



FORTFRANCES

BOUNDLESS

FLAG RAISING AND PROCLAMATION POLICY

ADMINISTRATION AND FINANCE 1.10

POLICY

Created:	2022-10-11
Revised:	2023-07-10
Authorized:	Resolution 254 on 2023-07-10
Superseded:	Resolution 406 on 2007-11

1. PURPOSE

The purpose of this policy is to ensure that all flags at municipal facilities are flown and displayed in a consistent manner and to provide direction to Administration on displaying flags on Municipal flag poles. This policy will further establish a framework to govern requests for flag raisings received from the community, as well as the issuance of Proclamations by the Mayor on behalf of the Town of Fort Frances.

2. POLICY

The Town of Fort Frances recognizes the symbolic importance of flags to groups of people, agencies, communities and nations, in bestowing honour and respect, or expressing a collective sense of grief and respect through lowering flags to half-mast. While the Council reserves the right to determine which flags will be displayed on Town property, Council will strive to accommodate and provide opportunities for community groups to display their flags.

As a matter of practice, the Town of Fort Frances has used special flag raisings to enhance public awareness of activities such as national/independence days, multicultural events, fundraising drives, and historical commemorations important to residents. The Town of Fort Frances has also flown flags at half-mast to mark periods of official mourning or commemorate solemn occasions important to the residents.

Flags shall be flown in accordance with the [National Flag of Canada etiquette](#).

3. DEFINITIONS

“Clerk” means the Municipal Clerk appointed by Council of the Town of Fort Frances, or in the absence of the Clerk, the Deputy Clerk appointed by Council of the Town of Fort Frances.

“Flying a Flag at Half-mast” 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.

“Town Flag” means the flag adopted by Council of the Town of Fort Frances as a symbol of the municipality.

“National Flag of Canada” means the flag approved by the Parliament of Canada as a national symbol of Canada.

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

(1)

4. FLAGS TO BE FLOWN

Civic Centre

It shall be the policy of the Town of Fort Frances that no flag, other than the National Flag of Canada, United States of America, Provincial Flag of Ontario, Town flag, International Falls City Town Flag, Treaty 3 Flag, and Metis Nations of Ontario Flag will be flown permanently on the grounds of the Civic Centre.

In addition to these seven official flags, recognition will be given to community flag raising flags so far as it meets the community flag raising criteria.

The Council Chambers shall only display the National Flag of Canada, the Province of Ontario and the Town of Fort Frances Flags.

Point Park

It shall be the policy of the Town of Fort Frances that no flag, other than the National Flag of Canada will be flown on the grounds of the Point Park.

Water Treatment Plant

It shall be the policy of the Town of Fort Frances that no flag, other than the National Flag of Canada and Town flag will be flown on the grounds of the Water Treatment Plant.

Sorting Gap Marina

It shall be the policy of the Town of Fort Frances that no flag, other than the National Flag of Canada, United States of America Flag Provincial Flag of Ontario, Town flag, will be flown on the grounds of the Sorting Gap Marina.

Memorial Sports Centre

It shall be the policy of the Town of Fort Frances that no flag, other than the National Flag of Canada and Town flag will be flown on the grounds of the Memorial Sports Centre.

Fort Frances Cemetery Cenotaph

It shall be the policy of the Town of Fort Frances that no flag, other than the National Flag of Canada will be flown on the grounds of the Fort Frances Cemetery Cenotaph.

5. COMMUNITY FLAG RAISING CRITERIA

The criteria for approving or denying a request to have a community flag displayed will be:

- i. Flags for charitable organizations and public awareness campaigns that align with the Human Rights Code
- ii. In honour of national or independence days important to the residents of Fort Frances or the Rainy River District.
- iii. In support of fund-raising drives important to the residents of the Town of Fort Frances
- iv. To celebrate multi-cultural and civic events important to the residents of the Town of Fort Frances or the Rainy River District

Community flag raisings will not be approved to fly flags for:

- i. Political parties
- ii. Religious groups
- iii. In support of fund-raising drives that are political or religious in nature
- iv. In support of groups, organizations, or events that promote beliefs contrary to any other Town policy

The Town Clerk will be responsible for providing advice, as necessary, on the applicability of any of the above criteria to any application received for a community flag raising.

5.1. APPLICATION FOR A COMMUNITY FLAG RAISING

All requests for use of the Civic Centre flagpoles will be made in writing to the Clerk. Applications are to be submitted at least three (3) weeks prior to the day requested for the raising of the flag. The Clerk will review all applications to determine consistency with this policy and will advise the group of the status of their request.

5.2. GENERAL RULES FOR THE FLAG RAISING CEREMONY

The general rules for the use of the Civic Centre flagpoles and community flag raising ceremony are as follows:

- i. Approvals and use of the Civic Centre flagpoles will be granted on a first come-first served basis.
- ii. Flags will be flown for a maximum of one (1) month.
- iii. Maximum number of community flags to be flown at any one time will be two (2).
- iv. Community flags will be flown on poles shared with the Town flag or the Provincial Flag of Ontario.
- v. In the event multiple community flag raising requests are received for the same time period, the first two applications received will be granted priority above additional requests.
- vi. Individuals, groups or associations requesting flag raisings are required to

- provide the flag to be raised and must pick up the flag once it is removed.
- vii. Individuals, groups or associations requesting flag raisings must contact any media that they wish to be present.
- viii. The Town will make every effort to have the Mayor (or Deputy Mayor) present for the flag raising ceremony, depending on the availability of Council.

The Town will not fly the flag of a group or organization that are deemed inappropriate or offensive in nature or those supporting discrimination, prejudice, political or religious movements, violence or racism.

6. FLYING FLAGS AT HALF-MAST

The half-masting of flags is an act of honour expressing a collective sense of sorrow shared by all citizens. It is in this context that the Town of Fort Frances has developed the following guidelines that will determine the half-masting protocol and procedures to be adopted and implemented in a consistent and appropriate manner.

The Town of Fort Frances will, when and where able to do so, fly its flags at half-mast in the event of a death or to commemorate a solemn occasion. Flags will be flown at half-mast to mark the passing of any of the prominent public figures listed, for a period beginning when the Town is notified of the individual's death until and including the date of the funeral or memorial service, to a maximum of one week:

- i. The Sovereign;
- ii. A member of the Canadian Royal Family;
- iii. The Governor General of Canada, or a former Governor General;
- iv. The Prime Minister of Canada, or a former Prime Minister;
- v. The Lieutenant Governor of Ontario;
- vi. The Premier of Ontario;
- vii. The current local Member of Federal or Provincial Parliament;
- viii. The Mayor or former Mayor of the Town;
- ix. A member of Council or a former Member of Council;
- x. A current employee of the Town of Fort Frances;
- xi. As directed by the Mayor or CAO

Flags will be lowered on the Flag Poles at the Civic Centre as a symbol of mourning for the following events:

- i. April 28th – National Day of Mourning
- ii. August 9th – National Peacekeepers Day
- iii. Second Sunday in September – Firefighters National Memorial Day
- iv. September 30th – National Day of Truth and Reconciliation Last
- v. Last Sunday in September – National Police and Peace Officers Day
- vi. November 8th – Indigenous Veterans Day

- vii. November 11th – Remembrance Day
- viii. December 6th - National Day of Remembrance and Action on Violence against Women.

If these events correspond with a weekend or stat holiday, the flags will be lowered on the last working day before the event and raised to full staff the working day immediately following the event.

The Municipal Clerk will be responsible for coordinating the lowering of flags at Town facilities. Flags are lowered/raised during regular businesses hours Monday-Friday, excluding statutory holidays. Public notice of the reason for the half-masting will be posted on the Town's web-site/Social Media.

7. PROCLAMATIONS

Proclamations are ceremonial documents issued and signed by the Mayor on behalf of the Town of Fort Frances Council that officially recognizes public awareness campaigns, charitable fundraising campaigns, and arts and cultural celebrations of organizations that reside/operate with the Town of Fort Frances

7.1. ELIGIBILITY CRITERIA

Proclamation requests must be submitted to the Municipal Clerk and shall meet all of the following criteria:

- Submitted by an organization that is a recognized charity with offices located in the Town of Frances or by a community group based within the Town;
- Will be issued only in respect of activities that support residents of the Town of Frances or related events taking place in Town;
- Must demonstrate respect and tolerance for all Fort Frances residents;
- Must foster a sense of community;
- Support public awareness campaigns or honour special achievements of individuals, institutions, or organizations.

7.2. PROCLAMATIONS WILL NOT BE ISSUED FOR THE FOLLOWING:

- Political parties or political organizations. (Political organizations are defined as affiliate organizations or professional advocates to political parties. Examples can include advocacy groups, special interest groups or groups aimed at achieving clearly-defined political goals, which typically benefit the interests of their members);

- Promotion of religious beliefs or religious events. (Cultural celebrations and heritage months are exempt as long as all other criteria are met);
- Shall not be used as a vehicle to attempt to influence government policy;
- Promotion of business or commercial enterprise;
- If the intent is contrary to corporate policies or by-laws;
- If the intent is to defame the integrity of the Town of Fort Frances;
- If the event or organization has no direct interest or relationship to the Town.

7.3. ALL PROCLAMATIONS ARE SUBJECT TO APPROVAL BY THE OFFICE OF THE MAYOR.

An organization may request only one proclamation per year. Applications must be received at least 3 weeks in advance and must be requested each year.

Organizations do not have exclusive rights to the day, week or month being proclaimed.

7.4. APPLICATION PROCESS FOR PROCLAMATIONS

1. Requests for proclamations must be submitted online via the Town's website at least 3 weeks in advance of an event. All requests must include the proposed wording of the proclamation and any supporting information.
2. The Mayor's office will review all requests in consultation with appropriate staff or departments, and if required make any appropriate amendments to the wording of the proclamation which improves the structure and or intent of the requested proclamation.
3. Upon approval of the Mayor, proclamations will be issued by the Mayor, copied to all Members of Council and placed on the Town's website and social media platforms.
4. The Office of the Mayor will provide one copy of the signed proclamation to the applicant.
5. Notification to the media and advertising is the sole responsibility of the applicant.