



Report to: General Committee

Date Report Authored: October 12, 2011

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

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**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.

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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;

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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   
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Kimberley Kitteringham  
Town Clerk

25/10/2011

X   
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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 30<sup>th</sup>](#)

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

