



Policy

POL.A.21.172

Community Flag Raisings and Flag Protocol Policy

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Department:	Clerks
Staff Report:	SR2021-162
By-Law No.:	n/a

Policy Statement

It is the policy of the City of Brockville to ensure that flags displayed on City property on a permanent or temporary basis are done so in a consistent and appropriate manner and in accordance with this policy.

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.

Application

This Policy applies to Community Flag Raising held at Tunnel Bay, and to the flying of flags at any municipal building, property, or facility, excluding the Brockville Police Service building.

Background

Brockville recognizes that flags, as symbols of nations, territories, and community organizations, are important to the residents of Brockville. Brockville is committed to building upon, while maintaining, the rich heritage of protocol associated with the flying of flags. As a matter of practice, Brockville 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. Brockville 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 Clerk appointed by the Brockville Council or his/her designate.

Council: means the governing body of the municipality formed and operating under the authority of the *Municipal Act, 2001* Chapter 25.

Flying a Flag at Half-mast: means the action of flying all flags, forming a single display of flags, at a position that is an equal distance from the top and bottom of a flagpole, to mark periods of mourning or to commemorate solemn occasions.

Brockville Flag: means the flag adopted by Brockville Council as a symbol of the municipality. The Brockville Flag as granted, by the Canadian Heraldic Authority.

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 provincial symbol of Ontario.

Policy Statements

The following rules will be used by Brockville in respect to the flying of flags at any municipal building, property, or facility, excluding the Brockville Police Service Building:

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 Brockville's diversity, and honour those who have contributed to the life of the city; and
- b) The flying of flags at any municipal facility will not be contrary to the principles of any other Brockville policy.

2. Community Flag Raisings

Brockville will designate up to two (2) Community Flagpoles at Tunnel Bay to celebrate Brockville's diversity and heritage. Due to the unique layout of the flagpoles at Tunnel Bay the Community Flagpoles will be the far right and far left (outside) flagpoles of the Tunnel Bay display.

a) Community Flag Raising Criteria

The Criteria for approving a request to use one of the Community Flagpoles will be:

- support of a particular event by a non-profit or charitable organization
- in honour of fund-raising drives important to the residents of Brockville
- celebration achievement
- to celebrate multi-cultural and civic events.
- public awareness campaigns

The Community Flagpoles will not be used to fly flags:

- of Political Parties.
- of Religious Groups.
- in support of fund-raising drives that are political or religious in nature.
- in support of groups, organizations, or events that promote beliefs contrary to any other City policy.

b) Applications for use of the Community Flagpoles

All applications for use of the Community Flagpoles will be made in writing to the Clerk. Applications are to be submitted at least four (4) weeks prior to the day requested for the raising of the flag. The Clerk will review all applications to determine consistency with the Policy.

Requests that meet the criteria will be approved by the Clerk and Director of Operations and will not require approval of Council. All other requests will be included on a Council agenda for approval.

C. General Rules for the Community Flagpoles

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

- Approvals and use of the Community Flagpole(s) will be granted on the first come-first served basis;
- Flags will be flown for one (1) week at a time;
- No more than two Community flags will be flown at one (1) time;

Individuals, groups, or associations requesting flag raising are required to provide the flag to be raised.

Customary Flag Configuration

The City's protocol for the usual configuration of the flags at City of Brockville facilities will be:

A. Tunnel Bay Flag Display

The National Flag of Canada will be flown on the centre flagpole. To an observer facing south, 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. Other flags will not be flown on any of these flagpoles, except in the circumstances noted under the heading "Dignitary Visits" of "Awards Received by the Municipality". The two outside flagpoles will be reserved for Community flags should there be approved applications.

B. Other City Facilities

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 under the heading "Dignitary Visits".

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

The National Flag of Canada and either the Provincial Flag of Ontario or the Flag of the City of Brockville 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 circumstances noted under the heading "Dignitary Visits".

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

The National Flag of Canada, the Provincial Flag of Ontario, and the Flag of the City of Brockville 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 the City of Brockville will be flown on its right. Other flags will not be flown on the flagpoles, except in circumstances noted under the heading of "Dignitary Visits".

Dignitary Visits

In the event of a visit by a dignitary to the City of Brockville, the City may fly a flag representing the visiting dignitary's country with the approval of the Mayor.

Flying Flags at Half-mast

The City's protocol for flying a flag at half-mast will be:

Periods of mourning

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

- i. The Sovereign;
- ii. A Member of the 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 or a former Premier;
- viii. The Leader of Her Majesty's Loyal Opposition, Legislative Assembly of Ontario;
- ix. A local Member of Parliament, or local Member of the Legislative Assembly of Ontario;
- x. The Mayor or a former Mayor;
- xi. A Member of Council or former Member of Council;
- xii. A current employee of the City of Brockville;
- xiii. A Brockville Policer Officer who dies in the line of duty; and
- xiv. A resident of Brockville, 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.

It is recognized that in unique situations outside of the Policy, the Mayor and City Manager may request a flag to be flown at half-mast.

The Clerk's Office will be responsible for coordinating the lowering of flags at City facilities.

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. Firefighters National Memorial Day (second Sunday in September)
- iii. Police and Peace Officer's National Memorial Day (last Sunday of September)
- iv. Remembrance Day (November 11)

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.