
Subject: Flag Raising and Niagara Sign Lighting Policy

Report to: Corporate Services Committee

Report date: Wednesday, June 17, 2020

Recommendations

1. That Policy C-A-010 Flags – Lowering of at Niagara Region Headquarters (Appendix 1 of Report of CLK 6-2020) **BE REPEALED**; and
2. That the Flag Raising and Niagara Sign Lighting Policy (Appendix 2 of Report of CLK 6-2020) **BE APPROVED**.

Key Facts

- The purpose of this report is to seek Council's approval of a new Flag Raising and 'NIAGARA' Sign Lighting Policy.
- The Flag Raising and Niagara Sign Lighting Policy was developed in response to the inclusion of the 17 flag poles and Niagara sign as part of the International Plaza design.
- Some of the International Plaza flagpoles have been designated to accommodate community flags, which is not contemplated in the current flag policy (C-A-010).
- The Flag Raising and Niagara Sign Lighting Policy provides consistent protocols for the displaying and half-masting of flags, as well as the framework to govern requests for community flag raisings and the lighting of the Niagara sign.
- Some of the provisions in the existing policy C-A-010 Flags – Lowering of at Niagara Region Headquarters have been incorporated into the Flag Raising and Niagara Sign Lighting Policy.

Financial Considerations

There are no direct financial implications associated with the Flag Raising and Niagara Sign Lighting Policy.

Analysis

The Region requires a policy to ensure that flags are displayed in a consistent and appropriate manner across all Regional facilities and properties. With the International Plaza set to accommodate community requests for both flag raisings and lighting of the Niagara sign, the Region also requires a policy that will ensure these requests are appropriately approved and administered. The current C-A-010 Flags – Lowering of at Niagara Region Headquarters policy has not been revised since May 2011 and does not provide provisions for the display and maintenance of flags, or include information on community flag and lighting requests.

To create the policy, a scan of comparable policies from various municipalities and universities across Ontario was completed. The scan provided an overview of best practices to include in the policy. In developing this policy, feedback from multiple internal stakeholders was also taken into consideration. The final draft has been reviewed by Legal, Facilities Management, Planning and Development Services, Clerks, Corporate Services, Regional Chair's Office, as well as the Corporate Leadership Team (CLT).

This comprehensive review resulted in a policy that includes high-level details on how flags are to be displayed across Regional facilities and properties and establishes a guideline to recognize occasions and events where a flag should be half-mast. The policy also includes criteria for community flag and lighting requests to ensure that requests are processed fairly and in a timely manner.

Alternatives Reviewed

Council could choose to continue with the use of C-A-010 Flags – Lowering of at Niagara Region Headquarters. This is not recommended given that this policy does not provide comprehensive direction on the displaying and half-masting of flags and does not address community flag and lighting requests.

Relationship to Council Strategic Priorities

This report ties to the Council Strategic Priority of Healthy and Vibrant Communities. The policy aims to highlight inclusivity and diversity within the Region by providing community organizations with an opportunity to request flag raisings and lighting of the Niagara sign that enhance awareness of special occasions and activities.

Other Pertinent Reports

Prepared and recommended by:

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Submitted by:

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This report was prepared in consultation with Pam Abeysekara, Corporate Policy Advisor, and reviewed by Matthew Trennum, Deputy Regional Clerk.

Appendices

Appendix 1 C-A-010 Flags – Lowering of at Niagara Region Headquarters

Appendix 2 Draft Flag Raising and Niagara Sign Lighting Policy