



Municipal Flag Policy

1. **PURPOSE**

To define the criteria and process for displaying, raising, and half-masting of flags at Township of The Archipelago facilities.

The purpose of this policy is to ensure that all flags at Municipal owned or operated facilities are flown and displayed in a consistent and appropriate manner.

2. **POLICY**

The Township of The Archipelago recognizes the symbolic importance of flags to various groups of people, organizations, communities and nations, in bestowing honour and respect, or expressing a collective sense of grief and respect through the lowering of flags to half-mast.

This policy will establish a framework to govern requests for flag lowering/raising received from the community.

Flags are flown at the following locations in the Municipality:

Facility	Location	# of flag poles	Flags
Community Centre	70 South Shore Road	2	Canada, Township
Georgian Cliffs Memorial Park Cemetery	138 South Shore Road	2	Canada, Ontario
Municipal Office	9 James St., Parry Sound	3	Canada, Ontario, Township

3. **DEFINITIONS**

“Canadian Flag” - means the flag approved by the Parliament of Canada as a symbol of Canada.

“Clerk” – shall mean the Clerk duly appointed by the Township of The Archipelago as prescribed in Section 228 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, or his/her delegate.

“Current Members of Council” – shall mean an individual that was elected and or holds the Office of Reeve, or Councillor for the current term of Council at the time of their passing.

“Former Members of Council” – shall mean an individual that previously held the Office of Reeve, or of Councillor for a previous term of Council.

“Half-mast” – the position of the flag when flying at half-mast will depend on its size, the length of the mast and its location; but, as a general rule, half-mast is when the centre of the flag is exactly half-way down the mast. When hoisted to or lowered from half-mast position, a flag should be first raised to the masthead.

“Municipality” – shall mean the Corporation of the Township of The Archipelago.

“Township Flag” – the flag approved by Council as a symbol of the municipality.

4. FLYING FLAGS AT HALF-MAST

4.1 Flags will be flown at half-mast in accordance with the guiding principles of the National Flag of Canada Etiquette, at the Pointe au Baril Community Centre, for the following specific occasions:

- On the death of the Sovereign, or a member of the Sovereign’s immediate family.
- On the death of the Governor General or former Governor General.
- On the death of the Prime Minister or former Prime Minister.
- On the death of the Lieutenant Governor of Ontario or the Premier of Ontario.
- On the death of a local member of parliament, or a local member of provincial parliament.
- On the death of a former or current Member of Council or School Board Trustee.
- On the death of a current Township of The Archipelago employee.

Flags shall be lowered to half-mast as soon as possible after the time of notification until the day of the funeral or memorial. If the funeral or memorial service is to be held later (i.e., not scheduled within two weeks of the notification), the flags will be lowered to half-mast for a period of 72 hours and lowered again on the date of the funeral or memorial service or for a duration as advised by the appropriate federal or provincial protocol offices.

Should the requirement for half-masting of flags occur on a weekend or on a statutory holiday, the flags will be lowered on the first subsequent business day.

4.2 Annual Commemoration of Solemn Occasions

The flag will be half-masted at the Pointe au Baril Community Centre, where possible, from time of facility opening, to facility close to commemorate the special dates as identified by the Government of Canada:

- April 9, Vimy Ridge Day.
- April 28, Day of Mourning for Persons Killed or Injured in the Workplace. (Workers' Mourning Day).
- June 23, National Day of Remembrance for Victims of Terrorism.
- Second Sunday in September, Firefighters' National Memorial Day.
- Last Sunday in September, Police and Peace Officers' National Memorial Day.
- September 30, National Day for Truth and Reconciliation.
- November 8, National Aboriginal Veterans Day.
- November 11, Remembrance Day, unless half-masting occurs at the National War Memorial or a place where remembrance is being observed, then half-masting can occur at 11:00 a.m. or according to the prescribed order of service.
- December 6, National Day of Remembrance and Action on Violence Against Women.

4.3 Passing of a Community Member

To commemorate community members of the Municipality who have passed, the Township flag will be flown at half-mast at the Pointe au Baril Community Centre for a period of 72 hours from the time of notification.

5. **FLAG RAISING REQUESTS**

5.1 A flag raising is limited to and specific to the flagpole located at the Pointe au Baril Community Centre.

5.2 A flag raising request will be submitted to the Clerk in writing at least 4 weeks in advance of the date of flag raising. Requests will be confirmed on a first come, first serve basis.

5.3 Flag raising requests must be received on official letterhead and include the following:

- Proposed date and time of flag raising ceremony.
- Purpose of flag raising.
- Ceremony details (if ceremony is required)
- Name of flag to be raised; and
- Photo of flag to be raised.

5.4 Only non-profit or charitable organizations or groups may submit requests for the Municipality to fly flags.

- 5.5 Organizations with approved flag raising requests are required to provide a 36" X 72" flag with metal grommets along the vertical section of the flag. The flag must be delivered to the Township Office one week in advance of the flag raising date.
- 5.7 Where a proclamation has been issued by Council in accordance with the Proclamation Policy, a request to raise a flag associated with that proclamation will be deemed to meet the criteria set out in this policy.
- 5.8 Requests will not be approved for:
- Political parties or organizations.
 - Religious organizations or in celebration of religious events.
 - Commercial entities or in celebration of corporate events.
 - Any intent that is contrary to Municipal policies and by-laws.
 - Any organizations that support discrimination, hatred, violence, or racism.

6. COMMUNICATION

- 6.1 The Clerk will notify all Township staff and Council via email of requests for half-masting of flags, with respect to the reason and the duration that the flags will be flown at half-mast. Members of Council and Township staff will be notified of all occurrences for when half-masting the Canadian flag.
- 6.2 The appropriate staff will be required to lower and raise the flag in accordance with the notification received from the Clerk.
- 6.3 When a Canadian 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.
- 6.4 The Clerk will post of a standardized message on the Township's website and social media accounts acknowledging the reason for the half-masting the Canadian flag. The post will remain in place consistent with the required duration of the lowering of the flags.