



Town of Whitby Procedure

Procedure Title:	Flag Raisings
Procedure Number:	MS 460-001
Reference:	Flag Raisings Policy MS 460
Date Approved:	August 17, 2017
Date Revised:	Not Applicable
Approval:	Chief Administrative Officer
Point of Contact:	Town Clerk

Purpose

The purpose of this procedure is to outline the process through which flag raisings are processed, approved and coordinated to ensure that flags are raised in accordance with Flag Raisings Policy CA 110 to recognize significant dates, occasions and contributions of non-profit or charitable organizations and public awareness campaigns.

Scope

This procedure applies to all requests for flag raisings on the Courtesy Flag Pole located in the front of the Whitby Municipal Building.

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1 Definitions

- 1.1 Application** means the Flag Raising Request Form (see Appendix 1).
- 1.2 Central Flag Raising Calendar** means the Outlook calendar that is accessible to Clerk's, Mayor and Councillors' Office Staff and Facility Attendants and is used for the sole purpose of entering the dates and times of approved flag raisings.
- 1.3 Courtesy Flag Pole** means the flag pole located at the front of the Whitby Municipal Building that normally displays the Town of Whitby Flag, or a separate designated flag pole, which will be used to display flags of other organizations and groups as part of an awareness campaign.
- 1.4 Organization** means a non-profit, charitable or other organization that makes application for a flag raising in the Town of Whitby.

2 Responsibilities

- 2.1 Town Clerk to:**
- Review all flag raising requests and include on the appropriate Council agenda.
- 2.2 Office of the Town Clerk Staff to:**
- intake all Applications and verify for accuracy and completeness.
 - provide the Application to the Town Clerk for approval if the flag raising complies with the criteria outlined in Policy MS 460.
 - If not approved, provide correspondence to the Organization explaining why the flag raising request has been denied.
 - enter the requested flag raising time and location into the Central Flag Raising Calendar if approved.
 - Upon endorsement by Town Council, provide correspondence to the Organization advising that the flag raising was approved.
 - forward the Application to the Mayor and Councillors' Office and Town Hall Facility Attendants if a ceremony is requested by the applicant.
 - advise the Organization if Town Hall is unable to accommodate the anticipated number of people attending the ceremony and that the flag raising will be held at Celebration Square.

- In-take flags from the Organization and provide to Town Hall Facility Attendants.

2.3 Mayor and Councillors' Office Staff to:

- When contacted by an Organization, confirm the time and location of the flag raising ceremony and coordinate the attendance of the Mayor and/or Members of Council as required.
- Update the Central Flag Raising Calendar entry with the time of the ceremony.
- Communicate ceremony time to Town Hall Facility Attendants through thcustodians@whitby.ca.
- Communicate ceremony time and location with CMS and Library Staff if ceremony is to be held at Celebration Square.

2.4 Town Facility Staff to:

- Monitor the Central Flag Raising Calendar daily for flags to be raised on the Courtesy Flag Pole and any requirements for upcoming flag raising ceremonies.
- Ensure Organization's flags have been received and are ready for raising.
- Ensure availability to attend all flag raising ceremonies at the time indicated in the Central Flag Raising Calendar and raise the flag on the Courtesy Flag Pole.
- In the absence of a flag raising ceremony, all flags will be raised before 9 am on the day requested.

3 Flag Raising Details

3.1 All flags approved to be raised must meet the following requirements:

- a) The flag must be 3ft x 6ft (.90 x 1.80 m) and must be rope and grommet; and,
- b) The flag must be submitted to the Office of the Town Clerk no later than seven (7) days prior to the requested flag raising date.
- c) All flags will be raised in the morning before 9:00 am on the day in which they have been approved unless otherwise indicated through the booking of a formal flag raising ceremony.

4 Flag Raising Ceremony

- 4.1** Applicants must inquire as soon as possible to confirm a flag raising ceremony to ensure that all the necessary requirements are met including the attendance of the Mayor and/or Members of Council.

Appendices

Appendix 1 Flag Raising Request Form

Original Approved and Signed.

Matthew Gaskell, Chief Administrative Officer, x2211

August 17, 2017

Date



Town of Whitby

Flag Raising Request Form

Applications are accepted from registered, non-profit or charitable organizations and public awareness campaigns in accordance with Flag Raisings Policy 460.

Completed forms must be submitted **a minimum of four weeks** prior to the flag raising to the Office of the Town Clerk at clerk@whitby.ca.

Contact Info

Contact Name: _____ Organization: _____

Address: _____

Phone: _____ Email: _____

Flag Raising Details

Purpose of the flag raising (please attach supporting documentation if required):

Date(s) Requested for flag to be raised and flown (maximum 5 days):

Are you requesting a flag raising ceremony? ☐ Yes ☐ No

Flag raising ceremonies are subject to availability and must be confirmed with the Office of the Mayor and Council. Further details will be provided when your application has been approved.

Number of people expected to attend ceremony: _____ Time of Ceremony: _____

Note: There is a maximum of 15 attendees for flag raising ceremonies at Town Hall. If more than 15 attendees are expected please inquire with the Office of the Mayor and Council about the availability of Celebration Square.

Delivery of Flag: Is the flag currently at the Town of Whitby Municipal Building? ☐ Yes ☐ No

If no, flag must be delivered to the Clerk's Office no later than 7 days prior to the requested flag raising date. Flag must be rope and grommet and 3 feet x 6 feet [0.90 x 1.80 metres]

For office use only:

Date request received: _____ Request Received by (initials): _____

☐ Flag Raising Entered in the Central Flag Raising Calendar

☐ Flag Raising Ceremony Requested

☐ Number of Attendees exceeds Town Hall Capacity

☐ Approved ☐ Denied, Reason: _____

Notification sent to:

☐ Mayor's Office (**Only if Ceremony is requested**) ☐ Town Hall Facility Attendants

☐ Library Staff (**Only if Ceremony at Celebration Square**)

☐ Flag received ☐ Flag Returned