

Council Communications and Constituency Relations Allowance – Update (January 1 – September 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 September 2021.

NEXT STEPS

The City Clerk's Office will update the website as noted above. A report summarizing usage to the end of December 2021, along with receipts for the calendar year, will be provided to the Governance and Priorities Committee early in 2022.

APPENDICES

1. Summary of expenses to the end of September 2021 – Mayor
2. Summary of expenses to the end of September 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 September 30, 2021.docx

Communications & Constituency Relations Allowance (CCRA) 2021

Appendix 2

submitted to Governance and Priorities Committee on October 18, 2021

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 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	Power Lunch: State of the City Address with Mayor Clark - May 20		15.00
30-Jun	NationBuilder: Web hosting charges (May 1-July 1) - Invoices #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) Invoices #CB-0008 & CB-0012		233.20
Individual Total		10,000.00	5,809.23
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
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
Individual Total		10,000.00	5,794.38
DONAUER, Randy			
31-Mar	Chamber Virtual Event: Downtown Entertainment District Panel - Mar 11		15.00
8-Apr	Mailchimp: Quarter 1 advertising, Silverwood Community Assoc. 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: T 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
Individual Total		10,000.00	2,635.80
DUBOIS, Bev			
13-Jan	Rosewood Community Association: advertisement in winter newsletter		45.00
1-Apr	Creative Outdoor Advertising: two locations Jan 15 - 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 - July 14, 2021		822.60
30-Jun	Hindu Society Virtual Banquet - Apr 24		31.00
30-Sep	Creative Outdoor Advertising: two locations July 15 - Oct 14, 2021		863.10
Individual Total		10,000.00	2,758.30

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Pymt Date	Description	Budget	Actual
Opening Balance (\$10,000/year per Councillor)		100,000.00	
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
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
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
Individual Total		10,000.00	4,696.81
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
2-Jul	Meadowgreen Community Association: Ad in June 2021 newsletter		50.00
27-Sep	Charli Brechin: Ward 2 Community Photos		500.00
30-Sep	33rd Street Fair Vendor Registration - Sept 18		50.00
Individual Total		10,000.00	1,729.72
HILL, Darren			
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
Individual Total		10,000.00	3,323.90
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
30-Sep	Office 365 Q1, Q2 & Q3 Charges - Ward 10 Admin staff support (Jan 1-Sept 30)		36.00
Individual Total		10,000.00	327.58
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
15-Sep	Word Press for website - expires Oct 8, 2022		127.20
Individual Total		10,000.00	1,834.44
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
31-Aug	Curbex billboard advertising covering July 16, 2021 to Jan 11, 2022_ Inv 239220		1,214.00
Individual Total		10,000.00	2,728.60

2021 Budget 100,000.00
2021 Actual 31,638.76