

Council Communications and Constituency Relations Allowance – Update (January 1 – June 30, 2020)

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 June, 2020.

Further, Section 3.1 of Policy C01-027 states:

- f) In the year of a civic election, 8/12 of the allowance will be allocated to the sitting members of City Council and 2/12 of the allowance will be allocated to the newly elected members of City Council.
- g) In the year of a civic election, the allowance cannot be used from September 1 through October 31.

As a civic election is slated for November 2020, the update reports and final report for this calendar year will reflect the above accordingly.

NEXT STEPS

The City Clerk's Office will update the website as noted above. A report summarizing usage to the end of September, 2020 will be provided to the Governance and Priorities Committee at its November meeting (no October meeting due to nomination period).

APPENDICES

1. Summary of expenses to the end of June 2020 – Mayor
2. Summary of expenses to the end of June 2020 – Councillors

Report Approval

Written and Approved by: Joanne Sproule, City Clerk

Admin Report – CCRA Update to June 30, 2020.docx

Communications and Constituency Relations Allowance

Mayor's Office

January 1 to June 30, 2020

**as per Section 3.1 f) of Policy No. C01-027, "in the year of a civic election, 8/12 of the allowance will be allocated to the sitting members of City Council and 2/12 of the allowance will be allocated to the newly elected members of City Council." The sitting Mayor is allocated \$86,667 as 8/12 of the allowance.*

| Payment Date | Doc # | Description | Amount | GST Rebate | Total |
|--------------|---------|--|---------------------|------------------|---------------------|
| 15-Jan-20 | | Payroll Costs for Policy & Communications Advisor (Jan 1 - 15) | \$ 474.68 | \$ - | \$ 474.68 |
| 15-Jan-20 | | Payroll for Policy & Communications Advisor (Jan 1 - 15) | \$ 3,347.50 | \$ - | \$ 3,347.50 |
| 31-Jan-20 | | Payroll Costs for Policy & Communications Advisor (Jan 16 - 31) | \$ 474.68 | \$ - | \$ 474.68 |
| 31-Jan-20 | | Payroll for Policy & Communications Advisor (Jan 16 - 31) | \$ 3,347.50 | \$ - | \$ 3,347.50 |
| 4-Feb-20 | R612691 | Contract services for Social Media Manager (January 2020) | \$ 1,387.50 | \$ 62.50 | \$ 1,325.00 |
| 4-Feb-20 | R612692 | Charges for videography & photography sessions | \$ 1,470.75 | \$ 66.25 | \$ 1,404.50 |
| 15-Feb-20 | | Payroll Costs for Policy & Communications Advisor (Feb 1 - 15) | \$ 474.68 | \$ - | \$ 474.68 |
| 15-Feb-20 | | Payroll for Policy & Communications Advisor (Feb 1 - 15) | \$ 3,347.50 | \$ - | \$ 3,347.50 |
| 29-Feb-20 | | Payroll Costs for Policy & Communications Advisor (Feb 16 - 29) | \$ 474.68 | \$ - | \$ 474.68 |
| 29-Feb-20 | | Payroll for Policy & Communications Advisor (Feb 16 - 29) | \$ 3,347.50 | \$ - | \$ 3,347.50 |
| 2-Mar-20 | R624210 | Contract services for Social Media Manager (February 2020) | \$ 1,984.13 | \$ 89.38 | \$ 1,894.75 |
| 15-Mar-20 | | Payroll Costs for Policy & Communications Advisor (Mar 1 - 15) | \$ 474.68 | \$ - | \$ 474.68 |
| 15-Mar-20 | | Payroll for Policy & Communications Advisor (Mar 1 - 15) | \$ 3,347.50 | \$ - | \$ 3,347.50 |
| 31-Mar-20 | | Payroll Costs for Policy & Communications Advisor (Mar 16 - 31) | \$ 474.68 | \$ - | \$ 474.68 |
| 31-Mar-20 | | Payroll for Policy & Communications Advisor (Mar 16 - 31) | \$ 3,347.50 | \$ - | \$ 3,347.50 |
| 2-Apr-20 | R800004 | Contract services for Social Media Manager (March 2020) | \$ 3,343.88 | \$ 150.63 | \$ 3,193.25 |
| 15-Apr-20 | | Payroll Costs for Policy & Communications Advisor (Apr 1 - 15) | \$ 474.68 | \$ - | \$ 474.68 |
| 15-Apr-20 | | Payroll for Policy & Communications Advisor (Apr 1 - 15) | \$ 3,347.50 | \$ - | \$ 3,347.50 |
| 30-Apr-20 | | Payroll Costs for Policy & Communications Advisor (Apr 16 - 30) | \$ 474.68 | \$ - | \$ 474.68 |
| 30-Apr-20 | | Payroll for Policy & Communications Advisor (Apr 16 - 30) | \$ 3,347.50 | \$ - | \$ 3,347.50 |
| 6-May-20 | R800672 | Contract services for Social Media Manager (April 2020) | \$ 2,095.13 | \$ 94.38 | \$ 2,000.75 |
| 15-May-20 | | Payroll Costs for Policy & Communications Advisor (May 1 - 15) | \$ 474.68 | \$ - | \$ 474.68 |
| 15-May-20 | | Payroll for Policy & Communications Advisor (May 1 - 15) | \$ 3,347.50 | \$ - | \$ 3,347.50 |
| 31-May-20 | | Payroll Costs for Policy & Communications Advisor (May 16 - 31) | \$ 474.68 | \$ - | \$ 474.68 |
| 31-May-20 | | Payroll for Policy & Communications Advisor (May 16 - 31) | \$ 3,347.50 | \$ - | \$ 3,347.50 |
| 31-May-20 | R801126 | Contract services for Social Media Manager (May 2020) | \$ 2,025.75 | \$ 91.25 | \$ 1,934.50 |
| 15-Jun-20 | | Payroll Costs for Policy & Communications Advisor (June 1 - 15) | \$ 474.68 | \$ - | \$ 474.68 |
| 15-Jun-20 | | Payroll for Policy & Communications Advisor (June 1 - 15) | \$ 3,347.50 | \$ - | \$ 3,347.50 |
| 30-Jun-20 | | Payroll Costs for Policy & Communications Advisor (June 16 - 30) | \$ 474.68 | \$ - | \$ 474.68 |
| 30-Jun-20 | | Payroll for Policy & Communications Advisor (June 16 - 30) | \$ 3,347.50 | \$ - | \$ 3,347.50 |
| 3-Jul-20 | R801723 | Contract services for Social Media Manager (June 2020) | \$ 2,247.75 | \$ 101.25 | \$ 2,146.50 |
| | | Total: | \$ 60,421.05 | \$ 655.64 | \$ 59,765.41 |

Total 2020 Budget: \$ 130,000.00

Total Spent: \$ 59,765.41

01-5500-102 Communications & Constituency Relations Allowance (CCRA) 2020

submitted to Governance and Priorities Committee on July 20, 2020

| Pymt Date | Document | Description | Budget | Actual |
|---|------------|---|------------------|-----------------|
| * Opening Balance | | | 83,340.00 | |
| * As per Section 3.1 f) of Policy No. C01-027, "in the year of a civic election, 8/12 of the allowance will be allocated to the sitting members of City Council and 2/12 of the allowance will be allocated to the newly elected members of City Council". | | | | |
| Sitting Councillors are allocated \$6,667.50 as 8/12 of the allowance. | | | | |
| BLOCK, Cynthia Opening Balance (\$6,667.50) | | | | |
| 3-Feb | R619630 | Saskatoon & District Labour Council Comm. Service Awards Banquet - Feb 7 | | 40.00 |
| 4-Feb | R619631 | Arcana Creative: mailout design - Invoice #668 | | 124.02 |
| 29-Feb | C169532715 | Canada Post Statement of Mailing - Ward 6 newsletter mailout | | 1,333.21 |
| 29-Feb | P-Card | SREDA Forum 2020 - Mar 6 | | 107.10 |
| 6-Mar | R619640 | Arcana Creative: web, mailout, social media - Invoice #693 | | 68.90 |
| 17-Mar | D895575 | Cosmo Industries: delivery of Ward 6 newsletter - Invoice #7048 | | 112.80 |
| 17-Apr | R800355 | Arcana Creative: web, mailout, social media - Invoice #717 | | 179.14 |
| 4-May | R800630 | Arcana Creative: web, mailout, social media - Invoice #743 | | 110.24 |
| 31-May | C169873797 | Canada Post Statement of Mailing - Ward 6 Virtual Town Hall mailout | | 641.78 |
| 31-May | C169873834 | Canada Post Statement of Mailing - Ward 6 Virtual Town Hall mailout | | 251.21 |
| 31-May | C169873962 | Canada Post Statement of Mailing - Ward 6 Virtual Town Hall mailout | | 28.38 |
| 31-May | C169873856 | Canada Post Statement of Mailing - Ward 6 Virtual Town Hall mailout | | 254.26 |
| 5-Jun | R801156 | Arcana Creative: web, mailout, social media - Invoice #761 | | 179.14 |
| 9-Jun | R801205 | Globe Printers: Ward 6 Virtual Town Hall mailout - Invoice #150762 | | 866.06 |
| 24-Jun | R801501 | Zoom: video conferencing (June 19-Aug 19, 2020) - Invoice #INV26731082 | | 33.33 |
| 30-Jun | R801731 | Arcana Creative: web, mailout - Invoice #777 | | 124.02 |
| Individual Total | | | | 4,453.59 |
| DAVIES, Troy Opening Balance (\$6,667.50) | | | | |
| 17-Jan | R603239 | Creative Outdoor Advertising (two locations) Jan 15-Aug 31, 2020 | | 2,025.00 |
| 22-Jan | R619628 | Sponsorship: City Hospital Fdtn & J Pattison Children's Hospital (2 C. Fajardo Jerseys) | | 519.38 |
| 5-Feb | R619632 | Mount Royal Community Association: January 2020 newsletter ad | | 100.00 |
| 18-Jun | R801432 | NationBuilder: website charges (Jan-May) | | 215.40 |
| Individual Total | | | | 2,859.78 |
| DONAUER, Randy Opening Balance (\$6,667.50) | | | | |
| 31-Jan | P-Card | Globe Printers: Ward 5 Mini Wall Calendars - Invoice #148996 | | 1,150.47 |
| 31-Jan | C169426692 | Canada Post Statement of Mailing - Wall Calendars | | 954.72 |
| 12-Feb | R619562 | Favourite Things: Terra MacEwan Ward 5 Admin staff support (Jan) | | 175.00 |
| 31-Mar | P-Card | NSBA Club Connect "Saskatoon Air Support Unit - what do they do" - Mar 13 | | 25.00 |
| 22-Apr | R800408 | Favourite Things: Terra MacEwan Ward 5 Admin staff support (Feb & Mar) | | 250.00 |
| 22-Apr | R800408 | Mailchimp Monthly Essentials Plan Subscription eff. March 2020 | | 28.84 |
| 22-Apr | R800408 | Facebook Advertising: COVID-19 updates | | 91.06 |
| 11-Jun | R801296 | Favourite Things: Terra MacEwan Ward 5 Admin staff support (Apr & May) | | 350.00 |
| Individual Total | | | | 3,025.09 |
| DUBOIS, Bev Opening Balance (\$6,667.50) | | | | |
| 27-Apr | R800518 | Creative Outdoor Advertising (two locations) Jan 15-Apr 14, 2020 | | 810.00 |
| 25-Jun | R801517 | Creative Outdoor Advertising (two locations) Apr 15-July 14, 2020 | | 810.00 |
| Individual Total | | | | 1,620.00 |
| GERSHER, Sarina Opening Balance (\$6,667.50) | | | | |
| 3-Feb | R619630 | Saskatoon & District Labour Council Comm. Service Awards Banquet - Feb 7 | | 40.00 |
| 11-Feb | R619633 | Greystone Community Association: Winter 2020 newsletter ad | | 50.00 |
| 2-Mar | R619638 | Arcana Creative: graphic design for Ward 8 Town Hall - Invoice #692 | | 82.68 |
| 31-Mar | P-Card | Curbex: Town Hall Ad - Mini B Rental Sign (Mar 16-Apr 14) | | 200.50 |
| 8-Apr | SCM02569 | CREDIT of \$149 on file with Curbex due to cancellation of Mini B Rental Sign | | |
| 25-Jun | R801527 | Red Block Media: video production for Online Town Hall (June 17) - Invoice #463 | | 254.40 |
| Individual Total | | | | 627.58 |
| GOUGH, Hilary Opening Balance (\$6,667.50) | | | | |
| 5-May | R800664 | Holiday Park Community Association: April 2020 newsletter ad | | 60.00 |
| 11-May | R800704 | Riversdale Community Association: Spring 2020 newsletter ad | | 62.50 |
| 14-May | R800818 | King George Community Association: Spring 2020 newsletter ad | | 35.00 |
| 30-Jun | R801749 | Meadowgreen Community Association: Spring 2020 newsletter & Facebook ads | | 75.00 |
| Individual Total | | | | 232.50 |

01-5500-102 Communications & Constituency Relations Allowance (CCRA) 2020

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| Pymt Date | Document | Description | Budget | Actual |
|--|------------|---|------------------|-----------------|
| * Opening Balance | | | 83,340.00 | |
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| HILL, Darren | | Opening Balance (\$6,667.50) | | |
| 3-Feb | R619560 | Hudson Bay Park Mayfair Kelsey-Woodlawn: Ad in 2019/2020 Winter newsletter | | 300.00 |
| 6-Apr | R800063 | Facebook Advertising: Transit (Mar 20-23) | | 110.00 |
| Individual Total | | | | 410.00 |
| IWANCHUK, Ann | | Opening Balance (\$6,667.50) | | |
| 28-Feb | P-Card | Eventbrite: United Way Celebrating Possibility Lunch - Mar 4 | | 40.00 |
| 5-May | R800654 | Ukrainian Canadian Council Sask. Provincial Council: April ad in Visnyk | | 140.00 |
| Individual Total | | | | 180.00 |
| JEFFRIES, Zach | | Opening Balance (\$6,667.50) | | |
| 30-Jan | R619558 | Saskatoon & District Labour Council Comm. Service Awards Banquet - Feb 7 | | 40.00 |
| 2-Mar | R619637 | Red Block Media: web hosting from Jan 1-Aug 31, 2020 - Invoice #446 | | 92.85 |
| 20-May | R800852 | Amazon Order #701-6951525-7922630 - Blank Note/Greeting Cards | | 41.29 |
| 31-May | C169879185 | Canada Post Statement of Mailing - Ward 10 newsletter mailout | | 1,617.79 |
| 9-Jun | R801204 | Uno Printing Co: print & bundle Summer Ward 10 newsletter | | 2,108.34 |
| 9-Jun | R801206 | Red Block Media: newsletter graphic design & video production for Online Town Hall (June 3) | | 402.80 |
| Individual Total | | | | 4,303.07 |
| LOEWEN, Mairin | | Opening Balance (\$6,667.50) | | |
| 30-Jan | R619558 | Saskatoon & District Labour Council Comm. Service Awards Banquet - Feb 7 | | 40.00 |
| 20-Feb | R619559 | Arcana Creative: website update, newsletter edits & mailchimp mailout - Invoice #673 | | 96.46 |
| 2-Feb | P-Card | Globe Printers: Ward 7 newsletters | | 1,179.33 |
| 28-Feb | C169563227 | Canada Post Statement of Mailing - Ward 7 newsletter mailout | | 1,693.38 |
| 28-Feb | P-Card | Curbex Mini B Rental for period covering Dec 24, 2019-May 21, 2020 | | 1,007.50 |
| 6-Apr | R800062 | Arcana Creative: website and blog updates - Invoice #716 | | 137.80 |
| 11-Jun | R801295 | Arcana Creative: website and blog updates - Invoice #746 | | 96.46 |
| 30-Jun | R801685 | Arcana Creative: website and blog updates - Invoice #764 | | 68.90 |
| Individual Total | | | | 4,319.83 |

2020 Budget **83,340.00**
2020 Actual **22,031.44**