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Town of Aurora
Policy
Legislative Services

Contact: Town Clerk, Legislative Services

Approval Authority: Council

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Flag Protocol, Flag Raising and Illumination Policy

Purpose

This policy establishes a framework to govern the regular protocol for flying flags at all Town facilities, and the criteria for the approval of the raising of International or Civic Flags or Community Flags. Additionally, this policy defines the parameters for receiving and approving illumination requests for the building located at 50 Victoria Street in Aurora Town Square.

Scope

This policy applies to the flying of flags outside all Town Facilities and to illumination requests received for 50 Victoria Street. Additionally, the “Flying a Flag at Half Mast” section of this policy applies to any flag display regularly maintained by the Town Staff on other lands that are not within the meaning of Town Facilities (e.g. the flag displays located within the medians of Wellington Street).

Definitions

Clerk

The Clerk appointed by the Council pursuant to requirements of section 228 of the [Municipal Act, 2001, S.O. 2001, c. 25](#), as amended, or their designate.

Council

The Aurora Town Council.

Community Flag

The flag adopted by any non-governmental organization. For greater certainty Community Flag does not include a flag that in the opinion of the Clerk is an International or Civic Flag.

CYFS

The Central York Fire Services.

CYFS Facilities

Any building owned or leased by the CYFS within Aurora.

Flying a Flag at Half-Mast

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.

Illumination

The use of multi-colour lighting installations to light the façade of the building located at 50 Victoria Street in support of a cause.

International or Civic Flag

Any official flag of:

- A sovereign state other than Canada, including official territorial divisions established by a particular sovereign state (e.g. states, provinces, municipalities, etc.); or,
- Any recognized international governmental / treaty organizations (e.g. United Nations, NATO, etc.)

Logo

A flag displaying a logo and / or brand of the Town but does not include the Official Town Flag.

National Flag of Canada

The flag approved by the Parliament of Canada as a national symbol of Canada.

Official Canadian Flags

A flag recognized by a competent Canadian federal or provincial government authority (e.g., the Sovereigns Personal Standard, The Governor General's standard, etc.), but does not include the National Flag of Canada.

Official Town Flag

The flag adopted by Council as a symbol of the municipality, and any flag that is granted to the Town or approved by the Canadian Heraldic Authority but does not include a Logo Flag.

Ontario Provincial Flag

The flag approved by the Legislative Assembly of Ontario as a provincial symbol of Ontario.

Procedure By-law

The Town's Procedure By-law, that is enacted by Council in accordance with the requirements of subsection 238(2) of the [Municipal Act, 2001, S.O. 2001, c.25](#), as amended.

Town

The Corporation of the Town of Aurora.

Town Facilities

Any building owned or leased by the Town for the purpose of providing municipal services.

Policy

General Principles

The following general principles will apply in respect to all aspects of this Policy, and be used when interpreting the Policy:

- The Town will fly flags having regards to well established protocol for the flying of flags, including but not limited to:
 - The rules and protocols established by the Government of Canada for the National Flag of Canada.
 - The rules and protocols established by the Government of Ontario for the Ontario Provincial Flag.
- The Town will only fly International or Civic Flags of organizations that are approved or recognized by federal, provincial or municipal governments of Canada.
- The Town will not fly flags at any Town Facility representing groups or organizations whose principles, purposes, or activities are contrary to the laws of Canada, the laws of the Province of Ontario, or contrary to the principles of the Town.
- Flags at Town Facilities will be flown at half-mast to mark periods of official mourning or commemorate solemn occasions important to the residents of the Town.

Customary Flag Protocol

- a) The Town will fly the National Flag of Canada, the Ontario Provincial Flag and the Official Town Flag at all Town Facilities, in a configuration described in this policy.
- b) Notwithstanding section (a) of the policy, the Town may fly a flag associated with an award or recognition of significance received by the Town in place of the Official Town Flag.
- c) Only one flag may be flown on a single flagpole at the same time.

- d) Flags must be in good condition. When any flag becomes worn, noticeably faded, or otherwise unfit for display, it must be disposed of in a dignified manner and in accordance with the National Flag of Canada etiquette.

Three (3) Flagpole Display

- e) Where a Town Facility has a three (3) flagpole display, the National Flag of Canada, the Ontario Provincial Flag and the Official Town Flag will be flown. The National Flag of Canada will be flown on the centre flagpole which is the customary position of honour. To an observer facing the display, the Provincial Flag of Ontario will fly to the left of the National Flag of Canada, and the Official Town Flag will be flown to its right. Other flags will not be flown on these flagpoles, except in the circumstances noted in, the “Official Canadian Flags and International Flags” section, and the “Community Flag Raising” section of this policy.

Two (2) Flagpole Display

- f) Where a Town Facility has a two (2) flagpole display, the National Flag of Canada and the Official Town Flag will be flown. As the customary position of honour, the left flagpole to an observer facing the display will be used to fly the National Flag of Canada. Other flags will not be flown on these flagpoles, except in the circumstances noted in, the “Official Canadian Flags and International Flags” section, and the “Community Flag Raising” section of this policy.

One (1) Flagpole Display

- g) The National Flag of Canada will be flown at a Town Facility with only one (1) flagpole. Other flags will not be flown on these flagpoles, except in the circumstances noted in the “Official Canadian Flags and International Flags” section, and the “Community Flag Raising” section of this policy.

Aurora Cenotaph

- h) Notwithstanding the provisions of sections (a) to (g) of this policy, the flag(s) flown at the Aurora Cenotaph will follow the protocol established by the Royal Canadian Legion.

Four (4) Flagpole Display

- i) Where a Town Facility has a four (4) flagpole display, the National Flag of Canada, the Ontario Provincial Flag, the Official Town Flag, and the Logo Flag will be flown. To an observer facing the display the National Flag of Canada will be flown on the left flagpole, the Provincial Flag of Ontario will fly to the immediate right of the National Flag of Canada, the Official Town Flag will fly to the immediate right of the Provincial Flag of Ontario, and the Logo Flag will be flown to the immediate right of the Official Town Flag. Other flags will not be flown on these flagpoles, except in the circumstances noted in, the “Official Canadian

Flags and International Flag Raising” section, and the “Community Flag Raisings” section of this policy.

Official Canadian Flags and International Flag Raisings

The Town may fly Official Canadian Flags or International or Civic Flags as part of an official visit by a dignitary or delegation, or for periods of time determined appropriate by the Clerk

When flying Official Canadian Flags or International or Civic Flags, the Clerk will coordinate the proper display of the flag or symbol in consultation with the proper protocol authorities.

Community Flag Raisings

A request to fly a Community Flag at a Town Facility will be submitted to the Clerk in writing at least four (4) weeks prior to the date on which the flag is to be flown.

The Clerk is delegated the authority to approve and deny any request to fly a Community Flag at a Town Facility. When considering the request, the Clerk will have regard for the General Principles and Community Flag Raising Criteria sections of this policy and past practice of the Town.

Where a proclamation has been issued by the Mayor in accordance with the [Procedure By-law](#), a request to raise a flag associated with that proclamation will be deemed to meet any criteria set-out in this policy.

The Clerk may refer any request to fly a Community Flag at a Town Facility for Council’s consideration when deemed appropriate by the Clerk.

Community Flag Raising Criteria

The Town will only fly a Community Flag at a Town facility that is the flag of a non-profit or charitable organization or group, provided that the purpose, principles and works of that organization or group are not contrary to the principles and policies of the Town, and are generally important to Canada, Ontario or the Town.

The Community Flag of a partisan or religious organization or group, as determined by the Clerk, will not be flown at a Town Facility.

Flying a Flag at Half-Mast

Official Mourning

Flags at all Town facilities, as well as flag displays regularly maintained by Town Staff on other lands that are not within the meaning of Town Facilities, will be flown at half-mast to mark periods of official mourning upon the death of:

- a) The Sovereign.

- b) A Member of the Canadian Royal Family.
- c) The Governor General of Canada, or a former Governor General.
- d) The Prime Minister of Canada, or a former Prime Minister of Canada.
- e) The Leader of His Majesty's Loyal Opposition, Parliament of Canada.
- f) The Lieutenant Governor of Ontario.
- g) The Premier of Ontario, or a former Premier of Ontario.
- h) The Leader of His Majesty's Loyal Opposition, Legislative Assembly of Ontario
- i) A local Member of Parliament, or a local Member of the Legislative Assembly of Ontario.
- j) The Regional Chair or a former Regional Chair.
- k) The Mayor or a former Mayor.
- l) A Member of Council or a former Member of Council.
- m) A current employee of the Town.
- n) A current member of Central York Fire Services.
- o) A York Region Police Officer who dies in the line of duty.
- p) A resident of the Town, who is a member of the Canadian Armed Forces, killed while deployed on operations or while on active duty.

Duration of Official Mourning

In the case of a national or provincial official referred to in sections (a) to (i) under Official Mourning of this policy, flags will be flown at half-mast for the duration established by the appropriate federal or provincial protocol offices.

In the case of an official referred to in sections (j), (n), (o) and (p), under the Official Mourning section of this policy, flags will be flown at half-mast for the same duration as established by the organization named in each of those sections.

In the case of a Town official or employee referred to in subsections (k) to (m) under the Official Mourning section of this policy, flags will be flown at half-mast from the date the notice of death is received until sunset on the date of the funeral for that individual. Flags will normally be flown at half-mast for no more than five (5) days except in exceptional circumstances at the discretion of the Clerk.

Annual Commemoration of Solemn Occasions

Flags will be flown at half-mast, at all Town facilities, to commemorate the following solemn occasions on the appropriate days:

- Day of Mourning for Persons Killed or Injured in the Workplace (April 28)
- Remembrance Day (November 11)
- National Day of Remembrance and Action on Violence Against Women (December 6).

Other Solemn Occasions

The flying of flags at half-mast in commemoration of other periods of official mourning and solemn occasions may be approved by the Clerk having regard to the [General Principles](#) of this policy.

CYFS Facilities

Recognizing that the CYFS is an entity of the Town of Newmarket, the Clerk is delegated the authority to establish protocols between the Town and the CYFS to facilitate the flying of flags at half-mast at CYFS Facilities during periods of official mourning or the commemoration of other solemn occasions referred to in the following sections of this policy:

- [Official Mourning](#)
- [Duration of Official Mourning](#)
- [Annual Commemoration of Solemn Occasions](#)
- [Other Solemn Occasions](#)

Illumination Requests

Organizations can request the illumination of the building located at 50 Victoria Street to support a specific cause. The Town will acknowledge requests from non-profit or charitable organization or group, provided that the purpose, principles and works of that organization or group are not contrary to the principles and policies of the Town, and are generally important to Canada, Ontario or the Town. Requests for illumination must be made four (4) weeks prior to the requested date of illumination and include the following:

- Name of requesting organization.
- Contact information.
- Requested event / occasion.
- Date and time of event / occasion.
- Explanation or purpose of the event / occasion
- Description of the applicant, including any local, national, or international affiliation, brief history, and any other relevant information
- Colour of lights requested.

When a request is received, the Town Clerk will review and approve the request based on the following points:

- The nature of the cause.
- The organization's history and background, as provided in the request form.
- The participation of any other building(s) or monument(s).
- The diversity of causes presented throughout the year.

The Clerk may refer any request for illumination at 50 Victoria Street for Council's consideration when deemed appropriate by the Clerk.

The Clerk may apply discretion to approve or deny a request for illumination and reserves the right to cancel an approved illumination request as necessary.

Responsibilities

Council

- Approving and amending this Policy; and
- Deciding on any matter referred by the Clerk to Council.

Town Clerk

- Exercising any authority delegated to the Clerk by this Policy;
- Administering the operation of this Policy;
- Interpreting this Policy; and
- Creating any procedure that the Clerk deems necessary and expedient to implement this Policy.
- Approving community flag raising and illumination requests.

Monitoring and Maintenance

CAO / Directors / Managers / supervisors and employees should work collaboratively to resolve issues related to this policy. Any employee found to be disrespecting the terms of this policy other than under exceptional circumstances, emergencies or operational requirement is subject to an investigation and discipline deemed appropriate by their immediate supervisor, Human Resources, the Town Clerk and / or CAO.

This policy will be reviewed two years from its effective or revision date, in accordance with the Town of Aurora's policy maintenance schedule.