

CORPORATION OF THE TOWNSHIP OF MELANCTHON

FLAG RAISING/HALF STAFF POLICY

POLICY

The Council of the Corporation of the Township of Melancthon recognizes that raising, displaying and flags positioned at half-staff enhances public awareness, bestows honour and expresses a sign of respect, condolence and sorrow.

The Council of the Corporation of the Township of Melancthon wants to ensure that the display of flags is done in an appropriate and consistent manner.

PROCEDURE

Raising and Displaying Flags

Requests for the raising of flags shall be submitted in writing to the Council of the Corporation of the Township of Melancthon at least one* month before the date of the display and those requests will be dealt with on a first come, first served basis. Requests will not be approved for:

- Political Parties or Organizations
- Religious Organizations or in celebration of Religious Events
- Commercial entities
- If the intent is contrary to Township Policies or By-laws
- If the group requesting the raising supports hatred, violence or racism
- Groups that have already requested and been approved during the same calendar year

These flags will be raised and displayed for a period of one week and the Flag will be raised and lowered during regular business hours - Monday to Friday - 8:30 a.m. - 4:30 p.m.

The flags temporarily displayed must:

- be in good condition and free of rents, tears and tattered edges
- be supplied by and the responsibility of the applicant

The individual and/or group requesting the flag raising ceremony will be responsible for photographs.

Half-Staff Flags

When recognizing the death of an individual, flags will be lowered to the half-staff position on the day the Township is notified of the death until after the funeral service, for the following:

- a current or former Member of Council
- a current Employee of the Township
- a former long-term Employee (5 years+) upon notification ****
- a current Lieutenant Governor of Ontario or the Premier of Ontario
- the current Governor General or the current Prime Minister
- the Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son/daughter, mother/father, brother/sister)
- an officer, firefighter, paramedic or other person killed in the line of duty from the Dufferin County Ambulance Service, Dufferin OPP, Shelburne Fire Department, Mulmur Melancthon Fire Department, Southgate Fire Department
- where may be** deemed appropriate by other levels of Government*
- the death of a person whom it is desired to honour at the discretion of the Mayor and CAO

Annual Raising of Flags ***

Flags will be raised annually, at the Township Office, to commemorate the following occasions:

- Black History Month (February)
- World Autism Awareness Day (April 2nd for a period of one week)
- Pride Month (June)
- Canadian Multiculturalism Day (June 27th for a period of one week)
- Truth and Reconciliation Day (September 30th for a period of one week)

Should any of the above dates fall on a weekend, the Flag will be positioned to half-staff on the Friday before (if on a Saturday) or on the Monday after (if on a Sunday).

The Public Works* Department will be responsible for raising and lowering of flags for the above, as determined by the CAO.

*Amended June 17, 2021

**Amended September 16, 2021

*** Amended May 18, 2023

****Amended November 2, 2023