



## Policy

Section: 1.0 Administration

Policy: The Municipal Flag and Proclamation Policy

Policy By-Law: 04-2025

Date: January 13, 2025

Revision:

### Coverage:

This policy is intended to create a standard procedure for staff to follow to ensure consistency with regards to flags flown at municipally owned facilities and to establish a standard for which proclamation requests received by the Municipality are processed and issued.

### Policy Statement:

The Municipality of Arran-Elderslie recognizes that flags and proclamations are important methods that can increase awareness of matters of great importance, public events, activities, and organizations.

The National Flag of Canada shall be displayed in only a manner befitting the national emblem; it shall not be subjected to indignity or displayed in a position inferior to any other flag or ensign.

This policy is designed to provide:

- A process by which not-for-profit and charitable organizations can apply to the Municipality to have their flag raised on a Community Flagpole, within the Municipality; and
- Dignified, proper protocol and etiquette for flying the National Flag of Canada, and the Municipality of Arran-Elderslie Flag; and
- To determine the occasions when flags shall be flown at half-mast.

The Corporation of the Municipality of Arran-Elderslie supports the proclamation of special days, weeks or months to promote the efforts of charitable and not-for-profit organizations and associations which enhance the community.

## Legislative Authority:

N/A

## Contents:

### 1.0 Community Flagpoles

Under this policy, the flagpole located in front of the Administration Building is solely for the flying of the National Flag of Canada.

For the purposes of this policy, the flagpole located at the Elderslie Works Department Shop, 1925 Bruce Road 10, Chesley, shall be designated as a Community Flagpole.

Should there be no current request for a Community Flag, the flagpole shall bear the Municipality of Arran-Elderslie.

All other municipal facilities with a flagpole shall fly the National Flag of Canada.

### 2.0 Flag Procedures

#### 1. Flag Raising Criteria

Requests to raise a flag will be considered if the reason for flying the flag meets one of the following criteria:

- Support of fund-raising drives
- Celebration achievement
- Celebration of multi-cultural and civic events
- Increase public awareness of programs and activities
- Acknowledge an organization that has achieved national or international distinction or made a significant contribution to the community
- Acknowledge an organization that has helped to enhance the Municipality of Arran-Elderslie in a positive manner

The Community Flagpole will be not used to fly flags for the purpose of supporting or promoting the following:

- Political parties or political organizations
- Religious organizations or religious events or celebrations
- Celebrations, campaigns or events intended for profit-making purposes
- Supporting discrimination, hatred, violence or prejudice
- In support of groups, organizations, or events that promote

belief's contrary to other Municipal policies

## **2. Requests to Raising a Community Flag**

- a. Flag raising requests must be submitted in writing on the form as prescribed by the Clerk's office, when possible, at least four (4) weeks prior to the proposed flag raising date. The flag to be raised must accompany the written request.
- b. The request must be submitted in writing and must include the following information:
  - Purpose of the flag raising
  - Name of flag to be raised
  - Proposed dates for the flag to be flown
  - Organization Contact Information and website
- c. All requests may be reviewed and approved by the Municipal Clerk or Designate.
- d. The Clerk's Office shall send a response to all requests advising if the request has been approved or denied. Those requests that are deemed ineligible shall be sent a copy of this policy.
- e. Approval and use of a designated Community Flagpole will be granted on a first come first served basis.
- f. The period a flag may be flown will be determined on a case-by-case basis given the nature of the request.
- g. Flags shall only be raised and lowered on those business days that the Municipal Office is open.
- h. An organization's flag shall be flown only once per calendar year.
- i. The Clerk's Office shall notify the appropriate staff of the dates for the approved flag raising and provide them with the flag.
- j. Public Notice of the community flag raising will be posted on the Municipal website and at the Municipal Office.
- k. The flag shall be returned to the Clerk's Department following the end of the approved flying period for return to the organization.

- I. The Municipality of Arran-Elderslie reserves the right to raise a flag in support and awareness of any purpose which it deems appropriate.

### **3. Flying the National Flag of Canada**

- a. The National Flag of Canada shall always be flown with dignity and in accordance with federal laws governing the flying of these respective flags.
- b. The National Flag of Canada shall always be flown on its own mast.
- c. With another flag, the National Flag of Canada shall be on the left of the observer facing the flags while looking towards the facility; both shall be at the same height.
- d. In a line of three flags, the National Flag of Canada shall be in the centre. The other two flags shall be placed to the left and right of the National Flag of Canada, from the perspective of the observer facing the three staffs.
- e. The Canadian National Flag must be flown at full mast on the following legal holidays created under the Holidays Act (R.S.C., 1985, c. H-5):
  - Victoria Day
  - Canada Day
    - The full-masting of the above does not apply to if the flag is half-masted for the death of the Sovereign, current Governor General or Current Prime Minister, but the National Flag of Canada must be flown at full-mast on the day on which the accession of the new monarch is proclaimed.

### **4. Half-masting Protocol**

- a. Flags are flown at the half-mast position as a sign of respect and condolence or to commemorate significant dates.
- b. When a flag is flown at half mast, all other flags must also be flown at half-mast, no flag should be lower than any other flag.
- c. Flags will be flown at half-mast on municipal properties in accordance with the guiding principles of the Canadian National Flag Protocol, through the following specific occasions:

- On the death of the Mayor or a sitting member of Council;
  - On the death of a current Municipality of Arran-Elderslie employee or volunteer firefighter;
  - On the death of a former Head of Council;
  - On the death of the Lieutenant Governor of Ontario, the Premier of Ontario or another person similarly honoured by the Province of Ontario;
  - On the death of the sitting local member of parliament or local member of the provincial parliament;
- d. The Municipality of Arran-Elderslie flags at fire stations may also be flown at half mast in recognition of the death of active or retired Municipal fire fighter; in recognition of line-of-duty deaths of fire fighters in other municipalities; and in special circumstances outside of Ontario at the decision of the Fire Chief.
- e. In accordance with Canadian and Ontario protocol, flags will be flown at half-mast on the death of the Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister), the Governor General, the Prime Minister, a former Governor General, a former Prime Minister, Chief Justice of Canada or a Federal Cabinet Minister;
- f. Flags will be flown at half-mast of on the following days:
1. April 28, Day of Mourning for Persons Killed or Injured in the Workplace
  2. September 30, National Day for Truth and Reconciliation;
  3. November 11, Remembrance Day
- g. The Clerk's Department shall be responsible for notifying the appropriate staff person at each facility of the half-masting of flags, with respect to the location, the reason, and the duration that the flag will be flown at half-mast;
- h. The length of time that a flag will be flown at half-mast will be from the date of the death and up to and including the day of the funeral, unless otherwise outlined in this procedure;
- i. The appropriate staff at each location will be required to lower and raise the flags in accordance with the notice provided by the Clerk;
- j. Public notice of the reason for the half-masting will be posted on the Municipal website and at the Municipal office.

### 3.0 Proclamation Procedures

## 1. Proclamation Criteria

A Proclamation may recognize a particular day, week or month and is intended to acknowledge the effort and commitment of an individual, organization or community group and should not be interpreted as an endorsement by the Municipality.

Proclamations will demonstrate an interest in or relationship with the Municipality of Arran-Elderslie, including but not limited to:

- Civic Promotions;
- Public Awareness Campaigns;
- Charitable Fundraising Campaigns;
- Arts and/or Cultural Celebrations;
- Special Honours for Individuals or Organizations for Special Achievements.

Proclamations related to the following will not be approved, including but not limited to:

- Matters of political controversy, political parties or political organizations;
- Religious organizations, events or celebrations;
- Individuals, events, organizations or groups with no demonstrated significant interest or relationship to the Municipality of Arran-Elderslie;
- Businesses or commercial enterprises or events, celebrations, or campaigns intended for profit-making purposes;
- Illegal matters, including matters contrary to corporate policies or by-laws;
- Discriminatory or inflammatory matters;
- Matters designed to incite hatred or disorder;
- Matters which defame the Municipality's integrity;
- Attempts to influence government policy.

## 2. Proclamation Requests

- a. Proclamation requests shall be submitted in writing on the form as prescribed by the Clerk's office, where possible, at least 4 (four) weeks, prior to the proposed date of proclamation.
- b. The Clerk's Office shall send a response to all requests advising if the request has been approved or denied. Those requests that are deemed ineligible shall be sent a copy of this policy.
- c. The Proclamation request must include the following information:
  - Background Information about the cause or event being proclaimed
  - Any desired verbiage to be included in the proclamation

- Date(s) of requested Proclamation
- Organization's Contact Information and website

### **3. Proclamation Protocol**

- a. The Clerk's Office shall prepare a Proclamation Certificate for each eligible request.
- b. At the next available Council meeting, the Mayor shall announce and sign the proclamation on behalf of Council.
- c. The Clerk's Office will ensure approved proclamations are published on the Municipal website.
- d. Only one proclamation will be issued for the same matter. If a second organization requests the same proclamation, it may be provided with a copy of the initial proclamation.
- e. Proclamations are issued at the discretion of the Municipality. An organization does not have exclusive rights to the day, week or month of their proclamation