

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 2071



The Regional Municipality of Durham Report

To: Finance and Administration Committee
From: Chief Administrative Officer
Report: #2023-A-8
Date: April 11, 2023

Subject:

Update to the Community Flag Policy

Recommendation:

That the Finance and Administration Committee recommends to Regional Council:

- A) That the updates to the Community Flag Policy be approved; and
 - B) That authority for future updates and amendments to the Community Flag Policy be delegated to staff within the Office of the Regional Chair.
-

Report:

1. Purpose

- 1.1 This report outlines updates the existing Regional Municipality of Durham (Region) Community Flag Policy applicable to Regional Headquarters.
- 1.2 This report also requests that, moving forward, authority to amend or update this policy be delegated to staff in the Office of the Regional Chair.

2. Background

- 2.1 At the Finance and Administration Committee of May 6, 2014, a delegation presented a request for the Region to consider designating an area at Regional Headquarters to display flags to recognize events of significance to communities in the Region. Based on a motion from the Finance and Administration Committee, staff were directed to install up to three flag poles on Regional

Headquarters property in a visible location and develop a policy regarding the use of the community flag poles.

- 2.2 As a result of this direction, two flag poles were installed at the entrance to Regional Headquarters from Rossland Road. A policy was developed and approved by Regional Council at its meeting of September 17, 2014.
- 2.3 Since this time, several community organizations have submitted requests to have events recognized using these two community flagpoles. This demand has resulted in the Region not being able to support several organizations that wish to have flags risen on the poles.

3. Previous Reports and Decisions

- 3.1 Finance and Administration Committee Report #2014-A-32, approved by Regional Council on September 17, 2014, provided Regional Council with the current policy for the two community flag poles currently available on the Regional Headquarters property.

4. Updates to the Community Flag Policy

- 4.1 Currently, the use of the two existing flag poles is based on the first request received. With the increase in volume of requests since the installation of the two poles, conflicts in requests have arisen, meaning that some community events cannot be recognized.
- 4.2 To address the growing volume of requests for use of the current community flag poles, five new flagpoles have been installed on the northeast side of the Regional Headquarters property. This highly visible location will provide additional space to recognize events with overlapping dates.
- 4.3 In addition to capturing the change in the number of poles available for community use, the policy provides guidance and defines the purpose of the existing flagpoles on the property, including the repurposing of the two existing community flagpoles at the Rossland Road entrance.
- 4.4 While the policy still prioritizes requests based on the order in which they were received, the additional flagpoles should be sufficient to ensure that conflicting requests are minimized.

4.5 To ensure the Community Flag Policy can be updated and will remain current and flexible, the authority to amend and update this policy should be delegated to staff moving forward.

5. Relationship to the Strategic Plan

5.1 This report aligns with/addresses the following strategic goal and priorities in the Durham Region Strategic Plan.

5.2 Goal 5 - Service Excellence:

- a. Collaborating for a seamless service experience through centralizing requests by community organizations for the use of the Community Flagpoles through the Office of the Regional Chair.
- b. Demonstrating commitment to continuous quality improvement and transparency through management of the Community Flag Policy and responsiveness to changing requirements through the delegation of authority for the management of the policy to staff.

6. Conclusion

6.1 Since 2014, requests for the use of the Community Flagpoles at Regional Headquarters have been consistently increasing. By relocating the placement of the flagpoles and installing additional poles, the Region will be better positioned to proceed with more requests, particularly where dates conflict or overlap.

6.2 For additional information, please contact Jenni Demanuele, Director, Corporate Infrastructure and Strategic Business Services at 905-668-4113 extension 3456.

7. Attachments

7.1 Attachment #1: Updated Community Flag Policy

Respectfully submitted,

Original signed by

Elaine C. Baxter-Trahair
Chief Administrative Officer



Community Flag Policy

Approved by: Regional Council
 Issued: September 2014
 Revised: April 2023
 Responsibility: Office of the Regional Chair

1.0 Policy

The Region of Durham has five flagpoles upon which flags from community groups located in Durham Region may be flown provided the criteria set forth herein are met. These flagpoles are located at Regional Headquarters located at 605 Rossland Road East, Whitby.

2.0 Purpose

The community flag policy is intended to provide a framework and consistent protocol to govern requests from community groups to fly their flags on specifically designated Regional flagpoles.

3.0 Scope

This policy applies to community flags at Regional Headquarters only. For clarity, community flags will not be flown at any other Regional location.

4.0 Definitions

"Community flagpoles" means the flag poles which are designated to fly flags that represent Durham Region community organizations.

"Regular business hours" refers to 8:00 a.m. to 5:00 p.m., Monday to Friday, excluding statutory holidays.

5.0 Guidelines

5.1 Flag configuration

There are four sets of flagpoles at Regional Headquarters.

- The first set (3 flag poles) is located immediately outside the West entrance to the building and to the observer facing the flags, they will display in order from left to right: the Province of Ontario Flag (left), Canadian Flag (centre) and the Region of Durham Flag (right). When the Durham Regional Police Service

requests a flag raising to recognize an event, the Durham Region Flag will be lowered, and its designated pole used for this purpose.

- The second set (nine flag poles) is located north of the Council chambers. The flag poles fly the Mississaugas of Scugog Island First Nation Flag and a flag from each of the eight lower-tier municipalities in alphabetical order.
- The third set (2 flag poles) is located on the island in the traffic circle in the northwest portion of the of the property. These flag poles are designated for the Durham Region Flag (east side/left side) and Durham Regional Police Service flag (west side/right side).
- The fourth set (5 flag poles) are located on the northeast portion of the property and designated for community flags.

5.2 Community flag raising criteria

- flags shall be those of a charitable or non-profit organization in Durham Region
- no commercial, religious, or political flags shall be flown
- flags that are from groups whose activities or philosophy are contrary to those of the Region of Durham will not be permitted
- the Region of Durham reserves the right to deny an application for a community flag
- the decision to grant, or refuse, permission to fly a community flag is in the absolute unfettered discretion of the Region of Durham
- flags will be flown in accordance with a declaration from the Region endorsing support

5.3 Applications for the use of community flag poles

- A community flagpole request form (attached) must be received, in writing, by the Office of the Regional Chair at least four weeks prior to the date that the flag is requested to be flown.
- Applications must be made on an annual basis; they will not be automatically renewed.

5.4 General guidelines for community flag poles

- Flags will be flown for the duration of an event, or for a period of no more than one week, whichever is shorter.
- Should more than five organizations seek to have their flags flown for the same date, which ever organization's application was received first shall have their flag flown provided it otherwise meets the criteria for acceptability.
- Flags shall not be raised or lowered outside of regular business hours.
- Community groups must provide two flags (72 inches x 36 inches with grommets), so a replacement flag is available should one be torn or damaged. Both flags will be returned to the community group in "as is" condition when the occasion being marked is over.
- The Region of Durham accepts no responsibility for the safekeeping or good condition of a community flag.
- When there is no community flag on the poles, the poles will remain vacant.

- Should the flags at Regional Headquarters be lowered to half-mast for mourning, the community flags will also be lowered.
- No flag is permitted to fly higher than the Canadian flag.

6.0 Roles and Responsibilities

6.1 Office of the Regional Chair

- The Office of the Regional Chair shall review applications to fly a community group's flag and will notify the group of the decision
- The Office of the Regional Chair is responsible for notifying staff to lower the flags to half mast, as per the Region of Durham protocol.

6.2 Works Department, Facilities Maintenance and Operations

- The Facilities division of the Works Department is responsible for raising and lowering the community flags.

7.0 Application

This policy applies to all community groups requesting their flags to be flown from the community flag poles at Durham Region Headquarters.

8.0 Inquiries

Any inquiries related to this policy should be directed to the Regional Chair's Office, Regional Municipality of Durham, 605 Rossland Road East, Whitby, ON L1N 6A3