



POLICY

POLICY TITLE: Flag Raising and Proclamations

POLICY NUMBER: PLCY-2021-0003

DATE: November 22, 2021

Purpose:

To define the criteria and process for raising, displaying and half-masting of flags at all Town of Halton Hills facilities, as well as the issuance of proclamations by the Mayor on behalf of the Town of Halton Hills.

FLAGS

Only the National Flag of Canada, the Provincial Flag of Ontario, the Town of Halton Hills Flag and the Mississaugas of the Credit, First Nations flag shall be flown on flagpoles owned and maintained by the Town of Halton Hills where provisions for the display of such flags has been made.

All flags will be flown or displayed in accordance with the dignity and general rules of etiquette for flying and displaying the National Flag of Canada as adopted by the Departments of Canadian Heritage and Secretary of State.

Mississaugas of the Credit, First Nations (MCFN) Flag

The MCFN flag will be flown only at Town Hall, Acton Arena and Community Centre and at the Halton Hills Cultural Centre being the prime locations reflecting ceremonial and programming activities in Halton Hills.

Courtesy Flag Pole

A courtesy flag pole shall be located at Town Hall.

Requests for raising the flag of an organization are to be submitted to the Mayor's Office and will only be granted if they meet the following conditions:

- Flags for charitable organizations and public awareness campaigns that align with the Human Rights Code;
- May be accompanied by an by an approved proclamation from the Town of

Halton Hills Mayor's office, and must be requested at the same time of the proclamation.

- Flags may be raised in recognition of visiting dignitaries at the discretion of the Mayor.

Requests shall not be approved for the following:

- Political parties or political organizations;
- Religious organizations or the celebration of religious events;
- Any purpose where the intent is contrary to Town policies or by-laws;
- Any purpose where the intent is to defame the integrity of the Town;
- An event or organization that has no direct relationship, or will not benefit the Town.

Courtesy flags, once approved, will be raised ONLY at Town Hall with the following conditions:

- Flag raisings are conducted Monday – Friday during regular business hours
- Flag raisings cannot be booked more than 365 days in advance
- Requests will be processed and confirmed on a first come first served basis
- Flags will be raised and displayed for a maximum one month when the flag pole is available and no conflicting requests have been received, at the discretion of the Mayor's office.
- Groups or associations are required to provide the flag to be raised.
- The Mayor's Office will review all requests in accordance with Town policies and procedure in consultation with the appropriate staff, when required.
- The Mayor's Office will notify operation's staff of the flags to be raised and displayed as appropriate; and operations staff will be responsible for the raising and displaying of flags, as required.

The Office of the Mayor/CAO's Executive Assistant shall be responsible for the provision and coordination of the display of the flags on the courtesy flag pole at Town Hall.

At NO time shall more than one (1) flag be flown on any pole at a time.

Half Masting

Flags are flown at half-mast position as a sign of respect and condolence to commemorate significant dates.

Flags will be flown at half-mast in accordance with the guiding principles of the National Flag of Canada Etiquette at Town Hall and the municipal facilities outlined in the attached Schedule A, for the following specific occasions:

- On the death of the Sovereign or a member of the Sovereign's immediate family;
- On the death of the Governor General or former Governor General;
- On the death of the Prime Minister or former Prime Minister;
- 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 a local member of parliament, or a local member of provincial parliament;
- On the death of a former or present Mayor, Member of Council or School Board Trustee;
- On the death of a current Town of Halton Hills employee;
- In recognition of the death of active regional police officers, line-duty deaths, and in special circumstances, in recognition of line-of-duty deaths of police officers in other municipalities and provinces;
- As directed by Proclamation from the Governor General of Canada or Lieutenant Governor of Ontario; or
- As directed by the Office of the Mayor or CAO which includes events with significant global or nationwide impacts.

Schedule A excludes National Flags of Canada located in parks or at Town owned or leased facilities managed by local organizations or boards.

Flags shall be lowered to half-mast as soon as possible after the time of notification until sunset of the day of the funeral or memorial. When the funeral or memorial service is to be held at a later date not scheduled within two weeks of the notification, the flags will be lowered to half-mast for a period of 72 hours and lowered again on the date of the funeral or memorial service or for a different duration as advised by the appropriate federal or provincial protocol offices.

Should the requirement for half-masting of flags occur on a weekend or on a statutory holiday, the flags will be lowered on the first subsequent business day.

The town flags at fire stations may also be flown at half-mast in recognition of the death of active or retired town fire fighters; in recognition of line-of-duty deaths of fire fighters in other municipalities; and in special circumstances outside of Ontario at the discretion of the fire chief (as per the Town of Halton Hills Fire Department's Flag Protocol). The half-masting of such flags shall be performed by the fire station staff.

Flags at Town Hall and all municipal facilities will be flown at half-mast, from sunrise until sunset to commemorate the following special dates or others as identified by the Government of Canada:

- April 28 – Workers Mourning Day, Day of mourning for Persons killed or injured in the workplace
- June 23 – National Day of Remembrance for Victims of Terrorism
- Second Sunday in September – Fire-Fighters' National Memorial Day
- Last Sunday in September – Police and Peace Officers' National Memorial Day
- September 30, National day for Truth and Reconciliation
- November 11 – Remembrance Day (When half-masting occurs at a place where remembrance is being observed, the half-masting can occur at 11:00a.m., or according to the prescribed order of service until sunset.)
- December 6 – National Day of Remembrance and Action on Violence Against

Women

Process for Half-Masting

The Office of the Mayor/CAO shall be notified of all occurrences for when half-masting of flags is required.

The Office of the Mayor/CAO's Executive Assistant will notify all Town staff and Council via email of the requirement for half-masting of flags, with respect to the location, the reason, and the duration that the flags will be flown at half-mast. The Administrative Coordinator from Recreation & Parks will ensure the message is known to all Town facilities.

The appropriate staff at each location will be required to lower and raise the flags in accordance with the notification received from the Office of the Mayor/CAO.

When a flag is flown at half-mast, all other flags must also be flown at half-mast and at no time should the Canadian flag be flown lower than any other flag.

Public notice of the reason for the half-masting will be posted on the Town's web-site.

PROCLAMATIONS

Proclamations are ceremonial documents issued and signed by the Mayor on behalf of the Town of Halton Hills Council that officially recognizes public awareness campaigns, charitable fundraising campaigns, and arts and cultural celebrations of organizations that reside/operate with the Town of Halton Hills.

Eligibility Criteria

Proclamation requests must be submitted online via the Town of Halton Hills website and shall meet all of the following criteria:

- Submitted by an organization that is a recognized charity with offices located in the Town of Halton Hills or by a community group based within the Town;
- Will be issued only in respect of activities that support residents of the Town of Halton Hills or related events taking place in Town;
- Must demonstrate respect and tolerance for all Halton Hills residents;
- Must foster a sense of community;
- Support public awareness campaigns or honour special achievements of individuals, institutions, or organizations.

Proclamations will not be issued for the following:

- Political parties or political organizations. (Political organizations are defined as affiliate organizations or professional advocates to political parties. Examples can include advocacy groups, special interest groups or groups aimed at

achieving clearly-defined political goals, which typically benefit the interests of their members);

- Promotion of religious beliefs or religious events. (Cultural celebrations and heritage months are exempt as long as all other criteria are met);
- National Independence Days or Republic Days;
- Shall not be used as a vehicle to attempt to influence government policy;
- Promotion of business or commercial enterprise;
- If the intent is contrary to corporate policies or by-laws;
- If the intent is to defame the integrity of the Town of Halton Hills;
- If the event or organization has no direct interest or relationship to the Town.

All proclamations are subject to approval by the Office of the Mayor.

An organization may request only one proclamation per year. Applications must be received at least 4 weeks in advance and must be requested each year.

Organizations do not have exclusive rights to the day, week or month being proclaimed.

Application Process for Proclamations

1. Requests for proclamations must be submitted online via the Town's website at least 4 weeks in advance of an event. All requests must include the proposed wording of the proclamation and any supporting information.
2. The Mayor's office will review all requests in consultation with appropriate staff or departments, and if required make any appropriate amendments to the wording of the proclamation which improves the structure and or intent of the requested proclamation.
3. Upon approval, proclamations will be issued by the Mayor, copied to all Members of Council and placed on the Town's website.
4. The Office of the Mayor will provide one copy of the signed proclamation to the applicant.
5. Notification to the media and advertising is the sole responsibility of the applicant.

Schedule A – List of Town Facilities that will lower flags to half-mast

| Facility | Location | # of flag poles | Flags flown |
|--|----------------------------------|------------------------|--|
| Acton Arena and Community Centre | 415 Queen Street East, Acton | 3 | Canada; Ontario; MCFN |
| District One Fire Station | 21 Churchill Road South, Acton | 1 | Canada |
| District Two Fire Station | 53 Maple Ave, Georgetown | 1 | Canada |
| Fire Headquarters Station | 14007 10 Side Road, Georgetown | 1 | Canada |
| Gellert Community Centre | 10241 Eighth Line, Georgetown | 3 | Canada; Ontario: Town |
| Halton Hills Cultural Centre | 9 Church Street, Georgetown | 3 | Canada; Ontario; MCFN |
| Halton Hills Public Library – Acton Branch | 17 River Street, Acton | 1 | Canada |
| Mold-Masters Sportsplex | 221 Guelph Street, Georgetown | 1 | Canada |
| Robert C. Austin Operations Centre | 11620 Trafalgar Road, Georgetown | 1 | Canada |
| Town Hall | 1 Halton Hills Drive, Georgetown | 5 | Canada; Ontario; Town; MCFN; Courtesy (or 2 nd Canadian flag) |

