

**Tabling of Documents
for the
Legislative Assembly of Saskatchewan**

**Prepared by
Procedural Services
for the Clerk of the Legislative Assembly
pursuant to rule 23 of the
*Rules and Procedures of the
Legislative Assembly of Saskatchewan***

2024

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This document is also available on the Legislative Assembly of Saskatchewan website: www.legassembly.sk.ca under Legislative Business, Related Documents.

[Sample covering letter for Ministries, Crown Corporations,
Authorities, Boards or Commissions]

Assembly Sitting

(Date)

Ms. Iris Lang
Clerk of the Legislative Assembly
239 – 2405 Legislative Drive
REGINA, SK S4S 0B3

Dear Ms. Lang:

Pursuant to section ____ of _____ (name of Act) I am submitting ____ copies of the
_____ (name and year of annual report) _____ to be tabled in the Legislative Assembly.

Sincerely,

(Minister Responsible)

[Sample covering letter for Statutory Independent Officers of the
Legislative Assembly and Corporate Registry]

Assembly Sitting

(Date)

Ms. Iris Lang
Clerk of the Legislative Assembly
239 – 2405 Legislative Drive
REGINA, SK S4S 0B3

Dear Ms. Lang:

Pursuant to section ____ of _____ (name of Act) _____ I am submitting ____ copies of the
_____ (name and year of annual report) _____ to be tabled in the Legislative Assembly.

Sincerely,

(Speaker)

[Sample addendum covering letter for Ministries, Crown Corporations,
Authorities, Boards or Commissions OR Statutory Independent Officers of the
Legislative Assembly and Corporate Registry]

Assembly Sitting

(Date)

Ms. Iris Lang
Clerk of the Legislative Assembly
239 – 2405 Legislative Drive
REGINA, SK S4S 0B3

Dear Ms. Lang:

Pursuant to section ____ of _____ (name of Act) _____ I am submitting ____ copies of
____ (a corrected version / a corrected page #) _____ of the ____ (name and year of annual report) _____,
which was originally tabled on ____ (original tabling date) _____, to be tabled in the Legislative
Assembly as an addendum.

Sincerely,

(Minister Responsible OR Speaker)

[Sample covering letter for Ministries, Crown Corporations,
Authorities, Boards or Commissions]

Assembly Not Sitting

(Date)

Ms. Iris Lang
Clerk of the Legislative Assembly
239 – 2405 Legislative Drive
REGINA, SK S4S 0B3

Dear Ms. Lang:

Pursuant to section ____ of _____ (name of Act) I am submitting ____ copies of the
_____ (name and year of annual report) _____ to be tabled on _____ (date to be tabled) _____.

Sincerely,

(Minister Responsible)

[Sample covering letter for Statutory Independent Officers of the
Legislative Assembly and Corporate Registry]

Assembly Not Sitting

(Date)

Ms. Iris Lang
Clerk of the Legislative Assembly
239 – 2405 Legislative Drive
REGINA, SK S4S 0B3

Dear Ms. Lang:

Pursuant to section ____ of _____ (name of Act) _____ I am submitting ____ copies of the
_____ (name and year of annual report) _____ to be tabled on _____ (date to be tabled) _____.

Sincerely,

(Speaker)

[Sample addendum covering letter for Ministries, Crown Corporations,
Authorities, Boards or Commissions OR Statutory Independent Officers of the
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Assembly Not Sitting

(Date)

Ms. Iris Lang
Clerk of the Legislative Assembly
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REGINA, SK S4S 0B3

Dear Ms. Lang:

Pursuant to section ____ of _____ (name of Act) _____ I am submitting ____ copies of
____ (a corrected version / a corrected page #) ____ of the ____ (name and year of annual report) ____,
which was originally tabled on ____ (original tabling date) ____, to be tabled as an addendum
on ____ (date to be tabled) _____.

Sincerely,

(Minister Responsible OR Speaker)

Number of Copies of Documents Required by the Office of the Clerk

Ministries, Agencies, Boards, Commissions and Treasury Board Crowns:
12 copies

Public Accounts Reports: 50 copies

CIC Crowns Annual Reports, including Subscription and Debt Agreements:
16 copies

Statutory Officers of the Legislative Assembly Reports: 38 copies
(Advocate for Children and Youth, Conflict of Interest Commissioner, Elections Saskatchewan, Information and Privacy Commissioner, Ombudsman Saskatchewan)

Provincial Auditor Reports: 50 copies

Please send the copies to:

Office of the Clerk
Room 239 – 2405 Legislative Drive
2405 Legislative Drive
Regina, SK S4S 0B3

Documents	# of Copies
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