

<b>Policy:</b>	Flag Policy
<b>Department:</b>	Administration
<b>Subject:</b>	Flag Flying and Protocol; Public Awareness Campaigns
<b>Effective Date:</b>	July 13, 2021
<b>Revision Date:</b>	

**1. Policy Statement**

The Corporation of the Township of Perth South (the Township) recognizes that flags are important symbols that increase public awareness of special events, activities and historical commemorations, and as such is committed to displaying flags at the Township municipal office in a respectful and consistent manner.

The Township supports half-masting as an expression of collective mourning and sense of loss that is shared by all residents of the Township.

To celebrate the strength and inclusivity of our community, the Township offers the opportunity for raising flags on the designated Community Flag Pole located at the municipal office enhancing awareness of special occasions and activities.

**2. Purpose**

- 2.1 This policy provides a framework to govern requests for flag raising/lowering and to establish a consistent protocol for the flying of flags at the Township office.
- 2.2 This policy ensures flags are flown and displayed in accordance with the etiquette and manner outlined by the Department of Canadian Heritage.

**3. Scope**

- 3.1 This policy applies to the display, maintenance and disposal of flags flown at the Township of Perth South municipal office.
- 3.2 This policy shall be reviewed every five (5) years from the date it becomes effective, and/or sooner at the discretion of the Chief Administrative Officer (CAO) or designate.

**4. Definitions**

- 4.1 **Community Flag Pole** means a flag pole specifically designated to fly flags at the request of health organizations, community/citizen groups and not-for-profit organizations, and is located in front of the Township municipal office located at 3191 Road 122, St. Pauls, Ontario. In this instance the flag pole designated as the municipal flag pole will also serve as the community flag pole.
- 4.2 **Community Flag Raising** means the raising of a flag on a dedicated flag pole for the purpose of raising awareness.
- 4.3 **Flag Pole** in this policy refers to flag poles the front of the Township municipal office under the care or control of Township staff.

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4.4 **Half-masting** refers to the action of flying flags at a position that is equal distance from the top and bottom of a flag pole to mark periods of mourning or to commemorate solemn occasions.

4.5 **Halyard** is a rope for raising or lowering a flag.

4.6 **Masthead** refers to the highest part of the flagpole.

4.7 **Tattered or Worn Flag** is when the colour has faded, the flag has developed a hole, or the outermost seam (fly) of the flag has become frayed.

4.8 **Township** means the Corporation of the Township of Perth South.

## 5. Interpretations

Any reference in this policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a by-law or Township policy shall be deemed to be a reference to most recently passed policy or by-law and any replacements thereto.

## 6. Guiding Principles

The National Flag of Canada as well as other flags are symbols of honour and pride, and as such must be treated with respect.

### 6.1 Flag Etiquette

6.1.1 Flags of nations, provinces and municipalities should always be flown on their own mast or pole. It is improper to fly two or more flags on the same mast or pole (for example, one should not be beneath the other).

6.1.2 Nothing should be pinned to, drawn or sewn onto a national, provincial or municipal flag.

6.1.3 Flags should not be obstructed or touch anything beneath them (i.e. floor, ground, table).

### General Guidelines

6.1.4 Flag raising requests must be in connection with a particular event by an organization and requested on an annual basis. All flag raisings will occur in a fair, inclusive and equitable manner.

6.1.5 A flag shall be flown for a period of up to one week, or for the duration of the associate event, whichever is less.

6.1.6 Flags shall only be raised and lowered on those business days that the municipal office is open.

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6.1.7 If the event is on a weekend, flags will be lowered at the end of the last business day before the event, and raised again at the beginning of the next business day after the event.

## 6.2 Displaying the Flag(s)

6.2.1 The Township follows the [Order of Precedence](#) established by the Department of Canadian Heritage when flying flags. Facing the building, the observer will see the flags positioned in the order noted below and always from left to right:

### Two Pole Display

1. National Flag of Canada (left)
2. Township of Perth South Flag (right)

### Three Pole Display

1. Province of Ontario Flag
2. National Flag of Canada
3. Township of Perth South Flag

6.2.2 Consistent with the National Flag of Canada Etiquette:

- Flags shall be flown on separate poles
- Flags shall be flown at the same height
- Flags flown in a group shall all be of the same size
- Flags flying at half-mast will follow the Township guidelines

## 6.3 Flag Raising Criteria

6.3.1 Requests to fly a flag will be considered if the reason for flying the flag meets one of the following criteria:

- Support of particular event by a non-profit or charitable organization;
- Celebration achievements;
- Celebration of multi-cultural and civic events;
- Public awareness campaigns.

6.3.2 Community Flag Raisings

- All Community flag raisings take place on the designated flag pole at the Township municipal office.
- It is the responsibility of the requesting organization to submit an application for a community flag raising.
- Requests will be confirmed on a first come first serve basis.

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- Requests for a community flag raising should be received at least 3 weeks prior to the date that the flag is to be flown.
- Organizations with approved flag raising requests are required to provide a flag and other information pertaining to their flag raising program in advance of the flag raising in accordance with standard operating procedures.
- The CAO will assess and approve community flag raising requests from charitable and non-profit organizations in consultation with the Mayor.
- When requests do not meet the criteria outlined in this Policy the CAO will bring forward a report to Council before the decision is communicated to the requestor.
- The Township reserves the right to cancel a flag raising in the case of an unforeseen circumstance.
- Township Council will be notified by the CAO and/or Clerk of approved and denied requests to raise a flag on the Community Flag Pole.

#### 6.3.3 Restrictions:

Approval will not be given to fly flags for the purpose of supporting or promoting the following:

- Political parties or political organizations;
- Religious organizations or religious events or celebrations;
- Celebrations, campaigns or events intended for profit-making purposes;
- Events that support discrimination, hatred, violence or prejudice

6.3.4 The Township of Perth South will follow national and provincial guidance regarding public recognition/display of flags and nations. Guidance shall be sought when in doubt.

### 6.4 Half-Mast for Mourning

6.4.1 Flags will be flown at half-mast positions, where feasible to do so, as a sign of mourning upon the passing of the following persons:

- Her Majesty the Queen and members of the Royal family;
- A past or present Prime Minister;
- A past or present day elected representative of the Federal, Provincial and Municipal Governments;
- A resident of the Township of Perth South who is a member of the Canadian Armed Forces, killed while deployed on operations; or
- As directed by the Mayor and Township Council or the CAO and/or Designate.

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6.4.2 To honour the deceased, all flags in a group shall be flown at half-mast from the time of passing until the end of the day of the funeral service.

- Only flags secured to flagpoles with halyards and pulleys will be half-masted.
- To place a flag at half-mast, it shall be raised to the masthead, then, slowly lowered until the flag's centre is midway between the masthead and the base of the flag pole.

## 6.5 Flag Care and Maintenance

Flags will be inspected on a regular basis (quarterly). When a flag's condition is such that it is no longer fitting for display (frayed, faded, torn, soiled or ripped), it is to be retired and replaced. The retired flag must be destroyed in a dignified manner as outlined by the Department of Canadian Heritage.

## 7. Roles and Responsibilities

7.1 Council has the authority and responsibility to:

- Approve community flag raising requests that fall outside of the criteria of this Policy.

7.2 The Mayor has the authority and responsibility for:

- Discretion for half-masting and discretion for flying flags for special or ceremonial occasions not identified in the Policy.
- Discretion to approve a community flag raising request that does not meet the criteria, and discretion to deny a community flag raising request that has reputational risk to the Township.

7.3 The CAO has the authority and responsibility for:

- Providing advice to the mayor on half-masting protocols not identified in policy.
- Providing advice to the mayor for dignitary and other requests not identified in this Policy.
- Interpreting and administering this Policy

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## 8. References and Resources

This policy should be read and applied in conjunction with the following references and resources as updated from time to time.

External references:

- [National Flag of Canada etiquette](#)
- [Position of Honour, Canadian Heritage](#)