

Flag & Observances Policy

1.0 Policy Statement

The City of Mount Pearl will fly three flags permanently at City Hall: the National flag of Canada, the Provincial flag of Newfoundland and Labrador, and Municipal flag of the City of Mount Pearl. At all other city-operated properties only the National, Provincial, Municipal and Royal Union flags may be flown. Any other flag to be flown, will be flown temporarily, on the courtesy flagpole, and only in accordance with this policy. No banners will be flown.

Outside of city purposes, the use of the city's public digital display screens and of the exterior lighting at City Hall may be permitted following an approved request and only in accordance with this policy.

City Council may proclaim a day, week or month for a particular cause in accordance with this policy.

2.0 Scope

This policy applies to the maintenance, security, raising and lowering of flags at City Hall and other city-operated properties, use of the digital display screens owned and operated by the City of Mount Pearl, the exterior lights directly in front of City Hall and proclamations made by City Council.

3.0 Purpose

The purpose of this policy is to ensure that all flags at City Hall and other city-operated properties are flown and displayed in a consistent and appropriate manner.

This policy will also ensure that the use of the digital display screens owned and operated by the City of Mount Pearl and the exterior lights directly in front of City Hall are utilized in consistent and appropriate manner and that proclamations are issued in a consistent and transparent manner.

4.0 Definitions

Courtesy flagpole: the flagpole located at City Hall which is not reserved for the National, Provincial or Municipal flag.

Flag: a piece of cloth, a usually rectangular, of distinctive colour, design, emblem or symbol that is attached to a pole at one edge, and that is used to represent a nation, country, province, state, municipality, or group, or to show respect, acknowledgement, and understanding. A flag does not include a banner.

Proclamation: an official formal public announcement or statement recognizing the importance of a charitable cause or event, an arts or cultural celebration, or a public awareness campaign.

5.0 Requirements & Responsibilities – Flags

5.1 Half-Masted Flags

Flags are flown at half-mast as a sign of mourning. Half-masting can occur simultaneously at City Hall and all city-operated facilities or at just one specific location depending on the circumstances; however, flags to be flown at half-mast include all flags at the relevant location(s).

Flags will be flown half-mast at City Hall and all city-operated facilities from the time of notification of death until sunset the day of the funeral for the following individuals:

- a) The Sovereign.
- b) Member of the immediate Royal Family.
- c) Governor General of Canada or former Governor Generals.
- d) Prime Minister of Canada or former Prime Ministers.
- e) Lieutenant Governor of Newfoundland or former Lieutenant Governors.
- f) Premier of Newfoundland and Labrador or former Premiers.
- g) Member of Canadian Forces living or born in Mount Pearl.

- h) Mayor (current).
- i) Members of council (current).
- j) Current employee.

Flags will be flown half-mast at City Hall on the day of the funeral for the following individuals:

- a) Currently sitting member of Parliament for the riding representing Mount Pearl.
- b) Current sitting member of the House of Assembly for a district representing Mount Pearl.
- c) Former Mayor.

Flags will be flown half-mast at City Hall and all city-operated facilities from sunrise to sunset (except for Memorial Day, July 1) to mark anniversaries or occasions:

- a) April 28 National Day of Mourning for Persons Killed or Injured in the Workplace.
- b) July 1 Memorial Day - Sunrise to noon only.
- c) November 11 Remembrance Day.

Flags may be flown half-mast as a result of a significant event or circumstance at the discretion of the Chief Administrative Officer (CAO) in consultation with council.

1.1 Courtesy Flagpole

The following flags may be flown on the courtesy flagpole:

- a) the Pride flag
- b) the Every Child Matters flag
- c) the National Centre of Truth and Reconciliation's Survivors flag
- d) the Legion's Poppy "Lest We Forget" flag
- e) a flag marking the official visit of a foreign dignitary
- f) other flags, if approved by the CAO, at their discretion and with any consultation the CAO requires, for which the decision shall be final.

Approval shall not be granted for requests:

- a) from political parties, political entities or organizations, or political candidates:

- b) from religious entities or organizations, for religious events or religious celebrations, observances or events which are religiously motivated:
- c) if the entity or organization, observance, event, celebration, or intent is contrary to the city's policies or by-laws;
- d) if the intent is to defame the integrity of council or the city;
- e) which have the potential to reflect negatively on the city's image or reputation:
- f) from community, charitable or not-for profit entities or organizations and/or related to public awareness campaigns:
- g) for a fund-raising activity:
- h) from commercial entities or organizations, observances, events, or celebrations with a profit-making purpose:
 - i. if the entity or organization, observance, event, or intent promotes or supports unlawful behavior, or any form of discrimination, hatred, violence, or prejudice:
 - ii. which have already been approved and had a flag flown within the same calendar year:
- i) for the flying of banners; or
- j) which are otherwise deemed inappropriate by the CAO.

Requests to have a flag flown on the courtesy flagpole must be received by the City Clerk **at least thirty (30) days prior** to the proposed raising date with an explanation of the request, the flag, and the dates proposed to raise and lower the flag. If approved, the requesting party will be required to provide the flag to be flown at *least* two (2) business days prior to the flag raising date.

Flags flown on the courtesy flagpole shall be flown for a timeframe decided by the CAO.

If more than one request is received to utilize the courtesy flagpole for the same period, the application received first, if approved, will be flown; however, the requested timeframe may be altered to allow for additional, approved flags to be flown.

Flags shall not be flown on the courtesy flagpole during periods of half-masting. If an event occurs requiring half-masting while a flag is flying on the courtesy flagpole, the flag on the courtesy flagpole shall be removed

during the half-masting period.

The City Clerk shall direct all approved requests for flag raising to the responsible division(s) for the maintenance, security and raising or lowering of flags.

2.0 Requirements & Responsibilities – Digital Screen & City Hall Lighting

The city's public digital display screens and the exterior lighting at City Hall may be utilized in recognition of entities, organizations, observances, events or celebrations in accordance with the guidance below, if approved by the CAO, or designate, at their discretion and with any consultation the CAO requires, for which the decision shall be final.

The CAO may approve requests to utilize the public digital display screens, the exterior lighting at City Hall or both:

- a) for nationally recognized holidays or observances;
- b) for Pride Week;
- c) for events in recognition or acknowledgement of Truth and Reconciliation
- d) for community, charitable or not-for profit entities or organizations, public awareness campaigns, or fund-raising activities;
- e) which celebrates community achievement or milestone events;
- f) which celebrates multicultural and civic events;
- g) which acknowledges an individual, group, entity or organization that has achieved national or international distinction; made a significant positive contribution to the city; or helped to enhance the image or reputation of the city in a positive manner;
- h) which acknowledges the achievements of athletes, or athletic or sports organizations based in the city; or
- i) for other entities, organizations, events, activities, achievements, or celebrations.

The CAO shall not approve requests to utilize the public digital display screens or the exterior lighting at City Hall:

- a) from political parties, political entities or organizations, or political candidates;
- b) from religious organizations, religious events or religious

celebrations or events which are religiously motivated.

- c) if the entity, organization, observance, event, celebration, or intent is contrary to the city's policies or by-laws;
- d) if the intent is to defame the integrity of council or the city;
- e) which has the potential to reflect negatively on the city's image or reputation;
- f) from commercial entities or organizations, observances, events, or celebrations with a profit-making purpose;
- g) if the entity, organization, observance, event, or intent promotes or supports unlawful behavior, or any form of discrimination, hatred, violence, or prejudice; or
- h) which are otherwise deemed inappropriate by the CAO.

Requests to utilize the public digital display screens or the exterior lighting at City Hall must be received by the City Clerk **at least thirty (30) days** prior to the proposed usage date with the explanation of the request, inclusive of the proposed, colors, image and message, and the dates proposed for usage.

Use of the city's public digital display screens or the exterior lighting at City Hall shall be for a timeframe decided by the CAO to a maximum of two (2) weeks.

If more than one request is received to utilize the city's public digital display screens or the exterior lighting at City Hall for the same period, the application received first, if approved, will be implemented; however, the requested timeframe may be altered to allow for additional approved applications to be executed.

The City Clerk shall direct all approved requests for usage of the public digital display screens or the exterior lighting at City Hall to the responsible division for implementation.

3.0 Requirements & Responsibilities – Proclamations

The Mayor of Mount Pearl and City Council may proclaim a particular day, week or month in recognition of a suitable occasion or event per the guidance below.

The City Clerk, or designate, may approve proclamations that promote a:

- a) public awareness campaign;
- b) charitable fundraising campaign;
- c) arts and culture celebration; or
- d) special honour for an organization or individual.

A request for a proclamation will not be considered if it:

- a) is political, personal conviction, or religious in nature;
- b) has commercial or profit-making purposes;
- c) involves hatred, violence, discrimination, or racism;
- d) is inflammatory, obscene, or supports contentiousness or divisiveness in the community;
- e) is contrary to the City's bylaws or policies; or
- f) is not related to the community and does not benefit residents.


The requesting organization must be based in the Mount Pearl or regional area, or have a local Mount Pearl or regional area chapter or contact representing the organization.

Proclamation requests must be received by the City Clerk **at least thirty (30) days** prior to the proposed and must include the wording of the Proclamation. If the Proclamation wording is not provided, the request will not be considered. The City reserves the right to edit and revise the wording of the Proclamation at its discretion.

An organization does not have exclusive rights to the day, week, or month of their proclamation and organizations will be limited to one proclamation annually. Proclamations in Public Council meetings will be limited to three per meeting.

4.0 Approvals

Approved by Committee of the Whole on May 27, 2025


Cassie Rideout, Chief Administrative Officer