

Subject:

## **Proclamation, Flag-Raising and Lighting of Penman’s Dam**

**Policy #:** COU-2024-01

**Effective Date:** 2024-09-24

**Amendment Date:** Enter date

**Replaces:** Enter policy #

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## Policy Statement

The purpose of this Policy is to provide a framework for which requests for proclamation, flag-raising and lighting of Penman’s Dam, received by County of Brant Council and staff are processed, issued and approved in recognition of, and to encourage participation in public awareness campaigns, cultural, sport and entertainment programs, as well as any other activities that foster a spirit of community and contribute to enriching the quality of life in the County of Brant.

This Policy outlines the types of recognition available, the application process for recognition and the criteria by which an application for recognition is evaluated for endorsement by Council.

This Policy applies to County of Brant residents, property owners, non-profit groups and organizations that meet the criteria outlined in this Policy.

## Definitions

For the purposes of this Policy:

**“Flag Raising”** means the ceremonial raising of a flag or ensign which symbolizes the public announcement or declaration made by the Proclamation.

- The County will raise flags for residents, property owners, non-profit groups and organizations that meet the criteria in this Policy.
- Requests will be reviewed and evaluated in the order they are received.
- The requestor will be responsible for providing a physical flag.
- Flag-Raisings will take place on the flagpole located outside of Council Chambers.
- The approved flag must be dropped-off to the Mayor’s Office, no later than one week before the event.
- Flags must be picked-up at the Mayor’s Office, no later than ten business days after the Flag-Raising.
- Flags will remain in place for one day (up to 24 hours) and will be raised on the approved date.
- If there is a half-masting planned for the day following a Flag-Raising, which would not allow the requested flag to be flown for 24 hours, County staff will advise the requestor as soon as possible.
- Requests for Flag-Raising must include a Proclamation request.

**“Lighting of Penman’s Dam”** means the lighting of Penman’s Dam in Paris to coincide with an approved Proclamation or Flag-Raising.

- The County of Brant will light Penman’s Dam for residents, property owners, non-profit groups and organizations that meet the criteria in this Policy.
- Requests will be reviewed and evaluated in the order they are received.
- Lightings will occur for one evening and will take place on the approved date.
- Lightings will take place from dusk to dawn the following morning.
- For approved Penman’s Dam Lighting applications, the requestor is required to coordinate information regarding colour requests, etc. with the Executive Assistant to the Mayor.
- Requests for Lighting of Penman’s Dam must include a Proclamation request.

**“Proclamation”** means an approved official public announcement or declaration made by the Mayor, to formally recognize public awareness campaigns, cultural, sport and entertainment programs and is deemed to be of significance to residents of the County of Brant.

- The County of Brant will share approved Proclamations on its social media channels.

## Administration

This Policy is administered by the Office of the Mayor.

## Endorsement

The County’s relationship with residents, property owners, community organizations, volunteer groups or other organizations under this program is one of support only. Such support does not constitute civic endorsement and will not be seen to represent or imply any partnership.

## Criteria

Requests for Proclamation, Flag-Raising and / or Lighting of Penman’s Dam, submitted by a County of Brant resident, County of Brant property owner, or County of Brant resident on behalf of an organization, that are deemed to be of significance to the County of Brant may be endorsed by Council for the following:

1. Civic promotions
2. Public awareness campaigns
3. Arts and cultural celebrations
4. Health-related causes aligned with [Health Canada’s Calendar of Health Promotion Days](#) (or it can be reasonably determined that the cause / event / activity could significantly impact the community).

Requests for Proclamation, Flag-Raising and / or Lighting of Penman’s Dam will not be endorsed by the County of Brant for the following:

1. Organizations or causes that do not have a presence in Canada
2. Matters of political controversy
3. Religious organizations or religious events / celebrations
4. Events or organizations that have no direct significance to the County of Brant

5. Campaign or events intended for profit-making purposes with no direct impact to the community
6. Matters attempting to influence government policy
7. Recognition of individuals
8. Any and all events that support discrimination, hatred, violence or racism

## Request Process

All persons or organizations submitting a request for a Proclamation, Flag-Raising and / or Lighting of Penman's Dam must complete and submit the online request form available on the County of Brant's Website. Alternative formats are available upon request by calling the Office of the Mayor.

The following is the request procedure, and the link to the request form can be found [here](#):

1. The application should be submitted at least 90 days in advance of the date of Proclamation read at Council, which corresponds to the County Council meeting schedule.
2. If requesting a Flag-Raising to coincide with a Proclamation, the Flag-Raising will be scheduled as close to the date of the Proclamation as possible.
3. The application must provide background information about the organization, cause or event being proclaimed.
4. The application must include proposed text for community inclusion on the Proclamation. The text is subject to approval by the County Clerk and may be edited or rewritten to ensure compliance with County policies and procedures.
5. The County Clerk's Division will review the application and respond to the applicant with the date the Proclamation will be placed on a Council agenda.
6. If the County Clerk's Division deems an application as not meeting the criteria of this Policy, the Mayor will be advised and asked to decide accordingly. If an application is deemed as not meeting the criteria of this Policy, and the member of the public who submitted the application does not agree with the determination, the application will be placed on a Council agenda as correspondence, but with no prepared resolution.
7. Repeat requests are to be submitted on an annual basis.
8. Organizations do not have exclusive rights to the day, week or month being recognized.
9. The cost of the flag, if there will be a Flag-Raising, is the responsibility of the requestor and / or organization.

## Procedure

1. Proclamations, Flag-Raisings and Lighting of Penman's Dam requests deemed consistent with the Policy will be included on an upcoming County Council agenda. A member of County of Brant Council will read the proclamation for Council's consideration.
2. Requests received of a similar nature and during the same time frame will be issued on a first come, first served basis.
3. Multiple requests during the same time frame will be subject to availability.
4. The County of Brant reserves the right to refuse to issue a Proclamation.
5. The County of Brant will not incur any expenses related to the advertising or promotion of a Proclamation, Flag-Raising or Lighting of Penman's Dam.

6. The County Clerk will provide a formal letter to the organization or person who requested the Proclamation, Flag-Raising or Lighting of Penman's Dam, following the endorsement by Council.
7. The County Clerk will advise the Director of Communications and Public Relations of all approved proclamations, in order that they can be included in upcoming County calendars and social media channels.
8. Requests for Flag-Raising must include a Proclamation request.
9. Requests for the Lighting of Penman's Dam must include a Proclamation request.
10. Proclamation requests may, but are not required to, include a Flag-Raising or the Lighting of Penman's Dam.

## County Recognized Dates

The following dates are observed annually through County of Brant programming. The dates listed below can be changed or modified by the County of Brant at any time, without notice.

|           |   |
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| February  | <ol style="list-style-type: none"> <li>1. Winter Active Month</li> <li>2. Rec Expo</li> </ol>   |
| April     | <ol style="list-style-type: none"> <li>1. Earth Week</li> </ol>   |
| May       | <ol style="list-style-type: none"> <li>1. Emergency Preparedness Week – First week in May</li> <li>2. National Youth Week – First week in May</li> <li>3. Public Works Week – Third week in May</li> <li>4. National Accessibility Week – Last Week in May</li> <li>5. Paramedic Services Week</li> <li>6. Mental Health Month</li> </ol> |
| June      | <ol style="list-style-type: none"> <li>1. Parks and Recreation Month</li> <li>2. Seniors Month</li> <li>3. Pride Month</li> <li>4. National World Health and Fitness Day – June 5</li> <li>5. National Indigenous People's Day – June 21</li> </ol>   |
| July      | <ol style="list-style-type: none"> <li>1. Drowning Prevention Week – Third week in July</li> </ol>  |
| September | <ol style="list-style-type: none"> <li>1. National Day for Truth and Reconciliation – September 30</li> </ol>   |
| October   | <ol style="list-style-type: none"> <li>1. National Seniors Day – October 1</li> <li>2. International Walk to School Day – First Wednesday of October</li> <li>3. Fire Prevention week – Second Week in October</li> </ol>   |
| December  | <ol style="list-style-type: none"> <li>1. International Volunteer Day – December 5</li> </ol>   |