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## **Community Flag Raising Information Report to Council**

Report Number: INFO-2020-28

Department(s): Legislative Services

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In accordance with the Procedure By-law, any member of Council may make a request to the Town Clerk that this Report be placed on an upcoming Committee of the Whole agenda for discussion.

### **Purpose**

The purpose of this report is to provide Council with information on the status and location of where community flags are being raised.

### **Background**

At its meeting on January 21, 2019 Council approved the Proclamation, Lighting and Community Flag Raising Requests Policy to permit community flag raisings to occur. Community flag raisings assist with recognizing significant events, organizations or community groups in Newmarket.

[Staff report 2019-6](#) provided three location options for Council's consideration for community flag raisings. At that time, Council also directed staff to conduct further research into whether community flags could be raised in an alternate high traffic/visible area. Community flags are currently being flown at the flagpole on Peace Park on Cane Parkway.

### **Discussion**

#### **Community Flag Raising requests remain low compared to lighting requests**

Since the Proclamation, Lighting and Community Flag Raising Policy was amended in January 2019, the Town has received seven requests to fly community flags, whereas 42 requests to light the Riverwalk Commons area have been made (data as of July 9, 2020). The Town has an [online form](#) for requestors to submit for any proclamation,

lighting or community flag raising requests, and this also acts as a mechanism to educate the public on the different types of recognition.

### **Current location for flying community flags is working well**

Staff have investigated two other areas (in Riverwalk Commons & at the Municipal Offices) in relation to flying community flags; however, both these options will have an associated construction budget impact of approximately \$12,000. Construction costs would include breaking existing concrete, pouring new concrete, the costs of a new flagpole and potential locate costs.

Cane Parkway is currently undergoing re-development, however, it remains the best option to continue to raise the limited number of requests to fly community flags.

### **Special Events for Community Flag Raisings are organized by requestors**

Upon approval of a flag raising request, staff advise the requestor that it is their responsibility to contact all Members of Council by sending an email to [council@newmarket.ca](mailto:council@newmarket.ca) and advising of any special ceremonies being organized at the time their community flag is being raised by the Town. Any required technology such as speakers and microphones, and need for photographers to be present is the responsibility of the requestor, not Town staff. Should the Town organize a special event or ceremony for a flag raising, Council will be informed as per the usual process established by Corporate Communications.

### **Conclusion**

Community flags will continue to be flown at the Peace Park on Cane Parkway.

### **Business Plan and Strategic Plan Linkages**

The policy aligns with the Strategic Plan's key areas of focus. Flag raisings reinforce the strategic focus area of community engagement and the organization's core value of respect.

### **Consultation**

Staff from Public Works Services, Corporate Communications and Finance were consulted on this report.

### **Human Resource Considerations**

There may be an increase in a request for Council Members and/or staff to attend special events surrounding flag raisings, which is a resource consideration. Public Works Services Staff were consulted on their role in facilitating flag raisings.

## **Budget Impact**

None.

## **Attachments**

None.

## **Contact**

For more information, please contact Kiran Saini at [ksaini@newmarket.ca](mailto:ksaini@newmarket.ca)

## **Approval**

Lisa Lyons

Director of Legislative Services/Town Clerk

Esther Armchuk

Commissioner of Corporate Services