



Seguin Township Flag Policy Statement

Seguin Township recognizes that flags, as symbols of nations, territories, and community organizations, are important to residents of the Township of Seguin. This policy provides a framework and establishes guidelines for the flying of flags at Township of Seguin-owned facilities and standards for processing requests related to flag flying, proclamations, and public awareness campaigns. The Municipality will use flags to celebrate Seguin Township's identity, diversity and to honour those who have contributed to life in the Township.

Definitions

"CAO" means the Chief Administrative Officer appointed by Township Council, or his or her designate.

"Community Flagpole" means the flagpole for community flags, outside of the Municipal Office at 5 Humphrey Drive, next to the flagpole with the "National Flag of Canada."

"Flying a Flag at Half-Mast" means 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.

"National Flag of Canada" means the flag approved by the Parliament of Canada as a national symbol of Canada.

"Seguin Flag" means the flag approved by the Municipality to represent the Township of Seguin.

The National Flag of Canada

Across Seguin Township's various Municipal buildings and public spaces there are several flagpoles featuring the "National Flag of Canada." Each follows the policies and procedures that relate to half-masting as outlined in this policy.

Half-Masting of Flags

The flying of flags at half-mast denotes a period of official mourning or commemoration. The Township will fly all "National Flags of Canada" and flags on the "Community Flagpole" at half-mast upon notification of the death until the day of the funeral or memorial service, (unless circumstances prohibit the lowering of the flag for that time as determined by the Chief Administrative Officer) for the following:

- The Sovereign or spouse;
- The current Governor General of Canada;
- The current Prime Minister;
- The current Lieutenant Governor;

- The current Premier of Ontario;
- The current Member of Parliament or Member of Provincial Parliament representing Seguin Township;
- The current Mayor, former Mayor, a Member of Council, a former Member of Council;
- A current Township employee; a former Township employee of merit, contingent upon approval from the CAO
- An OPP Officer who lives in Seguin Township and who dies in the line of duty;
- A resident of Seguin Township, who is a member of the Canadian Armed Forces, killed while deployed on operations.
- The death of any Seguin Township firefighter, at the discretion of the Fire Chief, CAO and/or designate.

The Chief Administrative Officer or designate shall have the authority to direct the half-masting of flags in the event of the death of someone not identified above or to recognize/commemorate a solemn occasion.

The Township will also fly flags at half-mast on special days as established by the Federal Government of Canada. In years when these days fall on a weekend, Seguin Township will fly flags at half-mast the Friday before until the following Monday. Below is a list of the special days to be recognized by this policy:

- January 27 – International Holocaust Remembrance Day
- April 28, Day of Mourning for all Persons Killed or Injured in the Workplace (Worker's Mourning Day)
- June 23, National Day of Remembrance for Victims of Terrorism
- Second Sunday in September, Firefighters' National Memorial Day, unless half-masting occurs near the place where a memorial is being observed, then half-masting can occur according to the prescribed order of service
- Last Sunday in September, Police and Peace Officers' National Memorial Day
- September 30, National Day for Truth and Reconciliation
- November 11, Remembrance Day
- December 6, National Day of Remembrance and Action on Violence Against Women

Full-Mast Flag Flying

If the "National Flag of Canada" is half-masted, it must be flown at full-mast on the following legal holidays pursuant to the Holidays Act (R.S.C., 1985, c.H-5), as amended:

- Victoria Day
- Canada Day

Exceptions to the above, the flag remains half-masted for the death of the following:

- Current Prime Minister

- The Sovereign
- Current Governor General

Community Flagpole

Seguin's "Community Flagpole" will fly the "Seguin Flag" and the "Every Child Matters" flag year-round.

When another approved flag is to be flown, the "Every Child Matters" flag will temporarily come down.

Seguin Township's "Community Flagpole" will fly the Progress Pride Flag from June 1 until June 31 each year in honour of Pride Month.

Seguin's "Community Flagpole" will not fly more than two flags at a time.

Special Permission for Flag Flying on the "Community Flagpole"

The "Community Flagpole" will fly a flag to celebrate achievement, increase public awareness of partner organizations, acknowledge an organization that has achieved national or international distinction or made a significant contribution to the community, or an organization that has helped to enhance the Township in a positive manner.

Township Council authorizes that the CAO, together with staff, has the authority to make decisions regarding which flags are flown on the "Community Flagpole."

Requests for the raising and displaying of flags may be approved when it is in support of:

Community service, charitable or not-for profit organizations
 Public health or issues awareness campaigns;
 Community achievement;
 Multi-cultural and civic events;
 Community Contributions;
 Partner organizations

Requests will not be approved where the flag flying relates to:

Political parties, political organizations, or candidates for election;
 Religious organizations or religious events or celebrations;
 Celebrations, campaigns or events contrary to Township policies or by-laws;
 Celebrations, campaigns or events intended for profit making purposes;
 Messages that are contrary to Township values;
 Celebrations, campaigns or events deemed inappropriate by the Mayor or CAO;
 Supporting discrimination, hatred, violence or prejudice.

All requests for flag flying must be made to the Chief Administrative Officer a minimum of four (4) weeks prior to the requested date, in writing with a completed submission form.

The Office of the CAO will determine the timing and duration that the requested flag will be flown. Approvals shall be based on a first come first served basis, based on the date the request is received by the Chief Administrative Officer.

Individuals and organizations requesting the flag flying are required to provide the flag to be raised to the CAO's Office at least one (1) week prior to the flag raising. Flags may be no larger than 1.83 meters (6ft) in width and 0.91 meters (3ft) in height.

The requesting party is responsible for any media relations or advertising associated with the flag raising.

An organization's flag shall be flown no more than once per calendar year.

Organizations shall be required to submit flag flying requests on an annual basis. The Township is not responsible for damaged or lost flags.

Background Documents

Government of Canada—Heritage Canada—Flag Etiquette in Canada

<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette.html>

Holidays Act

<https://laws-lois.justice.gc.ca/eng/acts/h-5/index.html>