



## **Staff Report for Committee of the Whole Meeting**

**Date of Meeting:** September 4, 2024

**Report Number:** SRCFS.24.036

**Department:** Corporate and Financial Services

**Division:** Office of the Clerk

**Subject:** **SRCFS.24.036- Amendments to the Community Flag Raisings and Flag Protocol Policy pertaining to the United Nations University - Institute for Water Environment and Health**

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### **Purpose:**

To propose amendments to the Community Flag Raisings and Flag Protocol Policy and related procedures pertaining to the tenancy of United Nations University – Institute for Water Environment and Health (“UNU-IWEH”) at the Municipal Offices (225 East Beaver Creek Rd.). And to propose that Community Flag Raisings be permitted at other City Facilities in very limited circumstances connected to City-led Event.

### **Recommendation(s):**

- a) That staff report SRCFS.24.036 be received;
- b) That the amended Community Flag Raising and Flag Protocol Policy (Attachment A to staff report SRCFS.24.36) be approved;
- c) That the amended Customary Flag Configuration Procedure (Attachment B to staff report SRCFS.24.36) be approved;
- d) That the amended Flying Flags at Half-mast Procedure (Attachment C to staff report SRCFS.24.36) be approved.

### **Contact Person(s):**

- Stephen M.A. Huycke, Director, Legislative Services/City Clerk, extension 2529
- Sherry Adams, Commissioner of Corporate and Financial Services, extension 2521

### **Report Approval:**

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner, and City Manager. Details of the reports approval are attached.

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### Background:

Council adopted an updated Community Flag Raisings and Flag Protocol Policy, Customary Flag Configuration Procedure and Flying Flags at Half-mast Procedure on May 10, 2023. In 2024, the United Nations University - Institute for Water Environment and Health (“UNU-IWEH”) became a tenant of the City’s Municipal Offices at 225 East Beaver Creek Rd (“Municipal Offices”). Under the lease Agreement with UNU-IWEH, the City is required to fly the flag of the United Nations outside the Municipal Offices. On May 8, 2024, Council adopted the following resolution:

“That, in recognition of the United Nations University - Institute for Water, Environment and Health’s (‘UNU-IWEH’) relocation to the City of Richmond Hill Municipal Offices (225 East Beaver Creek Rd.), Council authorizes a temporary exemption to the Community Flag Raising and Flag Protocol Policy to permit the United Nations flag to fly on one of the two Community Flagpoles until such time as a permanent solution is implemented“

In August 2024, a third flagpole was added to the existing two (2) flagpole Community Flagpole Display located on the right-hand side of the main entrance of the Municipal Offices (“Community Flagpole Display”), as a permanent solution to flying the flag of the United Nations and accommodate Community Flag Raisings. Technical amendments to the updated Community Flag Raisings and Flag Protocol Policy, Customary Flag Configuration Procedure and Flying Flags at Half-mast Procedure are required to account for the permanent solution.

### Discussion:

Staff recommend that Council approve the amended Community Flag Raisings and Flag Protocol Policy (Attachment A), the Customary Flag Configuration Procedure (Attachment B), and the Flying Flags at Half-mast Procedure (Attachment C). All proposed changes are underlined in the attachments. The changes, which are mostly technical in nature, address the addition of a third flagpole as part of the Community Flagpole Display.

Under the proposed changes, so long as the UNU-IWEH is located at the Municipal Offices, the left-hand flagpole of the Community Flagpole Display will be reserved exclusively for the flag of the United Nations. The Community Flag Raising and Flag Protocol Policy has been amended to limit community flag raisings to the centre and right-hand flagpoles of the display, and to determine which of these poles will be used when there are two (2) community flag raisings at the same time. The Customary Flag Configuration Procedure, has been amended to require that the National Flag of Canada (“Canadian Flag”) be flown on the Community Flagpole Display’s centre flagpole, and either the Provincial Flag of Ontario or the City of Richmond Hill Flag to be flown on the right-hand flagpole. This aligns with Government of Canada protocols for flying flags in a three (3) flagpole display. Current policy requires flying two (2) Canadian Flags on the community flagpoles when no community flag raisings occur.

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This does not align with the Government of Canada protocols when there is a three (3) flagpole as part of a display.

Staff also recommend that Council approve the amended Flying Flags at Half-mast Procedure to permit the City Clerk to work with the UNU-IWEH to address the half-masting of flags on the Community Flagpoles. The City's procedures requires all flags, including the flags on the Community Flagpole Display, to be flown at half-mast on any of the solemn occasions noted in the procedure. The United Nations has adopted a United Nations Flag Code that includes rules about when the flag of the United Nations may be flown at half-mast which do not align with the City procedures. The proposed amendment will permit the City Clerk to work with the UNU-IWEH to implement protocols relating to the half-masting of flags on the community flagpoles as needed and based on the individual circumstances requiring the City to fly flags at half-mast. It is also recommended that the City Clerk be authorized to make technical and other amendments to the policy and procedures to ensure better alignment with Government of Canada flag protocols, or to address situations related to the flag of the United Nations which may not have been identified.

In addition to the above technical amendments, staff are recommending that community flag raisings at other Richmond Hill facilities be permitted only when it is connected to a City-led event, and only if City staff are available to facilitate the flag raising. This would allow, for example, a community flag raising such as the Every Child Matters flag at another facility as City leads the event for the National Day for Truth and Reconciliation. Community Flag raisings at other City Facilities as part of a Member of Council event would not be permitted.

### **Financial Implications:**

There are no financial implications associated with amending the Community Flag Raisings and Flag Protocol Policy, Customary Flag Configuration Procedure and Flying Flags at Half-mast Procedure.

### **Relationship to Strategic Plan 2024-2027:**

This report has no specific link to the 2024 – 2027 Strategic Plan.

### **Attachments:**

The following attached documents may include scanned images of appendixes, maps and photographs. All attachments have been reviewed and made accessible. If you require an alternative format please call the contact person listed in this document.

- Attachment A - Amended Community Flag Raisings and Flag Protocol Policy
- Attachment B - Amended Customary Flag Configuration Procedure
- Attachment C - Amended Flying Flags at Half-mast Procedure

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### Report Approval Details

Document Title:	SRCFS.24.036 - Amendments to the Community Flag Raising and Flag Protocol Policy.docx
Attachments:	- SRCFS.24.036 - Attachment A - Amended Community Flag Raisings and Flag Protocol Policy.docx - SRCFS.24.036 - Attachment B - Amended Customary Flag Configuration Procedure.docx - SRCFS.24.036 - Attachment C - Amended Flying Flags at Half-mast Procedure.docx
Final Approval Date:	Aug 15, 2024

This report and all of its attachments were approved and signed as outlined below:

**Sherry Adams - Aug 15, 2024 - 1:11 PM**

**Darlene Joslin - Aug 15, 2024 - 3:06 PM**