

**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***

2025

TABLE OF CONTENTS

Sample covering letters re: tabled reports and statements	1
Required number of copies of tabled documents	3
Rule 23 re: tabling of documents	4

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

[Sample tabling letter]

(Date)

Iris Lang
Clerk of the Legislative Assembly
14 – 2405 Legislative Drive
REGINA, SK S4S 0B3

Dear I. 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 OR Speaker)

[Sample addendum tabling letter]

(Date)

Iris Lang
Clerk of the Legislative Assembly
14 – 2405 Legislative Drive
REGINA, SK S4S 0B3

Dear I. 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)

Required Number of Copies of Tabled Documents

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

Public Accounts Reports: 45 copies

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

Statutory Officers of the Legislative Assembly Reports: 32 copies
(Advocate for Children and Youth, Conflict of Interest Commissioner, Elections Saskatchewan, Information and Privacy Commissioner, Ombudsman Saskatchewan)

Provincial Auditor Reports: 45 copies

Please send the copies to:

Office of the Clerk
Room 14 – 2405 Legislative Drive
2405 Legislative Drive
Regina, SK S4S 0B3

Documents	# of Copies
Ministries, Agencies, Boards, Commissions and Treasury Board Crowns	9
Public Accounts	45
CIC Crowns Annual Reports, including Subscription and Debt Agreements	13
Statutory Officers of the Legislative Assembly Reports	32
Provincial Auditor Reports	45

Extract from the *Rules and Procedures of the Legislative Assembly of Saskatchewan:*

TABLING OF DOCUMENTS

Documents tabled	23(1) Any return, report or other paper to be laid before the Assembly in accordance with any Act of the Legislature or in pursuance of any Order or Rule of the Assembly may be deposited at the Table with the Clerk on any sitting day. The return, report or other paper must be accompanied by a letter from the Member tabling the return, report or other paper that cites the authority pursuant to which the return, report or other paper is being tabled.
Tabling documents outside of Assembly sitting periods	23(2) On a day that is outside the period of sittings as defined by the Rules, any return, report or other paper to be laid before the Legislature or pursuant to any Order or Rule of the Assembly may be filed with the Clerk of the Assembly and must be accompanied by a letter addressed to the Clerk that requests that the return, report or other paper be tabled. The letter must also cite the authority pursuant to which the return, report or other paper is being tabled and the date on which the return, report or other paper is to be tabled. The return, report or other paper shall be deemed for all purposes to have been presented to or laid before the Assembly.
Tabled documents recorded	23(3) A record of any such return, report or other paper so deposited shall be entered in the <i>Votes and Proceedings</i> of the same day.
Prorogation does not nullify	23(4) A prorogation of the Assembly shall not have the effect of nullifying an Order or address of the Assembly for papers, but all papers ordered at one session of the Assembly, if not complied with during the session, shall be brought down during the following session, without renewal of the Order.