

FLAG RAISING GUIDELINES

Part A – Purpose

1. The purposes of these guidelines are:
 - a. To provide standards to flags flown on Municipal property, as well as to outline circumstances for which the flag should be lowered to half-mast; and
 - b. To provide procedures and regulations for the approval of requests for community organizations and special event flag raisings.

Part B – Scope

These guidelines apply to the flying of flags on municipal flag poles located at the Coldstream Municipal Offices and all other Municipality of Middlesex Centre facilities.

Part C – Procedure

Flags at Half-mast

The Municipality of Middlesex Centre lowers flags to half-mast as a symbol of mourning or commemoration.

The Municipality 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.

Community Organization/Special Event Flag Raisings

The following information shall be provided to review the raising of a community organization's banner or flag.

- Name of the requesting organization and contact information;

- Requested event or occasion;
- Date or time period of event or occasion;
- Explanation or purpose of the event or occasion; and
- Description of the applicant organization including any local, national or international affiliation; brief history; and any other relevant information.

Requests may be submitted by mail or by email to clerk@middlesexcentre.on.ca

Requests for flag raisings will be considered on a first come first served basis and must be submitted a minimum (7) business days prior to the requested date. Should the flag pole not be available on your chosen date you may be given the option of an alternate date.

The Mayor and/or Chief Administrative Officer will review submissions and have the authority to approve or deny the request.

Requests will not be approved for:

- organizations that espouse hatred, discrimination, violence, intolerance or racism
- political parties or organizations
- religious organizations or in celebration of religious events
- commercial entities
- any intent that is contrary to municipal policies or bylaws

Part D – Administration

This document may be cited as the “Flag Raising Guidelines”