

CITY OF SASKATOON COUNCIL POLICY

NUMBER <i>C01-028</i>

POLICY TITLE <i>Protocol Policy</i>	ADOPTED BY <i>City Council</i>	EFFECTIVE DATE <i>October 28, 2019</i>
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1 – GENERAL PURPOSE, DEFINITIONS AND RESPONSIBILITIES

1.1 GENERAL PURPOSE

The general purpose of this Policy is to establish protocols for the City of Saskatoon related to:

- a) the use of Civic Square;
- b) flag raisings, proclamations and lighting displays;
- c) requests for letters and resolutions of support;
- d) civic expressions of sympathy; and
- e) requests to meet with City Council.

1.2 DEFINITIONS

In this Policy:

- a) **“City Clerk”** means the person appointed as City Clerk pursuant to section 85 of *The Cities Act* or their designate.
- b) **“City Manager”** means the person appointed as City Manager pursuant to section 84 of *The Cities Act* or their designate.

1.3 RESPONSIBILITIES

1.3.1 City Clerk

- a) Receive and administer appeals under Part 2 and remit those appeals to the City Manager for decision.
- b) Implement, administer and interpret Parts 3, 4, 5 and 6.

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- c) Develop procedures for effective administration of Parts 3, 4, 5 and 6.
- d) Approve or deny flag raising, proclamation and lighting display requests pursuant to Part 3, and requests for letters or resolutions of support as permitted by Part 4, and communicate with applicants as necessary.
- e) Maintain records of flag raising, proclamation and lighting display requests, and requests for letters or resolutions of support, and report the receipt of such requests to City Council for information pursuant to Parts 3 and 4.
- f) Arrange for the display of books of condolence and provide the book of condolences and any other requisite items to the immediate family of the individual to whom the book of condolences relates pursuant to Part 5.
- g) Review requests to meet with external interest groups under Part 6 and correspond with those groups as necessary.
- h) Place requests to meet from external interest groups under Part 6 on the appropriate Council Committee agenda as necessary.
- i) Recommend amendments to Parts 3, 4, 5 and 6.

1.3.2 City Manager

- a) Consider and decide on appeals relating to the use of Civic Square pursuant to Part 2.
- b) Complete letters of sympathy as required by Part 4.
- c) Recommend amendments to Part 2.

1.3.3 Communications and Public Engagement Department

- a) Implement, administer and interpret Part 2.

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- b) Develop procedures for effective administration of Part 2.
- c) Approve or deny applications to use Civic Square and communicate with applicants as necessary pursuant to Part 2.

1.3.4 Governance and Priorities Committee

- a) Consider and decide on appeals relating to flag raising, proclamation and lighting display requests pursuant to Part 3.
- b) Consider and decide on requests to meet that are placed on the Governance and Priorities Committee agenda under Part 6.

1.3.5 City Council

- a) Approve amendments to this Policy.
- b) Consider and decide on requests for letters and resolutions of support pursuant to Part 4.

1.3.6 Mayor

- a) Complete letters of support and letters of sympathy as required by Parts 4 and 5.

1.3.7 Standing Policy Committee on Environment, Utilities and Corporate Services

- a) Consider and decide on requests to meet that are placed on the Standing Policy Committee on Environment, Utilities and Corporate Services agenda under Part 6.

1.3.8 Standing Policy Committee on Finance

- a) Consider and decide on requests to meet that are placed on the Standing Policy Committee on Finance agenda under Part 6.

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1.3.9 Standing Policy Committee on Planning, Development and Community Services

- a) Consider and decide on requests to meet that are placed on the Standing Policy Committee on Planning, Development and Community Services agenda under Part 6.

1.3.10 Standing Policy Committee on Transportation

- a) Consider and decide on requests to meet that are placed on the Standing Policy Committee on Transportation agenda under Part 6.

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PART 2 – USE OF CIVIC SQUARE

2.1 PURPOSE

2.1.1 The purpose of this Part is to establish a protocol relating to the use of Civic Square that ensures Civic Square is used in a safe, orderly, fair and democratic manner.

2.2 DEFINITIONS

In this Part:

- a) “**Applicant**” means a person who has applied to host a Permitted Event in Civic Square;
- b) “**Civic Square**” means the square located at City Hall and the grounds of City Hall immediately adjacent to the square;
- c) “**Department**” means the Communications and Public Engagement Department;
- d) “**Display**” means a structure erected for longer than the duration of a Permitted Event;
- e) “**Permitted Event**” means an event hosted at Civic Square for which an Applicant has received a permit approved by the City.

2.3 PROTOCOL

2.3.1 General Principles – Use of Civic Square

- a) Civic Square is open to the public and nothing in this Part is intended to unjustifiably infringe upon rights and freedoms enshrined by the *Canadian Charter of Rights and Freedoms*.

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- b) Civic Square shall not be used, whether for a Permitted Event or otherwise, if the use or communication associated with the use:
 - i) is contrary to any City policies or bylaws, or any other laws;
 - ii) espouses hatred, violence, racism or is otherwise discriminatory or contrary to the *Canadian Charter of Rights and Freedoms* or *The Saskatchewan Human Rights Code, 2018*;
 - iii) restricts or is not open to the general public;
 - iv) interferes with pedestrian traffic or with normal business activities conducted at City Hall;
 - v) presents a risk to public health and safety or a risk of damage to property;
 - vi) is for profit, unless the commercial use is approved as incidental or otherwise ancillary to the event;
 - vii) is likely to cause damage to or result in litter being deposited at Civic Square; or
 - viii) requires the approval of a permit under this Part, but a permit is not obtained.
- c) Displays are prohibited.
- d) Approval of an application under this Part allows the use of Civic Square only. Applicants are responsible to ensure that any other required approvals are in place for their event.
- e) Approval of an application under this Part is not an endorsement of the Permitted Event by the City.

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2.3.2 Criteria – Use of Civic Square Applications

- a) Applications to use Civic Square will be reviewed and approved by the Department in accordance with this Part.
- b) An application to host an event at Civic Square is required if the proposed event:
 - i) requires the use of utilities;
 - ii) involves setting up structures, including, but not limited to, tables, chairs, tents, signage or sound amplifying equipment;
 - iii) involves serving food or drinks;
 - iv) has an incidental or ancillary commercial or for-profit component to the event; or
 - v) includes, or is anticipated to include, more than 25 persons.
- c) An application for a permit may be denied if:
 - i) the proposed event or communication is contrary to the General Principles articulated in section 2.3.1;
 - ii) the Applicant, or any person closely associated with the Applicant, has previously contravened this Part, any City policies or bylaws applicable to events or any conditions imposed on previous events;
 - iii) the City will incur costs as a result of the event that will not be covered by a deposit;
 - iv) permanent modifications are required to be made to Civic Square;
 - v) the application form is incomplete, or false or misleading information is provided;

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- vi) the Applicant fails to provide additional information requested by the Department;
- vii) the application is otherwise contrary to this Part.
- d) Applications will be reviewed on a first-come first-served basis and no Applicant has exclusive rights to any given day for their event.
- e) Applications will only be considered for individual events and requests for repeated future use will not be considered.
- f) Permitted Events shall not have exclusive use of Civic Square.

2.3.3 Procedure – Use of Civic Square Applications

- a) Applications to use Civic Square shall be submitted to the Department at least 30 business days in advance of the event.
- b) At its discretion, the Department may waive the 30-day requirement if the Applicant demonstrates it could not have provided 30 days notice or the Department determines there is capacity for the event to proceed.
- c) Requests made under this Part must be submitted in writing in the form prescribed in Appendix A (available at www.saskatoon.ca). The request form shall include:
 - i) the name, objective and purpose of the event;
 - ii) the name, organization (if applicable), telephone number and email address of the principal organizer of the event;
 - iii) any sponsors of the event;
 - iv) the date, time and duration of the event;
 - v) a description of the proposed event including:

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- A) the theme of any communications that will be made at the event; and
- B) any aspect of the event that is for-profit;
- vi) the anticipated number of participants;
- vii) any equipment, structures or other items which will be brought on site; and
- viii) a plan to clean up and restore the site following the event.
- d) Any requests for a flag raising shall be made in accordance with Part 3 of this Policy.
- e) After receipt of an application the Department may do any of the following:
 - i) require the Applicant to provide proof of adequate liability insurance for the duration of the event;
 - ii) require the Applicant to provide additional information, as necessary;
 - iii) require a deposit to cover costs that the City may incur including utility costs, staffing and security costs, repairing damage or additional cleaning;
 - iv) impose additional conditions on the event if deemed necessary.
- f) If the Department is satisfied that it has all necessary information and documentation to adjudicate the application, the Department will:
 - i) review all information to determine if the application meets the criteria established by this Part; and

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- ii) notify the Applicant in writing whether the application has been approved or denied.
- g) The City reserves the right to cancel a Permitted Event if:
 - i) not earlier than three months before the event, the area is required for City-sponsored activities;
 - ii) the Applicant fails to comply with the requirements under this Part;
 - iii) the Applicant has provided false or misleading information in its application; or
 - iv) the event or participants in the event contravene any laws or the provisions under this Part.

2.3.4 Procedure – Appeal to City Manager

- a) If the Applicant believes the Department has misapplied or misinterpreted the provisions of this Part, the Applicant may appeal the decision to the City Manager.
- b) Appeals must be submitted in writing to the City Clerk's Office in the form prescribed in Appendix B (available at www.saskatoon.ca). The appeal form shall include:
 - i) the date of the original application;
 - ii) the reasons provided by the Department for their decision;
 - iii) a description of how the Department erred in applying this Policy; and
 - iv) any documentation supporting the appeal.

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- c) Upon receiving an appeal, the City Manager shall notify the Department of the Appeal and the Department shall provide to the City Manager and the Appellant a copy of the original application, including any attachments or email correspondence.
- d) The City Manager may seek additional information from either party, as required. The Applicant shall have the opportunity to respond to any additional information.
- e) All appeals shall be considered only on the basis of the written documentation provided. There shall be no right to an oral hearing.
- f) The City Manager shall consider the appeal and approve or deny the appealed application, in writing.

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PART 3 – FLAG RAISINGS, PROCLAMATIONS AND LIGHTING DISPLAYS

3.1 PURPOSE

The purpose of this Part is to:

- a) establish a framework and to provide consistent standards to govern requests for flag raisings, proclamations and requests for lighting displays at civic facilities;
- b) affirm City Council's discretionary authority to recognize individuals, events, organizations or community groups of significance in the City of Saskatoon; and
- c) identify the City's flag inventory and outline the flag etiquette applicable in respect of the City's flag poles.

3.2 DEFINITIONS

In this Part:

- a) **“flag raising”** means the ceremonial raising of a flag of another country or organization for the purpose of raising public awareness on the City's designated guest flag poles;
- b) **“guest flag”** means a flag that is the subject of an approved flag raising request;
- c) **“lighting display”** means a visual lighting exhibition at a civic facility or structure designed to commemorate, highlight or recognize a significant individual, event, organization or matter of interest or benefit to the community;
- d) **“proclamation”** means a formal pronouncement typically designating a period of time in recognition of a significant individual, event, organization or matter of interest or benefit to the community.

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3.3 BACKGROUND

3.3.1 Flag Inventory

- a) Seven permanent flag poles are located at City Hall. The Canadian Flag, the Saskatchewan Flag, the Treaty 6 Territory Flag and the Métis Nation of Saskatchewan Flag are permanently displayed on the flag poles at City Hall. The remaining three flag poles are guest flag poles.
- b) Single flag poles displaying the Canadian Flag are located at the following locations:
 - Civic Square East;
 - the Frances Morrison Library;
 - the John Deere Building;
 - the City Parks Building at Avenue P;
 - all Fire Halls, except Fire Hall #6;
 - the Waste Water Treatment Plant; and
 - the Vimy Memorial.
- c) Fire Hall #6 has three flag poles displaying the Canadian Flag, the Saskatchewan Flag and the International Association of Firefighters' Local 80 Flag.
- d) The following locations have three flag poles displaying the Canadian Flag, the Saskatchewan Flag and the City Flag:
 - the Saskatoon Police Station;
 - TCU Place;
 - SaskTel Centre; and
 - the Civic Operations Centre.
- e) Saskatoon Light & Power has four flag poles displaying the Canadian Flag, the Saskatchewan Flag, the City Flag and the Saskatoon Light & Power Flag.

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- f) Flags may be displayed temporarily in City Council Chamber as events necessitate.

3.3.2 Lighting Display Inventory

- a) Two places for lighting displays exist at the following locations:
- City Hall; and
 - Prairie Wind Sculpture.

3.4 PROTOCOL

3.4.1 Displaying of Flags

- a) Three guest flags may be displayed at City Hall at any given time. The Saskatchewan Flag may be removed to accommodate a fourth guest flag, if necessary.
- b) Flags shall be displayed on the City's flag poles 24 hours per day.
- c) Permanently displayed flags on the City's flag poles shall only be removed when replacement is required.
- d) The disposal of flags shall be in accordance with the Government of Canada's *National Flag of Canada Etiquette*.

3.4.2 Half-Masting

- a) Flags will be flown at the half-mast position as a sign of respect and mourning upon the death of:
- a current or former Mayor of the City;
 - a current City Councillor; and
 - as otherwise determined by the City Clerk considering the criteria in clauses b) and c).

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- b) Flags will be flown at half-mast annually, at municipal facilities, to commemorate the following solemn occasions:
- National Day of Remembrance of the Battle of Vimy Ridge (April 9);
 - National Day of Mourning for Workers Killed or Injured on the Job (April 28);
 - National Day of Remembrance for Victims of Terrorism (June 23);
 - Firefighters' National Memorial Day (Second Sunday in September);
 - Police and Peace Officers' National Memorial Day (Last Sunday in September);
 - Remembrance Day (November 11); and
 - National Day of Remembrance and Action on Violence Against Women (December 6).
- c) Flags will otherwise be flown at half-mast in accordance with the Government of Saskatchewan's *Flagging Policy and Procedures*.

3.4.3 General Principles – Flag Raising, Proclamation and Lighting Display Requests

- a) Flag raising, proclamation and lighting display requests will be reviewed and approved by the City Clerk in accordance with this Part. The City Clerk will arrange for flag raisings and lighting displays.
- b) Flag raising, proclamation and lighting display requests will be approved on a first-come first-served basis. An individual or organization does not have exclusive rights to the day, week or month of their request.
- c) Multi-year flag raising, proclamation and lighting display requests that are to be repeated indefinitely will not be considered. Requests must be made on an annual basis.

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- d) The City will not incur any expenses related to the advertising or promotion of flag raisings, proclamations or lighting displays, unless the flag raising, proclamation or lighting display is initiated by a civic department.
- e) Organizations may request only one flag raising, two proclamations, one lighting display or one combination of flag raising, proclamation, and lighting display within a calendar year (January 1 to December 31).
- f) Requests for a flag raising, proclamation, or lighting display will not be accepted from third parties on behalf of other organizations.
- g) Flags will be flown for no longer than seven consecutive days.
- h) Organizations requesting a flag raising are required to provide the City Clerk's Office with the flag to be raised one week in advance of the flag raising date. Flags shall be of the standard size; three feet (36 inches) by six feet (72 inches).
- i) Lighting displays will be approved for no longer than seven consecutive days.

3.4.4 Criteria – Flag Raising, Proclamation and Lighting Display Requests

- a) Flag raising, proclamation, and lighting display requests are approved in accordance with the criteria outlined in this Part.
- b) Flag raising, proclamation and lighting display requests may be approved for charitable and non-profit organizations to increase public awareness of their causes, promote fundraising activities, support major sporting, cultural and entertainment programs of the City or other civic initiatives.
- c) Flag raising, proclamation, or lighting display requests will not be approved if:
 - i) the organization or request involves commercial enterprise;

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- ii) the organization is a political party or the request is in support of a political party;
- iii) the organization's undertaking or philosophy, or the request:
 - A) is contrary to City policies or bylaws;
 - B) is contrary to the *Canadian Charter of Rights and Freedoms*;
 - C) espouses hatred, violence, racism or is otherwise discriminatory;
 - D) is politically or religiously motivated;
 - E) is controversial, contentious or divisive within the community; or
 - F) is untruthful, inflammatory, obscene or libelous.
- d) Flag raising requests for the flags of other countries and corresponding proclamations will not be approved if Canada does not have diplomatic relations with the requesting country as recognized by the Government of Canada.
- e) The City Clerk will be guided by previously approved flag raising and proclamation requests.

3.4.5 Procedure – Flag Raising, Proclamation and Lighting Display Requests

- a) Where possible, all flag raising, proclamation or lighting display requests shall be submitted to the City Clerk's Office at least 30 business days in advance of the proposed flag raising, proclamation or lighting display.
- b) An applicant has the ability to request a flag raising, a proclamation, a lighting display or a combination of any two.

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- c) Requests made under this Part must be submitted in writing in the form prescribed in Appendix C (available at www.saskatoon.ca). The request form shall include:
- i) reference to the official website link of the organization or alternatively to the organization's social media account or attach a copy of the organization's official letterhead;
 - ii) the proposed date, time and duration of the flag raising, proclamation or lighting display;
 - iii) the purpose of the flag raising, proclamation or lighting display, including why the event/issue is of importance to Saskatoon;
 - iv) the name, telephone number and email address, if one is available, of a contact person for further information; and
 - v) in the case of a flag raising:
 - A) the name of the flag to be raised; and
 - B) a photo of the flag to be raised.
- d) In the case of a flag raising or lighting display for which a ceremony is also requested, the request for the ceremony must be made separately and shall be submitted and approved in accordance with Part 2 of this Policy.
- e) The City Clerk will review all information to determine if the flag raising, proclamation or lighting display request meets the criteria in accordance with this Part.
- f) The City Clerk will notify all applicants in writing of the outcome of their request and whether the request has been approved or denied in accordance with this Part.

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- g) All approved and denied flag raising, proclamation, and lighting display requests for the previous month will be listed in a section of the Public Hearing Meeting Agenda of City Council entitled “Proclamations and Flag Raisings” for City Council’s information.
- h) All approved flag raising, proclamation, and lighting display requests and any significant dates associated with the requests will be listed on the City’s website.
- i) In the event that an applicant is dissatisfied with the decision of the City Clerk, the applicant may appeal the City Clerk’s decision to the Governance and Priorities Committee.
- j) Appeals must be submitted in writing in the form prescribed in Appendix D (available at www.saskatoon.ca). The appeal request form shall include:
 - i) the date the original request was provided to the City Clerk and the reasons provided for rejecting the request;
 - ii) reference to the official website link of the organization or alternatively to the organization’s social media account or attach a copy of the organization’s official letterhead for reference;
 - iii) the name, telephone number and email address, if one is available, of a contact person for further information; and
 - iv) reasons for the appeal including any documentation supporting the appeal.
- k) The Governance and Priorities Committee shall consider the appeal and approve or deny the appealed request in accordance with this Part.

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3.4.6 Record of Flag Raising, Proclamation and Lighting Display Requests

The City Clerk will maintain a record of all flag raising, proclamation and lighting display requests received, including when the request was received, if the request was approved or denied, the proclamation period, the lighting display period or the day of the flag raising and the date approval was granted.

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PART 4 – LETTERS AND RESOLUTIONS OF SUPPORT

4.1 PURPOSE

The purpose of this Part is to:

- a) establish a procedure for handling requests from third parties for letters and resolutions of support from the City;
- b) establish guidelines to assist in making decisions with respect to requests for letters and resolutions of support;
- c) establish an expedited procedure for handling requests for letters of support meeting certain minimum criteria; and
- d) provide efficiency, transparency and consistency in the decision-making process with respect to requests for letters and resolutions of support.

4.2 DEFINITIONS

In this Part:

- a) **“request for letter of support”** means a request for support received from a third party to assist in applying for or obtaining grants or other funding;
- b) **“request for resolution of support”** means any type of request received from a third party for a resolution from City Council and may include requests:
 - i) to support federal or provincial matters such as support for proposed legislation;
 - ii) for City Council member representation on a committee or other body; and
 - iii) for endorsement of a cause.

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4.3 PROTOCOL

4.3.1 General Principles – Requests for Letters and Resolutions of Support

- a) Requests for letters and resolutions of support will be reviewed by the City Clerk in accordance with this Part.
- b) The City Clerk shall consider requests for resolutions of support in accordance with the criteria set out in section 4.3.2. Requests for resolutions of support meeting the criteria shall be brought forward to City Council for consideration in accordance with the factors set out in section 4.3.3.
- c) The City Clerk shall consider requests for letters of support in accordance with the criteria set out in section 4.3.4. Requests for letters of support meeting the criteria shall be endorsed by the Mayor. Requests for letters of support not meeting the criteria shall be denied.
- d) The City will not incur any expenses related to advertising or promotion of a project or initiative in question unless it is initiated by a civic department.

4.3.2 Criteria – Requests for Resolutions of Support

Requests for resolutions of support may be denied by the City Clerk if they do not meet the following criteria:

- a) the request must sufficiently describe the project or initiative that requires City support and the need for and anticipated benefits of the project or initiative;
- b) the request must include a draft resolution, or be in a form acceptable to the City Clerk;
- c) the request must relate to City matters or be a matter within the City's jurisdiction;

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- d) the request is inconsistent with recent past resolutions of City Council;
- e) approval of the request must not put the City in a conflict-of-interest position; and
- f) the request must not:
 - i) be contrary to any City policies or bylaws, or any other laws;
 - ii) be contrary to the *Canadian Charter of Rights and Freedoms*;
 - iii) espouse hatred, violence, racism or be otherwise discriminatory; or
 - iv) be untruthful, inflammatory, obscene or libelous.

4.3.3 Considerations for City Council – Requests for Resolutions of Support

City Council may consider the following factors prior to approving or denying a request for a resolution of support:

- a) who is making the request including their reputation, character and contributions to the City and its residents;
- b) whether the request is being made primarily to advance public interests;
- c) whether the request is commercial in nature;
- d) whether the request has the potential to be considered contentious, divisive, politically sensitive or inappropriate;
- e) the impact of granting the request on residents or the City;
- f) whether there is evidence of widespread community support for the subject of the request;

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- g) any potential future costs to the City associated with granting the request;
- h) whether the City offers a program that is similar to, or the same as, the program or initiative to which the request relates;
- i) whether granting the request would build and inspire the public's trust in the City;
- j) consideration of the City Clerk's review under section 4.3.2; and
- k) any other factors deemed relevant.

4.3.4 Criteria – Requests for Letters of Support

Requests for letters of support shall be approved by the City Clerk if the following criteria are met:

- a) the criteria set out in section 4.3.2 are met;
- b) the request must include information respecting the funding being sought, such as the name and amount of the grant and the entity providing the grant;
- c) the proposed letter of support must not conflict with any intention the City may have in applying for the same grant or funding;
- d) the request must include a draft letter of support;
- e) the request must come from a non-profit or charitable organization, or a government authority located in Saskatoon or with a clear connection to Saskatoon;
- f) there must be a clear community benefit to residents or the City;
- g) the request must clearly align with the City's strategic priorities and values;

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- h) the request must clearly be in the best interests of the City; and
- i) the request must clearly not be contentious, inappropriate or divisive.

4.3.5 Procedure – Requests for Letters and Resolutions of Support

- a) Requests made under this Part must be submitted to the City Clerk in writing. The request must include:
 - i) the name of the entity or individual making the request;
 - ii) the name, telephone number, and email address, if available, of a contact person for further information;
 - iii) whether the request is for a letter or resolution of support;
 - iv) the purpose of the request;
 - v) if the request relates to a grant or funding, the name and amount of the grant or funding, and the name of the entity providing the grant or funding; and
 - vi) a draft of the letter or resolution of support.
- b) The City Clerk may require more information as necessary from the entity making the request.
- c) The City Clerk may deny any request for a resolution of support that does not meet the criteria set out in section 4.3.2. Requests meeting the criteria set out in section 4.3.2 shall be forwarded to City Council.
- d) City Council shall consider any request for a resolution of support forwarded to it by the City Clerk in accordance with this Part and may approve or deny the request.

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- e) The City Clerk shall approve requests for letters of support that meet the criteria set out in section 4.3.4.
- f) The City Clerk may consult with the Mayor in considering whether a request for a letter of support meets the criteria set out in section 4.3.4. Requests for letters of support not meeting the criteria set out in section 4.3.4 shall be denied.
- g) Any request for a letter of support approved by the City Clerk shall be forwarded to the Mayor's Office for completion of the letter of support.
- h) All requests for letters of support which are approved or denied by the City Clerk and requests for resolutions of support which are denied by the City Clerk in accordance with the criteria set out in section 4.3.2 will be reported to City Council quarterly for information.

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PART 5 – CIVIC EXPRESSIONS OF SYMPATHY

5.1 PURPOSE

5.1.1 The purpose of this Part is to establish protocols:

- a) ensuring the City responds to deaths of current and former Mayors and Councillors in a respectful and consistent manner; and
- b) respecting public acknowledgements in the event of the death of a current or former Mayor or Councillor, public figure or City employee.

5.2 PROTOCOL

5.2.1 Death of a Current Mayor or Councillor or Former Mayor

Where feasible and in consultation with the deceased's immediate family, the following will occur upon the death of a current Mayor or Councillor or former Mayor:

- a) a book of condolences will be displayed in a prominent and publicly accessible location within City Hall subject to the following conditions:
 - i) the book of condolences will be available during regular City Hall business hours for individuals to sign their names;
 - ii) the book of condolences will be made available as soon as practicable following the death of the current Mayor or Councillor or former Mayor and shall remain for a period of seven business days; and
 - iii) the book of condolences will be displayed with a floral arrangement and the latest Council photograph of the deceased (if one exists);

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- b) the Mayor and the City Manager will each write a letter of sympathy to be provided to the deceased's immediate family;
- c) a floral arrangement and a City flag will be provided to the deceased's immediate family for the purposes of a funeral or memorial service;
- d) flags will be flown at half-mast in accordance with Part 3;
- e) upon the expiry of the seven-day period, the book of condolences will be delivered to the deceased's immediate family.

5.2.2 Death of a Former Councillor

Where feasible and in consultation with the deceased's immediate family, the following will be done upon the death of a former Councillor:

- a) the Mayor and City Manager will each write a letter of sympathy following notice of the death of the former Councillor to be provided to the deceased's immediate family; and
- b) a floral arrangement shall be delivered to the deceased's immediate family for the purposes of a funeral or memorial service.

5.2.3 Public Acknowledgment

- a) Following the public funeral or memorial service of a current or former Mayor or Councillor, the Mayor shall read a public acknowledgment in remembrance at the next reasonably available meeting of City Council unless requested not to do so by the deceased's immediate family.
- b) Following the public funeral or memorial service of a prominent member of the public or public figure relevant to the City, or an employee of the City, the Mayor or a Councillor may read a public acknowledgment in remembrance at the next reasonably available meeting of City Council.

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5.2.4 Implementation

- a) The wishes of the deceased's immediate family shall, where feasible and within the scope of this Part, be respected and accommodated. Minor deviations from this Part, such as a request for a donation to a registered charity in lieu of flowers, may be approved by the City Clerk.
- b) The City Clerk may take further or other steps related to civic expressions of sympathy if, in the opinion of the City Clerk, they are necessary.
- c) Upon learning of the death of a current or former Mayor or Councillor, the City Clerk shall provide notice to the Mayor's Office, Councillors, the City Manager's Office and the Administrative Leadership Team.

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PART 6 – REQUESTS TO MEET WITH CITY COUNCIL

6.1 PURPOSE

The purpose of this Part is to establish criteria to be followed when an external interest group makes a request to meet with City Council.

6.2 DEFINITIONS

In this Part:

- a) “**external interest group**” means any group, organization, corporation or business that wishes to meet with, influence or advocate to City Council.

6.3 PROTOCOL

The following procedure shall apply when a member of City Council or a City employee receives a request from an external interest group to meet with City Council:

- a) The request to meet shall be forwarded to the City Clerk by the member of City Council or City employee who received the request.
- b) The City Clerk shall review the request and may require further information from the external interest group.
- c) The City Clerk shall deny any request that does not comply with, or would result in non-compliance with, City policy or procedure.
- d) The City Clerk shall communicate the scheduled dates for meetings of the appropriate Council Committee to the external interest group and request that they attend on a scheduled date.

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- e) If the external interest group wishes to meet with City Council outside of a scheduled meeting date of the appropriate Council Committee, the request shall be placed on the next reasonably available agenda of the appropriate Council Committee.
- f) The Council Committee shall consider the need for and importance of meeting outside the normal meeting schedule in determining whether to do so.
- g) If the Council Committee resolves to meet outside of a scheduled meeting date for that Council Committee, the City Clerk shall call a special meeting of the Council Committee to meet with the group or organization. The City Clerk shall schedule the meeting and arrange for appropriate notice of the meeting.
- h) If there is no meeting of the appropriate Council Committee scheduled before the meeting date outlined in the request, the City Clerk shall discuss the request with the Chair of the Council Committee. At the request of the Chair of the Council Committee, the City Clerk shall call a special meeting of the Council Committee to meet with the group or organization. The City Clerk shall schedule the meeting and arrange for appropriate notice of meeting.
- i) This Part shall be implemented in accordance with *The Procedures and Committees Bylaw, 2014*.

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APPENDIX A – Application for Use of Civic Square Form

Instructions

- All requests to use Civic Square shall be submitted at least 30 business days prior to the date for which the use is requested to the Communications and Public Engagement Department.
- The Department shall:
 - review all requests for eligibility in accordance with Policy No. C01-028, *Protocol Policy*; and
 - notify Applicants in writing of the City of Saskatoon’s decision regarding requests received.
- The Department will not consider any Request Forms that are not filled out completely.
- Requests for a flag raising must be made separately and shall be submitted and approved in accordance with Part 2 of this Policy.

Date Required:	Start Time:
	End Time:

Applicant’s Information

Applications will not be accepted from third parties on behalf of organizations. Applicants must be members of, or directly affiliated with, the organization for which they are applying.

Organization’s Name:
Mailing Address:

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City:	Province:	Postal Code:
Organization's Website Address: (If unavailable, please attach a copy of your organization's official letterhead or make reference to its social media account).		
Applicant's Name and Position with the Organization:		
Business Phone Number:	Alternate Phone Number:	
Email Address:		
Description of Organization: Please provide a brief description of the organization's mandate and any other relevant information about the organization.		

Event Details

Applications are considered complete once all required information is received by the Communications and Public Engagement Department. The Applicant is responsible for ensuring that all requirements outlined in Policy No. C01-028, *Protocol Policy* have been met for the use of Civic Square.

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Details of Use of Civic Square Request:

Please provide a description of the purpose of the event including why the event or issue meets the requirements of the Policy (attach additional pages if necessary).

Number of Expected Participants:

Clean up Plan:

Please provide a description of the plan that will be implemented following the event to clean up and restore the event site.

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Will food or beverages be served at your event?

Yes

No

Note: If yes, the Applicant must ensure that any requirements imposed by the Provincial Government on the service of food or beverages are met.

Will you be distributing literature or information handouts as part of your event?

Yes

No

Will your event utilize sound amplification equipment?

Yes

No

Note: Compliance with *The Noise Bylaw, 2003* is required.

Will your event require a utility hookup?

Yes

No

Will your event involve setting up structures, including tents, tables or chairs?

Yes (describe below) No

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Set up of Structures:

Please provide a description of what structures, if any, including tents, tables or chairs, will be set up and approximately how many of each.

Will your event involve ancillary or incidental commercial activity?

Yes (describe below) No

Ancillary or Incidental Commercial Activity:

Please provide a description of the ancillary or incidental commercial activity, if any, that will be occurring at the event and the amount(s) that will be charged to customers. Please also describe why the commercial activity is not the main activity of the event.

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I hereby certify that all information contained in this application form is accurate.

Applicant's Signature

Date:

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APPENDIX B – Use of Civic Square Appeal Form

Instructions

If an Applicant for the use of Civic Square believes that the Communications and Public Engagement Department has misapplied or misinterpreted the criteria for permitting an application, the Applicant may appeal the decision to the City Manager by filling out and submitting this form to the City Clerk’s Office.

Date Original Request Provided to Communications and Public Engagement Department:	Date Notice of Rejection Received from Communications and Public Engagement Department:
Reason(s) Provided for Rejection of Request:	

Appellant’s Information

Applications for appeal will not be accepted from third parties on behalf of organizations. Appellants must be members of, or directly affiliated with, the organization for which they are appealing.

Organization’s Name:		
Mailing Address:		
City:	Province:	Postal Code:

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Organization's Website Address:

(If unavailable, please attach a copy of your organization's official letterhead or make reference to its social media account).

Appellant's Name and Position with the Organization:

Business Phone Number:

Alternate Phone Number:

Email Address:

Reason(s) for Appeal:

Please describe the reason(s) for the appeal and attach any documentation to support your appeal.

I hereby certify that all information contained in this form is accurate.

Appellant's Name

Date:

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APPENDIX C – Flag Raising, Proclamation and Display Lighting Request Request Form

Instructions

- All flag raising, proclamation and lighting display requests are to be submitted at least 30 business days prior to the date for which the flag raising, proclamation or lighting display is requested.
- Requests are reviewed by the City Clerk for eligibility in accordance with Policy No. C01-028, *Protocol Policy*.
- The City Clerk shall notify applicants of the City of Saskatoon's decision regarding any request received.
- The City Clerk will not consider any Request Forms that are not filled out completely.
- Requests for a flag raising or lighting display for which a ceremony is also requested must be made separately and shall be submitted and approved in accordance with Part 2 of this Policy.

Request Type:	
Date Required:	Duration: (Flags will not be flown and lighting displays will not extend for longer than 7 consecutive days.)

Applicant's Information

Applications will not be accepted from third parties on behalf of organizations. Applicants must be members of, or directly affiliated with, the organization for which they are applying.

Organization's Name: (Organizations must either be a charitable or non-profit organization to be approved).

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Mailing Address:		
City:	Province:	Postal Code:
Organization's Website Address: (If unavailable, please attach a copy of your organization's official letterhead or make reference to its social media account).		
Applicant's Name and Position with the Organization:		
Business Phone Number:	Alternate Phone Number:	
Email Address:		
Description of Organization: Please provide a brief description of the organization's mandate and any other relevant information about the organization.		

Event Details

Applications are considered complete once all required information is received by the City Clerk's Office. The applicant is responsible for ensuring that all requirements outlined in Policy No. C01-028, *Protocol Policy* have been met for flag raising, proclamation and lighting display requests.

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Details of Proclamation Request:

Please provide a description of the purpose of the proclamation including why the event or issue is of importance to the City of Saskatoon.

Details of Flag Raising Request:

Please provide a description of the purpose of the flag raising including why the event or issue is of importance to the City of Saskatoon and the name of the flag to be raised. All flag raising applications must include an attached photograph of the flag to be raised. Please also indicate whether or not a formal ceremony is required and the details of any equipment that may be required for the ceremony.

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Details of Lighting Display Request:

Please provide a description of the purpose of the lighting display including why the event or issue is of importance to the City of Saskatoon.

I hereby certify that all information contained in this application form is accurate.

Applicant's Name

Date:

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APPENDIX D – Flag Raising, Proclamation and Lighting Display Request Appeal Form

Instructions

- If an applicant for a flag raising, proclamation or lighting display request is dissatisfied with the City Clerk's decision, the applicant may appeal the City Clerk's decision to the Governance and Priorities Committee by filling out and submitting this form. Once completed, the form shall be sent to the City Clerk's Office for inclusion of the matter on the agenda of the Governance and Priorities Committee in accordance with Policy No. C01-028, *Protocol Policy*.
- Incomplete appeal request forms will not be forwarded to the Governance and Priorities Committee for consideration.
- Appellants will be notified by the City Clerk when their appeal will be heard by the Governance and Priorities Committee.
- Requests to speak to your appeal at the Governance and Priorities Committee shall be coordinated with the City Clerk's Office.

Request Type:	
Date Original Request Provided to City Clerk:	Date Notice of Rejection Received from City Clerk:
Reason(s) Provided for Rejection of Request:	

Appellant's Information

Applications for appeal will not be accepted from third parties on behalf of organizations. Appellants must be members of, or directly affiliated with, the organization for which they are appealing.

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Organization's Name: (Organizations must either be a charitable or non-profit organization).		
Mailing Address:		
City:	Province:	Postal Code:
Organization's Website Address: (If unavailable, please attach a copy of your organization's official letterhead or make reference to its social media account).		
Appellant's Name and Position with the Organization:		
Business Phone Number:	Alternate Phone Number:	
Email Address:		
Reason(s) for Appeal: Please describe the reason(s) for the appeal and attach any documentation to support your appeal.		

I hereby certify that all information contained in this form is accurate.

Appellant's Name

Date: