Civic Recognition and Flag Protocol Policy

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Policy Statement

This policy establishes a framework to govern the regular protocol for flying flags at all city facilities, including the flag display at Tunnel Bay, and the criteria for the approval of the raising of community flags and flag ceremonies. Additionally, this policy defines the parameters for handling illumination requests at the Brockville Railway Tunnel and the Brockville Art's Centre and the protocol for issuing proclamations.

Purpose

The purpose of this policy is to provide a uniform and harmonized protocol for civic recognition including the half-masting of flags and the flying of community flags, processing and responding to illumination and proclamation requests.

Application

This policy applies to flags raised at all city facilities and properties, excluding the Brockville Police Service facility and property. It applies to all illumination and proclamation requests.

Definitions

City means the Corporation of the City of Brockville

City Clerk means the City Clerk for the City of Brockville, and their designate

Community Flag means a flag raised temporarily to recognize an educational or awareness period, a charitable initiative, a community event,

and/or an individual, institution or organization with special achievements of importance to the local community

Community Flag Flagpole means the pole located at Reynolds Park which has been designated for community flag raisings

Community Flag Raising means the ceremonial act of hoisting a community flag

Council means the Council of the City of Brockville

Flag Ceremony means an official, pre-arranged event or ceremony, in which a flag is hoisted and displayed on the community flagpole or lowered to half-mast

Half-Mast (Half-Masting) 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

Illumination means the illumination of the Brockville Railway Tunnel and/or the Brockville Arts Centre in a specific colour in accordance with this policy

National Flag of Canada means the flag approved by the Parliament of Canada as a national symbol of Canada

Mayor means the Mayor of the City of Brockville, and their designate

Proclamation means a formal public statement made by Council or the Mayor designating a period of recognition in accordance with this policy

Provincial Flag of Ontario means the flag approved by the Legislative Assembly of Ontario as a provincial symbol of Ontario

Requester means a non-profit or charitable organization with a local chapter, local participants or local impact, a local community group, or a member of Council who has submitted a community flag or proclamation request on the prescribed form in accordance with this policy

Part One - Civic Recognition Requests

General

1. All civic recognition requests for community flag raisings and associated ceremonies or proclamations must be submitted a minimum of four weeks prior to the date of the requested recognition using the prescribed form.

2. If there is a desire to host an associated flag ceremony on city property, a Facility Use Application must also be submitted and approved at least 14 days prior to the event.

3. Requests are approved on a first-come, first-served basis. No more than one community flag will be flown at one time.

4. Multiyear requests will not be considered for approval.

5. Where the city responds favourably to a request in accordance with this policy, such response does not constitute a personal or civic endorsement by the city.

6. Community flag requests associated with a month-long proclamation will be recognized for a shortened time period, usually one week.

7. Should technical issues arise on the day of an approved community flag raising, an alternate day will be offered where possible.

8. Requests will not be approved if the related event or time to recognize has passed.

Criteria for the Evaluation of Requests

Eligibility

1. The following groups or individuals are eligible to submit a community flag raising, flag ceremony or proclamation request:

    a) non-profit or charitable organizations with a local chapter, local participants or demonstrated local impact;

    b) local community groups; and/or

    c) members of Council.

2. Requests may be made to recognize:

    a) an educational or awareness period;

    b) a charitable initiative;

    c) a community event; and/or

    d) an individual, institution or organization with special achievements of importance to the national, provincial or local community.

3. Requests cannot interfere with national or provincial flag precedence, half-mast requirements or protocol related to the ordered display of flags as established by this policy in accordance with the National Flag of Canada Etiquette.

Official Visits or Delegation from Dignitary

4. In the event of an official visit or delegation from a dignitary of another nation, the Mayor may direct that the corresponding flag be flown at an appropriate location, in consultation with the City Clerk.

Ineligible Requests

5. The following requests will not be considered:

    a) those in recognition of other nations, including international events or causes, except in the event of an official visit or delegation from a dignitary in accordance with this policy;

    b) individuals, events, organizations, or community groups with no demonstrated interest or relationship to the City of Brockville;

    c) political parties or political organizations or associated fundraising;

    d) religious organizations or associated fundraising;

    e) business or commercial entities or in celebration of corporate events; and/or

    f) content that undermines the city's integrity or is discriminatory, inflammatory, illegal or untrue.

Illumination Requests

6. Due to technical and other impacts, the city does not accept requests to illuminate the Brockville Railway Tunnel or the Brockville Art's Centre.

7. In the event of a significant national, provincial or local event or holiday, Council may direct the illumination of either or both of these assets in consultation with relevant city staff.

Mayor's Approval on Behalf of the City

8. The Mayor may make a proclamation, or approve a community flag raising on behalf of the city in the following circumstances:

    a) the request is not submitted within the deadline and cannot be approved by Council in advance of the significant date(s); and

    b) where a community flag raising or proclamation has been previously approved by Council.

Pre-Approved Flag Raisings

9. The City of Brockville will fly the Franco-Ontario flag to recognize Franco-Ontarian Flag Day on September 25 and the Survivor's Flag on the National Day for Truth and Reconciliation on September 30 annually without a formal request.

Community Flag Raising Ceremonies

10. If a community flag raising request is approved, the requestor must provide the appropriate flag to the city a minimum of one week prior to the scheduled community flag raising. Flags must be 45" x 90" in size.

11. Community flag raising ceremonies are contingent on the availability of city staff resources and will be scheduled Monday to Friday between 10 a.m. and 4:00 p.m., excluding holidays.

12. The city reserves the right to cancel a community flag raising ceremony due to exigent circumstances such as adverse weather conditions or public safety considerations.

Communication

13. All approved community flag raising and proclamation requests will be shared via the city's official communication channel(s) at the city's discretion. The city will not incur advertising or promotional costs for any approved requests.

14. Upon approval of the request, it is the responsibility of the requester to arrange for media distribution of the approved request at their discretion and for liaising with the Executive Assistant to the City Manager/Mayor to confirm the attendance of the Mayor and/or Members of Council if a related ceremony is being held and their attendance is requested.

Part Two - Flag Protocol

Flying a Flag at Half-Mast

Official Mourning

1. Flags at all City facilities subject to the application of this policy will be flown at half-mast to mark periods of official mourning upon the death of:

   a) the Sovereign or a member of the Royal family, related in the first degree to the Sovereign (spouse, child, parent or sibling);

   b) the current or former Governor General of Canada;

   c) the current or former Prime Minister of Canada;

   d) the current or former Lieutenant Governor of Ontario;

   e) the current or former Premier of Ontario;

   f) the current or former local Member of Parliament;

   g) the current or former local Member of the Legislative Assembly of Ontario;

   h) the current or former Mayor of the City of Brockville;

   i) a current or former Council member of the City of Brockville;

   j) a current employee of the city, including a member of the Brockville Police Service;

   k) a resident of the city, who is a member of the Canadian Armed Forces, killed while deployed on operations or while on active duty.

Duration of Official Mourning

2. When commemorating a death, flags will be flown at half-mast as soon as possible from the date the notice of death is received until sunset on the date of the funeral for that individual, unless otherwise established or

directed by the Mayor in consultation with the City Clerk or appropriate government or organization.

Annual Commemoration of Solemn Occasions

3. Flags will be flown at half-mast annually, to commemorate the following solemn occasions:

   a) Day of Mourning for Persons Killed or Injured in the Workplace (April 28);

   b) Firefighter's National Memorial Day (Second Sunday in September);

   c) Police and Peace Officers' National Memorial Day (Last Sunday in September);

   d) National Day for Truth and Reconciliation (September 30);

   e) Remembrance Day (November 11); and

   f) National Day of Remembrance and Action on Violence Against Women (December 6).

Other Solemn Occasions

4. The flying of flags at half-mast in commemoration of other periods of official mourning and solemn occasions may be approved by the Mayor, or the Fire Chief with respect to Fire Stations 1 and 2, in consultation with the City Clerk and having regard to the General Principles of this policy and the rules for half-masting the National Flag of Canada.

   A half-mast decision is meant to show a collective expression of sorrow and sympathy and should reflect an event or loss that affects the community as a whole. Half-masting should be reserved for truly solemn occasions and shall not be used to advance political, ideological, or religious positions.

Such other instances may include but are not limited to:

   a) Special events recognized by the federal or provincial government that acknowledge the death of a universal figure;

b) In the event of a national or provincial tragedy and where the federal or provincial government has lowered their flags;

c) In remembrance on the anniversary of a national or provincial tragedy and where the federal or provincial government has lowered their flags;

d) In the event of a local tragedy that affects the community as a whole.

5. Where a requirement of half-masting arises on a weekend or statutory holiday, flags shall be lowered on the first subsequent business day.

6. When the National Flag of Canada is flown at half-mast, all other adjacent flags will also be flown at Half-Mast.

Communication

7. The City Clerk will communicate the occasion marked by the half-masting on the city's established communication channel(s) at their discretion, including instances where flags are lowered at half-mast at Fire Stations 1 and 2 only.

Flag Display Etiquette

The display of flags shall be in accordance with the Government of Canada as outlined in the National Flag of Canada Etiquette, where it is appropriate and possible to do so. Staff shall refer to this guideline for etiquette related to flag precedence, disposal, dignity, the display of multiple flags on interior and exterior poles, the display of flags in a procession and other related matters.

Tunnel Bay

The Tunnel Bay flag display is a unique display arching over Brockville's Railway Tunnel. As the middle staff aligns with the tunnel door when facing north, it is determined that this is the perspective from which the order of flags should be determined.

The National Flag of Canada will be flown on the centre flagpole. To an observer facing north, the Provincial Flag of Ontario will be flown to the left

of the National Flag of Canada, and the Brockville Flag will be flown to the right of the National Flag of Canada.

Community Flagpole

One community flagpole located at Reynolds Park is available for the flying of approved community flags. When there are no pending approved requests, the City of Brockville flag will be flown.

Responsibilities

Mayor

- Approve the half-masting of flags in the event of solemn occasions outside of those annually recognized in this policy in consultation with the City Clerk;
- Approve the raising of another national flag in the event of an official visit or delegation from a dignitary in consultation with the City Clerk; and
- Approve proclamations and community flag raising requests on behalf of the city in accordance with this policy.

Council

- Approve and amend this policy;
- Consider community flag raising and proclamation requests in accordance with this policy; and
- Direct that the Brockville Railway Tunnel and/or Brockville Art's Centre be illuminated in accordance with this policy.

City Clerk

- Create any procedure and forms deemed necessary and expedient to implement this policy;
- Bring forward for consideration, all community flag and proclamation requests that appear to meet the requirements of this policy;

- Communicate all approved community flags and proclamation requests to the requestor, internal staff and the community at large; and

- Communicate the direction and reason for any half-masting of flags to Council, internal staff and the community at large.

Supervisor of Parks

- Oversee efforts required to raise approved community flags;

- Dispose of and maintain flags in accordance with the National Flag of Canada Etiquette; and

- Oversee the raising and lowering of flags at all municipal facilities in accordance with this policy, including the delegation of the associated responsibilities at various facilities.

Fire Chief

- Approve and oversee the lowering of flags in recognition of other solemn occasions at Stations 1 and 2 in consultation with the City Clerk in accordance with this policy; and

- Communicate the reason for half-masting for other solemn occasions to the City Clerk.

References and Related Guidelines

Relevant days of awareness, celebration, importance, commemoration or promotion, as recognized by the Ontario Provincial Government and/or the Canadian Federal Government, or a Ministry or Department thereof, as amended can be found on their webpages at the following addresses:

https://www.canada.ca/en/canadian-heritage/services/important-commemorative-days.html

https://www.ontario.ca/page/ontarios-celebrations-and-commemorations

Displaying the National Flag of Canada Quick Reference Guide

Rules for Half-Masting the National Flag of Canada

National Flag of Canada Etiquette

Review Cycle

This policy shall be reviewed at least once each term of Council.