

**Communications and Constituency Relations Allowance
Mayor's Office
January 1 to December 31, 2024**

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 \$89,333 as 8/12 of the allowance.

| Payment Date | Inv # | Description | Amount | GST Rebate | Total |
|---------------------|----------------|---|---------------------|-------------------|---------------------|
| | | Payroll for Policy & Communications Advisor (January) | \$ 7,041.84 | \$ - | \$ 7,041.84 |
| | | Payroll Costs for Policy & Communications Advisor (January) | \$ 1,291.30 | \$ - | \$ 1,291.30 |
| | | Payroll for Policy & Communications Advisor (February) | \$ 7,041.84 | \$ - | \$ 7,041.84 |
| | | Payroll Costs for Policy & Communications Advisor (February) | \$ 1,212.30 | \$ - | \$ 1,212.30 |
| 25-Mar-24 | 1731 | Social Media Manager Contract (January & February 2024) | \$ 1,698.30 | \$ 76.50 | \$ 1,621.80 |
| | | Payroll for Policy & Communications Advisor (March) | \$ 7,041.84 | \$ - | \$ 7,041.84 |
| | | Payroll Costs for Policy & Communications Advisor (March) | \$ 1,212.30 | \$ - | \$ 1,212.30 |
| | | Payroll for Policy & Communications Advisor (April) | \$ 7,041.84 | \$ - | \$ 7,041.84 |
| | | Payroll Costs for Policy & Communications Advisor (April) | \$ 1,212.74 | \$ - | \$ 1,212.74 |
| | | Payroll for Policy & Communications Advisor (May) | \$ 7,041.84 | \$ - | \$ 7,041.84 |
| | | Payroll Costs for Policy & Communications Advisor (May) | \$ 1,167.58 | \$ - | \$ 1,167.58 |
| | | Payroll for Policy & Communications Advisor (June) | \$ 7,041.84 | \$ - | \$ 7,041.84 |
| | | Payroll Costs for Policy & Communications Advisor (June) | \$ 1,384.56 | \$ - | \$ 1,384.56 |
| | | Payroll for Policy & Communications Advisor (July) | \$ 7,041.84 | \$ - | \$ 7,041.84 |
| | | Payroll Costs for Policy & Communications Advisor (July) | \$ 1,121.00 | \$ - | \$ 1,121.00 |
| 31-Jul-24 | 04220-73479629 | Subscription for office communications software | \$ 179.62 | \$ - | \$ 179.62 |
| | | Payroll for Policy & Communications Advisor (August) | \$ 7,041.84 | \$ - | \$ 7,041.84 |
| | | Payroll Costs for Policy & Communications Advisor (August) | \$ 1,228.76 | \$ - | \$ 1,228.76 |
| 14-Aug-24 | 1801 | Social Media Manager Contract (March to July 2024) | \$ 899.10 | \$ 40.50 | \$ 858.60 |
| 10-Sep-24 | 1813 | Social Media Manager Contract (August 2024) | \$ 299.70 | \$ 13.50 | \$ 286.20 |
| | | Payroll for Policy & Communications Advisor (December) | \$ 3,734.75 | \$ - | \$ 3,734.75 |
| | | Payroll Costs for Policy & Communications Advisor (December) | \$ 634.91 | \$ - | \$ 634.91 |
| 31-Dec-24 | | Michelle Beveridge - Transition Support Services for Mayor's Office | \$ 1,100.00 | \$ - | \$ 1,100.00 |
| | | | \$ 74,711.64 | \$ 130.50 | \$ 74,581.14 |

Budget 2024: \$134,000.00

Total Spent: \$74,581.14