

# Council Communications and Constituency Relations Allowance – Update (January 1 – June 30, 2022)

### ISSUE

This report provides the Governance and Priorities Committee with an update on the usage of the Communications and Constituency Relations allowance.

### DISCUSSION/ANALYSIS

Policy C01-027, Council Communications and Constituency Relations Allowance, requires that within 60 days of the end of the quarter, the City Clerk's Office post all expenses, individually and in detail, on the City's website and provide the Governance and Priorities Committee with monthly usage updates for the last quarter.

In this regard, attached are updates of communications expenses for members of Council to the end of June 2022.

### NEXT STEPS

The City Clerk's Office will update the website as noted above. A report summarizing usage to the end of September 2022 will be provided to the Governance and Priorities Committee at its October meeting.

### APPENDICES

1. Summary of expenses to the end of June 2022 – Mayor's Office
2. Summary of expenses to the end of June 2022 – City Councillors' Office

### Report Approval

Written by:	Monique Legault, Councillors' Assistant Shannon Wasmuth, Councillors' Assistant
Reviewed and Approved by:	Sarah Sliva, A/City Clerk

Admin Report – CCRA Update to June 30, 2022.docx

# Communications and Constituency Relations Allowance

## Mayor's Office

January 1 to June 30, 2022

<i>Payment Date</i>	<i>Doc #</i>	<i>Description</i>	<i>Amount</i>	<i>GST Rebate</i>	<i>Total</i>
31-Jan-22		Payroll for Policy & Communications Advisor (January)	\$ 6,083.00	\$ -	\$ 6,083.00
31-Jan-22		Payroll Costs for Policy & Communications Advisor (January)	\$ 988.09	\$ -	\$ 988.09
3-Feb-22	5000037011	Contract services for Social Media Manager (January 2022)	\$ 1,198.80	\$ 54.00	\$ 1,144.80
28-Feb-22		Payroll for Policy & Communications Advisor (February)	\$ 6,083.00	\$ -	\$ 6,083.00
28-Feb-22		Payroll Costs for Policy & Communications Advisor (February)	\$ 955.25	\$ -	\$ 955.24
7-Mar-22	1900012131	Honouraria for anti-racism video participation	\$ 250.00	\$ -	\$ 250.00
7-Mar-22	1900012135	Honouraria for anti-racism video participation	\$ 250.00	\$ -	\$ 250.00
7-Mar-22	1900012133	Honouraria for anti-racism video participation	\$ 250.00	\$ -	\$ 250.00
7-Mar-22	1900012132	Reimbursement for expenses incurred for anti-racism video	\$ 139.62	\$ 1.71	\$ 137.91
11-Mar-22	5000041125	Contract services for Social Media Manager (February 2022)	\$ 1,032.20	\$ 46.40	\$ 985.80
31-Mar-22	1900012692	Honouraria for anti-racism video participation	\$ 200.00	\$ -	\$ 200.00
31-Mar-22		Payroll for Policy & Communications Advisor (March)	\$ 6,083.00	\$ -	\$ 6,083.00
31-Mar-22		Payroll Costs for Policy & Communications Advisor (March)	\$ 955.24	\$ -	\$ 955.24
26-Apr-22	5000045219	Contract services for Social Media Manager (March 2022)	\$ 2,347.65	\$ 105.75	\$ 2,241.90
30-Apr-22		Payroll for Policy & Communications Advisor (April)	\$ 7,659.10	\$ -	\$ 7,659.10
30-Apr-22		Payroll Costs for Policy & Communications Advisor (April)	\$ 1,099.44	\$ -	\$ 1,099.44
5-May-22	5000046360	Contract services for Social Media Manager (April 2022)	\$ 302.10	\$ -	\$ 302.10
7-Jun-22	5000049442	Contract services for Social Media Manager (May 2022)	\$ 482.85	\$ 21.75	\$ 461.10
31-May-22		Payroll for Policy & Communications Advisor (May)	\$ 6,387.16	\$ -	\$ 6,387.16
31-May-22		Payroll Costs for Policy & Communications Advisor (May)	\$ 999.98	\$ -	\$ 999.98
30-Jun-22		Payroll for Policy & Communications Advisor (June)	\$ 6,387.16	\$ -	\$ 6,387.16
30-Jun-22		Payroll Costs for Policy & Communications Advisor (June)	\$ 999.98	\$ -	\$ 999.98
			<b>\$ 51,133.62</b>	<b>\$ 229.61</b>	<b>\$ 50,904.00</b>

**Budget 2022:** \$132,000.00

**Total Spent:** \$50,904.00

**Communications & Constituency Relations Allowance (CCRA) 2022**
**Appendix 2**

submitted to Governance and Priorities Committee on July 18, 2022

Payment Date	Description	2022 Budget	2022 Actual
<b>Opening Balance (\$10,000/year per Councillor)</b>			
<b>BLOCK, Cynthia</b>			
31-Jan	NationBuilder: Web Hosting Charges (Dec 31, 2021-Jan 31, 2022) Invoice #CB-0018		\$ 116.60
15-Feb	Arcana Creative: Mail Out Design Invoice #1305		\$ 206.70
28-Feb	Canada Post: Ward 6 Newsletter Mail Out		\$ 2,257.69
28-Feb	NationBuilder: Web Hosting Charges (Jan 31-Feb 28, 2022) Invoice #CB-0019		\$ 116.60
31-Mar	NationBuilder: Web Hosting Charges (Feb 28-Apr 1, 2022) Invoice #CB-0020		\$ 116.60
31-Mar	Cosmo Industries: Distribution of Ward 6 Mail Out Invoice #V423		\$ 170.40
30-Apr	allSaskatchewan: Subscription (April)		\$ 13.78
30-Apr	NationBuilder: Web Hosting Charges (Apr 1-May 1, 2022) Invoice #CB-0021		\$ 116.60
30-Apr	Chamber Event: Ken Seitz, Nutrien (Apr 29)		\$ 40.00
30-Apr	Chamber Event: State of the City Address (June 8)		\$ 40.00
4-May	Varsity View Community Assoc.: Puckboard Business Sponsorship Brunskill Rink		\$ 666.66
19-May	Nutana Community Assoc.: Shed Sponsorship		\$ 600.00
31-May	NationBuilder: Web Hosting Charges (May 1-June 1, 2022) Invoice #CB-0022		\$ 116.60
31-May	allSaskatchewan: Subscription (May)		\$ 13.00
3-Jun	Ryley Hawkeswood Communications Contractor		\$ 31.66
30-Jun	NationBuilder: Web Hosting Charges (June 1-July 1, 2022) Invoice #CB-0023		\$ 116.60
30-Jun	allSaskatchewan: Subscription (June)		\$ 13.78
<b>Individual Total</b>		\$ 10,000.00	\$ 4,753.27
<b>DAVIES, Troy</b>			
26-Jan	Outdoor Recreation Partnership with Canadian Tire & Ward 4 Community Assocs.		\$ 4,193.51
31-Jan	Creative Outdoor: Advertising at Two Locations (Jan 1-Dec 31, 2022)		\$ 3,290.40
2-Mar	Mount Royal Community Association: Winter 2022 Newsletter Ad		\$ 50.00
11-Apr	Hampton Village Community Association: Spring 2022 Newsletter Ad		\$ 50.00
13-Apr	Westview Heights Community Association: Spring 2022 Newsletter Ad		\$ 40.00
30-Apr	Chamber Event: State of the City Address (June 8)		\$ 40.00
5-May	NSBA Golf Classic Sponsorship		\$ 500.00
17-May	Westview Heights Community Association: Spring 2022 Newsletter Ad		\$ 100.00
<b>Individual Total</b>		\$ 10,000.00	\$ 8,263.91

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Payment Date	Description	2022 Budget	2022 Actual
<b>DONAUER, Randy</b>			
22-Mar	Saskatoon & Region Home Builders' Association: Awards Banquet		\$ 151.75
22-Mar	Favourite Things: Admin Support for Q1		\$ 500.00
30-Apr	Chamber Event: State of the City Address (June 8)		\$ 40.00
30-Jun	Globe Printers: Invoice 158870		\$ 1,532.77
<b>Individual Total</b>		\$ 10,000.00	\$ <b>2,224.52</b>
<b>DUBOIS, Bev</b>			
25-Mar	Creative Outdoor: Advertising at two locations (Jan 15-Apr 14, 2022)		\$ 850.00
21-Jun	Creative Outdoor: Advertising two locations (Apr 15-July 14, 2022)		\$ 864.60
<b>Individual Total</b>		\$ 10,000.00	\$ <b>1,714.60</b>
<b>GERSHER, Sarina</b>			
5-Apr	Greystone Community Association: Winter 2022 Newsletter ad		\$ 50.00
20-Apr	Briarwood Community Association: March 2022 Newsletter ad		\$ 45.00
31-May	Chamber Event: State of the City Address (June 8)		\$ 40.00
3-Jun	Ryley Hawkeswood Communications Contractor		\$ 31.66
<b>Individual Total</b>		\$ 10,000.00	\$ <b>166.66</b>
<b>GOUGH, Hilary</b>			
31-Jan	Canada Post: Ward 2 Newsletter Mail Out		\$ 1,203.45
11-Mar	Riversdale Community Association 2022: Winter Newsletter Ad		\$ 25.00
31-Mar	Cosmo Industries: Distribution of Ward 2 Mail Out Invoice #V423		\$ 199.20
19-Apr	Crocus Hill Garden: Community Engagement Resource Tool Invoice #113		\$ 200.00
9-May	Caswell Community Association: May 2022 Newsletter Ad		\$ 40.00
2-Jun	Pleasant Hill Community Pow Wow Sponsorship		\$ 500.00
3-Jun	Ryley Hawkeswood Communications Contractor		\$ 31.67
<b>Individual Total</b>		\$ 10,000.00	\$ <b>2,199.32</b>
<b>HILL, Darren</b>			
31-Jan	Canada Post: Ward 1 Newsletter Mail Out		\$ 1,923.58
31-Mar	Cosmo Industries: Distribution of Ward 1 Mail Out Invoice #V423		\$ 55.00
2-May	Unite for Ukraine Luncheon		\$ 163.00
31-May	Chamber Event: State of the City Address (June 8)		\$ 40.00
2-Jun	Facebook Advertising: Unite for Ukraine Luncheon		\$ 174.60
14-Jun	Gnarly Films: Film Editing		\$ 50.00
<b>Individual Total</b>		\$ 10,000.00	\$ <b>2,406.18</b>

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<b>Payment Date</b>	<b>Description</b>	<b>2022 Budget</b>	<b>2022 Actual</b>
<b>JEFFRIES, Zach</b>			
1-Apr	Office 365 Q1 charge - Ward 10 Admin staff support (Jan 1-Mar 31)		\$ 29.55
30-Jun	Office 365 Q2 charge - Ward 10 Admin staff support (Apr 1-June 30)		\$ 29.55
<b>Individual Total</b>		\$ 10,000.00	<b>\$ 59.10</b>
<b>KIRTON, David</b>			
3-Feb	Staples: Envelopes for Mailing of Ward 3 Cards		\$ 29.66
28-Feb	Chamber Event: Reconciliation Roadmap for Small Business Launch (Mar 15)		\$ 10.00
19-Apr	S&E Trusted Online directories Inc.: Social Media Management Invoice #11575		\$ 530.00
30-Apr	Chamber Event: State of the City Address (June 8)		\$ 40.00
17-May	Fairhaven Community Association		\$ 75.00
1-Jun	Canva Pro Subscription		\$ 119.99
<b>Individual Total</b>		\$ 10,000.00	<b>\$ 804.65</b>
<b>LOEWEN, Mairin</b>			
28-Feb	Curbex: Billboard Advertising (Jan 12-July 10, 2022)		\$ 1,274.10
3-Jun	Ryley Hawkeswood Communications Contractor		\$ 31.67
<b>Individual Total</b>		\$ 10,000.00	<b>\$ 1,305.77</b>

**2022 Budget \$ 100,000.00**
**2022 Actual \$ 23,897.98**