

Section: Administration	Policy Number: 1.1
Policy: Flag Policy & Protocol Public Awareness Campaigns & Proclamations	Effective Date: 06/25/2020
Date Last Revised:	Current Revision Date:



1. DEFINITIONS

- 1.1. Community Flagstaff means a flagstaff specifically designated to fly flags at the request of health organizations, community/citizen groups and not-for-profit organizations, and is located in front of the Town of Minto Municipal Offices located at 5941 Highway 89, Harriston, ON
- 1.2. Community Flag Raising means the raising of a flag on a dedicated flagstaff for the purpose of raising awareness.
- 1.3. Flag Raising means raising a flag on a flagpole at a Town facility.
- 1.4. Proclamation means a public or official announcement or declaration by the Town of Minto.
- 1.5. Public Awareness Campaign means a public effort seeking to promote, advocate and/or raise funds for a particular cause and shall include proclamations.
- 1.6. Town means the Corporation of the Town of Minto.

2. PURPOSE

This policy will set out the Town of Minto's approach to requests for support of public awareness campaigns, including proclamations and flag raisings. The policy also includes flag protocol and etiquette for the flying of flags on Town property, and on the Community Flagpole.

3. SCOPE

- 3.1. This policy applies to requests for support for public awareness campaigns pertaining to health organizations (such as the Canadian Cancer Society, Heart and Stroke Foundation, and their affiliated fundraisers), not-for-profit groups (such as Big Brothers, Big Sisters) and citizen organizations (such as Pride),
- The Flag Protocol applies to all flags flown on Town property, with the exception of Fire Services as administered by the Fire Chief.

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4. PROCEDURES: Public Awareness Campaigns

- 4.1. Requests for the Town to support public awareness campaigns such as proclamations shall be submitted to the Clerk's Office.
- 4.2. The Clerk's Office will respond to all requests.
- 4.3. The Mayor shall have the authority to sign such proclamation on behalf of the Town.
- 4.4. The Clerk shall first send notice to the Mayor and then to all Council and CAO of the Mayor's intent to execute the proclamation. If no concerns are raised, the Mayor shall execute the proclamation as requested. If any concerns are raised, the item will be included on the agenda for Council consideration.
- 4.5. All proclamations approved by the Mayor will be included on the Town website if the proclamation pertains to health organizations (such as the Canadian Cancer Society, Heart and Stroke Foundation, and their affiliated fundraisers), not-for-profit groups (such as Big Brothers, Big Sisters) and citizen organizations (such as Pride), Council will not issue proclamations for:
 - i. Matters of political controversy, religious beliefs or individual conviction
 - ii. Events or organizations with no direct relationship to the Town of Minto
 - iii. Campaigns or events contrary to law, Municipal policies or by-laws
 - iv. Campaigns intended for profit-making purposes
- 4.6. Any expense as a result of the proclamation shall not be incurred by the Town.

5. PROCEDURES: Community Flag Raising Requests

- 5.1. Requests for the Town to support public awareness campaigns by way of raising the organization's flag shall be submitted to the Clerk's Office.
- 5.2. The request for flag raising shall be placed on the next Council agenda under correspondence for the purpose of public awareness.
- 5.3. The Community Flagstaff may be booked through the Clerk's Office for the flying of the organization's flag upon availability and for a period of up to two weeks. If no additional requests are received during the requested time frame, the flag can remain on the flagstaff for an additional two weeks, for a maximum of four weeks per year. Requests should be sent three weeks in advance if possible.

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5.4. Community Flag Raising Criteria

The Criteria for approving or denying a request to use the Community Flag Poles will be: The Community Flagpoles may be used to fly flags:

- i. in honour of national or independence days important to the residents of Minto;
- ii. in support of fund-raising drives important to the residents of Minto; and
- iii. to celebrate multi-cultural and civic events important to the residents Minto.

The Community Flagpoles will not be used to fly flags

- i. of Political Parties;
- ii. of Religious Groups;
- iii. in support of fund-raising drives that are political or religious in nature; and
- iv. in support of groups, organizations, or events that promote beliefs contrary to any other Town policy. The Clerk will be responsible for providing advice, as necessary, on the applicability of any of the above criteria to any application received for Community Flag Raisings.

5.5. Should there be no requests for an organization's flag to be flown on the Community Flagstaff, the Minto Flag shall be flown.

5.6. Any expense as a result of the flag raising shall not be incurred by the Town, including the purchase of such flag.

5.7. Community Flags shall be not larger than 36inches x 72inches (standard).

6. GENERAL

6.1. This policy shall not apply to any initiative or operation of the Town or Council with regards to public awareness campaigns.

6.2. This policy shall not apply to any public space or opportunity for community organizations provided by the Town to promote their activities. This includes but is not limited to community announcements and deputations at meetings of Council or Standing Committees, public bulletin or poster boards, the Town website's community events calendar, the Town Hall front window displays.

6.3. The policy does not apply to any initiatives of the Town such as holiday or special event decorations and displays.

6.4. The Town will fly flags in accordance with the etiquette outlined in Section 7, following the guidelines established by Heritage Canada.

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6.5. The Town shall reserve the right at all times to remove, refuse or deny a request as deemed necessary or appropriate by the Mayor or Council.

6.6. The Town shall maintain all rights and authority for the purposes of flying the National, Provincial or Municipal Flag on the community flagpole on significant dates/periods as deemed appropriate (such as, but not limited to, Canada Day, Remembrance Day, Flag Day, etc.)

7. FLAG PROTOCOL

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

- Only one flag is to be displayed per staff;
- Flagstaffs should be of the same height when there is a grouping of flagstaffs;
- The Canadian Flag should be given the place of honour and as such no flag should be flown or displayed above the Canadian Flag;
- Flags that are flown together should be approximately the same size; and
- The following precedence should be given if more than one flag is displayed in a grouping.

One flagstaff

National Flag of Canada

The flag should appear on the central or sole staff

Two flagstaffs

National Flag of Canada

Town of Minto Flag

The National Flag of Canada is positioned furthest to the left.

Three flagstaffs

National Flag of Canada

Province of Ontario Flag

Town of Minto Flag

The National Flag of Canada is positioned in the center with the second-ranking flag (Ontario) placed to the left

7.2 Protocol for raising and lowering of flags

7.2.1 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. All persons present during the raising and lowering of the

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flags should face the flag being raised and/or lowered, men should remove their hats, those in uniform should salute and all should remain silent.

7.3 Protocol for flag(s) at half-staff

7.3.1 When a flag is hoisted to or lowered from half-staff position, the flag should be first raised to the staffhead then lowered to its appropriate location on the staff. When lowering a flag to half-staff, center the flag being lowered half-way down the staff. The flags should be brought to half-staff in respect of the death of dignitaries and others as listed below and at the discretion of the Mayor or special circumstances as issued by the Federal/Provincial Government. The Flag shall be lowered to half-staff upon the announcement of the death and remain at that position up to and including the day of the funeral.

7.3.2 When flagstuffs are in a grouping and the flags can be lowered to half-staff, all flags flown together should be flown at half-staff.

7.3.3 Flags will only be half-staffed on those flagpoles fitted with halyards and pulleys. Flags that are flown on horizontal or angled poles, without halyards, to which flags are permanently attached and will not be required to fly half-staffed.

7.3.4 The following is a list of when the practice of half-staff should occur:

- a) On the death of:
 - i. Sovereign or member of the Royal Family related in the first degree to the Sovereign (Spouse, son or daughter, mother, father, brother or sister)
 - ii. Governor General, Prime Minister, former Governor General or former Prime Minister, a Federal Cabinet Minister
 - iii. Lieutenant Governors
 - iv. Mayor, Council Member, former Mayor and former Council
 - v. County Warden
 - vi. Municipal Employee
 - vii. Police Officers, Firefighters, Paramedics of the Town of Minto in the line of duty

- b) Special Days such as:
 - i. November 11 - Remembrance Day
 - ii. Special circumstances as issued by the Federal/Provincial Government

7.3.5 On Special Days as listed above, the flag can be flown at half-staff from sunrise to sunset or as deemed appropriate by the Mayor of the Town of Minto.

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8. COMMUNICATION

8.1. Requests for support for public awareness campaigns will be responded to by the Clerk's Office.

8.2. When the flag is lowered to half-staff for one of the reasons described in Section 7 of this policy, notice will be provided of the reason to all staff and council and posted on the Town's website and social media accounts if time permits.

8.3. When the flag is lowered to half-staff and time permits, such as in the case of the observance of a Remembrance Day, notice of the reason will be provided through the Town's website.



Community Flag Pole Request

Requests to use the Community Flag Pole at the Municipal Building are governed by Council Policy (excerpted below). Requests should be received **at least 3 weeks prior** to the date the flag is to be flown, and may be emailed to the Clerk at annilene@town.minto.on.ca or mailed to The Town of Minto, 5941 Highway 89, Harriston, ON, NOG 1Z0

Description of associated event (maximum 300 characters)	
Date(s) of event (maximum 300 characters)	
Date flag to be raised	Number of days to be flown
Flag details (please attach a photo/diagram of the flag) (maximum 300 characters)	

Contact information

Contact name	Date submitted	
Contact address		
Town	Province	postal code
Contact daytime telephone number	Contact e-mail address	

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