

Council Communications and Constituency Relations Allowance – Update (January 1 – September 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 September 2022.

NEXT STEPS

The City Clerk's Office will update the website as noted above. A report summarizing usage to the end of December 2022, along with receipts for the calendar year, will be provided to the Governance and Priorities Committee early in 2023.

APPENDICES

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

Report Approval

Written by:

Monique Legault, Councillors' Assistant
Shannon Wasmuth, Councillors' Assistant

Reviewed by:

Shellie Bryant, Deputy City Clerk

Approved by:

Adam Tittlemore, City Clerk

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

**Communications and Constituency Relations Allowance
Mayor's Office
January 1 to September 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
25-Jul-22	5000059888	Contract services for Social Media Manager (June 2022)	\$ 416.25	\$ 18.75	\$ 397.50
31-Jul-22	100204645	Subscription for office communications software	\$ 168.58	\$ -	\$ 168.58
31-Jul-22		Payroll for Policy & Communications Advisor (July)	\$ 6,387.16	\$ -	\$ 6,387.16
31-Jul-22		Payroll Costs for Policy & Communications Advisor (July)	\$ 999.97	\$ -	\$ 999.97
31-Aug-22		Payroll for Policy & Communications Advisor (August)	\$ 6,387.16	\$ -	\$ 6,387.16
31-Aug-22		Payroll Costs for Policy & Communications Advisor (August)	\$ 999.97	\$ -	\$ 999.97
30-Sep-22		Payroll for Policy & Communications Advisor (September)	\$ 6,387.16	\$ -	\$ 6,387.16
30-Sep-22		Payroll Costs for Policy & Communications Advisor (September)	\$ 999.97	\$ -	\$ 999.97
			\$ 73,879.84	\$ 248.36	\$ 73,631.47

Budget 2022: \$132,000.00
Total Spent: \$73,631.47

Communications & Constituency Relations Allowance (CCRA) 2022

Appendix 2

submitted to Governance and Priorities Committee on October 24, 2022

Payment Date	Description	2022 Budget	2022 Actual
Opening Balance (\$10,000/year per Councillor)			
BLOCK, Cynthia			
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 Invoice #1 dated May 25		\$ 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
11-Jul	Rock Your Roots Tshirt Receipt dated June 17		\$ 25.00
18-Jul	Ryley Hawkeswood Communications Contractor Invoice #2 dated July 10		\$ 17.50
20-Jul	Broadway Business Improvement District: Street Fair Registration and Rentals		\$ 100.00
31-Jul	NationBuilder: Web Hosting Charges (July 1-Aug 1, 2022) Invoice #PN-1549		\$ 116.60
31-Jul	allSaskatchewan: Subscription (July)		\$ 13.00
2-Aug	Arcana Creative: Ad Design Invoice #1434		\$ 164.30
3-Aug	Hindu Society of Saskatchewan Banquet (June 18)		\$ 75.00
18-Aug	Ryley Hawkeswood Communications Contractor Invoice #3 dated August 2		\$ 14.17
31-Aug	NationBuilder: Web Hosting Charges (Aug 1-Sept 1, 2022) Invoice #PN-1638		\$ 116.60
31-Aug	allSaskatchewan: Subscription (August)		\$ 13.00
31-Aug	allSaskatchewan: Subscription (September)		\$ 13.00
27-Sep	Ryley Hawkeswood Communications Contractor Invoice #3 dated September 13		\$ 22.49
30-Sep	NationBuilder: Web Hosting Charges (Sept 1-Oct 1, 2022) Invoice #PN-1745		\$ 116.60
30-Sep	allSaskatchewan: Subscription (October)		\$ 13.00
Individual Total		\$ 10,000.00	\$ 5,573.53

Communications & Constituency Relations Allowance (CCRA) 2022

Appendix 2

submitted to Governance and Priorities Committee on October 24, 2022

Payment Date	Description	2022 Budget	2022 Actual
DAVIES, Troy			
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 Invoice #65088 (May 25)		\$ 500.00
17-May	Westview Heights Community Association: Spring 2022 Newsletter Ad		\$ 100.00
29-Jul	Hampton Village Community Association: Fall 2022 Newsletter Ad		\$ 50.00
10-Aug	Mount Royal Community Association: Summer 2022 Newsletter Ad		\$ 50.00
26-Aug	Mount Royal Community Association: Fall 2022 Newsletter Ad		\$ 50.00
9-Sep	Westview Heights Community Association: Fall 2022 Newsletter Ad		\$ 110.00
30-Sep	The BackYard: Ward 4 Patio Party Rental Invoice #11282725 (September 10)		\$ 689.00
Individual Total		\$ 10,000.00	\$ 9,212.91
DONAUER, Randy			
22-Mar	Saskatoon & Region Home Builders' Association: Awards Banquet (February 12)		\$ 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
11-Jul	Canada Post: Ward 5 Mailout, Favourite Things: Admin Support for Q2, Mailchimp: Email Marketing (Jan-Jul), Zoom: Video conferencing (July 2022-July 2023)		\$ 2,625.18
3-Aug	Hindu Society of Saskatchewan Banquet (June 18)		\$ 75.00
Individual Total		\$ 10,000.00	\$ 4,924.70
DUBOIS, Bev			
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
22-Sep	Creative Outdoor: Advertising two locations (July 15-Oct 14, 2022)		\$ 864.60
Individual Total		\$ 10,000.00	\$ 2,579.20

Communications & Constituency Relations Allowance (CCRA) 2022

Appendix 2

submitted to Governance and Priorities Committee on October 24, 2022

Payment Date	Description	2022 Budget	2022 Actual
GERSHER, Sarina			
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 Invoice #1 dated May 25		\$ 31.66
18-Jul	Ryley Hawkeswood Communications Contractor Invoice #2 dated July 10		\$ 17.50
18-Aug	Ryley Hawkeswood Communications Contractor Invoice #3 dated August 2		\$ 14.17
12-Sep	Greystone Community Association: Fall 2022 Newsletter ad		\$ 50.00
22-Sep	Sponsorship: Erindale Arbor Creek Community Assoc. Bronze Level 2022-2023		\$ 150.00
27-Sep	Ryley Hawkeswood Communications Contractor Invoice #3 dated September 13		\$ 22.50
Individual Total		\$ 10,000.00	\$ 420.83
GOUGH, Hilary			
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 Invoice #2022-1 (June 10)		\$ 500.00
3-Jun	Ryley Hawkeswood Communications Contractor Invoice #1 dated May 25		\$ 31.67
18-Jul	Ryley Hawkeswood Communications Contractor Invoice #2 dated July 10		\$ 17.50
18-Aug	Ryley Hawkeswood Communications Contractor Invoice #3 dated August 2		\$ 14.16
8-Sep	33 Street Business Improvement District Street Fair Sponsorship (September 17)		\$ 150.00
27-Sep	Ryley Hawkeswood Communications Contractor Invoice #3 dated September 13		\$ 22.50
Individual Total		\$ 10,000.00	\$ 2,403.48
HILL, Darren			
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 (May 4)		\$ 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 Statement #1 dated June 8		\$ 50.00
11-Jul	Deanna Miller Design: Graphic Design Work Invoice #0000951 dated June 9		\$ 176.23
31-Jul	Creative Outdoor: Advertising two locations (Aug 15-Aug 14, 2023)		\$ 3,458.40
30-Sep	Our Sask Annual Subscription		\$ 65.00
Individual Total		\$ 10,000.00	\$ 6,105.81

Communications & Constituency Relations Allowance (CCRA) 2022

Appendix 2

submitted to Governance and Priorities Committee on October 24, 2022

Payment Date	Description	2022 Budget	2022 Actual
JEFFRIES, Zach			
1-Apr	Office 365 Q1 charge - Ward 10 Admin staff support (Jan 1-Mar 31)		\$ 29.55
13-Jul	Office 365 Q2 charge - Ward 10 Admin staff support (Apr 1-June 30)		\$ 29.55
22-Sep	Sponsorship: Erindale Arbor Creek Community Assoc. Silver Level 2022-2023		\$ 250.00
30-Sep	Canada Post: Ward 10 Newsletter Mail Out		\$ 1,453.12
30-Sep	Office 365 charge - Ward 10 Admin staff support (July 1-Oct 31)		\$ 39.40
Individual Total		\$ 10,000.00	\$ 1,801.62
KIRTON, David			
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: May 2022 Newsletter Ad		\$ 75.00
1-Jun	Canva Pro Annual Subscription Invoice 03435-0446735 dated May 28		\$ 119.99
3-Aug	Hindu Society of Saskatchewan Banquet (June 18)		\$ 75.00
31-Aug	NSBA 8th Annual Popcorn & Entrepreneurship Series (Aug 31)		\$ 250.00
30-Sep	S&E Trusted Online directories Inc.: Social Media Management Invoice #11822		\$ 106.00
30-Sep	SABEX Awards (Oct 13)		\$ 90.00
30-Sep	S&E Trusted Online directories Inc.: Social Media Management Invoice #11909		\$ 106.00
30-Sep	Council of Women Person's Day Luncheon (Oct 18)		\$ 40.00
Individual Total		\$ 10,000.00	\$ 1,471.65
LOEWEN, Mairin			
28-Feb	Curbex: Billboard Advertising (Jan 12-July 10, 2022)		\$ 1,274.10
3-Jun	Ryley Hawkeswood Communications Contractor Invoice #1 dated May 25		\$ 31.67
18-Jul	Ryley Hawkeswood Communications Contractor Invoice #2 dated July 10		\$ 17.50
18-Aug	Ryley Hawkeswood Communications Contractor Invoice #3 dated August 2		\$ 14.16
31-Aug	Curbex: Billboard advertising (July 11, 2022-Jan 6, 2023)		\$ 1,274.00
27-Sep	Ryley Hawkeswood Communications Contractor Invoice #3 dated September 13		\$ 22.50
Individual Total		\$ 10,000.00	\$ 2,633.93

2022 Budget \$ **100,000.00**
2022 Actual \$ **37,127.66**