

# CITY OF SASKATOON COUNCIL POLICY

NUMBER

C02-010

<b>POLICY TITLE</b> <i>Tag Days</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>February 3, 1993</i>
		<b>UPDATED TO</b> <i>February 28, 2024</i>
<b>ORIGIN/AUTHORITY</b> <i>City Commissioner; Report of Standing Committee on Finance, item 8.4.3, City Council June 28, 2021, and Standing Policy Committee on Finance Report, item 6.2.2, City Council February 28, 2024.</i>	<b>CITY FILE NO.</b> <i>CK 200-3</i>	<b>PAGE NUMBER</b> <i>1 of 3</i>

## 1. PURPOSE

To ensure that soliciting of donations for public purposes is carried out in a manner that benefits the community as a whole.

## 2. DEFINITIONS

- 2.1 Tag Day - A day set aside for solicitation of donations from the public by a particular organization for a charitable purpose.
- 2.2 Charitable Purpose - Any benevolent, philanthropic, patriotic, artistic, athletic, recreational, or civil purpose and any purpose that has as its objective the promotion or provision of a public service.
- 2.3 Bylaw No. 5734 - A bylaw of the City of Saskatoon (City) to regulate and control persons and organizations soliciting upon the public streets of the City of Saskatoon.
- 2.4 Official Sign or Badge - A badge approved by the Revenue Collections Manager which clearly sets forth the full name of the canvassing organization and indicates that the wearer has authority to solicit contributions on behalf of the organization.

## 3. POLICY

Organizations may apply for and be granted approval by the Director of Corporate Revenue to conduct Tag Days.

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3.1 Criteria - Tag Days may be granted, subject to the following conditions:

- a) The organization will abide by the provisions of Bylaw No. 5734; and
- b) The organization has not previously failed to abide by the terms of this policy while conducting a previous Tag Day.

3.2 Applications and Scheduling

- a) All communications and applications connected with Tag Days must be submitted to the Director of Corporate Revenue no later than January 15 in any year.
  - i) Any applications submitted after January 15 may be considered by the Director of Corporate Revenue.
- b) All applications must include:
  - i) A detailed financial statement including a report on the previous year's Tag Day(s) (if applicable);
  - ii) A statement justifying the need to solicit funds from the public via a Tag Day;
  - iii) A statement indicating what charitable purposes the funds are intended to support; and
  - iv) Preferred date for holding the Tag Day(s).
- c) Two Tag Days per year per organization will be considered, but no more than one Tag Day will be permitted in any given week.
- d) Eligible organizations will be assigned their preferred day(s) on a "first-come, first-served" basis.
- e) All organizations must publish the fact that they have been approved by the City to solicit contributions prior to conducting a Tag Day.

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### 3.3 Conducting the Canvass

- a) No person under the age of sixteen (16) shall canvass during the Tag Day unless under the direct supervision of an adult.
- b) Every person soliciting contributions on behalf of the organization conducting the Tag Day must wear an official sign or badge identifying the organization where it may be clearly seen by the person being canvassed.

### 3.4 Reporting Results

On completion of the Tag Day, the organization must forward to the City a statement of the gross receipts and expenses of the Tag Day.

## 4. RESPONSIBILITIES

### 4.1 Director of Corporate Revenue - is responsible for:

- a) Administering, reviewing and recommending revisions to this Policy;  
and
- b) Approving Tag Day applications.

### 4.2 Standing Policy Committee on Finance - is responsible for:

Recommending revisions to this Policy.

### 4.3 City Council – is responsible for:

- a) Approving revisions to this Policy.