

POLICY-PROCEDURE MANUAL

**TITLE: PROCLAMATION AND FLAG REQUESTS POLICY**

<b>PREPARED BY:</b>	<b>AUTHORIZED BY:</b>	<b>DATE OF ISSUE OR REVISION:</b>
W. McLellan/T. Hall	Council	November 1996
R. Poole	Council	February 3, 2014
Kiona Enders, Director of Corporate Administration	Council	May 16, 2022
Kiona Enders, Director of Corporate Administration	Council	October 3, 2022 (R22-198)
Kiona Enders, Deputy CAO	Council	September 5, 2023 (R23-176)

**Policy Statement**

A statement of policy and procedure will direct the issuance of proclamations, use of coloured lighting, and for flying flags at all District owned properties and facilities, and to ensure that all flags at District operated properties and buildings are flown and displayed in a consistent and appropriate manner.

**Scope**

**Proclamations:**

1. Provided they promote a legal activity, all requests for proclamations will be entered by Administration on a monthly Registry of Observances. Council will only issue an official proclamation for District sponsored events.
2. The monthly Registry of Observances will be included on a consent agenda of a Regular Council agenda and posted to the District of Kitimat bulletin boards for the month the observances are recognized.
3. Administration will respond to each sponsor advising that the observance has been entered on the monthly Registry of Observances and wishing them well with their activities.
4. A local group may request a picture to be taken with the Mayor signing a proclamation. The Mayor may provide this service by appointment. Such activity is ceremonial and not an endorsement by Council of an observance, group, or activity.

**Lights:**

5. The District of Kitimat directs lights at the Tamitik arena to illuminate the building. The colour of the light may be changed to recognize organizations or events.
6. The District will make all reasonable efforts to provide the lighting colour requested but selection is limited to what is available through the District system.

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7. Unless otherwise directed by Council, the building will remain illuminated with the coloured light(s) for one (1) month. If more than one request for colour lighting is granted by Council for the same time period, each applicant will have coloured lighting for an equal amount of time. Staff will make reasonable efforts to accommodate specific days within the period of time available.
8. Attached to the Policy is a schedule of light requests with standing approval from Council. The request with standing approval will be reviewed every three years.

### **Flags:**

#### General Flag Etiquette

9. On District owned properties and facilities where:
  - a. one (1) flagpole is available, the Flag of Canada will be flown;
  - b. two (2) flagpoles are available, the Flag of Canada and the Flag of British Columbia will be flown;
  - c. three (3) flagpoles are available, the Flag of Canada, the Flag of British Columbia, and the District of Kitimat Municipal Flag will be flown.
10. As an exception to Section 8, the three (3) flagpoles at the Public Works Yard will fly the Flag of Canada, the Flag of British Columbia, and the Unifor Flag.
11. As an exception to Section 9, the Public Safety Building has five flag poles and will fly the Flag of Canada, the Flag of British Columbia, the Haisla Nation Flag, and the District of Kitimat Municipal Flag. The additional flag pole will accommodate Guest Flag requests.
12. All flags displayed must:
  - a. be in good condition and free of rents, tears or tattered edges;
  - b. not be larger than the Flag of Canada;
  - c. be flown on separate poles.
13. The District of Kitimat will be responsible for replacing the Flag of Canada, Flag of British Columbia, District of Kitimat Municipal Flag, and the Haisla Nation Flag.

#### Flag of Canada

14. The Flag of Canada shall always be flown on its own flagpole and displayed according to federal government flag protocols. The Flag of Canada will be destroyed as per the federal government disposal protocols.

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### Flag of British Columbia

15. The Flag of British Columbia shall always be flown on its own mast and displayed according to the federal government and provincial government flag protocols. The Flag of British Columbia will be destroyed as per the provincial government disposal protocols.

### District of Kitimat Municipal Flag

16. The District of Kitimat Municipal Flag shall always be flown on its own flagpole and displayed according to the federal government flag protocols. The District of Kitimat Municipal Flag will be destroyed as per federal government disposal protocols.

### Haisla Nation Flag

17. The Haisla Nation Flag shall always be flown on its own flagpole and displayed according to the federal government flag protocols. The Haisla Nation Flag will be half-masted upon request by the Haisla Nation. The Haisla Nation Flag will be destroyed as directed by the Haisla Nation or as per federal government disposal protocols.

### Guest Flags

18. When a request to fly a flag from a visiting dignitary or an organization is approved by Council, the Guest Flag will be flown on that flagpole. If required, the District of Kitimat Municipal Flag may be retired from its flagpole at the Firehall to accommodate a Guest Flag.
19. A Guest Flag must be supplied by the applicant and must meet the requirements as set out in Section 12a and 12b.
20. A Guest Flag will be flown for a duration of one (1) week or other period of time as determined by Council.
21. If more than one request to fly a Guest Flag is granted by Council for the same time period, each flag will be flown for an equal amount of time. Staff will make reasonable efforts to accommodate specific days within the period of time available.
22. The District will make reasonable effort to accommodate flag-raising ceremonies based on availability and operational feasibility but cannot guarantee a ceremony for each Guest Flag event. Such activity is ceremonial and not an endorsement by Council of an observance, group, or activity.
23. The District of Kitimat must receive the Guest Flag one week prior to the date scheduled for the flag raising. Guest Flags will be stored by the District of Kitimat unless otherwise requested by the applicant.
24. Guest Flags will not be raised during a period of half-mast. In the event that a Guest Flag has been raised, the Guest Flag will be lowered to half-mast in accordance with this policy.
25. Only one Guest Flag at a time will be displayed.

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26. Attached to the Policy is a schedule of Guest Flags with standing approval from Council. The Guest Flag standing approval will be reviewed every three years.
27. The replacement of a Guest Flag that does not meet with requirements set out in Section 12a and 12b is the responsibility of the individual or organization. The District of Kitimat will make reasonable efforts to return the retired Guest Flag to the individual or organization. Guest Flags that are not returned will be destroyed in accordance with federal government disposal protocols.

### Half-Masting

28. The Chief Administrative Officer or designate shall direct staff to raise, lower, and half-mast flags at District owned buildings and facilities.
29. The District of Kitimat will half-mast all flags in accordance with the federal government guidelines.
30. Flags will be set at half-mast when either the federal government issues notice of half- masting applicable to its federal buildings and establishments or the provincial government issues notice of half-masting applicable to its provincial buildings and establishments.
31. In addition to Section 29, the flags at District owned buildings and facilities will be flown at half-mast when:
  - a. Upon the death of the current or former Premier of British Columbia, a member of the Legislative Assembly, or member of Parliament representing the District of Kitimat.
  - b. Upon the death of the current or former Mayor or City Councillor that has served at least one full term of office and is still residing in Kitimat.
  - c. Upon the death of a current Municipal employee when the death occurred as a direct result of performing duties for the municipality.
  - d. Upon the death of an R.C.M.P. member serving the Kitimat detachment when the death occurs in the line of duty.
  - e. Upon the death of any Canadian Armed Forces personnel from the District of Kitimat serving Canada in war or in peacekeeping duties when the death occurs in the line of duty.
32. For events not specified in this policy, the District of Kitimat will follow the direction of the Federal Department of Canadian Heritage and/or the provincial Office of Protocol.
33. Where the duration of half-masting is not specified, the period of mourning is defined as the day of passing until sunset on the day of the funeral, or from the day of passing until sunset on the third day, whichever is earlier.

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34. The decision to half-mast flags on District owned property and facilities not specified in the policy will be made by the Chief Administrative Officer, or designate, in consultation with the Mayor. Flags half-masted under this section will be half-masted for one (1) week unless otherwise directed.
35. The District of Kitimat will issue notice via social media acknowledging the half- mast.

### **Making a Request**

36. Requests will be made through the District email ([dok@kitimat.ca](mailto:dok@kitimat.ca)). A request form will be available on the District website for convenience however requests may be made through correspondence or email. The request must indicate the name of the requester and name of organization represented (where applicable), provide contact information for requester, include date(s) requested, and details of the event.

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**SCHEDULE OF OBSERVANCES – STANDING APPROVALS**

Date	Event	Observation
<b>Standing Approvals for Facility Lights</b>		
February 22	Girl Guides – World Thinking Day	District of Kitimat municipal facilities are lit blue on February 22
April 7	Organ Donor Awareness	District of Kitimat municipal facilities are lit green for the month of April
September 30	National Day for Truth and Reconciliation	District of Kitimat municipal facilities are lit orange on September 30
<b>Standing Approval for Guests Flags</b>		
November 11	Remembrance Day	Remembrance Day flag (Poppy Flag) to be flown November 11 in accordance with Policy
June	Portuguese Heritage Month (Portugal Day – June 10)	Portuguese Flag to be flown in accordance with Policy
June	Pride Month	Pride Flag (Rainbow Flag) to be flown in accordance with Policy
June	Filipino Heritage Month	Flag of the Philippines to be flown in accordance with Policy
September 30	National Day of Truth and Reconciliation	Flag to be flown for the month of September in accordance with Policy

<b>Standing Schedule of Half-Masting</b>		
April 28	Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day)	All District of Kitimat facilities
June 23	National Day of Remembrance of Victims of Terrorism	All District of Kitimat facilities
Second Sunday in September	Firefighters' National Memorial Day	All District of Kitimat facilities
Last Sunday in September	Police and Peace Officers' National Memorial Day	All District of Kitimat facilities
September 30	National Day for Truth and Reconciliation	All District of Kitimat facilities
November 11	Remembrance Day	All District of Kitimat facilities
December 6	National Day of Remembrance and Action on Violence Against Women	All District of Kitimat facilities

Unless otherwise indicated, half-masting will occur from sunrise to sunset