



CITY OF YELLOWKNIFE

Policy Title: **FLAGS AND PROCLAMATIONS POLICY**
Approved By: **Council Motion #0005-21**
Effective Date: **January 11, 2021**

1 PURPOSE

The purpose of this policy is to:

- establish a framework and to provide consistent standards to govern requests for flag raisings, half-masting and proclamations;
- affirm City Council's discretionary authority to recognize events, organizations or community groups of significance in the City of Yellowknife; and
- outline flag etiquette with respect to the City's flagpoles.

2 DEFINITIONS

In this Policy:

"flag(s)"	means the National Flag of Canada, Northwest Territories flag, City of Yellowknife flag, Yellowknives Dene First Nation flag and North Slave Metis Alliance flag;
"flag raising"	means the ceremonial raising of an organization's flag on the City's designated guest flagpole for the purpose of raising public awareness;
"half-mast"	means the position of the flag when flying at half-mast; the specific position will depend on its size, the length of the mast and its location; but generally, the centre of the flag should be half-way down the flagpole;
"guest flag"	means a flag that is the subject of an approved flag raising request;
"guest flagpole"	means the flagpole located on the City Hall grounds that stands separate and apart from the flagpoles with the National Flag of Canada, Northwest Territories flag, City of Yellowknife flag and Yellowknives Dene First Nation flag and which the North Slave Metis Alliance flag flies when there are no requests to raise guest flags;
"municipal flagpole"	means all flagpoles on municipal property under the care or control of municipal staff; and



“proclamation” means a public or official announcement.

3 POLICY

3.1 Displaying of Flags

- a) Permanently displayed flags on the City’s flagpoles shall only be removed when a replacement is required.
- b) One guest flag may be displayed at City Hall at any given time.

3.2 Half-masting

- a) When placing flags at half-mast, all flags on municipal flagpoles will be lowered to half-mast. At no time will only one flag on a series of flagpoles be lowered to half-mast.
- b) Flags on municipal flagpoles will be lowered to half-mast in the following circumstances:
 - i) following direction issued by the GNWT or the Federal Department of Canadian Heritage.
 - ii) in coordination with the GNWT and the Federal Department of Canadian Heritage, under the following circumstances:
 - A) the death of the Sovereign or member of the Royal Family;
 - B) the death of the Prime Minister or a former Prime Minister;
 - C) the death of a federal cabinet member;
 - D) the death of elected officials of the Government of the Northwest Territories;
 - E) the death of elected officials of the City of Yellowknife;
 - F) the death of elected officials of the Yellowknives Dene First Nation; or
 - G) the death of elected officials of the North Slave Metis Alliance.
 - iii) the Mayor, Acting Mayor or Senior Administrative Officer may approve the lowering of flags to half-mast in response to a tragic or catastrophic event within:
 - A) the City of Yellowknife,
 - B) the Northwest Territories; or
 - C) in the world consistent with the Department of Canadian Heritage.
- c) Administration will send a notice to Departmental representatives instructing them to half-mast flags. The notice will stipulate the reasons and duration of the half-masting.

3.3 Proclamations

Proclamation requests will not be accepted by the City of Yellowknife.

3.4 General Principles

- a) Flag raising requests will be reviewed and approved by the Mayor of Yellowknife in accordance with this policy.
- b) Flag raising requests will be considered 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) Flag raising requests must be made on an annual basis.
- d) Flag raising requests for the flags of other countries will not be considered.



- e) The City will not incur any expenses related to the advertising or promotion of flag raisings, unless the flag raising is initiated by the City.
- f) Requests for a flag raising will not be accepted from third parties on behalf of other organizations.
- g) Organizations requesting a flag raising are required to provide the Executive Offices at City Hall with the flag. Flags shall be the standard size of three feet (36 inches / 91 cm) by six feet (72 inches / 183 cm).

3.5 Criteria

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

- a) Flag raising may be approved for charitable and non-profit organizations to increase public awareness of their causes, support major sporting, cultural and entertainment programs of the City or other civic initiatives.
- b) Flag raising 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 by-laws;
 - 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 or obscene.

3.6 Procedure

- a) Where possible, all flag raising requests shall be submitted to the Mayor's Office at least two weeks in advance of the proposed date or event.
- b) Requests must include:
 - i) reference to the official website link of the organization;
 - ii) the proposed date, time and duration of the flag raising;
 - iii) the purpose of the flag raising, including why the event/issue is of importance to the City of Yellowknife;
 - iv) the name, telephone number and email address of the contact person for further information; and
 - v) a photograph and the name of the flag.
- c) Administration will notify all applicants of the outcome of their request and whether the request has been approved or denied in accordance with this policy.
- d) Administration will maintain a record of all flag raising requests received, including when the request was received, if the request was approved or denied, the day of the flag raising and the date approval was granted.
- e) Administration will publish a record of approved flag raising requests on the City's website.



4 **APPLICATION**

This Policy applies to all:

- a) half-masting requests;
- b) flag raising requests;
- c) proclamation requests.