

OFFICE OF THE CITY CLERK – PROCLAMATION REQUESTS

1. Preferably one month prior to the proposed date of the proclamation, provide the Office of the City Clerk with a written request for a proclamation, outlining the following:
 - date(s) to be proclaimed,
 - specific name of day, week or month requested
 - the reason for the proclamation
 - information about your group
 - name, phone number and/or email address of the contact person
2. The Office of the City Clerk reviews the request and is responsible for preparing proclamations for review by the Mayor. The event being proclaimed must be relevant to the City of Regina or the Province of Saskatchewan.
3. Once the proclamation has been reviewed by the City Clerk, it is prepared and forwarded to the Mayor for review, approval and signature.
4. The Mayor's Office will notify the contact person when the proclamation is signed. At that point, the proclamation will either be:
 - a) mailed out directly to the contact person; or
 - b) retained in their office if the contact person wishes to pick it up in person.
5. Any costs involved in any promotion or advertising of the proclamation are the responsibility of the sponsoring organization. For the Regina news paper -inquiries regarding advertising costs may be directed to the Display Advertising Department at the Leader Post.
6. **Only** the following items should be included when publishing a proclamation signed by the Mayor:
 - crest of the City of Regina
 - name of the City of Regina
 - text of the proclamation.

Contact Information:

Office of the City Clerk
City of Regina
P.O. Box 1790
REGINA SK S4P 3C8
Email: Clerks@regina.ca
Phone: (306) 777-7262
Fax: (306) 777-6809

PROCLAMATIONS - PROCEDURE BYLAW NO. 9004

37. (1) All requests for proclamations shall be submitted to the Mayor for his approval at least one month prior to the proposed date for the proclamation.
- (2) Subject to *The Saskatchewan Human Rights Code* the Mayor may, in his sole discretion, approve the proclamation submitted pursuant to subsection (1), provided the proclamation does not:
- (a) promote any commercial business;
 - (b) involve any person or organization which promotes hatred of any person or class of persons or otherwise involves illegal activity; or
 - (c) contain any inflammatory, obscene or libelous statement.
- (2.1) The Mayor may issue the proclamation:
- (a) in the words of the proclamation as submitted; or
 - (b) in words chosen by the Mayor; and
 - (c) in a form contained in Schedule C to this Bylaw.
- (3) The City shall not be responsible for any costs associated with a proclamation by the Mayor, including publication of the proclamation.
- (4) The local print media are requested:
- (a) not to publish any proclamation purporting to be proclaimed by the Mayor unless it bears his original signature;
 - (b) when publishing a proclamation by the Mayor, that the proclamation contain only
 - (i) the crest of the City of Regina,
 - (ii) the name of the City of Regina,
 - (iii) the text of the proclamation, and
 - (iv) if requested by the sponsoring group, a photograph of the Mayor signing the proclamation. (#10042,s. 1, 1998)