

The Corporation of the Municipality of Grey Highlands

By-law No. 2020-037

**A by-law to adopt a Municipal Policy A09-A-09 related
to Flag Flying**

Whereas, the Municipality of Grey Highlands Council met as Committee of the Whole on March 4, 2020 to review a draft Flag Flying Policy for the Municipality in response to requests from the public; and

Whereas, Council approved bring the policy forward to Council for approval subject to some amendments; and

Whereas, Section 11 (3) allows a lower-tier municipality to pass by-laws within their spheres of jurisdiction; and

Whereas, the Council of the Municipality of Grey Highlands deems it desirable to enact a policy related to flag flying on Municipal properties in the Municipality of Grey Highlands;

**Now Therefore the Council of the Municipality of Grey Highlands
hereby enacts as follows:**

1. That Council hereby adopts the Flag Flying Policy A09-A-09 as attached hereto as schedule A which forms a part of this by-law;
and
2. That this by-law comes into full force and effect upon passing.

Read a first, second and third time, and finally passed on May 06 2020.

The Corporation of the
Municipality of Grey Highlands

Original Signed By

Paul McQueen, Mayor

Original Signed By

Raylene Martell, Municipal Clerk

Status: Passed



**The Corporation of the Municipality of
Grey Highlands**

206 Toronto Street South, Unit 1, Box 409
Markdale, ON N0C 1H0
Tel.: 519-986-1216

Grey Highlands Policy

Policy Name: Flag Flying Policy

Policy Number: A09-A-09

Department: Corporate

Authority: Council and CAO

Effective Date: May 6, 2020

Supersedes: nil

Last modified: March 25, 2020 Council meeting

1) Purpose

To establish guidelines for the flying of flags at municipally owned facilities.

2) Scope

This policy shall apply to all flags flown on Municipal properties and all requests for flag flying.

3) Policy

Flag Flying

- A. The Municipality will only regularly fly the flags listed below on Municipal properties:
 - i) Canadian National Flag
 - ii) Ontario Provincial Flag
 - iii) Municipal Flag
 - iv) County Flag
- B. All flags displayed shall follow the National Flag of Canada Etiquette guidelines including:
 - i) When 3 flags are displayed with the Canadian flag, the Canadian flag shall be in the centre with the provincial flag to the left and the municipal flag to the right.
 - ii) The national flag should always be flown on its own mast or pole.

Requests for Flag Flying contrary to Section 3)A.

- C. All requests for flag flying on Municipal Properties shall be at the discretion of the CAO in accordance with the following criteria.
 - i) Flags representing private organizations, events and causes shall NOT be displayed EXCEPT FOR flags for public awareness campaigns that align with the Human Rights Code protected

grounds or service groups or community organizations that align with the Municipal Strategic Priorities

- ii) All requests shall be submitted to the Office of the CAO 4 weeks in advance and must include the following information:
 - (1) Name of the Requesting organization or individual
 - (2) Contact information (email and telephone number)
 - (3) Details of requested event or occasion – including date(s)
 - (4) Picture of the flag to be flown
 - (5) Explanation of the purpose of the event or occasion
 - (6) Description of the applicant organization or individual including a brief history, and any other relevant information
 - (7) Flag pole location requested
 - (8) Explanation of how the request aligns with the Municipal Strategic Priorities.
- iii) Requests may be for a period of up to 2 weeks in length. Flags will be removed on the final day of the request at end of business day.
- iv) Requests will be approved on a first come, first served basis, determined by the date of receipt by the Office of the CAO.
- v) Organizations are required to arrange for drop off and pick up of the flag during regular office hours. The Municipality will not be held responsible for any lost or damaged flags.
- vi) Flags may be no larger than 6 feet wide and 3 feet high.
- vii) Council shall be informed of all requests and approvals for flag flying through the Council Consent Agenda.
- viii) There will be no presentation or delegations at Council with respect to flag flying requests, except to appeal a decision of the CAO.
- ix) Should the Municipality ever erect a Community Flag Pole, all requests for flag raising shall be for that location only.

Half-Masting

- D. Flags are flown at the half-mast position as a sign of respect and condolence or to commemorate significant dates.
- E. When a flag is flown at half mast, all other flags must also be flown at half mast. At no time should the Canadian Flag be lower than any other flag
- F. Flags may only be flown at half-mast on municipal properties in accordance with the following specific occasions as may be requested:
 - i. On the death of the Mayor or a sitting member of Council;
 - ii. On the death of a current Municipal employee or volunteer fire fighter;
 - iii. On the death of a former Member of Council;
 - iv. On the death of the Lieutenant Governor of Ontario, the Premier of Ontario or another person similarly honoured by the province of Ontario;
 - v. On the death of the local member of parliament or local member of the provincial parliament;
 - vi. The flags at fire stations may also be flown at half- mast in recognition of the death of active or retired municipal fire fighters; in recognition of line-of-duty deaths of fire fighters in other municipalities; and in special circumstances outside of Ontario at the

decision of the Fire Chief. The half-masting of such flags shall be performed by the fire station staff;

- vii. In accordance with Canadian and Ontario protocol, flags will be flown at half- mast on the death of the Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister), the Governor General, the Prime Minister, a former Governor General, a former Prime Minister, Chief Justice of Canada or a Federal Cabinet Minister;
- viii. Flags at the municipal office may be flown at half-mast in in recognition of the following:
 - April 28 – National Day of Mourning for persons killed or injured in the workplace
 - November 11 – Remembrance Day
 - December 6 – National Day of Remembrance and Action on Violence Against Women
 - Any other days that the CAO may provide in keeping with the intent of the policy.