

Communications and Constituency Relations Allowance
Mayor's Office
January 1 to September 30, 2019

<i>Payment Date</i>	<i>Doc #</i>	<i>Description</i>	<i>Amount</i>	<i>GST Rebate</i>	<i>Total</i>
1-Feb-19	R602049	Contract services for Social Media Manager (January 2019)	\$ 2,741.70	\$ 123.50	\$ 2,618.20
15-Jan-19		Payroll Costs for Policy & Communications Advisor (Jan 1 - 15)	\$ 429.38	\$ -	\$ 429.38
15-Jan-19		Payroll for Policy & Communications Advisor (Jan 1 - 15)	\$ 3,125.00	\$ -	\$ 3,125.00
31-Jan-19		Payroll Costs for Policy & Communications Advisor (Jan 16 - 31)	\$ 463.73	\$ -	\$ 463.73
31-Jan-19		Payroll for Policy & Communications Advisor (Jan 16 - 31)	\$ 3,375.00	\$ -	\$ 3,375.00
15-Feb-19		Payroll Costs for Policy & Communications Advisor (Feb 1 - 15)	\$ 446.55	\$ -	\$ 446.55
15-Feb-19		Payroll for Policy & Communications Advisor (Feb 1 - 15)	\$ 3,250.00	\$ -	\$ 3,250.00
28-Feb-19		Payroll Costs for Policy & Communications Advisor (Feb 16 - 28)	\$ 446.55	\$ -	\$ 446.55
28-Feb-19		Payroll for Policy & Communications Advisor (Feb 16 - 28)	\$ 3,250.00	\$ -	\$ 3,250.00
28-Feb-19	PJ190002	Mens UA Core Performance Polo	\$ 107.40	\$ 4.84	\$ 102.56
5-Mar-19	R602058	Contract services for Social Media Manager (February 2019)	\$ 1,376.40	\$ 62.00	\$ 1,314.40
15-Mar-19		Payroll Costs for Policy & Communications Advisor (Mar 1 - 15)	\$ 446.55	\$ -	\$ 446.55
15-Mar-19		Payroll for Policy & Communications Advisor (Mar 1 - 15)	\$ 3,250.00	\$ -	\$ 3,250.00
31-Mar-19		Payroll Costs for Policy & Communications Advisor (Mar 16 - 31)	\$ 446.55	\$ -	\$ 446.55
31-Mar-19		Payroll for Policy & Communications Advisor (Mar 16 - 31)	\$ 3,250.00	\$ -	\$ 3,250.00
1-Apr-19	R602068	Contract services for Social Media Manager (March 2019)	\$ 1,332.00	\$ 60.00	\$ 1,272.00
15-Apr-19		Payroll Costs for Policy & Communications Advisor (Apr 1 - 15)	\$ 446.55	\$ -	\$ 446.55
15-Apr-19		Payroll for Policy & Communications Advisor (Apr 1 - 15)	\$ 3,250.00	\$ -	\$ 3,250.00
30-Apr-19		Payroll Costs for Policy & Communications Advisor (Apr 16 - 30)	\$ 446.55	\$ -	\$ 446.55
30-Apr-19		Payroll for Policy & Communications Advisor (Apr 16 - 30)	\$ 3,250.00	\$ -	\$ 3,250.00
2-May-19	R602084	Contract services for Social Media Manager (April 2019)	\$ 2,486.40	\$ 112.00	\$ 2,374.40
15-May-19		Payroll Costs for Policy & Communications Advisor (May 1 - 15)	\$ 446.55	\$ -	\$ 446.55
15-May-19		Payroll for Policy & Communications Advisor (May 1 - 15)	\$ 3,250.00	\$ -	\$ 3,250.00
31-May-19		Payroll Costs for Policy & Communications Advisor (May 16 - 31)	\$ 446.55	\$ -	\$ 446.55
31-May-19		Payroll for Policy & Communications Advisor (May 16 - 31)	\$ 3,250.00	\$ -	\$ 3,250.00
10-Jun-19	R612608	Contract services for Social Media Manager (May 2019)	\$ 1,820.40	\$ 82.00	\$ 1,738.40
10-Jun-19	R612608	Age Friendly Event Posters & Flyers	\$ 499.50	\$ 22.50	\$ 477.00
15-Jun-19		Payroll Costs for Policy & Communications Advisor (June 1 - 15)	\$ 446.55	\$ -	\$ 446.55
15-Jun-19		Payroll for Policy & Communications Advisor (June 1 - 15)	\$ 3,250.00	\$ -	\$ 3,250.00
30-Jun-19		Payroll Costs for Policy & Communications Advisor (June 16 - 30)	\$ 446.55	\$ -	\$ 446.55
30-Jun-19		Payroll for Policy & Communications Advisor (June 16 - 30)	\$ 3,250.00	\$ -	\$ 3,250.00
30-Jun-19	PJ190006	Ad for Pride Week	\$ 136.36	\$ -	\$ 136.36
2-Jul-19	R612618	Contract services for Social Media Manager (June 2019)	\$ 2,114.55	\$ 95.25	\$ 2,019.30
15-Jul-19		Payroll Costs for Policy & Communications Advisor (July 1 - 15)	\$ 446.55	\$ -	\$ 446.55
15-Jul-19		Payroll for Policy & Communications Advisor (July 1 - 15)	\$ 3,250.00	\$ -	\$ 3,250.00
31-Jul-19		Payroll Costs for Policy & Communications Advisor (July 16 - 31)	\$ 446.55	\$ -	\$ 446.55

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31-Jul-19		Payroll for Policy & Communications Advisor (July 16 - 31)	\$ 3,250.00	\$ -	\$ 3,250.00
1-Aug-19	R612626	Contract services for Social Media Manager (July 2019)	\$ 1,509.60	\$ 68.00	\$ 1,441.60
15-Aug-19		Payroll Costs for Policy & Communications Advisor (August 1 - 15)	\$ 446.55	\$ -	\$ 446.55
15-Aug-19		Payroll for Policy & Communications Advisor (August 1 - 15)	\$ 3,250.00	\$ -	\$ 3,250.00
29-Aug-19	R612636	Contract services for Social Media Manager (August 2019)	\$ 2,297.70	\$ 103.50	\$ 2,194.20
30-Aug-19		Payroll Costs for Policy & Communications Advisor (August 16 - 31)	\$ 446.55	\$ -	\$ 446.55
30-Aug-19		Payroll for Policy & Communications Advisor (August 16 - 31)	\$ 3,250.00	\$ -	\$ 3,250.00
15-Sep-19		Payroll Costs for Policy & Communications Advisor (September 1 - 15)	\$ 446.55	\$ -	\$ 446.55
15-Sep-19		Payroll for Policy & Communications Advisor (September 1 - 15)	\$ 3,250.00	\$ -	\$ 3,250.00
30-Sep-19		Payroll Costs for Policy & Communications Advisor (September 16 - 30)	\$ 446.55	\$ -	\$ 446.55
30-Sep-19		Payroll for Policy & Communications Advisor (September 16 - 30)	\$ 3,250.00	\$ -	\$ 3,250.00
		Total:	\$ 82,959.92	\$ 733.59	\$ 82,226.33

2019 Budget: \$ 128,000.00

Total Spent: \$ 82,226.33

01-5500-102 Communications & Constituency Relations Allowance (CCRA)
Appendix 2
submitted to Governance and Priorities Committee on October 21, 2019

Pymt Date	Document	Description	Budget	Actual
Opening Balance (\$10,000/year)			10,000.00	

BLOCK, Cynthia		Opening Balance (\$10,000/year)		
31-Jan	P-Card	Station 20 West Supper & Silent Auction - Jan 26		50.00
1-Feb	R603036	Arcana Creative: newsletter, website, social media support		144.69
6-Feb	R603050	Saskatoon Heritage Society Annual Luncheon & Auction - March 10		60.00
28-Feb	R603053	Hindu Society of SK Annual Vegetarian Banquet - March 9		70.00
21-Mar	R603065	Arcana Creative: Feb 2019 fees for mail-out design		111.30
31-Mar	J/E	Photocopy charges for April 2 Town Hall Meeting		20.56
4-Apr	R603106	Arcana Creative: mail-out design, March Fees, newsletter, social media, website		221.54
4-Apr	R603153	Mulberry's: refreshments for Town Hall Meeting April 2		153.70
4-Apr	J/E	Frances Morrison Room / Theatre rental for Town Hall Meeting		225.00
17-Apr	R603160	2019 Broadway Street Fair registration - Sept 7		85.00
30-Apr	J/E	Canada Post Statement of Mailing for newsletters - April 2 Town Hall Meeting		784.62
18-Jun	R603227	Arcana Creative: design fees - door hanger		122.43
26-Jun	J/E	Cosmo Civic Centre - gift card for George Ward Pool		31.40
21-Jun	R603228	Arcana Creative: newsletter, social media, website		33.39
30-Jun	P-Card	Saskatoon Diversity Network: Pride Ad		136.36
10-Jul	R603141	April 2 Town Hall expense; May Facebook Advertising		45.00
16-Jul	R603148	Arcana Creative: June design fees - door hanger, newsletter, website		111.30
31-Jul	P-Card	North SK Bus. Assoc. Entrepreneurship Series: Concrete Dreams - Aug 28		150.00
1-Aug	R603281	Arcana Creative: door hanger, design sandwich board, etc.		670.98
20-Aug	R619413	Arcana Creative: design/print feather flags & table cover, print sandwich board		1,188.26
31-Aug	P-Card	Chamber Event: PIVOT The Opportunity of Disruption - Sept 18		110.00
29-Aug	R619424	Arcana Creative: co-ordinate/drop off feather flags, table cover, sandwich board		244.86
30-Sep	Internal	Mapping charge to print Ward 6 InfoGraphics for Town Hall meeting - April 2		18.00
30-Sep	R603235	Broadway Street Fair expenses (food, supplies) - Sept 7		44.13
30-Sep	Mailroom	Printing of 100 newsletter Summer Updates		30.00
Individual Total			10,000.00	4,862.52

DAVIES, Troy		Opening Balance (\$10,000/year)		
15-Jan	R603027	Creative Outdoor Advertising: two locations Jan 15, 2019 - Jan 14, 2020		3,240.00
19-Feb	R603052	Caroline Robins School Sponsorship Toy Bingo Fundraiser March 29		500.00
28-Feb	P-Card	Mobo Promotional Solutions: City Council Polo Shirt with City Crest		104.64
31-Mar	P-Card	Mobo Promotional Solutions: 2nd City Council Polo Shirt with City Crest		173.08
30-Apr	P-Card	Mobo Promotional Solutions: City Council Polo Shirt set up charge credit		(37.10)
15-May	CR153633	Reimburse difference in cost between 1st & 2nd City Council Polo Shirt		(32.86)
4-Apr	R603068	Sponsorship: Care & Share J. Pattison Children's Hospital (2 fridges)		317.98
3-May	R603163	Hampton Village Community Association: 1/4 page ad		50.00
22-May	R603164	North Saskatoon Business Association Golf Classic Sponsorship		500.00
18-Jun	R603226	Mount Royal Community Association: June 2019 newsletter ad		100.00
30-Jun	P-Card	Saskatoon Diversity Network: Pride Ad		136.36
15-Sep	ID154538	Jaden Schwartz Hockey Fights Cancer Event - Aug 24: Sponsorship		426.00
5-Sep	R619425	Jim Pattison Children's Hospital Fdtn Drive for Kids Campaign Aug 27: Sponsorship		952.00
23-Sep	R603234	Mount Royal Community Association: Sept 2019 newsletter ad		100.00
Individual Total			10,000.00	6,530.10

DONAUER, Randy		Opening Balance (\$10,000/year)		
29-Oct	R595424	Insight Hosting: 2019 web hosting and domain registration		315.34
28-Feb	R603054	Hindu Society of SK Annual Vegetarian Banquet - March 9		70.00
28-Feb	P-Card	Mobo Promotional Solutions: City Council Polo Shirt with City Crest		104.64
31-Mar	P-Card	SREDA Forum - April 25		70.47
9-Apr	R603113	Globe Printers: Ward 5 newsletters		934.14

01-5500-102 Communications & Constituency Relations Allowance (CCRA)**Appendix 2***submitted to Governance and Priorities Committee on October 21, 2019*

Pymt Date	Document	Description	Budget	Actual
Opening Balance (\$10,000/year)			10,000.00	
DONAUER, Randy (continued)				
16-Apr	R603158	State of the City Luncheon 1 Ticket - April 16		75.00
30-Apr	C168554728	Canada Post Statement of Mailing - Ward 5 newsletter mail-out		784.63
31-May	P-Card	North Saskatoon Business Assoc. Luncheon (Freeway update) - May 23		42.00
30-Jun	P-Card	Saskatoon Diversity Network: Pride Ad		136.36
3-Jul	R603139	Favourite Things: Ward 5 Admin. Staff Support - January to June		750.00
24-Jul	R603273	Silverwood Heights Comm. Assoc: Aug 2019 newsletter ad		200.00
22-Aug	R619433	Favourite Things: Terra MacEwan - July Admin. Staff Support		125.00
12-Sep	R619429	Favourite Things: Terra MacEwan - Aug Admin. Staff Support, newsletter design		165.00
Individual Total			10,000.00	3,772.58
DUBOIS, Bev Opening Balance (\$10,000/year)				
28-Feb	P-Card	Mobo Promotional Solutions: City Council Polo Shirt with City Crest		104.63
27-Feb	R603056	Creative Outdoor Advertising: two locations (Jan 15-Apr 14)		818.00
4-Apr	R603107	Arcana Creative: website hosting (Oct-Feb)		55.65
4-Apr	R603124	Grandma Lee's: catering for Seniors' Town Hall - May 28		359.34
27-Jun	R603135	Arcana Creative: design flyers - Age Friendly Forum - May 28		63.60
30-Jun	P-Card	Saskatoon Diversity Network: Pride Ad		136.36
30-Jul	R603274	Creative Outdoor Advertising: two locations (April 15-May 14)		270.00
31-Jul	R603280	Creative Outdoor Advertising: two locations (May 15-Aug 14)		810.00
22-Aug	R619417	Wildwood Community Association: newsletter ad - Invoice 1214		95.00
30-Sep	P-Card	Curbex: Town Hall Ad - Mini B Rental Sign (Aug 29-Sept 19)		200.50
16-Sep	Mailroom	Printing of Ward 9 Town Hall Posters & Evaluation forms - Sept 18		9.50
30-Sep	C168985190	Canada Post Statement of Mailing - Ward 9 Town Hall postcard mail-out		1,658.04
Individual Total			10,000.00	4,580.62
GERSHER, Sarina Opening Balance (\$10,000/year)				
15-Jan	R603029	Greystone Community Assoc. Ad in Spring 2019 newsletter		50.00
27-Sep	R595692	East College Park CA Annual Web Advertising - 2019 portion		37.50
28-Feb	R603055	Greystone Community Assoc. Ad in Spring 2019 newsletter		50.00
28-Feb	P-Card	Mobo Promotional Solutions: City Council Polo Shirt with City Crest		104.63
7-Mar	R603057	Arcana Creative: banner and card design to date		133.56
9-May	R603161	Brevoort Park Community Assoc. Ad in Spring 2019 newsletter		50.00
10-Jun	R603221	Arcana Creative: May design fees, sandwich board, mail-out, door hanger		89.04
30-Jun	P-Card	Saskatoon Diversity Network: Pride Ad		136.36
10-Jul	R603143	Canva Graphics (Jan, Feb, Mar, Apr & June); Facebook Promotions		177.52
31-Jul	P-Card	Innovation in Agriculture Reception (AMC & SREDA) - July 15		35.00
31-Jul	R603277	Canva Graphics (May)		17.91
20-Aug	R619414	Arcana Creative: sandwich board		233.20
29-Aug	R619422	College Park Community Association Ad in Aug 2019 newsletter		50.00
23-Sep	R603233	Greystone Community Assoc. Ad in Fall newsletter		50.00
30-Sep	P-Card	Eventbrite - Wicahitowin-Indigenous Engagement Conference - Oct 16		200.00
30-Sep	P-Card	Eventbrite - Meewasin 40th Anniversary Gala - Oct 22		106.05
Individual Total			10,000.00	1,520.77
GOUGH, Hilary Opening Balance (\$10,000/year)				
28-Feb	P-Card	Mobo Promotional Solutions: City Council Polo Shirt with City Crest		104.63
7-Mar	R603060	Dropbox Plus (Feb 28, 2019 to Dec 31, 2019 portion only)		136.74
7-Mar	R603059	Hindu Society of Sask. Annual Vegetarian Banquet - March 9		70.00
7-Mar	R603058	Caswell Community Association Spring 2018 newsletter ad		95.00
4-Apr	R603151	Station 20 West: catering for Emergency Community Safety meeting		161.04

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Opening Balance (\$10,000/year)			10,000.00	

GOUGH, Hilary (continued)

4-Apr	R603152	Childcare for Emergency Community Safety meeting		90.00
30-Apr	P-Card	Power of Humanity Awards luncheon - April 17 - 1 ticket		75.00
30-Apr	P-Card	Lady Justice Reception & Awards - May 9 - 1 ticket		75.00
9-May	R603162	Holiday Park Community Assoc. newsletter - 1/2 page ad		50.00
30-Jun	P-Card	Saskatoon Diversity Network: Pride Ad		136.36
10-Jul	R603140	Meadowgreen Community Assoc. Steak Night Fundraiser - June 14		15.00
31-Jul	P-Card	Endless Summer Culinary Quest - July 21		100.00
31-Jul	R603279	Riversdale Comm. Assoc. 2019 Spring newsletter ad		37.50
31-Jul	R603283	Vendor Registration: 33rd Street Fair - Sept 14		50.00
11-Sep	R619428	Community Safety Mtg (Patrol & Youth Drop In Planning) - Aug 26 & Sept 6		327.80
30-Sep	P-Card	Institute of Corporate Directors - The Next Generation of Directors - Sept 26		35.00
30-Sep	P-Card	Eventbrite - Meewasin 40th Anniversary Gala - Oct 22		106.05
Individual Total			10,000.00	1,665.12

HILL, Darren

14-Jan	R603030	Creative Outdoor Advertising: two sign locations (Jan 15-Aug 14)		1,890.00
31-Jan	P-Card	Station 20 West Supper & Silent Auction - Jan 26		50.00
28-Feb	P-Card	Mobo Promotional Solutions: Two City Council Polo Shirts with City Crest		209.26
10-Apr	R603112	Saskatoon Rowing Club Fundraiser - March 30		40.00
30-Jun	P-Card	Saskatoon Diversity Network: Pride Ad		136.37
10-Jul	R603145	Deanna Miller Designs: branding for FCM Vice-President campaign		478.33
31-Aug	P-Card	Creative Outdoor Advertising: two sign locations (Aug 15-31)		135.00
31-Aug	P-Card	Creative Outdoor Advertising: two sign locations (Sept 1-Oct 31)		540.00
20-Sep	R619448	Hudson Bay Park Mayfair Kelsey-Woodlawn (HBPMKW) Ad-Fall newsletter		300.00
Individual Total			10,000.00	3,778.96

IWANCHUK, Ann Opening Balance (\$10,000/year)

28-Feb	P-Card	Mobo Promotional Solutions: City Council Polo Shirt with City Crest		104.63
31-Mar	P-Card	12th Annual Glass Slipper Event - April 10		106.99
18-Apr	R603118	Ukrainian Cdn Congress Sask. Prov. Council - Visnyk Spring Ad		140.00
16-Apr	R603158	State of the City Luncheon 1 Ticket - April 16		75.00
15-May	R603121	Fairhaven Community Association Ad in Fairhaven Focus - April		25.00
13-Jun	R603128	Fairhaven Comm. Assoc. July 6 Disc Golf Tournament: sponsorship		150.00
13-Jun	R603127	Silver Spoon Dinner - May 6		225.00
21-Jun	R603129	Ukrainian Cdn Congress Sask. Prov. Council - Visnyk Summer Ad		140.00
30-Jun	P-Card	Saskatoon Diversity Network: Pride Ad		136.37
30-Jul	R603275	Tourism Saskatoon: 400 Saskatoon Shine Pins		254.40
16-Sep	R619430	Fairhaven Community Association Ad in Fairhaven Focus - Aug		25.00
Individual Total			10,000.00	1,382.39

JEFFRIES, Zach Opening Balance (\$10,000/year)

8-Jan	R603018	Drop Box: Dec 15, 2018 to Dec 15, 2019		136.74
15-Jan	R603028	Red Block Media: 2019 website hosting		139.28
31-Jan	R603034	12th Annual Glass Slipper Benefit - April 10		80.50
31-Jan	R603034	Classic Karaoke & Lip Sync Battle - March 1		50.00
28-Feb	P-Card	Mobo Promotional Solutions: City Council Polo Shirt with City Crest		104.64
30-Jun	P-Card	Saskatoon Diversity Network: Pride Ad		136.37
26-Aug	R619420	Uno Printing: design/print and bundle Summer 2019 Ward 10 newsletter		2,120.00
26-Aug	R619421	Data Sciences: 2019 database subscription		3,600.00
31-Aug	C168931375	Canada Post Statement of Mailing - Ward 10- newsletter		1,570.82
19-Sep	R603231	Erindale Arbor Creek Comm. Assoc. - 2019-2020 Annual Silver Sponsorship		250.00

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Opening Balance (\$10,000/year)			10,000.00	

JEFFRIES, Zach (continued)

18-Sep	R603230	Facebook Ad - 7th Annual Ward 10 Community BBQ - Aug 19-21		341.09
18-Sep	R603230	Curbex - Billboard Ad - Inv. #140271 Aug 23 & Inv. #143345 Aug 28		247.00
18-Sep	R603230	Eventbrite - Meewasin 40th Anniversary Gala - Oct 22		106.05
Individual Total			10,000.00	8,882.49

LOEWEN, Mairin Opening Balance (\$10,000/year)

31-Jan	R603035	Saskatoon & District Labour Council Award (LCAA) Banquet - Feb 8		40.00
28-Feb	P-Card	Curbex Mini B Rental (Dec 23, 2018 to June 20, 2019)		1,239.00
30-Apr	P-Card	SREDA Conference - April 18		53.20
31-May	Mailroom	Printing Charges - Posters for June 13 Town Hall		7.29
10-Jun	R603126	Globe Printers: 13,200 newsletters		929.60
24-Jun	R603131	June 13 Town Hall expenses (microphone rental, coffee & snacks)		84.14
30-Jun	P-Card	Saskatoon Public Schools - Hugh Cairns Gym Rental - June 13 Town Hall		113.60
30-Jun	P-Card	Saskatoon Diversity Network: Pride Ad		136.37
30-Jun	P-Card	Saskatoon Sexual Assault & Info Centre Luncheon En Vogue - Oct 18		65.00
31-Jul	Mailroom	Printing Charges - Revised Posters for June 13 Town Hall		3.36
31-Aug	P-Card	REFUND Saskatoon Sexual Assault & Info Ctre Luncheon En Vogue - Oct 18		(65.00)
31-Aug	P-Card	Curbex Mini B Rental (June 21-Dec 22)		1,239.00
11-Sep	R619427	Stonebridge Movie in the Park (food & supplies) - Sept 6		376.77
30-Sep	P-Card	Eventbrite - Meewasin 40th Anniversary Gala - Oct 22		106.05
30-Sep	Mailroom	Print Logo for Stonebridge Movie in the Park - Sept 6		0.60
Individual Total			10,000.00	4,328.98

2019 Budget 100,000.00
2019 Actual 41,304.53