



CITY OF CORNER BROOK

Policy Statement

Policy Title	<i>Flag Protocol and Proclamations</i>	Index:	<i>Council and Administration</i>
Section:	<i>Procedures</i>	Policy Number:	<i># 13-02-07</i>
Authority	<i>Council</i>	Adopted Date:	<i>July 15, 2024</i>
Effective Date:	<i>July 15, 2024</i>	Revision Date:	
Policy Owner:			

1. POLICY STATEMENT

The City of Corner Brook may recognize public awareness campaigns, arts, cultural, historical and national celebrations of significance, or community enhancement to the City of Corner Brook by way of a proclamation and/or a flag raising. The City of Corner Brook will adhere to appropriate decorum with regards to the display of the flag and the flying of the flag at half-mast to recognize a period of mourning or commemoration.

2. PURPOSE

The purpose of this policy is to establish protocol for:

- Flags to be flown at half mast;
- The display of flags at municipal facilities and event;
- Proclamation and flag raising requests received by the City of Corner Brook, including identifying criteria for the types of events and activities that would qualify.

3. SCOPE

This policy applies to all properties and facilities owned and operated by the City of Corner Brook, and at City organized or hosted events, notwithstanding any policies, protocols or legislation of any overarching government body.

4. DEFINITIONS

Proclamation – is an official public announcement or declaration given by the Mayor and/or Council to formally recognize a special event that is deemed to be of interest and/or benefit to a significant number of citizens of Corner Brook and may be recognized on a particular day, week or month;

Flag Raising – for purposes of this policy, means the raising of a flag in possible conjunction with a proclamation that has been endorsed by Council;

City Manager – means the individual appointed as the Chief Administrative Officer or City Manager for the City of Corner Brook;

Clerk – the Clerk of the City of Corner Brook;

Council – the Council of the Corporation of the City of Corner Brook, comprised of the Mayor, Deputy Mayor and Councillors;

Facilities/Building Operations Representative – refers to the individual who is responsible for the general operations and maintenance of any city owned facilities;

Regular Council Meeting – a meeting of Council open to the public.

4. PROCEDURE

4.1 City Flag

The City of Corner Brook Flag shall be flown at all City buildings or facilities whenever it is feasible to do so. In the event that only one flagpole exists on the property, either the Canadian Flag or the City of Corner Brook Flag may be displayed regularly, except with regards to recognizing special events in accordance with this policy.

The City of Corner Brook Flag may be displayed indoors in the Council Chambers, the Mayor's Office or any function deemed appropriate by Council.

The City Flag shall not be used for commercial purposes by any organization.

The City of Corner Brook reserves the right to refuse, deny or restrict the use of the City Flag with respect to where or how it will be flown or displayed.

The City Flag shall be treated with dignity and respect and flown or displayed properly in accordance with this policy and/or the guidelines as stated by Heritage Canada.

4.2 Flag Protocol

Flags will be flown and displayed in accordance with the manner outlined by the Department of Canadian Heritage, or any other applicable guidelines issued by the government of Canada.

Where the City of Corner Brook flag is flown or displayed in conjunction with the Canadian Flag, the Canadian Flag will take the place of honour, which is to the left of the observer of the flags and the City of Corner Brook on the right.

Where the City of Corner Brook Flag is flown or displayed with the Canadian Flag and the Province of Newfoundland and Labrador Flag, the Canadian Flag will occupy the center position to the observer of the flag, the Province of Newfoundland and Labrador Flag to the left and the City of Corner Brook Flag to the right.

When using flags with a speaker's podium, the flags may either be positioned directly behind, or to the left of the podium from the observer's view of the speaker. Furthermore, flags shall be positioned in accordance with the manner outlined by the Department of Canadian Heritage.

When hung indoors without a flagpole, flags must be hung horizontally or vertically.

In the event that multiple flags are flown together, the flags should be identical in size and flown from separate flagpoles, which must also be the same height.

When multiple flags are to be raised and lowered, and where it is not possible to perform this task at the same time, the flags will be raised and lowered in accordance with rank, with the Canadian Flag first, followed by the Province of Newfoundland and Labrador Flag, followed by the City of Corner Brook Flag.

Where an official representative of a Canadian Province, a Country or recognized twin City, is visiting the City of Corner Brook on an official visit, that Province's or Country's flag may be flown at all municipal buildings and facilities (if available) where it is feasible to do so.

The City of Corner Brook reserved the right to fly flags to commemorate an event as it deems appropriate at various properties such as, but not limited to, the Cenotaph and/or the Curling War Memorial in accordance with protocol from the Royal Canadian Legion – Branch 13.

4.3 Flag Flown at Half-Mast

The City Flag and/or National Flag of Canada and/or the Provincial Flag of Newfoundland and Labrador will be flown at half mast at municipally owned and operated building and facilities to mark the passing of a prominent public figure, including but not limited to:

- Sovereign, the current Prime Minister of Canada and current Governor General of Canada;
- Immediate members of the Royal Family (spouse of the Sovereign or the heir to the throne);
- Lieutenant Governor, the Premier of Newfoundland and Labrador, or any other person similarly honoured by the province;
- Past or current elected area representative of the Federal or Provincial government;
- Past or current member of Council or Mayor;
- Current City of Corner Brook Employee;
- As directed by Proclamation from the Governor General of Canada or Lieutenant Governor of Newfoundland and Labrador.

The half-masting of flags shall take place from the time of notification of death until sunset on the day of the memorial service.

Flags flown at municipal buildings and facilities may be lowered to a half-mast position from sunrise to sunset to observe the following days:

- Worker's Day of Mourning (April 28);
- Police and Peace Officers' National Memorial Day (Last Sunday in September);
- Remembrance Day (November 11);
- National Day of Remembrance and Action on Violence Against Women (December 6).

For Remembrance Day, the City will be responsible for lowering flags at Civic Square and Remembrance Square to half mast with the exception of the Canadian Flag, which remains at full-mast. In addition to flag services, the City is responsible for ensuring that any necessary barricades are in place for road closures for any parade or other necessary events for Remembrance Day. The Royal Canadian Legion – Branch 13 is responsible for the lowering of flags to half-mast and raising flags at noon at the Curling War Memorial, as well as any other parade logistics.

When lowering to half-mast, the flag shall be raised fully to the top of the flagpole, then lowered immediately to the half-mast position. In the event of multiple flags being flown together, all will be flown at half-mast. The half-mast position will depend on the height of the flagpole itself; however the flag shall be lowered to the approximate centre position of the flagstaff.

4.4 Proclamation or Flag Raising

Proclamation or flag raising that are of significance to the City of Corner Brook may be endorsed by Council for the purpose of recognizing:

- Civic promotions;
- Public awareness campaigns;
- Celebrate a non-profit or charitable organization's event or campaign;
- Civic events;
- Recognition of National Days;
- Special honours for individuals and organizations for special achievements;
- To honour national or independence days important to the residents of Corner Brook.

Flags flown by request of an organization or representative will only be displayed on the courtesy pole in civic square, unless otherwise directed by Council.

Proclamations and flag raising will follow current human rights legislation as well as any applicable City policies, regulations, or other overarching legislation.

The City of Corner Brook reserves the right to choose which flags may or may not be flown at city owned properties. At no time will the City of Corner Brook display flags deemed to be inappropriate or offensive in nature or those supporting discrimination, prejudice, political or religious movements.

Request for flag raisings or proclamations **will not** be approved for the following:

- Matters of political, ideological or religious beliefs;
- Matters that discriminate human rights or undermines human dignity including which is based upon race, national origin, sex or age, colour, sexual orientation, gender identity or disability;
- Events or organizations that are deemed to be not applicable to the City of Corner Brook or it's residents;
- Promotion of private/profit-making business;
- Any event contrary to the City's policies, procedures and/or regulations

4.4 Flag Raising/Proclamation Request Process

Flag raising ceremonies and proclamations are arranged through the Mayor's office, through virtue of the City Clerk. The request for a flag raising must be submitted by an organization in writing, or any other method which the City Clerk deems appropriate, and must include:

- Purpose of the flag raising and/or proclamation;
- Name of the flag to be raised, if applicable;
- Photo of the flag to be raised (if this is the first occasion);
- Background information about the cause or event being proclaimed.

Requests must be made at least two weeks in advance of the event wherever possible, unless otherwise approved by the City Clerk.

The City Clerk will review the request to ensure it complies with City policy. If the request is not approved, the City Clerk or his/her/their designate will prepare a letter of denial, including the reason for the denial, to provide to the organization or representative accordingly.

Only one request per special event will be approved. In the event that there are multiple requests received by different organizations or representatives, the request will be approved in terms of first come first serve, unless otherwise directed by the Clerk. Requests must be submitted on an annual basis.

It is the responsibility of the organization making the request to provide the appropriate flag and proclamation to the City. The organization or representative making the request is responsible for inviting any applicable partners, organizations, representatives or residents and advising the City Clerk's office with regards to who is attending the signing of the proclamation and/or flag raising.

Any proclamation and/or flag raising that meet all eligibility criteria will be placed on the agenda and publicly read at the next public Council meeting.

5. ROLES AND RESPONSIBILITIES

5.1 City Clerk

The City Clerk or his/her/their designate will be authorized to order the raising or lowering of flags at properties and facilities owned and operated by the City of Corner Brook in accordance with this policy.

When the flag is lowered to half mast to recognize the passing, period of mourning or commemoration as stated in this policy, the City Clerk shall provide notification to the following that includes the reason for the flag being flown at half mast:

- Mayor and Council;
- Executive Management Team;
- Municipal Enforcement Officers;
- Facilities or building operations representative;
- The Fire Department and Civic Centre;
- All staff;
- Media and the public

The City Clerk will provide notification to the Senior Municipal Enforcement Officer or a representative of the department, Customer Service staff and/or the individual responsible for building operation and facilities accordingly when the flags of an agency or organization are raised and the period in which that flag shall be displayed. With regards to lowering the flag to half mast, the City Clerk shall provide the City Clerk shall provide notification when the flag is to be raised to full mast in accordance with this policy.

The City Clerk or his/her/their designate is responsible for co-ordinating the time and date of the event for a flag raising and/or proclamation in accordance with the availability of the Mayor, or where the Mayor is not available, the Deputy Mayor. Where neither the Mayor or Deputy Mayor is available, the Mayor may designate another member of Council to attend the flag raising and/or sign the proclamation. The City Clerk or his/her/their designate is responsible for inviting all Council members to any proclamation and/or flag raising.

This City Clerk is responsible for the co-ordination of any communication related to proclamations and/or flag raising including but not limited to social media posts and co-ordination with the subsequent public Council Meeting agenda.

5.2 Municipal Enforcement and/or Facilities or Building Operations Representative

The Municipal Enforcement Officers Department or where applicable the representative for the Facility/Building Operations is responsible to ensuring flags are lowered and flown at half-mast in accordance with this policy and that the flags are adjusted to the appropriate height in accordance with this policy.

The Municipal Enforcement Officers Department will ensure to have a representative present at any flag raising as directed by the City Clerk or his/her/designate unless otherwise directed by the Clerk or his/her/their designate.

Human Resources – In the event of the death of a current City of Corner Brook employee, Human Resources will notify the City Clerk’s office and provide the name of the individual, the individuals position and department and years served as an employee with the City for recognition under this policy, as well as details of any funeral or memorial service if available.

7. SCHEDULE(S) (Optional)

8. AMENDMENT(S) (Mandatory)

Date of Council Decision	Report / Bylaw	Description

9. REVIEW(S) (Mandatory)

Date of Policy Owner’s Review	Description

10. Reference: Committee of the Whole June 24, 2024 and Regular Meeting July 15, 2024

IN WITNESS WHEREOF this policy is sealed with the Common Seal of the City of Corner Brook.

[Redacted Signature]

Mayor

[Redacted Signature]

City Clerk

[Redacted Signature]

