

City of Fort Saskatchewan



Cheque Requisition Form

Payable to: Southpointe School
Address: 11 Southpointe Blvd. Fort Saskatchewan, AB T8L 0T9
c/o Jamie Nelson

Date: 21-Apr-21

REASON FOR REQUEST	GL CODE	Base Amt	GST	Total Amount
As per Councillor Lennox - donation request for Southpointe School for Bingo Challenge	1.2140.11219	100.00		\$ 100.00
				\$ 100.00

Requested by: **Jennifer Chapman for Councillor Deanna Lennox**
(please print name)

Signature : See attached email for approvals.
(Signature)

Please attach all back up showing reason for the cheque request.

From: Jennifer Chapman
Sent: April 23, 2021 8:45 AM
To: Accounts Payable
Subject: Cheque Request Form
Attachments: Cheque Request Form Southpointe School April 2021.xls

Please see attached a cheque request form to Southpointe School requested by Councillor Lennox. Approvals and back up are below.

Thank you,

Jennifer Chapman
Administrative Assistant, Legislative Services City of Fort Saskatchewan
10005 102 St
Fort Saskatchewan, AB T8L 2C5
P: 780.992.6227
jchapman@fortsask.ca

-----Original Message-----

From: Brenda Molter <BMolter@fortsask.ca>
Sent: April 23, 2021 8:21 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: FW: Donation Request - Approval Requested

Jennifer, I approve of the attached cheque request for a donation to Southpointe School, requested by Councillor Lennox.

Thanks,
Brenda

-----Original Message-----

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: April 22, 2021 8:48 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: Donation Request - Approval Requested

Good morning Brenda,

Please respond by reply email that you approve of the attached cheque request form. Councillor Lennox has requested a donation of \$100.00 from her Promotions & Networking Budget to go to Southpointe School in Fort Saskatchewan. See email request below.

Thank you,

Jennifer Chapman

Administrative Assistant, Legislative Services City of Fort Saskatchewan
10005 102 St
Fort Saskatchewan, AB T8L 2C5
P: 780.992.6227
jchapman@fortsask.ca

-----Original Message-----

From: Deanna Lennox <dlennox@fortsask.ca>
Sent: April 21, 2021 4:48 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: Donation Request - Approval Requested

Hi Jennifer,
Please accept this email as approval of the cheque request for SouthPointe School.

Thank you,
Deanna

Deanna Lennox
Councillor
City of Fort Saskatchewan
780-909-2487

> On Apr 21, 2021, at 4:38 PM, Jennifer Chapman <JChapman@fortsask.ca> wrote:
>
> Hello Councillor Lennox,
>
> Please respond by reply email that you approve of the cheque request for Southpointe
School in the amount of \$100.00.
>
> Thank you,
>
>
> Jennifer Chapman
> Administrative Assistant, Legislative Services City of Fort
> Saskatchewan
> 10005 102 St
> Fort Saskatchewan, AB T8L 2C5
> P: 780.992.6227
> jchapman@fortsask.ca
>
>
>
> -----Original Message-----
> From: Jennifer Chapman
> Sent: April 20, 2021 10:22 AM
> To: Deanna Lennox <dlennox@fortsask.ca>
> Subject: RE: Bingo Challenge SouthPointe School

>
> Hi Deanna, yes I can make the arrangements.
>
> Jennifer
>
> -----Original Message-----
> From: Deanna Lennox <dlennox@fortsask.ca>
> Sent: April 20, 2021 9:57 AM
> To: Jennifer Chapman <JChapman@fortsask.ca>
> Subject: Bingo Challenge SouthPointe School
>
> Good morning Jennifer,
>
> Could you please send a cheque in the amount of \$100.00 to SouthPointe School out of
> my promotional account to support their BINGO challenge?
>
> Jamie Nelson at the school is the organizer of the event and the cheque could be sent c/o
> of Jamie.
>
> Thanks,
> Deanna
>
> Deanna Lennox
> Councillor
> City of Fort Saskatchewan
> 780-909-2487
> <Cheque Request Form Southpointe School April 2021.xls>



Statement

Account Name: CHAPMAN, JENNIFER **Card Number:** xxxx-xxxx-xxxx-1835
Company Name: CITY OF FORT SASKATCHEWAN **Account Limit:** \$ 2,500.00
Employee ID: [REDACTED]
Statement Date (MM/DD/YYYY): 04/15/2021 **Currency:** CANADIAN DOLLAR

Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

Payments: \$ 0.00
Adjustments: \$ 0.00
Net Purchases: \$ 1,222.33
Cash Advance: \$ 0.00
Fees: \$ 0.00
Other Charges: \$ 0.00
New Account Balance: \$ 1,222.33

For your records only. No payment required.

Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
03/17	03/18 372795630	ALBERTA URBAN MUNICIPA EDMONTON AB	\$ 50.00 029609	\$ 2.50 (e)	\$ 52.50
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

TOTAL CREDITS xxxx-xxxx-xxxx-1835 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-1835 [REDACTED]

Registration for Deanna Lennox to attend the AUMA Spring Municipal Leaders Caucus April 14-16, 2021 - Charged to 1.2131.11219 Courses, Conferences & Seminars Budget

From: Deanna Lennox
Sent: March 16, 2021 4:01 PM
To: Jennifer Chapman
Subject: Re: AUMA's Spring Municipal Leaders' Caucus

Jennifer,

I would like to attend April 14 & 15th if possible please.

Thanks!
Deanna

Deanna Lennox
Councillor
City of Fort Saskatchewan
780-909-2487

> On Mar 15, 2021, at 9:52 AM, Council Calendar <councilcalendar@fortsask.ca> wrote:

>

> Please let me know if you would like to attend and I will register you.

>

> Jennifer Chapman

>

>

>

> Mayors, councillors, and CAOs are invited to register for AUMA's spring Municipal Leaders' Caucus<<https://www.cvent.com/d/ijqwy5>>, which will be held virtually through Zoom on the following dates:

> · Wednesday, April 14 from 3 to 6 p.m.

> · Thursday, April 15 from 9 a.m. to noon.

> · Friday, April 16 from 9 a.m. to noon.

>

> The Municipal Leaders' Caucus is open to elected officials and senior administrators from all Alberta municipalities. This event is a great opportunity to discuss key issues affecting your community, including COVID recovery, red tape reduction, municipal finances, and the upcoming municipal election. Delegates will also have the opportunity to ask provincial ministers questions about top-of-mind concerns on Government Day (April 16).

>

> The cost for attending the Municipal Leaders' Caucus is \$50 for regular members and \$75 for associate and non-members. Visit the Municipal Leaders' Caucus event page<<https://www.auma.ca/events/2021-spring-municipal-leaders-caucus-virtual-event>> for more details on registration, the event agenda, and instructions on how to submit a Request for Decision (RFD) for consideration at the Municipal Leaders' Caucus.

>

> <meeting.ics>

From: [Maegan Sheskey](#)
Sent: March 17, 2021 7:53 AM
To: [Jennifer Chapman](#)
Subject: Registration Confirmed - 2021 Spring Municipal Leaders' Caucus



Dear Jennifer:

Please save this email for future reference.

Event: 2021 Spring Municipal Leaders' Caucus

Number in Party: 1

Time: 3:00 pm

Date: Wednesday, April 14, 2021

Location: ZOOM

Payment details:

Deanna Lennox								
Order Date	Invoice	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due	
17-Mar-2021 7:53 AM MT	MLC201-0060-0179-0180	Online Charge	2021 Spring Municipal Leaders' Caucus	Admission Item	CAD 50.00	CAD 50.00	CAD 0.00	
17-Mar-2021 7:53 AM MT	MLC201-0060-0179-0180	Online Charge	GST (R106694623)	Tax	CAD 2.50	CAD 2.50	CAD 0.00	
					Amt Ordered	Amt Paid	Amt Due	
					Total	CAD 52.50	CAD 52.50	CAD 0.00

Group Confirmation Number: VPNQG4FJMYW

Primary Registrant (Deanna Lennox)

Confirmation Number: GQNPTC3C572

Thank you for registering for the Spring Municipal Leaders' Caucus.

Date:

Wednesday, April 14 from 3:00 to 6:00 p.m.

Thursday, April 15 from 9:00 a.m. to noon.

Friday, April 16 from 9:00 a.m. to noon.

Location: ZOOM

Zoom links and further details will be sent to all participants in the week leading up to the event.

Should you have any further questions, please email registration@auma.ca.

Sincerely,
Maegan Sheskey
AUMA
registration@auma.ca

Refund/Cancellation Policy:

All cancellations submitted via email to registration@auma.ca prior to 11:59 pm MST on April 12, 2021 be eligible for a full refund, minus a \$10 administrative fee.

Any cancellations made after April 12, 2021 will not be eligible for a refund.

If you no longer want to receive emails from Maegan Sheskey,
[Opt-Out](#)

powered by
cvent

From: [AUMA Event Registration](#)
Sent: March 17, 2021 7:53 AM
To: [Jennifer Chapman](#)
Subject: Registration Confirmed - Municipal Leaders' Caucus, April 14-16



Dear Deanna Lennox:

Your registration for the 2021 Spring Municipal Leaders' Caucus has been confirmed. Please save this email for future reference.

Event: 2021 Spring Municipal Leaders' Caucus

Attending: Deanna Lennox

Number in Party: 1

Date: April 14-16, 2021

Confirmation Number: GQNPTC3C572

Payment details:

Order Summaries:					
Date	Invoice	Type	Amt Ordered	Amt Paid	Amt Due
17-Mar-2021 7:53 AM MT	MLC201-0060-0179-0180	online order	CAD 52.50	CAD 52.50	CAD 0.00

Payment Details:			
Date	Type	Reference #	Amt Paid
17-Mar-2021	Mastercard	1835	CAD 52.50

Thank you for registering for the Spring Municipal Leaders' Caucus.

Date:

Wednesday, April 14 from 3:00 to 6:00 p.m.

Thursday, April 15 from 9:00 a.m. to noon.

Friday, April 16 from 9:00 a.m. to noon.

Location: ZOOM

Zoom links and further details will be sent to all participants in the week leading up to the event.

Request for Decisions

The Municipal Leaders' Caucus provides an opportunity for municipalities to discuss key policy matters and to submit Requests for Decision (RFDs) on issues you would like AUMA to address.

An RFD is an excellent way to influence the advocacy and policy positions of AUMA. If your RFD is

passed by the delegates at Municipal Leaders' Caucus, it will be assigned to the appropriate AUMA committee for further action. In order to present an RFD at a Municipal Leaders' Caucus, the RFD must be endorsed by Council and there must be a representative from your Council to speak to the RFD. [Access the RFD template here.](#)

Send your RFDs, along with the appropriate background information, to [Rachel de Vos](#) by March 31, 2021, so they can be made available for all attendees to review prior to Caucus.

Should you have any further questions, please email registration@auma.ca. We look forward to seeing you there.

Sincerely,
Maegan Sheskey
AUMA
registration@auma.ca

Refund/Cancellation Policy:

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