

Corporate Policies and Procedures				
DEPARTMENT: Development and Property				POLICY #: GA-12
POLICY: Flag Protocol Policy				
DATE: June 2021	REV. DATE:	REVIEW DATE: June 2026	COVERAGE: All County-owned Facilities	PAGE #: 1 of 5

POLICY STATEMENT

The County of Renfrew acknowledges that flags are a symbol of honour and pride and wishes to institute a policy which will show respect and dignity for the flags. The intent of the policy is to provide clear guidance and direction to County staff as to the appropriate times and process for lowering flags to half-mast on County of Renfrew flagpoles.

DEFINITIONS

Community Group means a not-for-profit group, body, or organization established under an Ontario or Canadian statute or enactment, and that carries on activities benefitting the residents of the County of Renfrew.

County means County of Renfrew.

County Flagpole includes all flagpoles on County Property under the care or control of County staff.

Flag(s) includes the National Flag of Canada, Flag of the Province of Ontario and the County of Renfrew Flag or any other Flag permitted to be flown on a County of Renfrew flagpole.

Half-mast is the position of the Flag when flying at half-mast will depend on its size, the length of the mast and its location; but generally, the centre of the Flag should be halfway down the mast.

Province means the Province of Ontario.

GUIDELINES

Flags will be raised, lowered, flown, maintained, and disposed of by the County of Renfrew in accordance with Canadian Heritage's guidelines on Flag Etiquette in Canada and Rules for Flying the Flag.

Corporate Policies and Procedures				
DEPARTMENT: Development and Property				POLICY #: GA-12
POLICY: Flag Protocol Policy				
DATE: June 2021	REV. DATE:	REVIEW DATE: June 2026	COVERAGE: All County-owned Facilities	PAGE #: 2 of 5

1. If multiple flags are flown together in a set, all the flags must be flown at the same height (i.e. full-mast or half-mast).
2. All flags flown together in a set must be the same size in their vertical dimension.
3. Flags may be flown at night (i.e. flags do not need to be raised at sunrise and taken down at sunset, daily).
4. Only the National Flag of Canada, the Provincial Flag of Ontario and/or the County of Renfrew Flag shall be flown on flagpoles owned and maintained by the County of Renfrew. Other governmental flags may be flown if the approval of the CAO/Clerk is first received.
5. Flags representing **Community Groups or organizations**, events, and causes shall only be flown upon declaration from Council.
6. When a single flag is flown, the National Flag of Canada will be flown.
7. When two flags are flown, the National Flag of Canada and the Provincial Flag of Ontario will be flown.
8. When three flags are flown, the National Flag of Canada, the Provincial Flag of Ontario, and the Flag of the County of Renfrew will be flown.
9. **Should a recognized Community Group wish to have its flag flown permanently on the grounds of the County of Renfrew Administration Building, an official written request is required. Such request(s) will be forwarded to the Development and Property Committee who will provide a recommendation to County Council.**
10. Despite sections 1-3, Canadian Heritage’s guidelines on Flag Etiquette and Rules for Flying the Flag may direct that another flag takes precedence (for example; the Flag of the Sovereign). Those guidelines take precedence over anything in this Policy.

Corporate Policies and Procedures				
DEPARTMENT: Development and Property				POLICY #: GA-12
POLICY: Flag Protocol Policy				
DATE: June 2021	REV. DATE:	REVIEW DATE: June 2026	COVERAGE: All County-owned Facilities	PAGE #: 3 of 5

11. When dignitaries from outside of Canada are visiting the County, the Flag of the County of Renfrew may be replaced by the Flag of the dignitary’s country, and the precedence of flags adjusted accordingly.

Lowering flags in concert with Federal and Provincial governments

Lowering flags at all County of Renfrew County properties

The CAO/Clerk (or designate) shall be responsible for notifying the Development and Property Department, or appropriate staff person, of the half-masting of flags, with respect to the location, the reason, and the duration that the flag will be flown at half-mast;

The Development and Property Department will be required to lower and raise the flags in accordance with the notice provided by the CAO/Clerk (or designate);

From the time of notification of death until sunset the day of the funeral or memorial service for:

- i. the Sovereign;
- ii. a member of the immediate Royal Family;
- iii. a current or former Governor General of Canada;
- iv. a current or former Prime Minister of Canada;
- v. a current or former Lieutenant Governor of Ontario;
- vi. a current or former Premier of Ontario;
- vii. a current or former Member of the local ridings of the Federal or Provincial Parliament;
- viii. the current Warden of the County of Renfrew;
- ix. a past Warden of Council for the County of Renfrew.
- x. a current employee of the County of Renfrew.
- xi. any other prominent public figure as determined by the Warden in consultation with the Chief Administrative Officer.

Corporate Policies and Procedures				
DEPARTMENT: Development and Property			POLICY #: GA-12	
POLICY: Flag Protocol Policy				
DATE: June 2021	REV. DATE:	REVIEW DATE: June 2026	COVERAGE: All County-owned Facilities	PAGE #: 4 of 5

The Chief Administrative Officer may approve the lowering of flags to half-mast:

- i. to recognize the passing of a person of national or international stature who has had a significant impact on the community.
- ii. in response to a tragic or catastrophic event in the world consistent with the Department of Canadian Heritage.

From sunrise to sunset on:

- i. April 28, the National Day of Mourning (for those who have died in the workplace);
- ii. June 23, National Day of Remembrance for Victims of Terrorism;
- iii. November 11, Remembrance Day, except where a Remembrance Day ceremony involves the raising or lowering of a flag or flags as part of the ceremony;
- iv. December 6, National Day of Remembrance and Action on Violence Against Women.

Whenever the Prime Minister’s Office or Canada Heritage have lowered the flags at all Federal properties and buildings;

Whenever the Ontario Premier’s Office have lowered the flags at all Provincial properties and buildings.

The Development and Property Department will maintain an inventory of all flags flown at the Municipal buildings and facilities.

Public notice of the reason for the half-masting will be posted on the Municipal website and at the Municipal office.

12. Notwithstanding clause 11, during periods of half-mast, the flags on all County of Renfrew flagpoles must be flown at full-mast on the following legal holidays created under the Holiday Act: Victoria Day and Canada Day.

Corporate Policies and Procedures				
DEPARTMENT: Development and Property				POLICY #: GA-12
POLICY: Flag Protocol Policy				
DATE: June 2021	REV. DATE:	REVIEW DATE: June 2026	COVERAGE: All County-owned Facilities	PAGE #: 5 of 5

13. Council Chamber Flags

The flags in the Renfrew County Council Chambers are displayed on a flag stand with the National Flag of Canada in the centre, the Provincial Flag of Ontario to the left and the County of Renfrew Flag on the right. In determining the left and right location, the observer stands facing the flags.

14. Replacement and Disposal of flags

When a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way.

A flag is considered to be tattered or worn when the colour has faded, it has developed a hole, or the outermost seam (fly) of the flag has become frayed. When a flag is no longer in a suitable condition for use, it should be disposed of in a dignified manner.

POLICY REFERENCES

Canada Heritage Online Guidelines: Flag Etiquette in Canada

Canada Heritage Online Guidelines: Rules for Flying the Flag