



Office of the Integrity Commissioner

375 University Avenue, Suite 202
Toronto, Ontario M5G 2J5

Valerie Jepson
Integrity Commissioner

Tel: 416-397-7770
Fax: 416-696-3615
vjepson@toronto.ca
toronto.ca/integrity

October 14, 2016

Sent by Email (No Original to Follow) councillor_thompson@toronto.ca

Michael Thompson
Councillor for Ward 37
100 Queen Street West, Suite B29
Toronto, ON, M5H 2N2

Dear Councillor Thompson:

**Re: Sponsored Travel provided by the Association of Municipal Administrators,
Nova Scotia for Your Trip to Sydney, Nova Scotia September 20 –
September 21, 2016**

Thank you for providing me with the above-referenced Travel Declaration Form. With respect to the above-noted trip I confirm that the travel related benefits you have disclosed are in compliance with section (f) of Article IV (Gifts and Benefits) of the *Code of Conduct for Members of Council* as travel was sponsored by the conference organizer and you attended as a speaker.

I form this view based on my review of:

- 1) the above-referenced Travel Declaration Form;
- 2) a July 15, 2016 email from Andrew Bucci (Event Coordinator for AMANS) inviting you to speak at the Association of Municipal Administrators, Nova Scotia;
- 3) the receipts for your airfare and hotel accommodations;
- 4) A search of the lobbyist registry confirming that the travel sponsor, "Association of Municipal Administrators, Nova Scotia" is not a registered lobbyist; and,
- 5) the Association of Municipal Administrators, Nova Scotia Conference Itinerary.

This letter, the Travel Declaration Form, and attached supporting material will be posted on the Integrity Commissioner's website, toronto.ca/integrity, in accordance with the *Code of Conduct for Members of Council*.

If you have any questions about the disclosure of gifts and benefits please do not hesitate to contact this Office.

~~Yours truly,~~

Authorizing Signature Removed

~~Valerie Jepson~~
Integrity Commissioner

Enclosures (4): Travel Declaration Form for Sydney, Nova Scotia (2 pages)
 July 15, 2016 invitation from Andrew Bucci (2 pages)
 Receipts for airfare and hotel accommodations (5 pages)
 AMANS Conference Itinerary (6 pages)

cc: Lesley Ruscica, Manager, Council & Support Services
 Winnie Li, Director, Strategic Integration and Excellence
 Ulli Watkiss, City Clerk

This form is used in the declaration of travel costs provided by a third party for Council Members in the performance of their duties if the value exceeds \$300, or if total value received from any one source during a calendar year exceeds \$300.

INFORMATION TO BE COMPLETED BY COUNCIL MEMBER

Council Member:	Councillor Michael Thompson
Purpose of Trip:	Keynote speaker at the Association of Municipal Administrators Conference
Travel Destination:	Sydney, Nova Scotia
Travel Dates:	20/09/2016 to 21/09/2016
Additional Information:	
Travel Expenses Covered by Third Party (please complete all that apply)	
Sponsor of Travel: Association of Municipal Administrators	Name: Type of Sponsor (check all that apply): <input type="checkbox"/> Government <input type="checkbox"/> Other organization <input checked="" type="checkbox"/> Conference Organizer
Registration Fees:	\$
Travel:	\$ 568.04
Accommodation:	\$ 223.82
Ground Transportation:	\$ 141.25
Per Diem/Sundry Expenses:	\$ 200.00
TOTAL:	\$ 1133.11
Expenses Paid from Council Business Travel Budget	\$
Expenses Paid from Constituency Services & Office Budget or the annual operating budget for the Office of the Mayor	\$ 341.25
Expenses paid from other City of Toronto sources	\$ Source:

Please attach all pertinent information to this form including invitation letter from event organizer, copies of receipts, etc.)

Authorizing Signature Removed

Signed by Council Member:

Date: Oct. 11/16

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, ss. 157 and 159, and By-Laws 1076-2006, 154-2007 and 861-2008. The information is used to ensure compliance with the Code of Conduct for Members of Council and will be made public. The information will be provided to the Office of the City Clerk to report the donation as a Gift and Benefit. Questions about this collection can be directed to the Integrity Commissioner, 375 University Avenue, Suite 202, Toronto ON M5G 2J5, at 416-392-3826, or at integrity@toronto.ca.



Gift Disclosure Statement Travel Declaration

Important Information

This form will be publicly disclosed in accordance with Article IV of the Code of Conduct for Members of Council.

The Code of Conduct for Members of Council, Part IV, Gifts and Benefits, states that no Member shall accept a fee, advance, gift or personal benefit that is connected directly or indirectly with the performance of his or her duties of office, unless permitted by the exceptions listed. The following is listed as an exception:

- (f) food, lodging, transportation and entertainment provided by provincial, regional and local governments or political subdivisions of them, by the Federal government or by a foreign government within a foreign country, or by a conference, seminar or event organizer where the Member is either speaking or attending in an official capacity;

This form will serve as a disclosure statement required by the Code.

Upon receiving the Travel Declaration from the Council Member, the Integrity Commissioner shall review the form to determine whether the gift is permissible. In the event that the Integrity Commissioner makes that preliminary determination, he or she shall call upon the Member for clarification. Should the Integrity Commissioner determine that the gift was not permitted, he or she may direct the Member to reimburse the sponsor for the value.

Questions can be addressed to:

Integrity Commissioner
416-392-3826
integrity@toronto.ca

Completed and signed form should be submitted to:

The Office of the Integrity Commissioner
375 University Avenue, Suite 202
Toronto, Ontario M5G 2J5

Authority & Guidelines

Part IV of the Code of Conduct for Members of Council. Available at www.toronto.ca/integrity.

Subject: RE: RE: 2016 AMANS Fall Conference Speaking Opportunity in Sydney, Nova Scotia

From: Andrew Bucci [Email Removed]
Sent: July-22-16 8:10 AM
To: Councillor Thompson
Cc: Janice Wentzell
Subject: RE: RE: 2016 AMANS Fall Conference Speaking Opportunity in Sydney, Nova Scotia

Good Morning Councillor Thompson:

I just wanted to follow up on my previous correspondence; I spoke with your assistant a few days ago, and we are thrilled that you are interested in joining us to present at our fall conference. I just wanted to provide more precise details on the logistics for the event; we are hoping you will be able to tentatively speak on Wednesday September 21st from 2-3pm. We will also of course provide accommodation's, and reimburse any expenses incurred for meals and reasonable travel arrangements.

Please let me know if the date and time would be workable, and the details on what your preferred date/time of arrival would be so I can ensure a hotel room is available.

I look forward to discussing this further. Have a wonderful weekend.

Best Regards,

Andrew Bucci, MPA | Finance Officer/ Events Coordinator
Association of Municipal Administrators, NS
1106 - 1809 Barrington St. Halifax, NS B3J 3K8

Contact | Information | Removed | 



Making Municipal Government the place to work, where you can make a difference

From: Andrew Bucci
Sent: July-15-16 1:42 PM
To: 'councillor_thompson@toronto.ca'
Subject: RE: 2016 AMANS Fall Conference Speaking Opportunity in Sydney, Nova Scotia

Good Afternoon Councillor Thompson:

I hope this email finds you well and that the weather in Ontario has been as nice as it has out here in Nova Scotia.

I am writing on behalf of Marie Walsh, CFO for Cape Breton Regional Municipality and Chair of the 2016 AMANS Fall Conference Planning Committee, to inquire if you might be interested in a potential speaking opportunity at our fall conference. Our event is taking place on September 20-23 in Sydney, Nova Scotia, with the theme "It Starts With Us!".

It is my understanding that you have spoken in Cape Breton before, and our committee feels that your work on how culture is an economic driver would be an excellent fit for our event. Every year our fall conference attracts upwards of

150 senior municipal administrators from across Nova Scotia to discuss emerging issues and best practices, and we feel that our audience would be very in tune with your message.

Please let me know if you would be available/interested in joining us, or if you have any additional questions or concerns.

Have a wonderful weekend, and I look forward to discussing this further.


Best Regards,

Andrew Bucci, MPA | Finance Officer/ Events Coordinator
Association of Municipal Administrators, NS
1106 - 1809 Barrington St. Halifax, NS B3J 3K8

Contact

Information

Removed





Making Municipal Government the place to work, where you can make a difference

Your booking is confirmed. Booking reference: **MIVA6V**



- An email booking confirmation has been sent to: councillor_thompson@toronto.ca.
- Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com.

Passengers Mr Michael Thompson

Flight	From	To	Departure	Arrival		
AC614	Toronto (YYZ)	Sydney (YQY)	14:55	20:02	Air Transp	388.00
AC8812	- Connection in Halifax -		Tue 20-Sep 2016	Tue 20-Sep 2016	Charges	
AC8811	Sydney (YQY)	Toronto (YYZ)	17:15	22:10	Options	50.00
AC625	- Connection in Halifax -		Wed 21-Sep 2016	Wed 21-Sep 2016	Taxes, fees and charges	130.04
					Travel Insurance	Purchase travel insurance
Grand Total						\$568.04
Canadian dollars						

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.



AIR CANADA

Booking Information

Booking Reference: **MIVA6V**

Customer Care

Air Canada
1-888-247-2262

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Flight Arrivals and Departures
1-888-422-7533

Main Contact:

Mr Michael Thompson
councillor_thompson@toronto.ca


Contact Information

removed

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC614	Toronto, Pearson Int'l (YYZ) Tue 20-Sep 2016 14:55 - Terminal 1	Halifax, Halifax Int'l (YHZ) Tue 20-Sep 2016 17:59	0	4hr07	E90	Tango, T	Hot F
AC8812 ¹	Halifax, Halifax Int'l (YHZ) Tue 20-Sep 2016 19:10	Sydney (YQY) Tue 20-Sep 2016 20:02	0		DH3	Tango, T	

AC8811 ¹	Sydney (YQY) Wed 21- Sep 2016 17:15	Halifax, Halifax Int'l (YHZ) Wed 21- Sep 2016 18:15	0	5hr55	DH3	Tango , A	
AC625	Halifax, Halifax Int'l (YHZ) Wed 21- Sep 2016 20:45	Toronto, Pearson Int'l (YYZ) Wed 21- Sep 2016 22:10 - Terminal 1	0		320	Tango , A	F



 F: Food for purchase on board

All Air Canada Café purchases made on board Air Canada and Air Canada rouge flights, as well as on Air Canada Express flights operated by Jazz, are payable only with Visa, MasterCard and American Express credit cards.

Operated by:
Air Canada Express - Jazz

Passenger Information

1: Mr Michael Thompson : Adult (16+), Ticket Number: 0142166311036

Air Canada - Aeroplan :		Meal Preference:	None
Payment Card:		Special Needs:	None
Seat Selection:	AC614 23C Paid , AC8812 6C Paid , AC8811 5C Paid , AC625 19D Paid		

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Tango	194.00
Return Flight - Tango	148.00
Surcharges	46.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	50.00
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	59.29
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	511.54
Number of passengers	x 1
Total with options	511.54

Seat Selection

Mr Michael Thompson	
AC614: 23C - Standard Seat (Aisle)	15.00
AC8812: 6C - Standard Seat (Aisle)	10.00
AC8811: 5C - Standard Seat (Aisle)	10.00
AC625: 19D - Standard Seat (Aisle)	15.00
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	6.50
Total with options and seat selection fee:	568.04
Travel Insurance (declined)	0.00

Grand Total - Canadian dollars

\$568.04**Payment Information**

████████████████████ - Amount paid: **\$568.04**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: \$511.54 (Air Transp. Charges - per ticket)
- Air Canada: \$56.50 (Advance Seat Selection - for passenger 1)

Ticket number(s): 0142166311036

Fare Rules

Departing Flight Toronto (YYZ) To Sydney (YQY) - Tango	
Return Flight Sydney (YQY) To Toronto (YYZ) - Tango	

- **Changes:**

- Prior to day of departure - **Change fee** per direction, per passenger, is \$100 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- **Same-day confirmed changes at check-in or at the airport** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger. Exception: fee is \$100 CAD/USD for flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded)
- **Same-day standby** at the airport is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
- Flights can only be used in sequence from the place of departure specified on the itinerary.

- **Cancellations:**

- Tickets are **non-refundable** and **non-transferable**.
- **Cancellations** can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Customers who **no-show** their flight will forfeit the fare paid.
- **Paid Advance Seat Selection** is available on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Air Canada will provide a full refund without penalty when you cancel a **new ticket** (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase.
- Flights operated by Air Canada: earn 25% Aeroplan Miles (Altitude Qualifying Miles) for flights within Canada and 50% Aeroplan Miles (Altitude Qualifying Miles) for flights between Canada and the U.S.
- Read complete fare rules applicable to this fare.

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide .

Carry-on Baggage

When your flight is operated by Air Canada, Air Canada rouge or Air Canada Express, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details.

Checked Baggage

Please see below for details on the bags you plan to check in at the baggage counter.

Departing Flight : Toronto (YYZ) To Sydney (YQY) - Tango
Return Flight : Sydney (YQY) To Toronto (YYZ) - Tango

	1st bag: \$25.00 CAD + taxes* per direction	2nd bag: \$35.00 CAD + taxes* per direction
Regular Baggage Allowance		

Max. weight per bag: 23 kg (50 lb)
Max. linear dimensions per bag: 158 cm (62 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stopovers

Customers may be reassessed checked baggage fees when itineraries include an enroute stopover in excess of 24 hours.

Note: If you **exceed your baggage allowance** (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

Important Information

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: A 'To-Do' List

All passengers are advised to view the Travel documentation page for important information on identification required for travel.

Check-in and boarding times

Links

Manage my booking online:
Flight Departure & Arrivals:
General conditions of carriage:
Information and Services

<http://www.aircanada.com/mybookings>
<http://www.aircanada.com/flightstatus>
<http://www.aircanada.com/conditionsofcarriage>
<http://www.aircanada.com/travelinfo>



Fly Carbon Neutral. Offset your portion of this flight's CO₂ emissions.
Offset now | Learn more



Holiday Inn

16

09-26-16

Assoc. of Municipal Administrators NS 1809 Barrington St., Suite 1106 Halifax NS B3J 3K8 Canada Thompson, Michael	Folio No. : 81720 A/R Number : AMANS Group Code : MUN Company : Membership No. : Invoice No. : 8586	Ref. No. :	Room No. : 518 Arrival : 09-20-16 Departure : 09-21-16 Conf. No. : 60704121 Rate Code : Page No. : 1 of 1
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Date	Description	Charges	Credits
09-20-16	SaltSpray - Food Room# 518 : CHECK# 6037	17.50	
09-20-16	SaltSpray - Tip Room# 518 : CHECK# 6037	3.00	
09-20-16	HST Tax - F&B Room# 518 : CHECK# 6037	2.63	
09-20-16	*Room Charge	134.00	
09-20-16	HST Tax - Room	20.10	
09-20-16	CBRM Marketing Levy	2.68	
09-20-16	HST - Marketing Levy	0.40	
09-21-16	SaltSpray - Food Room# 518 : CHECK# 6092	33.49	
09-21-16	SaltSpray - Tip Room# 518 : CHECK# 6092	5.00	
09-21-16	HST Tax - F&B Room# 518 : CHECK# 6092	5.02	
Total		223.82	0.00
Balance		223.82	

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Association of Municipal Administrators, Nova Scotia

September 21st-23rd, 2016

Sydney Holiday Inn
300 Esplanade, Sydney NS

IT STARTS WITH US!



Hosted by Cape Breton Island Municipalities

2016 AMANS FALL CONFERENCE PROGRAM

Municipalities are one of the first points of contact in their communities to promote bold new opportunities for sustainable prosperity, and are finding new and innovative ways to deliver goods and services to the community. Municipalities are not only experts in service delivery such as solid waste, recreation and public safety, their repertoire has increased to immigration, economic development, environment, wellness and attraction of key services such as doctors. The theme for this year's conference is "It Starts With Us!", and will offer sessions to give delegates practical tools, advice, and best practices to take back to their community to support growth from the grass roots!



Accommodations:

AMANS has secured a block of rooms at The Sydney Holiday Inn, at a rate of \$134/night (plus HST). These rooms will be available for booking until 4:00 pm on September 1st. To book your room please call **1-800-565-1001** or local at **1-902-562-7500** and reference the "Association of Municipal Administrators", to secure the appropriate rate. Complementary parking is available to all hotel guests. If you have mobility issues please identify these on your registration and we will work to accommodate your needs.

Registration:

Online registration will be available beginning on Wednesday August 10th 2016. There will be a member rate discount available. The Conference Planning Committee is pleased to be offering delegates a grey, long-sleeve dry fit shirt, sponsored by Grant Thornton. **In order to secure your style and size please ensure you have registered before August 26th 2016.** The option to select your style and size will be available on our online registration form.

<u>Earlier Bird Registration – Prior to August 26th*</u>	<u>Registration – After August 26th*</u>
AMA Member Discount: \$ 395.00	AMA Member Discount: \$ 510.00
Non-AMA Member: \$ 495.00	Non-AMA Member: \$ 610.00

*Prices not including HST

Room cancellation policy:

Room cancellations must be communicated to the Holiday Inn in Sydney September 13th no later than 4pm (AST).

Conference cancellation policy:

Cancellations are not accepted after September 5th at 12:00 Noon; however, substitutions can be arranged. Cancellations prior September 5th at 12:00 Noon will be accepted if received in writing or e-mail.

Contact: Andrea Jeffs – Ajeffs@amans.ca / (902) 423-2215

Conference Registration Hours

7:00pm – 8:30pm **Tuesday September 20th 2016**

8:00am – 10:00 Noon **Wednesday September 21st 2016**

8:00am – 10:00 Noon **Thursday September 22nd 2016**

Pre-Conference Day

Tuesday September 20th 2016

10:00am – 12:00pm **Integrated Property Services
Council Strategic Planning Session** hosted by Property
Valuation Services Corporation

12:00pm – 4:00pm **Municipal Finance Officer Session**
**Please note this requires prior registration to attend. In
addition, from 9-12am there are individual sessions available*

7:00pm – 8:30pm **Registration**

7:00pm – 10:00pm **Opening Reception**

Conference Day One

Wednesday September 21st 2016

8:30am – 9:00am **Opening Ceremonies**
Mariner Ballroom A & B

9:00am – 10:30am **Keynote** with **Gary Anaka**
Mariner Ballroom A & B



Municipalities, today, are tasked with achieving more with less and are increasingly exposed to staff burnout or fatigue. Although we may be familiar with the negative

side effects of burning the candle at both ends, we often do not consider the long term impact on, one of our most precious resources, our brain. This Opening Keynote looks at simple ways you can revitalize your brain to maintain your quality of life. Gary will explore prevention for mental degeneration and dementia. This energetic and lively session will leave you buzzing about how you can best revitalize your own brain and perform at your peak! Gary Anaka is a Special Education Teacher, Author, Brain-Based Learning Facilitator, Advocate for Health and Wellness, and an inspirational Public Speaker. He is the top Brain-Based Learning facilitator in British Columbia today. This talk about the brain will be sure to leave you with a new outlook on your most valuable organ.

10:30am – 11:00am **Refreshment Break**
Lower Lobby

11:00am – 12:00pm **Provincial Cracker Barrel**
Mariner Ballroom A & B

The Cracker Barrel is structured to allow for candid conversations with a number of government departments such as the DMA & Environment. A full list of table topics will be forthcoming.

Wednesday September 21st 2016

12:00pm – 1:00pm **Lunch**
Mariner Ballroom A & B

1:00pm – 2:00pm **Plenary: Immigration Panel**
Mariner Ballroom A & B

Join us for an immigration panel moderated by Rob Calabrese, the creator of the “*Cape Breton if Trump Wins*” website. We will also be joined by Suzanne Ley, Executive Director of the Nova Scotia Office of Immigration; Damien Barry, an Immigration Lawyer from Sampson McPhee Law Office; and Sohaila Abdo, a Settlement Councillor from New Dawn. The panel will explore the importance of immigration in Nova Scotia with a focus on the importance of economic growth and social good. We are confident this knowledgeable panel will provide you with invaluable insights around Immigration in Nova Scotia, from a wide variety of local angles.

2:00pm – 3:00pm **Plenary** “Creative Capital Gains” with
Michael Thompson
Mariner Ballroom A & B



Toronto City Councillor Michael Thompson will speak on culture serving as an important driver for local economic growth and development. Michael Thompson is the Chair of Toronto's Economic Development and Culture Committee and is currently serving in his fourth term as a City Councillor. Boasting a reputation as one of Toronto's most dedicated municipal leaders, Michael is well-versed in a number of initiatives that illustrate how culture can drive growth and help build stronger communities. The initiatives have an emphasis on cultural-blend and how young leaders with differing backgrounds are essential to growth. Currently maintaining a network of business relationships that enhance business retention, Michael leverages these relationships in order to develop growth within his city and various sectors of the municipality. This session will leave you thinking differently about the role culture can play in your municipality.

3:00pm – 3:30pm **Refreshment Break**

Lower Lobby

Wednesday September 21st 2016

3:30pm – 4:30pm **Concurrent Session**

A) Records Management Best Practices

Cabot Room A & B

Management of records presents interesting challenges for many municipalities. By managing information appropriately, work can be completed in a more efficient manner as members will be able to create, locate, understand and retrieve information as it is required. This talk will explore the different topics of responsibility, information security and confidentiality. In this session you will be able to learn about the best practices that are integral for proper records management. These practices are comprehensive and offer a practical in-depth approach to the governance and risk function within the organization. The take away of this session will provide terminology, defensible solutions and classification of your records. It will analyze the current issues many face with records management and opportunities to improve towards the best practices.

B) Respectful Workplace

Jackayzer Room

A respectful workplace is one where employees are treated fairly and a sense of cooperation and empowerment is a point of pride. The importance of a respectful workplace goes beyond work ethic for employees and into health & wellness. This session will show you the importance of everyone's role in supporting the respectful workplace policy. It will provide resources for your leaders to understand how the value of a respectful workplace is linked to an organization's success. In addition to organizational success, this talk will explore on topics such as: bullying and harassment and how to prevent and cope with complex issues. This talk ensures that a respectful workplace goes beyond meeting requirements of for safety and shows the impact of employee behaviour in and outside the organization.

6:00pm **Beggar's Dinner or Breton Brewery Tour**

Fort Louisburg/364 Keltic Drive

8:00pm **Hospitality Suite**

Efficiency Nova Scotia

Thursday September 22nd 2016

8:30am – 10:00am **Keynote**

Mariner Ballroom A & B

10:00am – 10:15am **Refreshment Break**

Lower Lobby

10:15am – 11:15am **Concurrent Session**

A) Cloud Services Panel

Cabot Room A & B

Still not sure what "The Cloud" is? This session is designed to offer different views on implementing the cloud service into your municipality. Cloud services are designed to be easy and scalable to meet the needs of its users. Taking a look into saving time, boosting productivity and promoting innovation, this panel will speak about web-based email services, document collaboration services and backup solutions. We will take a look into the different types of cloud services available and in addition, discuss the popular topic of organizational privacy and "The Cloud."

B) Efficiency Nova Scotia with David Bruschett

Jackayzer Room

The Cape Breton Regional Municipality partnered with Efficiency Nova Scotia to hire an energy on-site manager that would be able to identify cost saving initiatives and being able to reinvest into programs, services and equipment. This talk will demonstrate how efficiency is not just about cost savings; it will show how efficiency helps promote a healthy and comfortable work environment. Efficiency Nova Scotia offers services, financial incentives and straightforward advice to help your municipality save in various ways. We will offer success stories with



the relationship between David and the CBRM, and the amount they have accomplished together. Get ready to explore the advantages of onsite energy manager program for your municipality.

Thursday September 22nd 2016

11:15am – 12:15pm **AMA Board Updates and AGM**

Mariner Ballroom A & B

12:15pm – 1:15pm **Lunch**

Mariner Ballroom A & B & C

1:15pm – 1:45pm **Presenting Sponsor Telus**

Mariner Ballroom A & B



1:45pm – 2:45pm **Plenary** for **Big Idea, Big Successes**

Mariner Ballroom A & B

We are joined by Port of Sydney, Cabot Links & Big Spruce Brewing today for their experience on an idea that led to their big success. This panel will explore whether an idea is big or small, the idea that started it all can have rippling effects in your municipality and community. This talk will look at innovative projects that these organizations have undertaken or are currently underway. The panelists will explore the start to finish of the projects that had a greater impact on the municipality and community. The panelists will share the challenges and lessons learned

2:45pm – 3:00pm **Refreshment Break**

Lower Lobby

3:00pm – 4:00pm **Plenary** "Fruitilicious" with **Gary Standing**

Mariner Ballroom A & B

**Please communicate any food allergies beforehand*

In this healthy living session with Gary Standing, you will be able to explore the wonderful world of exotic fruits and vegetables. This interactive program will explore the nutritional availability within your local stores. Be prepared for a tasteful journey around the world with different foods of nutritional value. This session will allow you to take back healthy alternatives to your municipality and begin exploring the different food cultures right within your reach. Be polite, take a bite and enjoy this interactive "Fruitilicious" discussion.

Thursday September 22nd 2016

6:00pm – 6:30pm **President's Banquet Reception**

Lower Lobby

6:30pm – 9:00pm **Annual Banquet**

Mariner Ballroom A & B & C

9:00pm **Hospitality Suite**

Friday September 23rd 2016

8:30am – 9:30am **Concurrent Session**

A) Public Speaking Session

Cabot Room A & B

Looking to improve your public speaking skills? Look no further, this session will offer tips on how to engage your audience, regardless of the situation. Whether you are speaking to council, a small committee or at a public meeting, this workshop will give you the tips to help get your message across effectively. You will learn about the right information to give, your hand gestures and execution of voice. After this session, the tools and resources gained will provide you with the ability to execute your interaction articulately, engaging and confidently.

B) Provincial Procurement Session

Mariner Ballroom A & B

Join us for a presentation on various provincial procurement offers that are accessible to municipalities. This session will provide you with the latest on new and existing standing offers that your municipality can take advantage of, and will offer guidance on different, unique and sustainable solutions for the various business needs of your municipality. Exploring the different tenders and current standing offers, this session will be sure to leave you with an abundance of information to take back to your municipality.

Friday September 23rd 2016

9:30am – 9:45am **Refreshment Break**

Lower Lobby

9:45am – 10:45am **Keynote with Bill Carr**

Mariner Ballroom A & B

As an award winning humourist and communications expert, Bill Carr has been engaging people for over 30 years with his talks. He will offer insight into the challenges we face on a daily basis with a fresh perspective that will be sure to make you laugh. This talk will make you think about what really counts and how to use your own strengths to achieve the change you are looking for. Bill engages his audience through his delivery on positivity and creativity. A multi-media artist, actor and comedian, Bill is heavily involved in dedicating his free time to volunteer for a number of good causes within the Nova Scotia community. Join us for our closing key note that will leave you reflecting on your own personal well-being, innate human self and allow you to understand who you are in a greater social context.



11:00am **Closing Remarks & Grand Prize**

Closing Remarks and Grand Prize Raffle
(must be present to win).