

## COMMUNITY FLAGS POLICY GUIDELINES

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The following criteria shall be applied to the flags permitted to be flown at the County Headquarters on the Community Flag Pole:

- i) flag raisings shall be in connection with a particular event by an organization to celebrate achievement; or
- ii) the flag of a charitable or non-profit organization to help increase public awareness of their programs and activities; or
- iii) an organization that has achieved national or international distinction or made a significant contribution to the community, or
- iv) an organization that has helped to enhance Northumberland County in a positive manner;
- v) an organization's flag shall be flown no more than once per calendar year;
- vi) a flag shall be flown for a period of up to one week, or for the duration of the associated event, whichever is less;
- vii) organizations shall be required to submit flag raising requests on an annual basis;
- viii) flags shall only be raised and lowered on those business days that County Headquarters is open; and
- ix) no flags of commercial, religious or political organizations shall be flown.

A request in writing to the Manager of Legislative Services/Clerk will be received no earlier than 90 days and not later than 30 days prior to the date on the prescribed form attached as Schedule "A"

### **Administering the Policy**

Requests will be date stamped, reviewed and processed in order of submission by the Manager of Legislative Services/Clerk, who will present the request to the CAO and or Warden for signature. If approved, the special request will be noted on the Council Agenda under New/Other Business section for information only.

Council has limited proclamations to those that are related to county services. Proclamations and delegations at County Council will not be permitted as part of the request to fly community flags.

### **Right of Refusal**

A request may be denied if the organization's undertakings or philosophy are contrary to Northumberland County policies or by-laws, or is deemed to be inappropriate or offensive in nature, or those supporting discrimination, prejudice, political or religious movements.

**Flag Size** The size of the flag shall be no smaller than 3' x 5' and no larger than 4' x 6'.