Hospitality Expenses - Reporting period: April 1, 2026 – June 30, 2026

Hospitality expenditures are guided by the Municipality of the County of Richmond Hospitality Policy.

Month/Year	Destination	Business Objective / Purpose	Department	Meals & Beverages	Meeting Space	Gratuities	Token Gift	Other	Total Cost to Municipality	Additional Notes
2026-04-15	Port Hawkesbur Civic Centre	Chiefs, Mayors, and Wardens meeting	Administration	$370.79				$50.00	$420.79	
2026-04-22	Council Chambers, Arichat	Cape Breton Regional Enterprise Network Board Meeting	Administration	$812.56				$25.00	$837.56	
2026-06-17	Lions Club Hall, Louisdale	Navigate Energy Community Hall Engagement	Administration		$75.00			$25.00	$100.00	
								Total Quarterly Expenses	$1,358.35	

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

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	April 9, 2026
Department	Administistration
Employee Name	Shelley David
Title	Municipal Clerk
Location	Port Hawkesbury Civic Centre, Shannon Studio, Port Hawkesbury
Date Of Event	April 15, 2026
Purpose Of Event Or Activity	Chiefs, Mayors, and Warden's Meeting. MOCR's turn to host. Representatives from Wagmatcook, We'koqma'q, Potlotek, Paq'tnkek, MOCR, Town of Port Hawkesbury, Mun. of St. Mary's, Mun. Guysborough, Mun. Inverness, Town of Mulgrave,Town of Antigonish, Mun. of Antigonish, Mun. Victoria,

Estimated Hospitality Expense Details

Number of Attendees	20
Meal Costs	370.79 (includes sales tax)
Meeting space Costs	
Gratuities	
Gift Costs	
Other expenses	50 Fuel surcharge
Total Expenses	420.79

Approval

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

Louie's COSY CORNER

- A St.Peter's Dining Tradition Since 1935 -

Quote

Date:
Invoice #:
Customer ID:
Expiration Date:

OA: Louie's Cosy Corner
Louie's Cosy Corner Too
To: Shelley

Salesperson	Job	Payment Terms	Due Date
		Due upon receipt	

Qty	Description	Unit Price	Line Total
20.00	Meeting	$ 12.00	$ 240.00
20.00	Civic Centre	1.75	35.00
1.00	Service Fee	50.25	50.25
		Subtotal	325.25
		Sales Tax	$ 45.54
		Fuel Surcharge	$ 50.00
		Total	$ 420.79

Cheques to be made out to Somewhere Cosy Ltd.

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

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	April 17, 2026
Department	Administration
Employee Name	Shelley David
Title	Municipal Clerk
Location	Municipal Building Council Chambers
Date Of Event	
Purpose Of Event Or Activity	CBREN Board Meeting

Estimated Hospitality Expense Details

Number of Attendees	25 - CB REN Board with the CB REN Liaison and Oversight Committee members, CAO and Warden
Meal Costs	619.80
Meeting space Costs	
Gratuities	92.97
Gift Costs	
Other expenses	25.00 (Fuel Surcharge)
Total Expenses	837.56 (inclusive of hst)

Approval

Claimant Signature	Shelley David
Date Submitted	April 17, 2026
GL Code	10-212-2170-212402
CAO Approval	[signature]

Louie's COSY CORNER

- A St.Peter's Dining Tradition Since 1935 -

Date:
Invoice #:
Customer ID:
Expiration Date:

OA: Louie's Cosy Corner
Louie's Cosy Corner Too
To: Shelly

Salesperson	Job	Payment Terms	Due Date
		Due upon receipt	

Qty	Description	Unit Price	Line Total
20.00	Break	$ 10.00	$ 200.00
20.00	Lunch	20.99	419.80
1.00	Grauity	92.97	92.97
		Subtotal	712.77
		Sales Tax	$ 99.79
		Fuel Surchange	$ 25.00
		Total	**$ 837.56**

Cheques to be made out to Somewhere Cosy Ltd.

Louie's COSY CORNER
- A St.Peter's Dining Tradition Since 1935 -

Invoice

Date: April 27, 2026
Invoice #:
Customer ID:
Expiration Date:

OA: Louie's Cosy Corner
Louie's Cosy Corner Too
To: Richmond County

Salesperson	Job	Payment Terms	Due Date
		Due upon receipt	

Qty	Description	Unit Price	Line Total
25.00	Break	$ 8.00	$ 200.00
25.00	Lunch	16.79	419.75
1.00	Grauity	92.96	92.96

Subtotal	712.71
Sales Tax	$ 99.78
Fuel Surchange	$ 25.00
Total	$ **837.49**

Cheques to be made out to Somewhere Cosy Ltd.

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

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

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	April 17, 2026
Department	Administration
Employee Name	Shelley David
Title	Municipal Clerk
Location	Municipal Building Council Chambers
Date Of Event	
Purpose Of Event Or Activity	CBREN Board Meeting

Estimated Hospitality Expense Details

Number of Attendees	25 - CB REN Board with the CB REN Liaison and Oversight Committee members, CAO and Warden
Meal Costs	619.80
Meeting space Costs	
Gratuities	92.97
Gift Costs	
Other expenses	25.00 (Fuel Surcharge)
Total Expenses	837.56 (inclusive of hst)

Approval

Claimant Signature	Shelley David
Date Submitted	April 17, 2026
GL Code	10-212-2170-212402
CAO Approval	[signature]

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

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	June 16, 2026
Department	Administration
Employee Name	Shelley David
Title	Municipal Clerk
Location	Louisdale Lions Club Hall, Louisdale
Date Of Event	June 17, 2026
Purpose Of Event Or Activity	Navigate Energy Community Hall Engagement Session

Estimated Hospitality Expense Details

Number of Attendees	Approx. 25
Meal Costs	
Meeting Space Costs	$75.00 – Hall Rental
Gratuities	
Gift Costs	
Other expenses	$ 25.00 – Technology Fee
Total Expenses	$100

Approval

Claimant Signature	
Date Submitted	June 16, 2026
GL Code	10-212-2170-212402
CAO Approval	

LOUISDALE LIONS CLUB COMMUNITY CENTRE

3128 WHITESIDE ROAD, PO BOX 686

LOUISDALE , NS B0E1V0

JUNE 17TH, 2026 INVOICE # 1330

MUNICIPALITY OF THE COUNTY OF RICHMOND

- RENTAL OF LOUISDALE LIONS COMMUNITY CENTRE WEDNESDAY JUNE 17TH, 2026 (NAVIGATE ENERGY SESSION)............................$75.00

TECHNOLOGY FEE..$25.00

TOTAL INVOICE:.. $100.00

THANKING YOU,

ROBERT GOYETCHE (DEN RENTAL CHAIR)

PLEASE MAKE CHEQUE PAYABLE TO LOUISDALE LIONS CLUB AT THE ABOVE ADDRESS OR E-TRANSFER louisdalelionsclub2024@outlook.com

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

Prices Checked..............................

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

Approval for Payment..............................

Discount Date..............................

Paid by Cheque No..............................

Distribution: Acc't. No..............................