



ADMINISTRATION POLICY MANUAL

Community Flag Raising and Flag Protocol Policy Elgin County Administration Building

Policy Name: Community Flag Raising and Flag Protocol Policy

Date Adopted: July 9, 2019

Last Review: Previous Policy “Flag Half-Masting Protocol Policy” - October 2, 2015

1. Purpose

To provide a protocol by which flags are flown at the County Administration Building.

2. Scope

This policy relates to half-masting, and; displaying flags/flag raisings.

3. Procedure

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 flagpole, to mark periods of mourning or to commemorate solemn occasions.

Half-masting (3 days duration), upon notice of the death of an individual noted in this section, municipal facilities staff shall, at the direction of the Warden, be immediately notified to take action to lower the Canadian flag at the County Administration Building. Flags shall only be lowered on the business days that the County Administration Building is open. 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 at the County Building are flown at half-mast through this specific application on the death of:

- the current Warden or a Member of County Council
- a current County of Elgin employee; and
- a former Warden or a Member of County Council
- a current resident of Elgin County killed in the line of duty for the Canadian Armed Forces



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In accordance with protocol, flags will also 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; and
- On the death of the local Member of Parliament or local Member of Provincial Parliament.
- The commemoration of other periods of official mourning and solemn occasions, in keeping with the principles of this Policy, may be approved by the Warden. County Council will be advised of the circumstances surrounding the other solemn occasion. In the event that the Warden is not available, the Deputy Warden shall have the delegated authority to decide on circumstances not identified within this policy.

Flags will also be flown at half-mast, in recognition of the following dates:

- April 28: Day of Mourning (to commemorate workers killed or injured on the job)
- Last Sunday in September: National Peace Keepers and Police Officers' Memorial Day
- November 11: Remembrance Day
- December 6: National Day of Remembrance and Action on Violence Against Women

4. Process for Half-Masting

Once approved by the Warden, the Chief Administrative Officer/Clerk will be responsible for notifying the appropriate staff, including facilities staff, regarding the half-masting of flags with respect to the reason and the duration that the flag will be flown at half-mast.

The Chief Administrative Officer/Clerk will maintain an inventory of all flags flown at the County Administration Building.

5. Displaying Flags/Flag Raising

Elgin County Council reserves the right to determine which flags will be displayed at the County Administration Building and will strive to accommodate and provide opportunities for community groups to display their flags.



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The following flags shall be permitted to be flown at the Elgin County Heritage Centre at 460 Sunset Drive, St. Thomas, including the:

1. National Flag of Canada, or the flag approved by the Parliament of Canada as a national symbol of Canada.
2. Provincial Flag of Ontario, or the flag approved by the Legislative Assembly of Ontario as a provincial symbol of Ontario.
3. County of Elgin Flag, or the flag adopted by Council of the County of Elgin as a symbol of the municipality. The County of Elgin Flag will be flown at such times as there is no flag of an approved charitable or non-profit organization to be flown, or at such times as the half-masting is in order; and
4. Flag of a charitable or non-profit organization to help increase public awareness of their programs and activities; 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 County of 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 Warden and Members of Council;
- Public Awareness Campaigns

Requests 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 County of Elgin.

6. Process of Displaying Flags/Flag Raisings

Requests to use the County of Elgin flag pole must be submitted in writing to the Chief Administrative Officer/Clerk, Corporation of the County of Elgin, 450 Sunset Drive, St. Thomas, ON., at least 4 (four) weeks prior to the day requesting the flag to be displayed. Written request must include the following information:

- Organization name, address, contact, title, email address, telephone and fax number;
- Proposed date and time;



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- Identify whether request is for displaying a flag and/or a flag raising; and
- Type of flag to be raised.

7. General Rules

- Approvals and use of the Elgin County flag pole will be granted by the Warden 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; and,
- Flags shall only be raised and lowered on those business days that the County of Elgin is open.
- The maximum number of community flags to be flown at any one time will be one (1).
- The National Flag of Canada and the Provincial Flag of Ontario must be flown at all times.
- Individuals, groups or associations approved for flag raisings are required to provide the flag to be raised and must pick up the flag once it is removed.
- **The County of Elgin reserves the right to choose which flags may or may not be flown at the County Administration Building.**

8. Conflicts

- Conflicts with the dates requested for flags to be flown by two or more organizations on the Elgin County 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 Chief Administrative Officer/Clerk as to the eligibility of a request, the appeal process shall be that County 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.