

CORPORATE POLICY



Policy Title:		Adopted By:		Policy Number:	
Flag Raising, Canopy Lights & Proclamations				1525	
Origin/Department/Authority:		Jurisdiction:		Approval Date:	Page(s):
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1.0 Purpose:

The purpose of this policy is to:

- Establish a framework and to provide consistent standards to govern requests for flag raising, canopy lights and proclamations.
- Affirms City Council’s discretionary authority to recognize individuals, events, organizations, or community groups of significance to the City of Humboldt and
- Provides a respectful and consistent process for the City of Humboldt regarding raising and half-masting flags in front of City Hall.

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 an organization for the purpose of raising public awareness on the City’s flagpole.
- 2.3 **“guest flag”** means a flag to be raised on behalf of an outside organization. The organization include charitable and non-profit organization, another city, province, or nation.
- 2.4 **“Proclamation”** is a formal pronouncement, issued at the discretion of Council, of a message of importance, interest and/or benefit to the community.
- 2.5 **“Canopy Lights”** means digitally changing the color of the canopy lights on the front of City Hall to match those of an organization for the purpose of raising public awareness.

3.0 Policy:

3.1 Displaying of Flags

- a) Only one flag is to be raised on the same flagpole and flags must be flown at the same height.
- b) Flags must be three feet (36 inches) by six feet (72 inches) with toggle ends.

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3.2 Half Mastings

City Flags will be half masked as a sign of respect and mourning upon the death of a significant individual(s) from the time of notification of death, up to and including the day of the funeral. When a flag is flown at half-mast or lowered from the half-mast position, it is first raised to full-mast height and then lowered. At half mast, the centre of the flag should be half-way down the mast.

Flags will be flown at half-mast in the event of the death of:

- The Sovereign, or a member of the Royal Family related in the first degree to the Sovereign;
- Governor General or former Governor General of Canada;
- Prime Minister of Canada or former Prime Minister of Canada;
- Lieutenant Governor or former Lieutenant Governor of Saskatchewan;
- Premier or former Premier of Saskatchewan;
- Member of the Legislative Assembly from the constituency encompassing the City of Humboldt;
- Federal Cabinet Minister from the constituency encompassing the City of Humboldt;
- Senators residing in the City of Humboldt
- Member of Parliament from the constituency encompassing the City of Humboldt;
- Mayor or past mayor of the City of Humboldt;
- On other occasions that may arise, at the discretion and direction of the Mayor.

3.3 Guest Flags

The City of Humboldt may receive requests to raise a flag on behalf of an outside organization. These organizations include charitable or non-profit organizations, another city, province, or nation.

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The guest flag shall be raised on the special recognition flagpole. The flag will be raised for a period of up to one week or for a time determined by Administration due to coinciding requests.

3.4 Changing of the Canopy Lights

The City of Humboldt may receive requests to change the color of the canopy lights on behalf of an outside organization. These organizations include charitable or non-profit organizations, another city, province, or nation.

The lights shall be changed for a period of 1 day to a maximum of 7 days.

3.5 Criteria – Flag Raising, Canopy Lights, and Proclamation Requests

Flag raising, changing of the canopy lights, and proclamation requests are approved in accordance with the criteria outlined in the Policy.

- a) Flag raising, changing the canopy lights, and proclamation is issued at the discretion of Council of a message of importance, interest and/or benefit to the community.
- b) Flag raisings and/or changing the canopy lights shall be in conjunction with a particular circumstance by an organization;
- c) Flags of organizations which may be considered controversial, contentious, or divisive within the community shall not be flown at City Hall;
- d) Colors of organizations which may be considered controversial, contentions, or divisive within the community shall not be lit at City Hall;
- e) No flags of commercial, religious, or political organizations shall be flown;
- f) No flags of a group or organization whose undertakings or philosophy are contrary to City of Humboldt policy or bylaws, or espouse hatred, violence or racism shall be permitted.
- g) Proclamations may be issued to local charitable and non-profit organizations to increase public awareness of their causes and/or to promote fund-raising activities, to support major sporting, cultural and entertainment programs of significance to the City, and civic initiatives. Proclamations may be issued in the

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names of individuals, if they are associated with the names of the local charitable or non-profit organizations they have partnered with, and that the application is submitted by the organization and not the individuals. Proclamations which involve commercial enterprises and political parties do not qualify.

- h) Proclamations will not be issued if they promote hatred or any person or class of persons, if they involve any illegal activity, or if they contain any inflammatory, obscene, or libellous statement.
- i) Requests for Proclamations which do not involve a local organization or business, or individual do not qualify.

4.0 Responsibility:

The City Clerk – shall be responsible for administering, approving requests, and updating this policy

5.0 Procedure:

- 5.1 All requests for Proclamations, Flag Raising & Ceremonies, and changes to the Canopy Lights will be made through the online application on the City’s website at least three weeks before the day/week/month to be proclaimed.
- 5.2 All requests should include the organization name, reason for request, date for the flag and/or lights to be changed, duration of the time the flag is to fly, color of canopy lights to remain, and date of flag raising ceremony if required.
- 5.3 An applicant that requests a flag raising may also request the canopy lights be lit with a selected colour to support their cause.
- 5.4 The City Clerk will review all information to determine if the flag raising, color changes of canopy lights or proclamation request meets the criteria in accordance with this policy.
- 5.5 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.
- 5.6 All approved flag raising, changes to canopy lights and proclamation requested and any significant dates associated with the requests will be listed on the City’s website.

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- 5.7** Conflicts between the dates requested for flags to be flown or changes to canopy lights by two or more organizations will be settled in favour of the organization which first made the request.
- 5.8** If an applicant is dissatisfied with the decision of the City Clerk, the Applicant may appeal the City Clerk’s decision to the City Manager.