
SUBJECT: Potential Amendments to Flag Raising, Proclamations and Pier Lighting Policy
TO: Council
FROM: Legal and Legislative Services
Legislative Services

Report Number: N/A

Wards Affected: numbers, all or not applicable.

Date to Committee: N/A

Date to Council: April 15, 2025

CIP Date: N/A

This memorandum is to provide additional information and potential amendments to report [LLS-28-25 - Review of the Flag Raising, Proclamations and Pier Lighting Policy](#), which was considered at the April 7/8 Committee of the Whole meeting.

Foreign National Flags at City Recreation Facilities

Currently, the City has American flags installed in five of the seven City arenas. The flags are affixed to the ceiling rafters or wall near the score board following league standards and are not removed between games as it is a resource-intensive activity, and a lift truck is required. Should Council wish to only display international flags when international teams are playing at Burlington facilities, staff recommend making the following amendment to the Policy. The approval of this amendment will prompt the removal of the American flags from facilities. Going forward, international flags including the American flag will only be displayed when City staff are advised of an international tournament at the facility. The way international flags are displayed may vary between facilities due to factors such as timing and facility layout.

Replace section 3.4 of the Flag Raising, Proclamations and Pier Lighting Policy with the following:

The City of Burlington may displays the flags of other nations alongside the Canadian National Flag at City-owned recreation facilities to promote collaboration, sportsmanship, and community engagement. The foreign national flags are displayed temporarily

~~throughout the year on an on-going basis for in recreation facilities due to international teams playing in Burlington divisionally. International flags will be displayed and during sports events and~~ tournaments ~~involving with international teams~~. Only the flags of countries with active diplomatic relations with Canada and recognized by Global Affairs Canada may be displayed. City staff will follow federal flag protocols and league standards for guidance to determine whether a flag should be raised. Following federal guidelines, the City Clerk will exercise discretion in consultation with any other relevant staff, in determining whether a foreign national flag shall be ~~removed~~ raised or displayed.

Proclamation Readings

Proclamations are issued by the Mayor to recognize commemorative dates and to raise awareness around issues meaningful to the community. Flag raising ceremonies that meet the policy criteria, typically include a reading of an associated approved proclamation, and in the few instances where a flag raising was not possible, proclamation reading ceremonies have been offered by the Mayor's Office as an alternative tribute celebration. While this has not been formally captured in the Policy, it is Staff's view that the Mayor has discretion through the Policy to offer Proclamation readings for proclamations that meet the criteria set out in this policy. Legislative Services staff facilitate and organize all flag raising and proclamation reading ceremonies in the same manner, where all members of council, staff and representatives from other levels of government are invited to attend.

If Council would like to formalize Proclamation Readings as part of the Policy, the following amendment can be made to Section 8. Proclamations:

Add the following wording to Section 8. Proclamations:

Proclamations are issued by the Mayor to recognize commemorative dates, and to raise public awareness around issues that are meaningful to the Burlington community. City Clerk, in consultation with the Mayor, reviews requests for proclamations. Requests for ceremonial readings of approved proclamations are granted at the discretion of the Mayor.

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Attachments:

None.

Notifications:

None.

Memo Approval:

All memos are reviewed and approved by the Commissioner, Head of Corporate Affairs, Chief Financial Officer, and Commissioner of Legal and Legislative Services/City Solicitor.