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# Staff Report

## Community Services

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**Report To:** Committee of the Whole  
**Meeting Date:** October 23, 2017  
**Report Number:** CSPW.17.109  
**Subject:** Revisions to the Flag and Proclamation Protocol Policy  
POL.COR.15.01  
**Prepared by:** Shawn Everitt, Director of Community Services/Acting CAO

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### A. Recommendations

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THAT Council receive Staff Report CSPW.17.109 entitled “Revisions to the Flag and Proclamation Protocol Policy POL.COR.15.01”;

AND THAT Council approve the revisions to the Flag and Proclamation Protocol Policy POL.COR.15.01 as outlined in this report.

### B. Overview

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This report outlines the proposed revisions to the Town’s Flag and Proclamation Protocol Policy. The proposed revisions will provide Town Staff with clarity with regards to the process while ensuring consistency and efficiency. The proposed revisions also clearly identify the required internal and external process communications.

### C. Background

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Staff presented the current Flag and Proclamation Protocol Policy in 2015. The policy provides the required guidance and remains relevant to current regulations and protocols. However, since the policy was approved Town Staff have been required to employ the policy process through lowering the flags to half-mast. Through performing the process, Staff have identified the need for clarity to ensure a consistent interpretation of the policy.

### D. Analysis

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The key revisions to the policy are specific to the lowering of the flags:

- In Section 3 of the policy, Staff recommends the lowering of flags be limited to the three flags at Town Hall rather than flags at all Town facilities. The rationale for this revision is based on the availability and scheduling of staff for lowering and raising the flags throughout the Town

- Section 3 also provides direction on how long the flags will be lowered when no funeral service is planned. The policy revisions includes clarification that the flags would be lowered until the fourth day of the individual's passing
- A new Section 5 will allow for the Blue Mountains Public Library CEO to have the flags lowered at either the L.E. Shore Memorial Library or the Craigeith Heritage Depot
- A new Section 6 outlines the requirements regarding communicating why the flags have been lowered. Staff have found that both internal and external inquiries are quite common during the period that the flags are lowered. This direction will provide a clear and respectful method of providing the appropriate messaging to both the public and Staff
- Schedule A includes revisions updating the flag poles that would be lowered to half-mast by the Town CAO. Schedule A also identifies the L.E. Shore Memorial Library and Craigeith Heritage Depot as considered by the Blue Mountains Library CEO.

## **E. The Blue Mountains Strategic Plan**

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Goal #2: Engage Our Communities & Partners

Goal #4: Promote a Culture of Organizational & Operational Excellence

## **F. Environmental Impacts**

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None

## **G. Financial Impact**

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The proposed policy revisions will provide efficiencies in staff resources.

## **H. In consultation with**

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Senior Management Team

The Blue Mountains Public Library Acting CEO

## **I. Attached**

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- 1) Current Flag and Proclamation Protocol Policy POL.COL.15.01
- 2) Flag and Proclamation Protocol Policy Proposed Revisions

Respectfully submitted,

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Director of Community Services

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**POLICY & PROCEDURES**

Subject Title: Flag and Proclamation Protocol Policy

Corporate Policy (Approved by Council)	<input checked="" type="checkbox"/>	Policy Ref. No.:	POL.COR.15.01
Administrative Policy (Approved by CAO)	<input type="checkbox"/>	By-law No.:	N/A
Department Policy: (Approved by Mgr.)	<input type="checkbox"/>	Name of Dept.:	Administration
Date Approved: June 1, 2015		Staff Report:	CSPW.15.39

**Policy Statement**

Establishment of guidelines for the raising and lowering of flags at municipally owned facilities and standards for processing requests.

**Purpose**

Ensure consistency with regards to flags flown at municipally owned facilities and establish a standard for which proclamation requests received by the Town are processed and issued in recognition of individuals, events, organizations or community groups of significance for the Town.

**Application**

This policy applies to all proclamation requests received by the Town and to all municipally owned facilities, save Thornbury Harbour (41 Bruce Street North, Thornbury) and Jack Acres Park (Russell Street, Thornbury).

**Definitions**

“**Prominent Public Figures and Other Individuals**” means members of Federal and Provincial Government, current and previous Town of The Blue Mountains, Collingwood Township and Town of Thornbury Councillors, existing members of Town Staff and their immediate family members.

**Procedures**

**Flags and Flag Poles**

1. Flags shall only be flown from the flag poles at the municipally owned facilities listed in Schedule A of this policy.

2. Municipally owned facilities may display the National Flag of Canada, the Flags of the Provinces and Territories of Canada, the Municipal Flag as well as any other flag endorsed by Town of The Blue Mountains Council.

### **Flying Flags at Half-Mast**

3. Flags are flown at half-mast in recognition of the death of Prominent Public Figures and Other Individuals and for members of the Ontario Provincial Police (OPP) Force killed in the line of duty. All flags at municipally owned facilities shall be flown at half-mast upon the direction of the Chief Administrative Officer (CAO) or designate. Flags will be flown at half-mast from the time of notification of the individual's passing to sunset on the day of the funeral.
4. Individual municipally owned facilities, at the discretion of the CAO, may fly their flags at half-mast to recognize the death of a person previously employed by the Town or a community member.
5. Municipal Fire Halls shall be permitted to fly their flags at half-mast in recognition of the death of any Fire Fighter at the discretion of Fire Chief or designate.
6. On Remembrance Day, flags at all municipally owned facilities shall be flown at half-mast from sunrise to sunset as a sign of mourning. However, if a service is held at a flagpole, the flag will be lowered from the 11a.m. time of service until sunset.

### **Flag Order**

7. As a general rule, the National Flag of Canada should be displayed in accordance with Federal General Rules for Flying and Displaying the Canadian Flag and other Flags in Canada which is attached as Schedule B.

### **Flags for Proclamations**

8. Upon request, Council may consider placement of a specific flag in accordance with the proclamation section of this policy.
9. The Riverwalk flag pole, located at 26 Bridge Street, shall be the designated flag pole used to fly proclamation flags at the discretion of Council. Flags shall be flown for the duration of the approved proclamation.

## **Proclamation Criteria**

10. Proclamations that demonstrate an interest in or relationship with the Town and that demonstrate respect for the residents of the Town, including, but not limited to the following may be issued if approved through the proclamation process:

- a) Civic promotions
- b) Public awareness campaigns
- c) Charitable fundraising campaigns
- d) Arts and cultural celebrations
- e) Special honours for individuals or organizations for special achievements

11. Proclamations will not be issued for the following:

- a) Matters of political controversy
- b) Religious organizations or religious events or celebrations
- c) Individual convictions
- d) Organizations or events with no direct relationship to Town of The Blue Mountains
- e) Celebrations, campaigns or events contrary to Town Policies or by-laws
- f) Celebrations, campaigns or events intended for profit making purposes
- g) Attempting to influence government policy
- h) National, Independence or Republic Days

12. Proclamations are issued at the discretion of Council. An organization does not have exclusive rights to the day, week or month of their proclamation.

## **Application Process**

13. All organizations and/or persons submitting a request for proclamation shall complete an "Application for Proclamation" as laid out in Schedule C of this policy. This application will be retained by the Clerk's Office and will be reviewed as part of the approval process. Approvals shall be based on a first come first served basis based on the date the request was received by the Clerk's Office.

## **Previously Proclaimed Requests**

14. If it is determined that a proclamation request has been granted in the past five (5) years, the request will be reviewed by the Clerk against the approved eligibility criteria and will be presented to the Mayor for approval. In the absence of the Mayor, the approval will be delegated to the Deputy Mayor.

## **Proclamations Not Previously Requested**

15. When a proclamation request is received that has not been previously granted by Council in the last five (5) years, the request will first be reviewed by the Clerk against the approved eligibility criteria. If eligible, the Clerk will place the request on an agenda for Committee of the Whole and/or Council for consideration.
16. If a proclamation request is denied by the Clerk as part of the eligibility review, the Clerk shall advise the Mayor.

## **Communication**

17. Once a proclamation has been approved, the following communication will be carried out:
  - a) A letter will be sent from the Office of the Mayor to all organizations whose proclamation request is approved
  - b) The Clerk's Office will arrange to include notice on the Town's website and, if applicable, will provide a link to the organization's website that is related to the proclamation
  - c) The Office of the Mayor will prepare Proclamation Certificates upon request

## **Record of Proclamations**

18. The Clerk's Office will maintain a record of all proclamation requests received that will include when the request was received, whether the proclamation request was granted or denied and by whom (Mayor and/or Council), the proclamation period (day, week, month) and the date approval was granted.

## **Exclusions**

The nautical flag pole located at the Thornbury Municipal Harbour shall be exempt from the Flag Order Protocol and follow the protocol for flying nautical flags.

The flag pole at Jack Acres Park shall be exempt from this Policy and shall be operated by the Canadian Legion.

## **References and Related Policies**

Government of Canada – Rules for Flying the Flag  
<http://www.pch.gc.ca/eng/1359048153800>

## **Consequences of Non-Compliance**

Consequences shall commensurate with the severity of the breach of this policy.

## **Review Cycle**

This policy will be reviewed during each term of Council by the CAO, Senior Management Team and Council in open session.



## SCHEDULE A

### Municipally Owned Flag Pole Locations

1. Bayview Park	60 Bay Street East	1 Flag Pole
2. Beaver Valley Community Centre	58 Alfred Street West	2 Flag Poles
3. Craigleith Heritage Depot	113 Lakeshore Road East	1 Flag Pole
4. Delphi Point Park	209233 Highway 26	1 Flag Pole
5. Fire Hall 1	496916 Grey Road 2	3 Flag Poles
6. Little River Park	4 Harbour Street	1 Flag Pole
7. Moreau Park	128 Alfred Street West	1 Flag Pole
8. Northwinds Beach	209605 Highway 26	1 Flag Pole
9. OPP Station	364 Clark Street	1 Flag Pole
10. Ravenna Hall	628299 Grey Road 119	1 Flag Pole
11. Riverwalk	26 Bridge Street East	1 Flag Pole
12. Teed Hall	796338 Grey Road 19	1 Flag Pole
13. Blue Mountains Public Library	173 Bruce Street South	1 Flag Pole
14. Tomahawk Golf Course	417230 10 <sup>th</sup> Line	1 Flag Pole
15. Town Hall	32 Mill Street	3 Flag Poles

## Canadian Heritage

Home > Canadian Identity > Anthems and Symbols > National Symbols

> The National Flag of Canada > Flag Etiquette in Canada > Rules for Flying the Flag

### Rules for Flying the Flag

Updated April 2003 - changes will be reflected in new edition of Flag Etiquette publication.

- [Dignity of the Flag](#)
- [Displaying the Flag](#)
- [Position of honour](#)
- [Half-masting for Mourning](#)
- [Disposal of Flags](#)

#### Dignity of the Flag

The National Flag of Canada should be displayed only in a manner befitting this important national symbol; it should not be subjected to indignity or displayed in a position inferior to any other flag or ensign. The National Flag always takes precedence over all other national flags when flown in Canada. The only flags to which precedence is given over the Canadian flag are the personal standards of members of the Royal Family and of Her Majesty's eleven representatives in Canada (i.e. **The Governor General and 10 Lieutenant Governors**).

The National Flag of Canada should always be flown on its own mast - flag protocol dictating that it is improper to fly two or more flags on the same mast (eg. one beneath the other). Further, the following points should be kept in mind:

- The National Flag of Canada should not be used as table/seat cover, as a masking for boxes or as a barrier on a dais or platform.
- While it is not technically incorrect to use the National Flag of Canada to cover a statue, monument or plaque for an unveiling ceremony, it is not common practice to do so and should be discouraged.
- Nothing should be pinned to or sewn on the National Flag of Canada.
- The National Flag of Canada should not be signed or marked in any way (A border could be attached to the outside edge of the Flag on which it would be acceptable to have signatures leaving the Flag itself untouched).

When the National Flag of Canada is raised or lowered, or when it is carried past in a parade or review, all present should face the flag, men should remove their hats, and all should remain silent. Those in uniform should salute.

#### Displaying the Flag

The National Flag is flown at all federal government buildings, airports, and military bases and establishments within and outside Canada. The flag may be flown by night as well as by day.

The National Flag of Canada may be displayed as follows:

#### Flat against a surface, horizontally and vertically

If hung horizontally, the upper part of the leaf should be up and the stem down. If hung vertically, the flag should be placed so that the upper part of the leaf points to the left and the stem to the right from the point of view of the observer facing the flag. Flags hung vertically should be hung so that the canton is in the upper left corner (Figure 4).

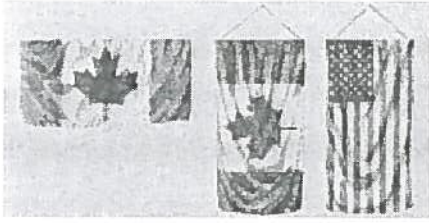


Figure 4

### **On a flagpole or mast**

The top left (first) quarter or canton should be placed in the position nearest the top of the flagpole or mast. When carried, the guidelines listed under "Dignity of the Flag" should be respected.

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### **On a flag rope (halyard)**

The canton should be placed uppermost, raised as closely as possible to the top with the flag rope tight.

### **Suspended vertically in the middle of a street**

The upper part of the leaf should face the north in an east-west street (Figure 5), and face east in a north-south street (Figure 6), thus being on the left of the observer facing east or south respectively.

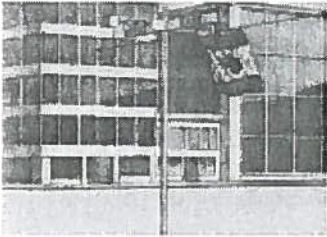


Figure 5



Figure 6

### **Projected from a building**

Displayed horizontally or at an angle from a window or balcony, the canton must point outward.

### **Affixed on a motor vehicle**

The flag must be on a pole firmly fixed to the chassis on the front right.

### **Sharing the same base - Three flags**

When only three flags are displayed, the National Flag should be at the centre. To an observer facing the display, the second-ranking flag (in order of precedence) is placed to the left of centre, and the other to the right.

A common combination of flags is that of the National Flag of Canada with a provincial or territorial flag, and a municipal flag or an organization's banner. In such a case, the National Flag should be in the centre with the provincial/territorial flag to the left and the municipal flag/organization's banner to the right (to an observer facing the display).

## When used to cover a casket at funerals

The canton should be draped over the upper left corner of the casket (Figure 7). The flag should be removed before the casket is lowered into the grave or, at a crematorium, after the service. The flag size for a standard adult-sized casket should be 4 1/2 X 9 feet/ 1.40 X 2.80m.

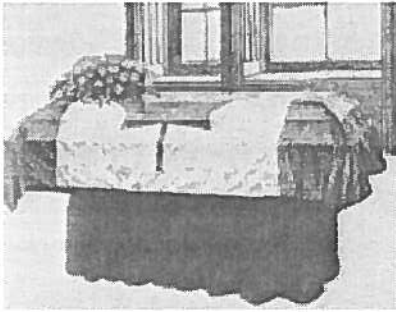


Figure 7

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## Position of honour

Due consideration should be given to flag etiquette and precedence whenever the National Flag of Canada or other sovereign national flags or provincial/territorial flags are displayed.

The location of the position of honour depends on the number of flags flown and the chosen configuration. When two flags (or more than three flags) are displayed, the position of honour is furthest to the left (to an observer facing the display). When three flags are flown, the position of honour is in the centre (see "Sharing the same base - Three flags")

## Precedence

The order of precedence for flags is:

1. The National Flag of Canada <sup>[1]</sup>
2. The flags of other sovereign nations in alphabetical order (if applicable) <sup>[2]</sup>
3. The flags of the provinces of Canada (in the order in which they joined Confederation)
4. The flags of the territories of Canada (in the order in which they joined Confederation)
5. The flags of municipalities/cities
6. Banners of organizations
7. Historical Flags <sup>[3]</sup>

If one simply wishes to create a decorative effect (e.g. dressing a house for a festive occasion) it is preferable to use pennants or coloured buntings and not flags.

## Alone

When the National Flag of Canada is flown alone on top of or in front of a building where there are two flagpoles, it should be flown on the flagpole to the left to an observer facing the flag.

When the National Flag of Canada is flown alone on top of or in front of a building where there are more than two flagpoles, it should be flown as near as possible to the centre (Figure 8).

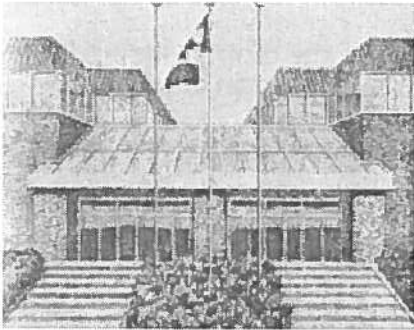


Figure 8

When the National Flag of Canada is displayed in a place of worship or on a speaker's platform, it should be against the wall, or on a flagpole on the left from the point of view of the congregation audience facing the celebrant or speaker (Figure 9).



Figure 9

When used in the body of a place of worship or auditorium, the National Flag of Canada should be to the right of the congregation or spectators facing the flag (Figure 10).

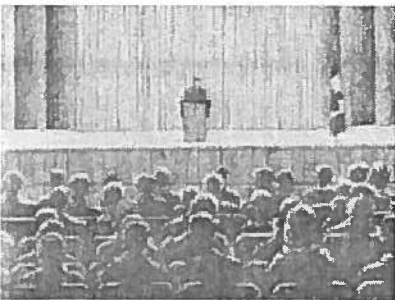


Figure 10

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### **With flags of other sovereign nations <sup>[4]</sup>**

The National Flag of Canada, when flown or paraded, takes precedence over all other national flags. When flown with the flags of other sovereign nations, all flags should be flown on separate flagpoles/masts and at the same height, all being of the same size, with the National Flag of Canada occupying the **position of honour**.

The National Flag should be raised first and lowered last, unless the number of flags permits their being raised and lowered simultaneously.

With the flag of one other nation, the National Flag of Canada should be on the left of the observer facing the flags; both should be at the same height (Figure 11).

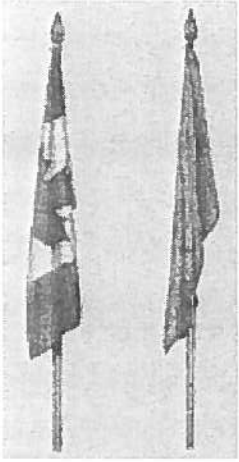


Figure 11

When crossed with a flag of another sovereign nation, the National Flag of Canada should be on the left of the observer facing the flags; the flagpole bearing the National Flag of Canada should be in front of the pole of the other flag (Figure 12).

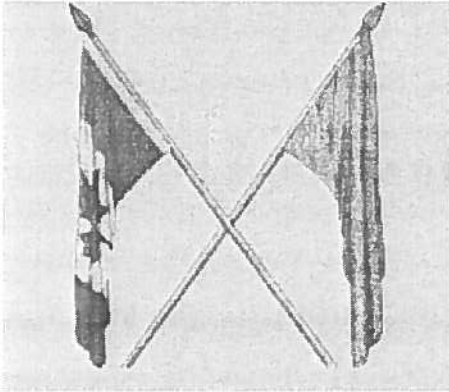


Figure 12

In a line of three flags, the National Flag of Canada should be in the centre. The other two flags should, in alphabetical order, be placed to the left and right of the National Flag respectively, from the point of view of the observer facing the three flagpoles/masts (Figure 13).

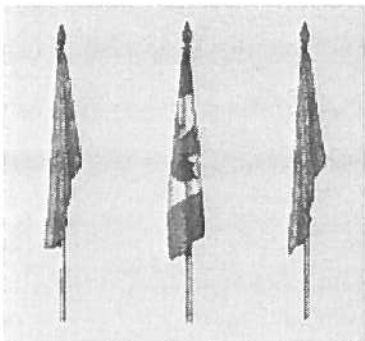


Figure 13

When there are more than three flagpoles/masts, the National Flag of Canada should be flown on the left of the observer facing the flags, followed by the flags representing the other sovereign nations ordered alphabetically. An additional National Flag of Canada may also be flown on the right at the end of the line (Figure 14).

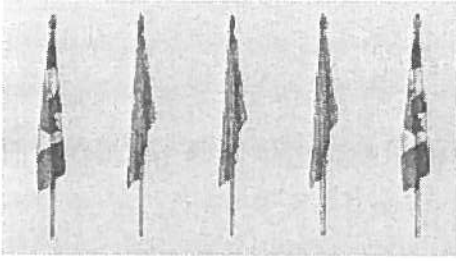


Figure 14

In a semi-circle of flags representing a number of sovereign nations, the National Flag of Canada should be in the centre (Figure 15).

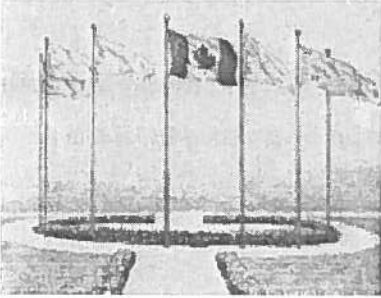


Figure 15

In an enclosed circle of flags representing a number of sovereign nations, the National Flag of Canada should be flown on the flagpole/mast immediately opposite the main entrance to a building or arena (Figure 16).

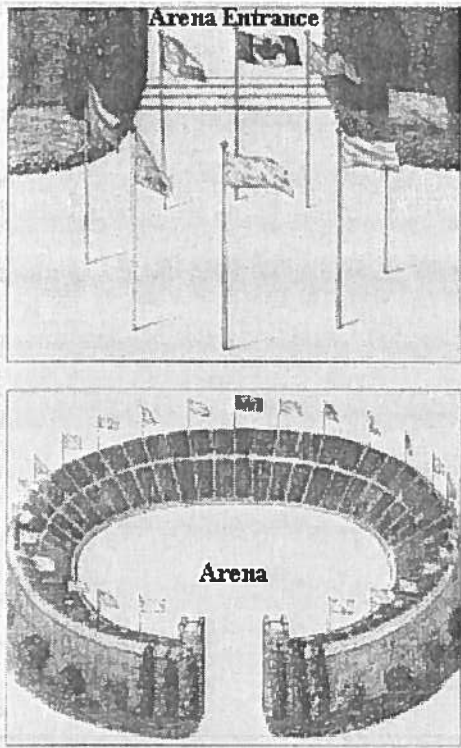


Figure 16

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**With a combination of flags of sovereign nations, provinces/territories, international organizations, cities, companies, etc.**

In keeping with previously outlined practice, the National Flag of Canada, when flown with different types of flags, should be flown on the left of an observer facing the flags. The position of the other flags is determined by order of precedence (Figure 17).

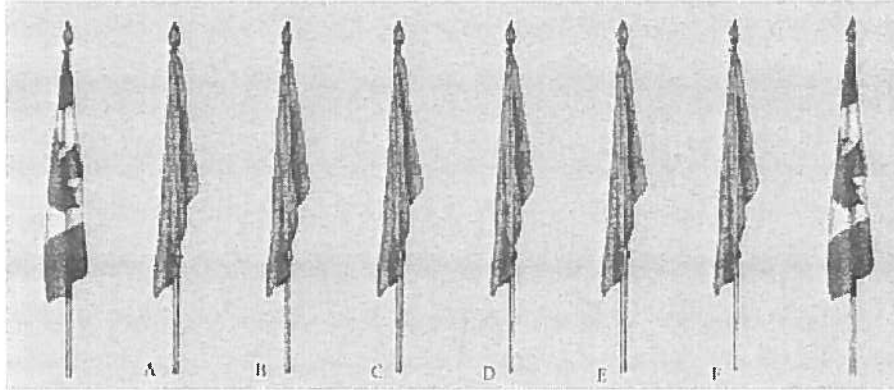


Figure 17

When displayed with a flag of another sovereign nation, a provincial/territorial flag, a company/association flag or club pennants on a flagpole fitted with a yardarm or a gaff, the National Flag of Canada is positioned as follows (Figure 18):

**MASTS, YARDARMS AND GAFFS**

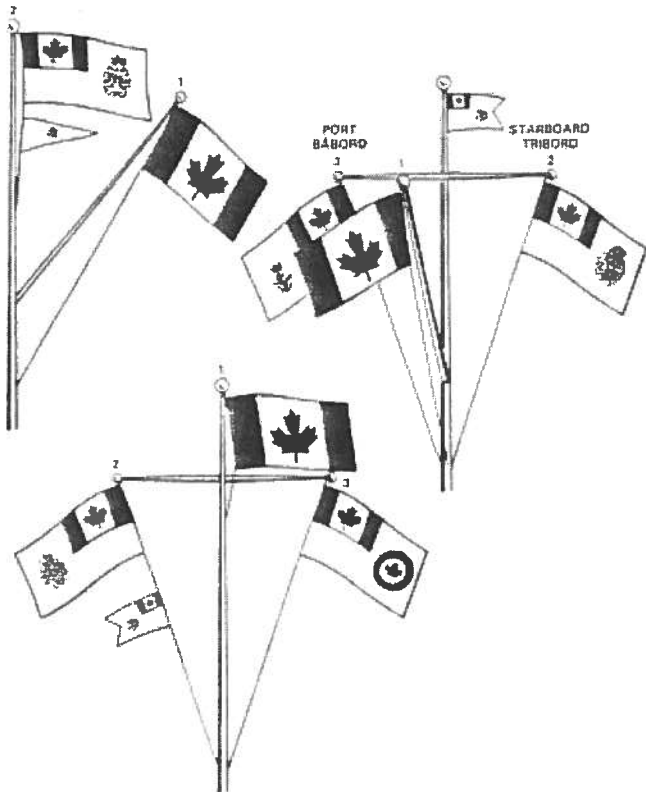


Figure 18



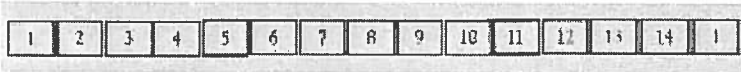
## With flags of the Canadian provinces and territories

When provincial and territorial flags are flown with the National Flag of Canada, the order is based on the date of entry into Confederation of the provinces followed by the territories. In a grouping of flags that includes the National Flag of Canada and all of the flags of the provinces and territories, the order of precedence is:

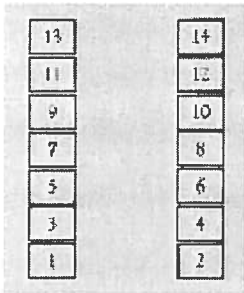
1. National Flag of Canada
2. Ontario (1867)
3. Quebec (1867)
4. Nova Scotia (1867)
5. New Brunswick (1867)
6. Manitoba (1870)
7. British Columbia (1871)
8. Prince Edward Island (1873)
9. Saskatchewan (1905)
10. Alberta (1905)
11. Newfoundland (1949)
12. Northwest Territories (1870)
13. Yukon (1898)
14. Nunavut (1999)

When there are more than three flagpoles/masts, the National Flag of Canada should be flown on the left of the observer facing the flags, followed by the flags of the provinces and territories. An additional National Flag of Canada may be displayed at the end of the line if desired.

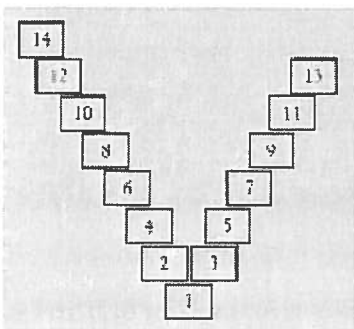
### Display along a wall



### Display flanking an entrance



### "V" display for visual effect



## Carried in a procession

If carried with other flags, in a single file, the National Flag of Canada should always lead (Figure 19).

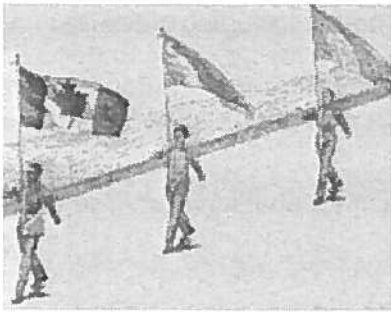


Figure 19

If carried in line abreast, it is preferable to have the National Flag of Canada at each end of the line (Figure 20).

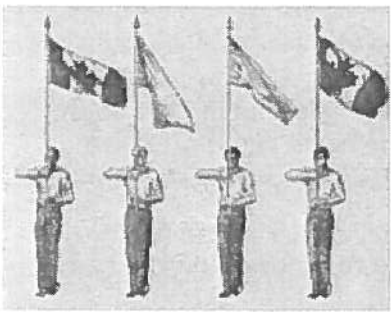


Figure 20

If only one National Flag of Canada is available, it should be placed in the centre of the line of flags carried abreast (Figure 21).



Figure 21

When the number of flags is even and the National Flag of Canada cannot be carried in the centre (of a line of flags abreast), it should be carried on the right-hand end of the line facing the direction of movement. (Figure 22)



Figure 22

Note: It is suggested that the pole or pike used to carry flags be 7 or 8 feet/ 2.10 to 2.40m in length.

## Flown on ships and boats

The National Flag of Canada is the proper national colours for all Canadian ships and boats, including pleasure craft. The *Canadian Shipping Act* states that a Canadian ship shall hoist the flag on a signal being made to her by one of Her Majesty's Canadian ships, or any ship in the service of and belonging to the Government of Canada; on entering or leaving any foreign port; and if of 50 tonnes gross tonnage or upwards, on entering or leaving any Commonwealth port.

Foreign vessels may fly the Canadian flag as a "courtesy flag" when they are berthed in a Canadian port. The flag then is customarily flown from the foremast.

General rules governing merchant vessels and pleasure craft are as follow:

- the flag should be worn in harbour and in territorial waters but need not be worn while under way on the high seas unless the vessel wishes to identify her nationality to another ship;
- whenever possible, the proper place for a vessel to display the national colours is at the stern, except that when at sea, the flag may be flown from a gaff;
- when in harbour the flag should be hoisted at 0800 hours and lowered at sunset;
- when a merchant ship and a warship of any nationality pass or overtake one another, the merchant ship should dip the flag as a gesture of courtesy. If on a staff, the lowest corner of the flag should be brought to the level of the rail and kept there until the salutation is acknowledged by the naval vessel. If flown from a gaff, the flag should be lowered to six feet (1.80m) above the level of the deck, until the salute is acknowledged;
- in times of mourning, the flag may be flown at half-mast, which places the upper corner of the flag next to the staff at approximately three-quarters of full-hoist. As on land, a flag hoisted to or lowered from half-mast position must first be hauled close-up.

## Half-masting for Mourning

Flags are flown at the half-mast position as a sign of mourning.

The flag is brought to the half-mast position by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position.

The position of the flag when flying at half-mast will depend on the size of the flag and the length of the flagstaff. It must be lowered at least to a position recognizably "half-mast" to avoid the appearance of a flag which has accidentally fallen away from the top of the mast owing to a loose flag rope. A satisfactory position for half-masting is to place the centre of the flag exactly half-way down the staff (**Figure 23**).

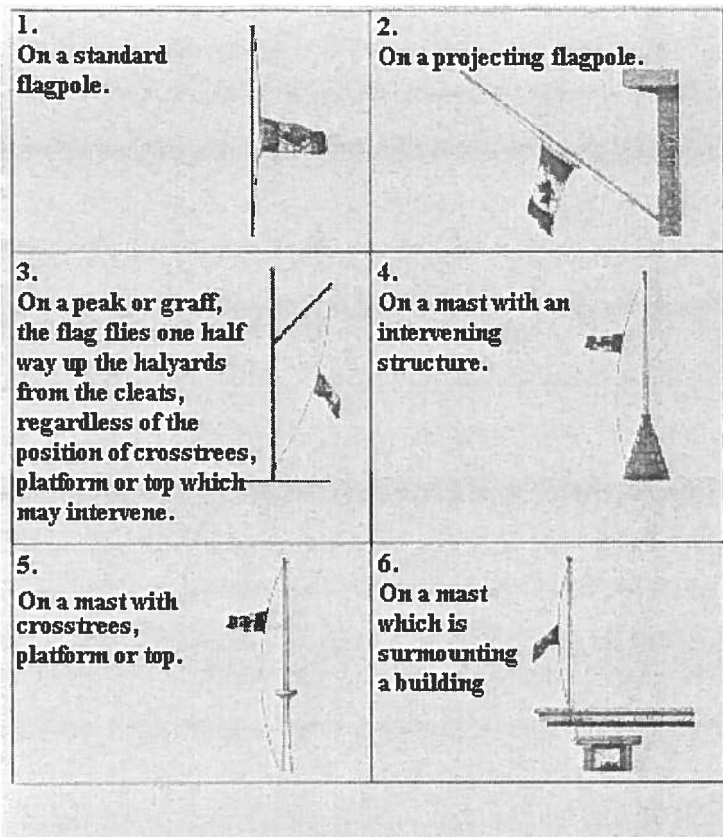


Figure 23

On occasions requiring that one flag be flown at half-mast, all flags flown together should also be flown at half-mast. Flags will only be half-masted on those flagpoles fitted with halyards and pulleys. Some buildings fly flags from horizontal or angled poles, without halyards, to which flags are permanently attached. Flags on these will not be half-masted.

## Disposal of Flags

When a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way.

### Rules for Half-masting the National Flag of Canada

#### Notes

- <sup>[1]</sup> Her Majesty's Personal Canadian Flag, the standards of members of the Royal Family as well as the standard of the Governor General and the standard of the Lieutenant Governor (in his/her province of jurisdiction and when assuming the duties of the representative of The Queen) take precedence over the National Flag of Canada on the buildings where these dignitaries are in residence or where they are attending a function.
- <sup>[2]</sup> There are exceptions when flying the Union Jack as outlined under the chapter entitled "The Royal Union Flag".
- <sup>[3]</sup> For rules on flying historical flags along with the National Flag of Canada, consult the Historical Flag Policy and Rules for Flying Historical Flags in Canada for more information.
- <sup>[4]</sup> The flag configurations shown in figures 11 to 16 also apply when the National Flag of Canada is flown with one or more **provincial/territorial** flag.

# SCHEDULE C



## APPLICATION FOR PROCLAMATION

Please complete and submit your completed form to the Town Clerk at least 3 weeks in advance of the occasion

**ORGANIZATION NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**PROCLAMATION REQUESTED** (Name/Title of proclamation)

\_\_\_\_\_

**DATES OF PROCLAMATION** (Please check and insert dates)

Day(s) \_\_\_\_\_  Week \_\_\_\_\_

Month \_\_\_\_\_

**PURPOSE OF PROCLAMATION** (Please check all that apply)

Civic Promotions  Public Awareness Campaign  Charitable Fundraising Campaign

Arts and Cultural Celebration  Special Honour for Individual or Organization

Other (please explain) \_\_\_\_\_

**DESCRIPTION OF YOUR ORGANIZATION** (please include a brief description and any other relevant information related to your request. Additional information/documentation may be attached to this application)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Has the same or a similar proclamation been requested of the Town of The Blue Mountains Council in the past?**

Yes (insert date of previous request) \_\_\_\_\_

No

Please provide the draft wording for your proclamation for Council consideration in order to receive an official signed proclamation from the Mayor.

Proclamation flag (please provide photo of the proposed flag if applicable)

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Date Request Received: \_\_\_\_\_

Proclamation Outcome:

Approved     Denied     Other: \_\_\_\_\_

Approved / Denied By: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

TOWN OF THE BLUE MOUNTAINS

**POLICY & PROCEDURES**

Subject Title: Flag Protocol Policy

Corporate Policy (Approved by Council)

Policy Ref. No.: POL.COR.15.01

Administrative Policy (Approved by CAO)

By-law No.: N/A

Department Policy: (Approved by Mgr.)

Name of Dept.: Administration

Date Approved:

Staff Report:

**Policy Statement**

Establishment of guidelines for the raising and lowering of flags at municipally owned facilities and standards for processing requests.

**Purpose**

Ensure consistency with regards to flags flown at municipally owned facilities and establish a standard for which proclamation requests received by the Town are processed and issued in recognition of individuals, events, organizations or community groups of significance for the Town.

**Application**

This policy applies to all proclamation requests received by the Town and to all municipally owned facilities, save Thornbury Harbour (41 Bruce Street North, Thornbury) and Jack Acres Park (Russell Street, Thornbury).

**Definitions**

“**Prominent Public Figures and Other Individuals**” means members of Federal and Provincial Government, current and previous Town of The Blue Mountains, Collingwood Township and Town of Thornbury Councillors, existing members of Town Staff and their immediate family members.

**Procedures**

**Flags and Flag Poles**

1. Flags shall only be flown from the flag poles at the municipally owned facilities listed in Schedule A of this policy.

2. Municipally owned facilities may display the National Flag of Canada, the Flags of the Provinces and Territories of Canada, the Municipal Flag as well as any other flag endorsed by Town of The Blue Mountains Council.

### **Flying Flags at Half-Mast**

3. Flags are flown at half-mast in recognition of the death of Prominent Public Figures and Other Individuals and for members of the Ontario Provincial Police (OPP) Force killed in the line of duty. All three flags at Town Hall municipally owned facilities shall be flown at half-mast upon the direction of the Chief Administrative Officer (CAO) or designate. Flags will be flown at half-mast from the time of notification of the individual's passing to sunset on the day of the funeral. When no funeral service is planned, flags will be flown at half-mast until the fourth day of the individuals passing.
4. Individual municipally owned facilities, at the discretion of the CAO, may fly their flags at half-mast to recognize the death of a person previously employed by the Town or a community member.
- 4.5. In the case of Section 3 and 4 of this Policy, Communication will be made via email to all Mail Users notifying of the reason for the lowering of the flags. For external communication, a posting of a standardized message on the Town Webpage acknowledging the passing of the individual with the posting remaining in place consistent with duration of the lowering of the flags.
- 5.6. Municipal Fire Halls shall be permitted to fly their flags at half-mast in recognition of the death of any Fire Fighter at the discretion of Fire Chief or designate.
- 6.7. On Remembrance Day, flags at all municipally owned facilities shall be flown at half-mast from sunrise to sunset as a sign of mourning. However, if a service is held at a flagpole, the flag will be lowered from the 11a.m. time of service until sunset.

### **Flag Order**

- 7.8. As a general rule, the National Flag of Canada should be displayed in accordance with Federal General Rules for Flying and Displaying the Canadian Flag and other Flags in Canada which is attached as Schedule B.

### **Flags for Proclamations**

- 8.9. Upon request, Council may consider placement of a specific flag in accordance with the proclamation section of this policy.
- 9.10. The Riverwalk flag pole, located at 26 Bridge Street, shall be the designated flag pole used to fly proclamation flags at the discretion of Council. Flags shall be flown for the duration of the approved proclamation.



## **Proclamation Criteria**

~~10-11~~. Proclamations that demonstrate an interest in or relationship with the Town and that demonstrate respect for the residents of the Town, including, but not limited to the following may be issued if approved through the proclamation process:

- a) Civic promotions
- b) Public awareness campaigns
- c) Charitable fundraising campaigns
- d) Arts and cultural celebrations
- e) Special honours for individuals or organizations for special achievements

~~11-12~~. Proclamations will not be issued for the following:

- a) Matters of political controversy
- b) Religious organizations or religious events or celebrations
- c) Individual convictions
- d) Organizations or events with no direct relationship to Town of The Blue Mountains
- e) Celebrations, campaigns or events contrary to Town Policies or by-laws
- f) Celebrations, campaigns or events intended for profit making purposes
- g) Attempting to influence government policy
- h) National, Independence or Republic Days

~~12-13~~. Proclamations are issued at the discretion of Council. An organization does not have exclusive rights to the day, week or month of their proclamation.

## **Application Process**

~~13-14~~. All organizations and/or persons submitting a request for proclamation shall complete an "Application for Proclamation" as laid out in Schedule C of this policy. This application will be retained by the Clerk's Office and will be reviewed as part of the approval process. Approvals shall be based on a first come first served basis based on the date the request was received by the Clerk's Office.

## **Previously Proclaimed Requests**

~~14.15.~~ If it is determined that a proclamation request has been granted in the past five (5) years, the request will be reviewed by the Clerk against the approved eligibility criteria and will be presented to the Mayor for approval. In the absence of the Mayor, the approval will be delegated to the Deputy Mayor.

## **Proclamations Not Previously Requested**

~~15.16.~~ When a proclamation request is received that has not been previously granted by Council in the last five (5) years, the request will first be reviewed by the Clerk against the approved eligibility criteria. If eligible, the Clerk will place the request on an agenda for Committee of the Whole and/or Council for consideration.

~~16.17.~~ If a proclamation request is denied by the Clerk as part of the eligibility review, the Clerk shall advise the Mayor.

## **Communication**

~~17.18.~~ Once a proclamation has been approved, the following communication will be carried out:

- a) A letter will be sent from the Office of the Mayor to all organizations whose proclamation request is approved
- b) The Clerk's Office will arrange to include notice on the Town's website and, if applicable, will provide a link to the organization's website that is related to the proclamation
- c) The Office of the Mayor will prepare Proclamation Certificates upon request

## **Record of Proclamations**

~~18.19.~~ The Clerk's Office will maintain a record of all proclamation requests received that will include when the request was received, whether the proclamation request was granted or denied and by whom (Mayor and/or Council), the proclamation period (day, week, month) and the date approval was granted.

## **Exclusions**

The nautical flag pole located at the Thornbury Municipal Harbour shall be exempt from the Flag Order Protocol and follow the protocol for flying nautical flags.

The flag pole at Jack Acres Park shall be exempt from this Policy and shall be operated by the Canadian Legion.

## **References and Related Policies**

Government of Canada – Rules for Flying the Flag  
<http://www.pch.gc.ca/eng/1359048153800>

## **Consequences of Non-Compliance**

Consequences shall commensurate with the severity of the breach of this policy.

## **Review Cycle**

This policy will be reviewed during each term of Council by the CAO, Senior Management Team and Council in open session.

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## SCHEDULE A

Municipally Owned Flag Pole Locations [that can be lowered to half-mast as outlined in Section 3 of this Policy](#)

<del>1.</del>	<del>Bayview Park</del>	<del>60 Bay Street East</del>	<del>1 Flag Pole</del>
2.1.	Beaver Valley Community Centre	58 Alfred Street West	2 Flag Poles
<del>3.1.</del>	<del>Craigleith Heritage Depot</del>	<del>113 Lakeshore Road East</del>	<del>1 Flag Pole</del>
<del>4.1.</del>	<del>Delphi Point Park</del>	<del>209233 Highway 26</del>	<del>1 Flag Pole</del>
5.2.	Fire Hall 1	496916 Grey Road 2	3 Flag Poles
<del>6.1.</del>	<del>Little River Park</del>	<del>4 Harbour Street</del>	<del>1 Flag Pole</del>
<del>7.1.</del>	<del>Moreau Park</del>	<del>128 Alfred Street West</del>	<del>1 Flag Pole</del>
<del>8.1.</del>	<del>Northwinds Beach</del>	<del>209605 Highway 26</del>	<del>1 Flag Pole</del>
9.3.	OPP Station	364 Clark Street	1 Flag Pole
<del>10.1.</del>	<del>Ravenna Hall</del>	<del>628299 Grey Road 119</del>	<del>1 Flag Pole</del>
<del>11.4.</del>	<del>Riverwalk</del>	<del>26 Bridge Street East</del>	<del>1 Flag Pole</del>
12.5.	Teed Hall	796338 Grey Road 19	1 Flag Pole
13.	Blue Mountains Public Library	173 Bruce Street South	1 Flag Pole
14.	Tomahawk Golf Course	417230 10 <sup>th</sup> Line	1 Flag Pole
15-6.	Town Hall	32 Mill Street	3 Flag Poles

### [Other Municipally Owned Flag Pole Locations](#)

7.	Bayview Park	60 Bay Street East	1 Flag Pole
8.	Craigleith Heritage Depot	113 Lakeshore Road East	1 Flag Pole
9.	Delphi Point Park	209233 Highway 26	1 Flag Pole

<u>10. Little River Park</u>	<u>4 Harbour Street</u>	<u>1 Flag Pole</u>
<u>11. Moreau Park</u>	<u>128 Alfred Street West</u>	<u>1 Flag Pole</u>
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<u>13. Ravenna Hall</u>	<u>628299 Grey Road 119</u>	<u>1 Flag Pole</u>
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<u>14. Blue Mountains Public Library</u>	<u>173 Bruce Street South</u>	<u>1 Flag Pole</u>
<u>15. Tomahawk Golf Course</u>	<u>417230 10<sup>th</sup> Line</u>	<u>1 Flag Pole</u>

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# SCHEDULE C



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Approved / Denied By: \_\_\_\_\_

Approval Date: \_\_\_\_\_

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