

**Policy: Legislative Services 2021-01**

<b>Policy Name: 'Flags, Community Flags, and Community Flagpole'</b>		<b>Target Group</b> <ul style="list-style-type: none"> <li>• Council</li> <li>• CAO</li> <li>• Director, Corporate Services</li> <li>• Director, Communications</li> <li>• Clerk</li> <li>• Facilities Manager</li> </ul>
		<b>Additional References:</b> <ul style="list-style-type: none"> <li>• National Flag of Canada etiquette</li> <li>• <a href="https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette.html">https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette.html</a></li> </ul>
<b>Council Approval:</b>	<b>Effective Date:</b> June 16, 2021	<b>Supersedes: Corporate Services 2015-01 'Flag Policy'</b>

**Corporation of the County of Northumberland**

**Flags, Community Flags and Community Flagpole Policy**

**Purpose**

The purpose of this policy is to ensure that all exterior flags flown on Northumberland County owned/operated properties are displayed in a consistent and appropriate manner.

This policy supports half-masting as an expression of collective mourning and sense of loss that is shared by residents of Northumberland County, and allows the Corporation of the County of Northumberland to properly show its respect upon the death of any Canadian or Provincial political leader; or current County elected representative or employee; or in the event of national, provincial or municipal tragedy.

This policy provides guidelines for receiving and considering the approval of requests from the public to display a flag on County property, on the Community Flagpole, located at County Headquarters (555 Courthouse Road, Cobourg), to enhance public awareness of special occasions and activities. Community flag raisings will occur in a fair, inclusive and equitable manner.

**Scope**

This policy applies to the display, maintenance and disposal of flags flown at Northumberland County facilities.

Northumberland County facilities that fly flags include:

- 555 Courthouse Road, Cobourg (County Headquarters) – 3 flagpoles and 1 Community flagpole
- Golden Plough Lodge – 2 flagpoles
- 860 William Street – 2 flagpoles
- 111 & 112 Front Street, Campbellford – 1 flagpole
- Cramahe Shared Emergency Services Base - Northumberland Paramedics and Cramahe Fire – 3 flagpoles
- Roseneath Shared Emergency Services Base - Northumberland Paramedics and Alnwick/Haldimand Fire – 3 flagpoles
- Trent Hills Shared Emergency Services Base, Northumberland Paramedics and Trent Hills Fire – 3 flagpoles and 2 building-mounted flags

Community flags are limited to the County's Community Flagpole located at 555 Courthouse Road, Cobourg.

## **Legislative Authority and Interpretation**

The *Municipal Act, 2001* permits municipalities to pass by-laws to establish policies under spheres of jurisdiction.

For procedural matters not found in this policy, reference may be made to the National Flag of Canada etiquette. <https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette.html>

## **Definitions**

For the purpose of this policy:

“County facilities” include buildings, properties and outdoor areas managed and owned by the Corporation of the County of Northumberland.

“Community Flagpole” means the Community Flagpole at Northumberland County Headquarters, 555 Courthouse Road, Cobourg.

“Half-masting” means the position of a flag, approximately halfway up the post or pole. Flying flags at half-mast is a symbol of respect or mourning, or to commemorate significant dates.

“Order of Precedence” means the positioning of flags in priority of importance, order, or rank.

## **Accountability Framework**

- i) The Chief Administrative Officer or Clerk shall inform the Manager of Facilities of an event that requires the lowering of the flags.
- ii) The Manager of Facilities is responsible for ensuring compliance with this policy and established procedures at Northumberland County facilities.

## **Policy Statements**

### **Displaying the Flag(s)**

Northumberland County follows the Order of Precedence established by Canadian Heritage when flying flags.

The National Flag will always be displayed in the position of honour unless a Royal Standard is to be displayed.

Northumberland County facilities may display the following flags: Canadian Flag, Provincial Flag, County Flag, and other flags otherwise approved by County Council.

The number of flags displayed is dependent upon the number of flag poles available. Only one flag may be displayed per flagpole.

If a County Property has one flagpole, the Canadian Flag shall be flown. If a County Property has two flagpoles, the Canadian and County Flags shall be flown. If a County Property has three flagpoles, the Canadian, the Provincial and the County Flags shall be flown.

In a line of three flags, the Canadian Flag will be flown in the centre. The Provincial Flag will be flown on the left, and the County Flag will be flown on the right, as seen by the observer.

Flags must be maintained in excellent condition and conform to the County's Policy.

The County of Northumberland flag shall not be used for commercial purposes by any external organization.

Consistent with the National Flag of Canada etiquette:

- Flags shall be flown on separate poles;
- Flags shall be flown at the same height;
- Flags flown in a group shall all be the same size;
- Flags flying at half-mast will follow the County's policy and guidelines.

### **Permanent Flags at Northumberland County Headquarters, 555 Courthouse Road, Cobourg**

The National Flag of Canada, the Provincial Flag of Ontario, and the Northumberland County flag shall be flown outside at 555 Courthouse Road (three flagpoles near main entrance).

The National, Provincial and County Flags shall be displayed in the Council Chamber. The Flags of the seven Member Municipalities (the Township of Alnwick/Haldimand, the Municipality of Brighton, the Town of Cobourg, the Township of Cramahe, the Township of Hamilton, the Municipality of Port Hope, and the Municipality of Trent Hills) shall be displayed in the Council Chamber, as well as the Flag of Alderville First Nation, and any other flags approved by Council.

Maintenance and disposal of flags must be done in accordance with the National Flag of Canada etiquette.

## **Half-Masting**

Flags are flown at the half-mast position as a symbolic expression of collective mourning.

Half-masting may occur at all County facilities or specific locations, subject to the Policy provisions.

The duration of half-masting may be:

- a) From time of notification of death until sunset on the day of the funeral or memorial service, or
- b) From notification of death until sunset the next day, and from sunrise to sunset on the day of the funeral or memorial service, or
- c) From sunrise to sunset on the day of the funeral or memorial service.

When the Canadian Flag is flown at half-mast, all other adjacent flags will also be flown at half-mast.

Any other circumstance that is in question and is not contained in this policy will be at the discretion of the Chief Administrative Officer in consultation with the Warden.

## **Lowering of Flags to Half-Mast**

Flags will be flown at half-mast at Northumberland County facilities in the event of the death of:

- i) The Sovereign, or a member of the Royal family related in the first degree to the Sovereign (i.e.) husband or wife, son or daughter, father, mother, brother or sister;
- ii) Governor General of Canada, current or past ;
- iii) Prime Minister of Canada, current or past ;
- iv) Lieutenant-Governor of Ontario, current or past;
- v) Premier of Ontario, current or past;
- vi) Member or former Member of the House of Commons (MP) for the riding;
- vii) Member or former Member of the Legislative Assembly (MPP) for the riding;
- viii) A member of Northumberland County Council, current or past;
- ix) A member of one of the Member Municipal Councils, current or past;
- x) A current County of Northumberland employee;

- xi) A resident of Northumberland County, who is a member of the Canadian Armed Forces, killed while deployed on operations;
- xii) A member of Alderville First Nation Band Council;
- xiii) Special events recognized by the Canadian Government that recognize the death of a universal figure(s);
- xiv) Special events recognized by the Provincial Government that recognize the death of a universal figure(s);
- xvi) In the event of national or provincial tragedy and where the Government of Canada and the Province of Ontario has lowered their flags.

According to the rules established by the federal government under the [Holidays Act](#) (R.S.C. c. H-5), the Canadian flag must always be flown at full mast on Victoria Day and Canada Day, unless the flag is at half-mast for the death of the Monarch, the current Prime Minister or the current Governor General. The flag must be flown at full mast on the day the new Monarch is proclaimed.

Half-masting at County of Northumberland facilities in respect of a person or persons not specifically identified in this section may occur at the discretion of the Warden, in consultation with the Chief Administrative Officer and Clerk, as a symbolic gesture of collective community mourning.

### Special Days

Flags at Northumberland County facilities will be half-masted from sunrise to sunset on the following days:

- April 28: National Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day);
- November 11: Remembrance Day
- December 6: National Day of Remembrance and Action on Violence Against Women

### **Community Flag Raisings on Community Flagpole**

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

- i) All community flag raisings take place on the Community Flagpole at 555 Courthouse Road, Cobourg;
- ii) It is the responsibility of the requesting organization to submit an application for a community flag raising and requests will be confirmed on a first come first served basis;
- iii) Community Flag Raisings will not necessarily include a ceremony;

- iv) Organizations with approved flag raising requests are required to provide a flag and other information pertaining to their flag raising program in advance of the flag-raising;
- v) The County will fly flags on the Community flagpole based on specific criteria:
  - (1) in connection with a particular event by an organization to celebrate achievement; or
  - (2) a charitable or non-profit organization to help increase public awareness of their programs and activities; or
  - (3) an organization that has achieved national or international distinction or made a significant contribution to the community, or
  - (4) a charitable or non-profit organization that has helped to enhance Northumberland County in a positive manner;
  - (5) an organization's flag shall be flown no more than once per calendar year;
  - (6) a flag shall be flown for a period of up to one week, or for the duration of the associated event, whichever is less;
  - (7) organizations shall be required to submit flag raising requests on an annual basis;
  - (8) flags shall only be raised and lowered on those business days that County Headquarters is open;
  - (9) flags may be flown on the Community flagpole without a submission by an organization at the discretion of the Warden, in consultation with the Chief Administrative Officer and Clerk, as a symbolic gesture of collective community spirit and support.

Northumberland County will not approve requests for use of the Community Flagpole for flags that:

- represent commercial interests
- represent political causes
- celebrate religious events
- support groups, organizations or events that promote beliefs contrary to any other County policy, or pose a reputational risk to the County

A request in writing to the Clerk shall be received no earlier than 90 days and not later than 30 days prior to the date of the flag raising.

## **Administering the Policy**

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

The Chief Administrative Officer and Clerk will consult on any issues that are not outlined within this policy.

Council has limited Proclamations to those that are related to county services. Proclamations and delegations at County Council are separate from requests 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.

County Council will be notified of approved and denied requests to raise a flag on the Community Flagpole.

## **Flag Size**

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

## **Policy Review**

### **Amendments**

The Clerk will ensure that this Policy is regularly reviewed and remains relevant to the needs of Northumberland County, in accordance with legislative requirements and best practices.

## **Restrictions - Other Flags**

No other flags other than those sited in this policy shall be flown on County-owned properties, unless approved by County Council.