

# Township of Brock Corporate Policy



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**Policy Name:** Flag Raising & Proclamation Policy

**Policy Type:** Parks, Recreation & Facilities

**Policy Number:** PR - 9

**Reference:** COW Resolution COW-2022-027

**Date Approved:** February 28, 2022

**Date Revised:** October 31, 2023

**Approval By:** Council

**Point of Contact:** Clerk's Department

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## 1. Purpose of the Policy

The Flag Raising and Proclamation Policy sets forth a framework for flag raising and proclamation requests that the Township of Brock receives as well as procedures for flying the National Flag of Canada.

## 2. Policy Statements

The National Flag of Canada shall be displayed in only a manner befitting the national emblem; it shall not be subjected to indignity or displayed in a position inferior to any other flag or ensign. This policy is designed to provide;

- A process by which not-for-profit and charitable organizations can apply to the Township to have their flag raised on the Community Flagpole at the Municipal Administration Building, located at 1 Cameron Street East, Cannington.
- Dignified, proper protocol and etiquette for flying the National Flag of Canada, and the Township of Brock Flag; and
- To determine the occasions when flags shall be flown at half-mast.

The Corporation of the Township of Brock supports the proclamation of special days, weeks or months to promote the efforts of charitable and not-for-profit organizations and associations which enhance the community.

## 3. Flag Procedures

### 3.1 Requesting raising a community flag

- Flag raising requests must be submitted in writing to the Clerk's office when possible at least four (4) weeks prior to the proposed flag raising date. The written request must be accompanied with the flag to be raised (should the request be approved).

- The flag must be provided to the municipality by the organization submitting the request, and must be 36 inches high and 72 inches wide.
- The request must be submitted in writing and must include the following information:
  - Purpose of the flag raising
  - Name of flag to be raised
  - Proposed dates for the flag to be flown
  - Organization Contact Information and website
- All requests may be reviewed and approved by the Municipal Clerk or designate.
- Only requests from the following organizations shall be approved;
  - Art, community and cultural events and celebrations
  - Non-profit or charitable organizations
  - Public awareness campaigns
  - Civic Events
- Requests for flag raisings shall not be approved for:
  - Political parties or political organizations
  - Religious groups
  - Promotion of private / profit-making business
  - Matters designed to incite hatred or disorder
  - If the intent is to defame the integrity of the Township of Brock and its Council
  - If the event or organization has no direct relationship with the Township of Brock
- The Clerk's Office shall send a response to all requests advising if the request has been approved or denied. Those requests that are deemed ineligible shall be sent a copy of this policy.
- Approvals and use of the Community Flagpole at the Municipal Administration Building, 1 Cameron Street East Cannington, will be granted on a first come first serve basis
- Community flags may be flown for up to one (1) week at a time.
- The Clerk's Office shall notify the Director of Parks, Recreation & Facilities of the dates for the approved flag raising and provide them with the flag.
  - It is the responsibility of the Director of Parks, Recreation & Facilities and/or designate to lower and remove the flag and replace it with the Township of Brock Flag when the approved time period has ended.
  - The flag shall be returned to the Clerk's Department.
- A list of approved Flag Raising requests shall be made publicly available on the Township website.
- The Canadian Flag shall always be flown at the Municipal Administration Building. Should there be no current request for a Community Flag, the flagpole shall bear the Township of Brock Flag.
- All other municipal facilities with a flagpole shall fly the Canadian Flag.
- The Clerk shall be responsible for providing advice as necessary on the applicability of any of the above criteria to any application received for a Flag Raising Request.
- Flag raising requests will be raised on the dates indicated should those dates fall on regular working hours. For flag raising dates that fall outside of regular working hours, staff will accommodate the raising of the flag as near to the date requested.

This document is available in alternate formats upon request.  
 Please contact the Clerk's Department at 705-432-2355 or [clerks@townshipofbrock.ca](mailto:clerks@townshipofbrock.ca).

## 3.2 Flying the National Flag of Canada

- The National Flag of Canada shall always be flown with dignity and in accordance with federal laws governing the flying of these respective flags.
- The National Flag of Canada shall always be flown on its own mast.
- With another flag, the National Flag of Canada shall be on the left of the observer facing the flags while looking towards the facility; both shall be at the same height.
- In a line of three flags, the National Flag of Canada shall be in the centre. The other two flags shall be placed to the left and right of the National Flag of Canada, from the perspective of the observer facing the three staffs.
- The Canadian National Flag must be flown at full mast on the following legal holidays created under the Holiday Act (R.S.C.c. H-5)
  - Victoria Day
  - Canada Day
    - The full-masting of the above does not apply to if the flag is half-masted for the death of the Sovereign, current Governor General or Current Prime Minister, but the National Flag of Canada must be flown at full-mast on the day on which the accession of the new monarch is proclaimed.

## 3.3 Flying flags at half-mast

- When a flag is flown at half mast, all other flags must also be flown at half-mast, no flag should be lower than any other flag.
- Flags will be flown at half-mast at all Township facilities to mark period of official mourning upon the death of:
  - The Sovereign;
  - A Member of the Canadian Royal Family;
  - The Governor General of Canada, or a former Governor General;
  - The Prime Minister of Canada, or a former Prime Minister;
  - The Leader of Her Majesty's Loyal Opposition, Parliament of Canada;
  - The Lieutenant Governor of Ontario;
  - The Premier of Ontario;
  - The Leader of Her Majesty's Loyal Opposition, Legislative Assembly of Ontario;
  - A local Member of Parliament;
  - A local Member of the Legislative Assembly of Ontario;
  - The Mayor or former Mayor;
  - A Member of Council or former Member of Council;
  - The Regional Chair or a former Regional Chair;
  - A current or former employee of the Township of Brock ;
  - A Durham Regional Police Officer who dies in the line of duty;
  - A resident of Brock who is a member of the Canadian Armed Forces, killed while deployed on operations.
- Flags will be flown at half-mast of on the following days and times:
  - April 28, Day of Mourning for Persons Killed or Injured in the Workplace
  - June 23, National Day of Remembrance for Victims of Terrorism
  - Second Sunday of September, Firefighters National Memorial Day
  - Last Sunday of September, Police and Peace Officer's National Memorial Day
  - November 8, Indigenous Veterans Day
  - November 11, Remembrance Day

- December 6, National Day of Remembrance and Action on Violence Against Women
- 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/burial/cremation, for that individual.
- Flags flown at half-mast will also be accompanied by a Notice on our website with a brief explanation of the reason for lowering the flags. Lowering of Township facility flags and posting on the website will be accommodated in accordance with staff scheduling as soon as possible.

### 3.4 Flags Raised Annually

- The third week of February, Non-Profit Appreciation Week, the Non-Profit Flag will be raised on the Community Flagpole.
- March 31<sup>st</sup>, Transgender Day of Visibility, the Transgender Flag will be raised on the Community Flagpole.
- April 20<sup>th</sup>, Volunteer Recognition Day, the Non-Profit Flag will be raised on the Community Flagpole.
- April 27<sup>th</sup> - May 4<sup>th</sup>, National Volunteer Week, the Non-Profit Flag will be raised on the Community Flagpole.
- May 17<sup>th</sup>, International Day Against Homophobia, Transphobia and Biphobia the Pride Flag will be raised on the Community Flagpole.
- June 1<sup>st</sup>, the start of Pride Month, the Pride Flag will be raised on the Community Flagpole from June 1-June 21.
- June 21<sup>st</sup>, National Indigenous Peoples Day, the Indigenous Flag will be raised on the Community Flagpole and flown from June 21 -June 30.
- August 17<sup>th</sup>, National Non-Profit Day, the Non-Profit Flag will be raised on the Community Flagpole.
- September 30<sup>th</sup>, the National Day for Truth and Reconciliation, the Indigenous Flag will be raised on the Community Flagpole and flown at half mast for a period of one week.
- November 5<sup>th</sup> -11<sup>th</sup>, Veterans Week, The Legion Poppy Flag will be raised on the Community Flagpole.
- November 20<sup>th</sup>, Transgender Day of Remembrance, the Transgender Flag will be raised on the Community Flagpole.
- The first Tuesday that falls between November 27-December 3, Giving Tuesday, the Giving Tuesday Flag will be raised on the Community Flagpole.
- December 5<sup>th</sup>, International Volunteer Day, the Non-Profit Flag will be raised on the Community Flagpole.

## 4. Proclamation Procedures

### 4.1 Requesting a Proclamation

- Proclamation requests shall be submitted to the Clerk at least 4 (four) weeks prior to the proposed date of proclamation.
- The Municipal Clerk or designate shall review all requests and only requests from the following organizations shall be approved.

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Please contact the Clerk's Department at 705-432-2355 or [clerks@townshipofbrock.ca](mailto:clerks@townshipofbrock.ca).

- Art, community and cultural events and celebrations
  - Non-profit or charitable organizations
  - Public awareness campaigns
  - Civic Events
- The Clerk's Office shall send a response to all requests advising if the request has been approved or denied. Those requests that are deemed ineligible shall be sent a copy of this policy.
- The Proclamation request must be submitted in writing and must include the following information:
  - Background Information about the cause or event being proclaimed
  - Date(s) of requested Proclamation
  - Organization's Contact Information and website
- The Clerk's Office shall prepare a Proclamation Certificate for each eligible request for signing by the Mayor on behalf of the Council.
- The Clerk's Office or designate will prepare a list of approved proclamations to be published in the Township website.
- Only one proclamation will be issued for the same matter. If a second organization requests the same proclamation, it may be provided with a copy of the initial proclamation.

## 5. Effective Date of Policy

This policy shall take effect on the date of approval by the Council of the Township of Brock.

The Clerk shall be responsible for providing advice as necessary on the applicability of any of the above criteria.