BAT POPULATIONS</b></p> <p>Moderator: Phil Taylor, <i>Acadia University</i></p> <p>Speakers: Stephanie Avery-Gomm, <i>Environment and Climate Change Canada</i> Paul Knaga, <i>Environment and Climate Change Canada, Canadian Wildlife Services</i> Kate Williams, <i>Center for Research on Offshore Wind and the Environment (CROWE), Biodiversity Institute</i></p>	<p><b>EMERGING BEST PRACTICES IN EDUCATION &amp; SOCIAL ACCEPTANCE</b></p> <p>Moderator: Scott Skinner, <i>Clean Foundation</i></p> <p>Speakers: Jennifer MacNeil, <i>Cape Breton Partnership</i> Kat Mataya, <i>COVE</i> John Colton, <i>Acadia University</i> Kelsey White and Zach Sabean <i>The Confederacy of Mainland Mi'kmaq</i></p> <p><i>*NOTE: This session ends at 11:40</i></p>
11:40 AM - 12:30 PM	<p><b>Keynote Session: Regional Assessment Committee – The Offshore Wind Option for Nova Scotia</b></p> <p>• Graham Daborn, <i>Acadia University</i></p>		Plenary Room
12:30 PM - 1:30 PM	<p><b>Buffet Lunch &amp; Networking</b></p>		Plenary Room
1:30 PM - 1:40 PM	<p><b>Student Posters Award</b></p>		Plenary Room

FORUM SCHEDULE

<p>1:50 PM - 2:50 PM</p>	<p><b>Concurrent Sessions</b></p>		
	<p><b>TECHNICAL SESSIONS PLENARY ROOM</b></p>	<p><b>ENVIRONMENTAL SESSIONS BALLROOM B</b></p>	
	<p><b>THE ROLE OF GEOSCIENCE IN OFFSHORE WIND PROJECTS</b> Moderator: Tim Bachiu, <i>Net Zero Atlantic</i> Speakers: Matteo Niccoli, <i>Canada-Nova Scotia Offshore Petroleum Board</i> Jordan Eamer, <i>Natural Resources Canada / Geological Survey of Canada</i> Grant Wach, <i>Dalhousie University</i></p>	<p><b>MARINE SPATIAL PLANNING: MINIMIZING IMPACTS WITH OTHER OCEAN USERS</b> Moderator: Kiera Walsh, <i>Net Zero Atlantic</i> Speakers: Karl Hanke, <i>Baird and Associates</i> Ian Stewart, <i>University of King's College</i> Elizabeth Nagel, <i>Fisheries &amp; Oceans Canada</i></p>	
<p>2:50 PM - 3:15 PM</p>	<p>Refreshment Break, Networking &amp; Poster Viewing</p>		
	<p><b>Concurrent Sessions</b></p>		
	<p><b>TECHNICAL SESSIONS PLENARY ROOM</b></p>	<p><b>ENVIRONMENTAL SESSIONS BALLROOM B</b></p>	<p><b>POLICY &amp; REGULATORY SESSIONS BALLROOM C</b></p>
<p>3:15 PM - 4:15 PM</p>	<p><b>FLOATING OFFSHORE WIND: THE NEW FRONTIER IN RENEWABLE ENERGY</b> Moderator: Anne-Marie Belliveau, <i>Projectable Consulting</i> Speakers: Saverio Ventrelli, <i>Siemens Energy</i> Jean-Robert Fournier, <i>SBM Offshore</i> Mohammad Mahdi Aziminia, <i>Condition Monitoring Center, Sharif University of Technology</i></p>	<p><b>OFFSHORE WIND: INTERACTIONS WITH INVERTEBRATES, MAMMALS AND TURTLES</b> Moderator: Sarah Thomas, <i>DP Energy</i> Speakers: Robert Lennox, <i>Ocean Tracking Network</i> Hilary Moors-Murphy, <i>Fisheries &amp; Oceans Canada</i></p>	<p><b>ENABLING MEASURES AND STRATEGIES FOR FUTURE DEVELOPMENT</b> Moderator: Mohammad Ali Raza, <i>Cox &amp; Palmer</i> Speakers: Martin Thomsen, <i>Richmond County</i> Courtney Wall and Katy Macdonald, <i>Stantec Consulting</i> Blair MacDougall, <i>Waterford Energy Services Inc</i></p>
<p>4:30 PM - 6:00 PM</p>	<p>Networking Reception</p>		
	<p>Plenary Room</p>		

**MARINE RENEWABLES CANADA**

**2024 CONFERENCE  
PROGRAM**

**HALIFAX | NOVA SCOTIA**

**NOVEMBER 19-21, 2024**



marine  
renewables  
canada

# CONFERENCE OVERVIEW



**Join Marine Renewables Canada in Halifax on November 19-21, 2024 to get the latest updates on opportunities and activity in offshore wind, tidal, river current and wave energy across Canada and globally!**

Canada's marine renewable energy industry is embarking on an exciting chapter. These upcoming years will be pivotal in ensuring our offshore wind, tidal, wave, and river current resources play a major role in achieving net zero goals and building the blue economy.

This year, Marine Renewables Canada's 2024 Conference will set the stage for how we come together to build this new industry in Canada and continue work towards establishing a thriving marine renewable energy sector for generations to come. Over the course of two days, industry leaders and experts will provide insight on market opportunities, current industry activity and progress, and work underway to enable sector growth.

Key features of the conference will include:

- ✓ Highlights on Canadian achievements, milestones, and progress by industry leaders
- ✓ Identification of market and innovation opportunities
- ✓ Insight and discussion on Indigenous involvement and perspectives
- ✓ Updates on initiatives and research enabling sector development
- ✓ Exclusive pre-conference MRC member-only sessions, tailored to support the growth and needs of our members' businesses
- ✓ Industry exhibition profiling capabilities and expertise
- ✓ Networking opportunities to help build new connections and partnerships

Marine Renewables Canada's 2024 Conference represents the largest and most significant event of the year for Canada's marine renewable energy industry. Join us in Halifax, Nova Scotia for the only conference in Canada that brings together visionaries, experts, and pioneers in tidal, offshore wind, wave, and river current energy and delivers the most up-to-date information on marine renewables!

# CONFERENCE PROGRAM



## **Pre-Conference Activities | Tuesday, November 19, 2024**

### **Ocean of Opportunities: International Networking Program**

With promising natural resources and an experienced offshore and maritime supply chain, Canada's marine renewable energy sector is an emerging market to watch. At the same time, market intelligence and insight from more mature marine renewables markets at these earlier stages is critical for building a thriving and sustainable Canadian marine renewable energy industry.

Benefit from the experience of international businesses and capitalize on targeted networking opportunities with MRC's Ocean of Opportunities Program at the 2024 Marine Renewables Canada Conference. Activities will include an International Roundtable and Lunch, as well as an organized B2B program for international delegates and MRC members.

#### **10:30 pm -12:00 pm | International Roundtable**

Location: Nova Scotia A&B Ballroom

**Moderator:** Neil McIntosh, Managing Director, **Aberdeen International Associates (AIA)**

#### **Opening Remarks:**

- Amanda White, Operations Director, **Marine Renewables Canada**
- Allison MacKenzie, Trade Commissioner, **Global Affairs Canada**

#### **Speakers:**

- Thomas Newcomb, Senior Chief Consultant, Offshore Wind Advisory, **Ramboll**
- David Wotherspoon, Director of Geographic Growth, **OWC**
- Gordon McIntosh, Chairman & Director, **Aberdeen International Associates (AIA)**
- Tatiana Fonseca, Head of Legal, **Qair Brasil**
- Igor Gonçalves, Chamber of Foreign Trade and Investment, **Development Agency of Ceará**

#### **-12:00 pm - 12:45 pm | Lunch**

Location: Nova Scotia A&B Ballroom

*\*\*Open to international roundtable participants only*

#### **10:00 AM - 3:00 PM Daily | B2B Meetings**

Location: Sable ABC Rooms

November 20 & 21st | B2B meeting services will be available exclusively to MRC members who wish to connect with international delegates and vice versa.

# CONFERENCE PROGRAM



## Pre-Conference Activities | Tuesday, November 19, 2024

### MRC Member Sessions

Following the success of last year's Member Sessions, Marine Renewables Canada (MRC) is offering another opportunity for MRC members to attend pre-conference training and information sessions. These are designed to support members' needs and business efforts, and will provide MRC members with knowledge, insight, and practical advice to assist with project planning and development, business development and growth, and relationship-building. MRC Member Sessions are complimentary with conference registration and exclusive to MRC members.

#### MRC Member Sessions Emcee and Moderator:

- Terry Thibodeau, Renewable Energy Program Coordinator, **Municipality of Digby**

### 1:30 pm - 2:30 pm - Member Session 1 | Increasing Inclusivity in the Marine Renewable Energy Sector: Engagement and Partnerships with Indigenous Communities and Businesses

Location: Nova Scotia C&D Ballroom

Through this session, MRC members will receive thoughtful advice and information for increasing Indigenous involvement in marine renewable energy projects. Attendees will gain insight on how to develop meaningful, respectful, and productive relationships with Indigenous communities and businesses.

#### Speakers:

- Tracy Menge, Benefits Officer, **Kwilmu'kw Maw-klusuaqn Negotiation Office (KMKNO)**
- Crystal Nicholas, President & Interim General Manager, **Wskijinu'k Mtmó'taqnuow Agency (WMA)**

*\*Program is subject to change until finalized.*

# CONFERENCE PROGRAM



## **Pre-Conference Activities | Tuesday, November 19, 2024**

### **3:00 pm - 4:30 pm - Member Session 2 | Preparing for the Future: Initiatives to Grow a Sustainable and Inclusive Supply Chain and Workforce**

Location: Nova Scotia C&D Ballroom

Interested to learn more about what's being done to ensure Canada capitalizes on the development of offshore wind by maximizing local supplier and workforce participation? This session will provide MRC members with an early inside-look and update on projects such as the Atlantic Canada Wind Energy Supply Chain Assessment along with applied training programs and strategies to enable Nova Scotians to fully participate in the sector.

#### **Speakers:**

- Amanda Mombourquette, Manager, Workforce Development, **Nova Scotia Community College** & Councillor, **Richmond County**
- Patricia Charlton, School Manager - School of Technology & Environment, **Nova Scotia Community College**
- Delia Warren, Lead Renewables Consultant, **Xodus Group**
- Martin Thomsen, Manager of Energy Sector Development, **Municipality of the County of Richmond / Town of Port Hawkesbury**

### **5:00 am - 6:30 pm | Member Appreciation Reception**

Location: Sable Ballroom

This exclusive reception will take place at the Halifax Marriot Harbourfront Hotel on November 19th, offering a perfect setting to network, share experiences, and strengthen relationships within the marine renewable energy community.

This reception is our way of thanking you for your continued support and involvement with Marine Renewables Canada. We look forward to seeing you there and celebrating together!

*\*Program is subject to change until finalized.*

# CONFERENCE PROGRAM



## Day One | Wednesday, November 20, 2024

### 7:30 am | Registration Opens

Location: Nova Scotia Ballroom Foyer

### 9:00 am - 9:05 am | Conference Opening

- Elisa Obermann, Executive Director, **Marine Renewables Canada**

### 9:05 am - 9:25 am | Indigenous Welcome & Song

- Dr. Donald M. Julien, Elder & Kaptin, **Mi'kmaq Grand Council**

### 9:25 am - 10:00 am | Welcoming Remarks

- Dr. Mary Lou Lauria, Chair, **Marine Renewables Canada**
- Simon De Pietro, CEO, **DP Energy/Nova East Wind** (*Presenting Sponsor*)

### 10:00 am - 11:00 am - Session 1 | From Coast to Coast: Industry Highlights in Canada's Marine Renewable Energy Sector

Marine renewable energy offers great potential as a clean energy resource that can accelerate net zero goals and advance economic development opportunities in Canada. Over the past year, advancements have taken place in offshore wind, tidal, wave, river current energy, and green hydrogen projects that are contributing towards industry growth and long-term sustainability. Opportunities for marine renewables are growing in Canada, but there are challenges still to be addressed to establish a thriving sector. This session will include project updates from across Canada, insight on initiatives to help advance the sector, and an engaging discussion on what's needed for marine renewable energy to fuel Canada's green energy transition.

**Chair:** Jennifer LaPlante, Chief Growth and Investment Officer, **Ocean Supercluster**

#### **Speakers:**

- Gerald Sheehan, Project Development Manager, **Nova East Wind**
- Lindsay Bennett, Executive Director, **FORCE**
- Andrew Robson, VP Business & Market Development, **EverWind Fuels**
- Dr. Brad Buckham, Director, **Pacific Regional Institute for Marine Energy Discovery**

### 11:00 am - 11:30 am | Refreshment Break

Location: Halifax Ballroom

*\*Program is subject to change until finalized.*

# CONFERENCE PROGRAM



## Day One | Wednesday, November 20, 2024

### 11:30 am - 12:30 pm - Session 2 | The Power of Indigenous Partnerships in Accelerating Marine Renewable Energy Development

Discover the powerful role Indigenous partnerships are playing to in accelerate renewable energy growth and how they can help unlock future marine renewable energy opportunities. Through firsthand success stories, this session will explore the critical role of Indigenous partnerships in achieving economic reconciliation and fostering collaborative development. Get insight from Indigenous leaders on how meaningful, early engagement and partnerships can help drive innovation and inform future projects, ensuring sustainable and inclusive growth in the marine renewable energy sector.

**Chair:** Richard MacLellan, Managing Director, **Miawpukek Horizon Maritime Services**

**Speakers:**

- Rose Paul, CEO, **Bayside Development Corporation/ Paqtnkek Mi'kmaw Nation**
- Jennifer Brake, Chief, **Qalipu First Nation**
- Eric Christmas, Indigenous Consultant, **Nova East Wind**

### 12:30 pm - 2:00 pm | Networking Lunch

Location: Halifax Ballroom

### 2:00 pm - 3:15 pm - Session 3 | The Offshore Wind Market: Trends, Opportunities, and What They Mean for Canada

As offshore wind continues to evolve, it is well positioned to become a leading resource and industry in the global renewable energy mix. Trends in the global market outlook for fixed and floating developments, project economics, capacity forecasts, and supply chain demand all have an impact on how Canada's offshore wind market will grow and evolve. This session will offer insight on these key trends and factors, providing market intelligence for companies that are interested in engaging in international markets, and important context for those working to build Canada's offshore wind sector.

**Chair:** Katie Applebaum, Commercial Lead, Offshore Wind, **TGS**

**Speakers:**

- John Dalton, President, **Power Advisory**
- Philip Bassil Managing Director, Head of Global Offshore Wind M&A, **NORTHGREEN CAPITAL**
- Isobel McClure, Senior Engineer (Maritime), **Arup**
- Navneet Khinda, Director, Global Strategy, **Ocean Energy Pathway**

*\*Program is subject to change until finalized.*

# CONFERENCE PROGRAM



## Day One | Wednesday, November 20, 2024

### 3:15 pm - 3:45 pm | Refreshment Break

Location: Halifax Ballroom

### 3:45 pm - 5:00 pm - Session 4 | Achieving Co-Existence of Marine Renewables and Other Ocean Users

The growth of marine renewables requires a thoughtful approach to co-existence among a diverse group of ocean users. This session will explore a range of perspectives from key ocean user groups, including the offshore wind industry, commercial fisheries, and Indigenous peoples. By sharing lessons learned and exploring innovative co-existence initiatives in other jurisdictions, this session aims to foster a deeper understanding of how to navigate the complexities of activities in the marine environment and ensure the successful integration of marine renewables where all users can thrive.

**Chair:** Barb Bryden, Stakeholder, Rightsholder, and Community Liaison Manager, **Nova East Wind**

**Speakers:**

- Lisa Engler, Deputy Managing Director, Offshore Wind, **Massachusetts Clean Energy Center**
- Hannah MacDonald, Senior Program Manager, Energy Solutions (Offshore Wind and Fisheries), **Gulf of Maine Research Institute**
- Eric Reid, Fisheries Advisor, **New Bedford Ocean Cluster**
- Ken Paul, Principal, **Pokiok Associates**

### 6:00 pm - 8:00 pm | Welcome Reception hosted by Invest Nova Scotia at the Cable Wharf

Kick off the Marine Renewables Canada 2024 with our Welcome Reception hosted by Invest Nova Scotia!

Enjoy live music, delicious food, and great networking.

*This event is open to all conference registrants & participants, no registration is required.*

*\*Program is subject to change until finalized.*

# CONFERENCE PROGRAM



## Day Two | Thursday, November 21, 2024

### 7:30 am | Registration Opens

Location: Nova Scotia Ballroom Foyer

### 9:00 am - 9:30 am | Day Two Welcome

- Elisa Obermann, Executive Director, **Marine Renewables Canada**
- *Sustainability Sponsor* – Elaine Lee-Ho, Associate Vice President, Department Manager, Ecology and Permitting, Environment, Canada, **AECOM**

### 9:30 am - 10:45 am - Session 5 | A New Era for Tidal Energy

Tidal energy continues to show promise as a resource and sector that can play an important role in Canada's clean energy future. Over the past year there have been significant milestones and initiatives underway to advance tidal energy in Canada and internationally. This session will provide a deep dive on what is working well to advance the sector and the solutions and new innovations needed to address challenges and advance the industry.

**Chair:** Anne-Marie Belliveau, Owner, **Projectable Consulting**

#### Speakers:

- Gary Connor, Chief Technical Officer, **Nova Innovation**
- Oliver Wragg, Commercial Director, **Orbital Marine Power**
- Marina Winterbottom, Principal, **Bluedot Environmental**
- Tim Ramsey, Program Manager for Marine Energy, **United States Department of Energy**

### 10:45 am - 11:15 am | Refreshment Break

Location: Halifax Ballroom

### 11:15 am - 12:30 pm - Session 6 | The Policy and Regulatory Landscape

The growth of the marine renewable energy in Canada requires a robust and supportive policy and regulatory framework. With provincial and federal governments actively supporting the growth of this sector, this session will provide an in-depth look at the current and evolving landscape of policies and regulations crucial for the development of marine renewable energy projects in Canada.

**Chair:** Mohammad Ali Raza, Partner, **Cox & Palmer**

#### Speakers:

- Abigail Lixfeld, Senior Director – Renewable and Electrical Energy Division, **Natural Resources Canada**
- Christine Bonnell-Eisnor, CEO, **Canada-Nova Scotia Offshore Petroleum Board**
- Nena Abundo, Executive Director, Oil and Gas, **Newfoundland and Labrador Department of Industry, Energy and Technology**
- James Wooder, Co-chair, **Committee on the Regional Assessment of Offshore Wind for Nova Scotia**

# CONFERENCE PROGRAM



## Day Two | Thursday, November 21, 2024

### 12:30 pm - 2:00 pm | Keynote Lunch

Location: Nova Scotia Ballroom

- Denise Pothier, Chief Operation Officer, **Canadian Council for Indigenous Business**

### 2:00 pm - 3:00 pm - Session 7 | Looking Ahead: Getting Power to Market

While Canada unquestionably has some of the world's best marine renewable energy resources, a key factor in growth of the sector is getting power to market, and specifically the electricity grid or through green hydrogen production. This session will explore the opportunities, challenges, and strategies for grid integration locally, regionally and nationally including the potential for interregional collaboration and how to navigate the complexities of incorporating a new energy resource into Canada's long-term energy transition.

**Chair:** Greg Robart, CEO, **Smart Grid Innovation Network (SGIN)**

**Speakers:**

- Lara Stregger, Project Engineer, **Stantec**
- Cole Sayers, Executive Director, **Clean Energy BC**
- Frédéric Côté, General Manager, **Nergica**

### 5:00 pm - 8:00 pm | Post-Conference Mixer

Join us for an informal post-conference gathering at the Lower Deck for one last opportunity to network with conference delegates in a relaxed and casual setting.

*\*Program is subject to change until finalized.*

# ATTEND MRC 2024 CONFERENCE

REGISTER TODAY!

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

HALIFAX | NOVA SCOTIA

NOVEMBER 19-21, 2024



marine  
renewables  
canada



THE MUNICIPALITY OF THE COUNTY OF

LA MUNICIPALITÉ DU COMITÉ DE

# RICHMOND

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

Travel and Expense Claim		Rate <u>\$0.5838</u>
Name of Claimant:	Shannon Mury	
Destination:	Centre 200, 481 George St, Sydney, NS B1P 1K5	
Purpose of Travel:	RFANS Regional Round Up Meeting	
Departure Date/Time:	09-Oct-24	10:00 AM
Return Date/Time:	09-Oct-24	12:00 PM
Approval to Travel:	<i>attached</i>	Date: <i>Oct. 7</i>

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	240.00	240.00	0.00	0.00	0.00	240.00
Total Cost of Mileage:	\$140.11	\$140.11	\$0.00	\$0.00	\$0.00	\$140.11
Accommodation/Hotel Name:	Halifax Tower & Conference Ctr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast	\$20					\$0.00
Lunch	\$25	\$25.00				\$25.00
Dinner	\$30					\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
<b>Total Amount Being Claimed</b>	<b>\$165.11</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$165.11</b>

### Written Travel Report - Policy Requirements (Section 4. b i)

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 *SM* N/A

*1875*

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

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

Claimant Signature: *[Signature]*

Date Submitted: October 10, 2024

Travel Approved by Supervisor: *[Signature]*

GL Code: 10-270-4120-270130

## Shannon Mury

---

**From:** Troy MacCulloch  
**Sent:** October 7, 2024 9:51 AM  
**To:** Shannon Mury  
**Subject:** RE: October Newsletter for Shannon

Approved

troy

THE MUNICIPALITY OF RICHMOND  
LA MUNICIPALITÉ DE RICHMOND



**Troy MacCulloch, CMML, FSASc**  
Chief Administrative Officer

Phone: 902.226.3970  
Mobile: 902.631.4120  
Email: [cao@richmondcounty.ca](mailto:cao@richmondcounty.ca)

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

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

**From:** Shannon Mury <[Shannon.Mury@richmondcounty.ca](mailto:Shannon.Mury@richmondcounty.ca)>  
**Sent:** October 7, 2024 9:49 AM  
**To:** Troy MacCulloch <[CAO@richmondcounty.ca](mailto:CAO@richmondcounty.ca)>  
**Subject:** FW: October Newsletter for Shannon

Good morning Troy,

RFANS is having a Regional meeting in CBRM on Wednesday, details below and I'd like to attend if that is ok?

Let me know if you have any questions.

Thank you,

Shannon Mury, Director  
Department of Community Development & Recreation  
902.226.3981

**From:** Recreation Facility Association of Nova Scotia <[rfans-sportnovascotia.ca@shared1.ccsend.com](mailto:rfans-sportnovascotia.ca@shared1.ccsend.com)>  
**Sent:** October 1, 2024 9:27 AM

To: Shannon Mury <Shannon.Mury@richmondcounty.ca>

Subject: October Newsletter for Shannon



# **The Latest From RFANS**

## **October Newsletter**

*Training...it's not just what we do...it's who we are!*

# **YOU'RE INVITED!**

## **RFANS Regional "Roundup" Meetings**

**Recreation Facility Managers and Operators!**

Learn about RFANS and how we support recreation facilities at the last few roundup meetings! Connect and network with other recreation facilities, share best practices, and learn about the tools and resources that are available to you!

Join us for one of the remaining dates in your region to meet your RFANS Regional Representative and Nova Scotia's Communities, Culture, Tourism, and Heritage (CCTH) Regional Manager.

Hear from the Accessibility Program Officer with the Province of Nova Scotia, Paul Tingley, on the new accessibility regulations and what they mean for you, the Technical Director with RFANS, Bud MacInnis, on the highlights from the regional site visits, and CCTH Regional Managers about facility grants and how you can access them.

There will also be time to network with other facility managers and operators in your region and to learn about what is happening in other facilities.

## Coming to your region soon!

### South Shore

Sept. 23, 2024

10:00am

Lunenburg Lifestyle Centre

### Valley

Sept. 23, 2024

2:00pm

Kings Mutual Century Centre

### Central

Sept. 25, 2024

10:00am

Sackville Sports Stadium

### Highland

Oct. 1, 2024

10:00am

StFX University

### Fundy

Oct. 2, 2024

10:00am

CCUBIC Facility

5 Ratchford St.

Amherst

**NEW**

### Cape Breton

Oct. 9, 2024

10:00am

Centre 200

No registration is required.

However, please RSVP via email to Jennie at [rfans@sportnovascotia.ca](mailto:rfans@sportnovascotia.ca)

# Certified Pool Operators Course



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

<b>Travel and Expense Claim</b>		<b>Rate \$0.5838</b>
Name of Claimant:	Shannon Mury	
Destination:	Old Orchard Inn, 153 Greenwich Rd S, Wolfville Ridge, NS B4P 2R2	
Purpose of Travel:	Municipal Equity and Anti-Racism Symposium	
Departure Date/Time:	10:35am	Tuesday, November 19, 2024
Return Date/Time:	5:30 PM	Thursday November 21, 2024
Approval to Travel :		Date:

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	692.50	355.50	0.00	337.00	0.00	692.50
Total Cost of Mileage:	\$404.28	\$207.54	\$0.00	\$196.74	\$0.00	\$404.28
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	\$20.00			\$20.00
Lunch	\$25	\$25.00				\$25.00
Dinner	\$30	\$30.00				\$30.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)	\$10.00	\$10.00				\$20.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
<b>Total Amount Being Claimed</b>	\$272.54	\$30.00	\$196.74	\$0.00	\$0.00	\$499.28

**Written Travel Report - Policy Requirements (Section 4. b i)**

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 SM N/A \_\_\_\_\_

\*Province covered lodging and meals not claimed

\*\*Village of St. Peter's will cover half of mileage cost as we carpooled\*\*

MOCR:  $\$404.28/2 = 202.14 + 95 = \$297.14$   
 Village:  $\$404.28/2 = 202.14$

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

Claimant Signature: [Signature]

Date Submitted: November 22, 2024

Travel Approved by Supervisor: [Signature]

GL Code: 10-270-4120-270130

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

*HEI3*

*10-270-4120-270130*

## Shannon Mury

---

**From:** Troy MacCulloch  
**Sent:** November 18, 2024 10:07 AM  
**To:** Shannon Mury  
**Subject:** Re: Municipal Equity and Anti-Racism Symposium

Approved. Please proceed and safe travels

Troy

Get [Outlook for iOS](#)

---

**From:** Shannon Mury <Shannon.Mury@richmondcounty.ca>  
**Sent:** Monday, November 18, 2024 9:56:59 AM  
**To:** Troy MacCulloch <CAO@richmondcounty.ca>  
**Subject:** Municipal Equity and Anti-Racism Symposium

Hi Troy,

As discussed last week, Danielle and I have been invited to attend the Municipal Equity and Anti-Racism Symposium at the Old Orchard Inn on November 20, 21. This event is being hosted by AMANS and is sponsored by the Province which provides support to the IDEA Committee leads who are working on the DEI component of our plan refresh. The cost of food and lodging is being covered by the Province. The Village will be travelling with us and covering half the cost of the travel portion of my expense.

Please confirm you are ok with me attending this event.

Thank you,

THE MUNICIPALITY  
OF THE COUNTY OF  
**RICHMOND**

LA MUNICIPALITÉ  
DU COMTE DE



**Shannon Mury**

Director

Department of Community Development & Recreation

Tel: 902.226.3981

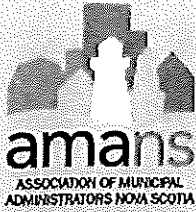
Cell: 902.631.4245

Email: [shannon.mury@richmondcounty.ca](mailto:shannon.mury@richmondcounty.ca)

2357 Highway 206, Arichat, NS B0E 1A0

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

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# Municipal Equity and Anti-Racism Symposium Program

## Day 1: Wednesday November 20th, 2024

8:30am: Registration and Welcome

10:00am – 10:10am: Welcome and Opening Remarks

- David Campbell, Executive Director, AMANS
- Christine Gibbons Executive Director, The Office of Equity and Anti-Racism

10:10am – 10:15am: Understanding Our Goals and Objectives

- Julie Glaser and Roxanne Pereira, Municipal Equity, Anti-Racism & Accessibility Support Program, AMANS

10:15am – 12:15pm: KAIROS Blanket Exercise

- Grace Campbell and Elder Lorraine Whitman

12:15pm – 1:15pm: Lunch at the Old Orchard Inn

1:15pm – 2:45pm: Session #1 Cultural Competencies & Intersectionality

- Rena Kulczycki (they/them), Wisdom2Action

2:45 pm – 3:00 pm: Nutrition Break (Kerri Jack, Recreation Nova Scotia will offer movement breaks during the symposium)

3:00 pm – 5:00 pm: Session #2 Building Plans for Meaningful Change

- April Howe, Crayon Strategies Inc

5:00 pm: Break - free time - go for a walk, swim, nap or network - the time is yours!

6:00 pm: Dinner at the Old Orchard Inn

7:30 pm - 9:00 pm: Fireside Storytelling & Open Mic at the Old Orchard Inn's Fireside Lounge

- Dr. Christina Flemming and Rose Folks

## Day 2: Thursday November 21st, 2024

7:00 am - 9:00 am: Breakfast at the Old Orchard Inn

8:00 am - 9:00 am: De-stress with Accessible Yoga for Every Body in the Fireside Lounge

- Shelly and Hannah Corkum in the Fireside Lounge at the Old Orchard Inn

9:00 am - 10:00 am: Welcome and Intro to Keynote Speaker

- Juanita Peters, Executive Director Africville Museum

10:00 am - 10:15 am: Nutrition Break

**Day 2 November 21st, 2024, continued**

10:15 am - 12:00 pm: Session #3 Developing Anti-Hate Strategies for your Plans

- o Craig Upshaw, H.E.D.I Consultants

12:00 pm - 1:00 pm: Lunch at the Old Orchard Inn

1:00 pm - 2:00 pm: Session #4 Informal to Formal Engagement Panel moderated by Luke Power, The Office of Equity and Anti-Racism.

- o Livinus Numfor, Municipality of the District of Yarmouth
- o Fawn Logan-Young, Recreation Nova Scotia
- o Corrie Melanson, Sea Change CoLab
- o Tammy Feltmate, Municipality of the County of Antigonish

2:00 pm – 2:15 pm: Nutrition Break - grab your snack and head to the Connection Cafe for one-to-one time for feedback on your Plans!

2:15 pm - 3:15 pm: Connection Cafe – 10 minutes each at a table hosted by subject matter experts, and Open Space tables for conversation with others.

- o Grace Campbell, Office of L'nu Affairs
- o Luke Power, The Office of Equity and Anti-Racism
- o Laura Beth MacPherson, Accessibility Directorate
- o Andrew Paris, African Nova Scotian Affairs
- o Shruti Gola Taraschi-Carr, Nova Scotia Human Rights Commission
- o Craig Upshaw, H.E.D.I Consultants
- o Rena Kulczycki, Wisdom2Action
- o Fawn Logan-Young, Recreation Nova Scotia
- o Xiaoyun Shen, Department of Labour, Skills and Immigration
- o Erin Casey will host a table to discuss Language for Inclusion and Belonging

3:15 pm - 3:30 pm: Closing Remarks, Learnings and Next Steps

- Natasha Jackson, Director/Executive Lead Community Engagement at Department of Municipal Affairs and Housing

Thank you for attending this Symposium with us! We value your feedback and invite you to scan this QR code to take you to the feedback survey at the end of your participation.

<https://forms.gle/AhPq8CasnPpGXwQd8>









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

Travel and Expense Claim		Rate \$0.5838
Name of Claimant:	Brent Sampson	
Destination:	Westin Hotel, 1181 Hollis Street, Halifax	
Purpose of Travel:	NSFM Fall conference	
Departure Date/Time:	November 26 <sup>th</sup> , 3:00pm	
Return Date/Time:	November 29 <sup>th</sup> , 11:30a	
Approval to Travel :	Date:	

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total	
Total Mileage (# of Km):	662.00	331.00	0.00	0.00	331.00	0.00	662.00
Total Cost of Mileage:	\$386.48	\$193.24	\$0.00	\$0.00	\$193.24	\$0.00	\$386.48
Accommodation/Hotel Nar	The Westin Nova Scot						\$0.00
<i>Direct Bill</i>							
Meals: Breakfast	\$20	\$20.00	\$20.00	\$20.00		\$60.00	
Lunch	\$25			\$25.00		\$25.00	
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	
<b>Total Amount Being Claimed</b>	\$233.24	\$60.00	\$30.00	\$238.24	\$0.00	<b>\$561.48</b>	

Written Travel Report - Policy Requirements (Section 4. b i)

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 BS N/A \_\_\_\_\_

The conference was a gathering of municipal councillors with various presentations throughout Wednesday, Thursday and Friday.

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

Claimant Signature: Brent Sampson

Date Submitted: December 2<sup>nd</sup>, 2024

Travel Approved by Supervisor: [Signature]

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

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

Prices Checked..... BS

Add. & Ext. Checked..... BS

Approval for Payment..... BS

Discount Date.....

Paid by Cheque No. \_\_\_\_\_

Distribution: Acc. 10-210-2110-210130

## Troy MacCulloch

---

**From:** Amanda Mombourquette  
**Sent:** October 4, 2024 11:01 AM  
**To:** Brent Sampson; Shelley David  
**Cc:** Troy MacCulloch  
**Subject:** RE: Nsfm fall conference

Approved 😊

---

**Amanda Mombourquette**  
**Warden, Richmond County**  
902-631-0690

**From:** Brent Sampson <Brent.Sampson@richmondcounty.ca>  
**Sent:** October 3, 2024 9:08 AM  
**To:** Shelley David <Clerk@richmondcounty.ca>  
**Cc:** Troy MacCulloch <CAO@richmondcounty.ca>; Amanda Mombourquette <Amanda.Mombourquette@richmondcounty.ca>  
**Subject:** Nsfm fall conference

Hi Shelley

I was wondering if You could register me for the fall conference. I have included both the Cao and Warden on this email as well to seek approval to attend. Thanks for your time.

Brent

# NSFM 2024 Fall Conference

## Nova Scotia Federation of Municipalities

November 26, 2024 - November 29, 2024

Westin Nova Scotian Hotel, Halifax, Nova Scotia

[Register Now](#)

🔍 Search by session title

## Tuesday, November 26, 2024

### Registration Desk

[View Details →](#)

🕒 November 26, 1:00 PM – 7:00 PM

📍 Commonwealth Foyer

### Welcome Reception for Newly Elected Officials

[View Details →](#)

🕒 November 26, 7:00 PM – 7:30 PM

📍 Commonwealth Ballroom

Reception

### Meet & Greet Reception

[View Details →](#)

🕒 November 26, 7:30 PM – 8:30 PM

📍 Commonwealth Ballroom

Reception

# Wednesday, November 27, 2024

## Registration Desk Hours

[View Details →](#)

🕒 November 27, 8:00 AM - 5:00 PM

📍 Commonwealth Foyer

## Conference Opening

[View Details →](#)

🕒 November 27, 8:30 AM - 9:30 AM

📍 Atlantic Ballroom

Plenary

## Speakers



**Carolyn Bolivar-Getson**

President, Nova Scotia Federation of Municipalities



**Juanita Spencer**

CEO, Nova Scotia Federation of Municipalities



**Dave Pickles**

Chief Operating Officer, Nova Scotia Power



**Mayor Andy Fillmore**

Halifax Regional Municipality



**Kim Ramsay**

President, Association of Municipal Administrators, NS

## Keynote Address – Innovation and Realism – Jon Montgomery

[View Details →](#)

🕒 November 27, 9:30 AM - 10:30 AM

📍 Atlantic Ballroom

Plenary

### Speakers



**Jon Montgomery**

Host of the Amazing Race Canada, Olympic Gold Medalist

## Networking Break/Viewing of Exhibits

[View Details →](#)

🕒 November 27, 10:30 AM - 11:00 AM

📍 Mezzanine & Commonwealth B

## Shaping Nova Scotia's Energy Future

[View Details →](#)

🕒 November 27, 11:00 AM - 12:00 PM

📍 Atlantic Ballroom

Panel

### Speakers



**Mark Sidebottom**

Chief Clean Energy Officer, Nova Scotia Power



**Amanda Mombourquette**

Councillor, Municipality of the County of Richmond



**Mayor Mike Trinacty**

Town of Berwick

## Delegates' Luncheon

[View Details →](#)

🕒 November 27, 12:10 PM - 1:10 PM

📍 Commonwealth Ballroom

Luncheon

## Exploring Policing Models and Municipal Roles in Nova Scotia

[View Details →](#)

🕒 November 27, 1:30 PM - 2:30 PM

📍 Atlantic Ballroom

Concurrent      Panel

### Speakers



**David Mitchell**

Mayor, Town of Bridgewater



**Fraser Patterson**

Councillor, Municipality of the County of Victoria



**Wesley Petite**

Policy Advisor, Nova Scotia Federation of Municipalities

## How the NSFM Benefits Program Supports Elected Officials and Municipal Employees

[View Details →](#)

🕒 November 27, 1:30 PM - 2:30 PM

📍 Harbour Suites, Lower Level

Concurrent

### Speakers



**Cheryl Kane**

Senior Vice-President, HUB International



**Janine McInnis**

Associate Vice-President, HUB International

## Networking Break/Viewing of Exhibits

[View Details →](#)

🕒 November 27, 2:30 PM - 3:00 PM

📍 Mezzanine & Commonwealth B

## Conversation Series: Networking Tables

[View Details →](#)

🕒 November 27, 3:00 PM - 5:00 PM

📍 Commonwealth Ballroom

Networking Tables

## Sing-along Social Night

[View Details →](#)

🕒 November 27, 8:00 PM – 11:00 PM

# Thursday, November 28, 2024

## Registration Desk Hours

[View Details →](#)

🕒 November 28, 7:45 AM – 5:00 PM

📍 Mezzanine & Commonwealth B

## Federation of Canadian Municipalities Update

[View Details →](#)

🕒 November 28, 9:00 AM – 9:15 AM

📍 Atlantic Ballroom

## Speakers



**Councillor Tim Tierney**

First Vice-President, Federation of Canadian Municipalities

## Out of the Frying Pan Into the Flood: Re-thinking the Impacts of Disasters to Create Future Resilience

[View Details →](#)

🕒 November 28, 9:15 AM - 10:15 AM

📍 Atlantic Ballroom

Plenary

### Speakers



**Tracy Eso**

Risk Assessment & Solutions Manager, Intact Public Entities

## Networking Break/Viewing of Exhibits

[View Details →](#)

🕒 November 28, 10:15 AM - 10:45 AM

📍 Mezzanine & Commonwealth B

## Sponsored Session - CN

[View Details →](#)

🕒 November 28, 10:45 AM - 11:45 AM

📍 Harbour Suites, Lower Level

Concurrent

### Speakers



**Hoang Tran**

Senior Director Regulatory and Passenger Operations, CN



**Thomas Bateman**

Manager of Public Affairs, CN

# A Welcoming, Inclusive Community Approach to Change: Advancing Equity in Municipalities with Plans to Dismantle Racism and Hate, and Support Accessibility

[View Details →](#)

🕒 November 28, 10:45 AM - 11:45 AM

📍 Atlantic Ballroom

Concurrent

## Speakers



**Julie Glaser**

Manager, Equity, Anti-Racism and Accessibility Programs, Association of Municipal Administrators, NS



**Roxanne Pereira**

Municipal Accessibility, Equity and Anti-Racism Program Coordinator, Association of Municipal Administrators, NS

## Delegates' Luncheon

[View Details →](#)

🕒 November 28, 12:00 PM - 1:00 PM

📍 Commonwealth Ballroom

Luncheon

## Annual General Meeting

[View Details →](#)

🕒 November 28, 1:15 PM - 3:15 PM

📍 Atlantic Ballroom

Plenary

### Speakers



**Juanita Spencer**

CEO, Nova Scotia Federation of Municipalities

## Networking Break/Viewing of Exhibits

[View Details →](#)

🕒 November 28, 3:15 PM - 3:45 PM

📍 Mezzanine & Commonwealth B

## Good Governance

[View Details →](#)

🕒 November 28, 3:45 PM - 4:45 PM

📍 Harbour Suites, Lower Level

Concurrent

### Speakers



**Craig Pollett**

Strategic Steps

## Grant Application Strategies for Elected Officials: Tools for Success

[View Details →](#)

🕒 November 28, 3:45 PM – 4:45 PM

📍 Atlantic Ballroom

Concurrent

### Speakers



**Lucy MacLeod**

Fund Navigator, Nova Scotia Federation of Municipalities

## Reception

[View Details →](#)

🕒 November 28, 6:15 PM – 7:00 PM

📍 Mezzanine

## Banquet

[View Details →](#)

🕒 November 28, 7:00 PM – 9:30 PM

📍 Commonwealth Ballroom

Banquet

# Friday, November 29, 2024

## Registration Desk Hours

[View Details →](#)

🕒 November 29, 7:45 AM – 10:00 AM

📍 Commonwealth Foyer

## Morning Coffee

[View Details →](#)

🕒 November 29, 7:45 AM - 10:00 AM

📍 Mezzanine

## Ensuring Safe Workplaces: Why Municipalities Need a Robust Safety System

[View Details →](#)

🕒 November 29, 8:00 AM - 8:55 AM

📍 Harbour Suites, Lower Level

Plenary

### Speakers



**MJ MacDonald**

CEO, Construction Safety Nova Scotia

## Cybersecurity in Action: Practical Strategies for Elected Officials

[View Details →](#)

🕒 November 29, 9:00 AM - 9:55 AM

📍 Commonwealth Ballroom

Concurrent

### Speakers



**Laura Franks**

COO, Solopreneur IT Support and Security Services Inc.



**Stephen Franks**

CEO, Solopreneur IT Support and Security Services Inc.

F  
H  
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E

## Making Meetings Matter: A Practical Guide to Robert's Rules of Order

[View Details →](#)

🕒 November 29, 9:00 AM - 9:55 AM    📍 Atlantic Ballroom

Concurrent

### Speakers



**Don Graves**  
Consultant, Montana Consulting

Sponsors

## Partnering with the Community – Presenting Sponsor Nova Scotia Power

[View Details →](#)

Powered by PheedLoop

🕒 November 29, 10:00 AM - 10:30 AM    📍 Atlantic Ballroom

Plenary

### Speakers

CL

**Chris Lanteigne**  
Director of Customer Care, Nova Scotia Power

MD

**Matt Drover**  
Senior Director, Energy Delivery, Nova Scotia Power

EC

**Ed Cullinan**  
Senior Manager, E-Mobility and Residential Electrician, Nova Scotia Power

EM

**Emily MacNeil**  
Senior Manager Government Relations, Nova Scotia Power

## Update on Coastal Land Use

[View Details →](#)

🕒 November 29, 10:30 AM - 11:00 AM

📍 Atlantic Ballroom

Plenary

### Speakers



**Gordon Smith**

Coastal Land Use Planning Coordinator, Nova Scotia Federation of Municipalities

## Draws and Closing

[View Details →](#)

🕒 November 29, 11:00 AM - 11:15 AM

📍 Atlantic Ballroom

Plenary



**Johnstown Community Development Co-operative Ltd.**

**Notice of Annual General Meeting**

The Annual General Meeting of the Johnstown Community Development Co-operative will take place on Sunday, November 17, 2024 at 7:00 p.m. at the Johnstown Parish Hall, Johnstown, NS.

Betty MacNeil, Secretary, JCDC Ltd.

**Note:** We will have a discussion **about the Irish Cove walking trail** as part of the 2024 JCDC AGM. **Everyone is welcome to attend and join the discussion.** Feedback, ideas, and comments on the work of JCDC are welcomed as are new members.

**JCDC Ltd.  
Annual General Meeting  
Sunday, November 17, 2024 Johnstown Parish Hall  
Johnstown, NS 7:00 p.m.**

**A G E N D A**

1. Call to Order
2. Minutes of the Previous AGM – held November 4, 2023  
Approval of the Minutes of the Previous AGM
3. Treasurer's Report
4. Business Arising from the Previous Annual General Meeting
5. Report of the Chair
6. New Business  
Irish Cove Walking Trail Project Update
7. Nominating Committee Report
8. Other
9. Adjournment

C✓



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

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

Travel and Expense Claim		Rate \$0.5838
Name of Claimant:	Brent Sampson	
Destination:	Holiday Inn Express Stellarton	
Purpose of Travel:	Rules of order training	
Departure Date/Time:	Dec 14 <sup>th</sup> , 6:30am	
Return Date/Time:	Dec 14 <sup>th</sup> , 3:45pm	
Approval to Travel :	Date:	

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): 352.00	352.00	0.00	0.00	0.00	0.00	352.00 ✓
Total Cost of Mileage: \$205.50	\$205.50	\$0.00	\$0.00	\$0.00	\$0.00	\$205.50 ✓
Accommodation/Hotel Rate: N/A	\$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	\$0.00				\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
<b>Total Amount Being Claimed</b>	\$205.50	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$205.50</b>

Written Travel Report - Policy Requirements (Section 4. b i)

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 BS N/A

The training was regarding rules of order around meetings. I have attached the email which provides a description as there was not an agenda.

AST3

<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>Dec 16<sup>th</sup> 2024</u></p> <p>Travel Approved by Supervisor: <u>[Signature]</u></p> <p>GL Code: <u>[Signature]</u></p>	Goods Rec'd. Date.....Initial.....	<u>g</u>
	Prices Checked.....	<u>g</u>
	Add. & Ext. Checked.....	<u>g</u>
	Approval for Payment.....	<u>g</u>
	Discount Date.....	
	Paid by Cheque No. / Distributed Account No. <u>103102110210130</u>	

## Brent Sampson

---

**From:** Chris McNeill <CMcNeill@annapoliscounty.ca>  
**Sent:** December 8, 2024 7:38 PM  
**To:** Chris McNeill  
**Cc:** Rebecca Toole  
**Subject:** Rules of Order and Meeting Processes Training - Stellarton - December 14, 2024

You don't often get email from cmcneill@annapoliscounty.ca. [Learn why this is important](#)

Good evening everyone,

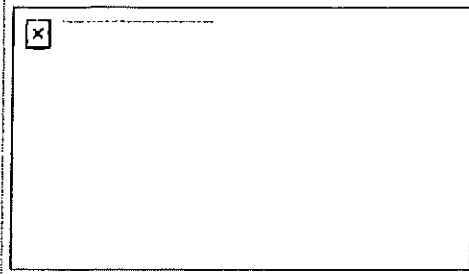
**CONGRATULATIONS** on taking the big leap and registering for Saturday's Rules of Order and Meeting Processes Workshop in beautiful Downtown Stellarton. While the topic doesn't sound interesting or exciting at all, it is, and I hope the workshop content and discussions have you sometimes wondering why no one told you this information long ago. Every example is from a municipality in Nova Scotia. The content is 100% yours. My role is to provide each of you with examples that you can relate to in your town, municipality, or village, and facilitate succinct and important discussions.

With this learning, you will be able to immediately apply the rules and processes to your future council, commission, and committee meetings, as well as the work you do with community groups. The same rules and processes apply. While the content may seem overwhelming in some spots, your goal should be to learn some great new skills to chair meetings, be a positive council participant in meetings to support the chair, and good decision-making processes. For staff, the goal should be to learn what administrative processes you can improve to support your council members and their desire for better decision-making processes.

To date, eight similar sessions have taken place across the province with about 220 participants. At each session, participants receive a workbook with explanations of the various terms and numerous examples along with questions. The workshop is very much about sharing your thoughts and ideas of how to improve your meetings. Effective meetings should only take two hours. If your meetings are more than three hours, you need to re-assess your processes and decision making. That statement often brings a gasp from some participants. An effective chairperson and prepared council members, commissioners, and staff are what makes this possible.

Your workshop will include Nova Scotia municipal video examples on the big screen. Have you ever watched a replay of your council or village commission meetings? You might this Saturday! We will not have time to watch all three videos that I would like to discuss during the workshop, so I am providing you a link to one below. This particular meeting was hosted on Facebook so you will need a Facebook account and will be required to login to watch it. The time to watch is from 1:09 to 1:54. It deals with an alleged Code of Conduct Breach and covers many areas of council meeting processes, decorum, legal advice, motions, changing chairpersons, amongst other things. If you have the time, please watch it before the session.

<https://www.facebook.com/townofkentville/videos/574949684598447/>



[March 27, 2023 Council Meeting | Welcome to March 27, 2023 Council Meeting | By Town of Kentville | Facebook](#)

Welcome to March 27, 2023 Council Meeting

[www.facebook.com](http://www.facebook.com)

The workshop is 3 days of learning crammed into one day, so the topics will be quick and to the point to give you the best information in a short period of time. We will start at exactly 9:00 a.m. In addition, the learning will be more effective if you sit with other council and commission members, and staff that you don't normally work with so you can learn about processes in other local governments during our table discussions.

In the next day or two, Rebecca Toole, Manager, Professional Development and Education at AMANS, will be sending you further logistical details of the day of training respecting food, drinks, and the facility.

Safe travels on Saturday and enjoy the learning.

Chris

## Brent Sampson

---

**From:** Lois Landry  
**Sent:** December 8, 2024 8:10 PM  
**To:** Brent Sampson  
**Cc:** Troy MacCulloch  
**Subject:** Re: Rules of order training

Hello

Approved. Travel safe

Lois

Get [Outlook for iOS](#)

---

**From:** Brent Sampson <Brent.Sampson@richmondcounty.ca>  
**Sent:** Sunday, December 8, 2024 7:52:32 PM  
**To:** Lois Landry <Lois.Landry@richmondcounty.ca>  
**Cc:** Troy MacCulloch <CAO@richmondcounty.ca>  
**Subject:** Rules of order training

Hello Warden

I'd like to request permission to attend rules of order training this coming Saturday December 14th in Stellarton as it is located outside of the county.

Brent Sampson

Sent from my Bell Samsung device over Canada's largest network.





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

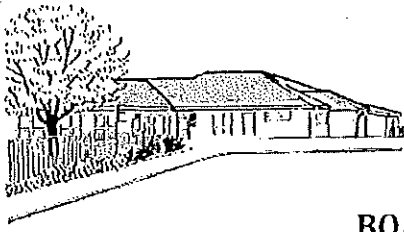
**Municipal Emergency Management (MEM) Advisory Committee**

Wednesday, September 4<sup>th</sup>, 2024, 6:00 p.m.

Council Chambers

**AGENDA**

1. Call to Order
2. Items Added to the Agenda (Approval of the Agenda)
3. Review of the Minutes
  - a) August 7, 2024
4. Committee Terms of Reference, Third Draft
5. Recommendations
6. Next Meeting Date
7. Adjournment



*St. Anne Community and Nursing Care Centre*

2313 Highway 206, Arichat, NS

1-902-226-2826

## **BOARD OF DIRECTORS MEETING AGENDA**

September 18, 2024/ 6:30pm St. Anne Centre Activity Room/Zoom

1. Call to Order - Chair Margaret Ann Landry
2. Attendance / Quorum
3. Declaration of Conflict

### **Consent Items**

4. Approval of the Agenda
5. Approval of the Minutes from last meeting

### **Items for Discussion**

6. Business arising from the Minutes and / or "Board Meeting Evaluation forms" from the prior meeting
7. Review & Update Action Register
8. Review Macro Agenda

### **Items for Approval**

9. CEO's Report - Report Attached
10. Finance Committee Report - Report Attached
11. Governance Committee Report - No Report
12. Building Committee Report-
13. Recruitment Committee Report - No Report
14. New Business:
15. Correspondence: Collier's Report
16. In Camera (If Needed)
17. Schedule Next Meeting
18. Board Meeting Evaluation
19. Adjournment



## **RICHMOND VILLA BOARD MEETING**

**Thursday, September 19<sup>th</sup>, 2024, 6:00 p.m.**

**Location: Richmond Villa**

### **AGENDA**

1. Call to Order
2. Items Added to the Agenda
3. Review of Minutes, Re:
  - a) April 17<sup>th</sup>, 2024
  - b) May 22<sup>nd</sup>, 2024
  - c) June 19<sup>th</sup>, 2024
4. Business Arising from the Minutes
5. CEO Report
6. Discuss Items Added to the Agenda
  - Housing
7. General Business
  - a) Richmond Housing Corporation By-Laws
  - b) Members at Large Terms
8. Adjournment





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

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

Travel and Expense Claim			Rate <u>\$0.5838</u>
Name of Claimant:	Sharla Sampson		
Destination:	Charles V Keating Centre, Antigonish		
Purpose of Travel:	Recreation Nova Scotia Conference		
Departure Date/Time:	16-Oct-24	1:00:00 PM	
Return Date/Time:	17-Oct-24	5:00:00 PM	
Approval to Travel :		Date: September 4, 2024	

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total	
Total Mileage (# of Km):	204.00	102.00	102.00	0.00	0.00	0.00	204.00
Total Cost of Mileage:	\$119.10	\$59.55	\$59.55	\$0.00	\$0.00	\$0.00	\$119.10
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Indicate if Direct Bill or Provide Receipt)	DB						
Meals: Breakfast	\$20						\$0.00
Lunch	\$25						\$0.00
Dinner	\$30						\$0.00
Other Meals (Receipts Required)							\$0.00
Incidentals (\$10 per overnight stay)	\$10.00						\$10.00
Taxi/Parking/Tolls (Receipts Required)							\$0.00
<b>Total Amount Being Claimed</b>	<b>\$69.55</b>	<b>\$59.55</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$129.10</b>

**Written Travel Report - Policy Requirements (Section 4. b i)**

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 SS N/A \_\_\_\_\_

<b>All claims are to be submitted not later than 60 days after return.</b>	
Claimant Signature:	<u>Sharla Sampson</u>
Date Submitted:	21-Oct-24
Travel Approved by Supervisor:	<u>[Signature]</u>
GL Code:	10 270 4120 270130

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	SS
Add. & Ext. Checked.....	SS
Approval for Payment.....	SS
Discount Date.....	
Paid by Cheque No.....	4120 270130
Distribution Acct. No.....	4120 270130

HST?

**RNS Conference, Antigonish, Oct 16-18th, 2024**

Shannon Mury <Shannon.Mury@richmondcounty.ca>

Wed 2024-09-04 3:55 PM

To: Sharla Sampson <Sharla.Sampson@richmondcounty.ca>; Ronalda Boudreau <Ronalda.Boudreau@richmondcounty.ca>

Hi Sharla and Ronalda,

If your schedule permits, please register for the RNS Conference which is scheduled to take place in Antigonish from Oct 16-18<sup>th</sup>, 2024.

Rooms have been booked for you at the MicroTel, Antigonish.

Thank you,

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



**Shannon Mury**

Director

Department of Community Development & Recreation

Tel: 902.226.3981

Cell: 902.631.4245

Email: [shannon.mury@richmondcounty.ca](mailto:shannon.mury@richmondcounty.ca)

2357 Highway 206, Arichat, NS B0E 1A0

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

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Schedule at a Glance

**Schedule at a Glance**

**Wednesday – October 16, 2024**

Pre-Conference (separate ticket options)

9:30am – 4:00pm

CRHA Day

SIFX Keating Centre Conference Rooms

6:00pm – 8:00pm

Awards ceremony

SIFX Keating Centre Conference Rooms

9:00pm – 11:00pm

Grant Potter Memorial Hockey Game & Social  
Antigonish Arena

**Thursday – October 17, 2024**

9:30am – 11:00am

Opening Ceremony and Keynote: **Jenathan Foster**  
SIFX Keating Centre Conference Rooms

11:00am – 12:00pm

**Session Set #1: Three to choose from**  
Conference Room A: Intro to Asset Based Community Development - Part One  
Conference Room B: You Belong Here - Successful Retention Strategies  
Conference Room C: Climate Change & Recreation - Bridging Research, Policy, & Community Action

12:00pm – 1:00pm

Lunch

**Session Set #2: Three to choose from**  
Conference Room A: Intro to Asset Based Community Development - Part Two  
Conference Room B: Empowering Rural Communities - Using an Asset & Trauma-Informed Approach to Enhancing Recreation Programs  
Conference Room C: Listening to Inform Action - Tips on Engaging Persons with Lived Experience in Creating Barrier-Free Communities

1:00pm – 1:15:00pm

**Thursday – October 17, 2024, CONTINUED**

2:00pm – 2:50pm

**Session Set #3: Three to choose from**  
Conference Room A: Burnout & Boundaries  
Conference Room B: Questions about Insurance Coverage? We Have Answers  
Conference Room C: Learning on the Move - Active Transportation in Antigonish

3:00pm – 4:00pm

**RMS Strategic Planning Session**

SIFX Keating Centre Conference Rooms

4:30pm – 6:30pm

Burgers & Brews Social (Separate Ticket Option)  
Half Cocked Brewery

8:30pm – 11:30pm

Regional Games  
SIFX Turf (Aux Gym or Backup)

**Friday – October 18, 2024**

7:00am – 7:30am

Self-directed Movement opportunity

9:00am – 10:30am

Breakfast & RMS Annual General Meeting  
SIFX Keating Centre Conference Rooms

10:30am – 11:30am

The Crucial Role of Recreation Facilities & Staff in Emergency Response  
SIFX Keating Centre Conference Rooms

11:30am

Closing

Nutrition breaks will be provided throughout the conference!



Healthier Futures Through Recreation



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

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

Travel and Expense Claim			Rate <u>\$0.5838</u>
Name of Claimant:	Clint Samson		
Destination:	Inverary Resort, Baddeck, NS		
Purpose of Travel:	AMTC Conference 2024		
Departure Date/Time:	08-Oct-24	2:00pm	
Return Date/Time:	11-Oct-24	5:00pm	
Approval to Travel :		Date:	

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total	
Total Mileage (# of Km):	238.00	119.00	0.00	0.00	119.00	0.00	238.00
Total Cost of Mileage:	\$138.94	\$69.47	\$0.00	\$0.00	\$69.47	\$0.00	\$138.94
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>							
Meals: Breakfast	\$20						\$0.00
Lunch	\$25	\$25.00	\$25.00	\$25.00			\$75.00
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
<b>Total Amount Being Claimed</b>	<b>\$109.47</b>	<b>\$65.00</b>	<b>\$35.00</b>	<b>\$94.47</b>	<b>\$0.00</b>	<b>\$303.94</b>	

Written Travel Report - Policy Requirements (Section 4. b i)

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 CS N/A \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MSB

<p><b>All claims are to be submitted not later than 60 days after return.</b></p> <p>Claimant Signature: </p> <p>Date Submitted: 15-Oct-24</p> <p>Travel Approved by Supervisor: </p> <p>GL Code: 10 212 2100 212130</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Goods Rec'd Date:</td> <td style="text-align: center;">10/22</td> <td>Initial:</td> <td style="text-align: center;">CS</td> </tr> <tr> <td>Prices Checked:</td> <td></td> <td></td> <td style="text-align: center;">CS</td> </tr> <tr> <td>Add. &amp; Ext. Checked:</td> <td></td> <td></td> <td style="text-align: center;">CS</td> </tr> <tr> <td>Approval for Payment:</td> <td></td> <td></td> <td style="text-align: center;">CS</td> </tr> <tr> <td>Discount Date:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Paid by Cheque No.:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Distributor/Account No.:</td> <td style="text-align: center;">102212 2130 212130</td> <td></td> <td></td> </tr> </table>	Goods Rec'd Date:	10/22	Initial:	CS	Prices Checked:			CS	Add. & Ext. Checked:			CS	Approval for Payment:			CS	Discount Date:				Paid by Cheque No.:				Distributor/Account No.:	102212 2130 212130		
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Approval for Payment:			CS																										
Discount Date:																													
Paid by Cheque No.:																													
Distributor/Account No.:	102212 2130 212130																												



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

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

**Travel and Expense Claim** Rate \$0.5838

Name of Claimant:	Clint Samson		
Destination:	Inverary Resort, Baddeck, NS		
Purpose of Travel:	AMTC Conference 2024		
Departure Date/Time:	08-Oct-24	2:00pm	
Return Date/Time:	11-Oct-24	5:00pm	

Approval to Travel: Date: 10 July 2024

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

**Written Travel Report - Policy Requirements (Section 4. b i)**

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 \_\_\_\_\_

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

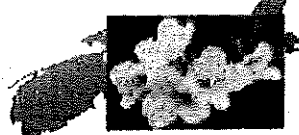
Claimant Signature: \_\_\_\_\_

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

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

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

Association  
of Municipal



Tax Collectors  
of Nova Scotia

# 2024 CONFERENCE AGENDA

## 46TH ANNUAL AMTC FALL CONFERENCE

OCTOBER 8 - 11, 2024

### CHILLING BACK IN CAPE BRETON

ASSOCIATION OF MUNICIPAL TAX COLLECTORS OF NOVA SCOTIA

MISSION: To properly serve the citizens in the collection of taxes and rates by enhancing the overall professional development of Tax Collectors in the Province of Nova Scotia.

#### Tuesday, October 8

7:00 - 9:00 Register

#### Wednesday, October 9

6:00 - 8:00 Breakfast

8:15 - 8:30 Announcements

8:30 - 8:45 Presentation to Community  
Pantry & Fridge

8:45 - 10:00 Scott Thomas,  
Motivational Speaker

10:00 - 10:20 Break

10:20 - 12:00 Scott Thomas,  
Motivational Speaker

12:00 - 1:30 Lunch

1:30 - 3:00 PVSC

3:00 - 3:20 Break/Make way to Bell  
Museum

3:30 - 5:00 Alexander Graham Bell  
Museum

Supper (on your own)

TBA Campfire

#### Thursday, October 10

6:00 - 8:00 Breakfast

8:15 - 8:30 Announcements/AGM

8:30 - 10:00 Tax Sale - Edwina

10:00 - 10:20 Break

10:20 - 12:00 Tax Sale - Edwina

12:00 - 1:30 Lunch

1:30 - 3:00 Ridgeback - Security

3:00 - 3:20 Break

3:20 - 4:30 Ridgeback - Security

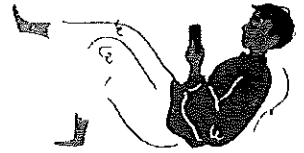
6:00 Banquet BBQ & Entertainment

#### Friday, October 11

6:00 - 8:00 Breakfast

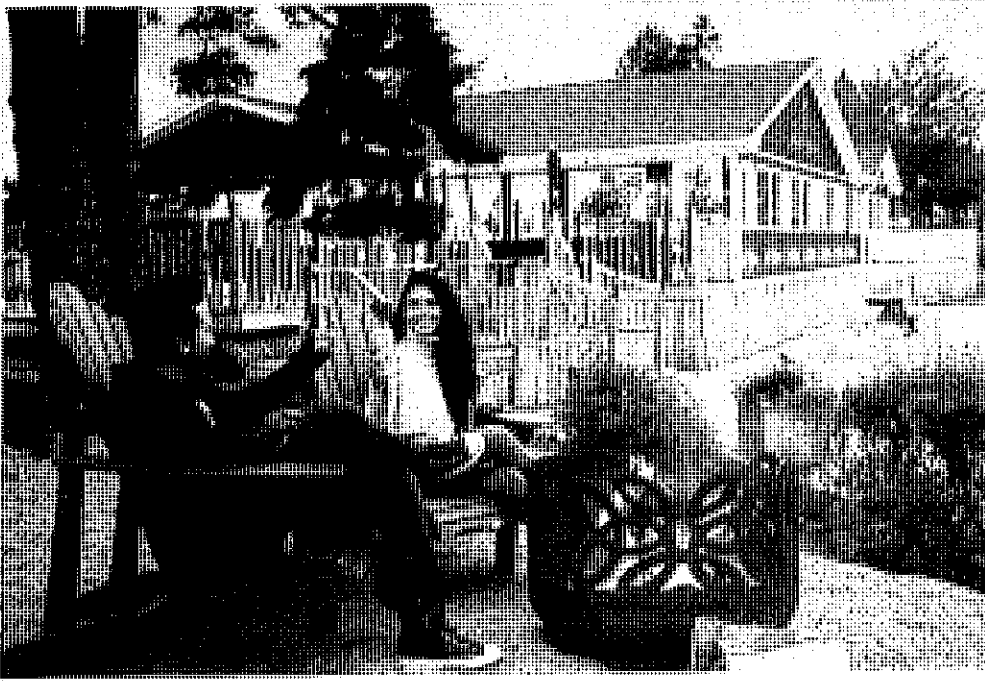
8:15 - 8:30 Announcements

8:30 - 10:00 Collection Trivia



PLEASE  
REMEMBER TO  
PASS IN YOUR  
SURVEY AND  
NAME TAGS!

**Thank you for coming!**  
**Safe travels! See you next year!**



Dear Clint Samson,

Thank you for choosing Inverary Resort for your upcoming stay in Baddeck!

Please familiarize yourself with our resort policies by [CLICKING HERE](#)

**Here are your reservation details:**

Reservation #:	454330
Arrival:	Tuesday Oct 8, 2024
Departure:	Friday Oct 11, 2024
Accommodation:	Traditional King
Rate Type:	Group Overnight
Nightly Rate:	195.00 plus applicable taxes
Golf Tee Time:	
Estimated Remaining Total:	\$692.94
Deposit Paid:	\$
Adults:	2
Children:	0
Check-in:	3:00 pm
Check-out:	11:00 am

Thank you for choosing us and we look forward to hosting you!

To plan the rest of your time in our area, [CLICK HERE](#) to visit Baddeck's visitor website.



# REAL ATLANTIC SUPERSTORE™

PORT HAWKESBURY SUPERSTORE  
(902) 625-5123

## 27-PRODUCE

(3)06030305103	HONEYCRISP APPLE NRJ	
3 @ \$9.00		27.00
4011	BANANA NRJ	
3.265 kg @ \$2.10/kg		7.12
1.940 kg @ \$2.10/kg		4.23
<b>SUBTOTAL</b>		<b>38.35</b>
<b>TOTAL</b>		<b>38.35</b>

Trans. Type: PURCHASE  
Account: VISA CAD\$ 38.35  
Card Type: CREDIT  
Card Number: \*\*\*\*3410 P  
Date Time: 24/09/23 10:27:41  
Ref. #: 154271  
Auth #: 022815

VISA CREDIT  
A000000031010 000000000  
00 APPROVED - THANK YOU  
Retain this copy for statement  
validation  
\*\*\* CUSTOMER COPY \*\*\*

CREDIT TN 38.35

You could have earned at least 380  
PC Optimun points with a  
PC Financial Mastercard or PC Money Account.  
Learn more at [pcfinancial.ca](http://pcfinancial.ca)

\*\*\*\*\*  
GST # 12223-5922 RT0001  
JUST LOWER PRICES.

\*\*\*\*\*  
Jenna Jamieson  
2024/09/23 VICKI 401 01 5006 10:27  
Tell us how we did today! Visit  
[storeopinion.ca](http://storeopinion.ca) or call 1-800-531-2928  
Win a \$1,000 PC gift card or  
1,000,000 PC Optimun points  
Full contest rules on survey website  
CODE: 092324 102701 5086 00317

Walmart 

How did we do today?

Complete our short customer survey at  
**SURVEY.WALMART.CA**



Rules and regulations apply.  
See contest rules for details.

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

902-626-0954

ST# 03068 DP# 000066 TEN 01 TR# 00995

GV 24XEOOML	605388879280	\$2.97 D
NS DEPOSIT	078742640760	\$2.40 H
GV 24XEOOML	605388879280	\$2.97 D
NS DEPOSIT	078742640760	\$2.40 H
GV CHOC 24	627735012960	\$5.48 J
GV CHOC 24	627735012960	\$5.48 J
GV 18 EAFS	628915224830	\$5.38 D
GV 18 EAFS	628915224830	\$5.38 D

SUBTOTAL	\$32.46
HST 15.0000%	\$1.64
TOTAL	\$34.10

VISA TEND	\$34.10
CHANGE DUE	\$0.00

VISA CREDIT \*\*\*\* \* 3410 RF 1  
\$34.10 TOTAL PURCHASE  
APPROVAL # 022887  
RRN # C01001132  
TRANS ID - 384267490624681

AID A0000000031010  
TC 4651DIA021630279C  
TERMINAL ID WNTUP002214

09/23/24 10:37:42

GST/HST 137466199 R1 0001  
QST 1016661356 TR 0001

# ITEMS SOLD 6  
TC# 6276 9141 9330 8345 5783



09/23/24 10:37:43



Thank you for shopping at  
Sobeys Port Hawkesbury 625-1242  
HST# R895588788

Served by: Lori

GROCERY

Napkins \$6.99 10  
YOU SAVED \$1.80

SUBTOTAL \$6.99  
HST 1 15% \$1.05  
**TOTAL \$8.04**  
TENDER \$8.04  
Cash CHANGE \$0.00

NUMBER OF ITEMS 1

\*\*\*\*\*YOUR SAVINGS\*\*\*\*\*

Discounts & Specials \$1.80  
Your Total Savings \$1.80  
Percentage Savings 20%

\*\*\*\*\*

MERCHANT 27056010 RF  
TERMINAL ID S02705601005  
\*\* Purchase \*\* \$ 8.04  
CARD VI RCPT 6055000  
NO. \*\*\*\*\*3410 RESP 001  
DATE 09/24/2024 TIME 08:48:41  
AUTH # 052534  
REF# 001961021  
APPL. VISA CREDIT  
AID A0000000031010

00 APPROVED - THANK YOU

Term Tran Store Oper 09/24/24  
5 6055 704 714 08:48:42

WWW.SOBEYS.COM

# Tim Hortons

Port Hawkesbury, NS  
603 Reeves

Take Out  
Order #: 324

3 Take 12 Original Blend	\$59.97
1 Take 12 Orng Steep Tea	\$20.99
1 SH Dark Roast	\$1.48
1 Black	

Subtotal:	\$82.44
HST:	\$12.37
Total Tax:	\$12.37

**Grand Total:** \$94.81

Visa: \$94.81  
Change Due: \$0.00

Cashier: SHIFT 3

HST #126644756  
D9-24-2024 01:37:27 PH  
Receipt #: 376410403  
Order ID: 79795203

Enjoy any French Vanilla, Hot Chocolate,

or Red Coffee for \$1\*

Visit [tims.ca](http://tims.ca) and let us know how we did.

Survey Code:

3050-9620-3134-4210-40553

Upon survey completion enter validation code  
here: \_\_\_\_\_

And return this receipt to a participating Tim Hortons  
in Canada to receive offer.

\*Plus tax. See website for full Terms and Conditions

VISA	*****3410
Card Entry:TAP_ICC	Sequence:000109
Trans Type:Purchase	\$94.81
Term #:	203
REF #:	00000109
Application Label:	VISA CREDIT
AID #:	A0000000031010
TUR #:	0000000000
TSI #:	0000
Auth #:017944	Approved

Guest Copy  
RECEIPT REPRINT



**The Front Porch Café &  
Ice-Cream Bar**

39 Loggie Street  
MULGRAVE, VIC  
3082  
(03) 9331 1100  
<https://the-front-porch.square.site/>

September 24, 2024  
2:19 p.m.  
Elaine

---

Receipt: 5wK6  
Authorization: 001050

---

VISA CREDIT  
AID A0 00 00 00 03 10 10

---

FOR HERE

---

scones	\$100.00
<hr/>	
Total	\$100.00
Visa 3410 (Contactless)	\$100.00

APPROVED



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

Travel and Expense Claim		Rate <u>\$0.5838</u>
Name of Claimant:	Martin Thomsen	
Destination:	Halifax (Arichat-Halifax, return)	
Purpose of Travel:	Travel to and attending NZA OSW R&D Conference (18 Nov) and MRC Annual Conference (19-21 Nov) - delivered presentation at each conference	
Departure Date/Time:	17 Nov 2024 / 04.00pm	
Return Date/Time:	21 Nov 2024 / 06.00pm	
Approval to Travel:	see attached	Date: <u>9 September 2024</u>

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): <span style="float: right;">624.00</span>	313.00	0.00	0.00	0.00	311.00	624.00 ✓
Total Cost of Mileage: <span style="float: right;">\$364.29</span>	\$182.73	\$0.00	\$0.00	\$0.00	\$181.56	\$364.29 ✓
Accommodation/Hotel Name: <i>(Indicate if Direct Bill or Provide Receipt)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Meals: Breakfast <span style="float: right;">\$20</span>		\$20.00	\$20.00	\$20.00	\$20.00	\$80.00 ✓
Lunch <span style="float: right;">\$25</span>						\$0.00
Dinner <span style="float: right;">\$30</span>	\$30.00	\$30.00	\$30.00	\$30.00		\$120.00 ✓
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)	\$10.00	\$10.00	\$10.00	\$10.00		\$40.00 ✓
Taxi/Parking/Tolls (Receipts Required)					\$144.00	\$144.00 ✓
<b>Total Amount Being Claimed</b>	<b>\$222.73</b>	<b>\$60.00</b>	<b>\$60.00</b>	<b>\$60.00</b>	<b>\$345.56</b>	<b>\$748.29</b> ✓

Written Travel Report - Policy Requirements (Section 4. b i)

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 MT N/A \_\_\_\_\_

Conference agendas attached \_\_\_\_\_

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

14573

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

Claimant Signature: [Signature]

Date Submitted: 2nd Dec 2024

Travel Approved by Supervisor: [Signature]

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

## Troy MacCulloch

---

**From:** Troy MacCulloch  
**Sent:** September 9, 2024 12:36 PM  
**To:** Martin Thomsen  
**Cc:** Shelley David  
**Subject:** RE: NZA and MRC Conference in November

Approved.

Thx

Troy

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



**Troy MacCulloch, CMML, FSAScot**  
Chief Administrative Officer

**Phone:** 902.226.3970  
**Mobile:** 902.631.4120  
**Email:** [cao@richmondcounty.ca](mailto:cao@richmondcounty.ca)

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

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

**From:** Martin Thomsen <[Energy@richmondcounty.ca](mailto:Energy@richmondcounty.ca)>  
**Sent:** September 9, 2024 11:39 AM  
**To:** Troy MacCulloch <[CAO@richmondcounty.ca](mailto:CAO@richmondcounty.ca)>  
**Subject:** NZA and MRC Conference in November

Hello Troy,

Looking for approval to go to the [MRC Annual Conference](#) in Halifax 19-21 November, which follows the NZA OSW R&D Conference on 18 November that I'm already attending as a panelist.

Thanks,  
Martin

Martin Thomsen  
Manager of Energy Sector Development  
Municipality of the County of Richmond / Town of Port Hawkesbury  
E: [energy@richmondcounty.ca](mailto:energy@richmondcounty.ca)  
P: +1 902 227 5204

**Halifax Marriott H**

Indigo

**Payment Receipt**

Station name: PoF 2

Entry: 2024-11-17, 7:50 p.m

Payment: 2024-11-21, 1:08 p

Card no.: 03416138013794489

Due: CAD 144.00

Tariff: CAD 144.00

Reduction: CAD 0.00

Paid with: CAD 144.00

HST # 12099 6095

TRANSACTION RECORD

PARC INOIGO - NO CHA012  
1919 UPPER WATER ST  
HALIFAX, NS, B3J 3J5

TYPE: PURCHASE

VISA

AMOUNT: \$ 144.00

CARD NUMBER: \*\*\*\*\*3410

NOV 21, 2024 13:08:41

REF#: 66255091 001-592-001-0 (C)

AUTHORIZATION: 052396

VISA CREDIT

AID: A0000000031010

TVR: 0080008000 TSI: E800

VERIFIED BY PIN

01 - APPROVED-THANK YOU - 027

IMPORTANT - Retain this copy for your  
CUSTOMER COPY



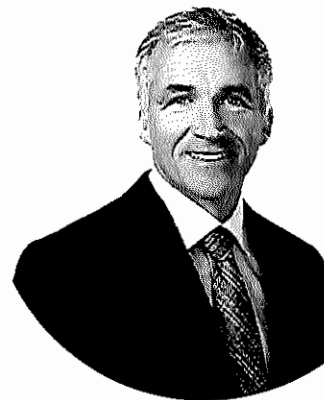
**NOVA SCOTIA  
OFFSHORE WIND  
R&D FORUM**  
NOVEMBER 18, 2024

**Program Guide**

**WELCOME!**

“The foundation for a Canadian offshore wind industry is being assembled. The Accord Acts amendments have passed, so an experienced regulator is in place. The draft report of the Regional Assessment of Offshore Wind Development in Nova Scotia has been released for comment. Within it is a recognition of the importance of a collaborative R&D effort.

The timing for the Nova Scotia Offshore Wind R&D Forum is excellent. It’s our first opportunity for researchers and stakeholders to share what we know, and to discuss what we should learn to support a sustainable and inclusive offshore wind industry in Nova Scotia.



So, ask questions and contribute to conversations. Net Zero Atlantic is taking notes for what’s next.”

— Alisdair McLean,  
Chief Executive Officer  
Net Zero Atlantic

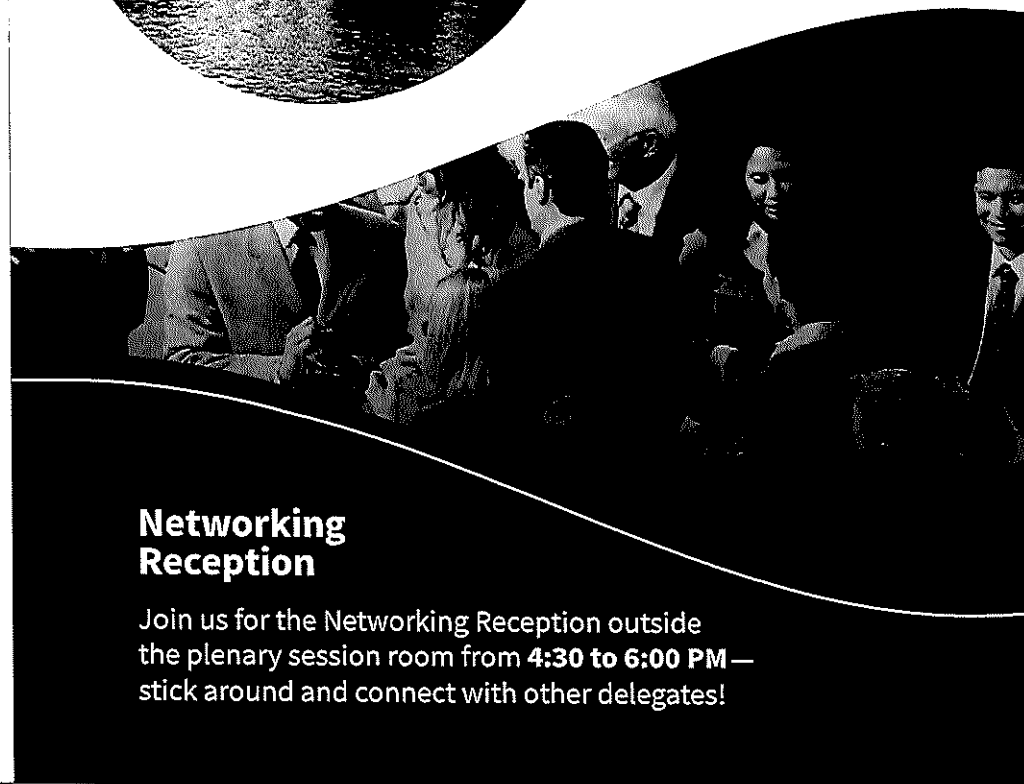
# THANK YOU TO OUR SPONSORS

We would like to thank our sponsors for supporting the Nova Scotia Offshore Wind R&D Forum. Your commitment to advancing offshore wind research and development plays a crucial role in shaping the future of the industry in Nova Scotia.



## LOCATION

Halifax Marriott  
Harbourfront Hotel  
1919 Upper Water St,  
Halifax, NS B3J 3J5



### Networking Reception

Join us for the Networking Reception outside the plenary session room from **4:30 to 6:00 PM** — stick around and connect with other delegates!

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    Environmental ..... 14

    Policy & Regulatory ..... 17

Poster Presentations ..... 18

Student Poster Presentations ..... 19

# AGENDA AT A GLANCE

Nova Scotia Offshore Wind R&D Forum  
 November 18, 2024  
 Halifax Marriott Harbourfront Hotel

7:30 AM - 4:00 PM	Registration (open all day)
7:45 AM	Breakfast
8:00 AM - 8:25 AM	Welcome & Opening Remarks
8:25 AM - 8:50 AM	<i>Keynote Session: Anders Grønbech Jørgensen, Energinet — “Hubs and Spokes as a Next Step in European Collaboration to Integrate Offshore Wind”</i>
9:00 AM - 6:00 AM	Poster Presentations (open all day)
9:00 AM - 10:00 AM	Concurrent Sessions (Technical / Environmental / Policy & Regulatory)
10:00 AM - 10:30 AM	Refreshment Break, Networking & Poster Viewing
10:30 AM - 11:30 AM	Concurrent Sessions (Technical / Environmental / Policy & Regulatory)
11:40 AM - 12:30 PM	<i>Keynote Session: Graham Daborn, Acadia University — “Regional Assessment Committee – The Offshore Wind Option for Nova Scotia”</i>
12:30 PM - 1:30 PM	Buffet Lunch & Networking
1:30 PM - 1:40 PM	Student Posters Award
1:50 PM - 2:50 PM	Concurrent Sessions (Technical / Environmental / Policy & Regulatory)
2:50 PM - 3:15 PM	Refreshment Break, Networking & Poster Viewing
3:15 PM - 4:15 PM	Concurrent Sessions (Technical / Environmental / Policy & Regulatory)
4:30 PM - 6:00 PM	Networking Reception

FORUM SCHEDULE

# FORUM SCHEDULE

7:30 AM - 4:00 PM	Registration ( <i>open all day</i> )	Plenary Room					
7:45 AM	Buffet Breakfast	Plenary Room					
8:00 AM - 8:25 AM	Welcome & Opening Remarks • Alisdair McLean, <i>Chief Executive Officer, Net Zero Atlantic</i> • Elder Ann LaBillois, <i>Elder in Residence, Dalhousie University</i> • Chuck Maillet, <i>Vice President Nova Scotia, Atlantic Canada Opportunities Agency</i>	Plenary Room					
8:25 AM - 8:50 AM	Keynote Session: Hubs and Spokes as a Next Step in European Collaboration to Integrate Offshore Wind • Anders Grønbech Jørgensen, <i>Energinet</i>	Plenary Room					
9:00 AM - 6:00 AM	Poster Presentations ( <i>open all day</i> )	Exhibition Area					
9:00 AM - 10:00 AM	Concurrent Sessions						
	<table border="1"> <thead> <tr> <th>TECHNICAL SESSIONS PLENARY ROOM</th> <th>ENVIRONMENTAL SESSIONS BALLROOM B</th> <th>POLICY &amp; REGULATORY SESSIONS BALLROOM A</th> </tr> </thead> <tbody> <tr> <td> <b>OFFSHORE WIND: GRID INTEGRATION</b>                      Moderator:                      John Dalton, <i>Proserpio Energy LLC</i>                      Speakers:                      Tersham Matthews, <i>IVSP</i>                      Cornelis Plet, <i>DNV Energy Systems</i>                      Mahmoud Kiasari, <i>Dalhousie University</i> </td> <td> <b>OFFSHORE WIND: EFFECTS ON MARINE LIFE</b>                      Moderator:                      Anna Redden, <i>Acadia University</i>                      Speakers:                      Kaus Raghukumar, <i>Integral Corp</i>                      Benjamin Williamson, <i>University of Highlands &amp; Islands</i>                      Caitlin McGarigal, <i>New Jersey Department of Environmental Protection</i>                      Andrew Gill, <i>Cefas</i> </td> <td> <b>SUSTAINING THE SEASCAPE: CONSIDERATIONS FOR THE FISHERIES SECTOR</b>                      Moderator:                      Kevin Stokesbury, <i>Department of Atlantic Fisheries Development</i>                      Speakers:                      Kevin Stokesbury, <i>Department of Atlantic Fisheries Development</i>                      Kris Vascotto, <i>Nova Scotia Fisheries Advisory for Lobster Ecosystems</i>                      Russell Dmytriw, <i>IVF</i>                      Melissa Nevins, <i>Atlantic Policy Congress of First Nations Chief</i> </td> </tr> </tbody> </table>	TECHNICAL SESSIONS PLENARY ROOM	ENVIRONMENTAL SESSIONS BALLROOM B	POLICY & REGULATORY SESSIONS BALLROOM A	<b>OFFSHORE WIND: GRID INTEGRATION</b> Moderator: John Dalton, <i>Proserpio Energy LLC</i> Speakers: Tersham Matthews, <i>IVSP</i> Cornelis Plet, <i>DNV Energy Systems</i> Mahmoud Kiasari, <i>Dalhousie University</i>	<b>OFFSHORE WIND: EFFECTS ON MARINE LIFE</b> Moderator: Anna Redden, <i>Acadia University</i> Speakers: Kaus Raghukumar, <i>Integral Corp</i> Benjamin Williamson, <i>University of Highlands &amp; Islands</i> Caitlin McGarigal, <i>New Jersey Department of Environmental Protection</i> Andrew Gill, <i>Cefas</i>	<b>SUSTAINING THE SEASCAPE: CONSIDERATIONS FOR THE FISHERIES SECTOR</b> Moderator: Kevin Stokesbury, <i>Department of Atlantic Fisheries Development</i> Speakers: Kevin Stokesbury, <i>Department of Atlantic Fisheries Development</i> Kris Vascotto, <i>Nova Scotia Fisheries Advisory for Lobster Ecosystems</i> Russell Dmytriw, <i>IVF</i> Melissa Nevins, <i>Atlantic Policy Congress of First Nations Chief</i>
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10:00 AM - 10:30 AM	Refreshment Break, Networking & Poster Viewing	Exhibit Hall					

10:30 AM - 11:30 AM	Concurrent Sessions							
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11:40 AM - 12:30 PM	Keynote Session: Regional Assessment Committee – The Offshore Wind Option for Nova Scotia • Graham Daborn, <i>Acadia University</i>	Plenary Room						
12:30 PM - 1:30 PM	Buffet Lunch & Networking	Plenary Room						
1:30 PM - 1:40 PM	Student Posters Award	Plenary Room						

\*NOTE: This session ends at 11:30

FORUM SCHEDULE

1:50 PM - 2:50 PM	Concurrent Sessions		
	<b>TECHNICAL SESSIONS PLENARY ROOM</b>  <b>THE ROLE OF GEOSCIENCE IN OFFSHORE WIND PROJECTS</b>  Moderator: Tim Bachiu, <i>Net Zero Atlantic</i>  Speakers: Matteo Niccoli, <i>Canada-Nova Scotia Offshore Petroleum Board</i> Jordan Eamer, <i>Geospatial Resources Canada / Geological Survey of Canada</i> Grant Wach, <i>Dalhousie University</i>	<b>ENVIRONMENTAL SESSIONS BALLROOM B</b>  <b>MARINE SPATIAL PLANNING: MINIMIZING IMPACTS WITH OTHER OCEAN USERS</b>  Moderator: Kiera Walsh, <i>Net Zero Atlantic</i>  Speakers: Karl Hanke, <i>Baird and Associates</i> Ian Stewart, <i>University of King's College</i> Elizabeth Nagel, <i>Fisheries &amp; Oceans Canada</i>	
2:50 PM - 3:15 PM	Refreshment Break, Networking & Poster Viewing	Exhibition Area	
3:15 PM - 4:15 PM	Concurrent Sessions		
	<b>TECHNICAL SESSIONS PLENARY ROOM</b>  <b>FLOATING OFFSHORE WIND: THE NEW FRONTIER IN RENEWABLE ENERGY</b>  Moderator: Anne-Marie Belliveau, <i>Proiectable Consulting</i>  Speakers: Saveria Ventrelli, <i>Siemens Energy</i> Jean-Robert Fournier, <i>SEI Offshore</i> Mohammad Mahdi Azimnia, <i>Canadian Monitoring Center, Sharif University of Technology</i>	<b>ENVIRONMENTAL SESSIONS BALLROOM B</b>  <b>OFFSHORE WIND: INTERACTIONS WITH INVERTEBRATES, MAMMALS AND TURTLES</b>  Moderator: Sarah Thomas, <i>DP Energy</i>  Speakers: Robert Lennox, <i>Ocean Tracking Network</i> Hilary Moors-Murphy, <i>Fisheries &amp; Oceans Canada</i>	<b>HOW TO REGULATE SESSIONS BALLROOM B</b>  <b>ENACTING MEASURES AND STRATEGIES FOR FUTURE DEVELOPMENT</b>  Moderator: Mohammad Ali Raza, <i>OP &amp; F-Team</i>  Speakers: Martin Thomsen, <i>Richmond County</i> Courtney Wall and Katy Macdonald, <i>Marine Development</i> Blair MacDougall, <i>Waterford Energy Services Inc.</i>
4:30 PM - 6:00 PM	Networking Reception	Plenary Room	

# KEYNOTE SESSIONS

**KEYNOTE SESSION:**  
**Hubs and Spokes as a Next Step in European Collaboration to Integrate Offshore Wind**

**Anders Grønbech Jørgensen**  
*Chief Programme Manager, Energinet*

The European Union is determined to meet its obligations under the Paris Agreement. To do so, the EU is aiming at developing 300 GW of offshore wind production before 2050. The North Sea Wind Power Hub Programme investigated how to develop and integrate such massive amounts of energy and concluded that it is possible through integrated and modular hubs-and-spokes systems. The hubs collect the energy, connect production and consumption across national borders and convert electricity to hydrogen based on market signals. Intensified international collaboration is crucial to realize this vision.



**KEYNOTE SESSION:**  
**Regional Assessment Committee – The Offshore Wind Option for Nova Scotia**

**Graham Daborn**  
*Research Associate, Acadia University*

Presentation Description: A five-member independent committee, well supported by a seven-member Secretariat, began to examine the feasibility and acceptability of large-scale capture of wind energy in offshore regions of Nova Scotia in April 2023. The Committee was tasked with providing information, knowledge and analyses regarding future offshore wind development activities in the Study Area and the potential effects, to inform and improve future planning, licensing and impact assessment processes for offshore wind activities in a way that helps protect the environment and health, social and economic conditions and creates opportunities for sustainable economic development. After extensive engagement with the public, Indigenous communities, government agencies, fishers, academics and industry representatives, the Committee identified 8 potential development areas that might accommodate offshore wind farms and have the least conflict with other important activities such as fishing, conservation, etc.

The Draft Final Report also included 34 recommendations for the Ministers to consider regarding offshore wind development in Nova Scotia.



# CONCURRENT SESSIONS

During the forum, delegates can participate in four-time blocks of concurrent sessions, each featuring three themes:



You have the flexibility to engage with sessions within a single theme or explore a mix across themes. Each session will consist of a series of presentations, concluding with a Q&A segment to foster discussion and inquiry.

## TECHNICAL SESSIONS



**MODERATOR**  
John Dalton  
*Power Advisory*



Tershara Matthews  
*WSP*  
"Starting with the End in Mind"



Cornelius Plet  
*DNV Energy Systems*  
"HVDC and the Link Between Power Transmission and Lease Area Sizing"



Mahmoud Kiasari  
*Dalhousie University*  
"Grid Integration and Pathways to Market for Renewable Energy: Leveraging AI and Machine Learning"



**MODERATOR**  
Thomas Levy  
*Natural Resources Canada*



William Perrie  
*Bedford Institute of Oceanography*  
"Estimating the Offshore Wind Resources off Nova Scotia"



Lucas Swam  
*Dalhousie University*  
"Nova Scotia Offshore Wind Farm Site Considerations: Resource, Seasonality, and Integration"

## TECHNICAL SESSIONS

### The Path of Geoscience Data in Offshore Wind Projects



**MODERATOR**  
Tim Bachiu  
Net Zero Atlantic



Matteo Niccoli  
Canada-Nova Scotia Offshore  
Petroleum Board  
"Geoscience Data Curation and  
Interpretation for Offshore Wind  
at the Canada-Nova Scotia  
Offshore Petroleum Board"



Jordan Eamer  
Geological Survey of Canada  
"Recent Geological Data  
Collection and Preliminary  
Interpretations in Support of  
Offshore Wind Decision  
Making on the Scotian Shelf"



Grant Wach  
Dalhousie University &  
Maurice Dusseault  
University of Waterloo  
"Energy Storage to  
Support Atlantic Canada's  
Offshore Wind Plans"

### Offshore Wind: Navigating the Nova Scotia Renewable Energy



**MODERATOR**  
Anne-Marie Belliveau  
Projectable Consulting



Saverio Ventrelli  
Siemens Energy  
"Offshore Floating Wind: Battery  
Energy Storage System Support-  
ing the Decarbonization, the  
Bankability, and Lowering the  
OPEX of the Assets"



Jean-Robert Fournier  
SBM Offshore  
"Floating Offshore Wind:  
Positioning Port in the  
Value Chain for Seamless  
Execution"



Mohammad Mahdi  
Aziminia  
University of Iran  
"Predictive Maintenance  
Scheme for Offshore Wind  
Turbine Using Digital Twin  
Model"

## ENVIRONMENTAL SESSIONS

9:00 AM – 10:00 AM (Ballroom B)

### Offshore Wind: Effects on Marine Life



**MODERATOR**  
Anna Redden  
Acadia University



Kaus Raghukumar  
Integral Corp  
"Towards more  
accurate sound source  
verification for offshore  
wind environmental  
permitting"



Benjamin Williamson  
University of Highlands  
& Islands  
"PELAGIO: Physics-to-  
ecosystem Level  
Assessment of Impacts  
of Offshore Wind  
Farms"



Caitlin McGarigal  
New Jersey Department of  
Environmental Protection  
"A State's Approach to Develop-  
ing a Regional Offshore  
Wind Research and Monitor-  
ing Program for Habitat,  
Wildlife and Fisheries in the  
Mid-Atlantic"



Andrew Gill  
Cefos  
"Ecological  
Considerations for  
Assessing  
Environmental  
Impacts on Fisheries  
Species"

10:30 AM – 11:30 AM (Ballroom B)

### From Collision Avoidance to Habitat Impact: Assessing the Potential Affects of Offshore Wind on Bird and Bat Populations



**MODERATOR**  
Phil Taylor  
Acadia University



Stephanie Avery-Gomm  
Environment and Climate Change  
Canada

"Framework for Assessing the  
Cumulative Effects of Offshore  
Wind Energy Development and  
Other Pressures on AeroFauna  
in Atlantic Canada"



Paul Knaga  
Environment and Climate Change  
Canada, Canadian Wildlife  
Services

"Assessing the Vulnerability of  
Offshore AeroFauna to the  
Emerging Offshore Wind Energy  
Industry in Atlantic Canada"



Kate Williams  
CROWE, Biodiversity  
Institute

"Mitigating Impacts to  
Birds and Bats from  
Offshore Wind  
Development: Available  
Evidence and Data Gaps"

## ENVIRONMENTAL SESSIONS

1:50 PM – 2:50 PM (Ballroom B)

### Marine Spatial Planning: Minimizing Impacts with Other Ocean Users



**MODERATOR**  
Kiera Walsh  
*Net Zero Atlantic*



Karl Hanke  
*Baird and Associates*  
"Navigation Impacts due to Offshore Wind Developments: Modelling of Collision and Allision Incident Frequencies"



Ian Stewart  
*University of King's College*

"Recent Research on Policy and Regulatory Approaches Supporting Co-Existence in Support of Nova Scotia's Offshore Wind Development"



Christopher Milley  
*Dalhousie University*



Elizabeth Nagel  
*Fisheries and Oceans Canada*

"Marine Spatial Planning Decision Support for Offshore Wind Planning"

3:15 PM – 4:15 PM (Ballroom B)

### Offshore Wind: Interactions with Invertebrates, Mammals and Turtles



**MODERATOR**  
Sarah Thomas  
*DP Energy*



Robert Lennox  
*Ocean Tracking Network*  
"The Potential of Tracking Aquatic Animals to Support Sustainable Progress in Marine Renewables"



Hilary Moors-Murphy  
*Fisheries & Oceans Canada*  
"Cetaceans of the Scotian Shelf and DFO Maritimes Region's Long-Term Passive Acoustic Monitoring Program"



Daphne Munroe  
*Rutgers University*  
"Shellfish Fisheries and Offshore Wind: Modeling the Potential Interactions and Surveying Resource Changes"

## POLICY & REGULATORY SESSIONS

1:50 PM – 2:50 PM (Ballroom B)

### Sustaining the Seascapes: Considerations for the Fisheries Sector



**MODERATOR**  
Kevin Stokesbury  
*University of Massachusetts Dartmouth*

"Anticipating the Winds of Change: A baseline assessment of Northeastern US Continental Shelf Surficial Substrates"



Kevin Stokesbury  
*University of Massachusetts Dartmouth*



Kris Vascotto  
*Nova Scotia Fisheries Alliance for Energy Engagement*

"Perspectives of the Seafood Sector in Gaither Co-Existence"



Melissa Nevin  
*Atlantic Policy Congress of First Nations Chiefs*  
"Offshore Wind and First Nations Fisheries"



Russell Dmytriw  
*AWCL*  
"Approaches to Fisheries Compensation in Nova Scotia"

3:15 PM – 4:15 PM (Ballroom B)

### Emerging Best Practices in Education and Social Acceptance



**MODERATOR**  
Scott Skinner  
*Clear Foundation*



Jennifer MacNeil  
*Cape Breton Partnership*

"Navigating an Emerging Offshore Wind Industry with Communities in Unama'ki — Cape Breton Through Two-Way Knowledge Sharing"



Kat Mataya  
*COVE*

"Harnessing Offshore Wind Education: The Pathway from Learning to Leading"



John Colton  
*Acadia University*

"Advancing Community Engagement Practices in NIRE Development"



Kelsey White and Zach Sabean  
*The Confederacy of Mainland Mi'kmaq*

"Inclusive Mi'kmaq Engagement for Mainland Mi'kmaq Communities"

## POLICY & REGULATORY SESSIONS

### Enabling Measures and Strategies for Future Development



**MODERATOR**  
Mohammad  
Ali Raza  
*Cox & Palmer*



Martin Thomsen  
*Richmond County*  
"Offshore Wind Centre  
of Excellence —  
Opportunities Appraisal  
and Business Case:  
Interim Report"



Courtney Wall and Katy Macdonald  
*Stantec Consulting*  
"An Assessment of the Current State  
of Policy to Enable Offshore Wind  
Development in Atlantic Canada"



Blair MacDougall  
*Waterford Energy  
Services Inc*  
"A Technical  
Assessment — Offshore  
Wind in Nova Scotia"

## POSTER PRESENTATIONS

Join us in the foyer area to explore today's research and development in offshore wind, showcasing outstanding projects from both local and global perspectives.

**Genevieve Philibert**  
*Geological Survey of Canada*  
Geological Suitability of Eastern  
Canada's Offshore for Marine  
Renewable Infrastructure

**Pierre-Arnaud Desjage**  
*Geological Survey of Canada*  
Is the Surface Sediment  
Composition a Threat for the  
Development of Offshore Wind  
Energy on the Scotian Shelf:  
Preliminary Results and Future  
Projects

**Jordan Eamer**  
*GSC*  
Recent Geological Data Collection  
and Preliminary Interpretations in  
Support of Offshore Wind Energy  
Decision Making on the Scotian  
Shelf

**Stephanie Avery-Gomm**  
*Environment and Climate Change  
Canada*  
Mitigating Impacts to Birds and  
Bats from Offshore Wind  
Development: Available Evidence  
and Data Gaps

**Mostafa Mostafavi Sani**  
*Dalhousie University*  
The Investigation of Wind Turbine  
Implication in Decarbonizing  
Remote Communities in Canada:  
An Optimization Framework with  
Economic, Environmental, and  
Social Objectives

**Abdulhadi Ayyad**  
*Independent Researcher / Utrecht  
University*  
Quantifying the Possible  
Contribution from Offshore  
Floating PV to the Electricity Supply  
of Atlantic Canada

**Mohammad Masoumiasl**  
*University of Iran*  
Optimizing Power System  
Integration of Double-fed Induction  
Generator Wind Turbines and HFCs:  
A Multi-Objective Framework

**Kory Melchoir**  
*Dalhousie University*  
Developing an Energy Management  
System Based on Machine Learning  
Forecasting of Renewable Energy  
Systems

**Adango Miadonye**  
*Cape Breton University*  
Feasibility Study of Offshore Wind  
Installation in Nova Scotia with  
Emphasis on Cape Breton Island

**Tamara Wilson**  
*Dalhousie University*  
Monitoring Offshore Ocean  
Currents Using High-frequency  
Radar

**Adam Comeau**  
*Dalhousie University*  
Glider Based Ocean Sampling in  
Atlantic Canada

**Shiva Talebi**  
*Dalhousie University*  
Enhancing Renewable Energy  
Integration through Multi-Objective  
Optimization

**Nicholas Legge**  
*Dalhousie University*  
Modelling the impact of Long-  
Duration Energy Storage for Nova  
Scotia's Wind Energy Transition

**Jacob Thompson**  
*Wiwasolvent Total Primary Energy  
Solutions*  
Nova Scotia's Hourly and Climate  
Wind Data, Energy Storage,  
Hydrogen, and Approaching 100%  
Renewable Energy Using Wind-  
Water-Solar with EnergyPLAN

# STUDENT POSTER COMPETITION

Come and check out the student posters who have been selected for the competition. Explore their research topics related to offshore wind.

**Eliza Batchelder**  
*University of Victoria*  
Navigating the Social Seas: Using Mental Models to Understand Stakeholder Perceptions of Offshore Wind Development in the Gulf of Maine

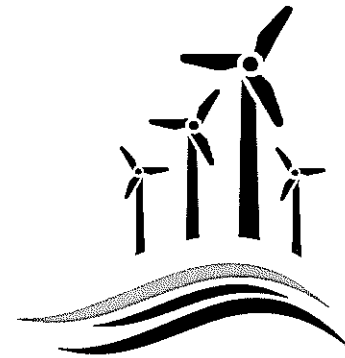
**Mahdi Ghaffari**  
*Dalhousie University*  
Minimizing the Voltage Regulation to Enhance the Microgrid Stability Using Hybrid Optimization Approaches for Offshore Wind Integration

**Mehrnaz Ahmadi**  
*Dalhousie University*  
Advancing Underwater Communication: Introducing the Filtering Augmented with Adaptive Iterations Model

**Firas Marsit**  
*University of West Brittany*  
Enhancing Coexistence Between Offshore Wind Energy and Fishing: A Regulatory and Policy Challenge

**Abdullah Mohammed Atiq**  
*Dalhousie University*  
Weighing Opportunities and Risks: Creating a Comprehensive Evaluation Framework for Nova Scotia's Offshore Wind Sector

**Mostafa Mostafavi Sani**  
*Dalhousie University*  
The Investigation of Wind Turbine Implication in Decarbonizing Remote Communities in Canada: An Optimization Framework with Economic, Environmental, and Social Objectives



**net-zero**  
atlantic



Thank you for joining us at the  
Nova Scotia Offshore Wind R&D Forum

For more information on our offshore wind research,  
please visit our website: [netzeroatlantic.ca](https://netzeroatlantic.ca)

Or contact us at: [info@netzeroatlantic.ca](mailto:info@netzeroatlantic.ca)

MARINE RENEWABLES CANADA

CONFERENCE  
OVERVIEW2024 CONFERENCE  
PROGRAM

HALIFAX | NOVA SCOTIA

NOVEMBER 19-21, 2024

Join Marine Renewables Canada in Halifax on November 19-21, 2024 to get the latest updates on opportunities and activity in offshore wind, tidal, river current and wave energy across Canada and globally!

Canada's marine renewable energy industry is embarking on an exciting chapter. These upcoming years will be pivotal in ensuring our offshore wind, tidal, wave, and river current resources play a major role in achieving net zero goals and building the blue economy.

This year, Marine Renewables Canada's 2024 Conference will set the stage for how we come together to build this new industry in Canada and continue work towards establishing a thriving marine renewable energy sector for generations to come. Over the course of two days, industry leaders and experts will provide insight on market opportunities, current industry activity and progress, and work underway to enable sector growth.

Key features of the conference will include:

- ✓ Highlights on Canadian achievements, milestones, and progress by industry leaders
- ✓ Identification of market and innovation opportunities
- ✓ Insight and discussion on Indigenous involvement and perspectives
- ✓ Updates on initiatives and research enabling sector development
- ✓ Exclusive pre-conference MRC member-only sessions, tailored to support the growth and needs of our members' businesses
- ✓ Industry exhibition profiling capabilities and expertise
- ✓ Networking opportunities to help build new connections and partnerships

Marine Renewables Canada's 2024 Conference represents the largest and most significant event of the year for Canada's marine renewable energy industry. Join us in Halifax, Nova Scotia for the only conference in Canada that brings together visionaries, experts, and pioneers in tidal, offshore wind, wave, and river current energy and delivers the most up-to-date information on marine renewables!

# CONFERENCE PROGRAM



## Pre-Conference Activities | Tuesday, November 19, 2024

### Ocean of Opportunities: International Networking Program

With promising natural resources and an experienced offshore and maritime supply chain, Canada's marine renewable energy sector is an emerging market to watch. At the same time, market intelligence and insight from more mature marine renewables markets at these earlier stages is critical for building a thriving and sustainable Canadian marine renewable energy industry.

Benefit from the experience of international businesses and capitalize on targeted networking opportunities with MRC's Ocean of Opportunities Program at the 2024 Marine Renewables Canada Conference. Activities will include an international Roundtable and Lunch, as well as an organized B2B program for international delegates and MRC members.

#### 10:30 pm - 12:00 pm | International Roundtable

Location: Nova Scotia A&B Ballroom

**Moderator:** Neil McIntosh, Managing Director, Aberdeen International Associates (AIA)

#### Opening Remarks:

- Amanda White, Operations Director, Marine Renewables Canada
- Allison MacKenzie, Trade Commissioner, Global Affairs Canada

#### Speakers:

- Thomas Newcomb, Senior Chief Consultant, Offshore Wind Advisory, Ramboll
- David Wotherspoon, Director of Geographic Growth, OWC
- Gordon McIntosh, Chairman & Director, Aberdeen International Associates (AIA)
- Tatiana Fonseca, Head of Legal, Qair Brasil
- Igor Gonçalves, Chamber of Foreign Trade and Investment, Development Agency of Ceará

#### -12:00 pm - 12:45 pm | Lunch

Location: Nova Scotia A&B Ballroom

*\*\*Open to international roundtable participants only*

#### 10:00 AM - 3:00 PM Daily | B2B Meetings

Location: Sable ABC Rooms

November 20 & 21st | B2B meeting services will be available exclusively to MRC members who wish to connect with international delegates and vice versa.

# CONFERENCE PROGRAM



## Pre-Conference Activities | Tuesday, November 19, 2024

### MRC Member Sessions

Following the success of last year's Member Sessions, Marine Renewables Canada (MRC) is offering another opportunity for MRC members to attend pre-conference training and information sessions. These are designed to support members' needs and business efforts, and will provide MRC members with knowledge, insight, and practical advice to assist with project planning and development, business development and growth, and relationship-building. MRC Member Sessions are complimentary with conference registration and exclusive to MRC members.

#### MRC Member Sessions Emcee and Moderator:

- Terry Thibodeau, Renewable Energy Program Coordinator, Municipality of Digby

#### 1:30 pm - 2:30 pm - Member Session 1 | Increasing Inclusivity in the Marine Renewable Energy Sector: Engagement and Partnerships with Indigenous Communities and Businesses

Location: Nova Scotia C&D Ballroom

Through this session, MRC members will receive thoughtful advice and information for increasing Indigenous involvement in marine renewable energy projects. Attendees will gain insight on how to develop meaningful, respectful, and productive relationships with Indigenous communities and businesses.

#### Speakers:

- Tracy Menge, Benefits Officer, Kwilmu'kw Maw-klusuaqn Negotiation Office (KMKNO)
- Crystal Nicholas, President & Interim General Manager, Wskijinu'k Mtmo'ta'nuuow Agency (WMA)

*\*Program is subject to change until finalized.*

# CONFERENCE PROGRAM



## Pre-Conference Activities | Tuesday, November 19, 2024

### 3:00 pm - 4:30 pm - Member Session 2 | Preparing for the Future: Initiatives to Grow a Sustainable and Inclusive Supply Chain and Workforce

Location: Nova Scotia C&D Ballroom

Interested to learn more about what's being done to ensure Canada capitalizes on the development of offshore wind by maximizing local supplier and workforce participation? This session will provide MRC members with an early inside-look and update on projects such as the Atlantic Canada Wind Energy Supply Chain Assessment along with applied training programs and strategies to enable Nova Scotians to fully participate in the sector.

#### Speakers:

- Amanda Mombourquette, Manager, Workforce Development, Nova Scotia Community College & Councillor, Richmond County
- Patricia Chariton, School Manager - School of Technology & Environment, Nova Scotia Community College
- Delia Warren, Lead Renewables Consultant, Xodus Group
- Martin Thomsen, Manager of Energy Sector Development, Municipality of the County of Richmond / Town of Port Hawkesbury

### 5:00 am - 6:30 pm | Member Appreciation Reception

Location: Sable Ballroom

This exclusive reception will take place at the Halifax Marriot Harbourfront Hotel on November 19th, offering a perfect setting to network, share experiences, and strengthen relationships within the marine renewable energy community.

This reception is our way of thanking you for your continued support and involvement with Marine Renewables Canada. We look forward to seeing you there and celebrating together!

*\*Program is subject to change until finalized.*

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# CONFERENCE PROGRAM



## Day One | Wednesday, November 20, 2024

### 7:30 am | Registration Opens

Location: Nova Scotia Ballroom Foyer

### 9:00 am - 9:05 am | Conference Opening

- Elisa Obermann, Executive Director, Marine Renewables Canada

### 9:05 am - 9:25 am | Indigenous Welcome & Song

- Dr. Donald M. Julien, Elder & Kaptin, Mi'kmaq Grand Council

### 9:25 am - 10:00 am | Welcoming Remarks

- Dr. Mary Lou Lauria, Chair, Marine Renewables Canada
- Simon De Pietro, CEO, DP Energy/Nova East Wind (Presenting Sponsor)

### 10:00 am - 11:00 am - Session 1 | From Coast to Coast: Industry Highlights in Canada's Marine Renewable Energy Sector

Marine renewable energy offers great potential as a clean energy resource that can accelerate net zero goals and advance economic development opportunities in Canada. Over the past year, advancements have taken place in offshore wind, tidal, wave, river current energy, and green hydrogen projects that are contributing towards industry growth and long-term sustainability. Opportunities for marine renewables are growing in Canada, but there are challenges still to be addressed to establish a thriving sector. This session will include project updates from across Canada, insight on initiatives to help advance the sector, and an engaging discussion on what's needed for marine renewable energy to fuel Canada's green energy transition.

**Chair:** Jennifer LaPlante, Chief Growth and Investment Officer, Ocean Supercluster

#### Speakers:

- Gerald Sheehan, Project Development Manager, Nova East Wind
- Lindsay Bennett, Executive Director, FORCE
- Andrew Robson, VP Business & Market Development, EverWind Fuels
- Dr. Brad Buckingham, Director, Pacific Regional Institute for Marine Energy Discovery

### 11:00 am - 11:30 am | Refreshment Break

Location: Halifax Ballroom

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# CONFERENCE PROGRAM



**Day One | Wednesday, November 20, 2024**

**11:30 am - 12:30 pm - Session 2 | The Power of Indigenous Partnerships in Accelerating Marine Renewable Energy Development**

Discover the powerful role Indigenous partnerships are playing to accelerate renewable energy growth and how they can help unlock future marine renewable energy opportunities. Through firsthand success stories, this session will explore the critical role of Indigenous partnerships in achieving economic reconciliation and fostering collaborative development. Get insight from Indigenous leaders on how meaningful, early engagement and partnerships can help drive innovation and inform future projects, ensuring sustainable and inclusive growth in the marine renewable energy sector.

**Chair:** Richard MacLellan, Managing Director, Miawpukek Horizon Maritime Services

**Speakers:**

- Rose Paul, CEO, Bayside Development Corporation/ Paqtnek Mi'kmaw Nation
- Jennifer Brake, Chief, Qalipu First Nation
- Eric Christmas, Indigenous Consultant, Nova East Wind

**12:30 pm - 2:00 pm | Networking Lunch**

Location: Halifax Ballroom

**2:00 pm - 3:15 pm - Session 3 | The Offshore Wind Market: Trends, Opportunities, and What They Mean for Canada**

As offshore wind continues to evolve, it is well positioned to become a leading resource and industry in the global renewable energy mix. Trends in the global market outlook for fixed and floating developments, project economics, capacity forecasts, and supply chain demand all have an impact on how Canada's offshore wind market will grow and evolve. This session will offer insight on these key trends and factors, providing market intelligence for companies that are interested in engaging in international markets, and important context for those working to build Canada's offshore wind sector.

**Chair:** Katie Applebaum, Commercial Lead, Offshore Wind, TGS

**Speakers:**

- John Dalton, President, Power Advisory
- Philip Bassil Managing Director, Head of Global Offshore Wind M&A, NORTHGREEN CAPITAL
- Isobel McClure, Senior Engineer (Maritime), Arup
- Navneet Khinda, Director, Global Strategy, Ocean Energy Pathway

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# CONFERENCE PROGRAM



**Day One | Wednesday, November 20, 2024**

**3:15 pm - 3:45 pm | Refreshment Break**

Location: Halifax Ballroom

**3:45 pm - 5:00 pm - Session 4 | Achieving Co-Existence of Marine Renewables and Other Ocean Users**

The growth of marine renewables requires a thoughtful approach to co-existence among a diverse group of ocean users. This session will explore a range of perspectives from key ocean user groups, including the offshore wind industry, commercial fisheries, and Indigenous peoples. By sharing lessons learned and exploring innovative co-existence initiatives in other jurisdictions, this session aims to foster a deeper understanding of how to navigate the complexities of activities in the marine environment and ensure the successful integration of marine renewables where all users can thrive.

**Chair:** Barb Bryden, Stakeholder, Rightsholder, and Community Liaison Manager, Nova East Wind

**Speakers:**

- Lisa Engler, Deputy Managing Director, Offshore Wind, Massachusetts Clean Energy Center
- Hannah MacDonald, Senior Program Manager, Energy Solutions (Offshore Wind and Fisheries), Gulf of Maine Research Institute
- Eric Reid, Fisheries Advisor, New Bedford Ocean Cluster
- Ken Paul, Principal, Pokiok Associates

**6:00 pm - 8:00 pm | Welcome Reception hosted by Invest Nova Scotia at the Cable Wharf**

Kick off the Marine Renewables Canada 2024 with our Welcome Reception hosted by Invest Nova Scotia!

Enjoy live music, delicious food, and great networking.

*This event is open to all conference registrants & participants, no registration is required.*

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# CONFERENCE PROGRAM

## Day Two | Thursday, November 21, 2024

### 7:30 am | Registration Opens

Location: Nova Scotia Ballroom Foyer

### 9:00 am - 9:30 am | Day Two Welcome

- Elisa Obermann, Executive Director, Marine Renewables Canada
- *Sustainability Sponsor* – Elaine Lee-Ho, Associate Vice President, Department Manager, Ecology and Permitting, Environment, Canada, AECOM

### 9:30 am - 10:45 am - Session 5 | A New Era for Tidal Energy

Tidal energy continues to show promise as a resource and sector that can play an important role in Canada's clean energy future. Over the past year there have been significant milestones and initiatives underway to advance tidal energy in Canada and internationally. This session will provide a deep dive on what is working well to advance the sector and the solutions and new innovations needed to address challenges and advance the industry.

**Chair:** Anne-Marie Belliveau, Owner, Projectable Consulting

#### Speakers:

- Gary Connor, Chief Technical Officer, Nova Innovation
- Oliver Wragg, Commercial Director, Orbital Marine Power
- Marina Winterbottom, Principal, Bluedot Environmental
- Tim Ramsey, Program Manager for Marine Energy, United States Department of Energy

### 10:45 am - 11:15 am | Refreshment Break

Location: Halifax Ballroom

### 11:15 am - 12:30 pm - Session 6 | The Policy and Regulatory Landscape

The growth of the marine renewable energy in Canada requires a robust and supportive policy and regulatory framework. With provincial and federal governments actively supporting the growth of this sector, this session will provide an in-depth look at the current and evolving landscape of policies and regulations crucial for the development of marine renewable energy projects in Canada.

**Chair:** Mohammad Ali Raza, Partner, Cox & Palmer

#### Speakers:

- Abigail Lixfeld, Senior Director – Renewable and Electrical Energy Division, Natural Resources Canada
- Christine Bonnell-Elsnor, CEO, Canada-Nova Scotia Offshore Petroleum Board
- Nena Abundo, Executive Director, Oil and Gas, Newfoundland and Labrador Department of Industry, Energy and Technology
- James Wooder, Co-chair, Committee on the Regional Assessment of Offshore Wind for Nova Scotia

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# CONFERENCE PROGRAM

## Day Two | Thursday, November 21, 2024

### 12:30 pm - 2:00 pm | Keynote Lunch

Location: Nova Scotia Ballroom

- Denise Pothler, Chief Operation Officer, Canadian Council for Indigenous Business

### 2:00 pm - 3:00 pm - Session 7 | Looking Ahead: Getting Power to Market

While Canada unquestionably has some of the world's best marine renewable energy resources, a key factor in growth of the sector is getting power to market, and specifically the electricity grid or through green hydrogen production. This session will explore the opportunities, challenges, and strategies for grid integration locally, regionally and nationally including the potential for interregional collaboration and how to navigate the complexities of incorporating a new energy resource into Canada's long-term energy transition.

**Chair:** Greg Robart, CEO, Smart Grid Innovation Network (SGIN)

#### Speakers:

- Lara Stregger, Project Engineer, Stantec
- Cole Sayers, Executive Director, Clean Energy BC
- Frédéric Côté, General Manager, Nergica

### 5:00 pm - 8:00 pm | Post-Conference Mixer

Join us for an informal post-conference gathering at the Lower Deck for one last opportunity to network with conference delegates in a relaxed and casual setting.

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# ATTEND MRC 2024 CONFERENCE

REGISTER TODAY!

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NOVEMBER 19-21, 2024



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