



Report to: General Committee

Date Report Authored: October 12, 2011

SUBJECT: Revised Community Flag Raisings & Flag Protocol Policy
PREPARED BY: S. Huycke, Public Services & Records Coordinator (x4290)

RECOMMENDATION:

- 1) THAT the report entitled “Revised Community Flag Raisings & Flag Protocol Policy” be received; and,
- 2) THAT Council approve the proposed Community Flag Raisings & Flag Protocol Policy; and,
- 3) THAT Council delegate the authority for approving or denying requests for Community Flag Raising(s) to the Clerk: (1) that have been previously approved by Council within five years of the request date; and (2) during Council’s summer recess (if required), subject to the terms of the Community Flag Raisings & Flag Protocol Policy; and,
- 4) THAT the list of approved Community Flag Raisings be brought forward to Council once a year for information and review purposes; and,
- 5) THAT two additional flagpoles be installed at the Markham Civic Centre; and further,
- 6) THAT Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

This report seeks approval of a revised Community Flag Raisings & Flag Protocol Policy, including the delegation of Council’s authority for approving or denying requests for Community Flag Raisings to the Clerk. This report also seeks Council’s approval for the installation of two flagpoles at the Markham Civic Centre to accommodate the rules in the proposed policy for Community Flag Raisings, at a cost of approximately \$15,000.

BACKGROUND:

On September 12, 2011, staff presented a proposed Community Flag Raising & Flag Protocol Policy to General Committee. Committee directed staff to report back on:

- 1) placing a new flagpole where the existing three-pole flag display exists;
- 2) requirements for installing a new flagpole; and,
- 3) determining which flag will be on the new flag pole when there is not an international flag on it.

The draft Policy presented to Council on September 12, 2011, as well as the *revised* draft Policy presented here, are part of the Legislative Services Department's process of reviewing a number of policies and practices related to protocol.

OPTIONS/ DISCUSSION:

As directed by General Committee, staff has investigated the opportunity to install a fourth flagpole as part of the current three-pole flag display at the Civic Centre ("Civic Centre Flag Display"). Staff have reviewed the current display and determined that the installation of a fourth flagpole is feasible. It is recommended that the fourth flagpole be accommodated by narrowing the distance between the current flag poles. This is necessary to avoid placing the new flagpole on the grass or past the semi-circular low-rise lamp barrier. The cost of this portion of the recommendation is approximately \$10,000. These funds will be used to move one of the current flagpoles and install another.

Staff is also recommending the instillation of a fifth flagpole in the grassed area immediately north of the Jerusalem Rose Garden next to the Peace Garden (attached as **Appendix "C"** is a map of the proposed location for the fifth flagpole). This recommendation will improve the ability of the municipality to host multiple community flag raisings at the same time. Given the increasing number of requests for community flag raisings, as well as certain requests which are for an extended period of time (e.g. Lupus Month, United Way, etc.) the instillation of the fifth flagpole will allow these flags to fly for the entire period of time to which they are directed. The approximate cost of this portion of the recommendations is \$5,000.00

It is Staff's recommendation that when the fourth flagpole is added to the Civic Centre Flag Display, the usual configuration of flags be two Canadian Flags on the centre polls, the Ontario Flag to the left of the Canadian flags and the Markham flag to the right.

Based on these recommendations, staff has amended the proposed Community Flag Raising Policy presented on September 12, 2011. The amendments to this Policy recommend:

1. when the community flag raising is for the flag of a nation other than Canada the flags of the Civic Centre Flag Display will be ordered from left to right as follows: (1) Provincial Flag of Ontario; (2) National Flag of Canada; (3) community flag; and (4) Markham Flag;
2. when the community flag raising is for a non-national flag the flags of the Civic Centre Flag Display will be ordered from left to right as follows: (1) Provincial Flag of Ontario; (2) National Flag of Canada; (3) Markham Flag; and (4) the community flag;

No further changes to the proposed Policy presented on September 12, 2011 have been made.

FINANCIAL CONSIDERATIONS AND TEMPLATE: (external link)

Funding for the new flagpoles will be accommodated in Asset Management Civic Centre Improvements – Replacement Program. This expenditure, if approved, will be funded from account 056-6150-8623-005 to the maximum amount of \$15,000.

HUMAN RESOURCES CONSIDERATIONS

Not applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

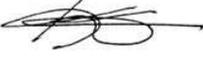
Not applicable

BUSINESS UNITS CONSULTED AND AFFECTED:

Community & Fire Services Commission
Corporate Communications & Community Relations

RECOMMENDED BY:

18/10/2011

X 

Kimberley Kitteringham
Town Clerk

25/10/2011

X 

Andy Taylor
Chief Administrative Officer

ATTACHMENTS:

[Attachment “A” – Revised Community Flag Raisings & Flag Protocol Policy](#)

[Attachment “B” – Flag Raisings Approved by Council in 2006 to 2010, and 2011 to June 30th](#)

[Attachment “C” – Map of location for proposed fifth Community Flag Pole](#)

	Community Flag Raisings & Flag Protocol Policy	
	Policy Category: Governance/Protocol	
	Policy No.:	Implementing Procedure No.:
Approving Authority: COUNCIL	Effective Date:	
Approved or Last Reviewed Date:	Next Review Year:	
Area(s) this policy applies to: ALL	Owner Department: LEGISLATIVE SERVICES	
Related Policy(ies): <ul style="list-style-type: none"> Proclamation Policy 		

Note: Questions about this policy should be directed to the Owner Department.

1. Purpose Statement *(Outline why the organization is issuing the policy and its desired effect or outcome of the policy)*

The Community Flag Raisings & 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.

2. Applicability and Scope Statement *(Who and what this policy applies to and/or affects)*

This Policy applies to Community Flag Raisings held at the Markham Civic Centre, and to the flying of flags at any municipal building, property, or facilities.

3. Background *(Indicate any reasons, history, and intent that led to the creation of the policy)*

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

4. Definitions *(If applicable, define any terminology or interpret meanings of a general term)*

A) **Clerk**" means the Clerk appointed by the Markham Council, or his/her designate.



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- B) **“Community Flag Pole”** means any flagpole at the Markham Civic Centre designated for Community Flag Raisings.
- C) **“Civic Centre Flag Display”** means the four (4) flagpoles aligned to form a single display adjacent to the main entrance of the Anthony Roman Civic Centre.
- D) **“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.
- E) **“Markham Flag”** means the flag adopted by Markham Council as a symbol of the municipality. The Markham Flag may be granted, registered, approved or confirmed by the Canadian Heraldic Authority.
- F) **“National Flag of Canada”** means the flag approved by the Parliament of Canada as a national symbol of Canada.
- G) **“Provincial Flag of Ontario”** means the flag approved by the Legislative Assembly of Ontario as a provincial symbol of Ontario.

5. Policy Statements *(Detail the specific regulations, requirements, or modifications to organizational behaviour to be addressed by this policy)*

The following rules will be used by the Markham in respect to the flying of flags at any municipal building, property, or facility:

1. **GENERAL PRINCIPLES OF THE POLICY**

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

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

2. **COMMUNITY FLAG RAISINGS**

Markham will designate up to two (2) Community Flagpoles at the Markham Civic Centre to celebrate

Markham's diversity and heritage. The first Community Flagpole will be the center right flagpole of the Civic Centre Flag Display, and the second Community Flagpole will be designated by the Clerk.

A. Community Flag Raising Criteria

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

The Community Flagpoles may be to fly flags:

- i. in honour national or independence days important to the residents of Markham;
- ii. in support of fund-raising drives important to the residents of Markham; and,
- iii. to celebrate multi-cultural and civic events important to the residents Markham.

The Community Flagpoles will not be used to fly flags

- i. of Political Parties;
- ii. of Religious Groups;
- iii. in support of fund-raising drives that are political or religious in nature; and
- iv. 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. Applications for use of the Community Flagpoles

All requests for use of the Community Flagpoles will be made in writing to the Clerk. Applications are to be submitted at least one (3) weeks prior to the day requested for the raising of the flag. The Clerk will review all applications to determine consistency with this Policy, and will:

- i. If the flag raising was previously approved by Council within 5 years of the current request, and is consistent with this Policy, approve the flag raising and note it on a Council Agenda for information purposes;
- ii. If the flag raising was not previously approved by Council, or was approved by Council more than 5 years before the current request, will make a recommendation to Council to approve or deny the application on a Council Agenda prior to the date of the proposed flag raising; and,

- iii. During the summer recess of Council, will decided 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.

C. General Rules for the Community Flagpoles

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

- i. Approvals and use of the Community Flagpole(s) will be granted on a first come-first served basis;
- ii. Flags will be flown for up to 1 week at a time;
- iii. When the Community Flag Raising is for the flag of another nation the flags of the Civic Centre Flag Display will be ordered from left to right as follows: (1) Provincial Flag of Ontario; (2) National Flag of Canada; (3) community flag; and (4) Markham Flag;
- iv. When the Community Flag Raising is for a non-national flag the flags of the Civic Centre Flag Display will be ordered from left to right as follows: (1) Provincial Flag of Ontario; (2) National Flag of Canada; (3) Markham Flag; and (4) the community flag;
- v. When more then one (1) flag-raising occurs on the same day (or during the same period of time), the following rules apply:
 - a) When the Clerk has designated a second Community Flagpole, and both flag raising are for flags of other nations, the application received first will be flown on the Community Flagpole which is part of the Civic Centre Flag Display
 - b) When the Clerk has designated a second Community Flagpole, and only one flag raising is for the flag of another nation, the flag of the other national will be flown on the Community Flagpole which is part of the Civic Centre Flag Display
 - c) When the Clerk has not designated a second Community Flagpole, the community flag raising will: (1) be moved to a different day; or (2) share the time period equally
- vi. Individuals, groups or association requesting flag raisings are required to provide the flag to be raised.

3. FLAG PROTOCOL

Markham's protocol for the flying on flags at all municipal facilities are incorporated into this Policy as appendices. Appendix "A" are the protocols Markham will use in honouring contributions to the



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life of the municipality through the Flying a Flag at Half-mast. Appendix “B” are the protocols the municipality will use in determining how flags will usually be flown at any municipal facility.

6. Roles and Responsibilities *(Outline roles and responsibilities of those involved in the implementation of the policy)*

Council

Council is responsible for approving and amending this Policy

The Clerk

The Clerk will be responsible for the interpretation of this Policy, as well as the development of procedures for the effective and efficient implementation of the Policy.

Appendix “A”**FLYING FLAGS AT HALF-MAST**

The Town’s protocol for Flying a Flag at Half-mast will be:

A. Periods of Official Mourning

Flags will be flown at half-mast at all Town facilities to mark periods of official mourning upon the death of:

- i. The Sovereign;
- ii. A Member of the Canadian Royal Family;
- iii. The Governor General of Canada, or a former Governor General;
- iv. The Prime Minister of Canada, or a former Prime Minister;
- v. The Leader of Her Majesty’s Loyal Opposition, Parliament of Canada
- vi. The Lieutenant Governor of Ontario;
- vii. The Premier of Ontario;
- viii. The Leader of Her Majesty’s Loyal Opposition, Legislative Assembly of Ontario
- ix. A local Member of Parliament, or a local Member of the Legislative Assembly of Ontario;
- x. The Mayor or a former Mayor;
- xi. A Member of Council or a former Member of Council;
- xii. The Regional Chair or a former Regional Chair;
- xiii. A current employee of the Town of Markham;
- xiv. A York Region Police Officer who dies in the line of duty; and
- xv. A resident of Markham, who is a member of the Canadian Armed Forces, killed while deployed on operations.

Flags will be flown at half-mast, in the case of a national or provincial official, for the duration established by the appropriate federal or provincial protocol offices. In the case of other persons, 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.

The Clerk will be responsible for coordinating the Lowering of Flags at Town facilities.

Markham Fire & Emergency Services Facilities

The Markham Fire & Emergency Services may mark a period of official mourning for other fire and emergency personnel who have died in the line of duty, or any other traditional commemorations of solemn occasions important to fire and emergency personnel. This applies to Markham Fire Stations only.



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B. Commemoration of Solemn Occasions

Flags will be flown at half-mast annually, at all municipal facilities, to commemorate the following solemn occasions:

- i. Day Mourning for Persons Killed or Injured in the Workplace (April 28)
- ii. Remembrance Day (November 11); and,
- iii. National Day of Remembrance and Action on Violence Against Women (December 6).

C. Other Solemn Occasions

The commemoration of other periods of official mourning and solemn occasions, in keeping with the General Principles of this Policy, may be approved by the Mayor. A notice of any approval issued by the Mayor will be placed on a future Council Agenda for informational purposes.

Appendix “B”**CUSTOMARY FLAG CONFIGURATION**

The Town’s protocol for the usual configuration of flags at Town of Markham facilities will be:

A. Civic Centre Flag Display

The National Flag of Canada will be flown on the two (2) centre flagpoles. To an observer facing the entrance to the Civic Centre, the Provincial Flag of Ontario will fly to the left of the far left of the display, and the Markham Flag will be flown to its right. Other flags will not be flown on any of these flagpoles, except in the circumstances noted under the heading “Dignitary Visits” or “Awards Received by the Municipality”

B. Other Town Facilities**i. When the facility has only one (1) flagpole**

The National Flag of Canada will be flown at facilities with only one flagpole. Another flag will not be flown under the National Flag of Canada. Other flags will not be flown at these facilities, except in the circumstances noted in under the heading “Dignitary Visits.”

ii. When the facility has two (2) flagpoles configured to form a single display

The National Flag of Canada and the either the Provincial Flag of Ontario or the Flag of the Town of Markham will be flown. 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 under the heading “Dignitary Visits.”

iii. When the facility has three (3) flagpoles configured to form a single display

The National Flag of Canada, the Ontario Provincial Flag, and the Flag of the Town of Markham 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 Flag of Town of Markham will be flown to its right. Other flags will not be flown on these flagpoles, except in the circumstances noted under the heading “Dignitary Visits.”

C. Shared Government Facilities



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At Shared Government Facilities (e.g. Markham & York Region Joint Fire & EMT Stations) arrangement of flags at facilities shared by the Town and another government will be decided by written agreement between the governments and in accordance with applicable protocol. The Clerk will be responsible for representing the Town and confirming such arrangements.

DIGNITARY VISITS

In the event of a visit by a dignitary to a Town of Markham facility, the Town may fly a flag representing that dignitary. The flying of a flag to mark the dignitary's visit will be made only after consulting with an appropriate protocol officer responsible for coordinating the visit.

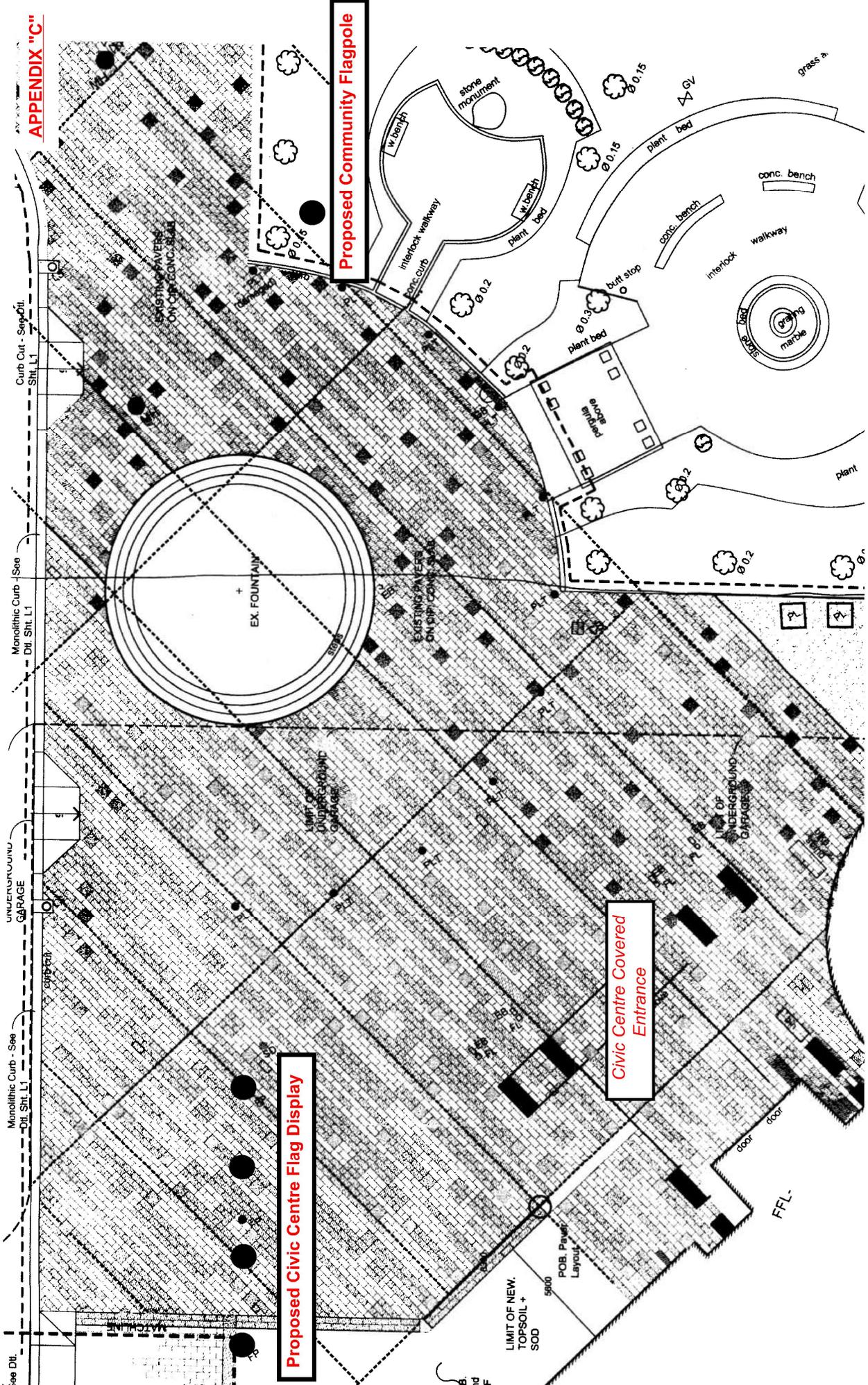
AWARDS RECEIVED BY THE MUNICIPALITY

Where the municipality has received a significant award or recognition that includes an approved flag, that flag may be flown for up to one week each year. In this event flags of the Civic Centre Flag Display will be ordered from left to right as follows: (1) Provincial Flag of Ontario; (2) National Flag of Canada; (3) Markham Flag; and (4) the award flag

**Flag Raisings at the Markham Civic Centre
Approved by Council between 2006 and 2010, and to June 30th, 2011**

Event & Flag	2011 (to June 30th)	2010	2009	2008	2007	2006
Heritage Week – Prince of Wales Award Flag	3 rd week of February	3 rd week of February	3 rd week of February			
Pakistan National Day – Flag of Pakistan		March 23				March 23
Red Cross Month – Red Cross Flag		March	March	March	March	March
Kidney Month – Kidney Foundation Flag				March		March
Organ & Tissue Donor Awareness Week – Gift of Life Flag		April 18 – 25				
Israel Independence Day – Flag of Israel	May 10					
Armenian National Day – Flag of Armenia	May 28	May 28		May 28		
Philippine Week – Flag of the Philippines		June 6 to 12	June 7 to 14		June 10 to 17	June 11 to 18
India Independence Day – Flag of India						August 20
Pride Week – Rainbow Flag		June 6 to 13	June 7 to 14		September 3 to 9	
Trinidad and Tobago Independence Day – Flag of Trinidad and Tobago		August 31				
Franco-Ontarian Day – Flag of Franco-Ontarian		September 25				
Lupus Awareness Month – Flag of the Lupus Foundation of Ontario						October 2006

APPENDIX "C"



Proposed Civic Centre Flag Display

Proposed Community Flagpole

Civic Centre Covered Entrance