



MUNICIPALITY OF
GREENSTONE

Municipality of Greenstone Policy Manual

Subject: Flag Protocol	
Number: 24-12	Section: Administration
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Approval Authority: Council	

Purpose:

The purpose of this policy is to ensure that all flags flown at municipal facilities are flown in a consistent and respectable manner, and to provide direction to Administration on displaying additional flags on municipal flag poles besides Federal, Provincial or Municipal flags.

The policy will establish a framework to govern flag raising requests received from community groups which shall foster a sense of community, and enhance public awareness of activities such as national holidays or multicultural events which may or may not occur with a ceremonial event.

The policy will determine occasions when the flags will be flown at half mast.

Application:

- The policy is applicable to all municipally owned flagpoles, and will govern the raising and half-masting of flags.

Policy Statement/s:

- 3.1 The Corporation of the Municipality of Greenstone recognizes the importance of flags to groups of people, agencies, organizations and community groups, as well as expressing a collective sense of sorrow and respect, recognized by lowering flags to half-mast. All flags shall be flown in accordance with the manner outlined by the [Department of Canadian Heritage](#).

Definitions:

- “National Flag” or “Canadian Flag” means the flag approved by the Parliament of Canada as a national symbol of Canada.
- “Provincial Flag” means the flag approved by the Legislative Assembly of Ontario as a provincial symbol of Ontario.
- “Municipal Flag” means the flag adopted by the Municipality of Greenstone Council as a symbol of the Municipality.
- “Community” or “Special Flag” means a flag representing another agency or organization
- “Every Child Matters Flag” means the flag that honours the children who never returned home and Survivors of residential schools, as well as their families and communities.
- “Franco-Ontarian Flag” means the flag recognized as the emblem of the Ontario French-speaking community.

Policy:

The Canadian Flag, the Provincial Flag, or the Municipal Flag shall be the only permanent flags flown on Municipal flagpoles.

- Where there is only one pole, either the Canadian or Municipal flag may be the sole flag flown. At no time will both flags be flown together on the same pole.
- Where there are two poles present, the Canadian and Municipal flag shall be the sole flags flown. The Canadian flag shall take the position of honour to the left of the observer.
- Where three poles are present, the Canadian, Provincial and Municipal flags shall be the sole flags flown with the exception of the Greenstone Administration Office. From the view of the observer, the position of honour on the centre pole shall be reserved for the Canadian flag, the leftmost pole shall be the Provincial flag, and the rightmost pole shall fly the Municipal flag. At the Greenstone Administration Office, the flagpole flying the Municipal Flag shall be designated as the community flag raising pole for the Municipality of Greenstone and will accommodate any additional flag flown beneath the municipal flag, on a temporary basis, by approved special request in accordance with this Policy, or as directed by Council for up to 5 business days, or until such a time as the flag can be removed during regular business hours.

Community or Special Requests

Flag raising requests from an Agency or Organization wishing to raise their flag at the Greenstone Administration Office to mark an event will be received by the Clerk.

Community flag raisings, Every Child Matters flag, and the Franco-Ontario flag will only be accommodated at the Greenstone Administration Office building during regular business hours. The additional identified flag, as approved through a Special Request or otherwise directed by Council, will fly below the Municipal flag on a temporary basis only.

The special request shall be submitted 4 weeks in advance of the required date in writing and shall include:

- Name of the requesting organization
- Contact information including phone and email
- Requested event or occasion
- Date or time period of the event or occasion
- Description of the applicant organization including local affiliation, brief history, and any other relevant information.

The criteria for approving or denying a request to have a community flag displayed will be:

- Submission on behalf of a local agency or organization;
- Requests for Flags of charitable organizations and public awareness campaigns that align with the Human Rights Code;
- Requests in honour of national or independence days important to the residents of the Municipality;
- Requests in support of fund-raising drives important to the residents of the Municipality;
- Requests to celebrate multi-cultural and civic events important to residents of the Municipality.

At no time will the Municipality fly a special flag for:

- Political parties
- Religious groups
- Supporting fundraising drives that are political or religious in nature
- In support of groups or organizations or events that promote beliefs contrary to Municipal By-laws or Policies

The Clerk will review the request for compliance and present to the CAO for final decision. If approved, the applicant will be required to provide the flag (36"x72" or smaller with attached metal grommets) to the municipality in advance of the event. The Applicant will also be responsible for retrieving the flag following the removal. Special request flags from organizations shall only be flown once per calendar year. Requests will be processed on a first come, first served basis. For requests for flag raisings outside of normal business hours, the applicant may be responsible for staff overtime charges involved.

Community flags shall fly for up to five days, or until such a time as the flag can be removed during regular business hours.

The Clerk will be responsible for providing advice, as necessary, on the applicability of any of the above criteria to any application received for a community flag raising.

The Municipality reserves the right to determine which flags shall fly on Municipal flagpoles.

Every Child Matters Flag and Franco-Ontarian Flag

The Franco-Ontarian flag will accompany the Municipal flag for a period of up to five days which shall include September 25th annually in recognition of Franco-Ontarian Day.

The Every Child Matters flag will accompany the Municipal flag for a period of five days including September 30th annually in recognition of National Day for Truth and Reconciliation.

Lowering of Flags to Half-Mast

The half-masting of flags will be used in limited circumstances and will be reserved as an act of honour expressing a collective sense of sorrow, marking a time of official mourning or commemoration.

Flags shall be lowered to half-mast position, where it is feasible to do so, upon notice of the death of the following persons:

- The Sovereign;
- The Governor General of Canada, or a former Governor General;
- A past or present Canadian Prime Minister or Premier of Ontario;
- A present sitting area MP, MPP or Member of Council for the Municipality of Greenstone;
- Past Mayor of Greenstone and previous amalgamated towns and townships;
- Present day employees of the Municipality;
- As directed by Proclamation from the Governor General of Canada or Lieutenant Governor of Ontario;
- As directed by Mayor and Council or the Chief Administrative Officer.

Timing: Flags shall be lowered after notification of death, up to and including the date of the funeral or to a maximum of one week unless otherwise specified, unless protocol or a proclamation determines otherwise.

Flags flown at municipal buildings and facilities shall also be lowered to a half-mast position to observe:

- Workers' Day of Mourning on April 28
- Remembrance Day on November 11

The Clerk, in consultation with the Chief Administrative Officer or designate, shall direct staff in the raising/lowering of the flags. Flags will only be raised and lowered as soon as reasonably possible or during regular business hours. Special requests outside these hours may result in staff overtime charges. When a flag is flown at half-mast a notice will be posted on the website specifying the event.

National Flag

- The National Flag of Canada shall be displayed only in a manner befitting the national emblem.
- It shall not be subjected to indignity or displayed in a position inferior to any other flag or ensign.
- The Canadian Flag always takes precedence over all other national flags when flown in Canada. The only flags which take precedence are the personal standards of members of the Royal Family and the current Reigning British Monarchy's representatives in Canada.
- No other flag shall accompany the Canadian Flag on a single pole.
- The Canadian Flag shall always be flown aloft and free.

- When the Canadian flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way as outlined by [National Flag of Canada Etiquette](#).

Municipality of Greenstone Flag

- The Municipal flag will be flown at ward offices and other municipal buildings where there are flagpoles to do so.
- Where there is only one flag pole, either the Municipal or Canadian Flag shall be flown.
- At locations with three flag poles, the following will be displayed:
 - Canadian Flag
 - Province of Ontario Flag
 - Municipal Flag (The Greenstone Administration Office Municipal Flag may be accompanied by a community flag flown immediately below)
- The Municipal Flag shall be flown or displayed properly and treated with dignity and respect.
- The Municipal Flag shall not be used for commercial purposes by any organization.
- The Municipality of Greenstone reserves the right to refuse, deny or restrict the use of the Municipal Flag with respect to where or how it will be flown or displayed.
- The Municipality of Greenstone will allow the use of the Municipal flags to celebrate Greenstone's diversity, and honour those who have contributed to the life of the amalgamated municipality, upon approval to be determined by the Mayor or CAO
- The flying of flags at any municipal facility will not be contrary to the principles of this or any other Greenstone policy.

Protocol

1. Flags will be flown and displayed in accordance to the manner outlined by the Department of Canadian Heritage (www.pch.gc.ca).
2. Where the Municipality of Greenstone Flag is flown or displayed with the Canadian Flag, the Canadian Flag will take the place of honour, which is to the left of the observer of the flags and the Municipality of Greenstone Flag on the right (two flagpoles).
3. Where the Municipality of Greenstone Flag is flown or displayed with the Canadian Flag and Province of Ontario Flag, the Canadian Flag will occupy the centre position to the observer of the flag, the Province of Ontario to the left and the Municipality of Greenstone Flag to the right.
4. Where multiple flags are to be raised and lowered, and where it is not possible to perform this task at the same time, the flags will be raised and lowered in accordance to rank, with the Canadian Flag first, followed by the Provincial Flag, the Municipal Flag, and other community flag.
5. Where an official representative of a Canadian province or another country is visiting the Municipality of Greenstone, that province/country flag may be flown if directed by Mayor and Council or the CAO.

Flag Handling

The Parks and Recreation department will be responsible for the half-masting and replacement of flags. When a flag becomes tattered and is no longer in a suitable condition for use, it will be destroyed in a dignified manner.