

THE CORPORATION OF THE MUNICIPALITY OF NEEBING MUNICIPAL FLAG POLICY

Date approved: June 7, 2023

POLICY STATEMENT

This policy provides a framework and establishes guidelines for the flying of flags at municipally owned facilities and standards for processing requests related to flag flying, proclamations and public awareness campaigns.

SCOPE

This policy applies to flags flown on municipal property and all requests for community flag raisings.

DEFINITIONS:

“**Clerk**” means the Clerk appointed by Council pursuant to the requirements of section 228 of the *Municipal Act, 2001, as amended*, or his/her designate.

“**Community Flag**” means the flag adopted by any non-governmental organization.

“**Corporation**” means the Corporation of the Municipality of Neebing.

“**Council**” means Council of the Corporation of the Municipality of Neebing.

“**Flying a Flag at Half-Mast**” means the action of flying all flags, forming a single display of flags, at a position that is equal distance from the top and bottom of a flagpole, to mark periods of mourning or to commemorate solemn occasions.

“**Municipal Flag**” means the flag adopted by Council as a symbol of the municipality.

“**Municipality**” means the Corporation of the Municipality of Neebing.

“**National Flag of Canada**” means the flag approved by the Parliament of Canada as the national symbol of Canada

POLICY

Flag Flying

The Municipality will fly the flags listed below at the municipal office:

- National Flag of Canada
- Municipal Flag

All flags shall be flown in accordance with the flag flying etiquette of Canada as established by Heritage Canada.

The Municipality of Neebing flag is the property of the Corporation, and the Municipality reserves the right to direct the appropriate use and display of the flag. The Municipality also reserves the right to determine whether or not to fly any flag at a municipal facility.

The National Flag of Canada should always be flown on its own mast and will be displayed to the left flagpole.

Half-Masting of Flags

The flying of flags at half-mast denotes a period of official mourning or commemoration. The Municipality will fly flags at half-mast upon notification of the death until the day of the funeral or memorial service for the following:

- The Sovereign or spouse;
- The current Governor General of Canada;
- The current Prime Minister;
- The current Lieutenant Governor;
- The current Premier of Ontario
- The current Member of Parliament or Member of Provincial Parliament representing Neebing;
- The current Mayor, former Mayor, a Member of Council, a former Member of Council;
- A current municipal employee;
- A Thunder Bay District OPP Officer who dies in the line of duty; and
- A resident of Neebing, who is a member of the Canadian Armed Forces, killed while deployed on operations.

The Clerk shall have the authority to direct the half-masting of flags in the event of the death of someone not identified above or to recognize/commemorate a solemn occasion.

The Municipality will fly flags at half-mast on special days as established by the Federal Government of Canada. Below is a list of the special days to be recognized by this policy.

- April 28th, Day of Mourning for all Persons Killed or Injured in the Workplace (Worker's Mourning Day)
- June 23rd, National Day of Remembrance for Victims of Terrorism
- September 30th, National Day for Truth and Reconciliation
- November 11th, Remembrance Day
- December 6th, National Day of Remembrance and Action on Violence Against Women

Full-Mast

If the flag is half-masted, it must be flown at full-mast on the following legal holidays pursuant to the Holidays Act (R.S.C., 1985, c.H-5), as amended:

- Victoria Day
- Canada Day

Exceptions to the above, the flag remains half-masted for the death of the following:

- The Sovereign

- Current Governor General
- Current Prime Minister

Applications for Flying Community Flags

All requests for Community Flag raising will be made in writing to the Clerk. Applications are to be submitted at least three (3) weeks prior to the day requested for the raising of the flag. The Clerk will review all applications to determine consistency with this Policy, and will:

- a) approve the flag raising and note it on a Council Agenda for information purposes, if the flag raising was previously approved by Council within 5 years of the current request, and is consistent with this Policy; or
- b) will make a recommendation to Council to approve or deny the application on a Council Agenda prior to the date of the proposed flag raising, if the flag raising was not previously approved by Council, or was approved by Council more than 5 years before the current request.

Requests for the raising and displaying of flags may be approved for:

- Community service, charitable or not-for profit organizations and/or public awareness campaigns;
- To support fund-raising activities;
- Celebrate achievement;
- Celebrate multi-cultural and civic events;
- Improve public awareness of programs and/or activities;
- Acknowledge an organization that has achieved national or international distinction or made a significant contribution to the community;
- Athletic organizations or associations, professional sports teams and sports organizations;
- An organization that has helped to enhance the Municipality in a positive manner

Requests will not be approved where the flag flying relates to:

- Political parties, political organizations, or candidates for election;
- Religious organizations or religious events or celebrations;
- Celebrations, campaigns or events with no direct relationship to the Municipality of Neebing;
- Celebrations, campaigns or events contrary to municipal policies or by-laws;
- Celebrations, campaigns or events intended for profit making purposes;
- Celebrations, campaigns or events intended to defame the integrity of the Municipality;
- Celebrations, campaigns or events deemed inappropriate by the Mayor or Clerk;
- Attempting to influence government policy; or
- Supporting discrimination, hatred, violence or prejudice.

All requests for flag flying must include the following information:

- Name of the requesting organization or individual;
- Contact information (phone, email, etc.);
- Details of requested event or occasion including date(s);
- Explanation of the purpose of the event or occasion;

- Description of the applicant organization or individual including a brief history, and any other relevant information.

Flag flying shall be in connection with a particular event by an organization.

The Clerk will determine the timing and duration that the requested flag will be flown, which will be no longer than 14 days. Approvals shall be based on a first come first served basis, based on the date the request is received by the Clerk.

Individuals and organizations requesting the flag flying are required to provide the flag to be raised to the Clerk at least one (1) week prior to the flag raising.

Notification to the media and advertising related to flag flying is the responsibility of the requesting party.

An organization's flag shall be flown no more than once per calendar year.

Organizations shall be required to submit flag flying requests on an annual basis. The Municipality is not responsible for damaged or lost flags.

In the event there is a dispute between an organization and the Municipality as to the eligibility of a request, the appeal process shall be through the Municipal Council having full and final say as to whether or not the request to fly a flag will be granted.

An approved Community Flag will fly either in place of the Municipal Flag or below the Municipal Flag.

Related Policies & Legislation

Government of Canada – Heritage Canada – Flag Etiquette in Canada

<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette.html>

Holidays Act

<https://laws-lois.justice.gc.ca/eng/acts/h-5/index.html>



Application for Flying a Community Flag

Requests must be received a minimum of three (3) weeks prior to the date the flag is to be flown. Please refer to the Municipal Flag Policy for related guidelines. Requests shall be directed to the Clerk-Treasurer, 4766 Highway 61, Neebing, ON P7L 0B5 or emailed to clerk@neebing.org. Telephone enquiries should be directed to the Clerk-Treasurer office (807) 474-5331.

Name of Organization	
Nature of Organization	
<input type="checkbox"/> Charitable Organization Reg. # _____	
<input type="checkbox"/> Not-For-Profit Organization Reg. # _____	
<input type="checkbox"/> Other	
Jurisdiction of Organization	
<input type="checkbox"/> International <input type="checkbox"/> National <input type="checkbox"/> Provincial <input type="checkbox"/> Local	
Name of Primary Contact	
Contact Email Address	
Contact Mailing Address	Contact Phone Number
Name and Description of Associated Event	

Please choose one of the following options:

1. **Flag Display** – No ceremony, the flag is to be flown for a specific period of time.
[Complete Section One (1) Only]

2. **Flag Raising Ceremony** – Ceremony requested; as well as the flag to be flown for a specific period of time. [Complete Sections One (1) and Two(2)]

Section One (1) – Flag Raising Details	
Date Community Flag to be Raised	Number of Days to be Flown (Max. 14) consecutive calendar days)
Flag Details (Please include photo or diagram of the flag)	

Section Two (2) - Flag Raising Ceremony (Optional)	
Date of Flag Raising Ceremony	Preferred Time of Flag Raising Ceremony
	*In the event of inclement weather, an alternative location can be arranged.
Name of Person Picking-up Flag after the Ceremony	
<p>Note: Should you wish for an Elected Official to make a speech during the Flag Raising Ceremony, please affix key speaking notes/details to be incorporated.</p> <p>If you wish for the Municipality of Neebing to share your social media content, please tag us in the post.</p>	

Notice of Collection

The personal information contained on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. The information is collected to administer the display of flags for our community. Questions about this collected can be directed to the Clerk-Treasurer.