

Council Communications and Constituency Relations Allowance – Update (January 1 – September 30, 2023)

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 2023.

NEXT STEPS

The City Clerk's Office will update the website as noted above. A report summarizing usage to the end of December 2023 will be provided to the Governance and Priorities Committee early in 2024.

APPENDICES

1. Summary of expenses to the end of September 2023 – Mayor's Office
2. Summary of expenses to the end of September 2023 – City Councillors' Office

Report Approval

Written by: Monique Legault, Councillors' Assistant
Shannon Wasmuth, Councillors' Assistant
Reviewed by: Shellie Bryant, Deputy City Clerk – Director of Legislative Services
Approved by: Adam Tittlemore, City Clerk

Admin Report – CCRA Update to September 30, 2023.docx

Communications and Constituency Relations Allowance
Mayor's Office
January 1 to September 30, 2023

| <i>Payment Date</i> | <i>Doc #</i> | <i>Description</i> | <i>Amount</i> | <i>GST Rebate</i> | <i>Total</i> |
|---------------------|--------------|--|---------------------|-------------------|---------------------|
| | | Payroll for Policy & Communications Advisor (January) | \$ 6,706.52 | \$ - | \$ 6,706.52 |
| | | Payroll Costs for Policy & Communications Advisor (January) | \$ 1,103.12 | \$ - | \$ 1,103.12 |
| 7-Feb-23 | 1538 | Contract services for Social Media Manager (January 2023) | \$ 1,132.20 | \$ 51.00 | \$ 1,081.20 |
| | | Payroll for Policy & Communications Advisor (February) | \$ 6,706.52 | \$ - | \$ 6,706.52 |
| | | Payroll Costs for Policy & Communications Advisor (February) | \$ 1,066.91 | \$ - | \$ 1,066.91 |
| 15-Mar-23 | 1556 | Contract services for Social Media Manager (February 2023) | \$ 582.75 | \$ 26.25 | \$ 556.50 |
| | | Payroll for Policy & Communications Advisor (March) | \$ 6,706.52 | \$ - | \$ 6,706.52 |
| | | Payroll Costs for Policy & Communications Advisor (March) | \$ 1,066.91 | \$ - | \$ 1,066.91 |
| 4-May-23 | 1586 | Contract services for Social Media Manager (March & April 2023) | \$ 849.15 | \$ 38.25 | \$ 810.90 |
| | | Payroll for Policy & Communications Advisor (April) | \$ 6,706.52 | \$ - | \$ 6,706.52 |
| | | Payroll Costs for Policy & Communications Advisor (April) | \$ 1,075.83 | \$ - | \$ 1,075.83 |
| 26-May-23 | 1596 | Contract services for Social Media Manager (May 2023) | \$ 66.60 | \$ 3.00 | \$ 63.60 |
| | | Payroll for Policy & Communications Advisor (May) | \$ 6,706.52 | \$ - | \$ 6,706.52 |
| | | Payroll Costs for Policy & Communications Advisor (May) | \$ 1,075.83 | \$ - | \$ 1,075.83 |
| 22-Jun-23 | 1624 | Contract services for Social Media Manager (June 2023) | \$ 299.70 | \$ 13.50 | \$ 286.20 |
| | | Payroll for Policy & Communications Advisor (June) | \$ 6,706.52 | \$ - | \$ 6,706.52 |
| | | Payroll Costs for Policy & Communications Advisor (June) | \$ 1,075.83 | \$ - | \$ 1,075.83 |
| | | Payroll for Policy & Communications Advisor (July) | \$ 6,706.52 | \$ - | \$ 6,706.52 |
| | | Payroll Costs for Policy & Communications Advisor (July) | \$ 1,075.83 | \$ - | \$ 1,075.83 |
| | | Payroll for Policy & Communications Advisor (August) | \$ 6,706.52 | \$ - | \$ 6,706.52 |
| | | Payroll Costs for Policy & Communications Advisor (August) | \$ 1,075.83 | \$ - | \$ 1,075.83 |
| | | Payroll for Policy & Communications Advisor (September) | \$ 6,706.52 | \$ - | \$ 6,706.52 |
| | | Payroll Costs for Policy & Communications Advisor (September) | \$ 1,075.83 | \$ - | \$ 1,075.83 |
| 29-Sep-23 | 1658 | Contract services for Social Media Manager (July, August & September 2023) | \$ 799.20 | \$ 36.00 | \$ 763.20 |
| | | | \$ 73,780.20 | \$ 168.00 | \$ 73,612.20 |

Budget 2023: \$132,300.00

Total Spent: \$73,612.20

Communications & Constituency Relations Allowance (CCRA) 2023
Appendix 2

submitted to Governance and Priorities Committee on October 11, 2023

| Payment Date | Description | 2023 Budget | 2023 Actual |
|---|--|---------------------|--------------------|
| Opening Balance (\$10,000/year per Councillor) | | | |
| BLOCK, Cynthia | | | |
| 19-Jan | Nutana Community Association: Shed Sponsorship | | \$ 600.00 |
| 31-Jan | allSaskatchewan: Subscription (Receipt dated January 11 - Billing Cycle 1) | | \$ 13.78 |
| 31-Jan | NSBA: Annual Business Builder Awards (March 23) | | \$ 275.00 |
| 3-Feb | Saskatoon and District Labour Council: Community Service Award Dinner (February 3) | | \$ 50.00 |
| 28-Feb | Canada Post: Ward 6 Newsletter Mail Out | | \$ 2,312.91 |
| 28-Feb | allSaskatchewan: Subscription (Receipt dated February 8 - Billing Cycle 2) | | \$ 13.78 |
| 19-Mar | Arcana Creative: Mail-out Design Invoice #1555 | | \$ 147.87 |
| 28-Mar | Dollarama: Ward 6 Town Hall Expense (March 22) | | \$ 1.59 |
| 28-Mar | No Frills: Ward 6 Town Hall Expense (March 22) | | \$ 15.84 |
| 28-Mar | Tim Hortons: Ward 6 Town Hall Expense (March 22) | | \$ 88.68 |
| 31-Mar | Cosmo Industries: Distribution of Ward 6 Mail-out Invoice #V1002 | | \$ 111.40 |
| 31-Mar | allSaskatchewan: Subscription (Receipt dated March 8 - Billing Cycle 3) | | \$ 13.78 |
| 30-Apr | allSaskatchewan: Subscription (Receipt dated April 5 - Billing Cycle 4) | | \$ 13.78 |
| 30-Apr | Chamber Event: 2023 State of the City with Mayor Clark (May 9) | | \$ 53.00 |
| 22-May | Broadway Business Improvement District: Street Fair Registration and Rentals (September 9) | | \$ 90.00 |
| 31-May | allSaskatchewan: Subscription (Receipt dated May 3 - Billing Cycle 5) | | \$ 13.78 |
| 22-Jun | Varsity View Community Association: Puckboard Business Sponsorship Brunskill Rink | | \$ 666.66 |
| 14-Jun | Hindu Society of Saskatchewan: Annual Banquet (June 17) | | \$ 75.00 |
| 22-Jun | Internal PST Adjustment on 2022 allSaskatchewan Subscriptions | | \$ 1.56 |
| 30-Jun | allSaskatchewan: Subscription (Receipt dated May 31 - Billing Cycle 6) | | \$ 13.78 |
| 10-Jul | Delish: Ward 6 Town Hall Expense (March 22) | | \$ 30.00 |
| 10-Jul | Ryan Brandrick: Ward 6 Town Hall Expense (March 22) | | \$ 150.00 |
| 10-Jul | Ephraim Price: Ward 6 Town Hall Expense (March 22) | | \$ 150.00 |
| 28-Jul | Internal PST Adjustment on 2022 allSaskatchewan Subscriptions | | \$ 1.56 |
| 31-Jul | allSaskatchewan: Subscription (Receipt dated June 28 - Billing Cycle 7) | | \$ 13.78 |
| 31-Aug | allSaskatchewan: Subscription (Receipt dated July 26 - Billing Cycle 8) | | \$ 13.78 |
| 31-Aug | City of Saskatoon: Leisure Gift Cards (x4 - \$35/each) for Broadway Street Fair Raffle (September 9) | | \$ 140.00 |
| 31-Aug | allSaskatchewan: Subscription (Receipt dated August 23 - Billing Cycle 9) | | \$ 13.78 |
| 30-Sep | allSaskatchewan: Subscription (Receipt dated September 21 - Billing Cycle 10) | | \$ 13.78 |
| Individual Total | | \$ 10,000.00 | \$ 5,098.87 |

Communications & Constituency Relations Allowance (CCRA) 2023
Appendix 2

submitted to Governance and Priorities Committee on October 11, 2023

| Payment Date | Description | 2023 Budget | 2023 Actual |
|-------------------------|---|---------------------|--------------------|
| DAVIES, Troy | | | |
| 17-Jan | Mount Royal Community Association: Winter Newsletter Advertising | | \$ 200.00 |
| 31-Jan | Chamber Event: The Road to Rogers and Edmonton's Ice District (January 27) | | \$ 40.00 |
| 31-Jan | Chamber Event: Beyond the Ice (March 16) | | \$ 40.00 |
| 31-Jan | Creative Outdoor: Annual Advertising Acct #9204613 & #9202513 | | \$ 3,458.40 |
| 7-Feb | GoDaddy: Domain Name Renewal | | \$ 94.44 |
| 7-Mar | Vincent Massey Community School: Sponsorship | | \$ 1,000.00 |
| 31-Mar | Saskatoon City Hospital: Nutrien 2023 Black Tie Bingo (March 18) | | \$ 350.00 |
| 24-Apr | Hampton Village Community Association: Spring Newsletter Advertising | | \$ 200.00 |
| 24-Apr | Dundonald Community Association: Spring Newsletter Advertising | | \$ 100.00 |
| 31-May | allSaskatchewan: Subscription (Receipt dated May 3 - Billing Cycle 5) | | \$ 15.90 |
| 31-May | Chamber Event: 2023 State of the City with Mayor Clark (May 9) | | \$ 53.00 |
| 30-Jun | allSaskatchewan: Subscription (Receipt dated May 31 - Billing Cycle 6) | | \$ 15.90 |
| 30-Jun | Chamber Event: From Struggle to Success (June 27) | | \$ 42.40 |
| 31-Jul | allSaskatchewan: Subscription (Receipt dated June 28 - Billing Cycle 7) | | \$ 41.34 |
| 15-Aug | Westview Heights Community Association: Newsletter Advertising | | \$ 100.00 |
| 21-Aug | Hampton Village Community Association: Fall Newsletter Advertising | | \$ 200.00 |
| 31-Aug | YWCA: City Girl Flower Farm Fundraiser Food Sponsorship | | \$ 500.00 |
| 6-Sep | Saskatoon Audio Visual: Ward 4 Back to School Kick Off Event | | \$ 689.00 |
| Individual Total | | \$ 10,000.00 | \$ 7,140.38 |
| DONAUER, Randy | | | |
| 28-Feb | NSBA: Annual Business Builder Awards (March 23) | | \$ 275.00 |
| 30-Apr | Chamber Event: 2023 State of the City with Mayor Clark (May 9) | | \$ 53.00 |
| 5-May | Little Shop of Flowers: Easter Bouquets for Seniors' Residences | | \$ 212.00 |
| 5-May | Mail Chimp: Email Marketing (January-March) | | \$ 114.04 |
| 5-May | Favourite Things: Administrative Staff Support (January-March) | | \$ 525.00 |
| 21-Jun | Favourite Things: Administrative Staff Support (April-June) | | \$ 525.02 |
| 21-Jun | Canada Post: Ward 5 Newsletter Mail Out | | \$ 2,159.41 |
| 21-Jun | Mail Chimp: Email Marketing (April-June) | | \$ 113.08 |
| 31-Jul | Globe Printers Ltd.: Ward 5 Mailing | | \$ 1,951.00 |
| 30-Sep | Greater Saskatoon Catholic Schools: Venue Rental for Coffee With Your Councillor (October 28) | | \$ 192.44 |
| Individual Total | | \$ 10,000.00 | \$ 6,119.99 |

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| Payment Date | Description | 2023 Budget | 2023 Actual |
|-------------------------|--|---------------------|--------------------|
| DUBOIS, Bev | | | |
| 3-Feb | Saskatoon and District Labour Council: Community Service Award Dinner (February 3) | | \$ 50.00 |
| 20-Mar | Creative Outdoor: Advertising at two locations (January 15 to April 14) | | \$ 864.60 |
| 21-Jun | Creative Outdoor: Advertising at two locations from (April 15 to July 14) | | \$ 864.60 |
| 26-Jun | SiteGround: Annual Website Hosting (June 5, 2023 to June 5, 2024) | | \$ 242.89 |
| 7-Jul | GoDaddy: Domain Name Renewal (June 30, 2023 to August 31, 2024) | | \$ 36.25 |
| 31-Jul | Lakeridge Community Association: outdoor rink sign advertisement (Oct 2023 to May 2024) | | \$ 550.00 |
| 16-Aug | Eastview Community Association: Newsletter Advertising Invoice 40 | | \$ 130.00 |
| 25-Aug | Arcana Creative: Town Hall Graphics & Website Support Invoice #1632 | | \$ 640.77 |
| 31-Aug | Curbex: Town Hall Ad - Mini B Sign Rental (Aug 11-Sept 9) Invoice #342450 | | \$ 233.35 |
| 6-Sep | Lakeridge Community Association: Newsletter Advertising | | \$ 75.00 |
| 21-Sep | Creative Outdoor: Advertising at two locations (July 15, 2023 to October 14, 2023) | | \$ 864.60 |
| 30-Sep | Canada Post: Ward 9 Newsletter Mail Out | | \$ 1,626.26 |
| Individual Total | | \$ 10,000.00 | \$ 6,178.32 |
| GERSHER, Sarina | | | |
| 19-Jan | Greystone Community Association: Newsletter Advertising Invoice #0027 | | \$ 50.00 |
| 3-Feb | Saskatoon and District Labour Council: Community Service Award Dinner (February 3) | | \$ 50.00 |
| 14-Feb | Arcana Creative: Mail out Design Invoice #1533 | | \$ 230.02 |
| 28-Feb | Canada Post: Ward 8 Newsletter Mail Out | | \$ 1,674.31 |
| 31-Mar | Cosmo Industries: Distribution of Ward 8 Mail Out Invoice #V987 | | \$ 39.60 |
| 19-Jun | Canva Graphics: Annual Subscription | | \$ 166.40 |
| 19-Jun | The Saskatoon Club: Breakfast Meeting with Liberal MPs (April 14) | | \$ 20.02 |
| 19-Jun | SaskMade Marketplace: Host Students from Ecole College Park/Salluit Exchange (May 5) | | \$ 83.25 |
| 19-Jun | Hardpressed Print Studio: Host Students from Ecole College Park/Salluit Exchange (May 5) | | \$ 314.82 |
| 19-Jun | NationBuilder: Website Hosting (January to June) | | \$ 574.46 |
| 19-Jun | Zoom: Standard Pro Subscription (January to June) | | \$ 133.52 |
| 16-Aug | Erindale Arbor Creek Community Association: Annual Sponsorship (August 2023-July 2024) | | \$ 150.00 |
| 6-Sep | Greystone Community Association: Newsletter Advertising INV-0036 | | \$ 50.00 |
| Individual Total | | \$ 10,000.00 | \$ 3,536.40 |

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| Payment Date | Description | 2023 Budget | 2023 Actual |
|-------------------------|--|--------------|--------------------|
| GOUGH, Hilary | | | |
| 31-Jan | Chamber Event: The Road to Rogers and Edmonton's Ice District (January 27) | | \$ 40.00 |
| 31-Jan | Chamber Event: Beyond the Ice (March 16) | | \$ 40.00 |
| 3-Feb | Saskatoon and District Labour Council: Community Service Award Dinner (February 3) | | \$ 50.00 |
| 7-Feb | Canada Post: Ward 2 Newsletter Mail Out | | \$ 1,261.53 |
| 21-Feb | King George Community Association: Winter Newsletter Advertising | | \$ 15.00 |
| 31-Mar | Cosmo Industries: Distribution of Ward 2 Mail Out Invoice #V988 | | \$ 233.60 |
| 3-Apr | Amanda Guthrie: Communications Contractor Invoice #1 | | \$ 195.00 |
| 24-Apr | Holiday Park Community Association: 2023 Newsletter Advertising | | \$ 75.00 |
| 30-Apr | Chamber Event: 2023 State of the City with Mayor Clark (May 9) | | \$ 53.00 |
| 29-May | Amanda Guthrie: Communications Contractor Invoice #2 | | \$ 260.00 |
| 31-May | Bedford Road Collegiate: 100 Year Anniversary Event (June 30) | | \$ 57.16 |
| 14-Jun | Hindu Society of Saskatchewan Annual Banquet (June 17) | | \$ 75.00 |
| 21-Jun | Pleasant Hill Community Association: Newsletter Advertising | | \$ 30.00 |
| 30-Jun | Chamber Event: From Struggle to Success (June 27) | | \$ 42.40 |
| 13-Jul | King George Community Association: Spring Newsletter Advertising | | \$ 15.00 |
| Individual Total | | \$ 10,000.00 | \$ 2,442.69 |
| HILL, Darren | | | |
| 14-Jun | Hindu Society of Saskatchewan Annual Banquet (June 17) | | \$ 75.00 |
| 15-Jun | Midtown Plaza: Prize Sponsorship - PRIDE Bingo | | \$ 100.00 |
| 31-Aug | Creative Outdoor: Advertising at two locations from August 15, 2023-Aug 14, 2024 | | \$ 3,458.40 |
| Individual Total | | \$ 10,000.00 | \$ 3,633.40 |
| JEFFRIES, Zach | | | |
| 3-Feb | RedBlock Media: Websight Hosting and Development Invoice #552 | | \$ 224.08 |
| 27-Feb | St. Nicholas Catholic School: Community Bingo Night Prize Sponsorship (March 23) | | \$ 100.00 |
| 13-Mar | Calendar Bridge: Annual Software Subscription | | \$ 96.00 |
| 25-Apr | Costco: Stamps and Greetings Cards | | \$ 377.17 |
| 14-Jun | Hindu Society of Saskatchewan Annual Banquet (June 17) | | \$ 75.00 |
| 16-Aug | Roger Williamson Design: Newsletter Design and Layout Services Invoice 402 | | \$ 150.00 |
| 16-Aug | ProPrint Inc.: Ward 10 Newsletter Invoice 35668 | | \$ 1,796.70 |
| 25-Aug | Erindale Arbor Creek Community Association: Annual Sponsorship (August 2023-July 2024) | | \$ 250.00 |
| 31-Aug | Canada Post: Ward 10 Newsletter Mail Out | | \$ 1,567.25 |
| Individual Total | | \$ 10,000.00 | \$ 4,636.20 |

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| Payment Date | Description | 2023 Budget | 2023 Actual |
|-------------------------|--|---------------------|--------------------|
| KIRTON, David | | | |
| 31-Jan | S&E Trusted Online Directories Inc.: Social Media Management Invoice #12322 | | \$ 106.00 |
| 31-Jan | NSBA: Annual Business Builder Awards (March 23) | | \$ 275.00 |
| 13-Feb | Fairhaven Community Association: Newsletter Advertising Invoice #67 | | \$ 75.00 |
| 28-Feb | Prairie Graphics Inc.: Advertising Magnets Invoice #124925 & #124981 | | \$ 546.73 |
| 28-Feb | S&E Trusted Online Directories Inc.: Social Media Management Invoice #12412 | | \$ 106.00 |
| 31-Mar | S&E Trusted Online Directories Inc.: Social Media Management Invoice #12500 | | \$ 106.00 |
| 30-Apr | Chamber Event: 2023 State of the City with Mayor Clark (May 9) | | \$ 53.00 |
| 30-Apr | S&E Trusted Online Directories Inc.: Social Media Management Invoice #12593 | | \$ 106.00 |
| 31-May | S&E Trusted Online Directories Inc.: Social Media Management Invoice #12689 | | \$ 106.00 |
| 31-May | Sanctum Survivor Gala (May 27) | | \$ 224.00 |
| 30-Jun | S&E Trusted Online Directories Inc.: Social Media Management Invoice #12776 | | \$ 106.00 |
| 30-Jun | Chamber Event: From Struggle to Success (June 27) | | \$ 42.40 |
| 4-Aug | Parkridge Community Association: Newsletter Advertising Invoice 2023-003 | | \$ 150.00 |
| 4-Aug | Canva Graphics: Annual Subscription | | \$ 149.99 |
| 31-Aug | S&E Trusted Online Directories Inc.: Social Media Management Invoice 12862 | | \$ 106.00 |
| 31-Aug | S&E Trusted Online Directories Inc. Social Media Management Invoice 12945 | | \$ 106.00 |
| 7-Sep | Word Press - Domain Name Renewal (Oct. 6, 2023 to Aug. 31, 2024) | | \$ 19.18 |
| 30-Sep | Chamber Event: Can Event Facilities Do Anything for Cities (September 7) | | \$ 45.00 |
| 31-Aug | S&E Trusted Online Directories Inc. Social Media Management Invoice 3039 | | \$ 106.00 |
| Individual Total | | \$ 10,000.00 | \$ 2,534.30 |
| LOEWEN, Mairin | | | |
| 31-Jan | Curbex: Billboard Advertising (January 7 to July 5) Invoice #314570 | | \$ 1,274.00 |
| 31-Jan | Chamber Event: Beyond the Ice (Rescheduled to March 16) | | \$ 40.00 |
| 3-Feb | Saskatoon and District Labour Council: Community Service Award Dinner (February 3) | | \$ 50.00 |
| 30-Apr | Chamber Event: 2023 State of the City with Mayor Clark (May 9) | | \$ 53.00 |
| 30-Apr | Canada Post: Ward 7 Newsletter Mail Out | | \$ 2,094.59 |
| 5-May | Arcana Creative: Mail out Design/Town Hall Graphics & Poster Invoice #1585 | | \$ 394.32 |
| 10-May | City of Saskatoon: Ward 7 Town Hall Expense (May 2) | | \$ 25.00 |
| 10-May | Tim Hortons: Ward 7 Town Hall Expense (May 2) | | \$ 70.29 |
| 10-May | The Saskatoon Club: Breakfast Meeting with Liberal MPs (April 14) | | \$ 27.52 |
| 30-Jun | Printwest: Ward 7 Newsletter | | \$ 2,101.15 |
| 31-Aug | Curbex: Billboard Advertising from July 6, 2023 to January 1, 2024 Invoice #339990 | | \$ 1,274.00 |
| Individual Total | | \$ 10,000.00 | \$ 7,403.87 |

2023 Budget \$ 100,000.00
2023 Actual \$ 48,724.42