



Municipality of South Huron Policy

Policy Name:	Corporate Flag Policy
Policy Number:	M09-Visual Identity-20
Section:	Media and Public Relations
Effective Date:	Click here to enter a date.
By-law or Resolution:	By-Law: -20
Supersedes:	Res: -20
Last Revision:	N/A
Schedule for Review:	Click here to enter a date.

Purpose

To provide a policy and to establish the requirements and guidelines for flying of flags at municipally owned facilities.

Definitions

“Flag” for the purpose of this policy, flags will be referred to the National Flag of Canada (Canadian Flag) and any other flag permitted to be flown on a Municipality of South Huron municipal flagpole.

“Half-mast” refers to the position of a flag, approximately halfway up the post or pole. The position when flying at half-mast will depend on the flags size, the length of the mast and its location. Flags are flown at the half-mast position as a sign of mourning.

“Municipality” means the Corporation of the Municipality of South Huron

“Order of Precedence” refers to the positioning of flags in priority or importance, order or rank.

Application and Scope

This policy shall apply to all flags flown on Municipal properties and all requests for flag flying in South Huron, with the exception of Fire Services as administered by the Fire Chief.

Policy

Flag Flying

- a) The Municipality will only regularly fly the Canadian flag on Municipal properties.
- b) All flags displayed shall follow the National Flag of Canada Etiquette guidelines including:



- i) All flags will be flown or displayed in accordance with the dignity and general rules of etiquette for flying and displaying the National Flag of Canada (Canadian Flag) including that national flag should always be flown on its own mast or pole.
- ii) Flag poles may be removed/replaced for health and safety purposes.

Requests for Flag Lowering

- a) The CAO shall be given delegation of authority for flag lowering requests provided the new request is consistent with former requests and/or with the Corporate Flag policy.
- b) All requests for flag lowering on Municipal Properties shall be at the discretion of the CAO in accordance with the following criteria:
 - i) Requests may be for a period of up to 2 weeks in length. Flags will be raised on the final day of the request at end of the business day.
 - ii) Requests will be approved on a first come, first served basis, determined by the date of receipt by the Clerk.
 - iii) There will be no presentation or delegations at Council with respect to flag lowering or flying requests, except to appeal a decision of the CAO.
 - iv) All requests for flag lowering shall be for flag raising at the Olde Town Hall, 322 Main Street East, Exeter, Ontario.
- c) Requests will not be approved for:
 - Political parties or organizations.
 - Religious organizations, commercial entities or in celebration of corporate events.
 - Intent that is contrary to the Municipality of South Huron policies and/or by-laws.
 - Events or organizations with no direct relationship to the Municipality of South Huron
 - Matters of political controversy, religious beliefs or individual conviction.
 - Organizations requesting flag raisings that espouse hatred, violence or racism.
 - Organizations that have already requested a flag lowering during the same calendar year.

Displaying Flag(s)

- d) Flags shall be flown or displayed in good condition. Any soiled, frayed or torn flags must be replaced immediately.

Protocol - Flags at Half-Mast

- e) Flags are flown at the half-mast position as a sign of respect and condolence or to commemorate significant dates.
- f) When a flag is flown at half mast, all other flags must also be flown at half-mast. At no time should the Canadian Flag be lower than any other flag.



- g) Flags may only be flown at half-mast on municipal properties in accordance with the following specific occasions as may be requested:
- i) On the death of current or former Mayor or member of Council
 - ii) On the death of the current or former Lieutenant Governor of Ontario, the Premier of Ontario or another person similarly honoured by the province of Ontario;
 - iii) On the death of the current or former local member of parliament or local member of the provincial parliament;
 - iv) In accordance with Canadian and Ontario protocol, flags will be flown at half-mast on the death of the Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister), the Governor General, the Prime Minister, a former Governor General, a former Prime Minister, Chief Justice of Canada or a Federal Cabinet Minister;
 - v) On the death of a current Municipal employee or volunteer fire fighter; The flags at fire stations may also be flown at half- mast in recognition of the death of active or retired municipal fire fighters; in recognition of line-of-duty deaths of fire fighters in other municipalities; and in special circumstances outside of Ontario at the decision of the Fire Chief. The half-masting of such flags shall be performed by the fire station staff;
 - vi) Line of duty death – Ontario Provincial Police Officer
 - vii) Flags at the municipal office may be flown at half-mast in recognition of the following:
 - November 11 (Remembrance Day)
 - Any other days that the CAO may provide in keeping with the intent of the policy.
- h) Flags will be flown at half-mast from the time the Municipality receives the notification of death until the end of the day of the funeral/memorial service, or as determined by the CAO.
- i) The flag is brought to the half-mast position by first raising the flag to the top of the mast and then immediately lowering it slowly to the half-mast position.
- j) The position of the flag when flying at half-mast will depend on the size of the flag and the length of the flagstaff. It must be lowered at least to a position recognizable “half-mast” to avoid the appearance of a flag which has accidentally fallen away from the top of the mast owing to a loose flag rope. A satisfactory position for half-masting is to place the centre of the flag exactly half-way down the staff.
- k) Flags will only be flown half-mast on those flagpoles fitted with halyards and pulleys.

General



- l) Community groups and organizations located within the Municipality of South Huron who wish to have the flag lowered in the Municipality of South Huron are required to submit a flag raising request in writing to the CAO using one of the following methods:

1. Complete the Flag Lowering Request form online (Attached hereto at appendix "A")

- m) The Municipality reserves the right to cancel a flag lowering in the case of an unforeseen circumstance.
- n) The Municipality shall reserve the right at all times to remove, refuse or deny a request as deemed necessary or appropriate by the CAO.
- o) Council shall be informed of all requests and approvals for flag lowering through an annual report to Council for information and review purposes.
- p) An organization is not allowed to request flag lowering no more than once per calendar year; organizations shall be required to submit flag lowering requests on an annual basis.
- q) Flags shall only be raised and lowered on those business days that the Municipal Office is open.

Communication

When the flag is lowered to half-mast as described in this policy, notice will be provided of the reason to all staff and council and posted on the municipal website and social media accounts if time permits.

Location of Flags on Municipal Property

The flag poles are located on Municipal lands/premises and regularly display the Canadian Flag as follows:

Location	Number of Poles
Town Hall outside and in Council Chambers	2
Main Street Parkette	1
Island (Main Street Bridge)	1
Exeter Pool	1
Exeter Public Cemetery	1
Kirkton-Woodham Community Centre	1
Crediton Hall	1
Dashwood Hall	1



Centralia Park	1
Port Blake	1
Exeter Fire Hall	1
Dashwood Fire Hall	1

Monitoring

The Clerk has the authority to make administrative changes to this policy that do not change the intent and shall ensure this Policy is reviewed as per governing policy and remains relevant to the needs of the Municipality, in accordance with legislative requirements and good business practices.

Related Documents

Community Flag Raising Request Form

References

This Policy should be read and applied in conjunction with the following references and resources as updated from time to time. Please note that some of the following documents may not be publically available.

Government of Canada - [Rules for flying the National Flag of Canada](#)

Government of Canada – [Position of honour of the National Flag of Canada](#)

Revision History

Date	Description
	New – Approved by Council Resolution #



Appendix A – South Huron Flag Policy

Flag Lowering Request Form

Requests will be confirmed on a first come first served basis. A flag lowering request should be submitted 4 weeks in advance of your required date.

Part 1: Organization Details

Organization Name:
Organization Website:
Organization Type:

Part 2: Requester Details

Name:
Address:
Province:
Email:

City:
Postal Code:
Phone:

Part 3: Flag Lowering Details

Cause/Event:

Commemoration to be recognized:

Details of your organization's connections to the Municipality of South Huron:

Date flag is to be lowered:

Is a flag ceremony being requested?
If yes - name attendees:

Date flag is to be raised (up to two weeks from date of lowering):

Please contact the Clerk's Office at 519-235-0310 or email the Clerk (clerk@southhuron.ca) if you have any questions or concerns. Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, as amended. Questions about the collection of personal information should be directed to the Clerk of the Municipality of South Huron