

Proclamation, Lighting and Community Flag Raising Request Policy

Policy Number: CORP. 1-12

Topic: Municipal Governance

Applies to: Residents, Organizations and Community groups associated with the Town of Newmarket

Policy Statement and Strategic Plan Linkages

This Policy relates to Council's Strategic Priorities of being "Well-Equipped and Managed", and "Well-Balanced". The **Proclamation, Lighting and Community Flag Raising Request** Policy allows for the recognition of significant organizations or community groups within the Town.

Purpose

The purpose of this Policy is to provide a standard to govern **proclamation, lighting and community flag raising requests** received and issued by the Town of Newmarket in recognition of events, organizations or community groups of significance in Newmarket. The Policy outlines the general principles, criteria, application process, communications regarding **proclamation** requests, **lighting requests and community flag raising requests**.

Definitions

Note: Defined terms are in bold font for convenience purposes only.

Community Flag a flag of a recognized charity or community group.

Community Flag Raising means the raising of a flag on a dedicated flagstaff for the purpose of raising awareness.

Peace Park Flagpole means the flagpole located at the Peace Park on Cane Parkway designated for community flag raising.

Proclamation(s) means a formal public statement by the Town designating a period (day, week, month) in recognition of a significant individual, event, or organization.

Lighting request(s) means a request to illuminate Newmarket's Riverwalk Commons in a specific colour to commemorate an event, organization or proclamation request.

Clerk means the Director of Legislative Services/Town Clerk and includes his/her designate.

Newmarket's Riverwalk Commons means the lights located above the Tim Hortons skating and water feature, and the lights under the Fred A. Lundy Bridge, located on Water Street.

Town means the Corporation of the Town of Newmarket.

Provisions

1. Application

- 1.1 This Policy applies to all requests for **proclamation, light and community flag raising requests** sent to the **Clerk**.
- 1.2 The Policy does not preclude Council from proclaiming a particular event, day, week or month, or approving a lighting or community flag raising request at a meeting of Council, pursuant to the **Town's** Procedure By-law, as amended from time to time.

2. General Principles

- 2.1 **Proclamations, lighting and community flag raising requests** are issued to acknowledge efforts, commitment and achievements of organizations, and community groups and to recognize public awareness campaigns, charitable fundraising campaigns and arts celebrations of significance to the **Town**.
- 2.2 A **proclamation, lighting and community flag raising request** may recognize a particular event, day, week or month.
- 2.3 An organization does not have exclusive rights to the day, week or month of their **proclamation** request.
- 2.4 Where the Town issues a **proclamation** in accordance with this Policy, such **proclamation** does not constitute a personal or civic endorsement by the Town.
- 2.5 The Town will not incur any expenses relating to the advertising and promotion of a **proclamation**.
- 2.6 **Lighting requests** for a particular day will be approved on a first come first serve basis. If there is a **Town** event, that requires the lighting of a particular colour, that **Town** event will take precedence over any applications for a **lighting request** received.
- 2.7 **Lighting requests** associated with a week or month long **proclamations** will be recognized on the first date of the proclaimed time period, week or month, unless otherwise specified

- 2.8 The lights located above the Tim Hortons skating and water feature cannot be changed between November 1 and April 1.
- 2.9 **Lighting** will take place from 5:00 PM to 11:00 PM on the day of the request.
- 2.10 Should technical issues arise on the day of the lighting request, an alternate day will be offered.
- 2.11 **Community flag raising** requests for a particular day will be approved on a first come first serve basis. If there is a Town event, that requires the **Town** flag to be flown, that Town event will take precedence over any applications for a Community flag raising request received.
- 2.12 **Community flag raising** requests will be approved for a maximum of 7 days.

3. Criteria for Evaluation for Requests

- 3.1 **Proclamations, lighting and community flag raising** requests are issued in accordance with the criteria as outlined in this section of this Policy.
- 3.2 Approved **proclamations, lighting and community flag raising** requests will demonstrate an interest in or have a relationship with the Town, including but not limited to the following:
 - a. arts celebrations
 - b. charitable fundraising campaigns
 - c. public awareness campaigns
 - d. to honor individuals, institutions or organizations for special achievements
- 3.3 **Proclamation, lighting and community flag raising** requests will not be issued for the following:
 - a. political parties or political organizations
 - b. promotion of business or commercial enterprise
 - c. matters inciting hatred, or those that are discriminatory
 - d. intent contrary to corporate policies or by-laws
 - e. intent is to defame the integrity of the Town, Ontario or Canada
 - f. matters which are untruthful
- 3.4 Where a proclamation does not fit into a category as defined in subsections 3.2 and 3.3 of this Policy, the **Clerk** may use proclamations previously recognized by the Ontario or Canadian government as a

method of reviewing any such requests. In these situations, the **Clerk** has the authority to exercise discretion when approving or denying such requests, and if deemed required by the **Clerk**, he/she may seek Council's direction on the specific request by placing it on a Committee of the Whole or Council agenda.

3.5 The **Clerk's** decision is final.

4. **Application Process**

- 4.1 **Proclamation, Lighting and Community Flag raising** requests must be submitted using the prescribed method as determined by the **Clerk**.
- 4.2 An applicant will have the ability to request a **proclamation** request, a **lighting request**, a **community flag raising** request or a combination of the three.
- 4.3 Applications must be submitted a minimum of three weeks in advance of the first date of recognition and shall not be submitted more than three months in advance.
- 4.4 **Proclamation, lighting and community flag raising** requests will not be issued if the first day to be recognized has passed.
- 4.5. The **Town** cannot accept requests made by third parties on behalf of other organizations or individuals. All requests must be made by the organization or individual to ensure that:
 - a. They are aware and approve of the **proclamation** request and that **Newmarket's Riverwalk Commons** will be lit for their event, occasion, or cause; and,
 - b. The lighting colour is consistent with the request.
- 4.6 The **Clerk** will review all applications to determine if the **proclamation, lighting or community flag raising** request meets the criteria in accordance with this Policy.
- 4.7 The **Clerk** will notify the applicant if their **proclamation, lighting or community flag raising** request has been approved or denied.

5. **Communication of Proclamations, Lightings and Community Flag Raisings Requests**

- 5.1 All approved and denied **proclamation, lighting or community flag raising** requests will be provided to Members of Council through the next Council Information Package, for information purposes.

- 5.2 The Clerk will issue a letter advising if the **Proclamation** has been approved or denied, in accordance with the policy. If the **Proclamation** is approved, the applicant will also receive a signed letter from the Mayor on behalf of Council, if requested.
- 5.3 **Proclamations** will be listed on the **Town** page and on the **Town's** website.
- 5.4 The applicant is responsible for notifying the media or advertising the **proclamation** beyond the **Town's** standard advertisement, in accordance with this Policy.
- 5.5 Arrangements for the Mayor and/or Member(s) of Council to attend a specific function or event related to the **proclamation, lighting or community flag raising** request are to be coordinated through the Mayor or Member of Council's offices.

6. Record of Requests

- 6.1 The **Clerk** will maintain a record of all **proclamation, lighting and community flag raising requests** received that will include: when the request was received, if the request was approved or denied, the **proclamation** period (day, week, month), the day of the **lighting request** and colour, the day of the **community flag raising**, the date approval was granted and if a letter from the Mayor's Office was requested.

7. Administration and Contact

- 7.1 This Policy shall be administered by the Legislative Services Department. Procedures may be defined, and amended from time to time, by the **Clerk** to address specific implementation of this Policy.
- 7.2 The **Clerk** has the authority to make amendments to this Policy, as may be required from time to time.
- 7.3 All questions, or concerns with respect to this Policy should be directed to the **Clerk**.

Cross-References

Procedure By-law 2015-50

Contact

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Details

Approved by: Council

Adoption Date: April 16, 2018

Policy Effective Date: April 16, 2018

Last Revision Date: January 3, 2019

Revision No: 002

Corporate Policies, Programs and Procedures

Flag Protocol & Flag Raising Policy – Policy No. 59

Topic:	Flag Protocol & Flag Raising Policy	Affects:	All Employees, Elected Officials and members of the public, and all Town Facilities
Section:	Legislative Services	Replaces:	Policy No. 59 – Flag Raising Policy
Original Policy Date:	May 21, 2002	Revision Date:	May 5, 2015
Effective Date:	May 11, 2015	Next Revision Date:	As Required
Prepared By:	Legal & Legislative Services	Approval Authority:	Council

1. PURPOSE

- 1.1. This policy establishes a framework to govern the regular protocol for flying flags at all Town facilities, and the criteria for the approval of the raising of International or Civic Flags or Community Flags.

2. APPLICATION

- 2.1. This Policy applies to the flying of flags outside of all Town Facilities.
- 2.2. Additionally, section 9 of this Policy applies to any flag display regularly maintained by the Town Staff on other lands that are not within the meaning of Town Facilities (e.g. the flag displays located within the medians of Wellington Street).

3. GENERAL PRINCIPLES OF THE POLICY

- 3.1. The following general principles will apply in respect to all aspects of this Policy, and be used when interpreting the Policy:
- (a) The Town will fly flags having regards to well established protocol for the flying of flags, including but not limited to:
 - i. the rules and protocols established by the Government of Canada for the National Flag of Canada; and
 - ii. the rules and protocols established by the Government of Ontario for the Ontario Provincial Flag.
 - (b) The Town will only fly International or Civic Flags of organizations that are approved or recognized by federal, provincial or municipal governments of Canada;
 - (c) The Town will not fly flags at any Town Facility representing groups or organizations whose principles, purposes, or activities are contrary to the laws of Canada, the laws of the Province of Ontario, or contrary to the principles of the Town; and
 - (d) Flags at Town Facilities will be flown at half-mast to mark periods of official mourning or commemorate solemn occasions important to the residents of the Town.

4. DEFINITIONS

4.1. In this Policy, the following words have the following meanings:

- (a) “**Clerk**” means the Clerk appointed by the Council pursuant to requirements of section 228 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, or his/her designate.
- (b) “**Council**” means the Aurora Town Council.
- (c) “**Community Flag**” means the flag adopted by any non-governmental organization. For greater certainty Community Flag does not include a flag that in the opinion of the Clerk is an International or Civic Flag.
- (d) “**CYFS**” the Central York Fire Services, and “**CYFS Facilities**” means any building owned or leased by the CYFS within Aurora.
- (e) “**Flying a Flag at Half-mast**” means the action of flying all flags, forming a single display of flags, at a position that is equal distance from the top and bottom of a flagpole, to mark periods of mourning or to commemorate solemn occasions.
- (f) “**International or Civic Flag**” means any official flag of: 1) a sovereign state other than Canada, including official territorial divisions established by a particular sovereign state (e.g. states, provinces, municipalities, etc.); or, 2) or any recognized international governmental/treaty organizations (e.g. United Nations, NATO, etc.).
- (g) “**Logo Flag**” means a flag displaying a logo and/or brand of the Town but does not include the Official Town Flag.
- (h) “**National Flag of Canada**” means the flag approved by the Parliament of Canada as a national symbol of Canada.
- (i) “**Official Canadian Flags**” means a flag recognized by a competent Canadian federal or provincial government authority (e.g., the Sovereigns Personal Standard, The Governor General’s standard, etc.), but does not include the National Flag of Canada.
- (j) “**Official Town Flag**” means the flag adopted by Council as a symbol of the municipality, and any flag that is granted to the Town or approved by the Canadian Heraldic Authority, but does not include a Logo Flag.
- (k) “**Ontario Provincial Flag**” means the flag approved by the Legislative Assembly of Ontario as a provincial symbol of Ontario.
- (l) “**Procedural By-law**” means By-law Number 5330-11, as amended, or its successor by-law, that is enacted by Council in accordance with the requirements of subsection 238(2) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended.
- (m) “**Town**” means The Corporation of the Town of Aurora.
- (n) “**Town Facilities**” means any building owned or leased by the Town for the purpose of providing municipal services.

5. CUSTOMARY FLAG PROTOCOL

- 5.1. The Town will fly the National Flag of Canada, the Ontario Provincial Flag and the Official Town Flag at all Town Facilities, in a configuration described in sections 5.3 to 5.6 of this Policy.
- 5.2. Notwithstanding section 5.1 of the Policy, the Town may fly a flag associated with an award or recognition of significance received by the Town in place of the Official Town Flag.
- 5.3. Only one flag may be flown on a single flagpole at the same time.

Three (3) Flag Pole Display

- 5.4. Where a Town Facility has a three (3) flag pole display, the National Flag of Canada, the Ontario Provincial Flag and the Official Town Flag will be flown. The National Flag of Canada will be flown on the centre flagpole which is the customary position of honour. To an observer facing the display, the Provincial Flag of Ontario will fly to the left of the National Flag of Canada, and the Official Town Flag will be flown to its right. Other flags will not be flown on these flagpoles, except in the circumstances noted in sections 5.2, 6, and 7 of this Policy.

Two (2) Flag Pole Display

- 5.5. Where a Town Facility has a two (2) flag pole display, the National Flag of Canada and the Official Town Flag will be flown. As the customary position of honour, the left flagpole to an observer facing the display will be used to fly the National Flag of Canada. Other flags will not be flown on these flagpoles, except in the circumstances noted in sections 5.2, 6, and 7 of this Policy.

One (1) Flag Pole Display

- 5.6. The National Flag of Canada will be flown at a Town Facility with only one (1) flagpole. Other flags will not be flown on these flagpoles, except in the circumstances noted in sections 6 and 7 of this Policy.

Aurora Cenotaph

- 5.7. Notwithstanding the provisions of sections 5.1 to 5.6 of this Policy, the flag(s) flown at the Aurora Cenotaph will follow the protocol established by the Royal Canadian Legion.

Logo Flag

- 5.8. Where a Town Facility has a four (4) flag pole display, the National Flag of Canada, the Ontario Provincial Flag, the Official Town Flag, and the Logo Flag will be flown. To an observer facing the display the National Flag of Canada will be flown on the left flagpole, the Provincial Flag of Ontario will fly to the immediate right of the National Flag of Canada, the Official Town Flag will flown to the immediate right of the Provincial Flag of Ontario, and the Logo Flag will be flown to the immediate right of the Official Town Flag. Other flags will not be flown on these flagpoles, except in the circumstances noted in sections 5.2, 6, and 7 of this Policy.

6. OFFICIAL CANADIAN FLAGS AND INTERNATIONAL FLAG RAISINGS

- 6.1 The Town may fly Official Canadian Flags or International or Civic Flags as part of an official visit by a dignitary or delegation.
- 6.2 When flying Official Canadian Flags or International or Civic Flags, the Clerk will coordinate the proper display of the flag or symbol in consultation with the proper protocol authorities.

7. COMMUNITY FLAG RAISINGS

- 7.1 A request to fly a Community Flag at a Town Facility will be submitted to the Clerk in writing at least four (4) weeks prior to the date on which the flag is to be flown.
- 7.2 The Clerk is delegated the authority to approve and deny any request to fly a Community Flag at a Town Facility. When considering the request, the Clerk will have regards to the General Principles and Community Flag Raising Criteria sections of this Policy and past practice of the Town.
- 7.3 Where a proclamation has been issued by the Mayor in accordance with the Procedural By-law, a request to raise a flag associated with that proclamation will be deemed to meet any criteria set-out in this policy.

- 7.4 The Clerk may refer any request to fly a Community Flag at a Town Facility for Council's consideration when deemed appropriate by the Clerk.

8. COMMUNITY FLAG RAISING CRITERIA

- 8.1 The Town will only fly a Community Flag at a Town facility that is the flag of a non-profit or charitable organization or group, provided that the purpose, principles and works of that organization or group are not contrary to the principles and policies of the Town, and are generally important to Canada, Ontario or the Town.
- 8.2 The Community Flag of a partisan or religious organization or group, as determined by the Clerk, will not be flown at a Town Facility.

9. FLYING A FLAG AT HALF-MAST

Official Mourning

- 9.1 Flags at all Town facilities, as well as flag displays regularly maintained by the Town Staff on other lands that are not within the meaning of Town Facilities, will be flown at half-mast to mark periods of official mourning upon the death of:
- (a) the Sovereign;
 - (b) a Member of the Canadian Royal Family;
 - (c) the Governor General of Canada, or a former Governor General;
 - (d) the Prime Minister of Canada, or a former Prime Minister of Canada;
 - (e) the Leader of Her Majesty's Loyal Opposition, Parliament of Canada;
 - (f) the Lieutenant Governor of Ontario;
 - (g) the Premier of Ontario, or a former Premier of Ontario;
 - (h) the Leader of Her Majesty's Loyal Opposition, Legislative Assembly of Ontario
 - (i) a local Member of Parliament, or a local Member of the Legislative Assembly of Ontario;
 - (j) the Regional Chair or a former Regional Chair;
 - (k) the Mayor or a former Mayor;
 - (l) a Member of Council or a former Member of Council;
 - (m) a current employee of the Town;
 - (n) a current member of Central York Fire Services;
 - (o) a York Region Police Officer who dies in the line of duty; or
 - (p) a resident of the Town, who is a member of the Canadian Armed Forces, killed while deployed on operations or while on active duty.

Duration of Official Mourning

- 9.2 In the case of a national or provincial official referred to in subsections 9.1(a) to 9.1(i) of the Policy, flags will be flown at half-mast for the duration established by the appropriate federal or provincial protocol offices.
- 9.3 In the case of an official referred to in subsections 9.1(j), 9.1(n), 9.1(o) and 9.1(p), flags will be flown at half-mast for the same duration as established by the organization named in each of those sections.
- 9.4 In the case of a Town official or employee referred to in subsections 9.1(k) to 9.1(m), flags will be flown at half-mast from the date the notice of death is received until sunset on the date of the funeral for that individual. Flags will normally be flown at half-mast for no more than five (5) days except in exceptional circumstances at the discretion of the Clerk.

Annual Commemoration of Solemn Occasions

- 9.5 Flags will be flown at half-mast, at all Town facilities, to commemorate the following solemn occasions on the appropriate days:
- a) Day of Mourning for Persons Killed or Injured in the Workplace (April 28)
 - b) Remembrance Day (November 11); and
 - c) National Day of Remembrance and Action on Violence Against Women (December 6).

Other Solemn Occasions

- 9.6 The flying of flags at half-mast in commemoration of other periods of official mourning and solemn occasions may be approved by the Clerk having regards to the General Principles of this Policy.

CYFS Facilities

- 9.7 Recognizing that the CYFS is an entity of the Town of Newmarket, the Clerk is delegated the authority to establish protocols between the Town and the CYFS to facilitate the flying of flags at half-mast at CYFS Facilities during periods of official mourning or the commemoration of other solemn occasions referred to in section 9.1 to 9.6 of this Policy.

10. RESPONSIBILITY

- 10.1 Council will be responsible for:

- a) approving and amending this Policy; and
- b) deciding on any matter referred by the Clerk to Council.

- 10.2 The Clerk will be responsible for:

- a) exercising any authority delegated to the Clerk by this Policy;
- b) administering the operation of this Policy;
- c) interpreting this Policy; and
- d) creating any procedure that the Clerk deems necessary and expedient to implement this Policy.



Policy

Policy Name:	Community Flag Raisings and Flag Protocol Policy
Policy Owner:	Corporate & Financial Services, Director, Council Support Services/Town Clerk
Approved by:	Council
Effective Date:	December 10, 2012
Date of Last Revision:	Initial Policy
Review Date:	
Policy Status:	New

PURPOSE:

The Community Flag Raisings and Flag Protocol Policy establishes a framework to govern requests for flag raisings received from the community, and to establish a consistent protocol for the flying of flags at all municipal buildings, properties, and facilities.

POLICY PRINCIPLES:

Richmond Hill recognizes that flags, as symbols of nations, territories and community organizations, are important to residents of the municipality. Richmond Hill is committed to building upon and maintaining the rich heritage of protocol associated with the flying of flags. As a matter of practice, Richmond Hill has used special flag raisings to enhance public awareness of activities such as national holidays, multicultural events, fundraising drives, and historical commemorations important to the residents of Richmond Hill. The municipality has also flown flags at half-mast to mark periods of official mourning or commemorate solemn occasions important to the residents.

DEFINITIONS:

Clerk:	Means the Town Clerk appointed by the Council of the Corporation of the Town of Richmond Hill, or his/her designate.
Community Flagpole:	Means the flagpole at the Richmond Hill Town Offices designated for Community Flag Raisings.
Flying a Flag at Half-mast:	Means the action of flying all flags, forming a single display of flags, at a position that is equal distance from the top and bottom of a flagpole, to mark periods of mourning or to commemorate solemn occasions.
National Flag of Canada:	Means the flag approved by the Parliament of Canada as a national symbol of Canada.
Provincial Flag of Ontario:	Means the flag approved by the Legislative Assembly of Ontario as a national symbol of Ontario.

Town of Richmond Hill Flag: Means the flag approved by the Council of the Town of Richmond Hill containing the approved Town Crest.

SCOPE:

This Policy applies to Community Flag Raisings held at the Richmond Hill Town Offices, and to the flying of flags at any municipal building, property, or facility.

POLICY

1. GENERAL PRINCIPLES

The following general principles will apply in respect to all aspects of this Policy, and be used when interpreting the Policy:

- The municipality will use flags to celebrate Richmond Hill's diversity and honour those who have contributed to the life of the Town;
- The flying of flags at any municipal facility will not be contrary to the principles of any other Town policy; and,
- The municipality will only fly flags that are approved or recognized by federal and provincial governments of Canada.

2. COMMUNITY FLAG RAISINGS

Richmond Hill has designated one (1) Community Flagpole at the Richmond Hill Town Offices.

A. Community Flag Raising Criteria

The Criteria for approving or denying a request to use the Community Flag Poles will be:

The Community Flagpole may be used to fly flags significant to the residents of Richmond Hill:

- in honour of national holidays;
- in support of fundraising drives; and
- to celebrate multi-cultural and civic events.

The Community Flagpole will not be used to fly flags:

- of Political Parties;
- of Religious Groups;
- in support of fundraising drives that are political or religious in nature; and
- in support of groups, organizations, or events that promote beliefs contrary to any other Town policy.

The Clerk will be responsible for providing advice, as necessary, on the applicability of any of the above criteria to any application received for Community Flag Raisings.

B. Application Process for the Use of the Community Flagpole

Previously Approved Flag Raising Request:

If it is determined that a flag raising 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.

Not Previously Approved Flag Raising Request:

When a 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 and if eligible, the Clerk will place the request on an agenda for Committee of the Whole and/or Council for consideration. If a flag raising request is denied by the Clerk as part of the eligibility review, the Clerk shall advise the Mayor.

Application Process for use of the Community Flagpole

All requests for use of the Community Flagpole will be made in writing to the Clerk. Requests are to be submitted at least three (3) weeks prior to the day requested for the raising of the flag. If the request is associated with a Proclamation, please see the Town of Richmond Hill Proclamation Policy for further information regarding proclamations. This application will be retained by the Office of the Clerk and will be reviewed as part of the approval process.

- The Clerk will review all applications to determine consistency and eligibility with this Policy;
- During the summer recess of Council, the Clerk or Chief Administrative Officer will decide to approve or deny any flag raising not previously approved by Council within the last five (5) years, any decisions will be noted on a Council Agenda for information purposes;
- All organizations and/or persons submitting a Flag Raising request shall complete the Flag Raising Application attached as Appendix "C" to this Policy.

C. General Rules for the Community Flagpole

The general rules for the use of the Community Flagpole are as follows:

- i. Flags will be flown for up to one (1) week at a time;
- ii. Approvals and use of the flagpole will be granted on a first come-first served basis; and,
- iii. When more than one (1) flag-raising occurs on the same day (or during the same period of time), the decision of which flag will be flown will be determined as follows:
 - The Community Flagpole will be deemed the position of honour;
 - Flags of other nations will be given higher precedent over non-national flags; and,
 - Where the flags are of the same level of precedent, the position of honour will be assigned to the application received first by the Clerk.
 - Individuals, groups or associations requesting flag raisings are required to provide the flag to be raised.

3. FLAG PROTOCOL

Richmond Hill's protocol for the flying of flags at all municipal facilities, excluding the Community Flagpole at the Town Offices, are incorporated into this Policy as appendices. Appendix "A" is the procedure Richmond Hill will use in honouring contributions to the life of the municipality through Flying a Flag at Half-mast. Appendix "B" is the procedure Richmond Hill will use in determining how flags will be flown at any municipal facility.

ROLES AND RESPONSIBILITIES:

Council

Council is responsible for approving and amending this Policy.

The Clerk

The Clerk is responsible for the interpretation and bringing forward information to Council as outlined in this Policy, as well as the development of procedures for the effective and efficient implementation of the Policy. The Clerk is specifically responsible for receiving and processing applications for flag raisings, notifying appropriate staff at Town facilities of periods of official mourning or the commemoration of solemn occasions.

RELATED DOCUMENTS:

Procedure - Flying Flags at Half-mast
Procedure - Customary Flag Configuration

Flag Raising Application
Town of Richmond Hill Proclamation Policy



FLAG RAISING APPLICATION

(Please complete and submit your completed form to the Town Clerk @ clerks@richmondhill.ca at least three weeks in advance of the occasion)

Contact Last Name		Contact First Name	
Street Address	City	Province	Postal Code
Daytime telephone	Evening telephone	Mobile	Email Address
Organization /Group Name			
Street Address	City	Province	Postal Code
Please describe the purpose of the flag display (please note if an attachment is included)			
Date(s) Requested from		Date(s) Requested to	
Type of Flag			
Additional Information/Comments			
Applicant's Signature		Date	

Policy No:	AD – 014
Department:	ADMINISTRATION
Subject:	FLAG RAISING / HALF-MASTING

POLICY STATEMENT

Flag raisings enhance public awareness of activities occurring such as fund-raising drives, multi-cultural events and national and independence days.

Half-masting of national flags is a well-established procedure whereby countries bestow an honour and express a collective sense of sorrow such as in recognition of the death of prominent public figures. Flags will be flown at half-mast in accordance with the protocol established by the government of Canada.

ADMINISTRATION OF THE POLICY

- 1) The City Clerk be delegated authority to administer the Flag Raising/ Half-Masting Policy.
- 2) Notwithstanding any of the foregoing, the Mayor and/or City of Vaughan Council may direct that a specific flag be flown/lowered, or not flown/lowered, on a specific date, in which event such direction shall supercede over any other direction contained in this policy.

FLAG RAISING

- 1) Flags that are currently flown at the City of Vaughan Civic Centre and all of its associated facilities, including Fire Stations, on a continual basis, namely the Canadian, Provincial and City flags, shall continue to be flown.
- 2) In recognition of the ethnic diversity of the residents of the municipality the City of Vaughan will fly at the Civic Centre the flag of any nation, country or ethnic group on the national day or on the anniversary of a special occasion, upon a written request to the City Clerk submitted one month in advance by that nation, or ethnic group or its representatives;

However, by the flying of the flags referred to above, the City of Vaughan neither implies nor expresses support for the politics of these nations and/or ethnic groups, but flies the flag in recognition of those of its citizens who have made the request.
- 3) The City of Vaughan will fly at the Civic Centre the flag of civic origin representing formally recognized delegations visiting the City of Vaughan for an allotment of time limited to the duration of the respective visitation.
- 4) Flags of non-partisan, non-profit, charitable organizations shall be flown at the City of Vaughan Civic Centre upon a written request to the City Clerk submitted one month in

Council Approval: 2005/11/04
Report No/Item: 61/14
Cross Reference: Policy No. 03.25

Amended: N/A
Report No/Item: N/A

Policy No:	AD – 014
Department:	ADMINISTRATION
Subject:	FLAG RAISING / HALF-MASTING

advance on the understanding that the individual flag will not be flown for a period longer than one week.

- 5) Conflicts between the date requested by two or more nations, ethnic groups or non-partisan, non- profit, charitable organizations, will be settled in favour of the nation or group which first made its request.

FLAGS AT HALF-MAST

- 1) Flags at the City of Vaughan Civic Centre and all its associated facilities, including Fire Stations, shall be flown at half-mast in recognition of the death of prominent public figures in accordance with the protocol established by the government of Canada. Flags shall be flown at half-mast in the event of the death of:
 - the Queen.
 - an immediate relative of the Queen.
 - the current or former Governor General of Canada.
 - the current or former Prime Minister of Canada.
 - the current or former Lieutenant Governor of Ontario.
 - the current or former Premier of Ontario.
 - a local MP or MPP.
 - the current or former Mayor of the City of Vaughan.
 - a current or former Council member of the City of Vaughan.
 - Employees of the City of Vaughan.
 - Vaughan Fire and Rescue Services fire fighters.
- 2) Flags at the City of Vaughan Civic Centre and all its associated facilities, including Fire Stations, shall be flown at half-mast to commemorate the following special days in accordance with the protocol established by the government of Canada:
 - April 28, National Day of Mourning for Workers Killed or Injured on the Job.
 - November 11, Remembrance Day.
 - December 6, National Day of Remembrance and Action on Violence Against Women.
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- 3) When recognizing the death of an individual, the flags will be lowered to half-mast position on the day of the death, and raised the day following the funeral.
- 4) Flags that are flown at the City of Vaughan Civic Centre at half-mast to commemorate the above- noted special days will be lowered to half-mast position at the start of the business day and raised at the close of the business day.

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 Report No/Item: 61/14
 Cross Reference: Policy No. 03.25

Amended: N/A
 Report No/Item: N/A

Policy No:	AD – 014
Department:	ADMINISTRATION
Subject:	FLAG RAISING / HALF-MASTING

REQUESTS FOR FLAG RAISING

- 1) Flag raising requests from ethnic groups or non-partisan, non-profit charitable organizations, should be submitted in writing to the City Clerk one month in advance and will be confirmed on a first come first served basis.
- 2) The flag that is being requested to be flown must be personally delivered or mailed to the attention of the City Clerk.
- 3) The City Clerk will contact Building & Facilities staff who will be responsible for raising the flag on the appropriate day.

**REQUESTS FOR THE MAYOR AND MEMBERS OF COUNCIL
TO PARTICIPATE IN A FLAG RAISING CEREMONY**

- 1) Requests for the Mayor and Members of Council to participate in a flag raising ceremony should be submitted in writing to the City Clerk one month in advance.
- 2) The flag being requested to be flown must be personally delivered or mailed to the attention of the City Clerk.
- 3) The City Clerk will forward the request to the Mayor's office. The Mayor's office will be responsible for coordinating the date and time of the flag raising ceremony. The Mayor's office will advise all Members of Council, the City Clerk and Corporate Communications of the confirmed date and time of the ceremony.
- 4) The City Clerk will contact Building & Facilities staff who will be responsible for raising the flag at the ceremony.
- 5) The individual and/or group requesting the flag raising ceremony will be responsible for photographs, if required.
- 6) Corporate Communications will be responsible for related media releases.

REQUESTS TO HOLD A RECEPTION FOLLOWING A FLAG RAISING CEREMONY

- 1) Requests to hold a reception at the Civic Centre in Council Chambers, the Public Hearing Room or other boardroom at "no charge" for the facility following a flag raising ceremony should be submitted in writing to the City Clerk one month in advance and will require Council approval.

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- 2) It will be the responsibility of the individual and/or group that requests a reception to be held following a flag raising ceremony to:
- (a) Arrange for permitting of the required space (e.g. Council Chambers, Public Hearing Room) through Recreation and Culture (Permits).
 - (b) Request any furniture, such as tables, that may be required for the event.
 - (c) Arrange for catering.
 - (d) Arrange for a photographer, if required.

FLAG PLACEMENTS

In general, the order of precedence for flags is Canada, Ontario and City of Vaughan. When viewed from the front the flags are placed in descending order from left to right. Where there are three flagpoles the Canada flag is placed in the centre, Ontario to the right and the City of Vaughan to the left. For all other flag placements the federal flag protocol will be followed.

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