

# **TOWNSHIP OF RYERSON**

## **FLAG AND PROCLAMATION POLICY**

<b>POLICY:</b> Flag and Proclamation Policy	<b>RESOLUTION NUMBER:</b> 56-25	<b>DATE PASSED:</b> March 25, 2025
<b>EFFECTIVE DATE:</b> March 25, 2025	<b>REVIEW DATE:</b>	<b>AUTHORITY:</b> Municipal Clerk

### **POLICY STATEMENT**

This Policy shall establish guidelines for flying flags at facilities owned by the Township of Ryerson, and Council endorsement of proclamations to ensure fair and consistent application.

### **1. PURPOSE**

The purpose of this Flag and Proclamation Policy is to establish guidelines and procedures for the proper display and use of flags within the Township of Ryerson, and for Council support of Proclamations.

The following general principles will apply in respect to all aspects of this Policy, and be used when interpreting the Policy:

- The Township will use flags to observe the Township's diversity, and honour those who have contributed to the life of the Township; and
- The flying of flags at any municipal facility will not be contrary to the principles of any other Municipal policy.
- The Township will use proclamations to promote public awareness campaigns, charitable fundraising campaigns, arts, and cultural celebrations of significance to the Township.
- Proclamations will be used to acknowledge special honours for individuals and organizations within the Township, in recognition of a special achievement.
- Council's endorsement of Community Flags and Proclamations is based on a framework that ensures all requests are dealt with consistently.

### **2. SCOPE**

This policy applies to all employees, contractors, volunteers, and visitors of the Township, as well as any flags displayed on municipal premises or at municipal events and any proclamations made on behalf of the Township.

### **3. DEFINITIONS**

In this policy, the following terms shall have the following meanings:

**3.1 Clerk:** shall mean the Municipal Clerk and/or their designate.

**3.2 Council:** shall mean the Council for The Corporation of the Township of Ryerson.

**3.3 Flag Raising:** for purposes of this policy, means the raising of a flag, in a location determined by Council.

**3.4 Flying a Flag at Half-mast:** means the action of flying all flags, forming a single display of flags, at a position that is an equal distance from the top and bottom of a flagpole, to mark periods of mourning or to commemorate solemn occasions.

**3.5 Township:** shall mean The Corporation of the Township of Ryerson.

**3.6 Municipal Property:** shall mean real property owned by the Township of Ryerson and includes any location where protocols will be used, or flag poles are present.

**3.7 National Flag of Canada:** means the flag approved by the Parliament of Canada as a national symbol of Canada.

**3.8 Proclamation:** shall mean a public or official announcement, particularly one dealing with a matter of great importance that may be endorsed by Council and may be recognized on a particular day, week or month; and

**3.9 Provincial Flag of Ontario:** means the flag approved by the Legislative Assembly of Ontario as a provincial symbol of Ontario.

### **4. FLAGS**

#### **4.1 Flag Display**

Only authorized flags shall be displayed on municipal premises or at Municipal events. Flags should be displayed in a respectful manner, with appropriate positioning, should be maintained in good condition and replaced when worn or damaged and should be displayed in accordance with applicable laws, regulations, and customs.

#### **4.2 Authorized Flags**

The authorized flags for display on municipal premises or at municipal events include the National Flag of Canada as well as any other flags specifically approved by the Township of Ryerson Council or staff members as authorized by Council.

#### **4.3 Community Flag Raisings**

The National Flag of Canada will remain on the flagpole at all times. No Community Flag Raising requests will be considered.

#### **4.4 Raising and Lowering of Flags**

Flags should be raised and lowered according to proper flag protocol, as established by applicable laws and customs. Other authorized flags should be raised and lowered as appropriate, considering their significance and relevance.

#### **4.5 Customary Flag Configuration**

The Township's protocol for the usual configuration of the flags at the Township of Ryerson's facilities will be:

The National Flag of Canada will be flown on the flagpole. Another flag will not be flown under the National Flag of Canada. Other flags will not be flown at these facilities, except in the circumstances noted under the heading "Dignitary Visits".

When more than one flag is displayed to form a single display, the National Flag of Canada will be on the left to an observer facing the display, which is the customary position of honour.

#### **4.6 Half-Mast Protocol**

The Township's protocol for flying a flag at half-mast will be:

Periods of mourning - Flags will be flown at half-mast at Municipal facilities to mark periods of official mourning upon the death of:

- The Sovereign;
- A Member of the 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 His Majesty's Loyal Opposition, Parliament of Canada;
- The Lieutenant Governor of Ontario;
- The Premier of Ontario or a former Premier;
- The Leader of His Majesty's Loyal Opposition, Legislative Assembly of Ontario;
- A local Member of Parliament, or local Member of the Legislative Assembly of Ontario;
- The Mayor or a former Mayor;
- A Member of Council or former Member of Council;
- A current employee of the Township of Ryerson;
- An Ontario Provincial Police Officer who dies in the line of duty; and
- A resident of the Township, who is a member of the Canadian Armed Forces, killed while deployed on operations.

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 for that individual.

It is recognized that in unique situations outside of the Policy, the Mayor and Clerk may request a flag to be flown at half-mast. The Clerk's Office will be responsible for coordinating the lowering of flags at Municipal facilities.

In all cases where flags are lowered to half-mast at any or all Municipal facilities, a broadcast notice will be placed on [Township of Ryerson](#) website to explain why the flags have been lowered and for how long they will be at half-mast. Information on which facilities will have flags at half-mast will be included in the posting.

#### Commemoration of Solemn Occasions:

Flags will be flown at half-mast annually, at all municipal facilities, to commemorate the following solemn occasions, on or about the following dates dependant on staff availability:

- Day of Mourning for Persons Killed or Injured in the Workplace (April 28)
- Firefighters National Memorial Day (second Sunday in September)
- Police and Peace Officer's National Memorial Day (last Sunday of September)
- National Day for 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, in keeping with the General Principles of this Policy, may be approved by the Mayor.

### **4.7 Dignity of the Flag**

Flags should always be treated with respect and dignity and should not be used for any disrespectful or inappropriate purposes, including but not limited to advertising, decorations, clothing, or any activity that may be deemed offensive or disrespectful. Flags should not be defaced, altered, or modified in any way that may compromise their integrity or symbolism.

The National Flag of Canada should be displayed only in a manner appropriate for this important national symbol; it should not be subjected to dishonour or displayed in a position inferior to another flag. The National Flag of Canada always takes priority over all other national flags when flown in Canada. The only flags that are given priority over the National Flag of Canada are the personal standards of members of the Royal Family and of His Majesty's eleven representatives in Canada.

The National Flag of Canada should always be flown on its own mast; flag protocol states that it is improper to fly two (2) or more flags on the same mast.

When the National Flag of Canada is raised or lowered, or when it is carried in a parade or review, everyone present should face the Flag, remain silent and remove their hats. Those in uniform should salute.

## **5. PROCLAMATIONS**

### **5.1 Proclamation Criteria**

Proclamations that are of significance to the Township may be endorsed by Council for the following:

- Civic promotions;
- Public awareness campaigns;
- Charitable fundraising campaigns;
- Arts and cultural celebrations;
- Special honours for individuals and organizations for special achievements.

Only proclamations that involve participation by the Township or its residents will be considered for endorsement. Proclamations will not be endorsed by Council of the Township for the following:

- Matters of political controversy;
- Religious organizations or religious events or celebrations;
- Individual conviction;
- Organizations or events with no direct relationship to the Township and/or do not involve participation by the Township or its residents;
- Celebrations, campaigns or events contrary to Municipal policies or Bylaws;
- Celebrations, campaigns or events intended for profit-making purposes;
- Matters attempting to influence government policy.

### **5.2 Proclamation Requests**

All organizations or persons submitting a request for a proclamation must complete a Proclamation Request Form attached as Appendix A to this policy. Proclamation Request Forms shall be submitted to the attention of the Clerk and must be submitted at least eight (8) weeks prior to the day requested for the reading of the Proclamation. The following limitations related to proclamation requests are noted for those submitting a request:

- An organization may only request one proclamation annually;
- An organization does not have exclusive rights to the day, week or month of their proclamation;
- Proclamations on a similar topic will be issued on a first come, first served basis;
- Multi-year proclamations or proclamations that are to be repeated indefinitely will not be considered and must be requested on an annual basis. There is no requirement to submit a Proclamation Request annually for multi-year proclamations that were endorsed by Council prior to the implementation of this policy.

### **5.3 Review of Proclamation Requests**

Proclamation requests will be reviewed by the Clerk against the eligibility criteria noted in this Policy. In the event that the request does not comply with this policy, the Clerk, in consultation with the Mayor, will not include the request on a Council meeting agenda and will advise the Mayor and organization/person submitting the request accordingly.

Proclamation requests that meet all eligibility criteria will be placed on the agenda for the next Regular Council Meeting under the New Business section of the agenda.

#### **5.4 Council Endorsement of Proclamation Requests**

Proclamations shall only be considered at Regular Council Meetings.

Following consideration of a Proclamation Request by Council, the Clerk or their designate will advise the organization/person who submitted the Proclamation Request Form in writing of the outcome of Council's consideration. Proclamations that have been endorsed by Council will be noted on the "News" section of the Township's website and on the Municipal Facebook page. Items such as decals, signs, banners, brochures, or similar items that accompany a proclamation request will not be displayed at Municipal facilities unless, at the sole discretion of the Clerk, it is determined that they provide information of significant value to residents of the Township.

### **6. ENFORCEMENT**

All employees, contractors, volunteers, and visitors are expected to comply with this Flag and Proclamation Policy. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or contract.

### **7. POLICY REVIEW**

This Flag and Proclamation Policy shall be reviewed annually by the Clerk's Office to ensure its ongoing effectiveness and compliance with any changes in laws, regulations, or organizational requirements. Any proposed changes to this policy shall be submitted to Council for review and approval.

## APPENDIX A

### Proclamation Request Form

Please complete and submit the completed Proclamation Request Form to  
clerk@ryersontownship.ca or by mail/drop-off at 28 Midlothian Road | Burk's Falls ON P0A  
1C0

Organization Name:	
Contact Name	
Address	
Phone	Email
Proclamation Requested:	
Date of Proclamation:	
Purpose of Proclamation:	
<input type="checkbox"/> Civic Proclamation <input type="checkbox"/> Charitable Fundraising Campaign	
<input type="checkbox"/> Special Honour of Individual or Organization <input type="checkbox"/> Public Awareness Campaign	
<input type="checkbox"/> Arts and Cultural Celebration	
<input type="checkbox"/> Other:	
Description of Organization (attached additional documentation if needed):	

Has the same/similar proclamation been requested to the Township in the past?	
<input type="checkbox"/> Yes (provided date of previous request)	<input type="checkbox"/> No (new request)
As part of the proclamation, will there be any special initiatives or events planned in the Township? If so, please describe:	
Do you have a draft wording for the proclamation?	
<input type="checkbox"/> Yes, attached <input type="checkbox"/> No	
Signature	Date

The personal information on this form is collected under the authority of the Municipal Act. The information is used for the purpose of processing this form. Questions about this collection of information can be made to the Clerk at (705) 724-2813.