

Department: Administration	Resolution No. C353 - 2017
Policy Name: Flag Policy	Effective Date: 21 June, 2017 Revised:

Policy Statement

To provide standards to flags flown on Township property including procedures for raising and lowering flags, as well as a list of events for which the flag should be lowered to half-mast.

To provide public awareness opportunities for various organizations, community and citizen matters.

1. PURPOSE

This policy will set out the Township of Springwater’s approach to requests for support of public awareness campaigns and flag raisings. The policy also includes flag protocol and etiquette for the flying of flags on Township property.

2. SCOPE

2.1. This policy applies to requests which meet at least one of the following criteria:

- The requesting body is a registered charity or not-for-profit organization, including arts, athletic and cultural celebrations to help increase public awareness of their programs and activities.
- The request can demonstrate that the cause is of benefit to and/or supports the residents of the Township of Springwater and/or relates to an important event taking place in the Township/County of Simcoe.
- The Proclamation promotes the initiatives or interests of the Township, County of Simcoe, Provincial and Federal levels of Government.

2.2 Proclamations/Flag raising requests will not be considered for the following:

- Requests containing commercial, ideological or religious beliefs, political overtones or individual opinions.
- Requests related to a cause which is discriminatory.
- Requests where the intent is contrary to Township policies or by-laws.
- Requests attempting to influence government policy or intended for profit-making purposes.

3. GENERAL

3.1. This policy shall not apply to any initiative or operation of the Township or Council with regards to flag raisings.

- 3.2. The Township will fly flags in accordance with the etiquette outlined in Section 5, following the guidelines established by Heritage Canada.
- 3.3. The Township shall reserve the right at all times to remove, refuse or deny a request as deemed necessary or appropriate by the Mayor or Council.
- 3.4. The Township shall maintain all rights and authority for the purposes of flying the National, Provincial or Municipal Flag on the flag pole on significant dates/periods as deemed appropriate (such as, but not limited to, Canada Day, Remembrance Day, Flag Day, etc.)

4. PROCEDURES: Flag Raising Requests

- 4.1. Requests for raising of flags shall be submitted to the Mayor’s Office in writing, at least 60 days prior to the requested date.
- 4.2. The Mayor’s Office will respond to all requests.
- 4.3. The Mayor shall first send notice to all Council, Clerk, CAO and Communications Officer of his/her intent to execute the proclamation, if no concerns are raised, the Mayor shall execute the proclamation as requested. If any concerns are raised, the item will be included on the agenda for Council consideration.
- 4.4. The flagstaff may be booked through the Mayor’s Office for the flying of the organization’s flag upon availability and for a period of up to one week. If no additional requests are received during the requested timeframe, the flag can remain on the flagstaff for an additional two weeks.
- 4.5. The flag shall be flown at the Administration Centre, positioned below the Township flag.
- 4.6. Any expense as a result of the flag raising shall not be incurred by the Township, including the purchase of such flag.
- 4.7. A registry of all requests listing outcome and other pertinent information will be made publicly available on the Township website.

5. FLAG PROTOCOL

- 5.1. The following protocol should be followed with respect to the displaying of flags:
 - Flagstaffs should be of the same height when there is a grouping of flagstaffs;
 - The Canadian Flag should be given the place of honour and as such no flag should be flown or displayed above the Canadian Flag;
 - Flags that are flown together should be approximately the same size; and
 - The following precedence should be given if more than one flag is displayed in a grouping.

One flagstaff National Flag of Canada	The flag should appear on the central or sole staff
Two flagstaffs National Flag of Canada Township of Springwater Flag	The National Flag of Canada is positioned furthest to the left.
Three flagstaffs National Flag of Canada Province of Ontario Flag Township of Springwater Flag	The National Flag of Canada is positioned in the center with the second-ranking flag (Ontario) placed to the left of the center flag and the third-ranking flag (Springwater) to the right of the center flag.
Greater than three staffs National Flag of Canada Province of Ontario Flag County of Simcoe Flag Township of Springwater Flag	The National Flag of Canada is positioned to the far left, followed by the ranking of the other flags.

5.2 Protocol for raising and lowering of flags

5.2.1 When raising and lowering flags, the National Flag of Canada should be raised first and lowered last, unless the number of flags permits them to be raised and lowered simultaneously.

5.3 Protocol for flag(s) at half mast

5.3.1 When a flag is hoisted to or lowered from half-mast position, the flag should be first raised to the staffhead then lowered to its appropriate location on the staff. When lowering a flag to half mast, center the flag being lowered half-way down the staff. The flags should be brought to half-mast in respect of the death of dignitaries and others as listed below and at the discretion of the Mayor or special circumstances as issued by the Federal/Provincial Government. The Flag shall be lowered to half-mast upon the announcement of the death and remain at that position up to and including the day of the funeral.

5.4 When flagstuffs are in a grouping and the flags are able to be lowered to half mast, all flags flown together should be flown at half-mast.

5.5 Flags will only be half-mast on those flagpoles fitted with halyards and pulleys. Flags that are flown on horizontal or angled poles, without halyards, to which flags are permanently attached and will not be required to fly half-mast.

5.6 The following is a list of when the practice of half-mast should occur :

a) On the death of:

- i. Sovereign or member of the Royal Family related in the first degree to the Sovereign (Spouse, son or daughter, mother, father, brother or sister)
- ii. Governor General, Prime Minister, former Governor General or former Prime Minister, a Federal Cabinet Minister
- iii. Lieutenant Governors
- iv. Mayor, Council Member, former Mayor and former Council
- v. County Warden
- vi. Municipal Employee

b) Special Days such as:

- i. April 28 – Worker’s Mourning Day
- ii. November 11 - Remembrance Day
- iii. Special circumstances as issued by the Federal/Provincial Government

5.7 On Special Days as listed above, the flag can be flown at half-mast from sunrise to sunset or as deemed appropriate by the Mayor of the Township of Springwater.