



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: December 9, 2024

Subject: SRDPCLK.24.14 - DRAFT Municipal Flag and Proclamation Policy

Report from: Julie Hamilton, Deputy Clerk

Appendices: DRAFT Municipal Flag and Proclamation Policy

Recommendation

Be It Resolved that Council hereby,

1. Receives Report SRDPCLK.24.13 - DRAFT Municipal and Proclamation Policy; and
2. Directs staff to bring back a by-law to bring force and effect to the Municipal Flag and Proclamation Policy.

Report Summary

The intent of this report is to present the DRAFT Municipal Flag and Proclamation Policy to Council for their consideration.

Background

The Municipality of Arran-Elderslie recognizes that flags and proclamations are important methods that can increase awareness of matters of great importance, public events, activities, and organizations.

The current flag policy only provides guidance on the raising of flags on the Community Flagpole, which is the flagpole in front of the Elderslie Works Shop.

Staff have seen an increase in flag half-masting and proclamation requests and deem it appropriate to introduce an amended policy which establishes clear guidelines that relate to the raising and lowering of flags, as well as proclamation requests.

Analysis

The DRAFT Municipal Flag and Proclamation Policy create a standard procedure for staff to follow to ensure consistency with regards to flags flown at municipally owned facilities and to establish a standard for which proclamation requests received by the Municipality are processed and issued.

The full DRAFT has been attached for Council to review in depth. The key points are summarized below.

The flagpole outside of the Municipal Office is solely for flying the National Flag of Canada. The draft policy addresses appropriate flag flying etiquette and defines the circumstances where the flag shall be lowered to a half-mast position.

The flagpole, located in front of the Elderslie shop, shall be deemed a community flagpole and requests will be received and considered on the following criteria. At times when there are no current community flag requests, the flag pole shall bear the Arran-Elderslie Flag.

- 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 Arran-Elderslie in a positive manner

Requests will not be permitted in support of:

- 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
- In support of groups, organizations, or events that promote belief's contrary to other Municipal policies

Flag raising requests must be submitted in writing on the form as prescribed by the Clerk's office, when possible, at least four (4) weeks prior to the proposed flag raising date. All requests will then be reviewed and approved by the Municipal Clerk or Designate.

Proclamation requests are becoming more frequent and requests will be received and considered based on the following criteria:

- Civic Promotions;
- Public Awareness Campaigns;
- Charitable Fundraising Campaigns;
- Arts and/or Cultural Celebrations;
- Special Honours for Individuals or Organizations for Special Achievements

Requests will not be permitted in support of:

- Matters of political controversy, political parties or political organizations;
- Religious organizations, events or celebrations;
- Individuals, events, organizations or groups with no demonstrated significant interest or relationship to the Municipality of Arran-Elderslie;
- Businesses or commercial enterprises or events, celebrations, or campaigns intended for profit-making purposes;
- Illegal matters, including matters contrary to corporate policies or by-laws;
- Discriminatory or inflammatory matters;
- Matters designed to incite hatred or disorder;
- Matters which defame the Municipality's integrity;
- Attempts to influence government policy.

All requests shall be submitted to the Clerk's Office and will be communicated to Council at the next available meeting. Where possible, coordination with the Mayor and other key stakeholders will be arranged to be present for flag raisings.

Proclamation Certificates will be prepared by the Clerk's office and read allowed and endorsed by the Mayor on Behalf of Council at an available Council meeting.

Public Notice of community flag raisings and flag half-masting will be posted to both the municipal website and at the municipal office. All proclamations will be posted to the municipal website.

Once approved, Policy CLK04-2021 Community Flag Raising Policy will be repealed and replaced with the Municipal Flag and Proclamation Policy.

Link to Strategic/Master Plan

6.5 Engaging People and Partnerships

Financial Impacts/Source of Funding/Link to Procurement Policy

Not applicable.

Approved by: Emily Dance, Chief Administrative Officer