

TOWN OF BIGGAR, SASKATCHEWAN



A POLICY RESPECTING CULTURE FLAG PROJECT

1. Short Title

This Policy may be cited as The Culture Flag Policy.

2. 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 Town Council's discretionary authority to recognize individuals, events, organizations or community groups of significance in the Town of Biggar; and
- Identify the Town's flag inventory and outline the flag etiquette applicable in respect of the Town's flag poles.

3. Definitions

3.1 "Flag Raising" means the ceremonial raising of a flag of another country or organization for the purpose of raising public awareness on the Town's designated guest flag poles.

3.2 "Guest Flag" means a flag that is the subject of an approved flag raising request.

3.3 "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.

4. Background

4.1 Flag Inventory

- 4.1.1 Four permanent flag poles are located at the North Entrance to the Town from Highway 14 on to Main Street. The Canadian Flag, the Saskatchewan Flag, and the Town of Biggar Flag are permanently displayed on the flag poles at this entrance. The remaining (one) flag pole is a designated guest flag pole.
- 4.1.2 All other flag poles in Town not listed as a part of this policy are considered private flag poles and are not subject to this policy.

5. Displaying of Flags

- 5.1 One guest flag may be displayed at the north entrance of Town at any given time.
- 5.2 Flags shall be displayed on the Town's flag poles 24 hours per day.
- 5.3 Permanently displayed flags on the Town's flag poles shall only be removed when replacement is required.
- 5.4 The disposal of flags shall be in accordance with the Government of Canada's National Flag of Canada Etiquette.

6. General Principles – Flag Raising and Proclamation Requests

- 6.1 Flag raising and proclamation requests will be reviewed and approved by Town Council in accordance with this Policy. The Town Foreman or Community Development Officer will arrange for flag raisings.
- 6.2 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.
- 6.3 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.
- 6.4 The Town 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 the Town.

- 6.5 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).
- 6.6 Requests for a flag raising or proclamation will not be accepted from third parties on behalf of other organizations.
- 6.7 Flags will be flown for no longer than 31 consecutive days.
- 6.8 Organizations requesting a flag raising are required to provide the Town 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).

7. Criteria – Flag Raising and Proclamation Requests.

- 7.1 Flag raising and proclamation requests are approved in accordance with the criteria outlined in this Policy.
- 7.2 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.
- 7.3 Flag raising or proclamation requests will not be approved if:
 - a) the organization or request involves commercial enterprise;
 - b) the organization is a political party or the request is in support of a political party;
 - c) the organization's undertaking or philosophy, or the request:
 - i) is contrary to Town policies or bylaws;
 - ii) is contrary to the Canadian Charter of Rights and Freedoms;
 - iii) espouses hatred, violence, racism or is otherwise discriminatory;
 - iv) is politically or religiously motivated;
 - v) is controversial, contentious or divisive within the community; or
 - vi) is untruthful, inflammatory, obscene or libelous.
- 7.4 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.
- 7.5 The Community Development Officer will be guided by previously approved flag raising and proclamation requests.

8. Procedure – Flag Raising and Proclamation Requests

- 8.1 Where possible, all flag raising or proclamation requests shall be submitted to the Town Office at least 30 business days in advance of the proposed flag raising or proclamation.
- 8.2 An applicant has the ability to request a flag raising, a proclamation or a combination of the two.
- 8.3 Requests must be submitted in writing in the form prescribed in Appendix A available on the Town's website at www.townofbiggar.com. The Request Form shall include:
- a) 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;
 - b) the proposed date, time and duration of the flag raising or proclamation;
 - c) the purpose of the flag raising or proclamation, including why the event/issue is of importance to Biggar;
 - d) the name, telephone number and email address, if one is available, of a contact person for further information; and
 - e) in the case of a flag raising:
 - i) the name of the flag to be raised; and
 - ii) a photo of the flag to be raised.
- 8.4 The Community Development Officer will review all information to determine if the flag raising or proclamation request meets the criteria in accordance with this Policy.
- 8.5 The Community Development 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 Policy.

9. Record of Flag Raising and Proclamation Requests

- 9.1 The Community Development Officer or Administrative Assistant 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.

10. Responsibilities

10.1 Community Development Officer

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

10.2 Planning and Community Development Services Committee

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

10.3 Town Council

- a) Approve or deny flag raising and proclamation requests.
- b) Approve amendments to this Policy.
- c) Communicate with applications.

POLICY EFFECTIVE

(Res.

Approved)

Policy xxx - Appendix A

Flag Raising and Proclamation Request Form



Procedure

- All flag raising or proclamation requests shall be submitted to the Town Office at least 30 business days in advance of the proposed flag raising or proclamation.
- An applicant has the ability to request a flag raising, a proclamation or a combination of the two.
- Requests must be submitted in writing in the form prescribed in Appendix A available on the Town's website at www.townofbiggar.com.
- The community Development Officer will review all information to determine if the flag raising or proclamation request meets the criteria in accordance with this policy.
- The Community Development 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 Policy.

Request Type (Please circle): Proclamation Flag Raising Proclamation and Flag Raising

Date Requested: _____

Organization or Community Group Name _____

Mailing Address: _____

Organization's Website: (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: _____

Phone Number: _____

Email Address: _____

Please describe the organization's mandate and any other relevant information:

Please describe the purpose of the proclamation including why the event or issue is of importance to the Town of Biggar:

Please describe the purpose of the flag raising including why the event or issue is of importance to the Town of Biggar and the name of the flag to be raised. All flag raising applications MUST include a photo of the flag to be raised:

Applicant's Signature: _____

Date: _____