



## Town of Aylmer

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**Subject: Municipal Flag Policy**

**Policy #: 2021-01**

**Date Approved: May 17, 2021**

**Date Revised: May 17, 2021**

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### Policy Statement

The Town of Aylmer acknowledges that flags are a symbol of both honour and pride and wishes to institute a policy which will show respect and dignity for the flags, while providing opportunities to bestow an honour or express a collective sense of sorrow through the action of lowering flags to half-mast.

### Purpose

This policy is intended to create a standard procedure for staff to follow to ensure consistency with respect to flags flown at municipally owned facilities and to establish a standard for which proclamation requests received by the Town are processed and issued in recognition of individuals, events, organizations or community groups of significance for the Town.

### Scope

This policy applies to flag raisings and to the flying of flags at any municipal building or property.

### Procedures

#### 1. Flags and Flag Poles

- a. Flags shall only be flown from the flag poles at the municipally owned facilities listed below:
  - i. Town Hall - 46 Talbot Street West, Aylmer;
  - ii. Aylmer Fire Department – 323 John Street South, Aylmer;
  - iii. Aylmer Police Station - 20 Beech Street, Aylmer;
  - iv. East Elgin Community Complex – 531 Talbot Street West, Aylmer; and,
  - v. Balmoral Park - between John Street and Myrtle Street along the Catfish Creek, Aylmer.

- b. Municipally owned facilities may display the National Flag of Canada, the Flag of the Province of Ontario, the Municipal Flag as well as any other flag endorsed by the Council of the Town of Aylmer.
- c. All flags will be displayed in accordance with the guidelines set out in the “Rules for flying the National Flag of Canada” provided by the Government of Canada, attached hereto as Appendix A.

## **2. Half-Masting**

- a. The National Flag will be lowered to half-mast to recognize a period of official mourning or to commemorate significant dates. Flags will be flown at half-mast from the time of notification of passing to sunset on the day of the funeral for the following individuals:
  - i. The Sovereign or Member of the Canadian Royal Family;
  - ii. The Governor General of Canada, or a former Governor General;
  - iii. The Prime Minister of Canada, or a former Prime Minister;
  - iv. The Lieutenant Governor of Ontario, or a former Lieutenant Governor of Ontario;
  - v. The Premier of Ontario, or a former Premier of Ontario;
  - vi. The Local Member of the House of Commons, or a Local Member of the Provincial Legislature;
  - vii. The Mayor, a former Mayor, a Member of Council, a former Member of Council;
  - viii. Any actively employed staff member of the Municipality;
  - ix. A resident of the Town of Aylmer, who is a member of the Canadian Armed Forces killed while deployed on operations; or,
  - x. Any other prominent public figure as determined by the Mayor in consultation with the Chief Administrative Officer and or Clerk.
- b. The National Flag will be lowered to half-mast as a symbol of mourning for the following events:
  - i. April 28<sup>th</sup> – Day of Mourning for Persons Killed or Injured in the Workplace;
  - ii. November 11<sup>th</sup> – Remembrance Day; and,
  - iii. December 6<sup>th</sup> – National Day of Remembrance and Action on Violence Against Women.
- c. Notwithstanding, the Fire Chief or Chief of Police may at their discretion order the National Flag at the Aylmer Fire Department or Aylmer Police Station to half-mast in honour of any line of duty death of a fire service member, police officer, member of the Canadian Military, or other circumstances, as deemed appropriate.

## **3. Flags for Proclamations**

- a. Upon request, Council may consider placement of a specific flag in accordance with the proclamation section of this policy.
- b. The Municipal flagpole, located at 46 Talbot Street West, shall be the designated flagpole used to fly proclamation flags at the discretion of Council. Proclamation flags shall be flown under the Municipal flag and for the duration of the approved proclamation.
- c. All organizations and/or persons submitting a request for proclamation shall do so in writing to the Town Clerk. Requests are to be submitted at least three (3) weeks prior to the day requested for the raising of the flag. Approvals shall be based on a first come first served basis based on the date the request was received by the Clerk's Office.

#### **4. Proclamation Criteria**

- a. Proclamations that demonstrate an interest in or relationship with the Town and that demonstrate respect and tolerance for the residents of the Town, including, but not limited to the following may be issued if approved through the proclamation process in Section 3 (c):
  - i. Civic promotions;
  - ii. Public awareness campaigns;
  - iii. Charitable fundraising campaigns;
  - iv. Arts and cultural celebrations;
  - v. Special honours for individuals or organizations for special achievements.
- b. Proclamations will not be issued for the following:
  - i. Matters of political controversy;
  - ii. Individual convictions;
  - iii. Organizations or groups that are political or partisan in nature, including political parties or political organizations;
  - iv. Organizations that promote hatred, violence, racism, or discrimination of any kind;
  - v. Religious organizations or religious events or celebrations;
  - vi. Organizations or events with no direct relationship to the Town of Aylmer;
  - vii. Celebrations, campaigns or events contrary to Town policies or By-Laws or which pose a reputational risk to the City;
  - viii. Celebrations, campaigns or events intended for profit making purposes;
  - ix. Attempting to influence government policy;
  - x. Matters or Organizations that have already received a proclamation within the same calendar year.
- c. Proclamations are issued at the discretion of Council. Council may delegate authority to the Chief Administrative Officer, Clerk or designate to assess and

approve proclamation requests based on the Proclamation Criteria outlined in Section 4 (a) and 4 (b).

- d. Proclamations may be approved for one-time or annual events occurring in perpetuity. The Office of the Clerk shall maintain and make publicly available a registry of all approved proclamations occurring in perpetuity.
- e. Individuals, groups or associations requesting flag raisings are required to provide the flag to be raised. Flags shall not be less than 91cm in height and 182cm in length. Where flags of the prescribed size are not available, smaller or larger flags may be flown.

## **5. Communication**

- a. Once a proclamation has been approved, the following communication will be carried out:
  - i. A letter will be sent from the Office of the Clerk to all individuals, groups or organizations whose proclamation request is approved;
  - ii. The Office of the Clerk will arrange to include a notice on the Town's website and, if applicable, will provide a link to the organization's website that is related to the proclamation;
  - iii. The Office of the Clerk, with support from the Mayor, will prepare Proclamation Certificates upon request.