

Town of Greater Napanee Displaying Flags and Flag Protocol, and Public Proclamations Policy



Effective Date: June 10, 2020
Council Resolution: 285/20
Revised:
Council Resolution:

1. PURPOSE

- To establish guidelines for the flying of flags at municipally owned facilities and standards for processing requests relate to displaying flags and proclamations.

2. SCOPE

This policy applies to flags flown on all Town properties, including parks and all requests for:

- a) Flag Flying;
- b) Proclamations; and
- c) Public Awareness Campaigns;

That are not associated with initiatives or operations approved by the Town Council.

This policy also applies to all requests for Public Proclamations.

3. HALF-MASTING

- a) Flags are flown at the half-masting position as a sign of respect and condolence or to commemorate significant dates.
- b) Flags will be flown at half-masting on municipal properties in accordance with the guiding principles of the Canadian National Flag Protocol outlined by the Department of Canadian Heritage on their Website, www.pch.gc.on , upon the following specific occasions:
 - I. On the death of the Mayor or sitting member of Council;
 - II. On the death of a current employee or volunteer firefighter;
 - III. On the death of a former Head of Council;
 - IV. On the death of a current Warden;
 - V. On the death of the Lieutenant Governor of Ontario, the Premier of Ontario or another person similarly honoured by the Province of Ontario;
 - VI. On the death of the sitting local member of Parliament or local member of Provincial Parliament;

- c) The Town's flags at the fire station may also be flown at half-masting in recognition of the death of an active or retired Town firefighter, in recognition of line-of-duty deaths of firefighters or any other traditional commemorations of solemn occasions important to fire and emergency personnel.
- d) In accordance with Canadian and Ontario protocol, flags will be flown at half-mast on the death of the Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son, daughter, father, mother, brother or sister), the Governor General, the Prime Minister, a former Governor General, a former Prime Minister.
- e) Flags flown at half-masting for the reasons set out in 3a-3d shall be flown from the notification of death until the end of the day of the funeral or until such time as determined by the CAO.

4. PROCESS OF NOTIFICATION FOR HALF-MASTING

- a) The Facilities Manager or designate shall be responsible for notifying the appropriate staff person, including the Community Engagement Clerk, of the half-masting of flags, with respect to the location, the reason and the duration that the flag will be flown at half-mast.
- b) When a flag is flown at half-mast, all other flags must also be flown at half-mast and at no time should the Canadian Flag be flown lower than any other flag;

5. PROCLAMATIONS/PUBLIC AWARENESS CAMPAIGNS

5.1 Town of Greater Napanee has designated one (1) community flagpole at the North Fredericksburgh Lifestyle Centre/Sports Complex. Proclamations are a formal declaration, supported by Council and Signed by the Mayor, intended to bring public awareness and education for:

- a) Civic Promotions;
- b) Charitable fundraising campaigns;
- c) Arts and cultural celebrations or awareness;
- d) Multicultural awareness;
- e) Health and public service initiatives
- f) Honors, remembrances or major celebrations;
- g) Special anniversaries for non-profit organizations that benefit communities

5.2 Proclamations will not be considered for the following:

- a) Requests containing commercial, ideological or religious beliefs, political overtones or individual opinions or controversial matters which may be subject to opposing points of view (for example, "right of Life" Movement");
- b) Requests related to a cause which is discriminatory;
- c) Requests where the intent is contrary to Town's policies or by-laws;
- d) Requests attempting to influence government policy or that are intended for profitmaking purposes.

5.3 Requests for Proclamations or Flag Raising must be made in writing at least thirty (30) days prior to the event and contain the following information:

- a) Contact person's name, address and phone number;
- b) A brief summary and/or background of the event;
- c) The name, date(s), week, and/or month of the event to be proclaimed;
- d) Proposed text for the proclamation, including "whereas" clauses that provides context to the topic (which is subject to editing at the discretion of the Town);
- e) Date when the proclamation is required (minimum of thirty days' written notice is requested)
- f) Community groups must provide the flag to the Town. Flag will be returned to the community group "as is" when the occasion being marked is over. The Town accepts no responsibility for the safe keeping or good condition of a community flag.
- g) Applications must be made on an annual basis; they will not be automatically renewed.

5.4 Proclamation requests will be reviewed by the Clerk's Department in view of the eligibility criteria noted in this policy. In the event the request does not comply with this policy, the Clerk will not include the request on a Council meeting agenda and will advise the organization or person submitting the request.

Proclamations that meet all eligibility criteria will be placed on the agenda for the next regular Council Meeting under "Correspondence for Action" for endorsement.

Following consideration of a Proclamation, the Clerk's Department will advise the organization/individual in writing of Council's decision.

Proclamations that have been endorsed by Council will be read aloud at Council Meetings and signed by the Mayor. The Proclamation will be posted on the Town's website and will remain listed for a period ending December 31st of the year in which the proclamation was endorsed and posted on a public board at North Fredericksburgh Lifestyle Centre/Sports Complex for the month of the proclamation.

When there is no Community Flag on the pole, the Canadian Flag will be flown.

5.5 Flag Policy on Conflicts or Multi Requests During the Same Time Period:

Should multiple requests for Proclamations be received for the same time period, all proclamations approved by Council will be listed for the month on the Town website. The number of weeks that a flag will be permitted to be flown will be based on the number of applications received for the same month. (e.g. 2 applications: each flag will be flown for 2 weeks). No more than four applications will be approved for any month.

5.6 Event or Ceremony

Should an event or ceremony be requested in conjunction with the flag raising at the Park, such request must be included with the original submission.