



Corporation of the Town of Cobourg

Division: Corporate Services

Effective Date: October 3, 2022

Department: Legislative Services

Approval Level: Council

Policy Title: Flag Raising & Proclamation Policy

Section #
Policy #

3-1
LEG-ADM21

Purpose

The Flag Raising and Proclamation Policy establishes a framework to govern requests for flag raisings and proclamations received from the community, and to establish a consistent protocol for the flying of flags at all municipal buildings, properties, and facilities.

This policy also provides for a standard to govern requests for proclamations issued by the Town of Cobourg in recognition of individuals, events, organizations, or community groups of significance in the Town.

Policy

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:

- The municipality will use flags and make proclamations to celebrate Cobourg's diversity, and honour those who have contributed to the life of the Town.
- Flags and proclamations will not be contrary to the principles of any other Town policy.
- The Town will only fly flags that are approved and recognized by federal, provincial, or municipal governments of Canada.

The Town issues flag raisings and proclamations to recognize individuals, events, organizations, and community groups of significance to the Town. A flag raising or proclamation will recognize a particular day, week, or month.

The flag raising or proclamation itself is issued to acknowledge the effort and commitment of an individual, organization, or community group and should not be interpreted as an endorsement by the Town.

Town council has authority to approve or deny requests for flag raisings or proclamations. The Clerk has been delegated the authority to approve or deny requests for flag raisings or proclamations, where required. The decision of council or the Clerk, where applicable, is final. If an application is accepted, the organization submitting the request does not have exclusive rights to the day, week, or month being proclaimed.

2. Criteria for Flag Raisings and Proclamations

The criteria for approving or denying a request for a flag raising or proclamation will be:

Flag raisings and proclamations may be approved:



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- In honour of national or independence days important to the residents of Cobourg.
- In support of fundraising drives important to the residents of Cobourg.
- For art, multi-cultural, and civic events important to the residents of Cobourg.
- For public awareness campaigns
- In honour of individuals or organizations for special achievements.

Flag raisings and proclamations related to the following will not be approved, including but not limited to:

- Individuals, events, organizations, or community groups with no demonstrated significant interest or relationship to the Town.
- Political parties or political organizations.
- Religious organizations or the celebration of religious events.
- Businesses or commercial enterprises.
- Illegal matters, including matters contrary to corporate policies or by-laws.
- Matters which defame the integrity of the Town.
- Matters contrary to the corporate policies or by-laws of the Town.
- Discriminatory or inflammatory matters.
- Matters designed to incite hatred or disorder.
- Matters which are untruthful.

The Clerk will be responsible for providing advice, as necessary, on the applicability of any of the above criteria to any application received for flag raisings or proclamations. Council, or the Clerk where required, will decide on requests for flag raisings and proclamations which do not fall into any of the criteria outlined above.

3. Applications for Flag Raisings and Proclamations

All requests for flag raisings or proclamations will be made in writing to the Clerk. Applications are to be submitted at least 3 weeks prior to the day requested. Flag raising and proclamation requests will not be issued if the first day to be recognized has passed. The Clerk will review all applications to determine consistency with this policy, and will:

- If the flag raising or proclamation was previously approved by Council within 5 years of the current request, and is consistent with this policy, approve the application and note it on a Council agenda for information purposes.
- If the flag raising or proclamation was not previously approved by Council or was approved by Council more than 5 years before the current request, will make a recommendation to Council to approve or deny the application on a Council agenda prior to the date of the proposed flag raising.



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The Clerk may request and make any amendments to a proclamation, which in the Clerk's opinion improves the structure and overall intent of the requested proclamation.

An applicant can request a flag raising, a proclamation, or a combination of the two. Multi-year applications will not be considered. Each applicant may only make one request per calendar year and as such, requests must be submitted on an annual basis. Requests from third parties on behalf of another organization or person will not be accepted.

The Clerk will notify the applicant if their flag raising, or proclamation request has been approved or denied.

4. Communication of Flag Raisings and Proclamations

The individual, organization, or community group will be responsible for disseminating the proclamation to the media and planning for the attendance of the Mayor or Members of Council at the specific function or event, if any, at which the proclamation is to be made.

Certificates of proclamation are available from the Office of the Mayor upon request.

Flag Raisings and proclamations may be listed in any Town publication or notice, at the discretion of the Town. The Town shall post a brief history and reasoning on the Town website for past and current flag raisings.

Flag raisings for approved special events and filming shall also be communicated to the public through any Town publication or notice, including a posting on the Town website.

5. Community Flagpole

Cobourg will designate a community flagpole at Victoria Hall to celebrate Cobourg's diversity and heritage. The community flagpole is just off the northeast corner of Victoria Hall.

A flag will be flown annually on the community flagpole for the following events:

- Pride Month (June 1).
- National Indigenous Peoples Day (June 21).
- National Day for Truth and Reconciliation (September 30).

6. General Rules of the Community Flagpole

The general rules for the use of the community flagpole are as follows:



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- Approvals and use of the community flagpole will be granted on a first come-first serve basis.
- Flags will be flown for up to 1 week at a time or as otherwise approved.
- No more than 1 flag will be flown per flagpole.

When multiple applications for a flag raising are made for the same day or during the same period, the application that is received first will take precedence. All subsequent application for the same time will be moved to a different day or will share the time equally. Individuals, groups, or associations requesting flag raisings are required to provide the flag to be raised.

7. Flag Protocol

Cobourg's protocol for flying flags at all municipal facilities is incorporated into this policy as appendices. Appendix "A" are the protocols Cobourg will use in honouring contributions **to the life and upon notice of death through** the flying a flag at half-staff. Appendix "B" are protocols the municipality will use in determining how flags will usually be flown at any municipal facility.

Definitions

"Clerk" means the Director of Legislative Services/Municipal Clerk appointed by Council, or their designate.

"Cobourg Flag" means the flag adopted by Council as a symbol of the municipality. The Cobourg Flag may be granted, registered, approved, or confirmed by the Canadian Heraldic Authority.

"Community Flagpole" means any flagpole at Victoria Hall designated for community flag raisings.

"Half-staff" 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.

"Independence Day" means a celebration of the anniversary of a country's independence from another country that ruled it in the past.

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

"Proclamation" means an official public announcement or declaration authorized by Council and/or Clerk to formally recognize a special event which is deemed to be of interest and/or benefit to a significant number of citizens of Cobourg.



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“Provincial flag of Ontario” means the flag approved by the Legislative Assembly of Ontario as a provincial symbol of Ontario.

Scope

This policy applies to community flag raisings held at Victoria Hall, and to the flying of flags at any municipal buildings, properties, or facilities.

Administration

Council is responsible for approving and amending this policy. The Clerk will be responsible for the interpretation of this policy, as well as the development of procedures for the effective and efficient implementation of the policy.

The Chief Administrative Office shall implement and administer the terms of this policy and shall establish related operating procedures as required.

Cross Reference

Policy #

Procedure #

Resolution #	Revision Purpose/Description:	Municipal Clerk: Signature	Council Approval Date:
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Appendix “A”

Flying Flags at Half-Staff

Periods of Mourning

The flags at all municipal buildings and grounds will be flown at half-staff at the direction of the Chief Administrative Officer in consultation with the Mayor **upon the death of:**

- The Sovereign.
- The current or former Governor-General of Canada.
- The current or former Prime Minister.
- The current or former National Chief of the Assembly of First Nations.
- The current or former Lieutenant-Governor of Ontario.
- The current or former Premier of Ontario.
- The current or former Ontario Regional Chief of the Chiefs of Ontario.
- The current or former Indigenous Chief of any local band council.
- The current or former County Warden.
- The current or former Mayor or Member of Council.
- A resident of Cobourg, who is a member of the Canadian Armed Forces, killed while deployed on operations.
- A current Town of Cobourg employee.
- A past employee who served a minimum of ten (10) years with the Town of Cobourg and retired in good standing, when the Town is notified, and a request is made within twenty-five (25) from the date of retirement.
- Any other person whom Town Council desires to honour.

Flags will be flown at half-staff for the duration established by the appropriate federal or provincial protocol offices for the passing of national or provincial official. Typically, for any other persons, flags will be flown at half-staff from the date the notice of death is received until sunset on the date of the funeral or memorial service for that individual. If the funeral or memorial service is to be held later than 2 weeks after the notification, the flags will be lowered to half-staff for a period of 72 hours and lowered again on the date of the service.

Where one flag is required to be flown at half-staff, all flags flown together will also be flown at half-staff. Only flagpoles fitted with halyards and pulleys will be flown at half-staff.

Some buildings such as Victoria Hall fly flags from horizontal or angled poles without halyards. These flags will not be half-staff.

When an event triggers a period of mourning, the Chief Administrative Officer, or designate,



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will send notice to all relevant departments instructing them to half-staff their municipal flag(s). The notice will stipulate the reason for, and duration of the half-staffing. This information will be communicated to the Mayor's Office and the Clerk to respond to public inquiries.

Passing of a Sovereign and Proclamation of New Sovereign

Upon the death of the Sovereign, all flags will be flown at half-staff for the duration of the official period of mourning as determined by the Government of Canada. The only exception to half-staffing during this period is for the proclamation of the accession of the new Sovereign. On the day the Accession Council officially proclaims the new Sovereign, all flags will be flown at full-staff from 9 a.m. to 1 p.m. the following day before returning to half-staff.

Cobourg Fire Department and Police Services

The Cobourg Fire Department and Cobourg Police Services may mark a period of official mourning for other fire and police personnel who have died in the line of duty, or any other traditional commemorations of solemn occasions important to fire and police personnel.

Commemoration of Solemn Occasions

Flags will be flown at half-staff annually, at all municipal facilities, to commemorate the following solemn occasions:

- A Day of Mourning for persons killed or injured in the workplace (April 28)
- National Day of Remembrance for Victims of Terrorism (June 23)
- Firefighters National Memorial Day (second Sunday of September)
- Police and Peace Officers' National Memorial Day (last Sunday of September)
- National Day of Truth and Reconciliation (September 30)
- Remembrance Day (November 11)
- National Day of Remembrance and Action on Violence Against Women (December 6)

Other Solemn Occasions

The commemoration of other periods of official mourning and solemn occasions may be approved by the Mayor. A notice of any approval issued by the Mayor will be placed on a future council agenda for information purposes. The Clerk will provide a report with the justification for the commemoration.



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Appendix “B”

Flag Configuration

Flags flown by the Town of Cobourg are located at:

- Victoria Hall
- Police Services Building
- Fire Department
- C. Gordon King Centre/Cobourg Public Library
- Building #7
- Venture 13
- Municipal Parks including but not limited to:
 - Victoria Park - Cenotaph
 - Jubilee Park
 - Chris Garrett Park
 - Cobourg Community Centre
 - Rotary Harbourfront Park
 - Cobourg Marina

Victoria Hall

The National flag of Canada will be flown on the centre angled flagpole above the north entrance to the building. To an observer facing the entrance of Victoria Hall, the Provincial flag of Ontario will fly to the left, and the Cobourg flag will be flown to the right of the National flag of Canada. Other flags will be flown on the flagpole off the northeast corner of Victoria Hall.

Other Town Facilities

1. Facilities with 1 flagpole

The National flag of Canada will be flown at facilities with only 1 flagpole. Another flag will not be flown under the National flag of Canada.

2. Facilities with 2 flagpoles

The National flag of Canada and either the Provincial flag of Ontario or the Cobourg flag will be flown. The left flagpole to an observer facing the display will fly the National flag of Canada.

3. Facilities with 3 flagpoles

The National flag of Canada, the Provincial flag of Ontario, and the Cobourg flag will be flown.



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The National flag will be flown on the centre flagpole. To an observer facing the display, the Provincial flag of Ontario will fly on the left flagpole, and the Cobourg flag will be flown on the right flagpole.

4. Facilities with 4 flagpoles

Police Services Building

The National flag of Canada, the Provincial flag of Ontario, the Cobourg flag, and the Cobourg Police Services flag will be flown at the police services building. The flagpoles are positioned in a square. To an observer facing the display, the National flag of Canada will be flown on the forward left flagpole, the Provincial flag of Ontario will be flown on the back left flagpole, the Cobourg flag will be flown on the back right flagpole, and the Cobourg Police Services flag will be flown on the forward right flagpole. Other flags may be flown on the forward right flagpole for flag raisings.

Dignitary Visits

In the event of a visit by a dignitary to the Town of Cobourg, the Town may fly a flag representing that dignitary. The flying of a flag to mark the dignitary's visit will be made only after consulting with an appropriate protocol officer responsible for coordinating the visit. The flag will be flown on the community flagpole outside Victoria Hall.

Awards Received by the Municipality

Where the municipality has received a significant award or recognition that includes an approved flag, that flag may be flown for up to one week each year. The flag will be flown on the community flagpole outside Victoria Hall.