



REQUEST TO DISPLAY FLAG

Complete form to be submitted to the Acting Clerk at least fifteen (15) days in advance of the event.

Note: As per the Corporation of the Township of Manitouwadge Flag Policy #ADM2016-02:

- There will be no presentations or delegations at the Township Council with respect to flag raising request.
- At no time will the Township of Manitouwadge display flags deemed to be inappropriate or offensive in nature or those supporting discrimination, prejudice, political or religious movements.
- The Township of Manitouwadge reserves the right to choose which flag may or may not be flown at Township owned properties.

CONTACT INFORMATION (PLEASE PRINT)

ORGANIZATION NAME: _____

CONTACT NAME: _____

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

PHONE: _____ EMAIL: _____

FLAG DISPLAY INFORMATION

*Date to raise the flag: _____

*Date to lower the flag: _____

(* Refer to Section 3 (c) of the *Flag Raising at Township Building and Facilities Policy* for time restrictions)

Ceremony: _____

Describe the Event Names, Event Date and Time, Purpose, etc.... _____

Additional Comments: _____

Signature: _____ Date: _____

PLEASE SUBMIT THE COMPLETE FORM TO:

In person: Reception Desk, 1 Mississauga Drive, Township Municipal Complex

Email: deputyclerk@manitouwadge.ca

Fax: (807) 826-4592

INTERNAL USE ONLY:

DATE

SIGNATURE – Acting Clerk

3. (c)(d) USE OF TOWNSHIP FLAGS (SPECIAL REQUESTS)

Please refer to Section 3 (c) and (d) of the *Flag Raising at Township Building and Facilities* Policy #: ADM2016-02.

THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE POLICY

SECTION: Administration	POLICY #: 2016-02
POLICY: Flag Raising at Township Buildings and Facilities	
<p><u>Purpose:</u></p> <p>It is the purpose of this Policy to control the flying of flags and pennants at Township buildings and facilities including the lowering of flags to half-staff on the death of an individual(s).</p> <p>This Policy is designed to provide a coordinated approach to the flying and lowering of all flags and pennants at Township buildings and facilities to ensure consistency and fairness to all residents of the Township of Manitouwadge.</p> <p><u>Scope:</u></p> <p>This Policy encompasses all Township owned buildings and facilities.</p> <p><u>Policy:</u></p> <p>1. Definitions</p> <p>a) "Flag" means a symbol of a country and is usually flown, under procedures of the Secretary of State, in Canada at embassies or other offices of the country in Canada. Other than that, the flag of the country is only flown at a building or area when an official visit is made by an official representative of the country.</p> <p>b) "Pennant" means a symbol of a political affiliation, sports group, religious group, charitable group, warnings or other organizations.</p> <p>2. Responsibilities</p> <p>The CAO/Clerk-Treasurer or his/her designate, as Protocol Officer, is the only person authorized to order the raising or lowering of flags or pennants of all Township buildings or facilities. The CAO/Clerk-Treasurer is responsible for the coordination of the flying of flags and pennants with all civic departments and other boards and bodies. Township flags can be used by the public, subject to the approval of the CAO/Clerk-Treasurer.</p> <p>3. Use of Township Flags</p> <p>a) Only the Canadian, Ontario or Township of Manitouwadge flags may be flown at Township buildings or facilities (including but not limited to golf course, ski hill, public libraries, tourist centers, arches, arenas and swimming pools).</p>	

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- b) Flags of other provinces or countries may be flown or displayed at Township buildings or facilities upon the occasion of an official visit by an official representative of another province or country.
- c) Subject to normal protocol usage, pennants may be flown or displayed at Township buildings or facilities for a maximum one month period, which will begin on the first day of the month and end on the last day of the month provided:
 - i) they represent a charitable organization registered as such under the federal or provincial acts applicable;
 - ii) they represent a sporting organization recognized by the applicable federal or provincial agencies; and
 - iii) written requests are received by the CAO/Clerk-Treasurer not less than 15 working days prior to the date such pennant is to be flown or displayed.
 - iv) written approval has been received
 - v) the group is responsible for raising and lowering the flag.
- d) Subject to normal protocol usage, pennants not meeting other requirements of this Policy may be flown or displayed at Town buildings or facilities for a maximum two week period provided:
 - i) written requests, stating the reason and purpose together with the applicable date for flying or displaying the pennant, are received by the CAO/Clerk-Treasurer at least 15 working days prior to the requested date;
 - ii) such request is approved by Council
 - iii) the group is responsible for raising and lowering the flag
- e) Indoors, the Township flag may be displayed in the Council Chambers, Mayor's Office and at those functions where flags are used.
- f) The Township flag may be used by local and outside parades and local organized color parties including such groups "on tour" at competitive sporting events, abroad with local touring groups.
- g) Permission to use the Township flag will be denied if there is cause to believe that it will be degraded in any way and its dignity not upheld.
- h) The Township reserves the legal right to prevent continued use of Township flags where its use is contrary to this Policy.
- i) The Township flag emblem cannot be used for commercial purposes.

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4. Lowering Flag to Half Staff

The half-masting of flags demonstrates collective respect and sorrow in the event of a death.

Flags at all municipal facilities will be flown at half-mast from the time of notification of death up to and including the day of the funeral in the event of death of:

- a) the Sovereign or an immediate member of the Royal Family
- b) the Current Governor General
- c) the current or a former Prime Minister of Canada
- d) the current Lieutenant Governor of Ontario
- e) the current or a former Premier of Ontario
- f) the current or former Federal or Provincial member elected to represent the Township of Manitouwadge
- g) current members of the municipality's Council
- h) the current or former Mayors of the Township of Manitouwadge
- i) current employees of the Township of Manitouwadge
- j) a regular force or reservist member of the Canadian Armed Forces from District of Thunder Bay who is killed during an assigned tour of duty with the Canadian Armed Forces

Flags may be half-masted to commemorate lives lost in the line of duty or other tragic events within our region at the discretion of the CAO/Clerk-Treasurer or by notification of Municipal Managers. Any such decision should be communicated with the CAO/Clerk-Treasurer as soon as possible.

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.

On the occasions requiring that flags be flown at half-mast, all flags in a group or those that are together shall be flown at half-mast. In the case where a special flag of a charitable or non-profit organization is being flown, the appropriate organization will be contacted by the Township of Manitouwadge to inform them of the half-masting. Should they wish to have their respective flag also flown at half-mast, we will do so; otherwise, their flag will be removed.

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Remembrance Day

On Remembrance Day to honour the memory of all Canadians who have served their country in times of war, all external Canadian Flags will be flown at half-mast.

The policy states as follows:

The Canadian Flag will be flown at half-mast on all municipal government buildings and establishments from sunrise to sunset on Remembrance Day.

5. Notification

The CAO/Clerk-Treasurer will advise staff that flags are to be flown at half-mast, the reason for doing so and for what period of time.

6. Exceptions

The CAO/Clerk-Treasurer may direct that flags be half-masted in exceptional circumstances for individuals or at times not provided for under this policy. During period of half-masting, flags are still raised to full mast on Victoria Day and Canada Day.

7. Protocol

It is appropriate for the Canadian flag to be flown or displayed by the Corporation of the Town of Manitouwadge but at all times the flag should be treated with dignity and respect and flown or displayed properly.

- a) The flag may be displayed flat or flown on a staff. If flat, it may be hung horizontally or vertically. If it hangs vertically against a wall, the flag should be placed so that the upper part of the leaf is to the left and the stem is to the right.
- b) When used on a speaker's platform, the flag should be flown to the right of the speaker. If displayed flat against the wall, at the back of a platform, the flag should be above and behind the speaker.
- c) No flag, banner or pennant should be flown or displayed above the Canadian flag.
- d) Flags flown together should be approximately the same size and flown from separate staffs at the same height. The Canadian flag should be given the place of honour:
 - (i) when two or more than three flags are flown together, the Canadian flag should be on the left as seen by spectators in front of the flags; if a number of countries are represented, the Canadian flag may be flown at each end of a line of flags.

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- (ii) when three flags are flown together, the Canadian flag should occupy the central position, with the next ranking flag to the left and third ranking flag to the right, as seen by spectators in front of the flags.
- (iii) where more than one flag is flown and it is impossible to hoist or lower them at the same time, the Canadian flag(s) should be hoisted first and lowered last.

Approval: _____	Resolution #2016- _____
<input type="checkbox"/> CAO/Clerk-Treasurer <input type="checkbox"/> Deputy-Clerk	Council Meeting of: ____/____/____
Supersedes Policy # _____	Original Issue: <input type="checkbox"/> Revised Issue: <input type="checkbox"/>
Dated: ____/____/____	