



THE CORPORATION OF THE CITY OF ELLIOT LAKE

FLAG POLICY

PURPOSE:

The purpose of this policy is to establish guidelines for the display of flags at municipal facilities and events and to provide a uniform and harmonized protocol for the raising, displaying and half-masting of flags at all properties and facilities owned and operated by the City of Elliot Lake and at events conducted by the city at other locations.

SCOPE:

This policy applies to all properties and facilities owned and operated by the City of Elliot Lake, as well as the locations of all city-run events, except those that take place where policies of another government body would take precedence.

I. RESPONSIBILITY

- 1.1 The City Clerk or his/her designate will be authorized to order the raising or lowering of flags at properties and facilities owned and operated by the City of Elliot Lake.

II. GOVERNING RULES AND REGULATIONS

2.1 City Flag

- a) The City of Elliot Lake Flag will be flown at all city buildings or facilities where there are sufficient flagpoles to do so. In the event that only one flagpole exists on the property, either the Canadian Flag or City of Elliot Lake Flag may be displayed.
- b) The City of Elliot Lake Flag may be displayed indoors, in the Council Chambers, the Mayor's Office and functions where such flags are required.
- c) The City Flag should be flown or displayed properly and treated with dignity and respect.
- d) The City Flag shall not be used for commercial purposes by any organization.
- e) The City of Elliot Lake reserves the right to refuse, deny or restrict the use of the City Flag with respect to where or how it will be flown or displayed.

2.2 Protocol

- a) Flags will be flown and displayed in accordance to the manner outlined by the Department of Canadian Heritage at their website, www.pch.gc.ca
- b) Where the City of Elliot Lake flag is flown or displayed with the Canadian Flag, the Canadian Flag will take place of honour, which is to the left of the observer and the City of Elliot Lake flag on the right.
- c) Where the City of Elliot Lake Flag is flown or displayed with the Canadian Flag and Province of Ontario Flag, the Canadian Flag will occupy the centre position to the observer of the flag, the Province of Ontario Flag to the left and the City of Elliot Lake Flag to the right.
- d) When using flags with a speaker's podium, the flags may be positioned directly behind, or to the left of the podium from the observer's view of the speaker. Furthermore, flags shall be positioned in accordance to the manner outlined by the Department of Canadian Heritage as outlined in sections 2.2(b) and 2.2(c) of this policy.
- e) When hung indoors without a flagpole, flags must be hung horizontally or vertically.
- f) In the event that multiple flags are flown together, the flags should be identical in size and flown from separate flag poles, which must also be the same height.

- g) When multiple flags are to be raised and lowered, and where it is not possible to perform this task at the same time, the flags will be lowered in accordance to rank, with the Canadian Flag first, followed by the province of Ontario Flag, and then the City of Elliot Lake flag.
- h) Where an official representative of a Canadian province is visiting the City of Elliot Lake on an official visit, that particular provincial flag may be flown at all municipal buildings and facilities where it is feasible to do so.
- i) Where an official representative of a county recognized by Canada, is visiting the City of Elliot Lake on an official visit, that country's flag may be flown at all municipal buildings and facilities where it is feasible to do so.
- j) Where an official delegation is visiting Elliot Lake from a recognized twin city, that country's flag may be flown at City Hall.
- k) The City of Elliot Lake reserves the right to fly flags to commemorate an event it deems appropriate at various properties such as, but not limited to City Hall, Fire Hall, Miners Memorial, and the Lester B. Pearson Civic Centre.
- l) Flags will be destroyed and disposed of in a dignified manner and replaced as soon as they show signs of wear.

2.3 Half-Masting for Mourning

- a) The flying of flags at half-mast represents a period of official mourning or commemoration.
- b) To honour the deceased, flags will be flown at half-mast from the time of death notification until sunset on the day of the memorial service.
- c) Flags flown at municipally owned and operated buildings and facilities shall be lowered to half-mast position, where it is feasible to do so, as a sign of mourning upon the death of the following persons:
 - I. Her Majesty the Queen and members of the Royal Family
 - II. A past or present Canadian Prime Minister
 - III. A past or present day elected area representative of the Federal, Provincial or Municipal governments;
 - IV. Past or present Mayor or members of Council of the City of Elliot Lake;
 - V. Present day employees of the Corporation of the City of Elliot Lake;
 - VI. As directed by Proclamation from the Governor General of Canada or Lieutenant Governor of Ontario;
 - VII. As directed by City Council.

- d) Flags flown at municipal buildings and facilities shall be lowered to a half-mast position from sun rise to sunset to observe the following days:
- I. Workers Day of Mourning (April 28)
 - II. Algo Mall Memorial (June 23)
 - III. Remembrance Day (November 11)
- e) In the event of the death of a current municipal employee including those employed by the Elliot Lake Fire Department, flags will be lowered to half-mast at that person's immediate workplace in accordance with Section 5.3(b) of this policy. Should that workplace not fly flags, the flags flown at 45 Hillside Drive North will be lowered to half-mast to honour the deceased employee.
- f) In the event of the death of a Firefighter, the flag at the Fire Hall may be lowered to half-mast to honour the fallen firefighter, at their discretion.
- g) In the event of the death of a Police Officer, the flag at the OPP Building may be lowered to half-mast to honour the fallen officer, at their discretion.
- h) In the event of the death of a Miner in the workplace, the flag at the Miners' Memorial may be lowered to half-mast to honour the fallen mine worker.
- i) When lowering to half-mast, the flag should be raised fully to the top of the flagpole, then lowered immediately to the half-mast position.
- j) In the event of multiple flags being flown together, all will be flown at half-mast.
- k) The half-mast position will depend on the height of the flagpole itself; however, the flag should still be lowered to the approximated centre position of the flagstaff not be confused as a flag that has accidentally fallen.

2.4 Special Requests

- a) A special request from an organization located in the City of Elliot Lake wishing to raise their flags at 45 Hillside Drive to mark an event will be reviewed and processed by the CAO's office.
- b) A special request in writing to CAO's Office must be made 10 days prior to the requested date and include the following information:
- Name of the requesting organization;
 - Contact information;
 - Requested event or occasion;
 - Date or time period of event or occasion;
 - Explanation or purpose of the event or occasion;

- Description of the applicant organization including any local or nation or international affiliation, brief history, and any other relevant information.
- c) Flags flown by special request will take the place of the City Flag for the duration that the request is granted, or for an appropriate period specified by Council to mark an event.
 - d) In the event of the death of military personnel with the Canadian Armed Forces while deployed on active duty, the flags flown at 45 Hillside Drive North will be lowered to half-mast in accordance with section 2.3(b) of this policy to honour the fallen soldier.
 - e) At no time will the City of Elliot Lake display flags deemed to be inappropriate or offensive in nature or those supporting discrimination, prejudice, political or religious movements.
 - f) The City of Elliot Lake reserves the right to choose which flags may or may not be flown at the city owned properties.
 - g) The half-masting of flags will be managed at the discretion of the Mayor and Chief Administrative Officer

Short Title	Flag Policy
SMT Review Date	February 11, 2014
Council Approval Date	
Originating Department	CAO Office
Revisions	Item 2.3 h) Council resolution 133/14 Item 2.4 d) + g) Council resolution 29/18
NOTE:	