



Flag Protocol and Proclamation Policy

Policy Statement

Establishment of guidelines for the raising and lowering of flags at municipally owned facilities and a standard for treating proclamation requests received by the Township.

Purpose

To ensure consistency with regards to flags flown at municipally owned facilities and to establish a standard for which proclamation requests received by the Township are treated.

Application

This Policy applies to staff when considering the criteria and decision making when determining whether municipally owned flags may be lowered to half-masts in recognition of a death of an individual, or otherwise, and to all proclamation requests received by the Township.

Definitions

"Current Member of Council" means an individual that was elected and held the Office of Mayor, Deputy Mayor or of Councillor during the current term of Council at the time of their passing.

"Current Member of Staff" means an individual currently employed by the Township of Southgate on a Full-Time, Part-Time, Contract or Seasonal basis, including Volunteer Firefighters, and anyone who is currently on Short-Term or Long-Term disability at time of their passing.

"Proclamation" means a document issued that officially recognizes public awareness campaigns, charitable fundraising campaigns, and arts and cultural celebrations of local organizations.

"Prominent Public Figure(s) and Other Individual(s)" means members of the Royal Family, members of the Federal and Provincial Government, members of the Canadian Forces with direct ties to the Township of Southgate, the current or past Warden of Grey County and past members of the Councils of the Township of Southgate, Township of Egremont, Township of Proton and Village of Dundalk.

"Recognition Days" include Remembrance Day, National Truth and Reconciliation Day, National Firefighters Memorial Day, and National Day of Mourning.

Flag Protocol

Flags and Flag Poles

1. Flags shall only be flown from the flag poles at the municipally owned facilities/places listed in Schedule A of this policy.
2. Municipally owned facilities may only display the National Flag of Canada, the Flag of the Province of Ontario, and the Township of Southgate Municipal Flag.



Flying Flags at Half-Mast

3. All flags shall be flown at half-mast in recognition of the death of a Current Member of Council or Current Member of Staff. Flags shall be lowered as soon as possible following notification of the death of the individual and flags shall be flown at half-mast until the morning after the day of the funeral or memorial service. If the day of the funeral or memorial service falls on a weekend or holiday, flags will be raised the morning of the next business day.
4. When the funeral or memorial service is to be held at a later date, not scheduled within two weeks of the notification, the flags shall be lowered to half-mast for a period of 72 hours, following notification of the death of the individual and shall be lowered again until the morning after the day of the funeral or memorial service. If the day of the funeral or memorial service falls on a weekend or holiday, flags will be raised the morning of the next business day.
5. All flags shall be flown at half-mast in recognition of the death of a Prominent Public Figure(s) and Other Individual(s). Flags shall be lowered as soon as possible following notification of the death of the individual and flags shall be flown at half-mast for two (2) days after the flags have been lowered.
6. All flags shall be flown at half-mast on Recognition Days. Flags shall be lowered as early as possible on the Recognition Day and remain at half-mast until the morning after the day. If the Recognition Day falls on a weekend or holiday, the flags will be lowered for the duration of the following business day.
7. For internal communications, when flags are to be flown at half-mast, communication will be made by the CAO or their designate via email to all members of Council and Staff notifying of the reason for the lowering of the flags.
8. For external communications, a posting of a standardized message on the Township's website and social media channels shall be made acknowledging the passing of the individual with the posting remaining in place consistent with the duration of the lowering of the flags.

Flag Order and Condition

9. The National Flag of Canada should be displayed in accordance with Federal General Rules for Flying and Displaying the Canadian Flag and other Flags in Canada, included as Schedule B of this policy.

TOWNSHIP OF SOUTHGATE
Policy # 51
Flag Protocol and Proclamation Policy
Council Approval: June 5, 2024



10. Staff shall monitor flagpole locations and ensure that flags are replaced when they become tattered and are no longer in a suitable condition for use.

Proclamations

1. No proclamations shall be issued by the Township of Southgate.

Policy Review

This policy will be reviewed during each term of Council, by the CAO, Senior Management Team, and Council.



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Schedule A – Municipally Owned Facilities

Municipally owned facilities/places where flags may be flown:

- Township of Southgate Administration Office
- Dundalk Fire Department
- Dundalk Parkette
- Holstein Works Garage
- Highway 10 & Grey County Road 9 Entrance to Dundalk



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Schedule B - Rules for Flying and Displaying the Canadian Flag

Below is a quick reference guide to displaying the National Flag of Canada. For complete rules for flying the National Flag of Canada please refer to the following:

<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/flying-rules.html>

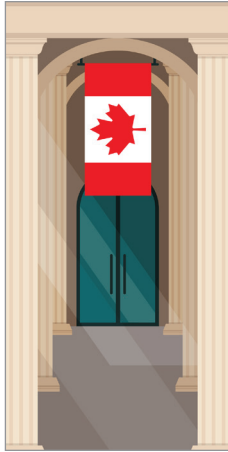
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DISPLAYING THE NATIONAL FLAG OF CANADA – QUICK REFERENCE

This is a reference tool on how to display the National Flag of Canada in some common situations. These rules are established by Canadian Heritage and are mandatory for use across all federal properties and during Federal events. Other jurisdictions and private companies, institutions and individuals are also encouraged to use these rules as a guideline.

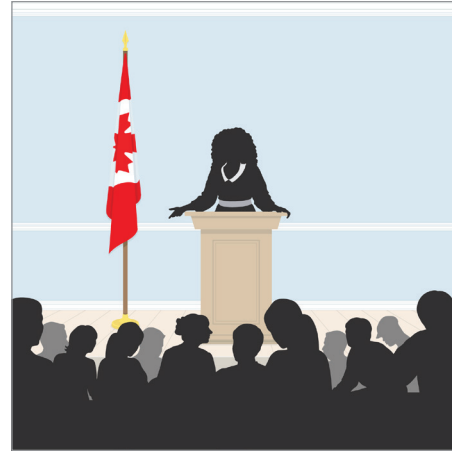
DISPLAYING THE NATIONAL FLAG OF CANADA



Vertically
(The maple leaf points to the left)

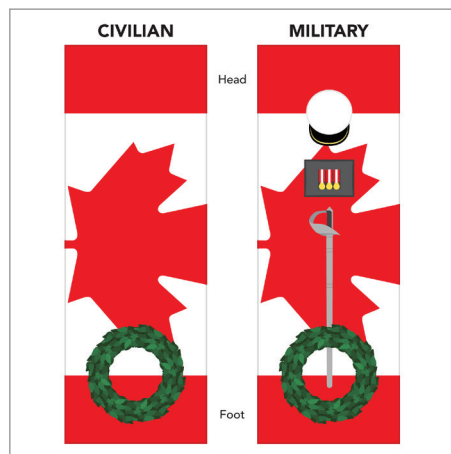


At an angle,
from a building
(The maple leaf points away from the building)



On a stage, with a podium
(To the left of the speaker, as seen by the audience)

DISPLAYING THE NATIONAL FLAG OF CANADA IN SITUATIONS OF MOURNING



When draping a casket



At half-mast

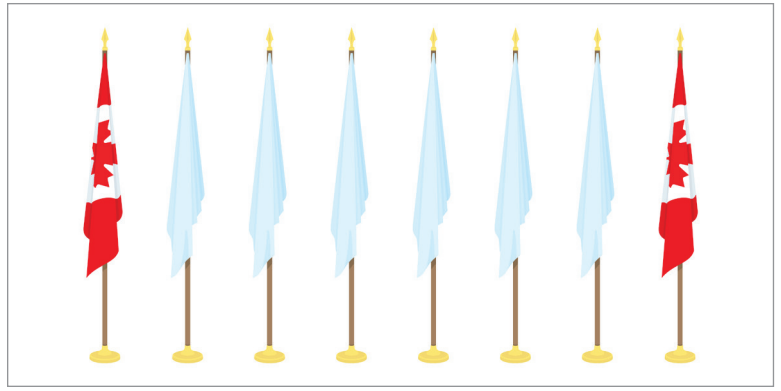
POSITIONS OF HONOUR



2 flags



3 flags

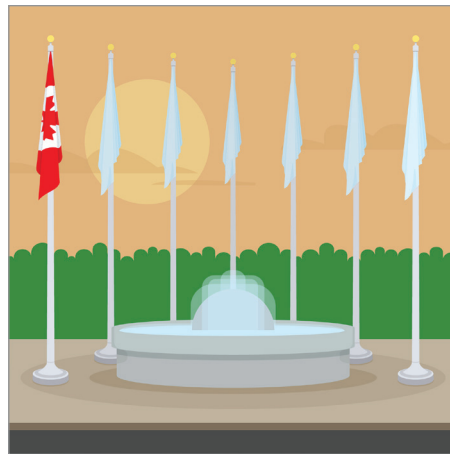


Multiple flags

(The second National Flag of Canada on the right is optional)



3 poles



In a semi-circle

(Leftmost position as viewed from the main approach)



In a full-circle

(Central position as viewed from the main approach)

POSITIONS OF HONOUR IN A PROCESSION

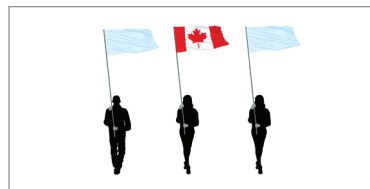
The poles used to carry flags in a procession should be 2.10 to 2.40m (7 or 8 feet) in length.



In a single line procession



In line abreast, when two National Flags of Canada are available
(Preferable option)



Three flags in line abreast, when only one National Flag of Canada is available



More than three flags in line abreast, when only one National Flag of Canada is available