

Council Communications and Constituency Relations Allowance – Update (January 1 – June 30, 2021)

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 2021.

NEXT STEPS

The City Clerk's Office will update the website as noted above. A report summarizing usage to the end of September 2021, will be provided to the Governance and Priorities Committee at its October meeting.

APPENDICES

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

Report Approval

Written by: Janice Hudson, Assistant to the City Clerk
Reviewed and Approved by: Adam Tittermore, City Clerk

Admin Report – CCRA Update to June 30, 2021.docx

**Communications and Constituency Relations Allowance
Mayor's Office
January 1 to June 30, 2021**

Payment Date	Doc #	Description	Amount	GST Rebate	Total
15-Jan-21		Payroll Costs for Policy & Communications Advisor (Jan 1 - 15)	\$ 431.28	\$ -	\$ 431.28
15-Jan-21		Payroll for Policy & Communications Advisor (Jan 1 - 15)	\$ 3,041.50	\$ -	\$ 3,041.50
31-Jan-21		Payroll Costs for Policy & Communications Advisor (Jan 16 - 31)	\$ 431.28	\$ -	\$ 431.28
31-Jan-21		Payroll for Policy & Communications Advisor (Jan 16 - 31)	\$ 3,041.50	\$ -	\$ 3,041.50
2-Feb-21		Contract services for Social Media Manager (January 2021)	\$ 749.25	\$ 33.75	\$ 715.50
15-Feb-21		Payroll Costs for Policy & Communications Advisor (Feb 1 - 15)	\$ 431.28	\$ -	\$ 431.28
15-Feb-21		Payroll for Policy & Communications Advisor (Feb 1 - 15)	\$ 3,041.50	\$ -	\$ 3,041.50
28-Feb-21		Payroll Costs for Policy & Communications Advisor (Feb 16 - 28)	\$ 431.28	\$ -	\$ 431.28
28-Feb-21		Payroll for Policy & Communications Advisor (Feb 16 - 28)	\$ 3,041.50	\$ -	\$ 3,041.50
1-Mar-21		Contract services for Social Media Manager (February 2021)	\$ 832.50	\$ 37.50	\$ 795.00
15-Mar-21		Payroll Costs for Policy & Communications Advisor (Mar 1 - 15)	\$ 431.28	\$ -	\$ 431.28
15-Mar-21		Payroll for Policy & Communications Advisor (Mar 1 - 15)	\$ 3,041.50	\$ -	\$ 3,041.50
31-Mar-21		Payroll Costs for Policy & Communications Advisor (Mar 16 - 31)	\$ 431.28	\$ -	\$ 431.28
31-Mar-21		Payroll for Policy & Communications Advisor (Mar 16 - 31)	\$ 3,041.50	\$ -	\$ 3,041.50
31-Mar-21		Contract services for Social Media Manager (March 2021)	\$ 1,065.60	\$ 48.00	\$ 1,017.60
15-Apr-21		Payroll Costs for Policy & Communications Advisor (Apr 1 - 15)	\$ 431.28	\$ -	\$ 431.28
15-Apr-21		Payroll for Policy & Communications Advisor (Apr 1 - 15)	\$ 3,041.50	\$ -	\$ 3,041.50
30-Apr-21		Payroll Costs for Policy & Communications Advisor (Apr 16 - 30)	\$ 431.28	\$ -	\$ 431.28
30-Apr-21		Payroll for Policy & Communications Advisor (Apr 16 - 30)	\$ 3,041.50	\$ -	\$ 3,041.50
3-May-21		Contract services for Social Media Manager (April 2021)	\$ 699.30	\$ 31.50	\$ 667.80
8-Jun-21		Contract services for Social Media Manager (May 2021)	\$ 1,065.60	\$ 48.00	\$ 1,017.60
15-May-21		Payroll Costs for Policy & Communications Advisor (May 1 - 15)	\$ 431.28	\$ -	\$ 431.28
15-May-21		Payroll for Policy & Communications Advisor (May 1 - 15)	\$ 3,041.50	\$ -	\$ 3,041.50
30-May-21		Payroll Costs for Policy & Communications Advisor (May 16 - 31)	\$ 431.28	\$ -	\$ 431.28
30-May-21		Payroll for Policy & Communications Advisor (May 16 - 31)	\$ 3,041.50	\$ -	\$ 3,041.50
15-Jun-21		Payroll Costs for Policy & Communications Advisor (Jun 1 - 15)	\$ 431.28	\$ -	\$ 431.28
15-Jun-21		Payroll for Policy & Communications Advisor (Jun 1 - 15)	\$ 3,041.50	\$ -	\$ 3,041.50
30-Jun-21		Payroll Costs for Policy & Communications Advisor (Jun 16 - 30)	\$ 431.28	\$ -	\$ 431.28
30-Jun-21		Payroll for Policy & Communications Advisor (Jun 16 - 30)	\$ 3,041.50	\$ -	\$ 3,041.50
6-Jul-21		Contract services for Social Media Manager (June 2021)	\$ 2,164.50	\$ 97.50	\$ 2,067.00
			\$ 48,250.11	\$ 296.25	\$ 47,953.86

2021 Budget: \$ 132,300.00
Total Spent: \$ 47,953.86

Communications & Constituency Relations Allowance (CCRA) 2021

submitted to Governance and Priorities Committee on July 19, 2021

Appendix 2

Pymt Date	Description	Budget	Actual
Opening Balance (\$10,000/year per Councillor)		100,000.00	
BLOCK, Cynthia			
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 - Ward 6 newsletter mailout (March)		2,390.61
6-Apr	Arcana Creative: Mailchimp/blog updates, Town Hall web updates - Invoice #996		440.96
7-Apr	Varsity View Community Association: Puckboard Business Sponsorship at Brunskill Rink		666.66
29-Apr	Arlin Schaffel Consulting: Video production for Virtual Town Hall (Mar 30)-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	Power Lunch: State of the City Address with Mayor Clark - May 20		15.00
30-Jun	NationBuilder: Web hosting charges (May 1-June 1) - Invoice #CB-0010		116.60
30-Jun	NationBuilder: Web hosting charges (June 1-July 1) - Invoice #CB-0011		116.60
30-Jun	Zoom: Video conferencing (June 19/21-June 18/22) - Invoice #INV92394723		212.00
Individual Total		10,000.00	5,369.33
DAVIES, Troy			
14-Jan	Hampton Village Community Association: 1/4 page ad - Winter newsletter		50.00
15-Jan	Planet S Magazine: Ad in January 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 - 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	Sponsorships: Saskatoon Tribal Council Mental Health Bus Online Auction-Candle Lake Getaway Pkg, 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		991.08
Individual Total		10,000.00	5,244.38
DONAUER, Randy			
31-Mar	Chamber Virtual Event: Downtown Entertainment District Panel - Mar 11		15.00
8-Apr	Mailchimp: Quarter 1 advertising, Silverwood Community Assoc. (CA) newsletter spring Ad		126.75
8-Apr	Favourite Things: Terra MacEwan Jan - Mar admin support, design Silverwood CA 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) advertising		66.75
30-Jun	Favourite Things: Terra MacEwan Apr - June administrative support		525.00
30-Jun	Hindu Society Virtual Banquet - Apr 24, 2021		31.00
Individual Total		10,000.00	1,329.50
DUBOIS, Bev			
13-Jan	Rosewood Community Association: advertisement in winter newsletter		45.00
1-Apr	Creative Outdoor Advertising: two locations Jan 15, 2021 to Apr 14, 2021		822.60
25-May	S & E Trusted Online Directories – social media management; 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 - July 14, 2021		822.60
30-Jun	Hindu Society Virtual Banquet - Apr 24, 2021		31.00
Individual Total		10,000.00	1,895.20
GERSHER, Sarina			
26-Jan	College Park Recreation Association: Ad in Jan 2021 newsletter		50.00
31-Jan	Canada Post Statement of Mailing - Ward 8 leaflet mailout (Jan)		1,583.65
10-Feb	Greystone Community Association: Ad in Winter 2021 newsletter		50.00

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Appendix 2

submitted to Governance and Priorities Committee on July 19, 2021

Pymt Date	Description	Budget	Actual
Opening Balance (\$10,000/year per Councillor)		100,000.00	

GERSHER, Sarina (continued)

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	Power Lunch: State of the City Address with Mayor Clark - May 20		15.00
Individual Total		10,000.00	2,480.77

GOUGH, Hilary

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	Power Lunch: State of the City Address with Mayor Clark - May 20		15.00
Individual Total		10,000.00	1,129.72

HILL, Darren

30-Jun	Hindu Society Virtual Banquet - Apr 24, 2021		33.50
Individual Total		10,000.00	33.50

JEFFRIES, Zach

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	Power Lunch: State of the City Address with Mayor Clark - May 20		15.00
31-May	Office 365 Q1 Charges: Ward 10 Admin staff support (Jan 1-Mar 31)		12.00
Individual Total		10,000.00	303.58

KIRTON, David

23-Feb	Prairie Graphics Inc. PGI: sandwich board frame and two signs		247.78
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
31-Mar	Chamber Virtual Event: Downtown Entertainment District Panel - Mar 11		15.00
30-Apr	Fairhaven Community Association: April advertisement in Fairhaven Focus		75.00
31-May	Chamber Power Lunch: State of the City Address with Mayor Clark - May 20		15.00
Individual Total		10,000.00	1,707.24

LOEWEN, Mairin

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 - April 8		15.00
31-May	Chamber Power Lunch: Prairieland Park & Living Sky Sports & Entertainment - May 4		15.00
30-Jun	Arcana Creative: Town Hall materials & blog update		275.60
Individual Total		10,000.00	1,514.60

2021 Budget 100,000.00
2021 Actual 21,007.82