

Council Communications and Constituency Relations Allowance – Update (January 1 – March 31, 2021)

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 each member of Council to the end of March 31, 2021.

NEXT STEPS

The City Clerk's Office will update the website as noted above. A report summarizing usage to the end of June 2021, will be provided to the Governance and Priorities Committee at its July meeting.

APPENDICES

1. Summary of expenses to the end of March 2021 – Mayor
2. Summary of expenses to the end of March 2021 – Councillors

Report Approval

Written by: Janice Hudson, Assistant to the City Clerk
Reviewed and Approved by: Mike Jordan, Interim City Clerk

Admin Report – CCRA Update to March 31, 2021.docx

**Communications and Constituency Relations Allowance
Mayor's Office
January 1 to March 31, 2021**

| Payment Date | Doc # | Description | Amount | GST Rebate | Total |
|---------------------|--------------|---|---------------------|-------------------|---------------------|
| 15-Jan-21 | | Payroll Costs for Policy & Communications Advisor (Jan 1 - 15) | \$ 431.28 | \$ - | \$ 431.28 |
| 15-Jan-21 | | Payroll for Policy & Communications Advisor (Jan 1 - 15) | \$ 3,041.50 | \$ - | \$ 3,041.50 |
| 31-Jan-21 | | Payroll Costs for Policy & Communications Advisor (Jan 16 - 31) | \$ 431.28 | \$ - | \$ 431.28 |
| 31-Jan-21 | | Payroll for Policy & Communications Advisor (Jan 16 - 31) | \$ 3,041.50 | \$ - | \$ 3,041.50 |
| 2-Feb-21 | | Contract services for Social Media Manager (January 2021) | \$ 749.25 | \$ 33.75 | \$ 715.50 |
| 15-Feb-21 | | Payroll Costs for Policy & Communications Advisor (Feb 1 - 15) | \$ 431.28 | \$ - | \$ 431.28 |
| 15-Feb-21 | | Payroll for Policy & Communications Advisor (Feb 1 - 15) | \$ 3,041.50 | \$ - | \$ 3,041.50 |
| 28-Feb-21 | | Payroll Costs for Policy & Communications Advisor (Feb 16 - 28) | \$ 431.28 | \$ - | \$ 431.28 |
| 28-Feb-21 | | Payroll for Policy & Communications Advisor (Feb 16 - 28) | \$ 3,041.50 | \$ - | \$ 3,041.50 |
| 1-Mar-21 | | Contract services for Social Media Manager (February 2021) | \$ 832.50 | \$ 37.50 | \$ 795.00 |
| 15-Mar-21 | | Payroll Costs for Policy & Communications Advisor (Mar 1 - 15) | \$ 431.28 | \$ - | \$ 431.28 |
| 15-Mar-21 | | Payroll for Policy & Communications Advisor (Mar 1 - 15) | \$ 3,041.50 | \$ - | \$ 3,041.50 |
| 31-Mar-21 | | Payroll Costs for Policy & Communications Advisor (Mar 16 - 31) | \$ 431.28 | \$ - | \$ 431.28 |
| 31-Mar-21 | | Payroll for Policy & Communications Advisor (Mar 16 - 31) | \$ 3,041.50 | \$ - | \$ 3,041.50 |
| 31-Mar-21 | | Contract services for Social Media Manager (March 2021) | \$ 1,065.60 | \$ 48.00 | \$ 1,017.60 |
| | | | \$ 23,484.03 | \$ 119.25 | \$ 23,364.78 |

2021 Budget: \$ 132,300.00

Total Spent: \$ 23,364.78

Communications & Constituency Relations Allowance (CCRA) 2021

Appendix 2

submitted to Governance and Priorities Committee on April 19, 2021

| Pymt Date | Description | Budget | Actual |
|---|---|-------------------|-----------------|
| Opening Balance (\$10,000/year per Councillor) | | 100,000.00 | |
| BLOCK, Cynthia | | | |
| 22-Feb | Arcana Creative: Website layout design, mailchimp & blog updates - Invoice #916 | | 427.18 |
| 22-Feb | Arcana Creative: Progressive Nation hosting charges (two months) - Invoice #946 | | 244.20 |
| 1-Mar | Arcana Creative: Mailchimp & blog updates - Invoice #957 | | 96.46 |
| 31-Mar | Canada Post Statement of Mailing - Ward 6 newsletter mailout (March) | | 2,390.61 |
| Individual Total | | 10,000.00 | 3,158.45 |
| DAVIES, Troy | | | |
| 14-Jan | Hampton Village Community Association: 1/4 page ad - Winter newsletter | | 50.00 |
| 15-Jan | Planet S Magazine: Ad in January 14th issue | | 229.00 |
| 31-Jan | Quinn and Kim's Flowers: Flower Arrangement for 90-year old Ward Resident | | 68.90 |
| 9-Feb | Mount Royal Community Association: 1/4 page ad - Jan 2021 newsletter | | 50.00 |
| 22-Feb | Creative Outdoor Advertising (two locations) Jan 1 - Dec 31, 2021 | | 3,240.00 |
| 12-Mar | Hampton Village Community Association: 1/4 page ad - Spring newsletter | | 50.00 |
| 31-Mar | Chamber Event: Power Lunch: Downtown Entertainment District Panel - Mar 11 | | 15.00 |
| Individual Total | | 10,000.00 | 3,702.90 |
| DONAUER, Randy | | | |
| 31-Mar | Chamber Virtual Event: Downtown Entertainment District Panel - Mar 11 | | 15.00 |
| Individual Total | | 10,000.00 | 15.00 |
| DUBOIS, Bev | | | |
| 13-Jan | Rosewood Community Association: advertisement in winter newsletter | | 45.00 |
| Individual Total | | 10,000.00 | 45.00 |
| GERSHER, Sarina | | | |
| 26-Jan | College Park Recreation Association: Ad in Jan 2021 newsletter | | 50.00 |
| 31-Jan | Canada Post Statement of Mailing - Ward 8 leaflet mailout (Jan) | | 1,583.65 |
| 10-Feb | Greystone Community Association: Ad in Winter 2021 newsletter | | 50.00 |
| 12-Feb | Rob Butz/Oxygen Smith: website redevelopment work - Invoice #Sarina-0002 | | 400.00 |
| 28-Feb | Cosmo Industries: Distribution of Ward 8 mail out - Invoice #7973 | | 23.60 |
| 28-Feb | Print West/Mister Print: Mail prep charges for Ward 8 mail out - Invoice #1293 | | 144.52 |
| 17-Mar | Wildwood Community Association: Newsletter ads (Feb, Aug & Dec 2021) | | 95.00 |
| Individual Total | | 10,000.00 | 2,346.77 |
| GOUGH, Hilary | | | |
| 22-Feb | Arcana Creative: Web design & development - Invoice #936 | | 1,019.72 |
| Individual Total | | 10,000.00 | 1,019.72 |
| HILL, Darren | | | |
| Individual Total | | 10,000.00 | 0.00 |
| JEFFRIES, Zach | | | |
| 15-Jan | Amazon Order #702-8311026-0224213 - Blank Note/Greeting Cards | | 63.10 |
| 26-Jan | Red Block Media: Jan 1-Dec 31 web hosting & web development - Invoice #486 | | 213.48 |
| Individual Total | | 10,000.00 | 276.58 |
| KIRTON, David | | | |
| 23-Feb | Prairie Graphics Inc. PGI: sandwich board frame and two signs_Inv 118503 | | 247.78 |
| 31-Jan | Canada Post Statement of Mailing for Ward 3 newsletter mail out | | 1,143.66 |
| 12-Feb | Cosmo Industries: Distribution of Ward 3 newsletter mail out _Inv 7978 | | 41.20 |
| 16-Feb | Zoom: Constituent & Coffee With Your Councillor meetings_Inv67864859, 74992 | | 169.60 |
| 31-Mar | Chamber Virtual Event: Downtown Entertainment District Panel - Mar 11 | | 15.00 |
| Individual Total | | 10,000.00 | 1,617.24 |
| LOEWEN, Mairin | | | |
| 25-Jan | Curbex billboard advertising for period Jan 17 to Feb 15, 2021_Inv 215768 | | 214.00 |
| 31-Mar | Curbex billboard advertising for period Feb 16, 2021 to Jul 15_Inv 216318 | | 995.00 |
| Individual Total | | 10,000.00 | 1,209.00 |

2021 Budget 100,000.00

2021 Actual 13,390.66