



# CORPORATE POLICY

Sub Topic: Municipal Flag Policy

Policy No. CORP.1-05

Topic: Community Engagement

Employees Covered: All Employees

Section: Legislative Services

Council Adoption Date: September 24, 2012

Effective Date: September 24, 2012

Revision No                      Date:

Repeal Date:

## Policy Statement & Strategic Plan Linkages

The Corporation of the Town of Newmarket recognizes the symbolism of displaying flags as a visual statement that speaks to the solidarity that is shared by all citizens. This policy upholds the Well-Respected component of the Strategic Plan as it allows the Town to honour individuals and recognize significant efforts of groups and organizations within the community.

## Purpose

The policy will provide a framework to ensure that flags at the Municipal Offices and properties owned by the Town are flown and displayed in an appropriate and consistent manner. The policy outlines the circumstances under which the Town will fly its flags at half-mast, sets out the procedure for flag raisings to recognize a visit by a foreign dignitary and addresses the flying of courtesy flags, in recognition of a special event, cause or effort within the Town of Newmarket.

## Definitions

Courtesy Flag: a flag of a recognized charity or community group.

Peace Park Flagpole: means the flagpole located at the Peace Park on Cane Parkway designated for community flag raisings.

## Procedures

### Display of Flags:

Flags will be displayed in accordance with the guidelines set out in the “Flag Etiquette in Canada” guide provided by the Department of Canadian Heritage. The raising of flags on municipal properties shall be limited to Canadian, Provincial, Municipal and other governmental flags to recognize a visit by a foreign dignitary, as set out by this policy.

The Town Clerk is responsible for administering the half-masting procedures set out in the Flag Policy. Flags will be raised and lowered during regular business hours, when staff resources are available.

#### Half-Masting

Flags at all Town facilities will be lowered to half-mast to recognize a period of official mourning or to commemorate significant dates. The half-masting of flags applies to all municipal properties that have flagpoles. The Town will fly its flags at half-mast upon receiving notification of the death of any of the following individuals:

- The Sovereign or Member of the Canadian Royal Family
- The Governor General of Canada, or a former Governor General
- The Prime Minister of Canada, or a former Prime Minister
- The Lieutenant Governor of Ontario, or a former Lieutenant Governor of Ontario
- The Premier of Ontario, or a former Premier of Ontario
- The Local Member of the House of Commons, or a Local Member of the Provincial Legislature
- The Regional Chair, or a former Regional Chair
- The Mayor, a former Mayor, a Member of Council, a former Member of Council
- Any actively employed Staff Member of the Municipality
- Any York Regional Police Officer killed in the line of duty
- A resident of Newmarket, who is a member of the Canadian Armed Forces, killed while deployed on operations
- Any other prominent public figure as determined by the Mayor in consultation with the CAO or Town Clerk

In addition to the circumstances above, flags at Central York Fire Services facilities will be flown at half-mast upon being notified of the death of a firefighter in the line of duty in another municipality across Canada or when notified of the death of a police officer in the line of duty across Ontario.

Flags will be flown at half-mast upon receiving notification of the death, up to and including the day of the funeral service, unless circumstances prohibit the lowering of the flag for that time period, as determined by the Town Clerk in consultation with the Mayor and/or CAO.

Flags will be flown at half-mast on an annual basis on November 11, in accordance with Remembrance Day ceremonies.

#### Visit by a Foreign Dignitary

In the event of a visit by a foreign dignitary to Town facilities, the Town may fly the flag of the appropriate governmental entity in recognition of their presence. The flag will be flown at the flagpole in front of the Municipal Offices for the duration of the dignitary's visit to Town facilities.

#### Courtesy Flag Raising

The Town does not entertain courtesy flag raisings at any of its facilities, including the Peace Park.

### Flag Procedures:

The procedures for the flying of flags at all municipal facilities are incorporated as an appendix to this policy. Appendix A includes the procedures for circumstances where the Town will fly its flags at half-mast. Flag Procedures are subject to the approval of the Town Clerk.

### **Cross References**

Heritage Canada Guidelines

### **Appendices** (which may be amended from time to time)

Appendix 'A' - Flag Procedures to Municipal Flag Policy CORP.1-05

**Appendix 'A' -  
Flag Procedures**  
to  
Town of Newmarket  
Municipal Flag Policy CORP.1-05

## **Notification**

The Legislative Services Department will notify the Public Works Services Department, Corporate Communications Department and Central York Fire Services by e-mail when flags are to be flown at half-mast. E-mail will also be used to notify the Public Works Services Department of Peace Park flag raising ceremonies. All notification e-mails will include the scheduled time of the flag raising and lowering and the applicable municipal locations.

## **Half-Masting**

All employees and Members of Council are requested to notify the Town Clerk by e-mail or written notification upon the death of any of the individuals identified in the policy. In the event of a death of an active employee or active Member of Council, the respective Department Head shall be responsible for the notification.

Upon receiving notification of the death of any of the individuals listed in the policy:

1. The Legislative Services Department will notify the Public Works Services Department, the Planning and Building Services Department, Central York Fire Services and the Corporate Communications Department when the flags at municipal properties are to be lowered, and when they will be raised after the funeral.
2. Public Works Services staff will be responsible for lowering flags at all municipal properties, with the exception of the municipal offices (handled by the Planning and Building Services Department). Central York Fire Services staff will be responsible for lowering the flags at Central York Fire Services facilities.
3. In the case of the death of a police officer or emergency medical services personnel in the line of duty in the surrounding regions of Durham, Halton, Peel and Simcoe or the City of Toronto or when notified of the death of a firefighter killed in the line of duty across Canada, the Fire Chief will be responsible for implementing the flag policy at Central York Fire Services facilities.

The Legislative Services Department is responsible for maintaining an adequate inventory of flags for use in all facilities, and shall replace flags as required.