





## Request and Approval to Incur Hospitality Event Expenses Form

All hospitality-related expenses require prior authorization. All hospitality expenses incurred must be supported by itemized receipts. Refer to the Hospitality Policy for further information.

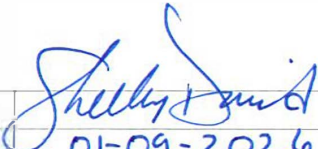
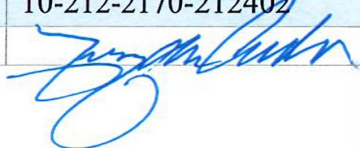
### Destination and Purpose

Date of Request	January 09, 2026
Department	Administration
Employee Name	Shelley David
Title	Municipal Clerk
Location	Municipal Office, Council Chambers
Date Of Event	January 15, 2026
Purpose Of Event Or Activity	Meet with MP Jaime Battiste

### Estimated Hospitality Expense Details

Number of Attendees	9 (Members of Council, CAO, Municipal Clerk, Jaime Battiste, MP for Cape Breton-Canso-Antigonish, Dion Denny)
Meal Costs	180.00
Meeting Space Costs	
Gratuities	27.00
Gift Costs	
Other expenses	
<b>Total Expenses</b>	<b>207.00</b>

### Approval

Claimant Signature	
Date Submitted	01-09-2026
GL Code	10-212-2170-212402
CAO Approval	

# INVOICE

## Mary Ann's Catering

326 Cap la Ronde Road

D'Escousse, NS B0E 1K0

902-226-2663/902-631-0008

Date:

*Jan 14/26*

### Services Rendered

Description	Amount
<i>Supp + Luncheon for 10 Persons @ 18.00</i>	<i>180.00</i>

*Cheque payable to  
Mary Ann LeBlanc*

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	
Add. & Ext. Checked.....	
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distribution: Acc't. No.....	<i>16-212-2170-212402</i>

Balance *180.00*

**Thank you for your support!**

*Mary Ann LeBlanc*



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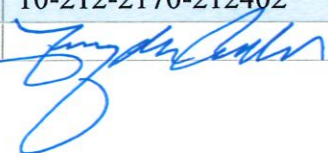
### Destination and Purpose

Date of Request	January 09, 2026
Department	Administration
Employee Name	Shelley David
Title	Municipal Clerk
Location	Municipal Office, Council Chambers
Date Of Event	January 15, 2026
Purpose Of Event Or Activity	Joint Meeting of Council

### Estimated Hospitality Expense Details

Number of Attendees	12 (Members of Council, CAO, Municipal Clerk, Village of St. Peter's Commissioners, Village Clerk)
Meal Costs	50.00
Meeting Space Costs	
Gratuities	
Gift Costs	
Other expenses	
<b>Total Expenses</b>	<b>50.00</b>

### Approval

Claimant Signature	
Date Submitted	01-09-2026
<input checked="" type="checkbox"/> GL Code	10-212-2170-212402
CAO Approval	



\*\*\*\*\* STORE COPY \*\*\*\*\*

Charles Forest CO-OP  
2743 HIGH ROAD  
ARICHAT, NS  
BOE 1A0

Served by: SHEILA TYRRELL

Member card number: \*\*\*\*438

Fruit Carousel	\$12.00	1C
YOU SAVED \$1.39		
Sausage Polish	\$7.29	C
Crunch Donut	\$6.29	C
Cookies Chocolate Ch	\$4.99	C
Cheese Cheddar Old	\$5.79	C
YOU SAVED \$0.50		

SUBTOTAL	\$36.36
HST 1 14%	\$1.68
<b>TOTAL</b>	<b>\$38.04</b>
Charge Account	TENDER \$38.04
Cash	CHANGE \$0.00

NUMBER OF ITEMS 5

\*\*\*\*\*YOUR SAVINGS\*\*\*\*\*

Discounts & Specials	\$1.89
Your Total Savings	\$1.89

\*\*\*\*\*

**SCENE+ POINTS**

**TURN YOUR PURCHASES INTO REWARDS**

Scene+ Points you could have earned this visit: 100

Sign up for Scene+ at [sceneplus.ca](http://sceneplus.ca)  
1000pts = \$10 off your purchases.  
Or redeem for movies, travel, shopping, and more with Scene+

Name

Signature

Term	Tran	Store	Oper	01/15/26
1	7965	9277	110	08:23:01

Thank You for Shopping  
Charles Forest CO-OP  
HST #102924792RT

\*\*\*\*\*  
SHARE YOUR THOUGHTS  
FOR A CHANCE TO WIN \$500  
IN FOODLAND GIFT CARDS!

Hold on to this receipt and complete our short online Customer Survey by visiting:

<http://Atlantic.Foodland.ca/MyFoodland>

NO PURCHASE NECESSARY.

Rules on Contest website. Eligible for residents over the age of majority of

Goods Rec'd. Date.....Initial.....
Prices Checked.....
Add. & Ext. Checked.....
Approval for Payment.....
Discount Date.....
Paid by Cheque No.....
Distribution: Acc't. No. 10-212-2170 212402

## Request and Approval to Incur Hospitality Event Expenses Form

All hospitality-related expenses require prior authorization. All hospitality expenses incurred must be supported by itemized receipts. Refer to the Hospitality Policy for further information.



### Destination and Purpose

Date of Request	15 January 2026
Department	Energy Sector Development
Employee Name	Martin Thomsen
Title	Manager of Energy Sector Development
Location	Shannon Studio, Civic Centre, Port Hawkesbury
Date Of Event	20 January 2026
Purpose Of Event Or Activity	Community Energy & Emissions Plan Implementation Workshop for the Town of Port Hawkesbury

### Estimated Hospitality Expense Details

Number of Attendees	7
Meal Costs	Approx. \$300.00
Meeting space Costs	N/A
Gratuities	Approx. \$45
Gift Costs	N/A
Other expenses	N/A
<b>Total Expenses</b>	Approx. #345.00

### Approval

Claimant Signature	
Date Submitted	15 January 2026
GL Code	10-260-4071-260260
CAO Approval	

# The Gathering Place



59

Invoice

January 20, 2026

County of Richmond  
Attention: Martin Thompson

9 x Coffee/Tea/Pastries @ \$9	\$ 81.00
9 x Soup Sandwich Combo @ \$20	\$ 180.00
Tax 14%	\$ 36.54
Gratuity 15%	<u>\$ 39.15</u>
	\$336.69

Thank you for the opportunity to provide our services.

Patsy Landry

The Gathering Place

Terms – Payable upon receipt

Division of 4734167 NS Ltd  
HST #744840968RT0001

Goods Rec'd.	Date	20 <sup>th</sup> Jan '26	Initial	<i>ML</i>
Prices Checked	_____			
Add. & Ext. Checked	_____			
Approval for Payment	_____			
Discount Date	_____			
Paid by Cheque No.	_____			
Distribution: Acc't. No.	10-260-4071-260260			



### Request and Approval to Incur Hospitality Event Expenses Form

All hospitality-related expenses require prior authorization. All hospitality expenses incurred must be supported by itemized receipts. Refer to the Hospitality Policy for further information.

#### Destination and Purpose

Date of Request	15 January 2026
Department	Energy Sector Development
Employee Name	Martin Thomsen
Title	Manager of Energy Sector Development
Location	Council Chambers, Mun. Admin Building, Arichat
Date Of Event	21 January 2026
Purpose Of Event Or Activity	Community Energy & Emissions Plan Workshop for the Municipality of the County of Richmond

#### Estimated Hospitality Expense Details

Number of Attendees	12
Meal Costs	Approx. \$400
Meeting space Costs	N/A
Gratuities	Approx. \$60
Gift Costs	N/A
Other expenses	N/A
<b>Total Expenses</b>	Approx. \$460.00

#### Approval

Claimant Signature	
Date Submitted	15 January 2026
GL Code	10-260-4071-260260
CAO Approval	

# INVOICE

## Mary Ann's Catering

326 Cap la Ronde Road

D'Escousse, NS B0E 1K0

902-226-2663/902-631-0008

Date:

Jan 21st/26

### Services Rendered

Description	Amount
-------------	--------

12 Persons for Break Tea Coffee @ \$25.00 300.00  
Meat Pie & Salad for Luncheon  
Coconut Cream Pie for Dessert  
Muffins, Soups for breakfast 10:00

Please make Cheques payable to Mary Ann's Catering

Goods Rec'd.	Date 21st Jan '26	Initial J.M.
Prices Checked		
Add. & Ext. Checked		
Approval for Payment		
Discount Date		
Paid by Cheque No.		
Distribution: Acc't. No.	10-260-4081-260260	

Goods Rec'd.	Date 21st Jan '26	Initial
Prices Checked		
Add. & Ext. Checked		
Approval for Payment		
Discount Date		
Paid by Cheque No.		
Distribution: Acc't. No.		

Balance 300.00

Thank you for your support!  
Mary Ann's Catering



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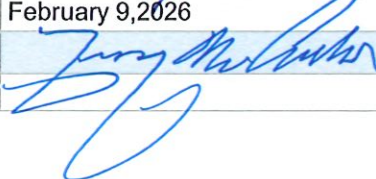
### Destination and Purpose

Date of Request	February 9, 2026
Department	Administration
Employee Name	Shelley David
Title	Municipal Clerk/Communications Officer
Location	Riverdale Community Center, Lower River Inhabitants
Date Of Event	February 18, 2026 - Storm Date: Feb. 19,2026
Purpose Of Event Or Activity	Point Tupper Community Engagement Session

### Estimated Hospitality Expense Details

Number of Attendees	approx 15
Meal Costs	50.00
Meeting space Costs	200.00
Gratuities	
Gift Costs	
Other expenses	
<b>Total Expenses</b>	250.00

### Approval

Claimant Signature	
Date Submitted	February 9,2026
10-212-2170 212402 GL Code	
CAO Approval	



**INVOICE DETAILS**

Invoice from: Charles Forest Coop

Date: February 18, 2026

Amount: \$15.27

Purpose of Expense:

- Hospitality for Point Tupper Engagement Session

Other:

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

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

Goods Rec'd. Date.....Initial.....  
 Prices Checked.....  
 Add. & Ext. Checked.....  
 Approval for Payment.....  
 Discount Date.....  
 Paid by Cheque No.....  
 Distribution: Acc't. No. 10-212-2170-212402



Charles Forest CO-OP  
 2743 HIGH ROAD  
 ARICHAT, NS  
 BOE 1A0

Served by: WANDA

Member card number: \*\*\*\*438

Strudel Fingrs S/Bry	\$5.29 C
Ckies White Choc	\$4.99 C
YOU SAVED \$1.80	
Cookies Chocolate Ch	\$4.99 C
YOU SAVED \$1.30	

SUBTOTAL	\$15.27
TOTAL TAX	\$0.00
<b>TOTAL</b>	<b>\$15.27</b>
Charge Account	TENDER \$15.27
Cash	CHANGE \$0.00

NUMBER OF ITEMS 3

\*\*\*\*\*YOUR SAVINGS\*\*\*\*\*  
 Discounts & Specials \$3.10  
 Your Total Savings \$3.10  
 Percentage Savings 17%  
 \*\*\*\*\*

Name

Signature

Term	Tran	Store	Oper	02/18/26
1	4348	9277	118	08:35:25

Thank You for Shopping  
 Charles Forest CO-OP  
 HST #102924792RT



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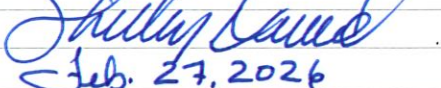
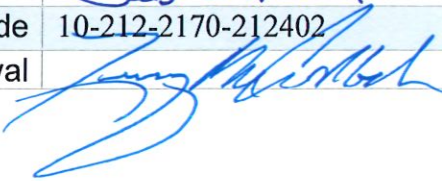
### Destination and Purpose

Date of Request	February 27, 2026
Department	Administration
Employee Name	Shelley David
Title	Municipal Clerk
Location	Municipal Office, Council Chambers
Date Of Event	March 9, 2026
Purpose Of Event Or Activity	<ul style="list-style-type: none"> <li>• Review of the Municipal Planning Strategy</li> <li>• Workshop from 4 p.m. to 8 p.m.</li> </ul>

### Estimated Hospitality Expense Details

Number of Attendees	12 – Members of the Planning Advisory/ Heritage Committee (Council and two citizen appointees), Municipal Clerk, CAO, EDPC Staff
Meal Costs	<b>342.00</b>
Meeting Space Costs	<b>0</b>
Gratuities	<b>50.00</b>
Gift Costs	
Other expenses - Delivery	<b>20.00</b>
<b>Total Expenses</b>	<b>412.00</b>

### Approval

Claimant Signature	
Date Submitted	Feb. 27, 2026
GL Code	10-212-2170-212402
CAO Approval	



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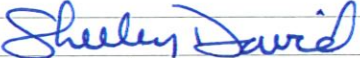
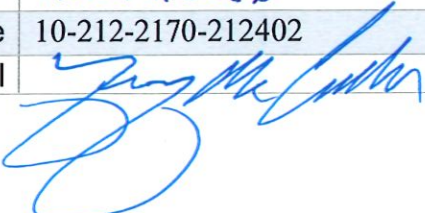
### Destination and Purpose

Date of Request	March 4, 2026
Department	Administration
Employee Name	Shelley David
Title	Municipal Clerk
Location	Municipal Office, Council Chambers
Date of Event	March 11, 2026
Purpose Of Event or Activity	RCMP Advisory Board Meeting and Board Orientation

### Estimated Hospitality Expense Details

Number of Attendees	Councillor Shawn Samson, Councillor Brent Sampson, Doug Landry, Citizen Appointee, Stacey Morrison, Citizen Appointee, Jim Wilson, Provincial Appointee, Sgt. Brad Kelly, RCMP, Troy MacCulloch, CAO
Meal Costs	80.00
Meeting Space Costs	
Gratuities	
Gift Costs	
Other expenses	
<b>Total Expenses</b>	<b>80.00</b>

### Approval

Claimant Signature	
Date Submitted	March 4, 2026
GL Code	10-212-2170-212402
CAO Approval	



**INVOICE DETAILS**

Invoice from: Charles Forest Coop

Date: March 11, 2026

Amount: \$38.62

Purpose of Expense:

Kitchen Supplies – Hospitality/ Board Meeting and Orientation Training Session Snacks

Other:

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

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

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	
Add. & Ext. Checked.....	
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distribution: Acc't. No.....	10-212-2170-212402

*JM*



Charles Forest CO-OP  
 2743 HIGH ROAD  
 ARICHAT, NS  
 BOE 1A0

Served by: Shaylyn Little

Member card number: \*\*\*\*438

Sausage Polish	\$7.29 C
Pepperoni Honey Garl	\$7.29 C
Coconut Macaron Bite	\$7.29 C
Cookies Chocolate Ch	\$6.29 C
Sociables Crackers	\$4.49 C
Cheese Mild Ched Clr	\$5.97 C
<b>YOU SAVED</b>	<b>\$3.02</b>

SUBTOTAL		\$38.62
TOTAL TAX		\$0.00
<b>TOTAL</b>		<b>\$38.62</b>
Charge Account	TENDER	\$38.62
Cash	CHANGE	\$0.00

NUMBER OF ITEMS 6

\*\*\*\*\*YOUR SAVINGS\*\*\*\*\*  
 Discounts & Specials \$3.02  
 Your Total Savings \$3.02  
 \*\*\*\*\*

Name \_\_\_\_\_

Signature \_\_\_\_\_

Term	Tran	Store	Oper	03/11/26
2	4135	9277	103	08:45:44

Thank You for Shopping  
 Charles Forest CO-OP  
 HST #102924792RT

\*\*\*\*\*  
 SHARE YOUR THOUGHTS  
**FOR A CHANCE TO WIN \$500**  
 IN FOODLAND GIFT CARDS!

Hold on to this receipt and  
 complete our short online  
 Customer Survey by visiting:

<http://Atlantic.Foodland.ca/MyFoodland>

**NO PURCHASE NECESSARY.**

Rules on Contest website. Eligible for  
 residents over the age of majority of  
 New Brunswick; Newfoundland and  
 Nova Scotia and Prince Edward Island.  
 Contest ends May 2 2026.

Skill testing question to be correctly  
 answered to win.

Odds of winning depend on number  
 of entries received.

\*\*\*\*\*