Approved by: Mike Jordan, Interim City Clerk

Admin Report - Council Communications and Constituency Relations Allowance - 2020.docx

INVOICE

Amount Due (CAD)
$1,387.50

BILL TO
Mayor's Office

Invoice Number: 674
Invoice Date: January 31, 2020
Payment Due: February 15, 2020

Services	Quantity	Rate	Amount
Digital Strategy & Support Social media strategy, design, photography, videography & digital management. Jan 1-4: 2.5 Jan 5-11: 3.5 Jan 12-18: 6 Jan 19-25: 8 Jan 26-31: 5	25	$50.00	$1,250.00

Subtotal:	$1,250.00
GST 5% (79938 7287 RT0001):	$62.50
PST 6% (2771863):	$75.00
Total:	$1,387.50
Amount Due (CAD) :	**$1,387.50**

Arcana Creative
Molly Seaton-Fast

Contact Information

www.arcanacreative.ca

INVOICE

Amount Due (CAD)
$1,470.75

BILL TO
Mayor's Office

Invoice Number: 684
Invoice Date: February 3, 2020
Payment Due: February 18, 2020

Services	Quantity	Rate	Amount
Digital Strategy & Support Videography - year end review, & Photography on location	1	$1,325.00	$1,325.00

Subtotal:	$1,325.00
GST 5% (79938 7287 RT0001):	$66.25
PST 6% (2771863):	$79.50
Total:	$1,470.75
Amount Due (CAD) :	**$1,470.75**

Arcana Creative
Molly Seaton-Fast

Contact Information

www.arcanacreative.ca

INVOICE

Amount Due (CAD)
$1,984.13

BILL TO
Mayor's Office

Invoice Number: 689
Invoice Date: February 29, 2020
Payment Due: March 15, 2020

Services	Quantity	Rate	Amount
Digital Strategy & Support Social media strategy, design, photography, videography & digital management. Feb 1: 1 hour Feb 2-8: 12 hours Feb 9-15: 6.25 hours Feb 16-22: 8 hours Feb 23-29: 8.5 hours	35.75	$50.00	$1,787.50

Subtotal:	$1,787.50
GST 5% (79938 7287 RT0001):	$89.38
PST 6% (2771863):	$107.25
Total:	$1,984.13
Amount Due (CAD) :	**$1,984.13**

Arcana Creative
Molly Seaton-Fast

Contact Information

www.arcanacreative.ca

Arcana Creative

Invoice 924

ARCANA CREATIVE

www.arcanacreative.ca
GST/HST Registration No.: 79938
7287 RT0001
PST SK Registration No.: 2771863

BILL TO
Mayor's Office

DATE	PLEASE PAY	DUE DATE
04/01/2021	**$1,032.30**	03/02/2021

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Digital Strategy & Support	November & December - Social media strategy, design & digital tools management	15.50	60.00	930.00

SUBTOTAL	930.00
GST @ 5%	46.50
PST (SK) @ 6%	55.80
TOTAL	1,032.30
TOTAL DUE	$1,032.30

THANK YOU.

TAX SUMMARY

RATE	TAX	NET
GST @ 5%	46.50	930.00
PST (SK) @ 6%	55.80	930.00

INVOICE

Amount Due (CAD)
$3,343.88

BILL TO
Mayor's Office

Invoice Number: 713
Invoice Date: March 31, 2020
Payment Due: April 15, 2020

SERVICES	QUANTITY	RATE	AMOUNT
Digital Strategy & Support Social media strategy, design & digital management. Mar 1-7: 17 hours Mar 8-14: 5 hours Mar 15-21: 10 hours Mar 22-28: 22.25 hours Mar 29-31: 6 hours	60.25	$50.00	$3,012.50

Subtotal:	$3,012.50
GST 5% (79938 7287 RT0001):	$150.63
PST 6% (2771863):	$180.75
Total:	$3,343.88
Amount Due (CAD):	**$3,343.88**

Arcana Creative
Molly Seaton-Fast

Contact Information

www.arcanacreative.ca

INVOICE

Amount Due (CAD)
$2,095.13

BILL TO
Mayor's Office

Invoice Number: 741
Invoice Date: April 30, 2020
Payment Due: May 15, 2020

SERVICES	QUANTITY	RATE	AMOUNT
Digital Strategy & Support Social media strategy, design & digital management. Apr 1-5: 8.75 hours Apr 6-12: 9 hours Apr 13-19: 10 hours Apr 20-26: 7 hours Apr 27-30: 3 hours	37.75	$50.00	$1,887.50

Subtotal:	$1,887.50
GST 5% (79938 7287 RT0001):	$94.38
PST 6% (2771863):	$113.25
Total:	$2,095.13
Amount Due (CAD):	**$2,095.13**

Arcana Creative
Molly Seaton-Fast

Contact Information

www.arcanacreative.ca

INVOICE

Amount Due (CAD)
$2,025.75

BILL TO
Mayor's Office

Invoice Number: 765
Invoice Date: June 1, 2020
Payment Due: June 16, 2020

Services	Quantity	Rate	Amount
Digital Strategy & Support Social media strategy, design & digital management. May 1 2: 1 May 3 9: 12.5 May 10 16: 8 May 17 23: 7.25 May 24 31: 7.75	36.5	$50.00	$1,825.00

Subtotal:	$1,825.00
GST 5% (79938 7287 RT0001):	$91.25
PST 6% (2771863):	$109.50
Total:	$2,025.75
Amount Due (CAD) :	**$2,025.75**

Arcana Creative

Contact Information

www.arcanacreative.ca

Arcana Creative

Invoice 774

ARCANA CREATIVE

www.arcanacreative.ca
GST/HST Registration No.: 79938
7287 RT0001
PST SK Registration No.: 2771863

BILL TO
Mayor's Office

DATE	PLEASE PAY	DUE DATE
01/07/2020	**$2,247.75**	16/07/2020

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Digital Strategy & Support	Social media strategy, design & digital management. June 1-6: 10.5 June 7-13: 11.5 June 14-20: 8.5 June 21-27: 7.5 June 28-30: 2.5	40.50	50.00	2,025.00

SUBTOTAL	2,025.00
GST @ 5%	101.25
PST (SK) @ 6%	121.50
TOTAL	2,247.75
TOTAL DUE	$2,247.75

THANK YOU.

TAX SUMMARY

RATE	TAX	NET
GST @ 5%	101.25	2,025.00
PST (SK) @ 6%	121.50	2,025.00

Arcana Creative

Invoice 816

ARCANA CREATIVE

www.arcanacreative.ca
GST/HST Registration No.: 79938
7287 RT0001
PST SK Registration No.: 2771863

BILL TO
Mayor's Office

DATE	PLEASE PAY	DUE DATE
31/07/2020	**$1,359.75**	15/08/2020

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Digital Strategy & Support	Social media strategy, design & digital management. July 1-4: 6.5 July 5-11: 5.5 July 12-18: 4.5 July 19-25: 5.5 July 26-31: 2.5	24.50	50.00	1,225.00

SUBTOTAL	1,225.00
GST @ 5%	61.25
PST (SK) @ 6%	73.50
TOTAL	1,359.75
TOTAL DUE	$1,359.75

THANK YOU.

TAX SUMMARY

RATE	TAX	NET
GST @ 5%	61.25	1,225.00
PST (SK) @ 6%	73.50	1,225.00

Arcana Creative

Invoice 838

ARCANA CREATIVE

www.arcanacreative.ca
GST/HST Registration No.: 79938
7287 RT0001
PST SK Registration No.: 2771863

BILL TO
Mayor's Office

DATE	PLEASE PAY	DUE DATE
31/08/2020	**$818.63**	15/09/2020

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Digital Strategy & Support	Social media strategy, design & digital management. Aug 1-8: 3.5 Aug 9-15: 3.25 Aug 16-22: 1.5 Aug 23-29: 3.5 Aug 30-31: 3	14.75	50.00	737.50

SUBTOTAL	737.50
GST @ 5%	36.88
PST (SK) @ 6%	44.25
TOTAL	818.63
TOTAL DUE	$818.63

THANK YOU.

TAX SUMMARY

RATE	TAX	NET
GST @ 5%	36.88	737.50
PST (SK) @ 6%	44.25	737.50

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

submitted to Governance and Priorities Committee on February 16, 2021

** 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 $6,666.67 as 8/12 of the allowance. Re-elected and newly-elected Councillors are allocated $1,666.66 as 2/12 of the allowance.*

Pymt Dt	Description	Budget	Actual
*** Opening Balance**		**83,333.33 pro-rated**	
BLOCK, Cynthia - Opening Balance $8,333.33			
3-Feb	Saskatoon & District Labour Council Comm. Service Awards Banquet - Feb 7		40.00
4-Feb	Arcana Creative: mailout design - Invoice 668		124.02
29-Feb	Canada Post Statement of Mailing - Ward 6 newsletter mailout		1,333.19
29-Feb	SREDA Forum 2020 - Mar 6		107.10
6-Mar	Arcana Creative: web, mailout, social media - Invoice 693		68.90
17-Mar	Cosmo Industries: delivery of Ward 6 newsletter - Invoice 7048		112.80
17-Apr	Arcana Creative: web, mailout, social media - Invoice 717		179.14
4-May	Arcana Creative: web, mailout, social media - Invoice 743		110.24
31-May	Canada Post Statement of Mailing - Ward 6 Virtual Town Hall mailout		1,175.63
5-Jun	Arcana Creative: web, mailout, social media - Invoice 761		179.14
9-Jun	Globe Printers: Ward 6 Virtual Town Hall mailout - Invoice 150762		866.06
24-Jun	Zoom: video conferencing (June 19-Aug 19, 2020) - Invoice INV26731082		33.33
30-Jun	Arcana Creative: web, mailout - Invoice 777		124.02
8-Jul	Cosmo Industries: delivery of Ward 6 Virtual Town Hall mailout - Invoice 7287		80.60
13-Jul	Arlin Schaffel Consulting: video production for Virtual Town Hall (June 4) - Invoice 102		315.00
31-Jul	Bluehost: web hosting & domain registration: July 28-Aug 31/20 & Nov 16/20-July 27/21		249.33
31-Aug	Arcana Creative: Facebook Ad, Ad buying, social/web/newsletter - Invoice 842		177.02
4-Dec	Arcana Creative: Web Design & Development - website hosting fees - Invoice 905		135.54
24-Dec	Globe Printers: Ward 6 newsletter - Invoice 152972		1,341.00
30-Dec	Zoom: video conferencing (Nov 18/20-June 18/21) - Invoice INV26731082		122.50
	Individual Total	*8,333.33*	***6,874.56***
DAVIES, Troy - Opening Balance ($8,333.33)			
17-Jan	Creative Outdoor Advertising (two locations) Jan 15-Aug 31, 2020		2,025.00
22-Jan	Sponsorship: City Hospital Fdtn & J Pattison Children's Hospital (2 C. Fajardo Jerseys)		519.38
5-Feb	Mount Royal Community Association: January 2020 newsletter ad		100.00
18-Jun	NationBuilder: website charges (Jan-May)		215.40
31-Aug	Minuteman Press: Ward 4 brochures & Canada Post mail out - Invoice 16264		2,191.14
8-Dec	Creative Outdoor Advertising (two locations) Dec 1-31, 2020		270.00
18-Dec	Sponsorship: Dundonald Community Association (equipment for outdoor rink)		209.73
29-Dec	NationBuilder: website charges (June-Aug & Dec)		167.88
	Individual Total	*8,333.33*	***5,698.53***
DONAUER, Randy - Opening Balance ($8,333.33)			
31-Jan	Globe Printers: Ward 5 Mini Wall Calendars - Invoice 148996		1,150.47
31-Jan	Canada Post Statement of Mailing - Wall Calendars		954.72
12-Feb	Favourite Things: Terra MacEwan Ward 5 Admin staff support (Jan)		175.00
31-Mar	NSBA Club Connect "Saskatoon Air Support Unit - what do they do" - Mar 13		25.00
22-Apr	Favourite Things: Terra MacEwan Ward 5 Admin staff support (Feb & Mar)		250.00
22-Apr	Mailchimp Monthly Essentials Plan Subscription Apr 5		28.84
22-Apr	Facebook Advertising		91.06
11-Jun	Favourite Things: Terra MacEwan Ward 5 Admin staff support (Apr & May)		350.00
24-Jul	Globe Printers - Ward 5 Newsletter Update July 2020		941.28
10-Aug	Canada Post Statement of Mailing - Ward 5 brochures mail out (July)		794.14
13-Aug	Favourite Things: Terra MacEwan Flyer Updates & Admin Staff Support (June, Aug)		675.00
31-Aug	Mailchimp Monthly Essentials Plan Subscription May 9 - Aug 9		125.93
31-Dec	River Hts CA outdoor rink sponsorship signage; Favourite Things: sign design, admin support (Nov 15-Dec31), Christmas bouquets: Bethany Manor & Primrose Chateau		1,583.00
	Individual Total	*8,333.33*	***7,144.44***

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

submitted to Governance and Priorities Committee on February 16, 2021

** 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 $6,666.67 as 8/12 of the allowance. Re-elected and newly-elected Councillors are allocated $1,666.66 as 2/12 of the allowance.*

Pymt Dt	Description	Budget	Actual
*** Opening Balance**		**83,333.33**	**pro-rated**
DUBOIS, Bev - Opening Balance ($8,333.33)			
27-Apr	Creative Outdoor Advertising (two locations) Jan 15-Apr 14, 2020		810.00
25-Jun	Creative Outdoor Advertising (two locations) Apr 15-July 14, 2020		810.00
7-Aug	Red Block Media: Video Production Ward 9 Online Town Hall Meeting		254.40
21-Aug	Globe Printers: Ward 9 Postcards advertising Virtual Town Hall_151346		890.72
31-Aug	Canada Post Statement of Mailings 667, 734, 902 & 922: Ward 9 postcard mail out		1,462.86
21-Aug	Creative Outdoor Advertising (two locations) July15-Aug 31, 2020		150.66
21-Aug	Arcana Creative: Jan-June website hosting & graphic design for Ward postcards_818		190.80
31-Aug	Facebook Advertising		48.17
21-Dec	Creative Outdoor Advertising (two locations) Nov 15, 2020 - Jan 14, 2021		548.40
31-Dec	Globe Printers: Ward 9 Holiday Calendar Cards_152944		1,066.84
31-Dec	Canada Post Statement of Mailing C170446541 for Ward 9 calendar card mail out		1,387.78
	Individual Total	*8,333.33*	***7,620.63***
GERSHER, Sarina - Opening Balance ($8,333.33)			
3-Feb	Saskatoon & District Labour Council Comm. Service Awards Banquet - Feb 7		40.00
11-Feb	Greystone Community Association: Winter 2020 newsletter ad		50.00
2-Mar	Arcana Creative: graphic design for Ward 8 Town Hall - Invoice 692		82.68
31-Mar	Curbex: Town Hall Ad - Mini B Rental Sign (Mar 16-Apr 14)		200.50
25-Jun	Red Block Media: video production for Online Town Hall (June 17) - Invoice 463		254.40
16-Jul	Canva Graphics: Jan-June; Facebook promotions		238.29
31-Jul	Refund of rental fee - Curbex Mini B Rental Sign for Town Hall (Mar 16-Apr 14)		(157.94)
17-Aug	Brevoort Park Community Association: August 2020 newsletter ad		25.00
31-Aug	Facebook promotion: Aug 2020		35.00
16-Dec	Wildwood Community Association: December 2020 newsletter ad		35.00
24-Dec	Arcana Creative: graphic design for Ward 8 newsletter - Invoice 915		165.36
24-Dec	Mister Print/Printwest: Ward 8 newsletter - Invoice 1197		1,090.00
30-Dec	Facebook promotion, Canva Graphics and Zoom: Dec 2020		63.30
	Individual Total	*8,333.33*	***2,121.59***
GOUGH, Hilary - Opening Balance ($8,333.33)			
5-May	Holiday Park Community Association: April 2020 newsletter ad		60.00
11-May	Riversdale Community Association: Spring 2020 newsletter ad		62.50
14-May	King George Community Association: Spring 2020 newsletter ad		35.00
30-Jun	Meadowgreen Community Association: Spring 2020 newsletter & Facebook ads		75.00
12-Aug	Pleasant Hill Community Association: March 2020 Facebook ad		25.00
29-Dec	Arcana Creative: graphic design & web design & development - Invoice 921		978.38
	Individual Total	*8,333.33*	***1,235.88***
HILL, Darren - Opening Balance ($8,333.33)			
3-Feb	Hudson Bay Park Mayfair Kelsey-Woodlawn: Ad in 2019/2020 Winter newsletter		300.00
6-Apr	Facebook Advertising - Transit campaign "board at rear of bus"		110.00
20-Aug	Creative Outdoor: billboard advertising two locations Aug 15 - 31, 2020_1035470A		143.10
31-Aug	Minutemanpress: Invoice 16271 - print and distribute Ward 1 end of summer flyer		3,575.49
31-Aug	Schmatta: Covid public awareness campaign (wear masks)		84.80
31-Aug	Deanna Miller Design: Creative, digital artwork for web page, facebook, brochures		478.33
15-Dec	Creative Outdoor: billboard advertising two locations Nov 14/20 - Aug 14/21_1035470D		2,437.80
		8,333.33	***7,129.52***