

THE CORPORATION OF THE TOWNSHIP OF RAMARA POLICYDEPARTMENT: *Administration*

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POLICY: *Flag Use Policy*

POLICY NO. AD-01-09

Statement:

The National and Municipal Flags are flown at all municipal facilities that have a flag pole(s). The flags shall be flown or displayed properly and treated with dignity and respect.

Purpose:

The purpose of this policy is to ensure proper etiquette for flying the National and Municipal flags and to establish procedures for flying flags at half-mast. The Canadian flag is a symbol of the nation's unity and represents all the citizens of Canada without distinction of race, language, belief or opinion. Flags are symbols that identify people belonging to a group. They should be treated with respect. The manner in which flags may be displayed in Canada is not governed by legislation but by established practice and etiquette.

Application:

Canadian flags must be maintained in presentable condition at all Township facilities where a flag pole or staff exists. The Municipal flag along with a Canadian flag are flown at the Administration building. No flag will be flown higher than the Canadian flag.

Protocol for flying the Canadian flag:

- a) Flat against a surface – may be hung horizontally or vertically. If hung vertically, the flag should be placed so that the upper part of the leaf is to the left and the stem to the right.
- b) On a speakers platform – should be flown to the right of the speaker or on the wall at the back of a platform above and behind the speaker.
- c) Flags flown together – should be approximately the same size from separate staffs at the same height. The Canadian flag should be given the place of honour:
 - i) when two flags are flown together, the Canadian flag should be on the left as seen by spectators in front of the flags;
 - ii) when three flags are flown together, the Canadian flag should occupy the central position, with the next ranking flag to the left and the third ranking flag to the right.

APPROVAL DATE: May 11, 2009

REVISION DATE:

EFFECTIVE DATE: June 1, 2009

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- iii) When more than one flag is flown together the Canadian flag should be hoisted first and lowered last.
- iv) No flag or pennant should be flown or displayed higher than the Canadian flag.

Half-masting of flags demonstrates sorrow in the event of a death. As a general rule the centre of the flag should be exactly half-way down the mast. Flags will be flown at half-mast at all municipal facilities from the time of notification of the death up to and including the day of the funeral in the event of the death of:

- The Sovereign or an immediate member of the Royal Family
- The current or a former Governor General
- The current or a former Prime Minister of Canada
- The current Lieutenant Governor of Ontario
- The current or a former Premier of Ontario
- The current Member of Parliament for North Simcoe
- The current Member of Provincial Parliament for North Simcoe
- Current members of Ramara Township Council
- Former Heads of Council of Ramara Township Council
- Current employees of Ramara Township

Flags at specific municipal facilities may be half-masted to commemorate lives lost in the line of duty or other tragic events within or outside the community at the discretion of the Department Managers responsible for the facility. Any such decision shall be communicated to the CAO as soon as possible.

Exclusions:

During periods of half-mast, flags are still raised to full mast on Victoria Day and Canada Day.

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Policy Authority:

The Administrator or his/her designate is the only person authorized to order the raising or lowering of flags at municipal facilities. A Department Manager, responsible for a facility may request a half-mast, however it must be immediately communicated to the CAO or his/her designate.

References and Related Policies:

Flag Etiquette in Canada - <http://www.pch.gc.ca/pgm/ceem-cced/etiqt/index-eng.cfm>

Review Cycle:

This policy will be reviewed every 5 years by the Chief Administrative Officer.

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