

BY-LAW NO. 15-2021

BEING a By-law to adopt a Flag Protocol Policy for the Corporation of the Village of Merrickville-Wolford

WHEREAS Section 5(3) of the *Municipal Act, 2001*, as amended, states that municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by by-law, unless the municipality is specifically authorized to do otherwise;

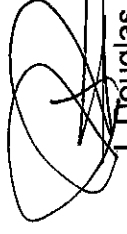
AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford does hereby deem it in the best interest of the municipality to adopt a policy with respect to flag protocol for flags under the care and control of the Village;

NOW THEREFORE the Council of the Corporation of the Village of Merrickville-Wolford does hereby enact as follows that:


1. Attached hereto and forming Schedule "A" to this by-law is hereby adopted as the "Flag Protocol Policy" for the Village of Merrickville-Wolford.
2. This by-law shall come into full force and effect upon the date of its passing.

READ a first and second time this 10th day of May, 2021.

READ a third and final time and passed this 10th day of May, 2021.



J. Douglas Struthers, Mayor



Doug Robertson, CAO/Clerk



Flag Protocol Policy

1. SCOPE

This Policy applies to all flags mounted on flagpoles in the care and control of the Village of Merrickville-Wolford.

2. PURPOSE

The Flag Protocol Policy establishes a consistent protocol for the flying of flags at municipal buildings, properties and facilities and the framework to govern requests for flag raisings received from the community.

3. DEFINITIONS

For the purpose of this policy:

“Clerk” means the Clerk appointed by the Council of the Corporation of the Village of Merrickville-Wolford or his or her designate.

“Community Flagpole” means the flagpole that regularly flies the Village’s flag outside of the Village Office at 317 Brock Street West in Merrickville.

“Flagpole” means a pole used for flying a flag.

“Halyard” means a rope used for raising and lowering a flag.

“Half-mast” means the action of flying flags at a position that is equal distance from the top and bottom of a flagpole meant to mark periods of mourning or to commemorate solemn occasions.

“Other” means national or provincial official.

“Tattered Flag” or “Worn Flag” means a flag that has developed a hole, where the colour has faded, or where the flag has become frayed.

4. FLYING FLAGS AT HALF-MAST

- 4.1 Only flags secured to flagpoles with halyards and pulleys will be flown at half-mast only when appropriate as outlined in this policy.
- 4.2 To place a flag at half-mast, the flag shall be raised to the masthead and then slowly lowered until the flag's center is mid-way between the masthead and the base of the flagpole.
- 4.3 Flags will be flown at half-mast at all Village facilities to mark periods of mourning upon the death of:
- The Sovereign or a member of the Royal Family related in the first degree to the Sovereign (husband or wife, son or daughter, father, mother, brother or sister);
 - The Governor General or former governor General;
 - The Prime Minister or former Prime Minister;
 - Premier of Ontario or a former Premier of Ontario;
 - Member or former Member of the House of Commons for this riding;
 - Member or former Member of Provincial Parliament for this riding;
 - Special Events recognized by the Canadian Government that recognize the death of a universal figure(s);
 - The Mayor or former Mayor;
 - Councillor or past Councillor;
 - Current staff member and retired staff member, including volunteer firefighters;
 - A police officer in the line of duty, anywhere in Canada;
 - A firefighter in the line of duty, anywhere in Canada; and
 - A current board or committee member.
- 4.4 In the case of a national or provincial official, flags will be flown at half-mast for the duration established by the appropriate federal or provincial protocol officers.
- 4.5 In the case of other persons listed in Section 4.4, 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 the individual.
- 4.6 The Manager, Operations or his or her designate will be responsible for the implementation of this policy.
- 4.7 When flags will be flown at half-mast, a message to explain why the flags have been lowered will be posted on the Village's website.

5. DISPOSAL OF FLAGS

- 5.1 When a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way.
- 5.2 The following applies to the disposal of tattered flags:
 - Flags made of natural fibres (wool, cotton, linen) should be burned in a dignified manner.
 - Flags made of synthetic material (nylon or polyester) should be respectfully torn into strips, with each element of the flag reduced to a single colour so that the remaining pieces do not resemble a flag. The individual pieces should then be placed in a bag for disposal. The pieces of fabric are not to be reused for any purpose.

6. COMMUNITY REQUESTS FOR FLAG RAISINGS

- 6.1 All requests for flag raising must be made, in writing, to Council.
- 6.2 Requests must be received by the Village's Clerk thirty (30) days in advance of the date of the flag raising.
- 6.3 Community flags will be flown on the pole at the Village Office that has been allocated for the Village's flag.
- 6.4 The following flags will not be permitted on Village flagpoles:
 - Flags representing political parties;
 - Flags representing religious groups;
 - Flags in support of fundraising drives that are political or religious in nature; or
 - Flags in support of groups, organizations, or events that promote beliefs contrary to any other municipal policy.
- 6.5 The following flags will be permitted, subject to Council's approval:
 - Flags in support of non-profit, community-based fundraising drives important to the residents of the Village;
 - Flags in support of organizational awareness campaigns that are important to the residents of the Village; or
 - Flags in celebration of multi-cultural and civic events important to the residents of the Village.
- 6.6 The community organization will be responsible for providing and retrieving their flag from the Village Office.

- 6.7 Should there be two requests for flag raising that conflict due to timing, the request received first will receive priority.
- 6.8 The request must include the duration the community organization is requesting the flag flown for, for Council's consideration.

7. DIGNITARY VISITS

- 7.1 In the event of a visit by a dignitary to the Village, the Village may fly a flag representing that dignitary. Flying of a flag to mark a dignitary's visit will be approved by way of Council resolution.