

## CORPORATE POLICIES AND PROCEDURES MANUAL

Policy Title:	<b>Flag Raising Policy</b>	Policy No:	GOV-
Section:	Governance	By-Law No.:	
Policy Lead:	Clerk	Effective Date:	
Application:		Last Review Date:	-
Approved by:	Council	Previous Resolution:	-

### Part I - Purpose

To provide standards for flags flown on The Corporation of the Municipality of East Ferris' property including procedures and protocols for raising and lowering flags, as well as a list of events for which the flag should be lowered to half-mast.

To also provide public awareness opportunities for various organizations, community, and citizen matters.

### Part II - Definitions

1. In this policy, the following terms shall have the following meanings:

"Municipality" shall mean The Corporation of the Municipality of East Ferris.

"Council" shall mean the Council for The Corporation of the Municipality of East Ferris.

"Municipal Property" shall mean real property owned by the Municipality and includes any location where flag poles are present.

### Part III - Scope

3.1 This policy applies to requests which meet at least one of the following criteria:

- 3.1.1 The requesting body is another sovereign nation, registered charity or not-for-profit organization/society, including arts, athletic and cultural celebrations to help increase public awareness of their programs and activities.
- 3.1.2 The request can demonstrate that the cause is of benefit to and/or supports the residents of the Municipality and/or relates to an important event taking place in the Municipality.
- 3.1.3 The proclamation promotes the initiatives or interests of the Municipal, Provincial and Federal levels of Government.

3.2 Proclamations/flag raising requests will not be considered for the following requests:

- political parties or organizations;
- commercial entities or in celebration of corporate events;
- intent that is contrary to municipal policies or by-laws; and

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- organizations requesting flag raisings that support hatred, violence, or racism.

3.3 The Municipality will fly flags in accordance with the etiquette outlined in the guidelines established by Heritage Canada as set out in Part V - Flag Etiquette.

3.4 The Municipality shall maintain all rights and authority for the purposes of flying the national, provincial and municipal flags on the flagpole on significant dates/periods as deemed appropriate, such as but not limited to Canada Day, Remembrance Day, etc.

### Part IV - Flag Raising Request Procedures

4.1 Requests for flag raisings shall be submitted to the Clerk's Office in the prescribed form attached hereto as Schedule "A" and available on the municipal website at least 30 days prior to the requested flag raising date. Submissions will be accepted electronically, via email (monica.hawkins@eastferris.ca), in person at the Municipal Office (390 Hwy 94, Corbeil, Ontario) or via facsimile (705) 752-2452.

4.2 All flag raising requests require the approval of Council unless otherwise stated in this policy.

4.3 The flying of a requested organization/society's flag will be upon availability (first come first served) and will be flown for a period of one (1) business day.

- 4.3.1 Alternative arrangements, such as an extension of a flag being flown longer than one (1) business day, is subject to the availability of the flagstaff and at the discretion of Council.

4.4 The Clerk's Office will process all requests and notify the requester of Council's decision.

- 4.4.1 Upon approval of requests, the Clerk's Office will confirm the Mayor's (or their designate's) availability, prepare the proclamation (if one is requested) in consultation with the Mayor (or their designate), notify necessary staff to assist with the flag raising, and attend the flag raising.

4.5 The requester must provide the Municipality with their organization's flag at least ten (10) days prior to the flag raising event.

- 4.5.1. The flag should be 36"x72" (90 cm x 180 cm) and must be in good condition.

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4.6 It is the responsibility of the requester to pick up their flag after the flag raising. Flags will not be mailed back to the requester.

4.7 The Municipality of East Ferris recognizes the community's French speaking heritage and as such a request is not required for the raising of the Franco-Ontarian flag on June 24<sup>th</sup> (Saint-Jean Baptiste Day) and September 25<sup>th</sup> (Franco-Ontarian Day). The Franco-Ontarian flag became an official provincial emblem with the passage of the Franco-Ontarian Flag Amendment Act, 2020. The Clerk's Office will arrange for the flag raising on the specified dates in consultation with the Mayor (or their designate).

### Part V - Flag Etiquette

#### Flag Display

5.1 The following protocol should be followed with respect to the displaying of flags:

5.1.1 Flagstaffs should be of the same height when there is a grouping of flagstaffs.

5.1.2 The Canadian flag (National flag) should be given the place of honour and as such no flag should be flown or displayed above the Canadian flag.

5.1.3 Flags that are flown together should be approximately the same size; and

5.1.4 The following precedence should be given if more than one flag is displayed in a grouping:

Number of Flagstaff	Location
<b>One Flagstaff</b> <ul style="list-style-type: none"> <li>National Flag of Canada</li> </ul>	The flag should appear on the central or sole staff.
<b>Two Flagstaff</b> <ul style="list-style-type: none"> <li>National flag of Canada</li> <li>Municipality of East Ferris flag</li> </ul>	The National flag of Canada is positioned furthest to the left of the observer facing the building.
<b>Three Flagstaff</b> <ul style="list-style-type: none"> <li>National flag of Canada</li> <li>Province of Ontario flag</li> <li>Municipality of East Ferris flag</li> </ul>	The National flag of Canada is positioned in the centre with the second-ranking flag (Ontario) placed to the left of the centre flag and the third-ranking flag (East Ferris) to the right of the centre flag of an observer facing the building.

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- 5.1.5 When raising and lowering flags, the National flag of Canada should be raised first and lowered last, unless the number of flags permits them to be raised and lowered simultaneously.
- 5.1.6 When a flag becomes worn, noticeably faded or otherwise unfit for service, it will be disposed of privately by burning.
- 5.1.7 The National, Provincial and Municipal flags should not be used as a table/seat cover, as a masking for boxes or as a barrier on a dais or platform.
- 5.1.8 Nothing should be printed or sewn on the municipal flag.
- 5.1.9 The National, Provincial and Municipal flags should not be signed or marked in any way.

### Protocols for Flag(s) at Half-Mast

5.2 The following protocol should be followed with respect to the municipality flying flags at half-mast upon the death of the following or day of significance:

- 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 current or a former Governor General of Canada;
  - The current or a former Prime Minister of Canada;
  - The current member of the House of Commons for the local riding;
  - The current or a former Lieutenant-Governor of Ontario;
  - The current or a former Ontario Premier;
  - The current member of the Provincial Legislative Assembly for the local riding;
  - The current or former Mayor of the Municipality of East Ferris;
  - A current or former member of the Municipal Council;
  - A current Municipal Employee or Employee of the East Ferris Public Library Board;
  - A Canadian Armed Forces member killed in active duty who is the son or daughter of an East Ferris resident. Notification to the Municipal Clerk is required;
  - Upon special request approved by the Mayor.
- 5.2.1 When flagstaffs are in a grouping and the flags are able to be lowered to half-mast, all flags flown together should be flown at half-mast.
  - 5.2.2 Flags will only be half-mast on those flagpoles fitted with halyards and pulleys. Flags that are flown on horizontal or angled poles will remain in original position.

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- 5.2.3 Flags will remain in the half-mast position from the day of death and up to and including the day of the funeral. For days of significance, flags will remain in the half-mast position from sunrise to sunset or from the closing of the last scheduled workday to the reopening of the office.