



	Select From List
	Do not enter in "Grey" cells

Name: Councillor MacKay

Date Submitted	10-05-20
----------------	----------

Month	April	Year	2020
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[illegible]

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 CAT 2			
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

Select From List

Do not enter in "Grey" cells

Name: Councillor MacKay

Date Submitted 10-05-20 Month April 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

Select From List
Do not enter in "Grey" cells

Name: Councillor MacKay

Date Submitted 10-05-20 Month April Year 2020

Operating Supplies/Telephone/Internet/Sponsorships		Total	GL Coding			
Date (DD/MM/YY)	Detailed Description		ACCT	Cost Ctr	CAT 2 Project CAT7	Expense Type
26/01/2019	Home Office Internet	70.00	6404	1010	516109 N/A	Mobile Device Charge
						Office/Operating Supp

Sub-Total \$ 70.00

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
16/03/20	UDI Luncheon Refund					- 54.97		- 54.97
18/03/20	2020 Edmonton Business Breakfast					- 93.45		- 93.45
23/03/20	ALUMA Spring Municipal Leaders Caucus					- 173.25		- 173.25
04-01-20	FCM Hotel Deposit Refund					- 327.88		- 327.88
								-
								-
								-
								-
								-

Sub-Total -\$ 649.55



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor MacKay

Date Submitted 10-05-20 Month April 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)								
								-
								-
								-
								-
								-
								-
								-
								-
								-

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

Sub-Total \$ -

Grand Total Expenses	-\$	579.55
Less: BMO MasterCard	\$	649.55
Directly	\$	-
Net to be paid to: Councillor MacKay	\$	70.00

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
04-03-20	Emergency Advisory Committee	
04-07-20	Emergency Advisory Committee	
15/04/20	Inter-City Framework with Sturgeon County Pre-Brief	
16/04/20	Emergency Advisory Committee	
21/04/20	Emergency Advisory Committee	



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name:	Councillor MacKay	Date Submitted	10-05-20	Month	April	Year	2020
-------	-------------------	----------------	----------	-------	-------	------	------

23/04/20	Emergency Advisory Committee	
30/04/20	Emergency Advisory Committee	



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor MacKay

Date Submitted 10-05-20 Month April Year 2020

Authorizations & Approvals		Councillor MacKay	April	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		20-05-06		
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: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Cllr MacKay - April Expenses
Date: Friday, May 15, 2020 9:21:57 AM
Attachments: [MacKay - Council Expense Claim.xlsx](#)
[MacKay Shaw Bill.pdf](#)

approved by Kevin below

[REDACTED] [REDACTED]
Senior Executive Assistant
Office of the Chief Administrative Officer
[REDACTED] [REDACTED]

Bringing Our Best to Cultivate An Amazing Community

From: Kevin Scoble [REDACTED]
Sent: Monday, May 11, 2020 1:31 PM
To: [REDACTED]
Subject: RE: Cllr MacKay - April Expenses

Approved.

Kevin Scoble
Chief Administrative Officer
[REDACTED] [REDACTED]

Bringing Our Best to Cultivate An Amazing Community

From: [REDACTED]
Sent: Monday, May 11, 2020 8:13 AM
To: Kevin Scoble [REDACTED]
Subject: FW: Cllr MacKay - April Expenses

Hi,

For your review and email approval.

Thanks,

[REDACTED]
Senior Executive Assistant
Office of the Chief Administrative Officer
[REDACTED] [REDACTED]

Bringing Our Best to Cultivate An Amazing Community

From: Diane McMordie [REDACTED]
Sent: Friday, May 8, 2020 12:08 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: Fw: Cllr MacKay - April Expenses

Approved by me. Please forward to Kevin for approval then back to Danielle.

Thanks

Diane McMordie, CPA, CMA

Director of Finance & Assessment/CFO

[REDACTED] [REDACTED] [REDACTED]

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

[REDACTED] www.stalbert.ca

From: [REDACTED]
Sent: May 7, 2020 1:36 PM
To: Diane McMordie [REDACTED]
Subject: FW: Cllr MacKay - April Expenses

Hi Diane,
I hope you and your family are doing well and enjoying the sunshine!

I have reviewed Councillor Mackay's April 2020 expenses for back up and mathematical accuracy. The calculations are correct, but there may be an issue with the Shaw invoices for back up. There are two attached dated March 26 and Apr. 26. Neither have been claimed, but neither service periods are within April 2020 either. The invoice that was used for his March expenses, dated Feb 26/20, covered this service period (March 26-Apr 25/20).
Please let me know how you would like to proceed with this when you get a chance.
Thanks,

[REDACTED] **(Working Remotely)**
Accounts Payable Coordinator | Financial Services

[REDACTED] [REDACTED]

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

[REDACTED] | www.stalbert.ca

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Date Submitted 01-06-20 Month May Year 2020



Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name:

Councillor MacKay

Date Submitted:

01-06-20

Month:

May

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

	Select From List
	Do not enter in "Grey" cells

Name:

Councillor MacKay

Date Submitted:

01-06-20

Month:

May

Year:

2020

Operating Supplies/Telephone/Internet/Sponsorships		Total	GL Coding				
Date (DD/MM/YY)		Detailed Description	Mobile Device (Max \$55/Month) Home Internet (Max \$70/Month), Sponsorship (Max \$1,000/Year see policy C-CC-21 Council Sponsorship)				
26-05-20	Home Office Internet	70.00	ACCT	Cost Ctr	CAT 2 Project	CAT7	Expense Type
			6404	1010	516109	N/A	Mobile Device Charge
							Office/Operating Supp

Sub-Total \$ 70.00

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
						- 54.97		- 54.97
						- 93.45		- 93.45
						- 173.25		- 173.25
						- 327.88		- 327.88
								-
								-
								-
								-
								-

Sub-Total -\$ 649.55



Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor MacKay

Date Submitted01-06-20MonthMayYear2020

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	-\$	579.55
Less: BMO MasterCard	\$	649.55
Less: Expenses Paid	\$	-
Net to be paid to: Councillor MacKay	\$	70.00

Training and Development Activities		
Activity Name	Description of Activity Content and any learning/information worth sharing	
05/06/2020	Public Open House - Range Road 260 ASP Amendment	
05/21/2020	City of St. Albert Council Workshop	
Board, Committee, Agency meetings attended (Includes both Council appointed and other approved committees)		
Date of Meeting	Name of Meeting	Updates
05/01/2020	Special Board Meeting	
05/04/2020	St. Albert City Council Meeting	
05/05/2020	Agenda Planning	
05/07/2020	Emergency Advisory Committee Briefing	
05/11/2020	Special Council Meeting	
05/12/2020	Agenda Planning	
05/14/2020	Emergency Management Advisory Committee Meeting	



Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name:

Councillor MacKay

Date Submitted:

01-06-20

Month:

May

Year:

2020

05/15/2020	Special Council Meeting	
05/19/2020	City Council Meeting	
05/21/2020	Emergency Management Advisory Committee	
05/22/2020	Alberta Capital Region Wastewater Commission Meeting	
05/25/2020	Inaugural Recovery Task Force Meeting	
05/26/2020	Agenda Planning	
05/28/2020	Emergency Management Advisory Committee	



Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name:	Councillor MacKay	Date Submitted	01-06-20	Month	May	Year	2020
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Authorizations & Approvals Councillor MacKay May 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	01-06-20
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: [Accounts Payable](#)
To: [REDACTED]
Subject: FW: Cllr MacKay - May Expenses
Date: June 3, 2020 10:29:11 AM
Attachments: [MacKay - Council Expense Claim - Editable.xlsm](#)
[FW FOR APPROVAL - Cllr MacKay Expense Claim.msg](#)
[Cllr MacKay - unnamed document.pdf](#)

From: [REDACTED]
Sent: June 3, 2020 9:15 AM
To: [REDACTED]
Subject: Cllr MacKay - May Expenses

Good morning:

Further to the below email from Danielle – it seems as though we are one month ahead for Cllr MacKay's Shaw bill.

Please disregard the previous email I sent and note the attached expense claim form, the correct Shaw bill, and the approval email from Cllr MacKay.

Let me know if you have any questions.

Many thanks!

Rayann

[REDACTED]
Executive Assistant | Office of the Mayor and Council
[REDACTED] [REDACTED]

Bringing Our Best to Cultivate An Amazing Community

From: [REDACTED]
Sent: May 8, 2020 1:13 PM
To: [REDACTED]
Subject: RE: Cllr MacKay - April Expenses

Okay, thanks for all your work on this Danielle. This month hasn't been an easy expense month. Lol

I appreciate all the help you have provided.

R

From: [REDACTED]
Sent: May 8, 2020 12:52 PM
To: [REDACTED]
Subject: FW: Cllr MacKay - April Expenses

Hi Rayann,
I have confirmed with Diane that we will be using the Shaw invoice dated March 26/20 for Councillor MacKay's April internet expenses. This did not end up being the invoice claimed for his March expenses. The Feb 26/20 bill was used for March. This means that the April 26/20 (Due May 26/20) bill will need to be used as back up for the Councillor's May expenses.
Have a good one.

[REDACTED] **(Working Remotely)**
Accounts Payable Coordinator | Financial Services

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[REDACTED] | www.stalbert.ca

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From: [REDACTED]
Sent: Thursday, May 7, 2020 1:17 PM
To: [REDACTED]
Subject: RE: Cllr MacKay - April Expenses

Thanks. I'll let Diane know and see what she'd like to do. I have feeling that maybe the Jan 26 invoice is the one that was required for March expenses, but I'll confirm what we'll need moving forward as we won't be able to use an invoice that was already claimed.

Thanks again.

[REDACTED] **(Working Remotely)**
Accounts Payable Coordinator | Financial Services

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From: [REDACTED]
Sent: Thursday, May 7, 2020 1:09 PM
To: [REDACTED]
Subject: FW: Cllr MacKay - April Expenses

Hi Danielle

I have attached the bill you are looking for. Note that is the one we used last month.

Rayann

[REDACTED]
Executive Assistant | Office of the Mayor and Council

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From: [REDACTED]
Sent: May 7, 2020 1:05 PM
To: [REDACTED]
Subject: FW: Cllr MacKay - April Expenses

It's me again.

The Shaw bill attached is the April 26/20 bill which covers a service period of May 26-June 25/20. For March's expense claim, Diane had requested the invoice with the service period of the month it was getting expensed, which would be the March 26 to April 25/20 for April expenses. Would you be able to supply that Shaw bill for Councillor MacKay's April expense form?

[REDACTED] **(Working Remotely)**
Accounts Payable Coordinator | Financial Services

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From: [REDACTED]
Sent: Thursday, May 7, 2020 11:41 AM
To: [REDACTED]
Subject: FW: Cllr MacKay - April Expenses

Hi Danielle:

The family is good on this end. I hope you and your family are happy and healthy as well.

Indeed, all the BMO expenses for Cllr MacKay are refunds.

Kind Regards,

Rayann

[REDACTED]
Executive Assistant | Office of the Mayor and Council

Bringing Our Best to Cultivate An Amazing Community

From: [REDACTED]
Sent: May 7, 2020 9:29 AM
To: [REDACTED]
Subject: FW: Cllr MacKay - April Expenses

Good morning Rayann.

I hope all is well with you and your family.

I just want to confirm that all of the BMO expenses were refunds.
Please let me know when you get a chance by forwarding your response back to me.

Thanks,

[REDACTED] ***(Working Remotely)***
Accounts Payable Coordinator | Financial Services
[REDACTED]

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[REDACTED] | www.stalbert.ca

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From: [REDACTED]
Sent: Wednesday, May 6, 2020 3:57 PM
To: [REDACTED]
[REDACTED]
Subject: FW: Cllr MacKay - April Expenses

Hi Ladies,

Please find attached Cllr MacKay's approved April expenses.

Kind Regards,

Rayann

[REDACTED]
Executive Assistant | Office of the Mayor and Council
[REDACTED] [REDACTED]

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From: Ken MacKay <kmackay@stalbert.ca>

Sent: May 6, 2020 3:39 PM

To: [REDACTED]

Subject: RE: Cllr MacKay - April Expenses

Looks accurate, nice seeing all the refunds

Thank you,

Ken

From: [REDACTED]

Sent: May 6, 2020 3:34 PM

To: Ken MacKay <kmackay@stalbert.ca>

Subject: Cllr MacKay - April Expenses

Hi Cllr MacKay:

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

[REDACTED]
Executive Assistant | Office of the Mayor and Council
[REDACTED] [REDACTED]

Bringing Our Best to Cultivate An Amazing Community

From: [Accounts Payable](#)
To: [REDACTED]
Subject: FW: Cllr MacKay - May Expenses
Date: June 3, 2020 10:29:11 AM
Attachments: [MacKay - Council Expense Claim - Editable.xlsm](#)
[FW FOR APPROVAL - Cllr MacKay Expense Claim.msg](#)
[Cllr MacKay - unnamed document.pdf](#)

From: [REDACTED]
Sent: June 3, 2020 9:15 AM
To: [REDACTED]
Subject: Cllr MacKay - May Expenses

Good morning:

Further to the below email from Danielle – it seems as though we are one month ahead for Cllr MacKay's Shaw bill.

Please disregard the previous email I sent and note the attached expense claim form, the correct Shaw bill, and the approval email from Cllr MacKay.

Let me know if you have any questions.

Many thanks!

Rayann

[REDACTED]
Executive Assistant | Office of the Mayor and Council
[REDACTED] [REDACTED]

Bringing Our Best to Cultivate An Amazing Community

From: [REDACTED]
Sent: May 8, 2020 1:13 PM
To: [REDACTED]
Subject: RE: Cllr MacKay - April Expenses

Okay, thanks for all your work on this Danielle. This month hasn't been an easy expense month. Lol

I appreciate all the help you have provided.

R

From: [REDACTED]
Sent: May 8, 2020 12:52 PM
To: [REDACTED]
Subject: FW: Cllr MacKay - April Expenses

Hi Rayann,
I have confirmed with Diane that we will be using the Shaw invoice dated March 26/20 for Councillor MacKay's April internet expenses. This did not end up being the invoice claimed for his March expenses. The Feb 26/20 bill was used for March. This means that the April 26/20 (Due May 26/20) bill will need to be used as back up for the Councillor's May expenses.
Have a good one.

[REDACTED] **(Working Remotely)**
Accounts Payable Coordinator | Financial Services

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From: [REDACTED]
Sent: Thursday, May 7, 2020 1:17 PM
To: [REDACTED]
Subject: RE: Cllr MacKay - April Expenses

Thanks. I'll let Diane know and see what she'd like to do. I have feeling that maybe the Jan 26 invoice is the one that was required for March expenses, but I'll confirm what we'll need moving forward as we won't be able to use an invoice that was already claimed.

Thanks again.

[REDACTED] **(Working Remotely)**
Accounts Payable Coordinator | Financial Services

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

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From: [REDACTED]
Sent: Thursday, May 7, 2020 1:09 PM
To: [REDACTED]
Subject: FW: Cllr MacKay - April Expenses

Hi Danielle

I have attached the bill you are looking for. Note that is the one we used last month.

Rayann

[REDACTED]
Executive Assistant | Office of the Mayor and Council
[REDACTED] [REDACTED]

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From: [REDACTED]
Sent: May 7, 2020 1:05 PM
To: [REDACTED]
Subject: FW: Cllr MacKay - April Expenses

It's me again.

The Shaw bill attached is the April 26/20 bill which covers a service period of May 26-June 25/20. For March's expense claim, Diane had requested the invoice with the service period of the month it was getting expensed, which would be the March 26 to April 25/20 for April expenses. Would you be able to supply that Shaw bill for Councillor MacKay's April expense form?

[REDACTED] **(Working Remotely)**
Accounts Payable Coordinator | Financial Services

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From: [REDACTED]
Sent: Thursday, May 7, 2020 11:41 AM
To: [REDACTED]
Subject: FW: Cllr MacKay - April Expenses

Hi Danielle:

The family is good on this end. I hope you and your family are happy and healthy as well.

Indeed, all the BMO expenses for Cllr MacKay are refunds.

Kind Regards,

Rayann

[REDACTED]
Executive Assistant | Office of the Mayor and Council

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From: [REDACTED]
Sent: May 7, 2020 9:29 AM
To: [REDACTED]
Subject: FW: Cllr MacKay - April Expenses

Good morning Rayann.

I hope all is well with you and your family.

I just want to confirm that all of the BMO expenses were refunds.
Please let me know when you get a chance by forwarding your response back to me.

Thanks,

[REDACTED] ***(Working Remotely)***
Accounts Payable Coordinator | Financial Services
[REDACTED]

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From: [REDACTED]
Sent: Wednesday, May 6, 2020 3:57 PM
To: [REDACTED]
[REDACTED]
Subject: FW: Cllr MacKay - April Expenses

Hi Ladies,

Please find attached Cllr MacKay's approved April expenses.

Kind Regards,

Rayann

[REDACTED]
Executive Assistant | Office of the Mayor and Council
[REDACTED] [REDACTED]

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From: Ken MacKay <kmackay@stalbert.ca>

Sent: May 6, 2020 3:39 PM

To: [REDACTED]

Subject: RE: Cllr MacKay - April Expenses

Looks accurate, nice seeing all the refunds

Thank you,

Ken

From: [REDACTED]

Sent: May 6, 2020 3:34 PM

To: Ken MacKay <kmackay@stalbert.ca>

Subject: Cllr MacKay - April Expenses

Hi Cllr MacKay:

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

[REDACTED]
Executive Assistant | Office of the Mayor and Council
[REDACTED] [REDACTED]

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From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: FOR APPROVAL: May Expense Claim
Date: June 22, 2020 1:49:06 PM
Attachments: [Councillor Mackay May 2020 Expense claim.pdf](#)

approved by Kevin below.

[REDACTED]
Senior Executive Assistant
Office of the Chief Administrative Officer
[REDACTED] | [REDACTED]

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From: Kevin Scoble [REDACTED]
Sent: Friday, June 19, 2020 1:38 PM
To: [REDACTED]
Subject: RE: FOR APPROVAL: May Expense Claim

Approved

Kevin Scoble
Chief Administrative Officer
[REDACTED] [REDACTED]

Bringing Our Best to Cultivate An Amazing Community

From: [REDACTED]
Sent: Wednesday, June 17, 2020 11:38 AM
To: Kevin Scoble [REDACTED]
Subject: FOR APPROVAL: May Expense Claim

For approval

[REDACTED]
Senior Executive Assistant
Office of the Chief Administrative Officer
[REDACTED] | [REDACTED]

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From: Diane McMordie [REDACTED]
Sent: Tuesday, June 16, 2020 10:16 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: May Expense Claim

I have approved. Please forward to Kevin

Diane McMordie, CPA, CMA

Director, Finance & Assessment / Chief Financial Officer

█ [REDACTED] █ [REDACTED]

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

█ [REDACTED]

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From: [REDACTED]

Sent: Monday, June 15, 2020 1:26 PM

To: [REDACTED]

Subject: May Expense Claim

Hi Diane,

I have reviewed this claim and approve.

Thanks,

Barb

(Working from home)

█ [REDACTED]

Accounts Payable Coordinator | Financial Services

█ [REDACTED]

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█ [REDACTED]

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Date Submitted 08-07-20 Month June Year 2020

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					
																		ACCT	Cost Ctr	CAT 2 Project CAT4			
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1221	1221	1222	1226	1227	1225	1224							
										-							-						
										-							-						
										-							-						
										-							-						
										-							-						
										-							-						
										-							-						
																		Sub-Total			\$	-	



Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name:

Councillor MacKay

Date Submitted:

08-07-20

Month:

June

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

	Select From List
	Do not enter in "Grey" cells

Name:

Councillor MacKay

Date Submitted:

08-07-20

Month:

June

Year:

2020

Operating Supplies/Telephone/Internet/Sponsorships		Total	GL Coding				
			ACCT	Cost Ctr	CAT 2 Project	CAT7	Expense Type
	Detailed Description						
26-06-20	Home Office Internet	70.00		6404 1010	516109	N/A	Mobile Device Charge
							Office/Operating Supp

Sub-Total \$ 70.00

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

Sub-Total \$ -



Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name:

Councillor MacKay

Date Submitted:

08-07-20

Month:

June

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	\$	70.00
Less: BMO MasterCard	\$	-
Less: Expenses Paid	\$	-
Net to be paid to: Councillor MacKay		\$ 70.00

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
06/01/2020	City Council Meeting	
06/02/2020	Agenda Planning	
06/08/2020	Mayor's Homelessness Task Force Meeting	
06/08/2020	Covid-19 Recovery Task Force Meeting	
06/09/2020	Community Growth and Infrastructure	
06/10/2020	Agenda Planning	
06/11/2020	Edmonton Metropolitan Region Board Meeting	



Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name:

Councillor MacKay

Date Submitted:

08-07-20

Month:

June

Year:

2020

06/11/2020	SISB Task Force Meeting	
06/15/2020	City Council Meeting	
06/18/2020	ERWAC Meeting	
06/19/2020	ACRWC Board Meeting	
06/22/2020	City Council	
06/23/2020	Agenda Planning	
06/24/2020	COVID-19 Recovery Task Force Meeting	
06/29/2020	City Council	
06/30/2020	Council Workshop - Committee of the Whole	
06/30/2020	Agenda Planning	



Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name:	Councillor MacKay	Date Submitted	08-07-20	Month	June	Year	2020
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Authorizations & Approvals Councillor MacKay June 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	08-07-20
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: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Councillor MacKay June 2020 Expense Claim
Date: August 13, 2020 2:00:44 PM
Attachments: [Councillor MacKay June 2020 Expense Claim.pdf](#)

approved below

[REDACTED]
*Senior Executive Assistant
Office of the Chief Administrative Officer*
[REDACTED] | [REDACTED]

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From: Kevin Scoble [REDACTED]
Sent: Wednesday, August 12, 2020 1:18 PM
To: [REDACTED]
Subject: RE: Councillor MacKay June 2020 Expense Claim

Approved

Kevin Scoble
Chief Administrative Officer
[REDACTED] [REDACTED]

Bringing Our Best to Cultivate An Amazing Community

From: [REDACTED]
Sent: Friday, July 10, 2020 9:48 AM
To: Kevin Scoble [REDACTED]
Subject: FW: Councillor MacKay June 2020 Expense Claim

See attached and let me know if ok to sign off.

[REDACTED]
*Senior Executive Assistant
Office of the Chief Administrative Officer*
[REDACTED] | [REDACTED]

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From: Diane McMordie [REDACTED]
Sent: Friday, July 10, 2020 9:24 AM
To: [REDACTED]
Cc: [REDACTED]

Subject: FW: Councillor MacKay June 2020 Expense Claim

Approved by me. Please send for Kevon's approval

Thanks

Diane McMordie, CPA, CMA

Director, Finance & Assessment / Chief Financial Officer

■ [REDACTED] ■ [REDACTED]

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

■ [REDACTED]

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