

## Protocol Policy

### ISSUE

This report submits City Council Policy No. C01-028, *Protocol Policy* for City Council's approval. C01-028, previously entitled *The Flag and Proclamations Policy* has, in accordance with City Council's instructions, been renamed the *Protocol Policy*. It was amended to include criteria and processes to address not only flag raising and proclamation requests, but other protocol related topics.

### RECOMMENDATION

That the Governance and Priorities Committee recommend to City Council that the City Clerk's Office be instructed to amend Council Policy C01-028, *Protocol Policy* as outlined in this report.

### BACKGROUND

At its September 4, 2015 meeting, the Executive Committee (now Governance and Priorities Committee, "GPC") directed the Administration to report on the issue of protocols in other cities.

A series of City Council resolutions has followed since the initial September 4, 2015 resolution. Appendix 1 contains a summary of the reporting on the Protocol Policy and the resulting direction of City Council.

Drafts of each section of this Protocol Policy have been previously provided to GPC as detailed in Appendix 1.

### DISCUSSION/ANALYSIS

In accordance with City Council's instructions, we are pleased to submit Council Policy No. C01-028, *Protocol Policy* for GPC's consideration.

The Policy has been organized by protocol:

- Part 2 – Use of Civic Square;
- Part 3 – Flag Raisings, Proclamations and Lighting Displays;
- Part 4 – Letters and Resolutions of Support;
- Part 5 – Civic Expressions of Sympathy; and
- Part 6 – Requests to Meet with City Council.

Part one of the Policy now contains the General Purpose, Definitions and Responsibilities applicable to all Parts of the Policy. The intention is that Part one and each individual Part applicable to a specific protocol act as a comprehensive code with respect to protocol related issues at the City. A table of contents has been added to the Policy for easy navigation.

### Changes of Note for GPC's Information

As noted above, each part of this Protocol Policy has previously been presented to GPC. The next section of the report details changes that were made from the draft previously presented to GPC.

- **Part 2 – Use of Civic Square**

- Amendments to the draft Policy presented in November 2023 have been made in accordance with City Council's direction to pursue the least restrictive application restrictions:
  - The limitation on applications from only civic departments, community groups, charitable and non-profit organizations has been removed.
  - Events that are primarily commercial in nature continue to be prohibited but events with an incidental or otherwise ancillary use may be approved.
  - The discretion to deny applications for events occurring on weekends, statutory holidays and outside of City Hall business hours has been removed. A corresponding change has been made to the deposit provision [subclause 2.3.3e)iii)] to clarify that a deposit may include not only staffing, but also security costs in the event a third party is required to monitor an event outside of City Hall business hours.
  - Where an applicant demonstrates that it could not have submitted its application at least 30 days in advance of the event, Administration may exercise discretion to approve the event provided there is capacity for the event to proceed.
- Additional provisions resulting from recent experiences with event applications have been included:
  - A provision to clarify that approved use of Civic Square applications apply only to the use of Civic Square and that it is an applicant's responsibility to ensure that other required approvals are in place for their event. Approval for use of Civic Square is not a substitute for compliance with the requirements of any other law or policy. For example, uses that are accompanied by a parade require a separate parade permit under *The Traffic Bylaw* and uses requiring an exemption under *The Noise Bylaw* must comply with the requirements of that Bylaw.
  - A provision to clarify that approved applications for use of Civic Square are not an endorsement of the Permitted Event by the City.
  - A provision to clarify that not only may a permit be denied for previous contraventions of the Policy, but also for previous contraventions of any City policy or bylaw applicable to events or any conditions imposed on a previous event.
- The requirement for event organizers to provide adequate liability insurance for Permitted Events has been in place for some time and is not a new requirement. This requirement is continued under the current Policy.

- Consequential amendments to Bylaw No. 7767, *The Recreation Facilities and Parks Usage Bylaw, 1998* will be brought forward for consideration to ensure alignment between these two documents once the Policy has been approved.
- **Part 3 – Flag Raisings, Proclamations and Lighting Displays**
  - In accordance with City Council’s direction, “lighting display” is now defined and such requests are considered in accordance with the criteria applicable to requests for flag raisings. Request forms have also been amended to accommodate lighting displays.
  - It is proposed that similar to the Flag Inventory, an inventory of civic buildings and structures subject to lighting displays also be included. The new proposed provisions can be found at section 3.3.2 and 3.4.3 of the Policy.
  - Clause 3.4.3e) has been amended to now permit two proclamations from a single organization within each calendar year.
- **Part 5 – Civic Expressions of Sympathy**
  - Clause 5.2.4c) has been amended to remove reference to the requirement for the City Clerk to report the death of a current or former Mayor or Councillor to the Administrative Leadership Team. The requirement to report to the Mayor’s Office, Councillors and the City Manager remains unchanged.

### **Changes That Would Require Further Direction**

This section of the report details possible changes for the consideration of GPC for which the City Solicitor’s Office would need direction.

- **Part 3 – Flag Raisings, Proclamations and Lighting Displays**
  - Clause 3.4.4b) of the Policy addresses the organizations that may be approved for flag raising, proclamation and lighting request displays. No changes have been made to this section. The provision in the current policy is a reproduction of clause 4.4a) of the current Flag and Proclamations Policy and reads:

“Flag 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 City or other civic initiatives.”
  - The City Clerk’s Office is responsible to implement, administer and interpret Part 3 of the Policy. To align with current practice, the City Clerk’s Office seeks to amend clause 3.4.4b) to clarify that:
    - (i) requests for flag raising, proclamation and lighting displays from City departments and other government authorities may also be considered for approval; and
    - (ii) charitable and non-profit organizations must be registered and appear as active on the Corporate Registry to be approved.

- Further, the City Clerk’s Office seeks to limit requests to organizations that have a local connection to Saskatoon or Saskatchewan, similar to the requirements for approval of Requests for Letters of Support [clause 4.3.4e)]. The criteria to approve a request for a letter of support from the City requires that the request come from “a non-profit or charitable organization or government authority located in Saskatoon or with a clear connection to Saskatoon”.
  - Clause 3.4.4d) addresses requests for the raising of flags from other countries and corresponding proclamations. To approve such requests, Canada must have diplomatic relations with the requesting country as recognized by the Government of Canada. While there has been previous discussion of amendments to this provision, there has been no formal direction and therefore, the substance currently remains unchanged.

If the Committee wishes to make changes to these provisions, Administration requires a resolution outlining the changes to be made to this part of the Policy. The City Solicitor’s Office would then make the necessary changes, if possible, and incorporate them into the Policy before it goes to City Council for approval. If further discussion is required on these issues, the Policy could be approved “as is” and the Administration could be directed to bring back further reporting on specified issues.

**APPENDICES**

1. Protocol Policy Resolution History
2. Proposed Council Policy No. C01-028, *Protocol Policy*

Report Approval

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