



**Proclamation, Public Awareness and Flag Flying Policy  
Schedule A to By-law 2020-059**

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<b>Approving Committee :</b>	Council
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<b>Department of Origin/author:</b>	Corporate Services
<b>Review date:</b>	

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1	October 23, 1989	Council	89.20CW.2	
2	September 28, 2020	Council		
3	June 12, 2023	Council	2023.12.7	



## **Policy Statement:**

Proclamations are official statements made by or under the authority of Loyalist Township Council to recognize causes, events and commemorations of significance to the Township and its citizens. These statements do not carry with them any substantive contribution of goods, services, or monies to organizations which request them, but contribute to the fabric of Loyalist Township by recognizing cultural diversity and the public good.

## **Purpose:**

To establish guidelines for processing requests related to Proclamations, Public Awareness Campaigns and Flying of Flags at municipally owned facilities. The policy also includes flag protocol and etiquette for the flying of flags on Township property.

## **Scope:**

This policy applies to flag flying etiquette and half masting of flags at Township facilities and also applies to requests regarding:

- a) Proclamations;
- b) Public Awareness Campaigns; and
- c) Flag Flying Request;

## **Policy Communication**

This Policy will be available on the Proclamation page of the Loyalist Township website. All Proclamations and Public Awareness Campaigns approved by Council will be posted on the Proclamation page.

### **1. Definitions**

**1.1** In this policy:

**“Township”** means The Corporation Loyalist Township;

**“Chief Administrative Officer”** means the individual appointed as the Chief Administrative Officer for Loyalist Township;

**“Clerk”** means the Clerk of Loyalist Township;

**“Council”** means the Council of The Corporation of Loyalist Township, comprised of the Mayor, Deputy Mayor and Councillors;



“**Decorations**” does not include festive or other decorations installed by Township Council or a local board or committee of the Township;

“**Proclamation**” means a public or official announcement or declaration; and

“**Public Awareness Campaign**” means an organized effort to promote a cause, raise awareness or reach a goal and includes but is not limited to using Decorations; symbolic ribbons, stickers or lights; or posters, excepting posters placed on Township poster or bulletin boards intended for public use or otherwise regulated by the Township.

“**Loyalist Township Resident**” means a person who resides in Loyalist Township or owns property in Loyalist Township.

“**Local Organization**” means an organization that operates within Loyalist Township or the immediate surrounding area.

## **2. Proclamations and Public Awareness Campaigns**

**2.1** Proclamation and Public Awareness Campaign requests will only be considered if they are requested by Loyalist Township residents/ local organizations and the proclamation or public awareness campaign will benefit Loyalist Township and its residents.

**2.2** Proclamations and Public Awareness Campaigns that may be endorsed by Loyalist Township include but are not limited to:

- a) Civic promotions;
- b) Charitable fundraising campaigns;
- c) Arts and cultural celebrations; or
- d) Special honours for individuals and organizations for special achievements.

**2.3** The following limitations related to proclamation/public awareness campaign requests are noted for those submitting a request:

- a) An organization may only request one proclamation/public awareness campaign annually;
- b) An organization does not have exclusive rights to the day, week or month of their proclamation; Council reserves the right to approve multiple request within any given day/week/month.
- c) Proclamations on a similar topic will be issued on a first come, first served basis;
- d) Multi-year proclamations/public awareness campaigns or proclamations/public awareness campaigns that are to be repeated indefinitely will not be considered and must be requested on an annual basis.

**2.4** All requests for proclamations/public awareness campaigns must be made to the Clerk’s office four (4) weeks prior to the requested date, using the attached form.



**2.5** Once a proclamation or public awareness campaign is approved, it will be posted on the Townships website. Any cost borne by the proclamation/public awareness campaign shall be paid by the requester.

**2.6** Proclamation and public awareness campaign 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 Chief Administrative Officer, will not include the request on a Council meeting agenda and will advise the Mayor and organization/person submitting the request accordingly. Proclamation and public awareness campaign requests that meet all eligibility criteria will be placed on the agenda for the next Regular Council Meeting under the "Communication for Consideration" section of the agenda.

**2.7** Proclamations will not be read aloud at Council Meetings and shall only be considered at Regular Council Meetings. Following consideration of a proclamation/public awareness campaign request by Council, the Clerk will advise the organization/person who submitted the request in writing of the outcome of Council's consideration. Proclamations that have been endorsed by Council will be noted on the "Proclamations" page of the Townships website and will remain listed for a period ending on December 31st of the year in which the proclamation was endorsed.

**2.8** Decorations such as decals, signs, banners, brochures, or similar items that accompany a proclamation or public awareness campaign will not be displayed at Township facilities unless, at the sole discretion of the Clerk, it is determined that they provide information of significant value to residents of the Loyalist Township.

### **3. Special Permission for Flag Flying on Municipal Flag Poles**

**3.1** Flag Flying requests will only be considered if they are requested by Loyalist Township residents/ local organizations and the flying of the flag will benefit Loyalist Township and its residents. Flying of flags on municipally owned flag poles will not be approved where the flag flying relates to:

- a) Political parties or political organizations.
- b) Religious organizations or religious events or celebrations;
- c) Celebrations, campaigns or events with no direct relationship to Loyalist Township;
- d) Celebrations, campaigns or events contrary to Township policies or by-laws;
- e) Celebrations, campaigns or events intended for profit making purposes;
- f) Attempting to influence government policy; or
- g) Supporting discrimination, hatred, violence or prejudice.

**3.2** All requests for flag flying must be made to the Clerk's office four (4) weeks prior to



the requested date, in writing using the attached form.

**3.3** Flag flying shall be in connection with an event by an organization.

**3.4** The timing and duration that the requested flag will be flown will be no longer than 14 days. Approvals shall be based on a first come first served basis, based on the date the request is received by the Clerk's office.

**3.5** Individuals and organizations requesting flag flying are required to provide the flag to be raised. Flags may be no larger than 1.83 meters (6ft) in width and 0.91 meters (3ft) in height.

**3.6** Notification to the media and advertising related to flag flying is the responsibility of the requesting party.

**3.7** An organization's flag shall be flown no more than once per calendar year.

**3.8** Organizations shall be required to submit flag flying requests on an annual basis.

**3.9** The Township is not responsible for damaged or lost flags.

**3.10** All flag flying 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 Chief Administrative Officer, will not include the request on a Council meeting agenda and will advise the Mayor and organization/person submitting the request accordingly. Flag Flying requests that meet all eligibility criteria will be placed on the agenda for the next Regular Council Meeting under the "Communication for Consideration" section of the agenda. In the event there is a dispute about the eligibility of a request, the appeal process shall be through the Municipal Council having full and final say as to whether or not the request to fly a flag will be granted.

**3.11** Flags shall only be raised and lowered on those business days that Township offices are open.

## **4. Flag Flying**

**4.1** The Township will fly the flags listed below on Township properties:

- a) National Flag of Canada;
- b) Flags of the Provinces and Territories of Canada;
- c) Loyalist Flag; and
- d) Any other flag endorsed by the Township.

**4.2** All flags shall be flown in accordance with the flag flying etiquette of Canada as



established by Heritage Canada.

## **5. Half-Masting of Flags**

**5.1** Council authorizes that decisions on the half-masting of flags be made at the discretion of the Mayor, Deputy Mayor, or CAO.

**5.2** The flying of flags at half-mast denotes a period of official mourning or commemoration. Flags will be lowered for 5 days, or as recommended by Heritage Canada, after the death of:

- a) A member of the Royal Family.
- b) Current or former Governor General or the Prime Minister.
- c) The current Lieutenant Governor or the Premier of the Province.
- d) The current M.P.P. or M.P. for the riding.
- e) A member or a former member of Council.
- f) A current or retired employee.
- g) A prominent citizen of the Township as authorized by the Mayor or Deputy Mayor.

**5.3** Flags will be Half-masted from sunrise to sunset on the following days as per Heritage Canada:

- a) Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day);
- b) National Day of Remembrance for Victims of Terrorism;
- c) Firefighters National Memorial Day;
- d) Police and Peace Officers' National Memorial Day;
- e) National Day for Truth and Reconciliation;
- f) Remembrance Day;
- g) National Day of Remembrance and Action on Violence Against Women.

**5.4** Flags may also be lowered for special circumstances as issued by the Federal/Provincial Government or to mark significant events as deemed appropriate by the Mayor, Deputy Mayor or CAO.

**5.5** When flags are lowered, notice will be provided of the reason to all staff, council and posted on the Township's website and social media accounts if time permits.

## **6. Related Policies & Legislation**



[Government of Canada - Heritage Canada - National Flag of Canada etiquette](#)  
[Government of Canada - Heritage Canada - Rules for half-masting the National Flag of Canada](#)



**Proclamation/Public Awareness Campaign Request Form**

Please submit the completed Proclamation Request Form to the Clerk  
[clerk@loyalist.ca](mailto:clerk@loyalist.ca) or mail to 263 Main St. Odessa, ON PO Box 70 K0H 2H0

**Organization Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_

**Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_ **Business Phone:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Proclamation Requested** (name or title of proclamation): \_\_\_\_\_

**Dates of Proclamation** (Please check and insert dates):

Day(s): \_\_\_\_\_  Week \_\_\_\_\_  
 Month: \_\_\_\_\_

**Purpose of Proclamation** (Please check all that apply):

Civic Promotions  Public Awareness Campaign  
 Charitable Fundraising Campaign  Arts and Cultural Celebration  
 Special Honour of Individual or Organization  Other (specify): \_\_\_\_\_

**Description of the Organization** (Please include a brief description and any other relevant information related to your request. Additional information/documentation may be attached to this Request Form.) \_\_\_\_\_

**Has the same/similar proclamation/public awareness campaign been requested of Loyalist Township in past years?**

Yes (Provide date of previous request): \_\_\_\_\_  
 No (New request)

**As part of this proclamation/public awareness campaign, will there be any special initiatives or events planned in Loyalist Township? If so, please**





describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Does your proclamation/public awareness campaign request include a request for a flag raising?**

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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**Draft Wording for Proclamation** (You must provide draft wording for the proclamation and attach it to the Proclamation Request Form)

The personal information on this form is collected under the authority of the *Municipal Act*. The information is used for the purpose of processing the Proclamation/Public Awareness Campaign Request Form. Questions about this collection of information can be made to the Clerk at (613) 386-7351.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Flag Flying Request

Please complete and submit the completed Flag Flying Request Form to the Clerk at [clerk@loyalist.ca](mailto:clerk@loyalist.ca) or mail to 263 Main St. Odessa, ON PO Box 70 K0H 2H0

Description of associated event (maximum 300 characters)	
Date(s) of event (maximum 300 characters)	
Date flag to be raised	Number of days to be flown
Flag details (please attach a photo/diagram of the flag) (maximum 300 characters)	

### Contact information

Contact name		Date submitted
Contact address		
Town	Province	postal code
Contact daytime telephone number		Contact e-mail address