The Corporation of the Municipality of Brockton

By-Law 2020-057

Being a By-Law to Adopt a Flag Etiquette and Protocol Policy for the Municipality of Brockton.

Whereas The Council for The Corporation of the Municipality of Brockton deems it expedient to establish policies;

And Whereas the *Municipal Act 2001, S.O. 2001*, c 25, Section 5(3), as amended provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by by-law;

And Whereas Section 8 of the Municipal Act, S.O. 2001 c. 25 provides that the powers of the municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable municipalities to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

And Whereas the Municipality of Brockton recognizes that flags are important symbols that can increase awareness of public events, activities, and organizations and that flags can also raise public awareness about significant events and historical commemorations;

Now Therefore the Council of The Corporation of the Municipality of Brockton enacts as follows:

1.0 That The Corporation of the Municipality of Brockton Council hereby adopts a Flag Etiquette and Protocol Policy as contained in the attached Schedule "A" to this By-Law.

2.0 That By-Law 2018-048 and Policy M11-0010-18 are hereby rescinded.

3.0 This By-Law shall come into full force and effect upon final passage.

4.0 This By-Law may be cited as the "Adopt Flag Etiquette and Protocol Policy By-Law".

Read, Enacted, Signed and Sealed this 12th day of May, 2020.

_____ _____

Mayor – Chris Peabody Clerk – Fiona Hamilton

Policy M11-0010-20

Flag Etiquette and Protocol Policy

Department:	Clerks	**Policy Number:**	M11-0010-20
Section:	Public Relations and Public Awareness Campaigns	**Effective Date:**	May 12, 2020
Subject:	Flag Etiquette and Protocol	**Revised Date:**	
Authority:	By-Law 2020-057		

1. Definitions and Interpretation Rules

Wherever a word is used in this Policy with its first letter capitalized, the term is being used as it is defined in this section. Where any word appears in ordinary case, its regularly applied meaning in the English language is intended. Defined terms may be used throughout this policy in different grammatical contexts.

"Chief Administrative Officer (CAO)" shall mean the Chief Administrative Officer (CAO) for the Municipality of Brockton.

"Clerk" shall mean the Clerk for the Municipality of Brockton.

"Council" shall mean the members elected as the legislated body of the Municipality of Brockton Council.

"Mayor" shall mean the Head of the elected Council for the Municipality of Brockton.

"Staff" shall mean full-time, part-time and contract workers employed by the Municipality of Brockton.

"Municipality" shall mean the Corporation of the Municipality of Brockton.

2. Purpose

The purpose of this policy is to outline Flag Etiquette and Protocol for the Municipality for:

- The display of flags at municipal buildings
- Half-mast protocol
- The replacement of flags
- The disposal of flags
- Special requests for flag raising

3. Display of Flags

The Municipality shall display flags representing Canada, the Province of Ontario, the Corporation of the Municipality of Brockton and any other flags approved by Council.

Only the National Flag of Canada shall be displayed at the following Municipality properties:

- Municipal Office/Canada Post (Federal Flag Pole)
- Victoria Jubilee Hall (Municipal Flag Pole)*

*Since the Town of Walkerton municipal offices were re-located from Victoria Jubilee Hall in 1996 to the Federal Post Office Building, the Town of Walkerton, and then the Municipality of Brockton, along with the South Bruce-Grey Branch of the Architectural Conservancy of Ontario

(owner of Victoria Jubilee Hall) have continued to recognize the flag pole located at Victoria Jubilee Hall as a Municipal Flag Pole.

The Municipal Flag, or National Flag of Canada shall be displayed at the following Municipal properties:

- Brant Works Shop
- Cargill Community Centre
- Elmwood Community Centre
- Elmwood Fire Department
- Greenock Works Shop
- Walkerton Community Centre
- Walkerton Fire Department
- Walkerton Works Shop

Only one flag shall be displayed per flag pole. Where there are two flagpoles, the National Flag shall be flown on the flagpole to the left of an observer facing the flag.

4. Municipal Office Meeting Flags

The flags in the Brockton Municipal Office Meeting Room are displayed on a flag stand with the National Flag of Canada on the right, the Provincial Flag of Ontario to the left. In determining the left and right location, the observer stands facing the flags.

5. Half-Mast Protocol

Flags are flown at the half-mast position as a sign of mourning or to commemorate a solemn occasion where a sense of loss is shared by all citizens. The Mayor, CAO or the Clerk will authorize the lowering of the flag to half-mast. All Members of Council and Staff have a responsibility to bring to the attention of the Mayor or Clerk respectively any occasion where it may be considered appropriate to lower the flag to half-mast.

The flag is brought to half-mast by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position. Half-mast is placing the centre of the flag exactly halfway down the Staff. Should the National Flag be lowered, all flags shall be lowered accordingly to ensure the National Flag is always the highest.

Half-Masting shall occur on the death of the following:

- Sovereign or a member of the Royal Family related in the first degree (Spouse, Son, Daughter, Father, Mother, Brother or Sister of the Sovereign)
- Governor General
- Prime Minister
- Former Governor General
- Former Prime Minister
- Federal Cabinet Minister
- Lieutenant Governor
- Premier or another person similarly honoured by that province
- Member of the House of Commons
- Member of the Provincial/Territorial Legislature
- Past and Present Municipal Mayor, Deputy Mayor, Member of Council
- Current Staff of the Municipality of Brockton

- Past and Present County of Bruce Warden

The flags shall remain at half-mast for a period of three (3) days commencing from the date notification of the death was received. Flags shall be flown at half-mast, subject to special instructions, upon the death of members of the Royal Family other than those related in the first degree, a Head of a Foreign State, or any other person deemed to be honoured.

5.1 Half-Mast Flag Dates:

- April 28, Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day);
- June 23, National Day of Remembrance for Victims of Terrorism;
- Last Sunday in September, Police and Peace Officers' National Memorial Day, unless Half-masting can occur according to the prescribed order of service, until sunset;
- November 11, Remembrance Day the flag can be flown at half-mast from sunrise to sunset or as deemed appropriate by the Clerk;
- December 6, National Day of Remembrance and Action on Violence Against Women.

6. Special Requests

Special requests, received in writing, from an Agency or Organization located within Brockton wishing to raise their flags at the Community Flag Pole located at the Jackson Street and Yonge Street South intersection in Walkerton, to mark an event will be received by the Clerk.

6.1 Flag Raising Criteria

Requests to fly a flag will be considered if the reason for flying the flag meets one of the following criteria:

- Support of fund-raising drives
- Celebration achievement
- Celebration of multi-cultural and civic events
- Increase public awareness of programs and activities
- Acknowledge an organization that has achieved national or international distinction or made a significant contribution to the community
- Acknowledge an organization that has helped to enhance the Municipality of Brockton in a positive manner.

The Community Flag Pole will not be used to fly flags for the purpose of supporting or promoting the following:

- Political parties or political organizations
- Religious organizations or religious events or celebrations
- Celebrations, campaigns or events intended for profit-making purposes
- Supporting discrimination, hatred, violence or prejudice

6.2 General Rules

- Approvals and use of the Community Flag Pole will be granted on a first come-first served basis.
- Flag raisings shall be in connection with a particular event by an organization.
- An organization’s flag shall be flown no more than once per calendar year; organizations shall be required to submit flag raising requests on an annual basis.
- A flag shall be flown for a period of up to one week, or for the duration of the associated

event, whichever is less.
- Flags shall only be raised and lowered on those business days that the Municipal Office is open.

6.3 Applications for Use of the Community Flag Pole

The Clerk will present the request to Council for approval. The special request will be noted on the Council Agenda under the Correspondence Requiring Action for Council's consideration. Each application will be considered by Council and approval will be given by way of Council resolution.

The request must be in writing to the Clerk's Department at least six (6) weeks prior to the requested date. The request must include the following information:
- Name of the requesting organization;
- Contact information;
- Requested event or occasion;
- Date or time period of event or occasion;
- Explanation or purpose of the event or occasion;
- Description of the applicant organization including any local, national or international affiliation, brief history, and any other relevant information.

Flags flown by special request will take the place of the Municipal Flag, or National Flag for the duration that the request is granted, or for an appropriate period specified by the Clerk to mark an event.

Staff reserve the right to choose which flags may or may not be flown at the Community Flag Pole.

7. Flag Replacement

All exterior flags shall be replaced annually in the month of May so that flags will be in good condition in honour of Victoria Day and Canada Day. Flags may be replaced as necessary if they become faded or frayed and are not acceptable for display. Any damaged flags shall be replaced promptly.

8. Disposal of Flags

When a flag becomes unfit for service, it must be disposed of privately by burning.

9. General

This policy does not include all possible scenarios for display of flags. Additional information on Flag Protocol and Etiquette can be found on the Canadian Heritage Website at and www.pch.gc.ca on the Provincial Website at www.ontario.ca.