



TOWN OF
HALTON HILLS
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REPORT

TO: Mayor Bonnette and Members of Council

FROM: Valerie Petryniak, Town Clerk & Director of Legislative Services

DATE: November 2, 2021

REPORT NO.: ADMIN-2021-0052

SUBJECT: Flag and Proclamation Policy

RECOMMENDATION:

THAT Report No. ADMIN-2021-0052 dated November 2, 2021 regarding a Flag and Proclamation Policy be received;

AND FURTHER THAT Council approve the Flag and Proclamation Policy attached to this report as Appendix A with an effective date of January 1, 2022;

AND FURTHER THAT Policy CL-2017-0003 be repealed.

KEY POINTS:

The following are key points for consideration with respect to this report:

- Installation of new flag poles at Acton Arena and Town Hall to allow for proper flag flying protocol; including a courtesy flag pole at Town Hall;
- Addition of Mississaugas of the Credit and First Nations flags at select locations to recognize that Halton Hills is located in treaty territory;
- Proclamations to be issued by the Mayor on behalf of Council and displayed on the Town's website.

BACKGROUND AND DISCUSSION:

The previous review of the flag policy took place in 2017. Since that time staff have received more frequent requests to fly flags at the facilities for various occasions and have received continued requests for proclamations by the Mayor.

Flags

Town Hall, being the main facility and focal point in Halton Hills will be the one site where courtesy flags shall be flown. Requests must be made through the Mayor's office and must meet the guidelines set out in the flag policy. In order to accommodate this change, the installation of two new flag poles at Town Hall have been requested in the 2022 Recreation and Parks Capital Budget. Should the request be successful, Town Hall will have five (5) flag poles to fly the Canadian flag, Province of Ontario Flag, Town of Halton Hills flag, Mississaugas of the Credit and First Nations flag, and an extra "courtesy" flag pole. Should there be times where there is no request for a courtesy flag, a second Canadian flag shall be flown on the spare pole.

At no time at any facility shall more than one flag be flown on a pole at any time.

Through consultation with the Mississaugas of the Credit, First Nations (MCFN) it has been suggested to fly the MCFN flag at three locations to ensure visual presence in both communities (Georgetown and Acton) and to recognize that Halton Hills is located in treaty territory. The flags will fly at Town Hall, to represent all of Halton Hills, and at the Acton Arena and Community Centre and at the Halton Hills Cultural Centre being the prime locations reflecting ceremonial and programming activities in Halton Hills. Through the 2022 Capital Budget review, two new poles would be added at the Acton Arena and Community Centre for the Canadian, Provincial and MCFN flags to be flown; flagpoles at the Halton Hills Cultural Centre were installed as part of the plaza redevelopment in 2021.

Further amendments to the flag policy include an update to the locations that are required to fly half mast, (this excludes National Flags of Canada located in parks or at Town owned or leased facilities managed by local organizations or boards) and a current list of special dates to fly at half mast as identified by the Government of Canada.

Proclamations

This policy proposes to reintroduce the issuing of proclamations. Proclamations are ceremonial documents issued and signed by the Mayor on behalf of the Town of Halton Hills Council that officially recognizes public awareness campaigns, charitable fundraising campaigns, and arts and cultural celebrations of organizations that reside/operate with the Town of Halton Hills

Realizing this can become a time-consuming task, staff will develop an online approach to this where requestors will be responsible for submitting their proclamation request online through the Town's website. Once the topic and wording have been approved, the Mayor's office will issue the proclamation, forward a copy to all members of Council and then place it on the Town's website for easy viewing.

All requests for proclamation will be properly vetted through the appropriate staff and departments and when necessary wording can be changed to improve the structure or intent of the proclamation.

STRATEGIC PLAN ALIGNMENT:

This report is administrative in nature and does not have an impact on the Town's Strategic Plan.

RELATIONSHIP TO CLIMATE CHANGE:

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

PUBLIC ENGAGEMENT:

Public Engagement was not needed as this report is administrative in nature.

INTERNAL CONSULTATION:

Consultation with the CAO, Commissioner of Recreation and Parks and Director of Communications provided a thorough review of the proposed changes to the flag and proclamation policy. The Mayor was consulted on the proposed process of issuing proclamations.

FINANCIAL IMPLICATIONS:

This report will be funded through an existing approved budget source. Four additional flagpoles needed at various facilities have been included in the 2022 Recreation and Parks Capital Budget. (Project 8500-11-2207)

Reviewed and approved by,

Chris Mills, Chief Administrative Officer