

Title:	Celebrations and Commemorations Policy		
Policy Group: Your Government and People	Policy Administrator: Recreation & Community Facilities		
Resolution No. CW-242-2022	Policy Number: CSPI-02		
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1. Policy Statement

- a) The Corporation of the County of Prince Edward (hereafter referred to as "The County") recognizes individuals, groups, events, and causes of significance to the County and its residents.
- b) The County is committed to encouraging community participation and civic pride through various forms of Commemorations and celebrations in a consistent and efficient manner, while protecting outdoor municipal property and municipally-governed properties.

2. Purpose

- a) The purpose of this Policy is to provide administrative guidelines for:
 - flag flying and flying flags on the community flagpole;
 - Proclamations;
 - Civic recognition awards;
 - Commemorative Recognitions; and
 - Illuminations of municipal buildings.

3. Scope

- a) A Commemoration related to street naming shall be administered in accordance with the Commemorative Street Naming Policy.
- b) This Policy does not apply to any approvals required under the *Ontario Heritage Act R.S.O. 1990, c. O.18*.
- c) This Policy does not apply to murals, statues, headstones, monuments, or any other similar installations.

4. Legislative Authority

Not applicable.

5. Definitions

- a) **Commemoration** means an intentional act of acknowledging or celebrating the memory of significant person, group, event or cause; or honoring local history, natural feature or geography.
- b) **Commemorative Recognition** means a certificate, bench or tree with a plaque, or some other installation, as a form of remembrance of a loved one, a celebration of a birth or anniversary, or to honour contributions of significant individuals or groups.
- c) **Council** means the governing body of The Corporation of the County of Prince Edward formed and operating under the authority of the *Municipal Act, 2001, S.O. 2001, Chapter 25*.
- d) **Illumination** means County lighting feature of municipal buildings having functionality that permits the selection of colour and timing cycles.
- e) **Policy** means this Celebrations and Commemorations Policy.
- f) **Proclamation** means an official public announcement or declaration given by the Mayor and/or Council to formally recognize a special event or cause which is deemed to be of interest and/or benefit to the community.

6. General

- a) The Policy ensures that:
 - i) a Commemoration shall comply with all federal, provincial and municipal laws, including the Fees and Charges By-law 4627-2019 and the Procurement By-law No. 3204-2013.
 - ii) the administration and management of:
 - (a) flag flying and flying community flags shall be in accordance with Appendix A;
 - (b) Proclamations shall be in accordance with Appendix B;
 - (c) a civic recognition award shall be in accordance with Appendix C;
 - (d) a request for a Commemorative Recognition shall be in accordance with Appendix D; and
 - (e) illumination program for municipal buildings shall be in accordance with Appendix D.

- iv) other types of Commemorations may be considered if the subject is relevant to the County and the request does not duplicate the themes or matters of an existing Commemoration, or if it was approved by Council.
- b) Any Commemoration shall be automatically disqualified if the request:
 - is contrary to The County's policies or by-laws;
 - contains commercial, ideological, faith-based beliefs, or political overtones;
 - relates to a cause which is illegal, discriminatory, racist or rooted in hatred or violence; or
 - attempts to influence government policy or is intended for profit making.
- c) Commemorations do not carry with them any substantive contribution of goods, services, or monies to the individual or organizations that requested them. Decorations such as decals, signs, banners, brochures, or similar items that accompany a Commemoration or campaign will not be displayed on municipal property.
- d) Where any provision referenced in this Policy is inconsistent with existing policies, the provisions of this Policy shall prevail, except when the policy is in the form of a by-law.

7. Responsibility

- a) Council is responsible for approving this Policy.
- b) Approving requests for Proclamations, half-masting, community flag raisings and Illuminations is at the discretion of the Mayor.
- c) The Chief Administrative Officer (CAO) is responsible for
 - directing compliance and resolving any conflicts with this Policy;
 - assigning appropriate service departments for the application of this Policy;
 - establishing procedural guidelines; and
 - for making routine changes to the Policy, as required.
- d) The respective service departments are responsible for
 - managing Commemorations, including managing the budget;
 - ensuring Commemorations are noted on The County's website; and
 - adhering to the limitations set out in The County's by-laws and policies.

Appendix A: Flag Flying and Flying Community Flags

Flag Flying

- 1) All flags shall be flown at masthead or at half-mast in accordance with the protocols set by the Government of Canada, Government of Ontario and this Policy.
- 2) Half-masting denotes a period of official mourning or Commemoration.
- 3) Where located on municipal property, including at community centres, parks and fire halls, the National Flag of Canada will be flown at half-mast:
 - a) On Remembrance Day, November 11 occurring at 11 a.m.
 - b) On Indigenous Veterans Day, November 8 occurring at 11 a.m.
 - c) On special circumstances as issued by the Federal or Provincial Government.
 - d) Upon the death of:
 - the Sovereign or member of the Royal family related in the first degree (husband, wife, son, daughter, father, mother, brother or sister);
 - the current or former Governor General or Prime Minister;
 - a current or former Lieutenant Governor of Ontario, the Premier of Ontario or another person similarly honoured by the Province of Ontario; or
 - a sitting local member of Parliament or local member of Provincial Parliament.
- 4) Where located on municipal property, including at community centres, parks and fire halls, the Prince Edward County Flag will be flown at half-mast upon the death of:
 - a current or former Warden, Mayor, member of Council, School Board Trustee or staff;
 - a citizen at large of the County at the discretion of the Mayor;
 - an active or retired County firefighter or O.P.P. Officer; or
 - to mark significant events as deemed appropriate by the Mayor or Council.
- 5) When the National Flag of Canada is flown at half-mast, all other flags must also be flown at half-mast and at no time should the National Flag of Canada be flown lower than any other flag.
- 6) Flags shall be flown at half-mast from the notification of death until the end of the day of the funeral or until such time as determined by the Mayor, with recommendation from the CAO if necessary.
- 7) The respective service department shall ensure half-masting is posted on The County's website and social media accounts, with respect to the location, the reason and the duration that the flag will be flown at half-mast.

- 8) The flags at municipal fire stations may be flown in recognition of line-of-duty deaths of fire fighters in other municipalities and in special circumstances outside of Ontario, at the discretion of the Fire Chief. The half-masting of such flags and the notification to the members of public shall be performed by the Fire & Rescue Services staff.

Flag Flying on the Community Flag Pole

- 9) The County has designated one (1) community flagpole at Shire Hall, 332 Picton Main Street.
- 10) All requests to fly a flag at the community flagpole must be made in conjunction with a Proclamation and such request must be included with the original submission.
- 11) Where a Proclamation was initiated by The County through this Policy, the appropriate community flag may be flown at the location as stated above.
- 12) The number of days that a community flag will be flown is based on the request. If multiple requests are received for the same time period, the Mayor determines the time period each flag is flown.
- 13) Community flags shall only be raised and lowered on those business days that municipal offices are open.
- 14) Requesters are responsible for
 - submitting flag flying requests on an annual basis, and approvals shall be based on a first come first served basis. An organization's flag shall be flown no more than once per calendar year.
 - providing the flag in good condition, i.e., no discoloured or tears;
 - organizing activities and for all associated costs including providing the flag to be flown and notification to the media.
- 15) The County is not responsible for damaged or lost flags.

Appendix B: Proclamations

- 1) The County recognizes the following official celebrations and observances through public Proclamations:

January	Alzheimer Awareness Month
February	Black History Month
February 11	211 Day
February (varies)	Flashback February - Heritage Week
February 23	Agriculture Day
March 8	International Women's Day
March (varies)	Violence Awareness and Random Acts of Kindness Week
March (varies)	Nurses Week
March 21	International Day for the Elimination of Racial Discrimination
April	Daffodil Month
April	BeADonor Month
April 2	Autism Awareness Day
April (varies)	National Volunteer Week
April 22	Earth Day
April 28	National Day of Mourning - Workplace Fatality, Injury, Illness (Canadian Flag is lowered to half-mast)
May	Community Living Month
May	Mental Health Month
May	Museum Month
May	Lyme Disease Awareness Month
May (varies)	Emergency Preparedness Week
May (varies)	Provincial Day of Action on Litter
May 19	Personal Support Workers Day
May (varies)	National Public Works Week
May/June	99.3 County FM Radiothon Week
June	Pride Month
June	National Indigenous History Month
June	World Elder Abuse Awareness Day
June 21	National Indigenous Peoples Day
June 25	Multiculturalism Day
September	Childhood Cancer Month
September	Suicide Prevention Month
October	Library Month
October	Child Abuse Prevention Month
October 1	National Seniors Day
October (varies)	Fire Prevention Week
October 15	Pregnancy and Infant Loss Awareness Day
October 17	International Day for the Eradication of Poverty

October (varies)	Annual Child Care Worker & Early Childhood Educator Appreciation Day
October (varies)	Waste Reduction Week
November 1	Miss Supertest Day
November 8	Indigenous Veterans Day (Canadian Flag is lowered to half-mast)
November 11	Remembrance Day (Canadian Flag is lowered to half-mast)
November (varies)	Addiction Awareness Week
November 25	International Day for the Elimination of Violence Against Women
December 3	International Day of Persons with Disabilities

- 2) County residents or local organizations may request a for a Proclamation that is not included in the list above. Requests for Proclamations must be made in writing at least three (3) weeks prior to the event through the Mayor's Office, and adhere to the requirements outlined below.
- 3) Proclamations may be issued to:
 - charitable and non-profit organizations, including arts, athletic and cultural celebrations to help increase public awareness of their programs and activities;
 - an individual who has achieved national or international distinction, or whose significant contribution to the community needs recognition;
 - a committee of Council or organization to increase public awareness of programs or activities; or
 - acknowledge and recognize a historical event.
- 4) A Proclamation may be issued for a day, week or month and there may be multiple Proclamations at the same time.
- 5) Proclamation approvals are at the discretion of the Mayor, in consultation with the CAO, in view of the eligibility criteria noted in this Policy. Proclamations that meet all eligibility criteria are announced at a Council meeting.
- 6) Proclamations are posted on The County's website and will remain listed for a period ending December 31st of the year in which the Proclamation was endorsed.
- 7) The County will not incur any expenses relating to the advertising or promotion of a Proclamation.
- 8) Organizations or individuals shall be required to submit Proclamation requests on an annual basis and are responsible for organizing related activities and for all associated costs.

Appendix C: Civic Recognition Awards

- 1) The County seeks to recognize noteworthy contributions and achievements of community groups, organizations and individuals that provide a benefit to the community by bestowing a "Civic Recognition Award."
- 2) The following are the guidelines for receipt of the Civic Recognition Award:
 - The recipient must be a resident of the County.
 - The award is open to all ages, family, groups or organizations.
 - The recipient must be individuals or groups that bring positive recognition to the County of Prince Edward through their achievements at the provincial, national or international level, or because of a substantial heroic or humanitarian action.
- 3) The appropriate service department will coordinate and manage all duties related to the receipt of nomination packages and preparing for the presentation of the Civic Recognition Award. Upon approval by the Mayor, the recognition would take place at a future Council meeting.
- 4) The name of each recipient will be added to the County of Prince Edward Civic Recognition "Honour Book" and posted on the County's website identifying the date of recognition and their achievement. The Honour Book will be displayed in a prominent way at Shire Hall.
- 5) The recipient of the Prince Edward County Civic Recognition Award will be nominated by The County to the following Ministry of Citizenship and Immigration awards as appropriate: Ontario Medal for Good Citizenship, Ontario Senior Achievement Award and the Ontario Medal for Young Volunteers.
- 6) This program is not intended to interfere with any of the current recognitions being made by any organization in Prince Edward County. If applicable, the County may recognize the same recipients.

Appendix D: Commemorative Recognition

- 1) This program allows for Commemorations in outdoor municipal property in the form of a bench or tree with a plaque. Commemorative Recognitions can also be in the form of a certificate. Other forms such as community gardens may be considered on a case-by-case basis.
- 2) Commemorative Recognitions installed prior to the existence of this policy that do not comply, in whole or in part, with current criteria or conditions will be considered exempt. However, any proposed changes or alterations to these existing Commemorations must comply with this Policy. Where a Commemorative recognition has been approved but not installed, every effort should be made to comply with this Policy.

Fees

- 3) Purchasing of the Commemorative Recognitions will be the responsibility of the family or organization making the request, and applications will be accepted and reviewed throughout the year. The applicant shall pay for the design, manufacturing, and installation and any replacement/relocation costs, if needed.
- 4) The complete fee payment must be received before the process is initiated.
- 5) County staff will provide schematics and fee structure for the Commemorative Recognitions in the County's Fees and Charges By-law.

Location

- 6) County staff will work with the requester to determine an appropriate location for the installation. Every effort will be made to comply with the wishes of the requester for the location.
- 7) If a particular location reaches a saturation point based on available space and use of the space, County staff will consider limitation or a cessation of future installations at that location or area.
- 8) Where an existing installation must be replaced or relocated, the County reserves the right to re-locate the installation and County staff will contact the donor for consultation prior to re-location or replacement.

Installation

- 9) Installation is dependant on other scheduled maintenance/construction and potential special events. Installation will be completed by County staff or by a County contractor, under the supervision of County staff, at the appropriate time.
- 10) Placement of memorial wreaths, flowers or other items will not be permitted.
- 11) The Commemorative Recognitions shall be consistent in size, shape, material and mounting or installation technique.
- 12) This Policy permits one plaque for each bench or tree. In the case of a tree, the plaque can be an engraved stone.
- 13) The requester and County staff will agree on the text on the plaque or stone. County staff will determine a standard font type and background colour that adheres to *Accessibility for Ontarians with Disabilities Act (AODA)*.

Maintenance

- 14) Upkeep and maintenance are the responsibility of the County.
- 15) Maintenance concerns should be a primary consideration. In all cases, installations should be made from durable material to ensure longevity of the Commemorative Recognition.

Appendix D: Illumination of municipal buildings

- 1) The County's illuminations program is governed by this Policy and this Appendix provides guidance on the administration and management of the illumination program.
- 2) The County has designated one (1) municipal building located at Shire Hall, 332 Picton Main Street for illumination program. If authorized by the Mayor or by resolution of Council, additional municipal buildings may be designated for Illumination in addition to Shire Hall.
- 3) The municipal building located at 332 Picton Main Street will be illuminated on the following days:
 - a. Indigenous Peoples Day (June 21)
 - b. Multiculturalism Day (June 25)
 - c. Pride Month (June)
 - d. Canada Day (July 1)
 - e. National Day for Truth and Reconciliation (September 30)
 - f. Indigenous Veterans Day (November 8)
 - g. Remembrance Day (November 11)
 - h. Other official celebrations and observances may be commemorated with illumination upon direction from the Mayor or a resolution of Council.
- 4) The colours, timing and duration cycles for each illumination is determined by the County.
- 5) Illumination requests
 - a. County residents or local organizations may request a for Illumination that is not included in Section 3. Requests for Illuminations must be made in writing at least three (3) weeks prior to the event through the Mayor's Office, and adhere to the requirements outlined below.
 - b. The County accepts Illumination requests from the general public; however, such requests will be only approved to:
 - charitable and non-profit organizations, including arts, athletic and cultural celebrations to help increase public awareness of their programs and activities;
 - an individual who has achieved national or international distinction, or whose significant contribution to the community needs recognition;
 - a committee of Council or organization to increase public awareness of programs or activities; or
 - acknowledge and recognize a historical event.

- c. Despite meeting the criteria outlined in Section 5) a., the County has no obligation to approve the Illumination request.
- d. The County will not incur any expenses relating to the illumination.
- e. Organizations or individuals shall be required to submit Illumination requests on an annual basis and are responsible for organizing related activities and for all associated costs, if any.