

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C01-004

POLICY TITLE <i>Proclamations</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>May 23, 1978</i>
		UPDATED TO <i>March 22, 2010</i>
ORIGIN/AUTHORITY <i>Legislation and Finance Committee Reports 17-1978 and 11-1981; City Commissioner's Memo of May 8, 1989; A Committee of the Whole Council Report No. 5-1995; and Executive Committee Report No. 3-2010</i>	CITY FILE NO. <i>CK. 205-5</i>	PAGE NUMBER <i>1 of 3</i>

1. PURPOSE

To obtain public recognition of select issues and events deemed to be of interest or benefit to the majority of people in Saskatoon.

2. DEFINITIONS

2.1 Proclamation - a formal pronouncement, issued at the discretion of Council, of a message of importance, interest and/or benefit to the community.

3. POLICY

3.1 Procedure

- a) All requests for proclamations will be made in writing to the City Clerk's office at least three weeks before the day/week/month to be proclaimed.
- b) A section of the "Communications to Council" portion of the Council Agenda will be established, known as "PROCLAMATIONS". All letters requesting proclamations, which appear on their face to meet the criteria as described below, will be placed in this section. Other requests will not be included in this section.
- c) The City will not incur any expenses related to the advertising or promotion of proclamations, unless the proclamation is initiated by a civic department.

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3.2 Criteria

- a) A proclamation is a formal pronouncement, issued at the discretion of Council, of a message of importance, interest and/or benefit to the community.
- b) Proclamations may be issued to charitable and non-profit organizations to increase public awareness of their causes and/or to promote fund-raising activities, to support major sporting, cultural and entertainment programs of significance to the city, and civic initiatives. Proclamations may be issued in the names of individuals, provided that they are associated with the names of the charitable or non-profit organizations they have partnered with, and that the application is submitted by the organizations and not the individuals. Proclamations which involve commercial enterprises and political parties do not qualify.
- c) Proclamations will not be issued if they promote hatred of any person or class of persons, if they involve any illegal activity, or if they contain any inflammatory, obscene or libelous statement.

3.3 Council's Resolution

- a) The wording of Council's resolution will be as follows:
 - i) that City Council approve all proclamations as set out in the City Council Agenda; and
 - ii) that the City Clerk be authorized to sign the proclamations, in the standard form, on behalf of City Council.

4. RESPONSIBILITIES

4.1 Citizen(s), Group(s) or Organization(s) - may make application for proclamations of selected issues or events. The application should be addressed to Council and should contain the following:

- a) A clear and concise description of the event or issue.

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- b) Why the event/issue is of importance to Saskatoon as a whole.
 - c) The name of a contact person for further information.
- 4.2 The City Clerk - responsible for administering and updating this policy.