



## Municipal Flag Policy

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**SUBJECT: Municipal Flag Policy**

**EFFECTIVE DATE: March 29, 2021**

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### 1.1 Policy Statement:

This policy provides a framework and establishes guidelines for the flying of flags at municipally owned facilities and standards for processing requests related to flag flying, proclamations and public awareness campaigns.

### 1.2 Scope

This policy applies to flags flown on all Township property, including parks, and all requests for:

- Flag flying;
- Proclamations; and
- Public Awareness Campaigns

### 1.3 Definitions:

**“CAO”** means the Chief Administrative Officer appointed by Township Council, or his or her designate.

**“Community Flag Pole”** means a flag pole designated by Council for community flag raising.

**“Flying a Flag at Half-Mast”** means the action of flying all flags, forming a single display of flags, at a position that is equal distance from the top and bottom of a flagpole, to mark periods of mourning or to commemorate solemn occasions.

### 1.4 Policy

#### 1.4.1 Proclamations and Public Awareness Campaigns

The Township does not issue Proclamations.

#### 1.4.2 Flag Flying

The Township will fly the flags listed below on Township properties:

- National Flag of Canada
- Flags of the Provinces and Territories of Canada



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- Township Flag

All flags shall be flown in accordance with the flag flying etiquette of Canada as established by Heritage Canada.

The Township of Centre Wellington flag is the property of the Corporation, and the Township reserves the right to direct the appropriate use and display of the flag. The Township also reserves the right to determine whether or not to fly any flag at a municipal facility.

#### 1.4.3 Half-Masting of Flags

The flying of flags at half-mast denotes a period of official mourning or commemoration. The Township will fly flags at half-mast upon notification of the death until the day of the funeral or memorial service, unless circumstances prohibit the lowering of the flag for that time period as determined by the Chief Administrative Officer for the following:

- The Sovereign or spouse;
- The current Governor General of Canada;
- The current Prime Minister;
- The current Lieutenant Governor;
- The current Premier of Ontario
- The current Member of Parliament or Member of Provincial Parliament representing Centre Wellington;
- The current Mayor, former Mayor, a Member of Council, a former Member of Council;
- A current Township employee;
- A Wellington County OPP Officer who dies in the line of duty; and
- A resident of Centre Wellington, who is a member of the Canadian Armed Forces, killed while deployed on operations.

Municipal Fire Halls shall be permitted to fly their flags at half-mast to recognize the death of any Fire Fighter at the discretion of the Fire Chief or designate.

The Chief Administrative Officer or designate shall have the authority to direct the half-masting of flags in the event of the death of someone not identified above or to recognize/commemorate a solemn occasion.

The Township will fly flags at half-mast on special days as established by the Federal Government of Canada. Below is a list of the special days to be recognized by this policy:



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- April 28<sup>th</sup>, Day of Mourning for all Persons Killed or Injured in the Workplace (Worker's Mourning Day)
- June 23<sup>rd</sup>, National Day of Remembrance for Victims of Terrorism
- Last Sunday in September, Police and Peace Officers' National Memorial Day
- November 11<sup>th</sup>, Remembrance Day
- December 6<sup>th</sup>, National Day of Remembrance and Action on Violence Against Women

#### 1.4.4 Full-Mast

If the flag is half-masted, it must be flown at full-mast on the following legal holidays pursuant to the *Holidays Act* (R.S.C., 1985, c.H-5), as amended:

- Victoria Day
- Canada Day

Exceptions to the above, the flag remains half-masted for the death of the following:

- The Sovereign
- Current Governor General
- Current Prime Minister

#### 1.4.5 Special Permission for Flag Flying on the Community Flag Pole

The Green Space flag pole, located on Mill Street in Elora shall be designated the Centre Wellington Community flag pole. The community flag raising is to: celebrate achievement, to help increase public awareness of their programs and activities, acknowledge an organization that has achieved national or international distinction or made a significant contribution to the community, or an organization that has helped to enhance the Township in a positive manner.

Township Council authorizes decisions regarding the flying of flags by special permission at the Community Flag Pole be made at the discretion of the Chief Administrative Officer in accordance with the following criteria:

Requests for the raising and displaying of flags may be approved for:

- Community service, charitable or not-for profit organizations and/or public awareness campaigns;
- To support fund-raising activities;
- Celebrate achievement;
- Celebrate multi-cultural and civic events;



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- Improve public awareness of programs and/or activities;
- Acknowledge an organization that has achieved national or international distinction or made a significant contribution to the community;
- Athletic organizations or associations, professional sports teams and sports organizations;
- An organization that has helped to enhance the Township in a positive manner

Requests will not be approved where the flag flying relates to:

- Political parties, political organizations, or candidates for election;
- Religious organizations or religious events or celebrations;
- Celebrations, campaigns or events with no direct relationship to the Township of Centre Wellington;
- Celebrations, campaigns or events contrary to Township policies or by-laws;
- Celebrations, campaigns or events intended for profit making purposes;
- Celebrations, campaigns or events intended to defame the integrity of the Township;
- Celebrations, campaigns or events deemed inappropriate by the Mayor or CAO;
- Attempting to influence government policy; or
- Supporting discrimination, hatred, violence or prejudice.

All requests for flag flying must be made to the Chief Administrative Officer through Legislative Services a minimum of four (4) weeks prior to the requested date, in writing, and include the following information:

- Name of the requesting organization or individual;
- Contact information (phone, email, etc.);
- Details of requested event or occasion including date(s);
- Explanation of the purpose of the event or occasion;
- Picture of the flag to be flown;
- Description of the applicant organization or individual including a brief history, and any other relevant information.

Flag flying shall be in connection with a particular event by an organization.

The Chief Administrative Officer will determine the timing and duration that the requested flag will be flown, which will be no longer than 14 days. Approvals shall be based on a first come first served basis, based on the date the request is received by the Chief Administrative Officer.

Individuals and organizations requesting the flag flying are required to provide the flag to be raised to the Chief Administrator's Office at least one (1) week prior to the flag raising. Flags may be no larger than 1.83 meters (6ft) in width and 0.91 meters (3ft) in height.



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Notification to the media and advertising related to flag flying is the responsibility of the requesting party.

An organization's flag shall be flown no more than once per calendar year.

Organizations shall be required to submit flag flying requests on an annual basis.

The Township is not responsible for damaged or lost flags.

In the event there is a dispute between an organization and the Township as to the eligibility of a request, the appeal process shall be through the Municipal Council having full and final say as to whether or not the request to fly a flag will be granted.

Flags shall only be raised and lowered on those business days the Township is open.

The Township of Centre Wellington does not imply or express support for, or approval of, the politics or opinions expressed by the groups or organizations whose flag is flown in accordance with this policy.

#### 1.4.6 Related Policies & Legislation

Government of Canada – Heritage Canada – Flag Etiquette in Canada

<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette.html>

Holidays Act

<https://laws-lois.justice.gc.ca/eng/acts/h-5/index.html>