



Flag Raising Policy

Policy Manual Section: Municipal Services – General

Policy Number: M-GEN-004

Authority: 361/16

Date Approved: September 27, 2016

Department Responsible: Council Services, Public Works

Revision Date: n/a

Review Date: March 2023

Status: Active

Purpose:

To provide guidelines and regulations for:

- the authorization of requests for community organizations and special event flag raisings;
- national, provincial and municipal flag standards.

Policy Statement:

This policy governs the circumstances under which flags will be flown on municipal flag poles.

Scope:

The policy applies to the flying of flags on municipal flag poles located at the Civic Centre, Vollmer Culture and Recreation Complex, Front Road Park and Senator Paul Lucier Park.

Policy:

The following guidelines shall be satisfied to approve the raising of a community organization's banner or flag in place of the Town of LaSalle flag:

- a) The organization requesting to use the municipal flagpole will:
 - be a charity or non-profit organization that benefits the residents of the town, or has provincial or national significance;
 - endorse civic pride
 - submit the request for a flag raising a minimum of two weeks in advance



The Town will not permit flags in recognition of:

- political parties
- religious affiliations
- other national flags with the exception of the British Flag at Cenotaph Park

The Clerk has the authority to determine the eligibility of each organization.

- b) The raising of an organization/group's flag will not violate any previously established Town of LaSalle by-laws or policies.
- c) The Town of LaSalle will refuse an application to raise the flag of a group or organization that has the potential to negatively reflect the Town's image. The Town has the right to reject an organization/group's flag which:
 - Promotes any form of discrimination, including that based upon race, national origin, religion, sex, gender, sexual orientation or age;
 - Degrades/slanders any individual, group, Town service, event or program;
 - Promotes unlawful behavior including violence or hate.
- d) Requests for flag raisings will be permitted once per calendar year, for a maximum of one week.
- e) The Town reserves the right to schedule a flag raising based on the availability of flag poles

The following protocols distributed by Canadian Heritage are to be satisfied at all times:

The national flag of Canada should always be flown on its own mast; flag protocol states that it is improper to fly two or more flags on the same mast (for example, one beneath the other). Where there are two masts, the national flag will be displayed to the left.

A common combination of flags is the national flag of Canada with a provincial and municipal flag or other organization's banner. In this case, the national flag should be in the center with the provincial flag to the left and the municipal flag/organization's banner to the right (to an observer facing the display).

The Town of LaSalle will fly all flags at half-mast in accordance with dates and occurrences established by the Canadian Government. Other circumstances resulting in half-masting will be at the discretion of the Mayor and/or Chief Administrative Officer.

Responsibilities:

The Clerk is responsible for the administration of this policy. Public Works staff are responsible for the physical raising and lowering of flags.



The Mayor, CAO and Clerk have the authority to accept or deny applications. Council will be responsible for the authorization of and any revisions to this policy.

Policy Review

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

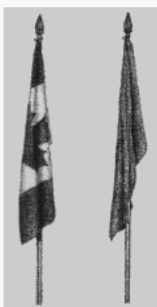
References and Related Documents:

Government of Canada's website.
Other municipal flag raising policies used as references.

Attachments:

Configurations

With the flag of one other nation, the National Flag of Canada should be on the left of the observer facing the flags; both should be at the same height.



Sharing the same base – three flags

When only three flags are displayed, the National Flag of Canada should be at the centre. To an observer facing the display, the second-ranking flag is placed to the left of centre, and the other to the right.

A common combination of flags is the National Flag of Canada with a provincial or territorial flag, and a municipal flag or an organization's banner. In this case, the National Flag should be in the centre with the provincial/territorial flag to the left and the municipal flag/organization's banner to the right (to an observer facing the display).

