

SCHEDULE A TO BY-LAW 58-2018

THE TOWN OF CARLETON PLACE

FLAG POLICY

1.0 PURPOSE

The purpose of a Flag Policy for The Corporation of The Town of Carleton Place is to provide a policy and procedures for the use of flags and for the raising and half-masting of flags

2.0 SCOPE

This policy shall apply to external flags located at the Municipal Office and all municipally-owned sites equipped with a flag pole(s).

3.0 AUTHORIZED FLAGS

3.1 The National Flag of Canada

The National Flag of Canada is a red flag of the proportions two by length and one by width containing in its center a white square of the width of the flag, with a single red maple leaf centered therein. The colours red and white are Canada's official colours and with the maple leaf, are the symbolic elements found in the Canadian flag.

The official ceremony inaugurating the new Flag of Canada was held on Parliament Hill in Ottawa on February 15, 1965.

3.2 The Province of Ontario Flag

The Province of Ontario Flag is red and of the proportions two by length and one by width with the Union Jack occupying the upper quarter next to the staff and with the shield of the armorial bearings of the Province of Ontario centered in the half farthest from the staff. The flag was first raised in a ceremony in front of the Legislative Assembly building (Queen's Park) on May 21, 1965, the day it was proclaimed into force.

3.3 The Town of Carleton Place Municipal Flag

The Town of Carleton Place flag was designed through a public contest as part of the 100th Anniversary Celebrations of the Corporation of The Town of Carleton Place. On April 3, 1990, Council formally adopted the current Flag of The Town of Carleton Place as the official flag of the municipality. The flag contains the symbols of the Stag's Head and the tower of the Town Hall on a blue background.

3.4 Other Flags

There is nothing in this policy restricting the use of other flags as approved by Council and where flag poles can accommodate them.

4.0 POSITION AND PRIORITY OF FLAG

4.1 In compliance with flag policy, an observer facing the display would find these flags positioned in the following manner beginning at the extreme left:

One pole Canadian flag



Two poles 1st Canadian flag - 2nd Town flag



Three poles 1st Provincial flag, 2nd Canadian flag, and 3rd Town flag



Four poles 1st Canadian flag, 2nd Provincial flag, 3rd Town flag, 4th other flag



5.0 RESPONSIBILITIES

- 5.1 Facility Managers are responsible for ensuring compliance with this policy and established procedures at all of their respective facilities.
- 5.2 Facility Managers are responsible for ensuring that flags are replaced when they become worn, noticeably faded or otherwise unfit for service.
- 5.3 The Chief Administrative Officer or Town Clerk shall inform Facilities Managers of an event that requires the lowering of the flags.

6.0 HALF-MASTING OF FLAGS

6.1 General Provisions

The flying of flags at half-mast denotes a period of official mourning or commemoration.

- 6.1.2 The Town will fly its flags at half-mast in the event of a death or to commemorate a solemn occasion. In consultation with the Mayor, the CAO or Clerk will provide instruction to lower the flags at the Municipal Office and all municipal locations where appropriate.
- 6.1.3 The position of the flag when flying at half-mast will depend on its size, the length of the mast and its location; but as a general rule, the center of the flag should be exactly half-way down the mast.
- 6.1.4 The official period of mourning is defined as the day of passing until sunset on the day of the funeral.
- 6.1.5 Flags will be flown at half-mast on an annual basis to commemorate Remembrance Day on November 11th and Vimy Ridge Day on April 9th.
- 6.1.6 When the Canadian Flag is flown at half-mast, all other adjacent flags will also be flown at half-mast.
- 6.1.7 When the Town flag is flown at half-mast and where there is another flag on the same, the secondary flag shall be removed.
- 6.1.7 The Council of The Town of Carleton Place, may at its discretion, amend this policy as deemed appropriate to permit the lowering of the National Flag of Council, the Flag of Ontario or the Town of Carleton Place Flag as deemed appropriate.

6.2 Half Mast Rules for the Canadian Flag

The National Flag of Canada at municipally-owned facilities shall be flown at half-mast under the following circumstances and upon the death of the following persons:

- a) The Sovereign or a member of the Royal family related in the first degree to the Sovereign (i.e.) husband or wife, son or daughter, father, mother, brother or sister
- b) Current or former Governor General
- c) Current or former Prime Minister
- d) Current or former Lieutenant-Governor of the Province of Ontario

- e) Current or former Premier of Ontario
- f) Current or former member of the House of Commons representing the Town of Carleton Place
- g) Current or former Member of the Legislative Assembly representing the Town of Carleton Place
- h) Special events recognized by the Canadian Government that recognize the death of a universal major figure(s)

6.3 Half Mast Rules for the Provincial Flag

The Ontario Flag shall be flown at half-mast upon the death of the following persons:

- a) Current or former Lieutenant-Governor of the Province of Ontario
- b) Current or former Premier of Ontario
- c) Current or former Member of the Legislative Assembly representing the Town of Carleton Place
- d) Special events recognized by the Provincial Government that recognize the death of a universal major figure(s)

6.4 Half Mast Rules for the Town of Carleton Place Flag

The Town flag shall be flown at half-mast under the following circumstances or as deemed appropriate by the Mayor or Town Council:

- a) the death of a former or current member of Council
- b) the death of a current or former Mayor
- c) the death of any current municipal employee and former CAO
- d) current or former Citizen of the Year

6.5 Discretionary Provisions

The appropriate flag(s) shall be lowered in accordance with this policy, or in circumstances not identified herein, at the direction of the Mayor in consultation with the CAO (or Deputy Mayor in the absence of the Mayor). The Mayor shall notify Council when direction has been provided to staff to lower the flag under this provision.

7.0 FLAG RAISING

To celebrate achievement, the Town may also consider flying the flag of:

- a) a charitable or non-profit organization to help increase public awareness of their programs and activities.
- b) an organization that has achieved national or international distinction or made a significant contribution to the community
- c) an organization that has helped to enhance the Town in a positive manner.

It will be the responsibility of these groups to provide the Town with the appropriate flag. The Town will not fly the flag of a group or organization whose undertakings or philosophy are contrary to Town policies or by-laws; espouse hatred, violence, or racism.

8.0 DISPOSAL OF FLAGS

When a flag becomes worn, noticeably faded or otherwise unfit for service, it must be disposed of privately by burning.

9.0 RESTRICTIONS

No other flag other than those cited in this policy shall be flown on municipally-owned properties without the approval of Council