

POLICY TITLE: Flag Raising and Proclamations Policy and Procedures

Policy Objective	To establish policy and procedures with regards to flag raising at the Town Hall Complex and proclamations of the Town of Outlook.
Authority	
Supporting bylaw	Council Procedures Bylaw
Related Policy(s)	

OBJECTIVE

The general purpose of this policy is to establish protocols for the Town of Outlook in relation to flag raising at the Town Hall Complex as well as proclamations of the Town of Outlook.

SCOPE

The purpose of this Policy is to establish a framework and to provide consistent standards to govern requests for flag raisings and proclamations at the Town Hall Complex; affirm Town Council's discretionary authority to recognize individuals, events, organizations or community groups of significance in the Town of Outlook; and identify the Town's flag inventory and outline the flag etiquette applicable in respect of the Town's flag poles.

The policy is supported by section 4, subsection 2 of *The Municipalities Act* "...the purposes of municipalities are the following:

- a) to provide good government;
- b) to provide services, facilities and other things that, in the opinion of council, are necessary and desirable for all or a part of the municipality;
- c) to develop and maintain a safe and viable community;
- d) to foster economic, social and environmental well-being;
- e) to provide wise stewardship of public assets..."

Four permanent flag poles are located at the Town Hall Complex. The Canadian Flag, the Saskatchewan Flag, and the Treaty 6 Flag are permanently displayed on the flag poles at the Town Hall Complex. The remaining flag pole is a guest flag pole but the Town of Outlook banner will fly when there is no guest flag.

PROCEDURES

1. Flag raising and proclamation requests are approved in accordance with the criteria outlined in this Part.
 - 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 Town 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:
 1. is contrary to Town values, policies or bylaws;
 2. is contrary to the Canadian Charter of Rights and Freedoms;
 3. espouses hatred, violence, racism or is otherwise discriminatory;
 4. is politically or religiously motivated;
 5. is controversial, contentious or divisive within the community; or
 6. is untruthful, inflammatory, obscene or libelous.
 - c. Flag raising requests for the flags of other countries and corresponding proclamations will not be approved.
2. Where possible, all flag raising or proclamation requests shall be submitted to the Chief Administrative Officer's office at least 30 business days in advance of the proposed flag raising or proclamation.
 - a. An applicant has the ability to request a flag raising, a proclamation or a combination of the two.
 - b. Requests must be submitted in writing by letter or email to the Chief Administrative Officer
 - c. The request 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 Outlook
 - 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:
 1. the name of the flag to be raised; and
 2. a photo of the flag to be raised.

3. In the case of a flag raising for which a ceremony is also requested, the request for the ceremony must be made separately
- d. The Chief Administrative Officer will review all information to determine if the flag raising request meets the criteria in accordance with this Part.
- e. The Mayor will review all information to determine if the proclamation request meets the criteria in accordance with this Part.
- f. The Chief Administrative Officer 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 Part.
- g. All approved and denied flag raising and proclamation requests for the previous month will be listed in a section of the Meeting Agenda of Town Council entitled "Proclamations and Flag Raisings" for Town Council's information.
- h. In the event that an applicant is dissatisfied with the decision of the Chief Administrative Officer, the applicant may appeal the decision to Town Council
 - i. Appeals must be submitted in writing
 - ii. The appeal request shall include:
 1. the date the original request was provided to the Chief Administrative Officer and the reasons provided for rejecting the request;
 2. 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;
 3. the name, telephone number and email address, if one is available, of a contact person for further information; and
 4. reasons for the appeal including any documentation supporting the appeal.
 - iii. Town Council shall consider the appeal and approve or deny the appealed request in accordance with this Part.

POLICY REGULATIONS

1. One guest flag may be displayed at the Town Hall Complex at any given time. the Treaty 6 Flag may be removed to accommodate a second guest flag, if necessary.
2. Flags shall be displayed on the Town's flag poles 24 hours per day.
3. The maximum duration for flying any guest flag is 10 days per year.
4. Permanently displayed flags on the Town's flag poles shall only be removed when replacement is required
5. The disposal of flags shall be in accordance with the Government of Canada's *National Flag of Canada Etiquette*.

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6. Half-Masting:
- a. Flags will be flown at the half-mast position as a sign of respect and mourning upon the death of:
 - i. a current or former Mayor of the Town;
 - ii. a current Town Councillor; and
 - iii. as otherwise determined by the Chief Administrative Officer considering the criteria in clauses i) and ii).
 - iv. Flags will be flown at half-mast annually, at municipal facilities, to commemorate the following solemn occasions:
 - 1. National Day of Remembrance of the Battle of Vimy Ridge (April 9);
 - 2. National Day of Mourning for Workers Killed or Injured on the Job (April 28);
 - 3. National Day of Remembrance for Victims of Terrorism (June 23);
 - 4. Firefighters' National Memorial Day (Second Sunday in September);
 - 5. Police and Peace Officers' National Memorial Day (Last Sunday in September);
 - 6. Remembrance Day (November 11);
 - 7. National Day of Remembrance and Action on Violence Against Women (December 6).
 - v. Flags will otherwise be flown at half-mast in accordance with the Government of Saskatchewan's *Flagging Policy and Procedures*
7. The Chief Administrative Officer 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.
8. This policy comes into effect March 26, 2025.