

## Protocol Policy History City Council Resolutions

At its meeting on [May 15, 2017](#), GPC considered a report of the City Clerk entitled “Process – Requests and Invitations to Meet with City Council”. City Council, at its Regular Business Meeting on [May 23, 2017](#) approved the recommendation of GPC and resolved:

That the process for vetting requests to meet with City Council, as outlined in the report of the City Clerk dated May 15, 2017, be approved and the appropriate policy drafted.

At its meeting on [September 23, 2019](#), GPC considered a report of the City Solicitor entitled “Approaches for Addressing Existing and Emerging Protocol Issues”. City Council, at its Regular Business Meeting on [September 30, 2019](#) approved the recommendations of GPC and resolved, in part:

That the Administration be directed to draft a comprehensive protocol policy addressing flag raising and proclamations, establishing detailed criteria for determining which applications can be accepted.

Other protocol related decisions, including awards and formal recognitions, the use of Civic Square and the issuance of parking passes for visiting dignitaries were identified in the September 23, 2019 report for possible inclusion in a future policy.

Upon approval by City Council at its Regular Business Meeting on [October 28, 2019](#), Council Policy C01-028, *The Flag and Proclamations Policy* came into effect. This Policy deals with, among other things, flag raisings at City Hall’s Civic Square. The passage of this Policy was the initial step in taking a comprehensive approach to addressing existing and emerging protocol related issues for City Council.

At its meeting on [February 22, 2022](#), GPC considered a report of the City Solicitor entitled “Guidelines for Reviewing Requests for Resolutions”. City Council, at its Regular Business Meeting on [February 28, 2022](#) approved the recommendation of GPC and resolved:

That Council Policy C01-028, *The Flag and Proclamations Policy*, be renamed the *Protocol Policy* and expanded in accordance with Option 4 as outlined in the report of the City Solicitor dated February 22, 2022.

At its meeting on [May 17, 2023](#), GPC considered a report of the City Solicitor entitled “Protocol Policy – Book of Condolences and Civic Expressions of Sympathy”. City Council, at its Regular Business Meeting on [May 31, 2023](#) approved the recommendation of GPC and resolved:

That Option 2 – Basic Civic Expression of Sympathy Protocol be approved for inclusion in the Protocol Policy.

At its meeting on [November 8, 2023](#), GPC considered a report of the City Solicitor entitled “Use of Civic Square – Protocol Policy”. The Administration’s recommendation was for approval of Option 3 – Balanced Event Application Requirements. After consideration, GPC recommended the approval of Option 2 – Least Restrictive Event Application Requirements. City Council, at its Regular Business Meeting on [November 22, 2023](#) approved the recommendation of GPC and resolved, in part:

That Option 2 – Least Restrictive Event Application Requirements exempting the time restrictions be approved; and

That the Use of Civic Square Protocol attached at Appendix 3 be included in the comprehensive Protocol Policy.

At its meeting held on [March 13, 2024](#), GPC considered a communication submitted on behalf of the Friends of the Saskatoon Afforestation Areas Inc. requesting organizations be permitted to apply for more than one proclamation in a year. GPC resolved:

That Administration review the policy and report back regarding increasing the number of proclamation requests an organization can apply for annually.

At its Regular Business Meeting held on [May 29, 2024](#), City Council considered the above-noted matter and resolved that Policy C01-028, *The Flag and Proclamations Policy*, be amended to:

Allow an organization to apply for up to two proclamations per calendar year (Option 2: Change the Policy to Allow Two Proclamations Per Organization Per Calendar Year); and

Add requests for lighting displays at civic facilities to the Policy using the same criteria as flag raisings.