



Q4- Travel and Expense Claims: January 1- March 31, 2026

Ronalda Boudreau									
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total	
January 1-30, 2026	Travel			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			Kilometres	581				\$344.78	
			Total					\$344.78	
Ronalda Boudreau									
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total	
February 1-28, 2026	Travel			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			Kilometres	302				\$178.91	
			Total					\$178.91	
Ronalda Boudreau									
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total	
March 1-31, 2026	Travel			\$20.00	\$0.00	\$0.00	\$0.00	\$20.00	
			Kilometres	211				\$124.93	
			Total					\$144.93	
Shelley David									
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total	
February 18, 2026	Travel			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			Kilometres	62				\$36.54	
			Total					\$36.54	
Kathleen Jeffrey									
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total	
January 15 - March 5, 2026	Travel			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			Kilometres	400				\$237.28	
			Total					\$237.28	
Lois Landry									
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total	
January 14 - February 28, 2026	Travel			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			Kilometres	266				\$157.79	
			Total					\$157.79	
Troy MacCulloch									
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total	
January 27-28, 2026	Travel	Truro		\$30.00	\$0.00	\$10.00	\$0.00	\$40.00	
			Kilometres	294				\$174.40	
			Total					\$214.40	
Troy MacCulloch									
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total	
January 1 - February 28, 2026	Travel			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			Kilometres	364				\$215.92	
			Total					\$215.92	
Steve Marcellus									
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total	
January 1 - February 28, 2026	Travel			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			Kilometres	559				\$331.60	
			Total					\$331.60	
Steve Marcellus									
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total	
January 9, 15, 30, 20-26	Travel			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			Kilometres	107				\$63.47	

				Total					\$63.47
Steve Marcellus									
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total	
January 17, 2026	Travel			\$30.00	\$0.00	\$0.00	\$0.00	\$30.00	
			Kilometres	342				\$202.87	
				Total				\$232.87	
Steve Marcellus									
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total	
January 27-29, 2026	Travel			\$90.00	\$0.00	\$20.00	\$0.00	\$110.00	
			Kilometres	464				\$275.24	
				Total				\$385.24	
Steve Marcellus									
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total	
January 31, 2026	Travel			\$55.00	\$0.00	\$0.00	\$0.00	\$55.00	
			Kilometres	331				\$196.35	
				Total				\$251.35	
Steve Marcellus									
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total	
February 1-28, 2026	Travel			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			Kilometres	286				\$169.66	
				Total				\$169.66	
Steve Marcellus									
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total	
February 1-28, 2026 Con't	Travel			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			Kilometres	369				\$218.89	
				Total				\$218.89	
Steve Marcellus									
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total	
February 20 -22, 2026	Travel			\$180.00	\$0.00	\$20.00	\$0.00	\$200.00	
			Kilometres	476				\$282.36	
				Total				\$482.36	
Steve Marcellus									
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total	
March 29, 2026	Travel			\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	
			Kilometres	453				\$268.72	
				Total				\$318.72	
Steve Marcellus									
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total	
March 1-31, 2026	Travel			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			Kilometres	75				\$44.49	
				Total				\$44.49	
Steve Marcellus									
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total	
March 1-31, 2026	Travel			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Continued			Kilometres	686				\$406.94	
				Total				\$406.94	
Brian Marchand									
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total	
January 1 - February 28, 2026	Travel			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			Kilometres	580				\$344.06	
				Total				\$344.06	
Brian Marchand									
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total	

March 1 - 24, 2026	Travel			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Kilometres	229				\$135.84
			Total					\$135.84
Tristan Martel								
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total
January 14, 2026	Travel			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Kilometres	33				\$19.81
			Total					\$19.81
Tristan Martel								
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total
February 1-28, 2026	Travel			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Kilometres	45				\$26.69
			Total					\$26.69
Danielle Martell								
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total
February 1-28, 2026	Travel			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Kilometres	123				\$72.96
			Total					\$72.96
Amanada Mombourquette								
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total
Feb.1 - March 31, 2026	Travel			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Kilometres	560				\$332.19
			Total					\$332.19
Amanada Mombourquette								
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total
March 10-12, 2026	Travel			\$85.00	\$0.00	\$0.00	\$0.00	\$85.00
			Kilometres	528				\$313.21
			Total					\$398.21
Stacey Morrison								
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total
December 10, 2025	Travel			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Kilometres	40				\$23.73
			Total					\$23.73
Shannon Mury								
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total
January 1 - February 28, 2026	Travel			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Kilometres	152				\$90.40
			Total					\$90.40
Shannon Mury								
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total
December 1 - December 31, 2025	Travel			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Kilometres	127				\$75.57
			Total					\$75.57
Brent Sampson								
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total
January 6 - February 26, 2026	Travel			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Kilometres	1114				\$660.82
			Total					\$660.82
Brent Sampson								
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total
March 6 - March 24, 2026	Travel			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Kilometres	510				\$302.53
			Total					\$302.53

Brent Sampson								
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Other-Private Accomodations	Total
March 29, 2026	Travel	Halifax		\$80.00	\$0.00	\$0.00	\$40.00	\$120.00
			Kilometres	662				\$392.70
			Total					\$512.70
Sharla Sampson								
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total
January 1 - 30, 2026	Travel			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Kilometres	459				\$271.98
			Total					\$271.98
Sharla Sampson								
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total
March 5, 2026	Travel			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Kilometres	244				\$144.74
			Total					\$144.74
Sharla Sampson								
Date	Description	Location	Hotel	Meals	Registration	Incidentals	Taxi/Toll/Other	Total
March 1 - 31, 2026	Travel			\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
			Kilometres	398				\$236.27
			Total					\$256.27



Schedule 'B' In County Travel and Expense Claim Form

NAME: Ronalda Boudreau			
PERIOD COVERED: January 2026			
FROM: January 5, 2026		TO: January 30, 2026	
DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
January 5, 2026	Registration at the iFit at 5:00 pm	9.60	
January 6, 2026	Went to Arena, Rec Building and D'Escousse Civic Improvement Hall	46.00	
January 8, 2026	Registration at the iFit at 5:00 pm	9.60	
January 10, 2026	Registration River Bourgeois, Stride for Strength at 2:00 pm	74.00	
January 10, 2026	Registration at Arena, Youth Rec Hockey at 5:30 pm	45.00	
January 19, 2026	Registration at arena for Learn to Skate at 5:00, 5:30 and 6:15 pm	45.00	
January 20, 2026	Registration in St. Peter's, Chair Yoga at 10:00 am	71.00	
January 22, 2026	Registration in L'Ardoise, Traditional Yoga at 6:00 pm	103.00	
January 28, 2026	Registration at Riverdale Community Centre at 10:00am	62.00	
January 29, 2026	Registration at Felix Marchand Education Centre at 5:30 pm and 6:15 pm	45.00	
January 30, 2026	Registration in St. Peter's, Gentle Yoga at 10:00 am	71.00	

Totals: 581.20 ✓ \$0.00
 Rate: \$0.5932
 Total Mileage (\$): \$344.77
 Total Expenses Claimed: \$344.77

ACCOUNT #:	10 270 4120 270130	CHEQUE #:	
SIGNATURE:	<i>Ronalda Boudreau</i>	AMOUNT:	
APPROVED:	<i>[Signature]</i>	DATE PAID:	
DATE SUBMITTED:	30-Jan-26	INITIAL:	

Goods Rec'd. Date.....Initial.....
 Prices Checked.....
 Add. & Ext. Checked.....
 Approval for Payment.....
 Discount Date.....
 Paid by Cheque No.....
 Distribution: Acct. No. **10 270 4120 270130**

#583

In County Travel - Lois Landry January and February 2026

Meeting with Fire Department: Framboise and Fourchu

Purpose of Meeting

Invited with CAO to meet with members of volunteer fire department members about possible changes to fire services in Richmond County and Nova Scotia

Date of Meeting

January 14, 2026

Place of Meeting

Framboise Community Centre

Start and End Time of Meeting

7:00 pm to 8:30 pm

Persons Present at the Meeting

Lois Landry and Troy MacCulloch from Richmond County

Chief and Deputy Chief of Framboise-Fourchu Volunteer Fire Department

Fire Fighters from Framboise-Fourchu Volunteer Fire Department

Brief Statement of Discussions Held

Invited by Chief to speak to members of volunteer fire fighters about what changes based on 2019 study in Richmond and 2025 provincial FSANS study could mean to rural volunteer fire departments.

Community Engagement re: Point Tupper's Fire Protection Area Rate

Purpose of Meeting

To meet our obligations to engage with community around new Fire Protection Area Rate for residents of Point Tupper

Date of Meeting

February 18, 2026

Place of Meeting

Riverdale Community Centre, Lower River Inhabitants

Start and End Time of Meeting

6:30 pm to 7:15 pm

Persons Present at the Meeting

Kathleen Jeffrey, Director of Finance for MOCR

Steve Marcellus, Emergency Services Coordinator for MOCR

Lois Landry, Warden and Councillor for District 2

Shawn Samson, Councillor for District 1

Brian Marchand, Councillor for District 3

Brent Sampson, Councillor for District 5

Members of the public (2)

Brief Statement of Discussions Held

Discussion about impact and rationale for new fire protection area rate, along with additional concerns related to fire protection.

Fire Protection Services Committee Meeting

Purpose of Meeting

Regular meeting of FPSC – attending as ex officio member

Date of Meeting

February 25, 2026

Regular meeting of Committee of Council



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

Travel and Expense Claim			Rate \$0.5932
Name of Claimant:	troy macculloch		
Destination:	truro		
Purpose of Travel:	EMO Conference with Minister of EM		
Departure Date/Time:	27-Jan	2000 hrs	
Return Date/Time:	29-Jan	1600 hrs	
Approval to Travel :attached			

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): 294.00	222.00		72.00		0.00	294.00 ✓
Total Cost of Mileage: \$174.40	\$131.69	\$0.00	\$42.71	\$0.00	\$0.00	\$174.40 ✓
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Indicate if Direct Bill or Provide Receipt)	private acc	direct billed				
Meals: Breakfast \$20		provided	provided			\$0.00
Lunch \$25		provided	provided			\$0.00
Dinner \$30		\$30.00				\$30.00 ✓
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)		\$10.00				\$10.00 ✓
Taxi/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$131.69	\$40.00	\$42.71	\$0.00	\$0.00	\$214.40 ✓

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 _____

11573

All claims are to be submitted not later than 60 days after return.		Goods Rec'd. Date.....Initial.....
Claimant Signature: <u>Troy Macculloch</u>	Date Submitted: <u>05 Feb 20</u>	Prices Checked.....
Travel Approved by Supervisor: <u>Handy</u>	GL Code: _____	Add. & Ext. Checked.....
		Approval for Payment.....
		Discount Date.....
		Paid by Cheque No.....
		Distribution: Rec 1. No. <u>103123/20 212130</u>

Troy MacCulloch

From: Lois Landry
Sent: December 18, 2025 11:46 AM
To: Troy MacCulloch
Subject: Re: Emergency Resilience Forum Invite - January 27-29, 2026

Absolutely

Approved

Lois

[Get Outlook for iOS](#)

From: Troy MacCulloch <CAO@richmondcounty.ca>
Sent: Thursday, December 18, 2025 11:33:53 AM
To: Lois Landry <Lois.Landry@richmondcounty.ca>
Subject: FW: Emergency Resilience Forum Invite - January 27-29, 2026

Hi Warden,

May I have permission to attend this with our EMO Marcellus? I will go down the Wednesday morning and not miss council on Tuesday night.

Thx

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

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

www.richmondcounty.ca

From: Deputy Minister Emergency Management <DeputyMinister.EmergencyManagement@novascotia.ca>
Sent: December 17, 2025 3:56 PM
Subject: Emergency Resilience Forum Invite - January 27-29, 2026

**Emergency Resilience Forum
January 28 and 29, 2026**

Time		Item
January 28th		
Refreshments Available Upon Arrival: Pastries, Fresh Fruit, and Coffee/Tea		
8:30 – 9:00		Registration
9:00 – 9:15	Hon. Minister Masland	Opening Remarks
9:15 – 10:30	Deputy Minister Sandra McKenzie	Department of Emergency Management Updates - GSAR Review - EM Exemplary Service Awards - REMO Standards
10:30 – 10:45		Break
10:45 – 12:00	Jodene Dunleavy	Workshop: strengthening municipal, provincial and federal leadership in EM.
12:00 – 12:30		Lunch (provided)
12:30 – 1:45	Sandra McKenzie & Jodene Dunleavy Andrew Mitton & Todd Brown	Breakout Groups - CAOs: 2026 CAO Table Planning - EMCs: TMR Agreement Presentation
1:45 – 2:00		Break
2:00 – 4:15	Suzanne Millar	THIRA/HRVA Workshop
January 29th		
Refreshments Available Upon Arrival: Pastries, Fresh Fruit, and Coffee/Tea		
9:00 – 10:00	Paul Maynard (DEM) & Mark Bettens (Cape Breton Fire)	Fire Training Advisory Committee (FTAC) Update
10:00 – 10:30	Tom McGuire (21FSP)	Fire Entity Mapping
10:30 – 11:00		Break
11:00 – 11:45	Phil Stewart (EHS) & Jeff Fraser (DEM)	Medical First Responder Program Overview
11:45 – 12:30		Lunch (provided)
12:30 – 3:00	Chris Harrow (Transitional Solutions Inc.)	Fire Service Planning Session - Modernization of Fire Services with CAOs, EMCs & Fire Service Coordinators
3:00 – 3:15	Deputy Minister Sandra McKenzie	Closing Remarks

26 February, 2026

In county travel report for Jan / Feb 2026

- Jan 07, 2026 - travel to PH Meeting – Civic Centre – EDPC Performance Review of ED
Warden Landry and CAO K. MacDonald and John were also present
- travelled alone
 - Left for PH at 1415 hrs
 - 1500 - 1600 HRS
 - Returned to Richmond Co after the meeting.
- Jan 15, 2026 - travel to PH Meeting – Civic Centre – EDPC Board Meeting
Board members, Advisors and EDPC staff in attendance
- travelled alone
 - Left for PH at 1115 hrs
 - 1300 - 1500 HRS
 - Returned to Richmond Co after the meeting.
- Jan 20, 2026 - travel to PH Meeting – Civic Centre – PH Board Rm – Everwind Engineering Meeting
Terry, Jason, John Kulka, Darren MacLean and myself to review the engineering proposed for Everwind's Pumphouse
- travelled alone
 - Left for PH at 1100 hrs
 - 1130 - 1300 HRS
 - Returned to Arichat after the meeting.

Feb 10, 2026 - travel to PH Meeting – Civic Centre – PH Board Rm – LLWU Rate Study Review

Terry, Jason, Brian L, Blaine joined virtually

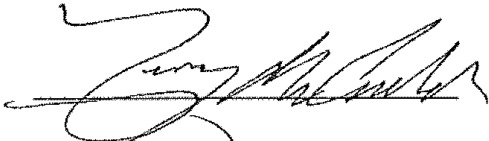
proposed for Everwind's Pumphouse

- travelled alone

- Left for PH at 0900 hrs

- 0930 -1100

- Returned to Arichat after the meeting.



Troy A. MacCulloch, CAO
Municipality of the County of Richmond



THE MUNICIPALITY
OF THE COUNTY OF

LA MUNICIPALITÉ
DU COMTÉ DE

RICHMOND

NAME: Steve Marcellus

PERIOD COVERED: January 1, 2026 to January 31, 2026


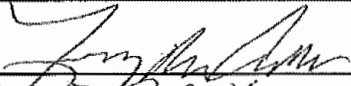
DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
06-Jan-26	NCSS Fire Training Centre	110	
14-Jan-26	Everwind meeting with new HSE Manager	103	
15-Jan-26	Louisdale VFD county generator	43	
23-Jan-26	Meeting with L'Ardoise Chief	110	
26-Jan-26	Equipment donation pick up L'Ardoise VFD	110	
30-Jan-26	Meeting with Chris Pope - Cleveland Dry hydrant	83	

Totals: 559.00 ✓ \$0.00

Rate: \$0.5838 0.5932

Total Mileage (\$): \$326.34 4331.60

Total Expenses Claimed: \$326.34 4331.60

ACCOUNT #:	10-229-3020-229230 - Fire Services	CHEQUE #:	
SIGNATURE:		AMOUNT:	
APPROVED:		DATE PAID:	
DATE SUBMITTED:	30 Jan 2026	INITIAL:	

11573

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

February 1st, 2026

Fire - In County travel report for January:

January 6th, 2026 – NSCC Fire Training Centre Review Meeting

- Two-way trip

January 14th, 2026 – Everwind Meeting with HSE Manager

- Two-way trip

January 15th, 2026 – Louisdale VFD generator check (County)

- Two-way trip

January 23rd, 2026 – Meeting with L'Ardoise Fire Chief

- Two-way trip

January 26th, 2026 – Donated equipment Louisdale VFD generator check (County)

- Two-way trip

January 30th, 2026 – Meeting with Chris Pope – Cleveland Dry Hydrant

- Two-way trip

Steve Marcellus - ESC

Municipality of Richmond County



THE MUNICIPALITY
OF THE COUNTY OF

LA MUNICIPALITÉ
DU COMTE DE

RICHMOND

NAME: Steve Marcellus

PERIOD COVERED: January 1, 2026 to January 31, 2026

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
09-Jan-26	Generator Plate Stickers	36	
15-Jan-26	SRH Emergency Preparedness meeting	68	
30-Jan-26	Telile with the Warden	3	

Totals: 107.00 ✓ \$0.00

Rate: \$0.5838 * 0.5432

Total Mileage (\$): \$62.47 * 63.47

Total Expenses Claimed: \$62.47 * 63.47

ACCOUNT #:	10-229-3030-229270 - EMO	CHEQUE #:	
SIGNATURE:		AMOUNT:	
APPROVED:		DATE PAID:	
DATE SUBMITTED:	30-JAN-2026	INITIAL:	

H5-3

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

229270

February 1st, 2026

EMO - In County travel report for January:

January 9th, 2026 - Plate stickers – County generators

- Two-way trip

January 15th, 2026 – SRH Emergency preparedness meeting

- Two-way trip

January 30th, 2026 – Telile with the Warden

- Two-way trip

Steve Marcellus - ESC

Municipality of Richmond County



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

Travel and Expense Claim			Rate <u>\$0.5932</u>
Name of Claimant:	Steve Marcellus		
Destination:	New Glasgow		
Purpose of Travel:	Nova Scotia Fire Service Governance Session		
Departure Date/Time:	17-Jan-26	12:00:00 PM	
Return Date/Time:	17-Jan-26	6:00:00 PM	
Approval to Travel :		Date:	

Description		Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	342.00	342.00	0.00	0.00	0.00	0.00	342.00
Total Cost of Mileage:	\$202.87	\$202.87	\$0.00	\$0.00	\$0.00	\$0.00	\$202.87
Accommodation/Hotel Name:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>							
Meals: Breakfast	\$20						\$0.00
Lunch	\$25						\$0.00
Dinner	\$30	\$30.00					\$30.00
Other Meals (Receipts Required)							\$0.00
Incidentals (\$10 per overnight stay)							\$0.00
Taxi/Parking/Tolls (Receipts Required)							\$0.00
Total Amount Being Claimed		\$232.87	\$0.00	\$0.00	\$0.00	\$0.00	\$232.87

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 _____

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

Claimant Signature: Steve Marcellus

Date Submitted: 19 JAN 2026

Travel Approved by Supervisor: [Signature]

GL Code: 10-229-3020-229230

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

MSF3



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

Travel and Expense Claim			Rate <u>\$0.5932</u>
Name of Claimant:	Steve Marcellus		
Destination:	New Glasgow		
Purpose of Travel:	Nova Scotia Fire Service Governance Session		
Departure Date/Time:	17-Jan-26	12:00:00 PM	
Return Date/Time:	17-Jan-26	6:00:00 PM	
Approval to Travel :			Date: <u>12 Jan 26</u>

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

Written Travel Report - Policy Requirements (Section 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 _____

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

Steven Marcellus

From: Deputy Minister Emergency Management
<DeputyMinister.EmergencyManagement@novascotia.ca>
Sent: January 8, 2026 3:38 PM
Subject: 2026 01 08 Invitation to Attend Fire Modernization Implementation Planning Sessions
Attachments: 2026 01 08 Invitation to Attend Fire Modernization Implementation Planning Sessions-Final.pdf

You don't often get email from deputyminister.emergencymanagement@novascotia.ca. [Learn why this is important](#)
Good afternoon,

On behalf of Minister Masland (Emergency Management) and Minister MacDonald (Municipal Affairs) I am pleased to attach an invitation to attend an upcoming in-person or virtual session on implementation of recommendations from the FSANS Governance Review of Fire and Associated Services.

As fire service leaders, we appreciate your participation in this next phase of our work and look forward to hearing your advice on an implementation roadmap for the modernization of fire services in the province.

Sincerely,



Sandra McKenzie
Deputy Minister
Department of Emergency
Management



**Emergency Management
Office of the Minister**

Suite 601-1871 Upper Water Street, Halifax, Nova Scotia, Canada B3J 1S8 • Telephone 902-424-5620 • Minister.EmergencyManagement@novascotia.ca

January 8, 2026

Sent Via Email

RE: Invitation to Participate in Fire Modernization Planning Sessions Throughout January

Dear Fire Chiefs and Deputy Chiefs:

Last year, the Government of Nova Scotia invested significant time along with firefighters and municipal fire/emergency management personnel to understand how to effectively modernize fire services and create a safe, sustainable, and responsive system for Nova Scotians. At the core of our efforts to modernize fire services is a commitment to ensuring that Nova Scotians are adequately protected from fire safety risks through access to high-quality fire services no matter where they live.

With recommendations in hand from the following reports, and through our continued partnership with the Fire Services Association of Nova Scotia (FSANS), we have committed to reconnecting with you as leaders in the sector to understand the implications of recommended next steps for municipalities and fire stations and to gather your input on an implementation roadmap.

1. Value-for-money Audit of the Nova Scotia Firefighters School (August 2025)
2. Report of the Governance Review of Fire and Associated Services (FSANS, September 2025)¹

On behalf of the Department of Municipal Affairs (DMA) and the Department of Emergency Management (DEM), we would like to invite you to participate in this important phase of our work by attending one of the upcoming fire service modernization planning sessions this month. As outlined in the attached schedule, we will be hosting six in-person meetings and three virtual sessions for those who cannot attend in person. An information session for all frontline firefighters will also be held in early February.

To let us know what session you are available to attend, please consult the attached schedule and **complete this RSVP form** (<https://www.surveymonkey.com/r/NSWorkshopRSVP>) by the stated deadline. If you have any issues with completing your RSVP, please contact info@transitionalsolutions.ca. Meeting details including venue will be confirmed by email at a later date. If you require accessibility supports to participate, please contact Stacey.webber@novascotia.ca.

We are grateful for your contributions to previous consultation initiatives led by FSANS as well as your commitment to collaborating with DMA and DEM to meet firefighter's training and certification needs through the Firefighter Training Advisory Committee (FTAC).



**Emergency Management
Office of the Minister**

Suite 601-1871 Upper Water Street, Halifax, Nova Scotia, Canada B3J 1S8 . Telephone 902-424-5620 . Minister.EmergencyManagement@novascotia.ca

Your participation is critical to our efforts to modernize the fire service system for the benefit of all Nova Scotians.

Sincerely,

Honorable John A. MacDonald
Minister
Department of Municipal Affairs

Honorable Kim Masland
Minister
Department of Emergency Management

- cc. Fire Services Association of Nova Scotia
- Halifax Professional Firefighters Association
- Doug McKenzie, NS Office of the Fire Marshall

Location Venue to be Confirmed	Date & Time	RSVP Deadline
Milford	Saturday, January 17 10:00am –12:00pm	Thursday, January 15
New Glasgow	Saturday, January 17 14:00–16:00	Thursday, January 15
Kentville	Saturday, January 24 10:00–12:00	Thursday, January 22
Liverpool	Saturday, January 24 14:00–16:00	Thursday, January 22
Oxford	Saturday, January 31 10:00–12:00	Thursday, January 29



**Emergency Management
Office of the Minister**

Suite 601-1871 Upper Water Street, Halifax, Nova Scotia, Canada B3J 1S8 • Telephone 902-424-5620 • Minister.EmergencyManagement@novascotia.ca

Sydney	Saturday, January 31 14:00–16:00	Thursday, January 29
Virtual Session open to all Fire Chiefs/Deputy Chiefs	Wednesday January 14 19:00 – 21:00	Monday, January 12
Virtual Session open to all Fire Chiefs/Deputy Chiefs	Thursday January 22 19:00 – 21:00	Friday, January 16
Virtual Session open to all Fire Chiefs/Deputy Chiefs	Monday January 26 19:00 – 21:00	Friday, January 23



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

Travel and Expense Claim		Rate <u>\$0.5932</u>
Name of Claimant:	Steve Marcellus	
Destination:	Inn on Prince - Truro	
Purpose of Travel:	Emergency Resilience Forum	
Departure Date/Time:	27-Jan-26	8:30:00 AM
Return Date/Time:	29-Jan-26	7:00:00 PM
Approval to Travel :	Date:	

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	464.00	232.00	0.00	232.00	0.00	464.00
Total Cost of Mileage:	\$275.24	\$137.62	\$0.00	\$137.62	\$0.00	\$275.24
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	provided	provided			\$0.00
Lunch	\$25	provided	provided			\$0.00
Dinner	\$30	\$30.00	\$30.00	\$30.00		\$90.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)	\$10.00	\$10.00				\$20.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$177.62	\$40.00	\$167.62	\$0.00	\$0.00	\$385.24

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 _____

MS

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

Claimant Signature: SM
 Date Submitted: 30 JAN 2026
 Travel Approved by Supervisor: [Signature]
 GL Code: 10-229-3030-229270

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



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

Travel and Expense Claim Rate \$0.5932

Name of Claimant:	Steve Marcellus		
Destination:	Inn on Prince - Truro		
Purpose of Travel:	Emergency Resilience Forum		
Departure Date/Time:	27-Jan-26	8:30:00 AM	
Return Date/Time:	29-Jan-26	7:00:00 PM	

Approval to Travel : Date: 05/01/26

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

Written Travel Report - Policy Requirements (Section 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 _____

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

Claimant Signature: _____

Date Submitted: _____

Travel Approved by Supervisor: _____

GL Code: _____

**Emergency Resilience Forum
January 28 and 29, 2026**

Time		Item
January 28th		
Refreshments Available Upon Arrival: Pastries, Fresh Fruit, and Coffee/Tea		
8:30 – 9:00		Registration
9:00 – 9:15	Hon. Minister Masland	Opening Remarks
9:15 – 10:30	Deputy Minister Sandra McKenzie	Department of Emergency Management Updates - GSAR Review - EM Exemplary Service Awards - REMO Standards
10:30 – 10:45		Break
10:45 – 12:00	Jodene Dunleavy	Workshop: strengthening municipal, provincial and federal leadership in EM.
12:00 – 12:30		Lunch (provided)
12:30 – 1:45	Sandra McKenzie & Jodene Dunleavy Andrew Mitton & Todd Brown	Breakout Groups - CAOs: 2026 CAO Table Planning - EMCs: TMR Agreement Presentation
1:45 – 2:00		Break
2:00 – 4:15	Suzanne Millar	THIRA/HRVA Workshop
January 29th		
Refreshments Available Upon Arrival: Pastries, Fresh Fruit, and Coffee/Tea		
9:00 – 10:00	Paul Maynard (DEM) & Mark Bettens (Cape Breton Fire)	Fire Training Advisory Committee (FTAC) Update
10:00 – 10:30	Tom McGuire (21FSP)	Fire Entity Mapping
10:30 – 11:00		Break
11:00 – 11:45	Phil Stewart (EHS) & Jeff Fraser (DEM)	Medical First Responder Program Overview
11:45 – 12:30		Lunch (provided)
12:30 – 3:00	Chris Harrow (Transitional Solutions Inc.)	Fire Service Planning Session - Modernization of Fire Services with CAOs, EMCs & Fire Service Coordinators
3:00 – 3:15	Deputy Minister Sandra McKenzie	Closing Remarks



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

Travel and Expense Claim		Rate <u>\$0.5932</u>
Name of Claimant:	Steve Marcellus	
Destination:	Legion 53 - Baddeck, Centre 200 - Sydney	
Purpose of Travel:	Nova Scotia Fire Service Governance Sessions	
Departure Date/Time:	31-Jan-26	8:00:00 AM
Return Date/Time:	31-Jan-26	7:00:00 PM
Approval to Travel :		Date:

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km):	331.00	331.00	0.00	0.00	0.00	331.00
Total Cost of Mileage:	\$196.35	\$196.35	\$0.00	\$0.00	\$0.00	\$196.35
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	\$30.00				\$30.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$251.35	\$0.00	\$0.00	\$0.00	\$0.00	\$251.35

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 _____

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

Claimant Signature: [Signature]

Date Submitted: 3-FEB-2026

Travel Approved by Supervisor: [Signature]

GL Code: 10-229-3020-229230

Fire Services		
Goods Rec'd.	Date.....	Initial.....
Prices Checked		<u>g</u>
Add. & Ext. Checked		<u>g</u>
Approval for Payment		<u>g</u>
Discount Date		
Paid by Cheque No		
Distribution	10-229-3020-229230	<input checked="" type="checkbox"/>



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

Travel and Expense Claim		Rate <u>\$0.5932</u>
Name of Claimant:	Steve Marcellus <i>SM</i>	
Destination:	New Glasgow — <u>STONEY, N.S.</u>	
Purpose of Travel:	Nova Scotia Fire Service Governance Session	
Departure Date/Time:	31-Jan-26	12:00:00 PM
Return Date/Time:	31-Jan-26	6:00:00 PM
Approval to Travel:	<i>[Signature]</i> Date: <u>19 Jan 26</u>	

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

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

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

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

Claimant Signature: _____

Date Submitted: _____

Travel Approved by Supervisor: _____

GL Code: _____ 10-229-3020-229230

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

Steven Marcellus

From: Lindsay Reiling <lindsay.reiling@tsi-inc.ca>
Sent: January 26, 2026 11:17 PM
Subject: NEW Fire Service Modernization Planning Session date

Thank you for registering to attend the Fire Services Modernization session this weekend in Sydney (January 31st).

We are writing to let you know that we have added a second location to reduce travel times. The new locations and times are as follows:

1. Baddeck at the Royal Canadian Legion (37 Ross Street) from 10am to 12pm
2. Sydney at Centre 200 (481 George Street) in the main concourse from 2pm to 4pm

Please share this updated information with any Fire Chiefs or Deputy Fire Chiefs who may be interested in attending with the additional location. Anyone wishing to attend can register for a session through this link <https://www.surveymonkey.com/r/NSWorkshopRSVP>.

We look forward to meeting with you and hearing your views about modernizing the fire service in Nova Scotia.

Deputy Minister Sandra McKenzie
NS Department of Emergency Management

--
Lindsay Reiling | Transitional Solutions Inc.
Office: 1 833-333-5211 | Email: lindsay.reiling@tsi-inc.ca
Suite 290, 2899 Broadmoor Blvd., Sherwood Park, AB, Canada T8H 1B5

Visit us online: www.tsi-inc.ca

Steven Marcellus

From: Deputy Minister Emergency Management
<DeputyMinister.EmergencyManagement@novascotia.ca>
Sent: January 8, 2026 3:38 PM
Subject: 2026 01 08 Invitation to Attend Fire Modernization Implementation Planning Sessions
Attachments: 2026 01 08 Invitation to Attend Fire Modernization Implementation Planning Sessions-Final.pdf

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Good afternoon,

On behalf of Minister Masland (Emergency Management) and Minister MacDonald (Municipal Affairs) I am pleased to attach an invitation to attend an upcoming in-person or virtual session on implementation of recommendations from the FSANS Governance Review of Fire and Associated Services.

As fire service leaders, we appreciate your participation in this next phase of our work and look forward to hearing your advice on an implementation roadmap for the modernization of fire services in the province.

Sincerely,



Sandra McKenzie
Deputy Minister
Department of Emergency
Management



**Emergency Management
Office of the Minister**

Suite 601-1671 Upper Water Street, Halifax, Nova Scotia, Canada B3J 1S8 • Telephone 902-424-5620 • Minister.EmergencyManagement@novascotia.ca

January 8, 2026

Sent Via Email

RE: Invitation to Participate in Fire Modernization Planning Sessions Throughout January

Dear Fire Chiefs and Deputy Chiefs:

Last year, the Government of Nova Scotia invested significant time along with firefighters and municipal fire/emergency management personnel to understand how to effectively modernize fire services and create a safe, sustainable, and responsive system for Nova Scotians. At the core of our efforts to modernize fire services is a commitment to ensuring that Nova Scotians are adequately protected from fire safety risks through access to high-quality fire services no matter where they live.

With recommendations in hand from the following reports, and through our continued partnership with the Fire Services Association of Nova Scotia (FSANS), we have committed to reconnecting with you as leaders in the sector to understand the implications of recommended next steps for municipalities and fire stations and to gather your input on an implementation roadmap.

1. Value-for-money Audit of the Nova Scotia Firefighters School (August 2025)
2. Report of the Governance Review of Fire and Associated Services (FSANS, September 2025)¹

On behalf of the Department of Municipal Affairs (DMA) and the Department of Emergency Management (DEM), we would like to invite you to participate in this important phase of our work by attending one of the upcoming fire service modernization planning sessions this month. As outlined in the attached schedule, we will be hosting six in-person meetings and three virtual sessions for those who cannot attend in person. An information session for all frontline firefighters will also be held in early February.

To let us know what session you are available to attend, please consult the attached schedule and **complete this RSVP form** (<https://www.surveymonkey.com/r/NSWorkshopRSVP>) by the stated deadline. If you have any issues with completing your RSVP, please contact info@transitionalsolutions.ca. Meeting details including venue will be confirmed by email at a later date. If you require accessibility supports to participate, please contact Stacey.webber@novascotia.ca.

We are grateful for your contributions to previous consultation initiatives led by FSANS as well as your commitment to collaborating with DMA and DEM to meet firefighter's training and certification needs through the Firefighter Training Advisory Committee (FTAC).



**Emergency Management
Office of the Minister**

Suite 601-1871 Upper Water Street, Halifax, Nova Scotia, Canada B3J 1S8 . Telephone 902-424-5620 . Minister.EmergencyManagement@novascotia.ca

Your participation is critical to our efforts to modernize the fire service system for the benefit of all Nova Scotians.

Sincerely,

Honorable John A. MacDonald
Minister
Department of Municipal Affairs

Honorable Kim Masland
Minister
Department of Emergency Management

- cc. Fire Services Association of Nova Scotia
Halifax Professional Firefighters Association
Doug McKenzie, NS Office of the Fire Marshall

Location	Date & Time	RSVP Deadline
Venue to be Confirmed		
Milford	Saturday, January 17 10:00am –12:00pm	Thursday, January 15
New Glasgow	Saturday, January 17 14:00–16:00	Thursday, January 15
Kentville	Saturday, January 24 10:00–12:00	Thursday, January 22
Liverpool	Saturday, January 24 14:00–16:00	Thursday, January 22
Oxford	Saturday, January 31 10:00–12:00	Thursday, January 29



**Emergency Management
Office of the Minister**

Suite 601-1871 Upper Water Street, Halifax, Nova Scotia, Canada B3J 1S8 . Telephone 902-424-5620 . Minister.EmergencyManagement@novascotia.ca

Sydney	Saturday, January 31 14:00–16:00	Thursday, January 29
Virtual Session open to all Fire Chiefs/Deputy Chiefs	Wednesday January 14 19:00 – 21:00	Monday, January 12
Virtual Session open to all Fire Chiefs/Deputy Chiefs	Thursday January 22 19:00 – 21:00	Friday, January 16
Virtual Session open to all Fire Chiefs/Deputy Chiefs	Monday January 26 19:00 – 21:00	Friday, January 23

March 1st, 2026

EMO - In County travel report for February:

February 6th, 2026

- Meeting with L'Ardoise Community Centre Groups regarding comfort centre status – follow up from phone conversation with Stephen Sampson
- Two-way trip

February 11th, 2026

- 72-hour kit donation drop off – Riverdale Community Centre
- Two-way trip

February 17th, 2026

- 72-hour kit donation drop off – Legion 150 (4.5), D'Escousse Civic Improvement Hall (13.5), Dundee (VVPR) (36), office (36)
- Round trip

Steve Marcellus - ESC

Municipality of Richmond County



THE MUNICIPALITY
OF THE COUNTY OF

LA MUNICIPALITÉ
DU COMTÉ DE

RICHMOND

NAME: Steve Marcellus

PERIOD COVERED: February 1, 2026 to February 29, 2026

DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
12-Feb-26	Met with FPSC Chair Paul Shears to prepare RFP for motion made at Fire Service Special Meeting - Nov 22nd - Port Hawkesbury	104	
18-Feb-26	County Generator maintenance - Louisdale VFD	54	
18-Feb-26	Point Tupper Community Engagement Session - Riverdale Community Centre	45	
19-Feb-26	St. Peter's VFD AGM	83	
25-Feb-26	FPSC Meeting - St. Peter's	83	

Totals: 369.00 ✓ \$0.00

Rate: \$0.5838 .5932

Total Mileage (\$): \$215.42 218.89 (P)

Total Expenses Claimed: \$215.42 \$218.89

ACCOUNT #:	10-229-3020-229230 - Fire Services	CHEQUE #:	
SIGNATURE:		AMOUNT:	
APPROVED:		DATE PAID:	
DATE SUBMITTED:	12 MARCH 2026	INITIAL:	

MSF3

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

2293020-229230

March 1st, 2026

Fire - In County travel report for February:

February 12th, 2026 – Met with FPSC Chair Paul Shears to prepare RFP – Port Hastings

- Two-way trip

February 18th, 2026 – County generator pick up – Louisdale VFD

- Two-way trip

February 18th, 2026 – Point Tupper Community Engagement Session – Lower River

- Two-way trip

February 19th, 2026 – St. Peter's VFD AGM

- Two-way trip

February 25th, 2026 – FPSC Meeting St. Peter's

- Two-way trip

Steve Marcellus - ESC

Municipality of Richmond County



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

Travel and Expense Claim			Rate <u>\$0.5932</u>
Name of Claimant:	Steve Marcellus		
Destination:	CBRM		
Purpose of Travel:	ICS 200 Course - Instructor Development		
Departure Date/Time:	20-Feb-26	2:00:00 PM	
Return Date/Time:	22-Feb-26	7:30:00 PM	
Approval to Travel :		Date:	

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total	
Total Mileage (# of Km):	476.00	196.00	84.00	196.00	0.00	0.00	476.00
Total Cost of Mileage:	\$282.36	\$116.27	\$49.83	\$116.27	\$0.00	\$0.00	\$282.36
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>							
Meals: Breakfast	\$20	\$20.00	\$20.00				\$40.00
Lunch	\$25	\$25.00	\$25.00				\$50.00
Dinner	\$30	\$30.00	\$30.00	\$30.00			\$90.00
Other Meals (Receipts Required)							\$0.00
Incidentals (\$10 per overnight stay)	\$10.00	\$10.00					\$20.00
Taxi/Parking/Tolls (Receipts Required)							\$0.00
Total Amount Being Claimed	\$156.27	\$134.83	\$191.27	\$0.00	\$0.00		\$482.36

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 _____

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

Claimant Signature: SM

Date Submitted: 23 FEB 2020

Travel Approved by Supervisor: [Signature]

GL Code: 10-229-3030-229270

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

Prices Checked.....SM

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

Approval for Payment.....

Discount Date.....

Paid by Cheque No. 103395030229270

Distribution Acct. No. 103395030229270

MSFS

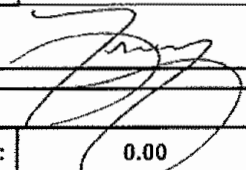


THE MUNICIPALITY OF THE COUNTY OF RICHMOND
 LA MUNICIPALITÉ DU COMTÉ DE RICHMOND

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

Travel and Expense Claim Rate \$0.5932

Name of Claimant:	Steve Marcellus	
Destination:	CBRM	
Purpose of Travel:	ICS 200 Course - Instructor Development	
Departure Date/Time:	20-Feb-26	2:00:00 PM
Return Date/Time:	22-Feb-26	8:00:00 PM

Approval to Travel :  Date: 15 Jan. '26

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

Written Travel Report - Policy Requirements (Section 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 _____

All claims are to be submitted not later than 60 days after return.	
Claimant Signature:	_____
Date Submitted:	_____
Travel Approved by Supervisor:	_____
GL Code:	<u>10-229-3020-229230</u>
	<u>7070-229270</u>

Steven Marcellus

From: Bruce E. MacDonald <bemacdonald@cbrm.ns.ca>
Sent: January 22, 2026 3:53 PM
To: Young, David; Steven Marcellus
Subject: FW: Incident Command System (ICS) 200 course Feb 21st and 22nd.

FYI

Bruce MacDonald
CBRM EMO

From: Bruce E. MacDonald
Sent: January 22, 2026 3:52 PM
To: TRAVAIS BRIAND <rescueman29@hotmail.com>
Cc: George Muise - Personal (George.muise13@bellaliant.net) <George.muise13@bellaliant.net>; Craig MacNeil <wcmacneil@cbrm.ns.ca>; Matthew D. Lever <mdlever@cbrm.ns.ca>
Subject: Incident Command System (ICS) 200 course Feb 21st and 22nd.

Hello all,

CBRM EMO will hold an Incident Command System (ICS) 200 *Basic Incident Command System* courses on Saturday June 21st and Sunday June 22nd, 2026, at the Georges River Fire Department. Students must attend and participate in group activities on both days of the course and pass a written exam achieving a minimum grade of 80%.

ICS I-200 is a two-day course that defines the unique qualities of ICS as an event or incident management system. This course focuses on the management of single resources. I-200 provides training for personnel who are likely to assume a supervisory position within the ICS.

- **Prerequisite:** Successful completion of the ICS 100 course is required to participate in the course. Students must send a copy of their ICS 100 certificate with their email registration.
- **Location:** George's River Volunteer Fire Department, 1208 Georges River Rd, Georges River
- **Cost:** There is no cost to attend the ICS 200 course.
- **Lunch:** Lunch will be the responsibility of course participants. One hour will be provided for lunch each day.
- **Student materials:** Course materials are provided electronically and will be emailed to course participants upon completion of the registration process.
- **Target audience:** Typically, the following applicants would be included: responder level—emergency response providers and disaster workers who are entry level to supervisory level, including emergency medical service personnel, firefighters, medical personnel, police officers,

public health personnel, public works/utilities personnel, and other emergency management response personnel.

Those interested in attending the course are asked to notify Matthew Lever at mdlever@cbrm.ns.ca by email by end of day on Friday Feb 6th, 2026. The class size is limited to 24, and attendance may be prioritized.

To register, please provide the following information:

1. Student's Name
2. Department or organization
3. Position or rank or your ICS role within your organization
4. Contact number
5. Email address
6. Certificate/Confirmation of your successful completion of ICS 100

Bruce

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

MOCR Travel and Expense Claim Form / Non-Local Travel

All claims must be submitted no later than 60 days after your date of return.

Please include your travel preapproval and the agenda with your claim. If you do not have an agenda, provide a short outline that lists the time, location, duration, and attendees. If you attended a conference, select the box to confirm that you met the 80 percent attendance requirement. If this does not apply to your travel, select the 'N/A' box.

Name:	Steve Marcellus		
Departure Date:	March 29, 2026	Return Date:	March 29, 2026
Departure Time:	7:00 AM	Return Time:	6:00 PM
Purpose of Travel:	FSANS BOD Meeting (10 - 3) Discussion before meeting with CBRM Deputy Chief Craig MacNeil regarding Loch Lomond funding (9:30 - 10) Discussion with Admin Assistant after meeting regarding double payments for registrations (3-3:30)		
Approved to Travel:	<input checked="" type="checkbox"/>	Conference attendance = 80% or more:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/>

Mileage and Meal Expenses

Mileage is reimbursed at the provincial rate. Incidentals and meals are reimbursed at per diem rates. Enter your mileage and select the meals for each day. Meals provided as part of a paid event or conference are not eligible for reimbursement. Incidentals may be claimed for each overnight stay. No receipts are required.

	Trip Description	Mileage/KM \$0.5932	\$10 Incidentals	\$20 Breakfast	\$25 Lunch	\$30 Dinner/ Supper	Meals/day Total	
Day 1	Travel to and from Brookfield	453	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$50.00	
Day 2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	
Day 3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	
Day 4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	
Day 5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	
Day 6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	
Day 7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	
Mileage Total (km)		453	Total Mileage Expenses		\$268.72 ✓	Total Meal Expenses		\$50.00 ✓

Accommodation/Other (Taxi, Parking, Tolls, Etc.) Expenses

Use this section to claim hotel accommodations you paid for, along with other expenses eligible for reimbursement, such as parking, taxi, and tolls (receipts required). If your accommodations are direct billed, select the box and list the name of the hotel.

Direct Billed:	<input type="checkbox"/>	Name of Hotel:	
		Other Expense Description	Other \$
Day 1			
Day 2			
Day 3			
Day 4			
Day 5			
Day 6			
Day 7			
Total Accommodation/Other Expenses			\$0.00

Total Amount Being Claimed		\$318.72										
Claimant Signature:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Goods Rec'd. Date.....</td> <td>Initial.....</td> </tr> <tr> <td>Prices Checked.....</td> <td></td> </tr> <tr> <td>Add. & Ext. Checked.....</td> <td></td> </tr> <tr> <td>Approval for Payment.....</td> <td></td> </tr> <tr> <td>Discount Date.....*office use.....</td> <td></td> </tr> </table>		Goods Rec'd. Date.....	Initial.....	Prices Checked.....		Add. & Ext. Checked.....		Approval for Payment.....		Discount Date.....*office use.....	
Goods Rec'd. Date.....			Initial.....									
Prices Checked.....												
Add. & Ext. Checked.....												
Approval for Payment.....												
Discount Date.....*office use.....												
Submission Date:	30-Mar-26											
Approval Signature:												
GL Code:	10-229-3020-229230											

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	
Add. & Ext. Checked.....	
Approval for Payment.....	
Discount Date.....*office use.....	

Paid by Cheque No. _____
 Distribution: Acc't No. 10-229-3020-229230

Steven Marcellus

From: Troy MacCulloch
Sent: March 23, 2026 1:02 PM
To: Steven Marcellus
Subject: RE: FSANS BOD Meeting

Approved

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

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

www.richmondcounty.ca

From: Steven Marcellus <EMO@richmondcounty.ca>
Sent: March 23, 2026 12:57 PM
To: Troy MacCulloch <CAO@richmondcounty.ca>
Subject: FSANS BOD Meeting

Afternoon, seeking approval for out of County travel on March 29th, 2026 for the FSANS BOD meeting in Brookfield.

Thanks Steve



FIRE SERVICE ASSOCIATION OF NOVA SCOTIA
BOARD OF DIRECTORS' MEETING
Sunday March 29th, 2026, Brookfield Fire Department

1. Call to Order and Moment of Silence
2. Approval of Minutes – December 7th, 2025
3. Business Arising from the Minutes
Additions to the Agenda:
 - ✓ Eye Safety Awareness Program Presentation - Laura Bain
 - ✓ Navigate Energy – Meeting from Feb 10th, 2026
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 –

Adjournment

April 1st, 2026

EMO - In County travel report for March:

March 3rd, 2026

- Fleur-de-lis Signs – ICS Poster sizing and ordering
- Two-way trip

March 23rd, 2026

- Fleur-de-lis Signs – Order pickup
- Two-way trip

March 25th, 2026

- STAC We Care Day presentation – St. Louis Parish Hall
- Two-way trip
- Two people

March 31st, 2026

- Fleur-de-lis Signs – ICS Poster correction missing, sizing and re-ordering
- Two-way trip

Steve Marcellus - ESC

Municipality of Richmond County

April 1st, 2026

Fire - In County travel report for March:

March 12th, 2026 – Met with DNR at St. Peter's Office

- Two-way trip

March 13th, 2026 – St. Peter's VFD Dry Hydrant site possible training usage (rear of property

- Two-way trip

March 23rd, 2026 – Louisdale VFD Registration document drop off

- Two-way trip

March 26th, 2026 – Dry Hydrants with Chris Pope – poor weather in afternoon

- Home to District 10 area – Fire Hall (MacKenzie's Pond) 68, Campbell's Brook 1 and Rear Big Cove Road (MacLeod Lake) 17
- District 10 to St. Peter's area - Roberta (Scott's River Bridge) 35, The Points West Bay (Pringle's Brook) 13,
- St. Peter's area to Louisdale's area – Along Bra's dor Lake – Dundee 16, Old Black River Road 5, West Bay (West Bay Rd/Marble Mountain Road) 5
- West Bay to Janvrin's Island area – North Passage Road (Victoria Lake) 53, Appleseed 5
- Janvrin's Island to D'Escousse – Lennox Passage Yacht Club 34, Poirierville Wharf 5, Poulamon (Old Wharf Rd) 8
- D'Escousse to River Bourgeois (St. Peter's new hydrant) 29
- River Bourgeois to L'Ardoise – Rear Rockdale Road (Landrys Lake) 19, Point Michaud Rd (Mombourquette Pond) 16, St. Peter's Fourchu Rd (Duncans Lake) 5
- L'Ardoise to Grand River – Black River Pond 11, West Side Grand River Road 5, Frank MacDonald Road 10, East Side Grand River Road 3, Loch Lomond Road - access to River
- Grand River to Loch Lomond – Westside Loch Lomond Road/McNabs Road (bridge) 20, Northside Loch Lomond Road (bridge) 12
- Loch Lomond to home 78

Steve Marcellus - ESC

Municipality of Richmond County



Schedule 'B' In County Travel and Expense Claim Form

NAME: Brian Marchand			
PERIOD COVERED:			
FROM: Jan 1-2026 to Feb 26-2026			
DATE:	PARTICULARS:	MILEAGE (KM):	OTHER EXPENSES:
Jan 6-2026	PAC Meeting (Louisdale to Arichat)	35.00	
Jan 7-2026	Presentation to Volunteer of the Month (Louisdale to Arichat)	35.00	
Jan 12-2026	By-Law/ Policy Committee (Louisdale to Arichat)	35.00	
Jan 13-2026	COW Meeting (Louisdale to Arichat)	35.00	
Jan 14-2026	Council Meet with MP Jamie Battiste (Louisdale to Arichat)	35.00	
Jan 15-2026	Meeting with Village of St Peters (Louisdale to Arichat)	35.00	
Jan 27-2026	Landrie Lake Meeting (Louisdale to Port Hawkesbury)	54.00	
Jan 27-2026	Reg Meeting (Louisdale to Arichat)	35.00	
Feb 3-2026	PAC Meeting (Louisdale to Arichat)	35.00	
Feb 4-2026	By-Law / Policy (Louisdale to Arichat)	35.00	
Feb 10-2026	By-Law / Policy / COW Meeting (Louisdale to Arichat)	35.00	
Feb 17-2026	By-Law / Policy (Louisdale to Arichat)	35.00	
Feb 18-2026	Pt Tupper Community Session (Louisdale to Lower River Hall)	31.00	
Feb 24-2026	Reg Meeting (Louisdale to Arichat)	35.00	
Feb 25-2026	Fire Protection Service Meeting (Louisdale to St. Peters)	40.00	
Feb 26-2026	Budget Meeting (Louisdale to Arichat)	35.00	

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

Handwritten: HST 3
 2110 210130

Totals: 580.00 ✓ \$0.00
 Rate: \$0.5932
 Total Mileage (\$): \$344.06
 Total Expenses Claimed: \$344.06

ACCOUNT #:		CHEQUE #:	
SIGNATURE:	<i>Brian Marchand</i>	AMOUNT:	
APPROVED:	<i>[Signature]</i>	DATE PAID:	
DATE SUBMITTED:	<i>Feb 26/26</i>	INITIAL:	

In county travel report for Feb 18, 2026

- A) – Pt Tupper Community Session to discuss Fire Levy.
- B) – February 18 -2026
- C) – Lower River, Nova Scotia
- D) - Started at 6:30 PM & Ended at 7:30 PM
- E) - Lois (Warden), Councillor Brent Smpson, Councillor Shaun Samson, Steve Marcellus (ESC), Kathleen (Director of Finance), Shelley David (Clerk), Paul Shears (West Bay Road Fire Dept) & Tanya Langley (Area Resident)
- F) – Listen to any concerns of residents in the New Levy Area (Pt Tupper) & Discussing the New Fire Levy of \$0.05 / \$100 of assessment for PT Tupper Properties.

Brian Marchand, District 3 Councillor

Municipality of the County of Richmond

AGENDA SPECIAL MEETING
Landrie Lake Board of Directors Meeting
March 6th, 2026
1:00pm
Virtual/Shannon Studio

1. Call to Order
2. Additions to the Agenda
3. Approval of Agenda
4. Approval of the Minutes – January 2026
5. Business Arising from the Minutes
6. Rate Study Approval
7. Approved Additions
8. Adjournment

Queer 101: 2SLGBTQIA+ Basics 101

Presented by Jess Blakely-Smith & Tara Paon



In partnership with



Funded by



Women and Gender
Equality Canada

Femmes et Égalité
des genres Canada



Introduction



- WAGE funding & Truro Pride
- Richmond Rainbow Alliance



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

Travel and Expense Claim		Rate <u>\$0.5932</u>
Name of Claimant:	Amanda Mombourquette	
Destination:	Membertou Trade and Convention Centre	
Purpose of Travel:	CEPI Listening to the People of the Lakes Workshop	
Departure Date/Time:	Mar 10 at 9am / Mar 11 at 7am / Mar 12 at 7am (3 trips up and back, no accom)	
Return Date/Time:	Mar 10 at 6:30pm / Mar 11 at 6:30pm / Mar 12 at 3pm	
Approval to Travel : See emails from Lois Landry / Troy MacCulloch Date: February 20, 2025		

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total	
Total Mileage (# of Km):	528.00	176.00	176.00	176.00	0.00	0.00	528.00
Total Cost of Mileage:	\$313.21	\$104.40	\$104.40	\$104.40	\$0.00	\$0.00	\$313.21
Accommodation/Hotel Name	Inverary - Direct	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>							
Meals: Breakfast	\$20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lunch	\$25	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
Dinner	\$30	\$30.00	\$30.00	\$0.00	\$0.00	\$0.00	\$60.00
Other Meals (Receipts Required)							\$0.00
Incidentals (\$10 per overnight stay)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Taxi/Parking/Tolls (Receipts Required)							\$0.00
Total Amount Being Claimed	\$159.40	\$134.40	\$104.40	\$0.00	\$0.00	\$0.00	\$398.21

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 _____

MSB

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

Claimant Signature: Amanda Mombourquette
Date Submitted: 31-Mar-26
Travel Approved by Supervisor: Troy MacCulloch
GL Code: _____

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

CEPI 2026 Workshop

Listening to the People of the Lakes

DAY 1

Tuesday, March 10, 2026

Location: Kluskap Room, Membertou Trade and Convention Centre

- | | |
|-------------------------------|---|
| 11:00 a.m. - 8:00 p.m. | Registration - Second Floor Lobby |
| 1:00 - 2:00 p.m. | Welcome and Workshop Opening |
| 2:00 - 2:20 p.m. | State of the Bras d'Or Report |
| 2:20 - 2:45 p.m. | Two-Eyed Seeing Co-Learning Hub |
| 2:45 p.m. | Refresh & Connect Break |
| 3:00 - 3:20 p.m. | CEPI Youth |
| 3:20 - 3:45 p.m. | CEPI Update |
| 3:45 - 4:15 p.m. | Daily Wrap Up and Closing Remarks |
| 7:00 - 9:00 p.m. | Welcome Reception & Golden Awards- Kluskap Room |

DAY 2

Wednesday, March 11, 2026

Location: Kluskap Room, Membertou Trade and Convention Centre

- | | |
|--------------------------------|---|
| 8:00 a.m. | Registration - Second Floor Lobby |
| 9:00 - 9:30 a.m. | Welcome & Summary of Day 1 + Workshop Introduction
CEPI Co-Chairs: Dr. Mary Beth Doucette and
Deputy Warden, Richmond County, Amanda Mombourquette |
| 9:30 - 10:00 a.m. | Table Introductions - Relationship Building |
| 10:00 - 10:45 a.m. | Our CEPI Story: Honouring the Past, Engaging the Present,
Shaping the Future A dialogue led by Dan Christmas,
followed by discussion with Theresa Harroun |
| 10:45 a.m. | Refresh & Connect Break |
| 11:00 a.m. - 12:30 p.m. | Environmental Activities, Impacts, and Priorities |
| 12:30 - 1:30 p.m. | Lunch |
| 1:30 - 2:45 p.m. | Social & Cultural Activities, Impacts, and Priorities |
| 2:45 - 4:00 p.m. | Economic Activities, Impacts, and Priorities |
| 4:15 - 4:45 p.m. | Visioning Session: If the Lakes Could Speak |
| 4:45 - 5:00 p.m. | Day Wrap-Up and Look Ahead
Networking - Corner Office |

CEPI 2026 Workshop

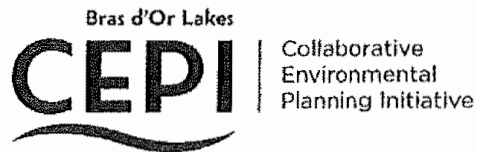
Listening to the People of the Lakes

DAY 3

Thursday, March 12, 2026

Location: Kluskap Room, Membertou Trade and Convention Centre

9:00 - 9:15 a.m.	Welcome & Summary of Days 1 and 2 - CEPI Co-Chairs
9:15 - 9:45 a.m.	CEPI Partner Spotlight
9:45 - 10:45 a.m.	Strengthening Our Etuaptmunk / Two-Eyed Seeing Approach
10:45 - 11:00 a.m.	Refresh & Connect Break
11:00 a.m. - 11:45 a.m.	Improving the CEPI Planning Process
11:45 a.m. - 12:15 p.m.	What's Next for CEPI?
12:15 - 12:30 p.m.	Workshop Wrap-Up
12:30 - 1:30 p.m.	Networking Lunch / Lunch for the Road



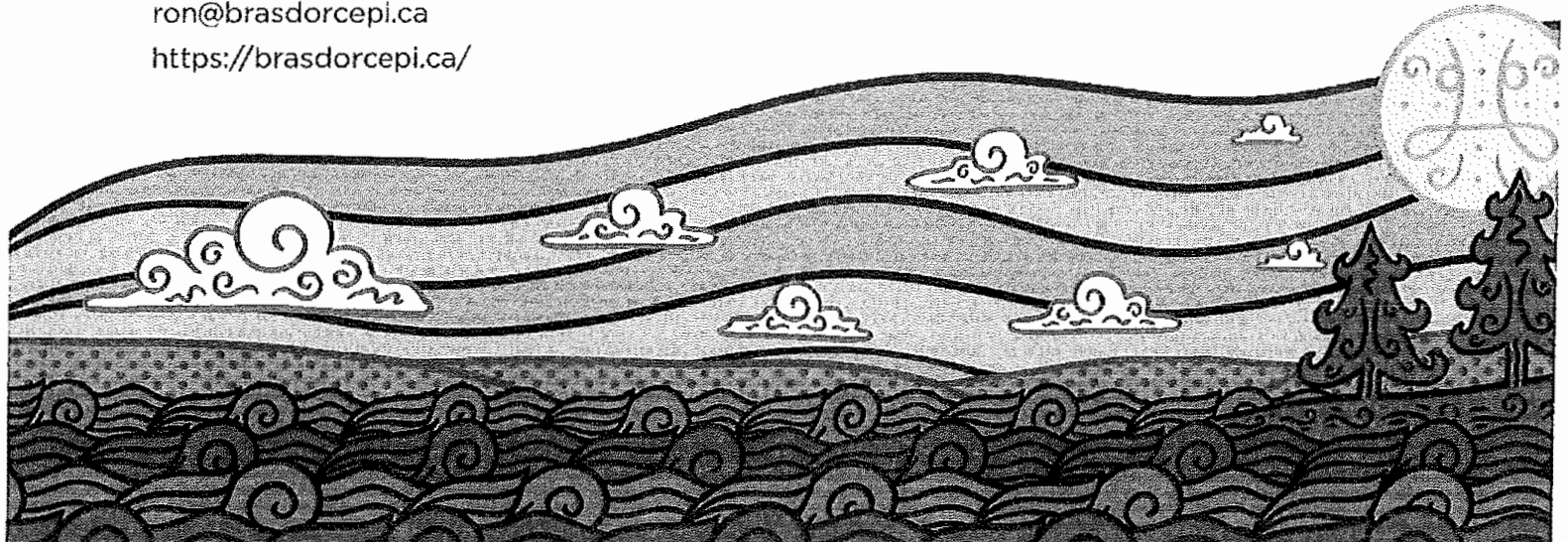
Bras d'Or Lakes CEPI

(902) 379-2163

stan.johnson@brasdorcepi.ca

ron@brasdorcepi.ca

<https://brasdorcepi.ca/>



RE: TICKETS ON SALE

From Lois Landry <Lois.Landry@richmondcounty.ca>

Date Fri 2026-02-20 2:45 PM

To Amanda Mombourquette <Amanda.Mombourquette@richmondcounty.ca>; Shelley David <Clerk@richmondcounty.ca>; Troy MacCulloch <CAO@richmondcounty.ca>

Approved for travel.

Thanks,
Lois

Lois Landry, Warden
Municipality of the County of Richmond
Tel: (902) 631-0332

From: Amanda Mombourquette <Amanda.Mombourquette@richmondcounty.ca>

Sent: February 20, 2026 10:45 AM

To: Shelley David <Clerk@richmondcounty.ca>; Lois Landry <Lois.Landry@richmondcounty.ca>; Troy MacCulloch <CAO@richmondcounty.ca>

Subject: Fw: TICKETS ON SALE

Hi folks,

Could I get travel approval for this workshop? I'll travel back and forth instead of staying overnight.

Once approved, Shelley - could you register me?

Thanks!

Amanda

Deputy Warden Amanda Mombourquette

District 4 Councillor, Richmond County

902-631-0690


amanda.mombourquette@richmondcounty.ca

www.richmondcounty.ca

<https://www.facebook.com/AmandaMombourquetteDistrict4Richmond>



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

 Outlook

RE: TICKETS ON SALE

From Troy MacCulloch <CAO@richmondcounty.ca>

Date Fri 2026-02-20 2:41 PM

To Amanda Mombourquette <Amanda.Mombourquette@richmondcounty.ca>; Shelley David <Clerk@richmondcounty.ca>; Lois Landry <Lois.Landry@richmondcounty.ca>

Approved and best wishes for the workshop.

troy

THE MUNICIPALITY OF THE COUNTY OF RICHMOND



Troy MacCulloch, CMML, FSASc

Chief Administrative Officer

Phone: 902.226.3970

Mobile: 902.631.4120

Email: cao@richmondcounty.ca

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

www.richmondcounty.ca

From: Amanda Mombourquette <Amanda.Mombourquette@richmondcounty.ca>

Sent: February 20, 2026 10:45 AM

To: Shelley David <Clerk@richmondcounty.ca>; Lois Landry <Lois.Landry@richmondcounty.ca>; Troy MacCulloch <CAO@richmondcounty.ca>

Subject: Fw: TICKETS ON SALE

Hi folks,

Could I get travel approval for this workshop? I'll travel back and forth instead of staying overnight.

Once approved, Shelley - could you register me?

Thanks!

Amanda

Deputy Warden Amanda Mombourquette

District 4 Councillor, Richmond County

902-631-0690

amanda.mombourquette@richmondcounty.ca

www.richmondcounty.ca

<https://www.facebook.com/AmandaMombourquetteDistrict4Richmond>



From: eleanor tenfoldcomm.ca <eleanor@tenfoldcomm.ca>
Sent: Wednesday, February 18, 2026 2:57 PM
To: annie <annie@uinr.ca>
Cc: Mary Beth Doucette <Marybeth_Doucette@cbu.ca>; Amanda Mombourquette <Amanda.Mombourquette@richmondcounty.ca>
Subject: TICKETS ON SALE

hi Annie and Mary Beth and Amanda,

I think it is working - see link below.

Annie is the most patient person on the world and we worked on this for more than two hours and there were still issues. I believe I have fixed those issues.

One was that it was showing as sold out. (fixed that)
Second was that it was tricky to check out. You have to click the time showing and it should take you to the payment page. I have three promo codes set up too - one for any elders or youth and one for sponsors but we will deal with that later.

There were two initial problems with set up - I set it up as a recurring event instead of a single event and it shows my email on the web version. The first is just a simple mistake but no way to fix in Event Brite unless we set up a new event which is exactly what I would do if we had time. The email issue is something I might be able to fix but it is because we are using my email and considering the CEPI web and email issues I think we can live with this for now.

I also have the updated graphic - see attached- saying registration is open so I will give it till end of day to see if you think we are good to go and I will send out the link and graphic to everyone and then we are off to the races!

Looking forward to your feedback and thanks so much Annie!!

Eleanor

<https://www.eventbrite.ca/e/listening-to-the-people-of-the-lakes-march-10-12-2026-tickets-1983208948351?aff=oddtcreator>



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

**RCMP Advisory Board Meeting
Wednesday, December 10, 2025**

Time: 6:00 p.m.

Location: St. Peter's RCMP Detachment

Agenda

1. Call to Order
2. Items Added/Approval of Agenda
3. Review of Minutes, Re: September 17, 2025
4. Business Arising from the Minutes
5. Policing Report, Re: Richmond County Stats
6. Correspondence, Re:
 - a) Email from Virginia Brooke, President, Nova Scotia Association of Police Governance, Re: Membership request
 - b) Email from Michelle Boudreau, Resident of Richmond County, Re: Posted speed limits on Isle Madame
7. Department of Justice Board Orientation Training
8. Items Added to the Agenda
9. Questions or Concerns
10. Next Meeting Date (March 11, 2026)
11. Adjournment

IDEAS COMMITTEE MEETING

December 4, 2025

5:30 p.m.

Location: Municipal Building, Arichat

AGENDA

1. Call to order
2. Opening Acknowledgement
3. Items Added
4. Approval of agenda
5. Election of Chair and Co-Chair
6. Review of Minutes Re: October 2, 2025
7. Inverness Asylum Commemoration Project
8. EDI Training with Bradley Sheppard
9. Community Acknowledgements (Standing Item)
10. Membership Recruitment (Standing Item)
11. Items Added
12. Next Meeting
13. Adjournment

Shannon Mury

From: Danielle Martell
Sent: November 7, 2025 10:13 AM
Subject: Invitation: EDI & Leadership Development Training Series – December 2025

SAVE THE DATE



EQUITY, DIVERSITY, AND INCLUSION (EDI) AND LEADERSHIP DEVELOPMENT TRAINING SESSIONS:

Join us for three engaging training sessions with Bradley Sheppard, focused on Equity, Diversity, Inclusion (EDI) and Leadership Development.

These sessions will strengthen understanding of inclusion, foster teamwork, and build capacity for respectful and effective leadership.

Session Overview:

- Dec 10th, 6 pm - 8 pm: Understanding Diversity and Inclusion in Municipal Work.
- Dec 13th, 10 am - 12 pm: Unconscious Bias and Building Trust Across Difference.
- Dec. 18th, 9 am - 11 am: Inclusive Leadership – Turning Awareness into Action.

These sessions will be held in-person at the Louisdale Lions Hall, with a virtual option. Light snacks will be provided.

Please confirm your attendance by emailing Danielle at cdspofficer@richmondcounty.ca no later than November 30th.



THE MUNICIPALITY
OF THE COUNTY OF
RICHMOND

LA MUNICIPALITÉ
DU COMTE DE



Good morning everyone,

We are pleased to invite you to a series of three training sessions with facilitator Bradley Sheppard, focused on Equity, Diversity, Inclusion (EDI) and Leadership Development. These sessions are designed

to strengthen understanding of inclusive practices, foster effective teamwork, and support respectful, collaborative leadership.

To accommodate varying schedules, the training will be offered in a hybrid format, with three sessions in December at different times of day. Each session will build upon the last, covering the following topics:

Session Topics

1. *Understanding Diversity and Inclusion in Municipal Work*
2. *Unconscious Bias and Building Trust Across Differences*
3. *Inclusive Leadership – Turning Awareness into Action*

Each session will be interactive, with opportunities for small-group discussions to support meaningful engagement. While attendance is not mandatory, in-person participation is strongly encouraged. Sessions will be held at the Louisdale Lions Hall (3128 Whiteside Rd., Louisdale), with a virtual option available for those unable to attend in person.

Due to the interactive nature of these sessions, participation will be limited to a maximum of 30 individuals. Attendance for this series is reserved for elected representatives and senior management from the Village of St. Peter's and the Municipality of the County of Richmond, as well as members of the joint IDEA Committee.

Session Dates & Times

- **December 10: 6:00 pm – 8:00 pm**
- *Understanding Diversity and Inclusion in Municipal Work*
- **December 13: 10:00 am – 12:00 pm**
- *Unconscious Bias and Building Trust Across Differences*
- **December 18: 9:00 am – 11:00 am**
- *Inclusive Leadership – Turning Awareness into Action*

Please confirm your attendance by emailing Danielle Martell at cdspofficer@richmondcounty.ca no later than November 30. If you require any accommodations or additional questions, kindly include that information in your response.





Thank you for your ongoing support, and we look forward to your participation.
Danielle

Danielle Martell

Community Development Coordinator

Department of Community Development and Recreation



-  902.226.3982
-  cdspofficer@richmondcounty.ca
-  richmondcounty.ca
-  2357 Highway 206, Arichat, Nova Scotia B0E 1A0

RECREATION ADVISORY COMMITTEE

December 11, 2025

7:00 p.m.

Location: Richmond Arena Boardroom/Virtual

AGENDA

1. Call to Order
2. Opening Acknowledgement
3. Items Added to the Agenda
4. Approval of Agenda
5. Election of Chair and Co-Chair
6. Review of Minutes: September 11, 2025
7. Richmond Reflections Newsletter Circulation
8. Arena Snow Load Sensors Update
9. Updates from the Recreation Department
 - a. Programming
 - i. Holiday Rate
 - ii. Holiday Skate
 - b. Volunteer Recognition
 - c. Other
10. Items Added
11. Round Table
12. Next Meet
13. Adjournment

Point Tupper fire rate community meeting

1: Purpose of Meeting

-To give residents affected the ability to ask questions around the new fire rate being introduced in Point Tupper

2: Date of Meeting

-February 18th, 2026

3: Place of Meeting

-Riverdale community centre, 106 Vince McCarthy Drive, Lower River Inhabitants

4: Start and End time of Meeting

-The meeting began at 630pm and concluded around 7pm

5: Person(s) present at the Meeting

-4 members of council (Warden Landry, councillor Samson, Councillor Marchand and myself)

-3 staff members (Clerk, Director of Finance and EMO/Fire services coordinator)

-The Chair of the fire services steering committee

-A community resident from Point Tupper

6: Brief Statement of discussions held

-An explanation of how we came to decide on a fire rate and how it would increase going forward

MOCR Travel and Expense Claim Form / Non-Local Travel

All claims must be submitted no later than 60 days after your date of return.

Please include your travel preapproval and the agenda with your claim. If you do not have an agenda, provide a short outline that lists the time, location, duration, and attendees. If you attended a conference, select the box to confirm that you met the 80 percent attendance requirement. If this does not apply to your travel, select the 'N/A' box.

Name:	Brent Sampson						
Departure Date:	March 29, 2026			Return Date:	March 30, 2025		
Departure Time:	12:30pm			Return Time:	6:00pm		
Purpose of Travel & Destination:	Meetings That Matter-Governance Strategy and Trust				Conference attendance = 80% or more:		
Approved to Travel:	<input checked="" type="checkbox"/>		80% or more	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	

Mileage and Meal Expenses

Mileage is reimbursed at the provincial rate. Incidentals and meals are reimbursed at per diem rates. Enter your mileage and select the meals for each day. Meals provided as part of a paid event or conference are not eligible for reimbursement. Incidentals may be claimed for each overnight stay. No receipts are required.

Trip Description	Mileage/KM \$0.5932	\$10 Incidentals	\$20 Breakfast	\$25 Lunch	\$30 Dinner/ Supper	Meals/day Total
Day 1	331	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$30.00
Day 2	331	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$50.00
Day 3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
Day 4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
Day 5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
Day 6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
Day 7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
Mileage Total (km) 662	Total Mileage Expenses \$392.70		Total Meal Expenses \$80.00			

Accommodation/Other (Taxi, Parking, Tolls, Etc.) Expenses

Use this section to claim hotel accommodations you paid for, along with other expenses eligible for reimbursement, such as parking, taxi, and tolls (receipts required). If your accommodations are direct billed, select the box and list the name of the hotel.

Direct Billed:	<input type="checkbox"/>	Name of Hotel:	
Other Expense Description		Other \$	
Day 1	Private accommodations	40	
Day 2			
Day 3			
Day 4			
Day 5			
Day 6			
Day 7			
Total Accommodation/Other Expenses			\$40.00

Total Amount Being Claimed

\$512.70

Claimant Signature:	<i>[Signature]</i>
Submission Date:	01-Apr-26
Approval Signature:	<i>[Signature]</i>
GL Code:	10 210 2110 210130

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

1513



Brent Sampson

From: Troy MacCulloch
Sent: March 10, 2026 6:29 PM
To: Brent Sampson; Lois Landry
Cc: Shelley David
Subject: RE: REMINDER Register Now - Meetings that Matter: Governance, Strategy & Public Trust

Approved for my part and enjoy the conference

Troy

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



Troy MacCulloch, CMML, FSASc
Chief Administrative Officer

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

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

www.richmondcounty.ca

From: Brent Sampson <Brent.Sampson@richmondcounty.ca>
Sent: March 10, 2026 6:27 PM
To: Troy MacCulloch <CAO@richmondcounty.ca>; Lois Landry <Lois.Landry@richmondcounty.ca>
Cc: Shelley David <Clerk@richmondcounty.ca>
Subject: FW: REMINDER Register Now - Meetings that Matter: Governance, Strategy & Public Trust

Hi Troy and Lois

I'd like to attend this and was looking for approval to do so. If this is ok can Shelley book my spot but I will not require accommodations.

Brent

From: NSFM Communications <communications@nsfm.ca>
Sent: March 10, 2026 9:00 AM
Subject: REMINDER Register Now - Meetings that Matter: Governance, Strategy & Public Trust

Brent Sampson

From: Lois Landry
Sent: March 12, 2026 7:31 PM
To: Brent Sampson; Troy MacCulloch
Cc: Shelley David
Subject: RE: REMINDER Register Now - Meetings that Matter: Governance, Strategy & Public Trust

Yes, approved.

Thanks, Brent. Both Amanda and I had tried to make our schedules work for this one but couldn't. I'd be very interested in hearing any information you can bring back.

Thanks,
Lois

Lois Landry, Warden
Municipality of the County of Richmond
Tel: (902) 631-0332

From: Brent Sampson <Brent.Sampson@richmondcounty.ca>
Sent: March 10, 2026 6:27 PM
To: Troy MacCulloch <CAO@richmondcounty.ca>; Lois Landry <Lois.Landry@richmondcounty.ca>
Cc: Shelley David <Clerk@richmondcounty.ca>
Subject: FW: REMINDER Register Now - Meetings that Matter: Governance, Strategy & Public Trust

Hi Troy and Lois

I'd like to attend this and was looking for approval to do so. If this is ok can Shelley book my spot but I will not require accommodations.

Brent

From: NSFM Communications <communications@nsfm.ca>
Sent: March 10, 2026 9:00 AM
Subject: REMINDER Register Now - Meetings that Matter: Governance, Strategy & Public Trust

In-Person Workshop Designed for Elected Officials

Workshop Details

Date/Time: March 30, 9:00 a.m. - 2:00 p.m.

Location: Atlantic Ballroom, Westin Nova Scotian Hotel, Halifax

Fee: \$275 + HST

Note: Limited to 100 registrants

About the Session

Municipal meetings are where leadership is tested, and where credibility is built.

As municipalities navigate fiscal pressure and increased expectations, the way councils conduct their meetings plays a critical role in demonstrating leadership, accountability, and readiness to partner.

This full-day, interactive session will equip elected officials with practical tools to:

- Strengthen meeting structure and decision discipline
- Clarify roles and reduce common friction points
- Manage tone and difficult moments under pressure
- Use council meetings as visible demonstrations of professionalism and preparedness

Through real-world scenarios, structured exercises, and peer discussion, participants will leave with concrete strategies they can apply immediately in their next meeting.

Presenters



Kristan Hines – Senior Vice-President, Corporate & Public Affairs, NATIONAL Public Relations



Erin Norwood MacLeod – Associate Vice-President, Public Affairs, NATIONAL Public Relations

Click [HERE](#) for further details and to register.

Registration closes at 12:00 p.m. on March 26, 2026.

NOVA SCOTIA FEDERATION OF MUNICIPALITIES

t +902.423.8331

info@nsfm.ca

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**MEETINGS THAT MATTER:
GOVERNANCE,
STRATEGY, AND
PUBLIC TRUST**

Nova Scotia Federation of Municipalities

N | A | T | I | O | N | A | L

Municipal meetings are the foundation of transparent and effective local governance.

Agenda

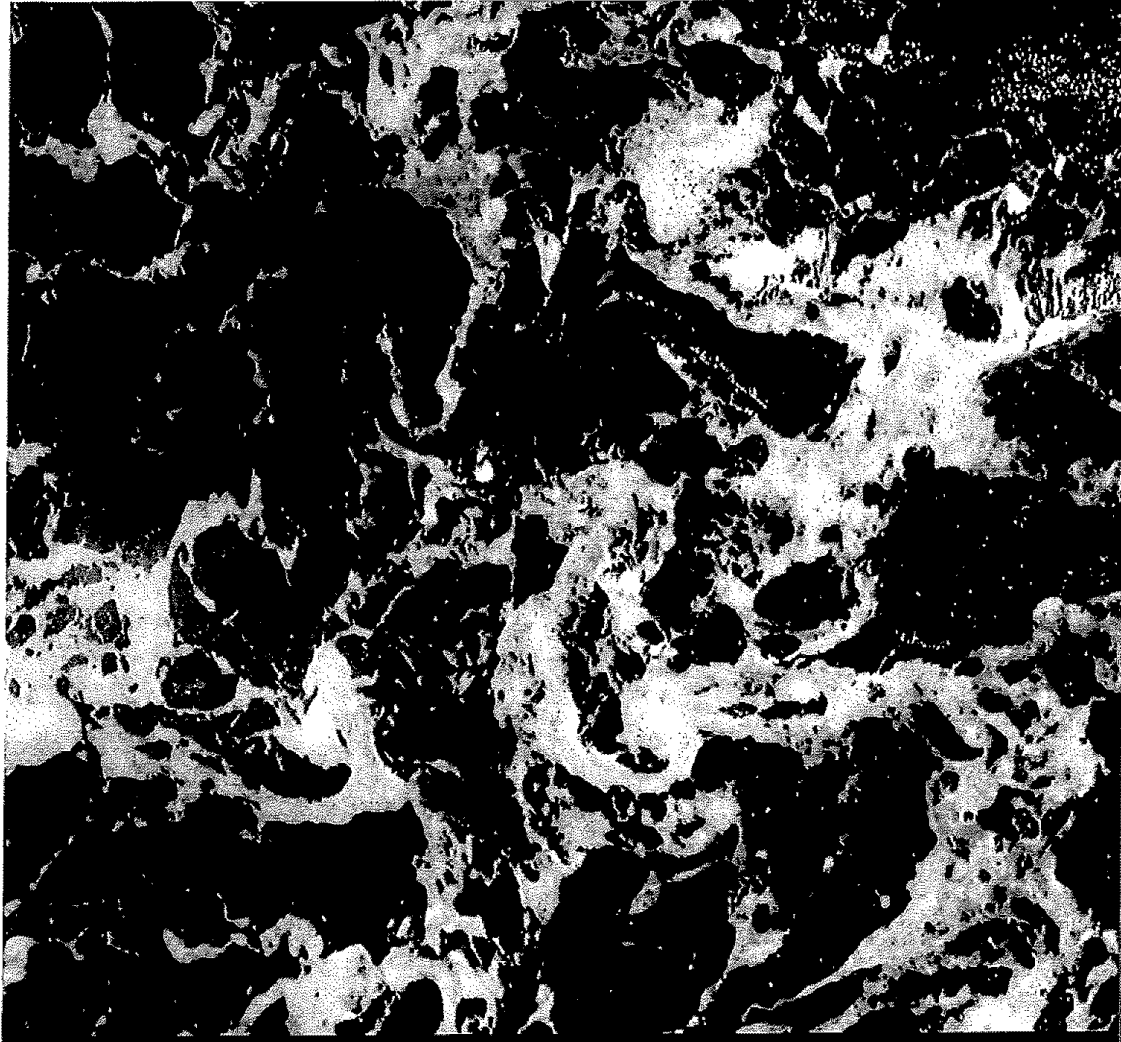
Meeting Landscape
Governance Reality Check
Municipal Leadership in 2026

Break

Good Governance in Action
When Meetings Break Down

Lunch

Everyone Has a Role
Meetings as Advocacy in Action
Strengthen Your Next Meeting



MOCR Travel and Expense Claim Form / Non-Local Travel

All claims must be submitted no later than 60 days after your date of return.

Please include your travel preapproval and the agenda with your claim. If you do not have an agenda, provide a short outline that lists the time, location, duration, and attendees. If you attended a conference, select the box to confirm that you met the 80 percent attendance requirement. If this does not apply to your travel, select the 'N/A' box.

Name:	Sharla Sampson					
Departure Date:	March 5, 2006		Return Date:	March 5, 2006		
Departure Time:	8:00 AM		Return Time:	5:30 PM		
Purpose of Travel:	Winter MPAL Get Together					
Approved to Travel:	<input checked="" type="checkbox"/>	Conference attendance = 80% or more:	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	

Mileage and Meal Expenses

Mileage is reimbursed at the provincial rate. Incidentals and meals are reimbursed at per diem rates. Enter your mileage and select the meals for each day. Meals provided as part of a paid event or conference are not eligible for reimbursement. Incidentals may be claimed for each overnight stay. No receipts are required.

	Trip Description	Mileage/KM \$0.5932	\$10 Incidentals	\$20 Breakfast	\$25 Lunch	\$30 Dinner/ Supper	Meals/day Total
Day 1	Winter MPAL Meeting	244	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
Day 2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
Day 3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
Day 4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
Day 5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
Day 6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
Day 7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
Mileage Total (km) 244		Total Mileage Expenses		\$144.74 ✓		Total Meal Expenses \$0.00	

Accommodation/Other (Taxi, Parking, Tolls, Etc.) Expenses

Use this section to claim hotel accommodations you paid for, along with other expenses eligible for reimbursement, such as parking, taxi, and tolls (receipts required). If your accommodations are direct billed, select the box and list the name of the hotel.

Direct Billed:	<input type="checkbox"/>	Name of Hotel:	
Other Expense Description		Other \$	
Day 1			
Day 2			
Day 3			
Day 4			
Day 5			
Day 6			
Day 7			
Total Accommodation/Other Expenses		\$0.00	

Total Amount Being Claimed		\$144.74	11803
Claimant Signature:	Sharla Sampson		Goods Rec'd. Date.....Initial..... Prices Checked..... Add. & Ext. Checked..... Approval for Payment..... Discount Date..... Paid by Cheque No. 270 4120270130 Distribution: Acct No. office use
Submission Date:	06-Mar-26		
Approval Signature:	[Signature]		
GL Code:	10 270 4120 270130		

MOCR Travel and Expense Claim Form / Non-Local Travel

All claims must be submitted no later than 60 days after your date of return.

Please include your travel preapproval and the agenda with your claim. If you do not have an agenda, provide a short outline that lists the time, location, duration, and attendees. If you attended a conference, select the box to confirm that you met the 80 percent attendance requirement. If this does not apply to your travel, select the 'N/A' box.

Name:	Sharla Sampson			
Departure Date:	March 5, 2006	Return Date:	March 5, 2006	
Departure Time:	8:00 AM	Return Time:	4:00 PM	
Purpose of Travel:	Winter MPAL Get Together : Victoria County Admin Building 495 Chebucto St. Baddeck			
Approved to Travel:	<input checked="" type="checkbox"/> <i>AS</i> Conference attendance = 80% or more:	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Mileage and Meal Expenses

Mileage is reimbursed at the provincial rate. Incidentals and meals are reimbursed at per diem rates. Enter your mileage and select the meals for each day. Meals provided as part of a paid event or conference are not eligible for reimbursement. Incidentals may be claimed for each overnight stay. No receipts are required.

Trip Description	Mileage/KM \$0.5932	\$10	\$20	\$25	\$30 Dinner/ Supper	Meals/day Total
		Incidentals	Breakfast	Lunch		
Day 1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
Day 2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
Day 3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
Day 4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
Day 5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
Day 6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
Day 7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
Mileage Total (km)	0	Total Mileage Expenses	\$0.00	Total Meal Expenses	\$0.00	

Accommodation/Other (Taxi, Parking, Tolls, Etc.) Expenses

Use this section to claim hotel accommodations you paid for, along with other expenses eligible for reimbursement, such as parking, taxi, and tolls (receipts required). If your accommodations are direct billed, select the box and list the name of the hotel.

Direct Billed:	<input type="checkbox"/>	Name of Hotel:	
Other Expense Description			Other \$
Day 1			
Day 2			
Day 3			
Day 4			
Day 5			
Day 6			
Day 7			
Total Accommodation/Other Expenses			\$0.00

Total Amount Being Claimed		\$0.00
Claimant Signature:		*office use
Submission Date:	19-Feb-26	
Approval Signature:	<i>Amey</i>	
GL Code:	10 270 4120 270130	

Winter MPAL Get Together - Thurs Mar 5th

From Richards, Michelle <michelle.richards3@novascotia.ca>

Date Tue 2026-03-03 1:25 PM

To Maxwell, Larry <Larry.Maxwell@novascotia.ca>; Ben Krilow <bkrilow@sportnovascotia.ca>; Madeline McDonald <mmcdonald@sportnovascotia.ca>; Francis, Ryan <Ryan.Francis@novascotia.ca>; Alan MacKeigan <education@recreationns.ns.ca>; John Graham <president@crosscountryns.ca>; Eileen Woodford <ewoodford@baddecknordicclub.ca>; witherslg@gmail.com <witherslg@gmail.com>; jason.calder <jason.calder@invernesscounty.ca>; Sharla Sampson <Sharla.Sampson@richmondcounty.ca>; Corene Gillis <corene.gillis@townofporthawkesbury.ca>; christopher.woodford <christopher.woodford@victoriacounty.ca>; Jewel Peters <jewelpeters3@gmail.com>; angeline.denny <angeline.denny@wagmatcook.com>; Paula M. Jacobs <pmjacobs@cbrm.ns.ca>; Justin CBRM Rec <jgbutler@cbrm.ns.ca>; Adam CBRM <ajmaclean@cbrm.ns.ca>; leonpaul <leonpaul@membertou.ca>; levia <levia@eskasoni.ca>; Matthew R. Gould <mrgould@eskasonihealth.ca>

Hi Everyone,

Looking forward to the Winter MPAL Get Together with you this Thursday March 5th.

Please extend this invite to supervisors, co workers or partners that may be interested in attending any portion of this schedule.

Thursday March 5, 2026

10am-11:15am

Baddeck Nordic, 1085 Westside Baddeck Rd

- Guided ski and snowshoe.
!!! If you require ski or snowshoe equipment to participate, please let Michelle know.
- Cross-Country Nova Scotia, Baddeck Nordic and Ski Margaree Trails Society will be on site and available to share information about ski trail development and maintenance, trail grooming, clubs, programs, equipment, etc.

Thank you to the Municipality of Victoria for providing Baddeck Nordic trail passes for the day.

Links

Cross Country Nova Scotia <https://crosscountryns.ca/>

Baddeck Nordic https://linktr.ee/baddeck_nordic_club

Ski Margaree Trails Society <https://www.facebook.com/skimargaree/>

11:15am-11:30am

Chebucto St, Baddeck

- Travel time to the Village of Baddeck

11:30am-11:45am

Baddeck Library, 520 Chebucto St

- Equipment loan program orientation.

Link

<https://www.cbisland.com/en/listing/cape-breton-regional-library>

12- 12:45pm

Board Room, Victoria County Administration Building, 495 Chebucto St.

- Pizza lunch will be provided from Tom's Pizza
!!! Let Michelle know of any dietary requests.
- Lunch and Learn with Velo Cape Breton and Hop On Canada Program

Links

Velo Cape Breton <https://www.velocapebreton.ca/>

Hop On Canada <https://hooncanada.ca/>

1-2pm

Alexander Graham Bell Museum, 559 Chebucto St.

- Indoor Walking Program led by Chris Woodford, Victoria MPAL
- Opportunity to walk and talk with each other

!!! Note: Indoor Shoes Required



2:15- 3:30

Board Room, Victoria County Administration Building, 495 Chebucto St.

- Information Session with:

Allan MacKeigan, Recreation Education Coordinator, Recreation Nova Scotia

Ben Krilow, Regional Sport Consultant, Sport Nova Scotia

Also attending:

Maddie McDonald, Equity, Diversity, Inclusion, and Accessibility (EDIA) Sport Navigator, Sport Nova Scotia.

Michelle Richards, Regional Physical Activity Consultant, Recreation Nova Scotia/ CCTH

Larry Maxwell, Regional Manager, Communities Culture Tourism Heritage

3:45

- If not travelling home right away, enjoy your day pass at Baddeck Nordic for another ski or snowshoe.

See you this Thursday 😊



Michelle Richards
Regional Physical Activity
Consultant - Cape Breton Region
304/301

2025-2026 Season
2025-2026 Season
2025-2026 Season

