



Stone Mills Township Flag Policy

The Township of Stone Mills have flags on display at the Township offices and at fire department locations throughout the municipality. This policy is a guideline which outlines the etiquette raising and half-mast protocol to be used in relation to flags on display on municipally operated displays.

Canadian Heritage - Flag Etiquette in Canada

Flags are symbols that identify people belonging to a group. The National Flag of Canada and the flags of the Provinces and Territories are symbols of honour and pride for all Canadians. They shall be treated with respect.

The National Flag of Canada should be displayed only in a manner befitting this important national symbol; it should not be subjected to indignity or displayed in a position inferior to any other flag or ensign.

The manner in which flags may be displayed in Canada is not governed by any legislation but by established practice. The etiquette outlined in this policy is an adaption of international usage and of customs the federal government have been observing for many years.

The rules applied by the federal government are in no way mandatory for the municipalities; they may serve as guidelines for all persons to display the Canadian Flag and other flags in Canada.

Should such legislation be introduced, Federal or Provincial legislation pertaining to Flag etiquette in Canada and/or Province of Ontario will take precedence over said policy.

Authorized Flags

The Township of Stone Mills operated flag locations may display the following flags:

- National Flag
- Provincial Flag
- Township Flag
- Any other flag approved by Municipal Council

The number of flags to be displayed is to be dependant on the number of poles available.

The Township of Stone Mills may fly a municipal flag on municipal properties on a permanent basis, and on a temporary basis to commemorate special occasions. At municipal locations where flag poles are not present, there shall be no requirement to install poles to fly flags.

Positioning of Flags

The National Flag of Canada shall be flown on its own mast. No flag should be flown or displayed above the National Flag of Canada.

Flags flown together should be approximately the same size and flown from separate staffs at the same height.

The Canadian Flag should be given the place of honour when flown or displayed with other flags:

- When two or more flags are flown together, the Canadian flag should be flown on the left as seen by spectators in front of the flags; if a number of countries are represented, the Canadian Flag may be flown at the end of the line of flags.
- When three flags are flown together, the Canadian Flag should occupy the central position, with the next ranking flag to the left and the third ranking to the right, as seen by the spectators in front of the flag.
- When there are flag poles of differing heights, the flags with the highest priority shall be flown on the highest flag poles, and the remaining flags shall revert to the flag priority on the shorter flag poles.
- Where more than one flag is flown and it's impossible to hoist or lower at the same time, the Canadian Flag should be hoisted first and lowered last.
- In all circumstances, the order of the flags shall reflect the hierarchy of the levels of the government being represented.
- In all circumstance's flags reflecting proclamations or special recognitions shall be flown in the lowest position under the Municipal Flag. Where the Municipal flag is not flown, special flags may be flown under the provincial flag or on the third pole (if available).

Proclamation or Special Group Flag Requests

Requests for flag raisings shall be submitted in writing no less than thirty (30) days prior to the requested time period and are on a first come-first served basis.

The flag will be raised by the CBO or designate and may be attended by the group, organization or applicant, if desired.

All written requests are to be sent to the Reeve and Council and shall include:

- The organization's name
- Address
- Applicant's Contact Number
- Proposed date and time for flag to be flown
- Name of flag to be raised and an explanation of the cause

Upon Council approval, the organization will provide the flag to the Municipality and confirm the desire to be present for the raising of the proclamation flag. Flags may remain on display for no more than two (2) weeks as time permits, at which the applicant will be contacted to pick up the flag.

Half-Masting

Flags at Township locations will be lowered to half-mast to recognize a period of official mourning or to commemorate significant dates. The half-masting of flags applies to all municipal properties that have flagpole locations. The Township will fly its flags at half-mast upon receiving notification of the death of any of the following individuals:

- The Sovereign or Member of the Canadian Royal Family
- The Governor General of Canada, or a former Governor General
- The Prime Minister of Canada, or a former Prime Minister
- The Lieutenant Governor of Ontario, or a former Lieutenant Governor of Ontario
- The Premier of Ontario, or a former Premier of Ontario
- The Local Member of the House of Commons, or a Local Member of the Provincial Legislature
- The Regional Chair, or a former Regional Chair
- The Reeve, a former Reeve, a Member of Council, a former Member of Council
- Any actively employed Staff Member of the Municipality
- Any Lennox and Addington Detachment O.P.P Police Officer, member of Emergency Medical Services of Stone Mills Firefighter fatally injured.
- A resident of Township of Stone Mills, who is a member of the Canadian Armed Forces, killed while deployed on operations
- Any other prominent individuals as determined by the Reeve/Council in consultation with the CAO.

Flags will be flown at half-mast upon receiving notification of the death, up to and including the day of the funeral service, unless circumstances prohibit the lowering of the flag for that time period, as determined by Township Council and/or Management.

Flags will also be flown at half-mast on an annual basis on November 11, in accordance with Remembrance Day ceremonies.

Disposal of Flags

When a flag becomes torn/faded/raggedy and is no longer in a suitable condition for use, it should be destroyed in a dignified manner.

Discretionary Provisions

The Reeve and C.A.O./Clerk shall be granted complete discretionary authority related to the raising and/or lowering of flags on Township property and any other provisions of this policy.