

## Council Communications and Constituency Relations Allowance - 2021

### ISSUE

This report provides the Governance and Priorities Committee with an overall summary on the usage of the Communications and Constituency Relations Allowance (CCRA) for 2021.

### 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 accordance with the above, attached is a summary of expenditures for all members of Council to the end of 2021. This report, along with copies of redacted supporting documentation will be posted to the City's website.

### NEXT STEPS

The City Clerk's Office will update the website as noted above. An update on expenditures will be provided to the Governance and Priorities Committee following the first quarter of 2022.

### APPENDICES

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

### Report Approval

Written by: Janice Hudson, Assistant to the City Clerk  
Reviewed by: Shellie Bryant, Deputy City Clerk – Administrative Services  
Approved by: Adam Tittlemore, City Clerk

Admin Report - Council Communications and Constituency Relations Allowance - 2021.docx

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

<b>Payment Date</b>	<b>Doc #</b>	<b>Description</b>	<b>Amount</b>	<b>GST Rebate</b>	<b>Total</b>
		Payroll for Policy & Communications Advisor (January)	\$ 6,083.00	\$ -	\$ 6,083.00
		Payroll Costs for Policy & Communications Advisor (January)	\$ 808.29	\$ -	\$ 808.29
23-Feb-21	1900001459	Contract services for Social Media Manager (January 2021)	\$ 749.25	\$ 33.75	\$ 715.50
		Payroll for Policy & Communications Advisor (February)	\$ 6,083.00	\$ -	\$ 6,083.00
		Payroll Costs for Policy & Communications Advisor (February)	\$ 836.20	\$ -	\$ 836.20
1-Mar-21	5000005475	Contract services for Social Media Manager (February 2021)	\$ 832.50	\$ 37.50	\$ 795.00
		Payroll for Policy & Communications Advisor (March)	\$ 6,083.00	\$ -	\$ 6,083.00
		Payroll Costs for Policy & Communications Advisor (March)	\$ 883.25	\$ -	\$ 883.25
31-Mar-21	5000010710	Contract services for Social Media Manager (March 2021)	\$ 1,065.60	\$ 48.00	\$ 1,017.60
		Payroll for Policy & Communications Advisor (April)	\$ 6,083.00	\$ -	\$ 6,083.00
		Payroll Costs for Policy & Communications Advisor (April)	\$ 883.25	\$ -	\$ 883.25
3-May-21	5000007242	Contract services for Social Media Manager (April 2021)	\$ 699.30	\$ 31.50	\$ 667.80
		Payroll for Policy & Communications Advisor (May)	\$ 6,083.00	\$ -	\$ 6,083.00
		Payroll Costs for Policy & Communications Advisor (May)	\$ 1,059.50	\$ -	\$ 1,059.50
8-Jun-21	5000008484	Contract services for Social Media Manager (May 2021)	\$ 1,065.60	\$ 48.00	\$ 1,017.60
		Payroll for Policy & Communications Advisor (June)	\$ 6,083.00	\$ -	\$ 6,083.00
		Payroll Costs for Policy & Communications Advisor (June)	\$ 933.78	\$ -	\$ 933.78
6-Jul-21	5000013528	Contract services for Social Media Manager (June 2021)	\$ 2,164.50	\$ 97.50	\$ 2,067.00
		Payroll for Policy & Communications Advisor (July)	\$ 6,083.00	\$ -	\$ 6,083.00
		Payroll Costs for Policy & Communications Advisor (July)	\$ 940.63	\$ -	\$ 940.63
31-Jul-21	100052440	Subscription for office communications software	\$ 182.30	\$ 18.07	\$ 164.23
5-Aug-21	5000015967	Contract services Social Media Manager (July 2021)	\$ 432.90	\$ 19.50	\$ 413.40
		Payroll for Policy & Communications Advisor (August)	\$ 6,083.00	\$ -	\$ 6,083.00
		Payroll Costs for Policy & Communications Advisor (August)	\$ 940.63	\$ -	\$ 940.63
		Payroll for Policy & Communications Advisor (September)	\$ 6,083.00	\$ -	\$ 6,083.00
		Payroll Costs for Policy & Communications Advisor (September)	\$ 940.63	\$ -	\$ 940.63
		Payroll for Policy & Communications Advisor (October)	\$ 6,083.00	\$ -	\$ 6,083.00
		Payroll Costs for Policy & Communications Advisor (October)	\$ 856.71	\$ -	\$ 856.71
1-Nov-21	5000025539	Contract services Social Media Manager (October 2021)	\$ 399.60	\$ 18.00	\$ 381.60
		Payroll for Policy & Communications Advisor (November)	\$ 6,083.00	\$ -	\$ 6,083.00
		Payroll Costs for Policy & Communications Advisor (November)	\$ 522.70	\$ -	\$ 522.70

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

<b>Payment Date</b>	<b>Doc #</b>	<b>Description</b>	<b>Amount</b>	<b>GST Rebate</b>	<b>Total</b>
1-Dec-21	5000029352	Contract services Social Media Manager (November 2021)	\$ 912.42	\$ 41.10	\$ 871.32
		Payroll for Policy & Communications Advisor (December)	\$ 6,083.00	\$ -	\$ 6,083.00
		Payroll Costs for Policy & Communications Advisor (December)	\$ 512.45	\$ -	\$ 512.45
1-Dec-21	100125468	Advertising for Health Care Workers' Appreciation Week	\$ 89.62	\$ -	\$ 89.62
23-Jan-22	5000039132	Contract services Social Media Manager (December 2021)	\$ 549.45	\$ 24.75	\$ 524.70
			<b>\$ 92,257.06</b>	<b>\$ 417.67</b>	<b>\$ 91,839.39</b>

**2021 Budget: \$ 132,300.00**  
**Total Spent: \$ 91,839.39**

**Note: Personal information redacted from the following attachments.**

## Communications & Constituency Relations Allowance (CCRA) 2021

submitted to Governance and Priorities Committee on February 22, 2022

Pymt Date	Description	Budget	Actual
<b>Opening Balance (\$10,000/year per Councillor)</b>		<b>100,000.00</b>	
<b>BLOCK, Cynthia</b>			
22-Feb	Arcana Creative: Website layout design, mailchimp & blog updates - Invoice #916		427.18
22-Feb	Arcana Creative: Web 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 for Ward 6 newsletter mail out		2,390.61
6-Apr	Arcana Creative: Mailchimp/blog updates, Town Hall web updates - Invoice #996		440.96
7-Apr	Varsity View Community Assoc.: Puckboard Business Sponsorship Brunskill Rink		666.66
29-Apr	Arlin Schaffel Consulting: Video production for Mar 30 Virtual Town Hall - Inv #103		300.00
30-Apr	NationBuilder: Web hosting charges (Apr 1-May 1) - Invoice #CB-0009		116.60
30-Apr	Cosmo Industries: Distribution of Ward 6 mail out - Invoice #8107		130.00
5-May	Arcana Creative: Mailchimp & blog updates - Invoice #1108		96.46
31-May	Chamber Power Lunch: State of the City Address with Mayor Clark - May 20		15.00
30-Jun	NationBuilder: Web hosting charges (May 1-July 1) - Invoice #CB-0010 & #CB-0011		233.20
30-Jun	Zoom: Video conferencing (June 19/21-June 18/22) - Invoice #INV92394723		212.00
8-Jul	Arcana Creative: Mailchimp & blog updates, rink signage design - Invoice #1153		206.70
31-Jul	NationBuilder: Web hosting charges (Feb 28-Aug 1) Invoice #CB-0008 & #CB-0012		233.20
29-Dec	NationBuilder: Web hosting charges (Aug 1-Dec 31) Invoice #CB-0013-#CB-0017		583.00
31-Dec	Globe Printers: Ward 6 newsletter - Invoice #156632		1,354.15
31-Dec	Arcana Creative: Health Care Worker Appreciation Week Project - Invoice #1275		89.62
<b>Individual Total</b>		<b>10,000.00</b>	<b>7,836.00</b>
<b>DAVIES, Troy</b>			
14-Jan	Hampton Village Community Association: 1/4 page ad - Winter newsletter		50.00
15-Jan	Planet S Magazine: Ad in Jan 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 to Dec 31, 2021		3,290.40
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
21-May	Sponsorship: North Saskatoon Business Association Golf Classic - Water		500.00
24-Jun	Sponsorship: Saskatoon Tribal Council Mental Health Bus Online Auction - Candle Lake Getaway Pkg		450.00
24-Jun	Sponsorship: Ward 4 "Party in the Park" Sweepstakes (in partnership with Hampton Village Canadian Brewhouse) - Candle Lake Stay & Play Pkg & Fastprint - printing of entry slips for Sweepstakes		541.08
14-Jul	Mount Royal Community Association: 1/4 page ad - June 2021 newsletter		50.00
10-Aug	Sponsorship: RUH Foundation FFUN Spirit Champions Classic		500.00
6-Oct	Westview Heights Community Association: 1/4 page ad - Spring 2021 newsletter		40.00
10-Nov	Mount Royal Community Association: 1/4 page ad - Sept 2021 newsletter		50.00
2-Dec	Westview Heights Community Association: 1/4 page ad - Fall 2021 newsletter		40.00
20-Dec	Outdoor Recreation Partnership with Canadian Tire & Ward 4 Community Assocs.		2,864.86
29-Dec	NationBuilder: Website charges (Jan-Dec)		447.82
31-Dec	Planet S Magazine: Ad in Dec 16th issue		229.00
31-Dec	Arcana Creative: Health Care Worker Appreciation Week Project - Invoice #1275		89.62
<b>Individual Total</b>		<b>10,000.00</b>	<b>9,555.68</b>
<b>DONAUER, Randy</b>			
31-Mar	Chamber Event: Power Lunch: Downtown Entertainment District Panel - Mar 11		15.00
8-Apr	Mailchimp: Quarter 1 advertising, Silverwood Community Assoc. newsletter ad		126.75
8-Apr	Favourite Things: Terra MacEwan Jan-Mar admin support, design newsletter ad		550.00
31-May	Chamber Power Lunch: State of the City Address with Mayor Clark - May 20		15.00
30-Jun	Mailchimp: Quarter 2 (Apr-June) email marketing		66.75
30-Jun	Favourite Things: Terra MacEwan Apr-June administrative support		525.00
30-Jun	Hindu Society Virtual Banquet - Apr 24		31.00
6-Aug	Zoom for period July 9, 2021 to July 8, 2022 - INV96255556		212.00
30-Sep	Favourite Things: Terra MacEwan Jul-Sept admin support, River Hts newsletter ad		625.00
30-Sep	Insight Hosting: (Nov 1/21-Oct 31/22) and domain registration (Sept 6/21-Sept 6/22)		399.40
30-Sep	Mailchimp: Quarter 3 (July-Sept) email marketing		69.90

## Communications & Constituency Relations Allowance (CCRA) 2021

submitted to Governance and Priorities Committee on February 22, 2022

Pymt Date	Description	Budget	Actual
<b>Opening Balance (\$10,000/year per Councillor)</b>		<b>100,000.00</b>	
<b>DONAUER, Randy (continued)</b>			
15-Dec	Cowan Graphics: two sandwich boards		296.80
15-Dec	Canada Post Statement of Mailing for Ward 5 newsletter Nov 2021		1,510.60
15-Dec	Favourite Things: Terra MacEwan Oct-Dec admin support, design work		950.00
15-Dec	Silverspring Community Association: newsletter advertising		30.00
15-Dec	Mailchimp: Quarter 4 (Oct-Dec) email marketing		66.75
31-Dec	Christmas bouquets-Bethany Manor, Primrose Chateau & Prairie Springs Care Home		416.25
31-Dec	Canada Post Statement of Mailing for Ward 5 Christmas cards		135.26
31-Dec	Globe Printers: Ward 5 newsletter Nov 2021 - Invoice #156289		1,750.00
31-Dec	Globe Printers: Ward 5 Christmas cards - Invoice #156778		821.54
31-Dec	Arcana Creative: Health Care Worker Appreciation Week Project - Invoice #1275		89.62
		<b>Individual Total</b>	<b>10,000.00 8,702.62</b>
<b>DUBOIS, Bev</b>			
13-Jan	Rosewood Community Association: ad in Winter newsletter		45.00
1-Apr	Creative Outdoor Advertising: two locations Jan 15 to Apr 14, 2021		822.60
25-May	S & E Trusted Online Directories: Social media mgmt, website file maintenance		159.00
31-May	Chamber Power Lunch: State of the City Address with Mayor Clark - May 20		15.00
21-Jun	Creative Outdoor Advertising: two locations Apr 15 to July 14, 2021		822.60
30-Jun	Hindu Society Virtual Banquet - Apr 24		31.00
30-Sep	Creative Outdoor Advertising: two locations July 15 to Oct 14, 2021		863.10
8-Nov	Arcana Creative: Billboard design - Invoice #1228		185.50
30-Nov	Lakeridge Community Association: Rink advertisement		750.00
14-Dec	Lakeridge Community Association: Winter 2021 newsletter ad		45.00
20-Dec	Eastview Community Association: Dec 2021 newsletter ad		75.00
22-Dec	Creative Outdoor Advertising: two locations Oct 15, 2021 to Jan 14, 2022		822.60
31-Dec	Globe Printers: Ward 9 Holiday calendar cards - Invoice #156746		1,179.62
31-Dec	Canada Post Statement of Mailing for Ward 9 calendar card mail out		1,687.55
31-Dec	Google Workspace (GSuite) for website - Jan-Dec		103.92
31-Dec	Arcana Creative: Health Care Worker Appreciation Week Project - Invoice #1275		89.62
		<b>Individual Total</b>	<b>10,000.00 7,697.11</b>
<b>GERSHER, Sarina</b>			
26-Jan	College Park Recreation Association: Ad in Jan 2021 newsletter		50.00
31-Jan	Canada Post Statement of Mailing for Ward 8 leaflet mail out		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		424.00
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
28-Apr	Briarwood Community Association: Ad in March 2021 newsletter		45.00
24-May	Greystone Community Association: Ad in Spring 2021 newsletter		50.00
31-May	Chamber Power Lunch: State of the City Address with Mayor Clark - May 20		15.00
10-Aug	Facebook promotions (2); Zoom Std Pro Monthly, Canva Graphics, NationBuilder website charges - Jan-July; Hover domain renewal: Jan 1/21-July 5/22		880.12
11-Aug	Sponsorship: Erindale Arbor Creek Community Assoc. Silver Level 2021-2022		250.00
31-Aug	Rob Butz/Oxygen Smith: Website redevelopment work - Invoice #Sarina-0003		848.00
31-Aug	Arcana Creative: Newsletter ad designs - Invoice #1201		192.92
31-Aug	Briarwood Community Association: Ad in August 2021 newsletter		45.00
6-Oct	College Park Recreation Association: Ad in Sept 2021 newsletter		50.00
20-Oct	Greystone Community Association: Ad in Fall 2021 newsletter		50.00
20-Dec	Zoom Std Pro Monthly, Canva Graphics, NationBuilder website charges - Aug-Dec		598.96
20-Dec	Arcana Creative: Mail out design - Invoice #1274		192.92
31-Dec	Cosmo Industries: Distribution of Ward 8 mail out - Invoice #V339		26.00
31-Dec	Print West/Mister Print: Ward 8 newsletter - Invoice #2546		1,467.66
31-Dec	Canada Post Statement of Mailing for Ward 8 newsletter mail out		1,670.57
31-Dec	Arcana Creative: Health Care Worker Appreciation Week Project - Invoice #1275		89.62
		<b>Individual Total</b>	<b>10,000.00 8,842.54</b>

## Communications & Constituency Relations Allowance (CCRA) 2021

submitted to Governance and Priorities Committee on February 22, 2022

Pymt Date	Description	Budget	Actual
<b>Opening Balance (\$10,000/year per Councillor)</b>		<b>100,000.00</b>	
<b>GOUGH, Hilary</b>			
22-Feb	Arcana Creative: Web design & development - Invoice #936		1,019.72
24-May	King George Community Association: Ad in Spring 2021 newsletter		35.00
24-May	Holiday Park Community Association: Ad in April 2021 newsletter		60.00
31-May	Chamber Power Lunch: State of the City Address with Mayor Clark - May 20		15.00
2-Jul	Meadowgreen Community Association: Ad in June 2021 newsletter		50.00
27-Sep	Charli Brechin: Ward 2 Community Photos (Summer)		500.00
30-Sep	33rd Street Fair Vendor Registration - Sept 18		50.00
6-Oct	Riversdale Community Association: Ad in Spring 2021 newsletter		75.00
30-Nov	Charli Brechin: Ward 2 Community Photos (Fall)		500.00
31-Dec	Globe Printers: Ward 2 newsletter - Invoice #156730		939.94
31-Dec	Arcana Creative: Health Care Worker Appreciation Week Project - Invoice #1275		89.62
		<b>Individual Total</b>	<b>10,000.00 3,334.28</b>
<b>HILL, Darren</b>			
30-Jun	Hindu Society Virtual Banquet - Apr 24		33.50
31-Aug	Creative Outdoor Advertising: two locations Aug 15, 2021 to Aug 14, 2022		3,290.40
18-Oct	Canada Post: two booklets of stamps for constituent mailings		184.00
31-Oct	SABEX Awards Gala - Oct 21		90.00
31-Dec	Chamber Event: Power House Series - A Downtown at the Tipping Point - Dec 8		40.00
31-Dec	Globe Printers: Ward 1 newsletter - Invoice #156939		1,846.00
31-Dec	City Park Community Association: Ad in Winter 2021 newsletter		60.00
31-Dec	Deanna Miller Design: Graphic design - Invoice #890		745.98
31-Dec	Minuteman Press: Magnets & postcards - Invoice #18834		3,048.24
31-Dec	Iris Desjarlais: Admin support - data entry - Invoice #002		342.00
31-Dec	Arcana Creative: Health Care Worker Appreciation Week Project - Invoice #1275		89.61
		<b>Individual Total</b>	<b>10,000.00 9,769.73</b>
<b>JEFFRIES, Zach</b>			
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
31-May	Chamber Power Lunch: State of the City Address with Mayor Clark - May 20		15.00
30-Sep	Office 365 Q1, Q2 & Q3 charges - Ward 10 Admin staff support (Jan 1-Sept 30)		36.00
31-Dec	Office 365 Q4 charges - Ward 10 Admin staff support (Oct 1-Dec 31)		29.55
31-Dec	Quinn Stevenson 8th Annual Golf Tournament Registration - Aug 20		143.25
31-Dec	Amazon Order #702-6343044-3785814 - Blank Note/Greeting Cards		45.90
31-Dec	Brandon Johnson: Admin support, social media posting - Jan-Nov		988.38
31-Dec	Minuteman Press: Ward 10 mail out - Invoice #18838		1,794.05
31-Dec	Red Block Media: Web development & graphic design - Invoice #523		582.04
31-Dec	Data Sciences: 2021 database subscription		4,006.80
31-Dec	Zoom: Standard Pro Monthly - Jan-Dec		131.86
31-Dec	Dropbox Plus: Dec 15, 2021 to Dec 15, 2022		155.88
31-Dec	Gmass Standard: Apr 1, 2021 to Feb 1, 2022		195.73
31-Dec	DialTel: 2021 voice broadcasting		407.45
31-Dec	Adobe Illustrator & Photoshop - Jan-Dec		958.36
31-Dec	Arcana Creative: Health Care Worker Appreciation Week Project - Invoice #1275		89.61
		<b>Individual Total</b>	<b>10,000.00 9,856.44</b>
<b>KIRTON, David</b>			
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		41.20
16-Feb	Zoom: Constituent & Coffee With Your Councillor meetings		169.60
23-Feb	Prairie Graphics Inc.: Sandwich board frame and two signs		247.78
31-Mar	Chamber Event: Power Lunch: Downtown Entertainment District Panel - Mar 11		15.00
30-Apr	Fairhaven Community Association: April ad in Fairhaven Focus		75.00
31-May	Chamber Power Lunch: State of the City Address with Mayor Clark - May 20		15.00
15-Sep	Word Press for website - expires Oct 8, 2022		127.20
22-Dec	Canada Post stamps to mail out Christmas cards to Ward 3 residents		165.60

**Communications & Constituency Relations Allowance (CCRA) 2021**

*submitted to Governance and Priorities Committee on February 22, 2022*

<b>Pymt Date</b>	<b>Description</b>	<b>Budget</b>	<b>Actual</b>
<b>Opening Balance (\$10,000/year per Councillor)</b>		<b>100,000.00</b>	
<b>KIRTON, David (continued)</b>			
31-Dec	Chamber Event: Power House Series - A Downtown at the Tipping Point - Dec 8		40.00
31-Dec	Arcana Creative: Health Care Worker Appreciation Week Project - Invoice #1275		89.62
<b>Individual Total</b>		<b>10,000.00</b>	<b>2,129.66</b>
<b>LOEWEN, Mairin</b>			
25-Jan	Curbex billboard advertising for period Jan 17 to Feb 15, 2021		214.00
31-Mar	Curbex billboard advertising for period Feb 16 to Jul 15, 2021		995.00
30-Apr	Chamber Power Lunch: 2021 Provincial Budget - Apr 8		15.00
31-May	Chamber Power Lunch: Prairieland Park & Living Sky Sports & Ent. - May 4		15.00
30-Jun	Arcana Creative: Town Hall materials & blog update - Invoice #1134		275.60
31-Aug	Curbex billboard advertising for period July 16, 2021 to Jan 11, 2022		1,214.00
15-Dec	Stonebridge Community Assoc. Movie in the Park 2021 Sponsorship - Sept 10		250.00
31-Dec	Arcana Creative: Website blog update - Invoice #1283		27.56
31-Dec	Arcana Creative: Health Care Worker Appreciation Week Project - Invoice #1275		89.62
<b>Individual Total</b>		<b>10,000.00</b>	<b>3,095.78</b>

**2021 Budget      100,000.00**

**2021 Actual      70,819.84**

**Note: Personal information redacted from the following attachments.**