

Section: Administration

Policy#:

Date Approved:

Flag Flying Policy

Revision Date:

Review Date:

SCOPE: This policy applies to all Town of Erin facilities that have flag staffs.

PURPOSE: This policy was developed to establish criteria for the raising, displaying and half-masting of flags at all Town of Erin Facilities.

POLICY: That the Town of Erin have a uniform and coordinated flag policy for Town buildings.

STANDARDS:

1. Displaying Flags

- a. Only one flag is to be displayed per flagstaff.
- b. The Canadian Flag shall be given the place of honour as per protocol established by Heritage Canada and as such no flag shall be flown or displayed above the Canadian Flag.
- c. Flags that are flown together should be approximately the same size;
- d. The Town of Erin may fly the following flags dependant on the number of flagstaffs located at each facility:
 - i. Canadian Flag,
 - ii. Provincial Flag (Ontario); and/or
 - iii. The Town of Erin Flag.
- e. Flags shall be flown or displayed in good condition. Any soiled, frayed or torn flags shall be replaced immediately.

2. Half-masting

- a. Flags are flown at the half-mast position as a sign of mourning.
- b. Flags on Town of Erin flagstaffs shall be lowered to half-mast when directed by the CAO or designate. Council shall be informed of this via email or telephone so that they may answer questions regarding the purpose.
- c. General circumstances will include:
 - i. 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, or a federal cabinet minister;

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- ii. On the death of the Lieutenant Governor, the Premier or another person similarly honored by the Province of Ontario;
 - iii. On the death of a Senator, a Canadian Privy Councillor, or a Mayor;
 - iv. On the death of a person whom it is desired to honour.
- d. Flags shall be flown at half-mast, from sunrise until sunset to commemorate the following special dates:
- i. November 11, Remembrance Day;
 - ii. April 28, Workers' Morning Day, the Day of Mourning for Persons Killed or Injured in the Workplace;
 - iii. June 23, Annual National Day of Remembrance for Victims of Terrorism; and
 - iv. December 6, the National Day of Remembrance and Action on Violence against Women.
- e. In addition to the general circumstances listed in Sub-Paragraph 2.c., flags at Town of Erin Fire Stations may be lowered for emergency services related circumstances at the direction of the Town's Fire Chief or designate in accordance with Fire Department Policy/Guidelines.

3. Procedure for lowering the flag to half-mast will be as follows:

- a. The flag is brought to the half-mast position by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position.
- b. 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 recognizably "half-mast" to avoid the appearance of a flag, which has accidentally fallen away from the top of the mast due to a loose flag rope. A satisfactory position for half-mast is to place the centre of the flag exactly halfway down the flagstaff.
- c. For areas that may have more than one flagstaff and the Canadian flag is brought to half-mast, then all flags shall be brought to half-mast and all to the same height. When lowering, flags shall be lowered in the reverse order of priority (i.e. Canadian flag last) and raised in priority order (i.e. Canadian flag first)
- d. Flagstaffs not equipped with halyards and pulleys shall not be placed at half-mast.

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- e. Flags shall be lowered to the half-mast position upon notification of the death or when directed by the CAO or designate.
- f. Flags shall remain at half-mast until sunset the day of the funeral.
- g. Every effort will be made to coordinate the timing of the lowering and raising of flags at all Town facilities.

4. Disposal of Flags

- a. When a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified manner by burning it privately.