

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C01-028

POLICY TITLE <i>The Flag and Proclamations Policy</i>	ADOPTED BY <i>City Council</i>	EFFECTIVE DATE <i>October 28, 2019</i>
		REVISED
ORIGIN/AUTHORITY <i>Item 11.2.2 – Legislative Reports</i>	CITY FILE NO. <i>CK. 205-0</i>	PAGE NUMBER <i>1 of 13</i>

1.0 PURPOSE

The purpose of this Policy is to:

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

2.0 DEFINITIONS

- 2.1 "City Clerk" means the person appointed as City Clerk pursuant to Section 85 of *The Cities Act*.
- 2.2 "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.
- 2.3 "guest flag" means a flag that is the subject of an approved flag raising request.
- 2.4 "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.

3.0 BACKGROUND

- 3.1 Flag Inventory

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

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4.0 POLICY

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*.

4.2 Half-Masting

- a) Flags will be flown at the half-mast position as a sign of respect and mourning upon death.
- 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);

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- 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*.

4.3 General Principles – Flag Raising and Proclamation Requests

- a) Flag raising and proclamation requests will be reviewed and approved by the City Clerk in accordance with this Policy. The City Clerk will arrange for flag raisings.
- b) Flag raising and proclamation 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 and proclamation requests that are to be repeated indefinitely will not be considered. Requests must be made on an annual basis.
- d) The City will not incur any expenses related to the advertising or promotion of flag raisings or proclamations, unless the flag raising or proclamation is initiated by a civic department.
- e) Organizations may request only one flag raising, one proclamation or one combination of flag raising and proclamation within a calendar year (January 1 to December 31).
- f) Requests for a flag raising or proclamation 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).

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4.4 Criteria – Flag Raising and Proclamation Requests

Flag raising and proclamation requests are approved in accordance with the criteria outlined in this Policy.

- a) Flag raising and proclamation 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.
- b) Flag raising or proclamation requests will not be approved if:
 - i) the organization or request involves commercial enterprise;
 - 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.
- c) 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.

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- d) The City Clerk will be guided by previously approved flag raising and proclamation requests.

4.5 Procedure – Flag Raising and Proclamation Requests

- a) Where possible, all flag raising or proclamation requests shall be submitted to the City Clerk's Office at least 30 business days in advance of the proposed flag raising or proclamation.
- b) An applicant has the ability to request a flag raising, a proclamation or a combination of the two.
- c) Requests must be submitted in writing in the form prescribed in Appendix A available on the City's website 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 or proclamation;
 - iii) the purpose of the flag raising or proclamation, 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 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 Policy No. A09-026, *Use of City Hall Lobby and Civic Square*.

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- e) The City Clerk will review all information to determine if the flag raising or proclamation request meets the criteria in accordance with this Policy.
- 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 Policy.
- g) All approved and denied flag raising and proclamation 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 and proclamation 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 B available on the City’s website 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 or 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.

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4.6 Record of Flag Raising and Proclamation Requests

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

5.0 RESPONSIBILITIES

5.1 City Clerk

- a) Implement, administer and interpret the Policy.
- b) Develop procedures for effective administration of the Policy.
- c) Approve or deny flag raising and proclamation requests.
- d) Communicate with applicants.
- e) Report receipt of requests to City Council for information.
- f) Maintain records of flag raising and proclamation requests.
- g) Recommend amendments to the Policy.

5.2 Governance and Priorities Committee

- a) Consider appeals of unsatisfied applicants and approve or deny appealed flag raising or proclamation requests.

5.3 City Council

- a) Approve amendments to this Policy.

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APPENDIX A – Flag Raising and Proclamation Request Form

Instructions

- All flag raising and proclamation requests are to be submitted at least 30 business days prior to the date for which the flag raising or proclamation is requested.
- Requests are reviewed by the City Clerk for eligibility in accordance with Policy No. C01-028, *The Flag and Proclamations 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 for which a ceremony is also requested must be made separately and shall be submitted and approved in accordance with Policy No. A09-026, *Use of City Hall Lobby and Civic Square*.

Request Type: Choose an item.	
Date Required: Click here to enter a date.	Duration: (Flags will not be flown 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 or Community Group’s Name: (Organizations must either be a charitable or non-profit organization to be approved).
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 City Clerk's Office. The applicant is responsible for ensuring that all requirements outlined in Policy No. C01-028, *The Flag and Proclamations Policy* have been met for flag raising and proclamation 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.

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

Applicant's Name

Date: [Click here to enter a date.](#)

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APPENDIX B – Flag Raising and Proclamation Request Appeal Request Form

Instructions

- If an applicant for a Flag Raising or Proclamation Request is dissatisfied with the City Clerk's decision, the applicant may appeal the City Clerk's ruling 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, *The Flag and Proclamations 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: Choose an item.	
Date Original Request Provided to City Clerk: Click here to enter a date.	Date Notice of Rejection Received from City Clerk: Click here to enter a date.
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 or Community Group's Name:
(Organizations must either be a charitable or non-profit organization).

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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).		
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: [Click here to enter a date.](#)