



Flag Policy

Policy Number: GP 2.15
Approval Date: March 20, 2024
Approval Authority: Council
Effective Date: March 21, 2024
Revision Date/s:

Purpose

This policy provides a framework to govern requests for flag raising/lowering and to establish a consistent protocol for the flying of flags at Township facilities.

This policy ensures that flags are flown and displayed in accordance with the etiquette and manner outlined by the Department of Canadian Heritage.

Policy Statement

The Corporation of the Township of East Zorra-Tavistock (the Township) recognizes that flags are important symbols that increase public awareness of special events, activities and historical commemorations, and as such is committed to displaying flags at Township facilities in a respectful and consistent manner.

The Township supports half-masting as an expression of collective mourning and sense of loss that is shared by all residents of the Township.

To celebrate the strength and inclusivity of our community, the Township offers the opportunity for raising flags on the designated Community Flag Pole located at the Township Administration Building enhancing awareness of special occasions and activities.

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1.0 Definitions

“Administration Building” refers to the Township Administration Building located at 89 Loveys Street, Hickson, Ontario.

“CAO” means the Chief Administrative Officer.

“Community Flag” refers to a flag provided by a community group or organization and approved to fly on a community flagpole in accordance with Section 5 of this policy.

“Community Flagpole” refers to locations which host three (3) flagpoles, and specifically refers to the third flagpole, which is the one located furthest to the right of the three (3) when facing them and which as default flies the Township of East Zorra-Tavistock Flag. At the time of writing only the Township Administration Building has a Community Flagpole, however this policy will apply to any additional Community Flagpoles created in the future.

“Flagpole” refers to all Flagpoles on Township property under the care or control of Township staff.

“Half-mast” or **“Half-masting”** refers to the action of flying flags at a position that is equal distance from the top and bottom of the flagpole to mark periods of mourning or to commemorate solemn occasions.

“Masthead” refers to the highest part of the Flagpole.

“National and/or International Significant Event” means an event of a limited duration that has national or international reach. Classification of such events is to be determined under the discretion of the Chief Administrative Officer and/or the Mayor.

“National Flag of Canada” refers to a red flag of the proportions two (2) by length and one(1) by width containing at it’s center a white square of the width of the flag, with a single red maple leaf centered therein.

“Province of Ontario Flag” refers to a red flag of the proportions two (2) by length and one (1) by width, with the Union Jack occupying the upper quarter next to the staff and with the shield of the armorial bearings of the Province of Ontario centered in the half farthest from the staff.

“Township” or **“Township of East Zorra-Tavistock”** refers to the Corporation of the Township of East Zorra-Tavistock.

“Township Flag” refers to a white flag of the proportions two (2) by length and one(1) by width, with the Township logo occupying the center of the flag.

2.0 Interpretation

Any reference in this policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to any statute as amended, restated or re-enacted from time to time. Any references to a by-law or Township policy shall be deemed to be a reference to the most recently passed policy of by-law and any replacements thereto.

3.0 Scope

This policy applies to the flags flying on municipal Flagpoles, which are displayed at:

- a. Township Administration Building – 89 Loveys Street East, Hickson. Three (3) Flagpoles
- b. Fire Station #1 – 43 Loveys Street East, Hickson. One (1) Flagpole
- c. Fire Station #2 – 204 Stonegate Road, Innerkip. One (1) Flagpole
- d. Fire Station #3 – 260 Woodstock Street South, Tavistock. Two (2) Flagpoles
- e. Tavistock Memorial Hall – 3 Adam Street, Tavistock. One (1) Flagpole
- f. Innerkip Community Centre – 695566 17th Line, Innerkip. One (1) Flagpole
- g. Innerkip Park – 104 Blandford Street, Innerkip. One (1) Flagpole

And any other locations that may be established in the future.

3.0 General Provisions

3.1 Positioning and Priority of Flags

In compliance with the Government of Canada flag etiquette, flags of nations, provinces, cities, or towns shall always be flown on their own mast or pole. It is improper to fly two or more flags on the same mast or pole.

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

In compliance with the Government of Canada Flag etiquette, an observer facing a Flagpole display would find these flags positioned in the order noted below, always from left to right:

One Pole Display

1. National Flag of Canada

Two Pole Display

1. National Flag of Canada (left)
2. Township of East Zorra-Tavistock Flag (right)

Three Pole Display

1. Province of Ontario Flag (left)

2. National Flag of Canada (center)
3. Township of East Zorra-Tavistock (right)

3.2 Flag Care and Maintenance

Flags will be inspected on a regular basis (quarterly). When a flag's condition is such that it is no longer fitting for display (frayed, faded, torn, soiled or ripped), it is to be retired and replaced. The retired flag must be destroyed in a dignified manner as outlined by the Department of Canadian Heritage.

4.0 Half-Masting of Flags

Flags are half-masted as a sign of respect and to express a collective sense of sorrow during a time of mourning.

When a flag is flown at Half-mast, all other flags must also be flown at Half-mast, and at no time should the Canadian Flag be flown lower than any other flag.

Flags will only be Half-masted on those flagpoles fitting with halyards and pulleys.

Public notice of the Half-masting of flags will be posted on the municipal website and municipal social media platforms.

Flags will be Half-masted at municipally-owned facilities in accordance with the guiding principles of the Canadian National Flag Protocol, through the following specific occasions, from time of notification of death until the business day following the funeral or the memorial service:

- a. On the death of the Mayor or a sitting Member of Council;
- b. On the death of a former Mayor or former Member of Council;
- c. On the death of a current or former Oxford County Councillor;
- d. On the death of a current Township employee or Volunteer Firefighter;
- e. An Oxford County Ontario Provincial Police Officer who dies in the line of duty;
- f. A resident of the Township of East Zorra-Tavistock, who is a member of the Canadian Armed Forces who dies in the line of duty;
- g. As directed by the Mayor and Township Council or the CAO and/or designate.
- h. In recognition of:
 - i. National Day of Mourning, April 28th
 - ii. National Day of Remembrance for Victims of Terrorism, June 23rd
 - iii. Second Sunday in September, Firefighter's National Memorial Day
 - iv. Last Sunday in September, Police and Peace Officers' National Memorial Day
 - v. National Day for Truth and Reconciliation, September 30th
 - vi. Remembrance Day, November 11th
 - vii. National Day of Remembering and Action on Violence Against Women – December 6th

In accordance with the National protocols, the death of the following person(s) will be recognized by Half-masting the flags at municipally-owned facilities from time of notification of death until sunset on the day of the funeral or the memorial service:

- a. The Sovereign
- b. The Sovereign's Family (spouse, the Heir to the Throne, or Heir of the Heir to the Throne);
- c. The Governor General or Canada, or a former Governor General;
- d. The Prime Minister, or a former Prime Minister;
- e. The Lieutenant Governor of Ontario, or a former Lieutenant Governor of Ontario;
- f. The Premier of Ontario, or former Premier of Ontario;
- g. The Local Member of the House of Commons, or a Local Member of the Provincial Legislature representing the Township of East Zorra-Tavistock;
- h. Special events recognized by the Canadian Federal Government recognizing the death of a universal major figure(s).

The guiding principles to lower flags to a Half-mast position shall take priority over the flying of a Community Flag.

If flag(s) are Half-masted in accordance with the guidelines, the National Flag of Canada must nonetheless be flown at full-mast on the following legal holidays pursuant to the Holidays Act

- Victoria Day
- Canada Day

Notwithstanding, the National Flag of Canada shall remain at Half-mast on Victoria Day or Canada Day for the death of the following:

- The Sovereign;
- Current Governor General;
- Current Prime Minister.

The CAO and/or Mayor shall have the authority to direct the half-masting of flags in the event of the death of someone not identified above or to recognize/commemorate a solemn occasion.

5.0 Community Flagpole Requests

Community Flagpole requests are only considered for the Township Administration Building.

Requests to fly a Community Flag may be approved by Council for:

- a. Support of a particular event by a non-profit or charitable organization;
- b. Celebration of achievements;
- c. Celebration of civic events;
- d. Public Awareness campaigns;
- e. An organization that has helped to enhance the Town in a positive manner.

Approval will not be given to fly flags for the purpose of supporting or promoting any of the following:

- a. Political parties or political organizations;
- b. Religious organizations or religious events or celebrations;
- c. Celebrations, campaigns or events intended for profit-making purposes;
- d. Events that support discrimination, hatred, violence, racism, or prejudice;
- e. A group or organization whose undertakings or philosophy are contrary to Township policies or by-laws;
- f. Celebrations, campaigns, or events with no direct relationship with the Township
- g. Celebrations, campaigns, or events deemed inappropriate by the Mayor and/or Chief Administrative Officer.

The following guidelines shall be observed for the flying of Community Flags:

- a. An organization's flag shall be flown no more than once per calendar year;
- b. An organization must be in good standing and have an active presence in East Zorra-Tavistock;
- c. A flag shall be flown a maximum period of up to one week, being seven (7) consecutive calendar days, or for the duration of the associated event, whichever is less.
- d. Organizations shall be required to submit requests for their organization's flag to fly on an annual basis, a minimum of four (4) weeks prior to the requested date, and shall be on the form appended to this policy;
- e. Requests for the use of the Community Flagpole will be considered by Council on a first come, first served basis;
- f. Flags shall only be raised and lowered on business days and hours that the Administration Building is open, unless otherwise directed by the Chief Administrative Officer.

The organization making the request shall supply the flag to be flown. The flag must be in good condition.

The flag shall be collected by the organization following the period in which the flag is flown. The Township of East Zorra-Tavistock will note store Community Flags.

The Township reserves the right to cancel a flag raising in the case of unforeseen circumstances.



Community Flag Pole Request

GP Policy 2.15

Requests must be received a minimum of four (4) weeks prior to the date the flag is to be flown. Please refer to the Flag Policy, GP 2.15 for related guidelines. Requests shall be directed to 89 Loveys Street East, PO Box 100, Hickson, ON N0J 1L0 or emailed to ezt@ezt.ca. Telephone enquiries should be directed to the Clerk's office (519) 462-2697, ext. 7825. Please Refer to Community Flag Pole protocols on reverse.

Name of Organization	
Name of Primary Contact	
Contact Email Address	
Contact Phone Number	
Contact Mailing Address	
Nature of Organization	<input type="radio"/> Charitable Organization Reg. # _____ <input type="radio"/> Not-For-Profit Organization Reg. # _____ <input type="radio"/> Other
Jurisdiction of Organization	<input type="radio"/> International <input type="radio"/> National <input type="radio"/> Provincial <input type="radio"/> Local
Name and Description of Associated Event	
Date Community Flag to be Raised	
Number of Days to be Flown (maximum of 7)	
Flag Details (Please include photo or diagram of the flag)	

Notice of Collection

The personal information collected on this form is collected, used and disclosed in accordance with of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. We will not sell, share, or rent your personal information to any third party. The Township will only use or disclose your personal information in accordance with what is permitted under MFIPPA.

Guidelines for Community Flag Requests

Community Flag requests will be considered to celebrate an achievement; or to recognize a charitable or non-profit organization to help raise public awareness of their programs or activities; or an organization that has achieved national or international distinction or made a significant contribution to the community; or an organization that has helped to enhance the Township of East Zorra-Tavistock in a positive manner. Community Flags to be flown by special request will take the place of the Township Flag.

The organization requesting the Community Flag Raising shall supply the flag to be flown. The flag shall be collected by the organization following the period in which the flag is flown. The Township of East Zorra-Tavistock will not store Community Flags.

The following guidelines shall be observed for the flying of Community Flags:

- a. The organization's flag will fly in connection with a particular event by such organization;
- b. No flags of commercial, religious or political organizations shall be permitted;
- c. No flags of a group or organization whose undertakings or philosophy are contrary to Township of East Zorra-Tavistock policies or by-laws, or espouse hatred, violence, discrimination, prejudice, or racism shall be permitted;
- d. An organization's flag shall be flown no more than once per calendar year;
- e. A flag shall be flown for a maximum period of up to one week, being seven (7) consecutive calendar days, or for the duration of the associated event as appropriate, whichever is less, as determined by either the Chief Administrative Officer;
- f. Organizations shall be required to submit requests for their organization's flag to fly on an annual basis, a minimum of four weeks prior to the requested date, and shall be in the prescribed form;
- g. Requests for use of the community flag pole will be considered on a first come first served basis;
- h. Flags shall only be raised and lowered on business days and hours that Township Administration Building is open, unless otherwise directed by the Chief Administrative Officer;
- i. The guiding principles to lower flags to a Half-mast position shall take priority over the flying of a community flag.