



# The Corporation of the Municipality of Arran-Elderslie

## Staff Report

Report From: Julie Reid, Deputy Clerk

Meeting Date: September 13, 2021

Subject: SRDPCLK.21.10 Revisions to the Community Flag Raising Policy

Attachments: Policy No. CLK04-2021 Community Flag Raising Policy

---

### **Recommendation**

Be It Resolved that Council hereby,

1. Direct Staff to prepare the necessary By-Law to adopt the revised Policy No. CLK04.2021 Community Flag Raising Policy and rescind the previous By-Law No. 35-2019;
2. That Council direct Staff to investigate the most appropriate location and install a flag pole at the Paisley Community Centre; and
3. That the Paisley Community Centre – Material Misc. account #01-5414-7052 be used to fund the purchase of a flagpole.

---

### **Report Summary**

The intent of this report is to provide an overview of the revisions to the Community Flag Raising Policy and establish Community Flag Pole locations.

---

### **Background**

Council adopted a Community Flag Raising Policy by By-Law No. 35-2019. Since the creation of this policy, Staff are noting an increase in the requests to raise flags for various reasons. The current policy requires the request to be provided at least four (4) weeks in advance of the event or requested raising date and must be approved by Council resolution. It is also noted that there is not a designated Community Flag Pole in each of the three (3) communities.

---

## **Analysis**

In many instances, Staff receive requests on short notice or outside of the Council schedule, especially during the summer months when Council meeting intervals may be reduced. This provides a challenge as the policy requires approval by Council resolution.

The policy includes some excellent guidelines and criteria for basing the approval of a request. In order to better accommodate these requests in a timely manner, Staff has made some minor revisions to the policy as noted below.

In addition, Staff have identified that not all of the three (3) communities have a designated community flag pole location. In Chesley, the flag pole at the Administration Office is deemed to be solely for flying the Canada Flag. The flag pole at the Elderslie Works Department Shop is designated as a Community Flag Pole under the current policy. Other specific locations are not noted. In Paisley, the current flag pole location is at the cenotaph, and, direction for the changing of that flag is only allowable at the permission on the Royal Canadian Legion. In Tara, there is a flag located at the Kinette Pavillion behind the arena but it is not able to be lowered to half mast if necessary. There is also a flag pole located at the Tara Rotary Park.

Staff propose the following locations be designated under the revised policy as Community Flag Poles:

- Elderslie Works Department Shop – 1925 Bruce Road 10, Chesley
- Paisley Community Centre – 391 Queen St N, Paisley
- Tara Rotary Park – 292 Yonge St S, Tara

This would require the installation of a flag pole at the Paisley Community Centre and ensure that all three communities have a location. Staff will investigate the most appropriate location for this installation.

Staff also propose that the Authority for Approval be delegated to the CAO or in their absence, the Clerk or their delegate. Upon review and approval of each request, Staff would communicate the details to Council by email prior to the raising of the flag for information purposes. The four (4) week request requirement prior to the raising date provision has been removed as well and requests must be received in writing to the Clerk's Office. Staff have also changed the provision that a flag be flown for no more than one (1) week to a period that is determined on a case-by-case basis given the nature of the request.

---

### **Link to Strategic/Master Plan**

N/A

---

### **Financial Impacts/Source of Funding**

The associated costs to install the flag pole at the Administration Building last year was approximately \$1,800.00. This included the cost to pour concrete to support the pole. Staff do not anticipate this project to exceed that amount and the funding would come from the Paisley Community Centre – Material Misc. Account #01-5414-7052.

---

Approved By: Sylvia Kirkwood, CAO