

Council Communications and Constituency Relations Allowance – Update (January 1 – March 31, 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 March, 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 June, 2020 will be provided to the Governance and Priorities Committee at its July meeting.

APPENDICES

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

Report Approval

Written and Approved by: Joanne Sproule, City Clerk

Admin Report – CCRA Update to March 31, 2020.docx

Communications and Constituency Relations Allowance
Mayor's Office
January 1 to March 31, 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
		Total:	\$ 27,775.46	\$ 218.13	\$ 27,557.33

Total 2020 Budget: \$ 130,000.00

Total Spent: \$ 27,557.33

Appendix 2

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

submitted to Governance and Priorities Committee on April 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 Labour 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 - March 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		112.80
31-Mar	P-Card	State of the City Address - April 9 (postponed to Sept 9) - ticket to be refunded in April		75.00
Individual Total				1,861.03
DAVIES, Troy		Opening Balance (\$6,667.50)		
17-Jan	R603239	Creative Outdoor: two locations covering 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 newsletter ad		100.00
31-Mar	P-Card	State of the City Address - April 9 (postponed to Sept 9) - ticket to be refunded in April		75.00
Individual Total				2,719.38
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 for Wall Calendars		954.72
12-Feb	R619562	Favourite Things: Terra MacEwan - Ward 5 Administrative staff support for January		175.00
31-Mar	P-Card	State of the City Address - April 9 (rescheduled to Sept 9) - ticket to be refunded in April		75.00
31-Mar	P-Card	NSBA Club Connect "Saskatoon Air Support Unit - what do they do" - March 13		25.00
Individual Total				2,380.19
DUBOIS, Bev		Opening Balance (\$6,667.50)		
Individual Total				0.00
GERSHER, Sarina		Opening Balance (\$6,667.50)		
3-Feb	R619630	Saskatoon & District Labour Council Labour 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) - partial refund to be rec'd in Apr		200.50
Individual Total				373.18
GOUGH, Hilary		Opening Balance (\$6,667.50)		
Individual Total				0.00
HILL, Darren		Opening Balance (\$6,667.50)		
3-Feb	R619560	Hudson Bay Park Mayfair Kelsey-Woodlawn Comm. Assoc. Ad in 2019 Winter newsletter		300.00
Individual Total				300.00
IWANCHUK, Ann		Opening Balance (\$6,667.50)		
28-Feb	P-Card	Eventbrite: United Way Celebrating Possibility Lunch - March 4		40.00
31-Mar	P-Card	State of the City Address - April 9 (rescheduled to Sept 9) - ticket to be refunded in April		75.00
Individual Total				115.00
JEFFRIES, Zach		Opening Balance (\$6,667.50)		
30-Jan	R619558	Saskatoon & District Labour Council Labour Comm. Service Awards Banquet - Feb 7		40.00
2-Mar	R619637	Red Block Media: Web Hosting from Jan 1 to Aug 31, 2020 - Invoice #446		92.85
31-Mar	P-Card	State of the City Address - April 9 (postponed to Sept 9) - ticket to be refunded in April		75.00
Individual Total				207.85
LOEWEN, Mairin		Opening Balance (\$6,667.50)		
30-Jan	R619558	Saskatoon & District Labour Council Labour Comm. Service Awards Banquet - Feb 7		40.00
20-Feb	R619559	Arcana Creative: website update, newsletter edits & mailchimp mailout		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 to May 21, 2020		1,007.50
31-Mar	P-Card	State of the City Address - April 9 (rescheduled to Sept 9) - ticket to be refunded in April		75.00
Individual Total				4,091.67

2020 Budget 83,340.00
2020 Actual 12,048.30