

CORPORATION OF THE MUNICIPALITY OF STRATHROY-CARADOC
BYLAW NO. 71-18
BEING A BYLAW TO AMEND BYLAW 37-17
A BYLAW TO ESTABLISH A FLAG POLICY FOR THE MUNICIPALITY
OF STRATHROY-CARADOC

WHEREAS the Council of the Corporation of the Municipality of Strathroy-Caradoc deems it expedient to amend Bylaw 37-17, being a bylaw to establish a Flag Policy, governing the display, half-masting and replacement of flags at municipal buildings and facilities in the Municipality of Strathroy-Caradoc;

NOW THEREFORE be it enacted by the Council of the Corporation of the Municipality of Strathroy-Caradoc as follows:

1. **THAT:** Bylaw 37-17, Flag Policy:

Section titled "Governing Rules and Regulations: be amended to read as follows:

"Governing Rules and Regulations

The Municipal Flag will be flown at all buildings or facilities owned or operated by the Municipality where there are sufficient flagpoles to do so. In the event that only one flagpole exists on the property, the National Flag of Canada shall be displayed.

Whenever the appropriate number of flag poles are available, it is typically preferred and appropriate to fly the National Flag of Canada with the Municipal Flag. Likewise, the Flag of the Province of Ontario should be flown or displayed with the National Flag of Canada and the Municipal Flag whenever the appropriate number of flag poles are available. *In exceptional instances, and where three or more flag poles are available at a single location, one pole may be deemed a courtesy pole by permission of the CAO.* For clarity, when displayed together, the order of precedence shall be:

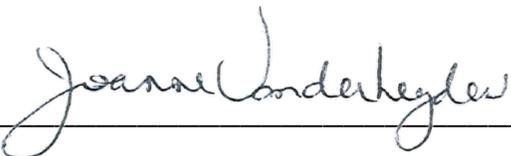
1. The National Flag of Canada;
2. The Flag of the Province of Ontario;
3. The Flag of the Municipality of Strathroy-Caradoc; and
4. *Approved Non-Official Flag.* "

Section titled "Special Requests to Fly "Non Official" Flags, Sub-

Section 8, be amended to read as follows:

8. Non-official flags may be flown for a maximum of 48 hours. *This maximum may occasionally and temporarily be set aside in exceptional instances (as determined by the CAO), where three or more flag poles are available at a single location, and where one of those poles has been deemed a courtesy pole by the CAO. Other than this exception, specific duration within the established time-frame is at the discretion of the CAO.*
2. **THAT:** The Flag Policy, as amended, shall be part of this bylaw;
3. **THAT:** this bylaw shall come into full force and effect on its final passing in Open Council.

Read a FIRST, SECOND and THIRD time and FINALLY PASSED IN OPEN COUNCIL this 17th day of September, 2018.



Mayor



Clerk

THE CORPORATION OF THE MUNICIPALITY OF STRATHROY-CARADOC

BYLAW NO. 37-17

**A BYLAW TO ESTABLISH A FLAG POLICY FOR
THE MUNICIPALITY OF STRATHROY-CARADOC**

WHEREAS the Municipal Act, S.O. 2001 provides that a municipality may pass bylaws to govern the services provided by the municipality;

AND WHEREAS the Council of the Municipality of Strathroy-Caradoc deems it expedient to establish a Flag Policy governing the display, half-masting and replacement of flags at municipal buildings and facilities;

NOW THEREFORE BE IT ENACTED BY THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF STRATHROY-CARADOC AS FOLLOWS:

1. **THAT:** the attached Flag Policy shall be part of this bylaw;
2. **THAT:** the attached Flag Policy shall be hereby adopted;
3. **THAT:** this bylaw shall come into full force and effect on its final passing in Open Council.

Read a FIRST, SECOND and THIRD time and FINALLY PASSED IN OPEN COUNCIL this 19th day of June, 2017.



Mayor



Clerk



Flag Policy

Goal Statement

To establish guidelines for the display of flags at municipal facilities and events.

Objective

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 Municipality of Strathroy-Caradoc and at events conducted by the Municipality at other locations.

Application

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

In cases of conflict or confusion, the Chief Administrative Officer (CAO) and/or Council of the Municipality of Strathroy-Caradoc shall be empowered to make any and all necessary alterations or clarifications needed to ensure the equitable and effective application of this policy.

Responsibility

The CAO or, during times of the CAO's absence, the Director of Corporate Services, will be authorized, in accordance with this policy, to order the raising or lowering of flags at properties and facilities owned and operated by the Municipality of Strathroy-Caradoc. This authorization will be communicated to the Municipality of Strathroy-Caradoc's Senior Management Team for their implementation.

Governing Rules and Regulations

The Municipal Flag will be flown at all buildings or facilities owned or operated by the Municipality where there are sufficient flagpoles to do so. In the event that only one flagpole exists on the property, the National Flag of Canada shall be displayed.

Whenever the appropriate number of flag poles are available, it is typically preferred and appropriate to fly the National Flag of Canada with the Municipal Flag. Likewise, the Flag of the Province of Ontario should be flown or displayed with the National Flag of Canada and the Municipal Flag whenever the appropriate

number of flag poles are available. For clarity, when displayed together, the order of precedence shall be:

1. The National Flag of Canada;
2. The Flag of the Province of Ontario; and
3. The Flag of the Municipality of Strathroy-Caradoc.

For clarity, Town Hall shall always fly the National Flag of Canada atop the bell tower. That pole shall be excluded from the “count” of flag poles at that specific facility for the purposes of the Municipal Flag Policy.

The Municipal Flag may be displayed indoors, within the Council Chambers, the Mayor’s Office and at functions where such flags are appropriate and required.

The National, Provincial and Municipal Flag should be flown or displayed properly and treated with dignity and respect at all times.

The Municipal Flag shall not be used for commercial purposes by any organization unless specifically authorized by the Council of the Municipality of Strathroy-Caradoc.

The Municipality reserves the right to refuse, deny or restrict the use of the Municipal Flag with respect to where or how it will be flown or displayed.

Protocol

All flags will be flown and displayed in accordance to the manner outlined by the Department of Canadian Heritage on their website, www.pch.gc.ca.

Where the Municipal Flag is flown or displayed with the Canadian Flag, the Canadian Flag will take the place of honour, which is to the left of the observer of the flags. The Municipal Flag should be placed on the right of the observer of the flags.

Where the Municipal 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 Municipal Flag to the right.

When using flags with a speaker’s podium, the flags may either 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 accordance with this policy.

When hung indoors without a flagpole, flags must be hung horizontally or vertically.

In the event that multiple flags are flown together, the flags should be identical in size and flown from separate flagpoles, which must also be the same height.

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 raised and lowered in accordance to rank, with the Canadian Flag first, followed by the Province of Ontario Flag, followed by the Municipal Flag.

Flags showing signs of wear will not be flown or displayed and will be destroyed and disposed of in a dignified manner and replaced as soon as possible.

Flag Policy

Where an official government representative of a Canadian province is visiting the municipality on an official visit, that particular provincial flag may be flown at any or all municipal buildings and facilities where it is appropriate and feasible to do so.

Where an official representative of a country recognized by Canada, is visiting the municipality on an official visit, that country's flag may be flown at any or all municipal buildings and facilities where it is appropriate and feasible to do so.

Where an official delegation is visiting the municipality from a recognized twin city, that city's flag may be flown at any or all municipal buildings and facilities where it is appropriate and feasible to do so.

The Municipality of Strathroy-Caradoc reserves the right to temporarily fly flags to commemorate any event or occasion it deems substantial and/or of historic consequence. For example, Canada's sesquicentennial, a visit by the Sovereign, or the hosting of a national or international summit. In instances of this nature, the rules herein shall apply as though the selected flag was specifically named in this policy.

Half-Masting

The flying of flags at half-mast represents a period of official mourning or commemoration. Flag poles that are not equipped with the hardware required for half-masting are excluded from the half-masting provisions of this policy.

To honour the deceased, unless circumstances dictate otherwise, flags will be flown at half-mast from the time of death notification until sunset on the day of the memorial service.

Flags flown at municipally owned and operated buildings and facilities shall be

lowered to a half-mast position, where it is appropriate and feasible to do so, as a sign of mourning upon the death of the following persons:

1. The Sovereign;
2. The Governor General of Canada or Lieutenant Governor of Ontario;
3. A past or present Canadian Prime Minister;
4. A past or present MP or MPP for a riding within the municipality;
5. A past or present Mayor (including pre-amalgamation mayors) or a current Strathroy-Caradoc municipal councillor;
6. Present day employees of the Municipality of Strathroy-Caradoc (including the Strathroy-Caradoc Fire Department);
7. An individual whose death occurs while functioning as a municipal volunteer or agent;
8. As directed by Proclamation from the Governor General of Canada or Lieutenant Governor of Ontario; and
9. In instances of extraordinary significance as directed by Council or the CAO.

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.

In the event of multiple flags being flown together, all will be flown at half-mast.

The half-mast position will depend on the height of the flagpole itself; however, the flag should be lowered to the approximated centre position of the flagstaff not to be confused as a flag that has accidentally fallen.

In the event of the death of military personnel, with any branch of the Canadian Armed Forces while deployed on duty and with a direct relationship to the Municipality of Strathroy-Caradoc, the flags flown at Town Hall and at facilities within the fallen soldier's home community will be lowered to half-mast.

When appropriate, following the half-masting procedure, a flag from Town Hall may be presented to a suitable representative or heir of the deceased in commemoration of their contributions to the community.

Remembrance Day

Flags flown at municipally owned and operated buildings and facilities shall be lowered to a half-mast position for November 11th of each year.

All flags located at a Cenotaph shall, on Remembrance Day, fall under the jurisdiction of the authority conducting remembrance ceremonies.

Special Requests to Fly “Non-Official” Flags

The Municipality of Strathroy-Caradoc may, from time-to-time, permit the flying of “non-official” flags, as an observance of special occasions. For clarity, a non-official flag is defined as a flag other than the national, provincial or municipal flag. In such instances, the following shall apply:

1. There will be no cost associated with the flying of a non-official flag;
2. The requestor shall be responsible for supplying the necessary flag(s);
3. The location(s) used for non-official flags is at the municipality’s discretion;
4. Non-official flags promoting a specific political or religious viewpoint, hate, violence, intolerance, or any messaging that is contrary to the laws of Canada shall not be considered;
5. The request to fly a non-official flag must be submitted to the Corporate Services Department by a non-commercial, community-based organization, at least 8 weeks in advance and must include:
 - A. The name of the requesting organization;
 - B. A description of the nature of the organization including the role and function within the community;
 - C. A listing of groups with which the requestor is affiliated;
 - D. Contact information;
 - E. The reason for the request;
 - F. The time/date/duration of the event being commemorated; and
 - G. A detailed description of the event being commemorated.
6. A request made on behalf of a commercial source or a group not located within the Municipality of Strathroy-Caradoc will not be considered;
7. A non-official flag must be formally recognized by the non-commercial, community-based organization submitting the request;
8. Non-official flags may be flown for a maximum of 48 hours. Specific duration within that time-frame is at the discretion of the CAO.
9. There will be no presentations or delegations at Council with respect to flag raising requests.

General

The Municipality of Strathroy-Caradoc reserves the right to choose which flags may or may not be flown at municipally owned properties.

In cases of conflict or confusion, or in instances not specifically covered in this policy, the CAO and/or Council of the Municipality of Strathroy-Caradoc shall be empowered to make any and all necessary alterations or clarifications needed to ensure the equitable and effective application of this policy.