



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Watkins

Date Submitted04-02-20

MonthJanuary

Year2020

General Council Related Business		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim km's (From Chart)	Out-of-Region Mileage Claim (or In-Region, specific mileage)		One Way /Return	Mileage Claim km's-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total	GL Coding			
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7_		1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr	CAT 2	Project CAT4
16-01-20	Council Strategic Planning Session	St. Albert	Edmonton-West	Return	40.00					20.20						20.20		6140	1010	516111	A10 General Coun-
17-01-20	Council Strategic Planning Session	St. Albert	Edmonton-West	Return	40.00					20.20						20.20		6140	1010	516111	A10 General Coun-
14-01-20	CHBA Economic Forum	St. Albert	Edmonton-South	Return	72.00					36.36						36.36		6140	1010	516111	A10 General Coun-
15-01-20	Realtors Association of Edmonton 2020 Housing Economic Forecast	St. Albert	Edmonton-Downtown	Return	30.00					15.15						15.15		6140	1010	516111	A10 General Coun-
15-01-20	Edmonton Global Strategy Session	St. Albert	Spruce Grove	Return	58.00					29.29						29.29		6140	1010	516111	A10 General Coun-
										-						-					
										-						-					
										-						-					

Sub-Total\$121.20

Professional Development		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region, specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Conference or Course Registration /Event Ticket *	General Expenses *	Total	GL Coding			
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7_		1221	1221	1222	1226	1227	1225	1224		ACCT	Cost Ctr	CAT 2	Project CAT4
										-						-					
										-						-					
										-						-					
										-						-					
										-						-					
										-						-					

Reg. #59  
Post #29483074

Sub-Total\$-



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Watkins

Date Submitted04-02-20MonthJanuaryYear2020

AUMA or FCM Convention or Board Expenses		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region, specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Conference or Course Registration /Event Ticket *	General Expenses *	Total	GL Coding		
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1221	1221	1222	1226	1227	1225	1224		ACCT	Cost Ctr	Project CAT4
										-							-			
										-							-			
										-							-			
										-							-			
										-							-			

Sub-Total\$ -

Office of the Mayor (Official Events & Duties)		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region, specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total	GL Coding		
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr	CAT3 CAT4
										-							-			
										-							-			
										-							-			
										-							-			
										-							-			

Sub-Total\$ -



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Watkins

Date Submitted04-02-20

MonthJanuary

Year2020

Operating Supplies/Telephone/Internet/Sponsorships		Total	GL Coding			
Mobile Device (Max \$55/Month) Home Internet (Max \$70/Month), Sponsorship (Max \$1,000/Year see policy C-CC-21 Council Sponsorship)			ACCT	Cost Ctr	CAT 2 Project CAT7	Expense Type
Date (DD/MM/YY)	Detailed Description					

Sub-Total \$ -

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
07-01-20	Taste of Africa - Celebrating Black History Month					11.62		11.62
16-01-20	FCM WestJet Flight			472.43				472.43
20-01-20	CHBA Economic Forecast Dinner					90.13		90.13
20-01-20	FCM Event Registration					1,024.91		1,024.91
27-01-20	FCM Hotel Accomodation Deposit		327.88					327.88
								-
								-
								-

Sub-Total \$ 1,926.97



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Watkins

Date Submitted04-02-20

MonthJanuary

Year2020

Expenses Paid Directly by the City (eg. Petty Cash)					Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)											
											-
											-
											-
											-
											-
											-
											-
											-

Sub-Total\$ -

- Claim Reminders:**  
**\*\* See Council Policy C-CC-03 Council Remuneration and Expense Reimbursement for detailed provisions of allowable expenses\*\***
- Detailed receipts must be provided for all expenses. Credit Card slips are NOT an acceptable form of receipt.
  - Meter parking may be claimed without a receipt up to \$15. Clearly indicate (Meter) in the nature of event/meeting section.
  - A standard mileage chart is available for use. All kilometers are based on St. Albert Place (SAP) as the base location
  - For meal expenses, the event/description section should clearly indicate the nature of the meeting and indicate the # of people in attendance. The full names of the participants should be listed on the back of the receipt.
  - It is recommended to claim mileage based on the standard mileage chart. If you choose to claim specific mileage you must provide a Google map printout with the detailed to and from locations identified (i.e. Street Address)
  - Expense claims must be submitted within 10 days of the following month
  - Incomplete expense claims will not be processed

Grand Total Expenses	\$ 2,048.17
Less: BMO MasterCard	-\$ 1,926.97
Less: Expenses Paid	\$ -
Net to be paid to Councillor Watkins	\$ 121.20

Training and Development Activities		
Activity Name	Description of Activity Content and any learning/information worth sharing	
January 16, 2020 - January 17, 2020	Council Strategic Planning Session	
2020-01-27	Priority Based Budget Workshop	
Board, Committee, Agency meetings attended (Includes both Council appointed and other approved committees)		
Date of Meeting	Name of Meeting	Updates
2020-01-07	Agenda Planning	
2020-01-14	Agenda Planning	



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: 

Councillor Watkins

Date Submitted: 

04-02-20

Month: 

January

Year: 

2020

2020-01-21	Policing Committee	
2020-01-23	Senior's Advisory Committee	
2020-01-27	Annexation Committee	
2020-01-28	Agenda Planning	
2020-01-29	Intermunicipal Affairs Committee - Sturgeon County	

Select From List
Do not enter in "Grey" cells

Name:

Councillor Watkins

Date Submitted

04-02-20

Month

January

Year

2020

Authorizations & Approvals

Councillor Watkins

January

2020

Member at the time of submission.

05/02/2020  
Date (DD/MM/YY)

behalf of the City of St. Albert. I understand that submitting a fraudulent claim is a very serious matter. I understand that I am solely responsible for the details of the claim even if the form

30/01/2020  
Date (DD/MM/YY)

03/02/2020  
Date (DD/MM/YY)

documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

Feb 5/2020  
Date (DD/MM/YY)

documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

Feb 5/20  
Date (DD/MM/YY)





Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Watkins

Date Submitted: 10-03-20

Month: February

Year: 2020

AUMA or FCM Convention or Board Expenses		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Conference or Course Registration /Event Ticket *	General Expenses *	Total	GL Coding		
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1221	1221	1222	1226	1227	1225	1224		ACCT	Cost Ctr	Project CAT4
										-							-			
										-							-			
										-							-			
										-							-			
										-							-			

Sub-Total \$ -

Office of the Mayor (Official Events & Duties)		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total	GL Coding		
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr	CAT3 CAT4
										-							-			
										-							-			
										-							-			
										-							-			
										-							-			

Sub-Total \$ -





Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Watkins

Date Submitted 10-03-20 Month February Year 2020

Operating Supplies/Telephone/Internet/Sponsorships			Total	GL Coding			
Mobile Device (Max \$55/Month) Home Internet (Max \$70/Month), Sponsorship (Max \$1,000/Year see policy C-CC-21 Council Sponsorship)			Total	ACCT	Cost Ctr	CAT 2 Project CAT7	Expense Type
Date (DD/MM/YY)	Detailed Description						

Sub-Total \$ -

BMO MasterCard Expenses					Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)											
05-02-20	St. Albert Business Breakfast								30.00		30.00
											-
											-
											-
											-
											-
											-
											-

Sub-Total \$ 30.00



Council Member Monthly Expense Claim Form

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Name: Councillor Watkins

Date Submitted 10-03-20 Month February Year 2020

Expenses Paid Directly by the City (eg. Petty Cash)					Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)											
											-
											-
											-
											-
											-
											-
											-

Sub-Total \$ -

- Claim Reminders:  
\*\* See Council Policy C-CC-03 Council Remuneration and Expense Reimbursement for detailed provisions of allowable expenses\*\*
- Detailed receipts must be provided for all expenses. Credit Card slips are NOT an acceptable form of receipt.
  - Meter parking may be claimed without a receipt up to \$15. Clearly indicate (Meter) in the nature of event/meeting section.
  - A standard mileage chart is available for use. All kilometers are based on St. Albert Place (SAP) as the base location
  - For meal expenses, the event/description section should clearly indicate the nature of the meeting and indicate the # of people in attendance. The full names of the participants should be listed on the back of the receipt.
  - It is recommended to claim mileage based on the standard mileage chart. If you choose to claim specific mileage you must provide a Google map printout with the detailed to and from locations identified (i.e. Street Address)
  - Expense claims must be submitted within 10 days of the following month
  - Incomplete expense claims will not be processed

Grand Total Expenses	\$	60.30
Less: BMO MasterCard	-\$	30.00
Less: Expenses Paid	\$	-
Net to be paid to Councillor Watkins	\$	30.30

Training and Development Activities		
Activity Name	Description of Activity Content and any learning/information worth sharing	
Board, Committee, Agency meetings attended (Includes both Council appointed and other approved committees)		
Date of Meeting	Name of Meeting	Updates
2020-02-04	Agenda Planning	
2020-02-11	Agenda Planning	



Council Member Monthly Expense Claim Form

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Name: 

Councillor Watkins

Date Submitted: 

10-03-20

Month: 

February

 Year: 

2020

2020-02-11	Heritage Advisory Committee	
2020-02-12	Annexation Pre-Brief	
2020-02-12	Youth Advisory Committee	
2020-02-14	Annexation Negotiation Committee	
2020-02-20	Policing Committee	
2020-02-25	Agenda Planning	
2020-02-27	Seniors' Advisory Committee	

Select From List
Do not enter in "Grey" cells

Name:

Councillor Watkins

Date Submitted

10-03-20

Month

February

Year

2020

Authorizations & Approvals

Councillor Watkins

February

2020

Member at the time of submission.

03/02/2020  
Date (DD/MM/YY)

half of the City of St. Albert. I understand that submitting a fraudulent claim is a very serious matter. I understand that I am solely responsible for the details of the claim even if the form

02/03/2020  
Date (DD/MM/YY)

03/03/2020  
Date (DD/MM/YY)

documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

Mar 5/2020  
Date (DD/MM/YY)

documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

Mar 16/2020  
Date (DD/MM/YY)



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Watkins

Date Submitted 01/04/2020 Month March Year 2020

General Council Related Business		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim km's (From Chart)	Out-of-Region Mileage Claim (or In-Region, specific mileage)		One Way /Return	Mileage Claim km's-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total	GL Coding		
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr	Project CAT4
										-							-			
										-							-			
										-							-			
										-							-			
										-							-			
										-							-			
										-							-			
										-							-			
Sub-Total																	\$ -			

Professional Development		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region, specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Conference or Course Registration /Event Ticket *	General Expenses *	Total	GL Coding		
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1221	1221	1222	1226	1227	1225	1224		ACCT	Cost Ctr	Project CAT4
										-							-			
										-							-			
										-							-			
										-							-			
										-							-			
										-							-			
Sub-Total																	\$ -			



Council Member Monthly Expense Claim Form

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Name: Councillor Watkins

Date Submitted 01/04/2020 Month March Year 2020

AUMA or FCM Convention or Board Expenses		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region, specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Conference or Course Registration /Event Ticket *	General Expenses *	Total	GL Coding		
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1221	1221	1222	1226	1227	1225	1224		ACCT	Cost Ctr	CAT 2 Project CAT4
										-							-			
										-							-			
										-							-			
										-							-			
										-							-			

Sub-Total \$ -

Office of the Mayor (Official Events & Duties)		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region, specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total	GL Coding		
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr	CAT3 CAT4
										-							-			
										-							-			
										-							-			
										-							-			
										-							-			

Sub-Total \$ -





Council Member Monthly Expense Claim Form

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Do not enter in "Grey" cells

Name: Councillor Watkins

Date Submitted 01/04/2020 Month March Year 2020

Operating Supplies/Telephone/Internet/Sponsorships		Total	GL Coding			
Mobile Device (Max \$55/Month) Home Internet (Max \$70/Month), Sponsorship (Max \$1,000/Year see policy C-CC-21 Council Sponsorship)			ACCT	Cost Ctr	CAT 2 Project CAT7	Expense Type
Date (DD/MM/YY)	Detailed Description					

Sub-Total \$ -

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
03/03/2020	EVENTBRITE/UDIERMARCH					54.97		54.97
								-
								-
								-
								-
								-
								-
								-

Sub-Total \$ 54.97



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Watkins

Date Submitted 01/04/2020 Month March Year 2020

Expenses Paid Directly by the City (eg. Petty Cash)		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
								-
								-
								-
								-
								-
								-
								-
								-

Sub-Total \$ -

- Claim Reminders:**  
**\*\* See Council Policy C-CC-03 Council Remuneration and Expense Reimbursement for detailed provisions of allowable expenses\*\***  
1. Detailed receipts must be provided for all expenses. Credit Card slips are NOT an acceptable form of receipt.  
2. Meter parking may be claimed without a receipt up to \$15. Clearly indicate (Meter) in the nature of event/meeting section.  
3. A standard mileage chart is available for use. All kilometers are based on St. Albert Place (SAP) as the base location  
4. For meal expenses, the event/description section should clearly indicate the nature of the meeting and indicate the # of people in attendance. The full names of the participants should be listed on the back of the receipt.  
5. It is recommended to claim mileage based on the standard mileage chart. If you choose to claim specific mileage you must provide a Google map printout with the detailed to and from locations identified (i.e. Street Address)  
6. Expense claims must be submitted within 10 days of the following month  
7. Incomplete expense claims will not be processed

Grand Total Expenses	\$	54.97
Less: BMO MasterCard	-\$	54.97
Less: Expenses Paid	\$	-
Net to be paid to Councillor Watkins	\$	-

Training and Development Activities		
Activity Name	Description of Activity Content and any learning/information worth sharing	
03/02/2020	MDP Workshop	
</		





Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name:	Councillor Watkins	Date Submitted	01/04/2020	Month	March	Year	2020
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03/10/2020	Agenda Planning	
03/13/2020	Special Council Meeting	
03/23/2020	City of St. Albert Council Meeting	
03/24/2020	Agenda Planning	
03/31/2020	Agenda Planning	



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Watkins

Date Submitted 01/04/2020 Month March Year 2020

Authorizations & Approvals Councillor Watkins March 2020

**Preparer**  
If claim form was prepared by an individual other than the Council Member, sign and date below  
This expense claim form was prepared in accordance with all information provided by the Council Member at the time of submission.

Rayann Laforce  
Preparer's Signature Date (DD/MM/YY)

**Council Member**  
I certify that the expenditures claimed on this form were incurred while conducting business on behalf of the City of St. Albert. I understand that submitting a fraudulent claim is a very serious matter. I understand that I am solely responsible for the details of the claim even if the form was completed by another individual. All applicable receipts have been attached.

Council Member's Signature Date (DD/MM/YY)

**Accounts Payable**  
I have reviewed this claim for mathematical accuracy and documentation support.

Accounts Payable Personnel Signature Date (DD/MM/YY)

**Chief Financial Officer**  
I have reviewed this claim and am satisfied that the expenses listed and the information and documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

Chief Financial Officer Signature Date (DD/MM/YY)

**Chief Administrative Officer (City Manager)**  
I have reviewed this claim and am satisfied that the expenses listed and the information and documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

City Manager Signature Date (DD/MM/YY)

**From:** [Rayann Laforce](#)  
**To:** [REDACTED]  
**Subject:** FW: Councillor Watkins - March Expenses  
**Date:** April 2, 2020 2:52:20 PM  
**Attachments:** [Watkins - Council Expense Claim.xlsm](#)

---

Hi ladies:

As per the highlighted email below, attached is the approved expense claim form for Cllr Ray Watkins.

Kind Regards,

Rayann

Rayann Laforce  
Executive Assistant | Office of the Mayor and Council  
P: 780-459-1605 | [rlaforce@stalbert.ca](mailto:rlaforce@stalbert.ca)

***Bringing Our Best to Cultivate An Amazing Community***

---

**From:** Ray Watkins <[rwatkins@stalbert.ca](mailto:rwatkins@stalbert.ca)>  
**Sent:** April 2, 2020 2:45 PM  
**To:** Rayann Laforce <[rlaforce@stalbert.ca](mailto:rlaforce@stalbert.ca)>  
**Subject:** FW: Councillor Watkins - March Expenses

**Approved.**

Ray Watkins  
Councillor  
P: 780-459-1697 | F: 780-459-1591  
C: 780-863-2391

City of St. Albert | 5 St. Anne Street | St. Albert, AB | T8N 3Z9  
[rwatkins@stalbert.ca](mailto:rwatkins@stalbert.ca) | [www.stalbert.ca](http://www.stalbert.ca)

[www.facebook.com/cityofstalbert](https://www.facebook.com/cityofstalbert) | [www.twitter.com/cityofstalbert](https://www.twitter.com/cityofstalbert)



---

**From:** Rayann Laforce <[rlaforce@stalbert.ca](mailto:rlaforce@stalbert.ca)>  
**Sent:** April 1, 2020 4:51 PM  
**To:** Ray Watkins <[rwatkins@stalbert.ca](mailto:rwatkins@stalbert.ca)>  
**Subject:** Councillor Watkins - March Expenses

Cllr Watkins:

Please review the attached, and let me know via email if you approve this, or advise of the needed edits. I will then forward it to Finance for processing.

Kind Regards,

Rayann

Rayann Laforce  
Executive Assistant | Office of the Mayor and Council  
P: 780-459-1605 | [rlaforce@stalbert.ca](mailto:rlaforce@stalbert.ca)

***Bringing Our Best to Cultivate An Amazing Community***



**From:** [Rayann Laforce](#)  
**To:** [Alayna Yarmuch](#); [REDACTED]  
**Subject:** RE: Councillor Watkins - March Expenses  
**Date:** April 14, 2020 1:49:57 PM  
**Attachments:** [Watkins - Council Expense Claim.xlsm](#)

---

This has already been approved by Kevin. This one appears to be done. See below.

---

**From:** Alayna Yarmuch <[ayarmuch@stalbert.ca](mailto:ayarmuch@stalbert.ca)>  
**Sent:** April 14, 2020 1:48 PM  
**To:** Kevin Scoble <[kscoble@stalbert.ca](mailto:kscoble@stalbert.ca)>  
**Cc:** Rayann Laforce <[rLaforce@stalbert.ca](mailto:rLaforce@stalbert.ca)>  
**Subject:** FW: Councillor Watkins - March Expenses

Please review and send your electronic approval back to Rayann and I.

Thanks,

**Alayna Yarmuch**  
*Senior Executive Assistant*  
*Office of the Chief Administrative Officer*  
P: 780-459-1593 | [ayarmuch@stalbert.ca](mailto:ayarmuch@stalbert.ca)

***Bringing Our Best to Cultivate An Amazing Community***

---

**From:** [REDACTED]  
**Sent:** Tuesday, April 14, 2020 1:42 PM  
**To:** Alayna Yarmuch <[ayarmuch@stalbert.ca](mailto:ayarmuch@stalbert.ca)>  
**Cc:** [REDACTED]  
**Subject:** FW: Councillor Watkins - March Expenses

Hi,

This is approved and will also require Kevin's approval by email.

Please then forward to Barb M once approved. .

Thanks

**Brenda Barclay CPA, CMA**  
**Manager | Financial Operations and Reporting**  
**Cell:** 780-224-0852  
**P:** 780-418-6047 | **F:** 780-459-1734

City of St. Albert | 5 St. Anne Street | St. Albert, AB | T8N 3Z9  
[bbarclay@stalbert.ca](mailto:bbarclay@stalbert.ca) | [www.stalbert.ca](http://www.stalbert.ca)



**From:** [REDACTED]  
**Sent:** April-14-20 12:06 PM  
**To:** Brenda Barclay <[BBarclay@stalbert.ca](mailto:BBarclay@stalbert.ca)>  
**Subject:** FW: Councillor Watkins - March Expenses

Hi Brenda,

AP approved! Please send your approval on to the CMO office once reviewed.

[REDACTED]

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**From:** Rayann Laforce <[rlaforce@stalbert.ca](mailto:rlaforce@stalbert.ca)>  
**Sent:** April 14, 2020 11:29 AM  
**To:** [REDACTED]  
**Subject:** FW: Councillor Watkins - March Expenses

[REDACTED]

Below is the approval chain for this expense claim.

Kind Regards,

Rayann

**Rayann Laforce**  
**Executive Assistant | Office of the Mayor and Council**  
P: 780-459-1605 F: 780-459-1591

City of St. Albert | 5 St. Anne Street | St. Albert, AB | T8N 3Z9  
[rlaforce@stalbert.ca](mailto:rlaforce@stalbert.ca) | [www.stalbert.ca](http://www.stalbert.ca)



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**From:** Kevin Scoble <[kscoble@stalbert.ca](mailto:kscoble@stalbert.ca)>  
**Sent:** April 11, 2020 10:07 AM  
**To:** Alayna Yarmuch <[ayarmuch@stalbert.ca](mailto:ayarmuch@stalbert.ca)>  
**Cc:** Rayann Laforce <[rlaforce@stalbert.ca](mailto:rlaforce@stalbert.ca)>  
**Subject:** RE: Councillor Watkins - March Expenses

Approved

**Kevin Scoble**

*Chief Administrative Officer*

P: 780-459-1502 | [kscoble@stalbert.ca](mailto:kscoble@stalbert.ca)

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**From:** Alayna Yarmuch <[ayarmuch@stalbert.ca](mailto:ayarmuch@stalbert.ca)>

**Sent:** Tuesday, April 7, 2020 11:22 AM

**To:** Kevin Scoble <[kscoble@stalbert.ca](mailto:kscoble@stalbert.ca)>

**Cc:** Rayann Laforce <[rlaforce@stalbert.ca](mailto:rlaforce@stalbert.ca)>

**Subject:** FW: Councillor Watkins - March Expenses

Please review and approve and forward back to myself and Rayann with your approval.

Thanks,

**Alayna Yarmuch**

*Senior Executive Assistant*

*Office of the Chief Administrative Officer*

P: 780-459-1593 | [ayarmuch@stalbert.ca](mailto:ayarmuch@stalbert.ca)

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**From:** Diane McMordie <[dmcordie@stalbert.ca](mailto:dmcordie@stalbert.ca)>

**Sent:** Tuesday, April 7, 2020 11:08 AM

**To:** Alayna Yarmuch <[ayarmuch@stalbert.ca](mailto:ayarmuch@stalbert.ca)>  
[REDACTED]

**Subject:** Fw: Councillor Watkins - March Expenses

This is approved by myself.

For Kevin's electronic approval. Once done he should forward the email string to whoever will be posting on the website

**Diane McMordie, CPA, CMA**

*Director of Financial Services*

P 780-459-1758 | C 780-862-1348 | F 780-459-1734

City of St. Albert | 5 St. Anne Street | St. Albert, AB | T8N 3Z9

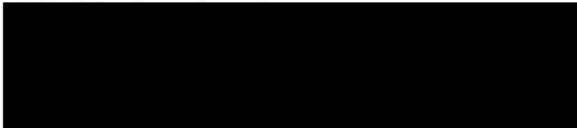
[dmcordie@stalbert.ca](mailto:dmcordie@stalbert.ca) | [www.stalbert.ca](http://www.stalbert.ca)

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**From:** [REDACTED]  
**Sent:** April 4, 2020 11:21 AM  
**To:** Diane McMordie <[dmcordie@stalbert.ca](mailto:dmcordie@stalbert.ca)>  
**Subject:** FW: Councillor Watkins - March Expenses

Hi Dianne,

I have reviewed this claim and will now submit to you for your approval.



City of St. Albert | 5 St. Anne Street | St. Albert, AB | T8N 3Z9  
[REDACTED] [www.stalbert.ca](http://www.stalbert.ca)

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**From:** Rayann Laforce <[rlaforce@stalbert.ca](mailto:rlaforce@stalbert.ca)>  
**Sent:** April 2, 2020 2:50 PM



**Subject:** FW: Councillor Watkins - March Expenses

Hi ladies:

As per the highlighted email below, attached is the approved expense claim form for Cllr Ray Watkins.

Kind Regards,

Rayann

**Rayann Laforce**  
**Executive Assistant | Office of the Mayor and Council**  
P: 780-459-1605 | [rlaforce@stalbert.ca](mailto:rlaforce@stalbert.ca)

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**From:** Ray Watkins <[rwatkins@stalbert.ca](mailto:rwatkins@stalbert.ca)>  
**Sent:** April 2, 2020 2:45 PM  
**To:** Rayann Laforce <[rlaforce@stalbert.ca](mailto:rlaforce@stalbert.ca)>  
**Subject:** FW: Councillor Watkins - March Expenses

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**Approved.**

**Ray Watkins**

**Councillor**

P: 780-459-1697 | F: 780-459-1591

C: 780-863-2391

City of St. Albert | 5 St. Anne Street | St. Albert, AB | T8N 3Z9

[rwatkins@stalbert.ca](mailto:rwatkins@stalbert.ca) | [www.stalbert.ca](http://www.stalbert.ca)

[www.facebook.com/cityofstalbert](https://www.facebook.com/cityofstalbert) | [www.twitter.com/cityofstalbert](https://www.twitter.com/cityofstalbert)



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**From:** Rayann Laforce <[rlaforce@stalbert.ca](mailto:rlaforce@stalbert.ca)>

**Sent:** April 1, 2020 4:51 PM

**To:** Ray Watkins <[rwatkins@stalbert.ca](mailto:rwatkins@stalbert.ca)>

**Subject:** Councillor Watkins - March Expenses

Cllr Watkins:

Please review the attached, and let me know via email if you approve this, or advise of the needed edits. I will then forward it to Finance for processing.

Kind Regards,

Rayann

**Rayann Laforce**

**Executive Assistant | Office of the Mayor and Council**

P: 780-459-1605 | [rlaforce@stalbert.ca](mailto:rlaforce@stalbert.ca)

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