

Corporation of the Town of Petawawa

By-law 1604/23

**Being a By-law to Establish a Community Flag Raising Policy
for the Town of Petawawa**

Whereas the Council of the Corporation of the Town of Petawawa wishes to establish a community flag raising policy;

Now Therefore the Council of the Corporation of the Town of Petawawa enacts as follows:

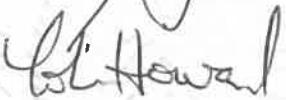
1. That the "Town of Petawawa Community Flag Raising Policy" attached hereto as Schedule "A" be and is hereby adopted.
2. That Schedule "A" is deemed to form part of this by-law.
3. That this by-law shall come into force and take effect following third reading.

By-law read a first and second time this 17th day of July, 2023.

By-law read a third time and passed this 17th day of July, 2023.

A handwritten signature in black ink, appearing to be "G. S. S.", written over a faint circular stamp.

Signature of the Mayor

A handwritten signature in black ink, appearing to be "C. Howard", written over a faint circular stamp.

Signature of the Clerk

Schedule "A" to By-law 1604/23



Corporation of the Town of Petawawa

Community Flag Raising Policy

Main Contact: Clerk and Director of Community Services

Policy Statement

The Town of Petawawa is interested in cultivating a community that is respectful, inclusive, and safe; where everyone has an equal opportunity to take part. The Town recognizes the symbolism of displaying flags as a visual statement which promotes an environment of understanding and mutual respect. This policy will establish guidelines for the display of Community Flags at Community Flagpoles and provide a framework to ensure that Community Flags in the Town are flown and displayed in an appropriate and consistent manner.

Purpose

The purpose of this Policy is to ensure that all Community Flags at Community Flagpole(s) meet specific criteria. The Town recognizes the need to develop, promote, and organize innovative and proactive community engagement strategies to foster conversations in the community surrounding societal issues such as discrimination, cultural exclusions, and other challenges faced by historically disadvantaged peoples.

This Policy has been developed to:

- Provide a comprehensive list of the Town's current Community Flag programs;
- Document the process by which Community Flag Raising requests are handled and executed by the Town; and
- Establish the parameters and criteria for evaluating Community Flag Raising requests.

Application and Scope

This Policy is an addendum policy to the Town of Petawawa Flag Raising Policy, and applies to the display and maintenance of Community Flags flown at Community Flagpoles.

1. Definitions

- 1.1 “Community Flagpole” means any location designated by the Town to be a Community Flagpole.
- 1.2 “Community Flag” for the purpose of this policy, means a piece of cloth (usually rectangular) of distinctive colour, design, emblem, or symbol that does not have its own formal protocol. For example, the flag of the United Nations, the Lieutenant Governor’s Standard have a separate protocol that must be followed. Examples of Community Flags include, but are not limited to, Pride Flags and Reconciliation Flags. Flags are to be in good condition and shall be provided by the community group requesting the flag raising. The approximate optimal size for a rectangular flag is 54” x 108”.
- 1.3 “Community Flag Program” means the list of scheduled Community Flag raisings that are part of the Town’s commitment to support diversity, equity, and inclusion. They are:

The first 2 (two) weeks of June – Pride Flag

The last 2 (two) weeks of September – Truth and Reconciliation Flag

- 1.4 “Half-masting” means the position of a flag, approximately halfway up the post or pole. Flying flags at half-mast is a symbol of respect or mourning or to commemorate significant dates. No flag is to fly higher than the Canadian flag. Where there is an event that requires half-masting of the Canadian flag, the community group who is responsible for the Community Flag being flown will be contacted to ask for their direction whether to lower or remove the flag.

2. Community Flag Raisings

- a) It is the responsibility of the requesting organization to submit an application for a Community Flag raising to the Clerk using the application form found on the Town of Petawawa website, petawawa.ca.
- b) Community Flag raising requests will be reviewed and approved by the Town Clerk in accordance with this Policy.
- c) All Community Flag raisings shall take place at the Community Flagpole(s).
- d) Community Flags outside of the list of the Town’s Community Flag Program may be flown for a maximum of two (2) weeks.

- e) Priority will be given to the Town's current list of Equity, Diversity, and Inclusion supporting Community Flag raisings according to the Community Flag Program detailed in section 1.3 of this policy.
- f) The Town will only raise one Community Flag at a time and if more than one qualified request is received for the same time period the timing will be at the discretion of the Clerk, CAO, and Director of Community Services.
- g) Organizations with approved flag raising requests are required to provide information pertaining to their flag raising program.
- h) Requesting organizations may request to have the Town raise their flag, or may request the opportunity to raise the flag themselves with the assistance of the Town.

3. Community Flag Criteria

- a) The town will consider all applications that fall within the following criteria:
 - 1. Diversity, equity, and inclusion and/or creating conversations surrounding societal issues such as discrimination, cultural exclusion and other challenges faced by historically disadvantaged peoples,
 - 2. Charitable fundraising campaigns with local, national, or international merit,
 - 3. Culturally significant celebrations,
 - 4. Historic events and global movements, and
 - 5. A local, national or international awareness issue that builds community or is related to community health.
- b) The Town will not approve requests for flag raisings on the Community Flagpoles requested by:
 - 1. Commercial entities,
 - 2. Organizations or groups that are political or partisan in nature, including political parties or political organizations,
 - 3. Organizations that promote hatred, violence, racism, or discrimination of any kind; or
 - 4. Religious organizations.
- c) The Town will not approve requests for use of the Community Flagpole for flags that:
 - 1. Belong to nations not recognized by the Government of Canada,
 - 2. Represent political causes,
 - 3. Celebrate religious events,
 - 4. Celebrate corporate events,

5. Support groups, organizations, or events that promote beliefs contrary to any other Town policy or pose a reputational risk to the Town, or
 6. Attempts to defame the integrity of Petawawa, Ontario, or Canada.
- d) When requests do not meet the criteria outlined in Section 3 a) of this Policy, or if they meet the criteria outlined in Section 3 b) or c) of this policy, the Clerk will advise Council by way of their Staff Report.
 - e) The Town reserves the right to cancel a flag raising in the case of a significant unforeseen circumstance.
 - f) The Town reserves the right to raise a Community Flag for any purpose deemed to be of interest or importance to the Town.

4. Procedure for Flag Raising Requests

- a) Where possible, all flag raising requests shall be submitted to the Town Clerk's Office at least 30 business days in advance of the proposed flag raising.
- b) The Clerk has discretion, in consultation with Town Council, to approve a flag raising request made with less than 30 business days notice.
- c) Requests must be submitted in writing in the form prescribed on the Town's website at petawawa.ca.
- d) The Town Clerk will review all information to determine if the flag raising request meets the criteria in accordance with this Policy.
- e) The Town Clerk will notify all applicants in writing of the outcome of their request and whether the request has been approved or denied in accordance with this Policy.
- f) All approved and denied flag raising requests for the previous month will be listed in a section of the Clerk Staff Report entitled "Flag Raisings" for Town Council's information.
- g) All approved flag raising requests and any significant dates associated with the requests will be listed on the Town's website.
- h) In the event that an applicant is dissatisfied with the decision of the Town Clerk, the applicant may appeal the Town Clerk's decision to Town Council.
- i) Appeals must be submitted in writing in the form available on the Town's website at petawawa.ca.

5. Roles and Responsibilities

5.1 Town Clerk

- a. Implement, administer, and interpret the Policy.

- b. Approve or deny Community Flag raising requests according to this Policy.
- c. Communicate with applicants.
- d. Forward approved requests to Community Services.
- e. Report receipt of requests to Town Council for information.
- f. Maintain records of flag raising requests.
- g. Recommend amendments to the Policy.
- h. Forward to Town Council Appeal Requests.
- i. Share information about flag raising through its channels
- j. Consult with the Community Services to review this Policy and ensure that it remains relevant to the needs of the Town, in accordance with legislative requirements and good business practices.

5.2 Community Services

- a. Community Services will coordinate with the requesting organization to facilitate flag raisings when notified by the Clerk that the request has been approved.
- b. Consult with the Clerk during any review of this Policy
- c. Share information about flag raising through its channels

5.3 Town Council

- a. Approve Flags listed as part of the Community Flag Program.
- b. Consider appeals and approve or deny appealed flag raising requests.
- c. Approve amendments to this Policy.

5.4 Requesting Organization

- a. Supply, repair/maintain, and store flag.
- b. Ensure that the flag supplied is in good condition, accurately represented, and is received by the time frame stipulated by Community Services.

6. Monitoring and Compliance

The Clerk, in consultation with the Director of Community Services, shall ensure this Policy is reviewed and remains relevant to the needs of the Town, in accordance with legislative requirements and good business practices.