

## **Municipality of West Elgin**

### **Schedule “A” to By-Law #2020-\_\_\_\_**

#### **Policy #2020-07**

#### **Community Flag Raising and Flag Protocol Policy**

**Effective Date:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

### **Purpose**

The purpose of this Policy is to provide a protocol by which flags are flown by the Municipality of West Elgin at the following locations:

- Municipal Office – 22413 Hoskins Line, Rodney
- West Elgin Community Centre – 171 Graham Road, West Lorne
- West Elgin Fire Department, Station 2 – 158 Main Street, West Lorne

### **Scope**

This policy relates to displaying of flags, flag raising and half-masting.

### **Procedure for Community Flag Raising**

The Municipality of West Elgin reserves the right to determine which flags will be displayed at the Municipal Office or any Municipal Flag pole as listed and will strive to accommodate and provide opportunities for community groups to display their flags.

The following flags shall be permitted to be flown at the Municipal Office at 22413 Hoskins Line, Rodney, and West Elgin Community Centre, 171 Graham Road, West Lorne including:

- National Flag of Canada, or the flag approved by the Parliament of Canada as a national symbol of Canada;
- Provincial Flag of Ontario, or the flag approved by the Legislative Assembly of Ontario as a provincial symbol of Ontario;
- Flag of a charitable or non-profit organization to help increase public awareness of their programs and activities; and 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 Municipality of West Elgin in a positive manner.

Requests for displaying flags and flag raisings may be approved for:

- Non-profit or charitable organizations;

- Recognition of an important visit to the Council of the Municipality of West Elgin;
- Public Awareness Campaigns.

Request will not be approved:

- For political parties or political organizations;
- For religious organizations or the celebration of religious events;
- If the intent is contrary to Municipal policies or by-laws;
- If the intent is to defame the integrity of Council; and
- If the event or organization has no direct relationship to the Municipality of West Elgin.

### **Process for Displaying of Flags/Flag Raising**

Requests for the use of the Municipal flag pole must be submitted in writing to the Clerk, Municipality of West Elgin, 22413 Hoskins Line, Rodney ON N0L 2C0, at least four (4) weeks prior to the day requesting the flag to be displayed. Written requests must include the following information:

- Organization name, address, contact, title, email address, telephone number;
- Proposed date and time;
- Identify whether the request is for displaying a flag and or a flag raising; and
- Type of flag to be raised.

Once submitted the requests will be vetted against this policy and then submitted to the Mayor for formal approval.

The Clerk will maintain an inventory of all flags flown on municipal flag poles.

### **General Rules**

- Approvals and use of the Municipality of West Elgin flag pole will be granted by the Mayor on a first come first served basis;
- An organization's flag shall be flown no more than once per calendar year; organizations shall be required to submit flag raising requests on an annual basis;
- A flag shall be flown for a period of up to one week, or for the duration of the associated event, whichever is less;
- Flags shall only be raised and lowered on those business days that the Municipality is open;
- The maximum number of community flags to be flown at any one time will be one (1);
- The National Flag of Canada must be flown at all times and when no community flag is on a pole, the Flag of the Province of Ontario shall be flown;
- Individuals, groups or associations approved for flag raisings are required to provide the flag to be flown and must pick up the flag once it has been removed; and

- The Municipality of West Elgin reserves the right to choose which flags may or may not be flown on the Municipal Office or any Municipal Flag pole as listed.

## **Conflicts**

- Conflicts with the dates requested for flags to be flown by two or more organizations on the Municipal flag pole shall be settled in favour of the organization which first made its request;
- In the event there is a dispute between an organization and the Clerk as to the eligibility of a request, the appeal process shall be that the Council as a whole considers the request, having full and final say as to whether or not the request to fly a flag will be granted.

## **Procedure for flying flag at half-mast**

Flying a flag at half-mast shall mean 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 flag pole, to mark periods of mourning or to commemorate solemn occasions.

Half-masting (3 days duration), upon notice of death of an individual noted in this section, Operations & Community Services staff shall, at the direction of the Mayor, be immediately notified to take action to lower the Canadian flag for all municipal flag poles. A flag may be removed, for a period of time, due to inclement weather.

Flags are flown at the half-mast position as a sign of respect and condolence or to commemorate significant dates. The flags flown on municipal flag poles are flown at half-mast through this specific application on the death of:

- The current Mayor or member of Municipal Council
- The current Warden or member of County Council
- A current Municipality of West Elgin Employee
- A former Mayor or member of Municipal Council
- A current resident of West Elgin killed in the line of duty for the Canadian Armed Forces

In accordance with the National Flag of Canada protocol, flags will be flown at half-mast:

- On the death of the Sovereign or members of the immediate Royal Family, the Governor General, the Prime Minister, a former Governor General or a former Prime Minister
- On the death of the Lieutenant Governor of Ontario or the Premier of Ontario
- On the death of the local Member of Parliament or the local Member of Provincial Parliament
- November 11: Remembrance Day
- The commemoration of other periods of official mourning and solemn occasions, in keeping with principles of this policy, may be approved by the Mayor.

Municipal Council will be advised of the circumstances surrounding the other solemn occasion. In the event that the Mayor is not available, the Deputy Mayor shall have the delegated authority to decide on circumstances not identified within this policy.

### **Process**

Once approved by the Mayor, the Manager of Operations & Community Services will be responsible for notifying the appropriate staff, regarding the half-masting of flags with respect to the reason and the duration that the flag will be flown at half-mast.

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